MINUTES OF SIXTH MEETING OF THE BOG

GOVT. ENGINEERING COLLEGE IDUKKI, PAINAVU

(SELECTED UNDER SUB-COMPONENT 1.1 OF TEQIP PHASE – II)

Date: 25.02.2013   **Venue: GEC Idukki, Painavu**   **Time: 0930 hours**

Members present

1. Dr. A. Veeraragavan, IIT Madras, Chennai
2. Prof. Santhakumari V., Senior Joint Director, DTE, Kerala
3. Dr. K.P.P. Pillai, AICTE Nominee
4. Dr. R. Sathikumar, Principal
5. Dr. P.P. Sajith, TEQIP Coordinator
6. Dr. B. Jayanand, Financial Nodal Officer
7. Dr. Thajudin Ahamed, Head of the Department ECE
8. Dr. Sobana N.V., Head of the Department CSE Department
9. Prof. Lakshmi J. Mohan, Procurement Nodal Officer
10. Dr. Abhilash Suryan, Academic Nodal Officer

Dr. A. Veeraragavan, Chairman, Board of Governors presided over the meeting.

The items as per the agenda note were taken for discussion and approval.

Minutes

Part A

Procedural

Item No.A1: **Confirmation of the minutes of the fifth meeting of the BOG held on 10-12-2012.**

The minutes of the BOG meeting held on 10-12-2012 was read and confirmed. No Comments were received.

Item No.A2: **Report on the action taken/action pending on the pertinent decisions in the Minutes of the 5th Meeting of the Board of Governors held on 10-12-2012 at GEC Idukki.**

The Principal reported the action taken on the pertinent decisions in the minutes of the 5th meeting of the Board of Governors held on 10-12-2012. The BOG members appreciated the program named "Faculty Experience Sharing after Training (FEST)" and other activities as per the suggestions of last BOG meeting.

Item No.A3: **Cumulative list of the action taken/action pending on the various Board decisions in the past.**

The 4th BOG meeting on 17-09-2012 recommended to conduct diagnostic test for final year students to identify the weakness related to employability. The BOG discussed the matter and directed the placement officer Dr. B. Jayanand to initiate steps to identify the weakness related to employability.

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Part B

Discussion, consideration and Ratification

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Item No.B1: **Consideration of the various procurement packages cancelled till date**.

Prof. Lakshmi J. Mohan, Procurement Nodal Officer presented the cancelled list of items in the approved procurement plan till date. The BOG discussed the case in detail and the Nodal officer explained the reason for cancellations. The BOG approved the cancellations as per the details given in the Annexure B1. The BOG requested the TEQIP nodal officers to learn lessons from the past experience and the reasons for the cancellations of orders for procurement of equipment and ensure that such cancellations are avoided in future, so that the funds are utilized as per the procurement plan.

Item No. B2: **Consideration of newly created procurement packages**

Since the procurement plan has been prepared in 2010, NPIU and SPFU have given permission for revising the existing procurement plan [Ref: Mail from Prof. A.U. Digraskar, Central Project Advisor, NPIU, dated 09-01-2013). For setting up the laboratories for the PG programs, strengthening UG Laboratories, improving the learning faculties and improving the other facilities in the campus, the procurement Nodal Officer, Prof. Lakshmi J. Mohan presented new package proposals submitted by various departments. The BOG discussed the proposal in detail and approved the list as per the Annexure B2. The members reiterated that expenditure to the tune of Rs. 2 crores (for Procurement) has to be made before 31st of March 2013.

Item No. B3: **Consideration of the cancelled civil works and new proposals**

Prof. Jomy Thomas, Civil Works Nodal officer, presented the status of approved civil works. The Nodal officer explained the reasons for cancellation of some of the civil work packages and inclusion of new packages. The BOG considered and approved the cases as per the Annexure B3.

Item No. B4: **Consideration of the procurement of MIS software and recruitment of temporary data entry operator for MIS office.**

For effective project implementation and project monitoring, NPIU proposed to procure MIS software for the activity "Institutional Management Capacity Development". NPIU also proposed that institution should have an MIS cell equipped with adequate full time staff i.e. at least 2, 1 MIS officer and other MIS data entry operator.

With reference to the above, Prof. Lakhmi J. Mohan, Procurement Nodal Officer proposed the purchase of an integrated Campus Management Software (A proprietary product) from Orell Software Solutions Pvt. Ltd**.** Cochin (Included in Annexure B2: Agenda Item B2.) and also reported that another TEQIP Phase II institution, RIT Kottayam has already purchased this software from Orell Software Solutions Pvt. Ltd**.** Cochin. Members discussed this proposal and approved the same, if the performance of the software and maintenance support is found to be satisfactory. Feedback from RIT may be requested in this regard.

Regarding recruitment of temporary staff for MIS, the BOG suggested to recruit MIS staff after purchase of the software and successfully installation of the MIS software.

Item No. B5: **Consideration of the various academic programs for the next six months**

Academic Nodal Officer, Dr. Abhilash Suryan presented the academic activities planned for the next six months. The BOG suggested various

academic activities to improve the image of the institution. BOG members suggested inviting experts from Institutes of national Importance like IITs, IISc and NITs etc., and initiate collaborative research with GEC Idukki. The members suggested the faculty members to take up innovative projects on challenging issues facing the country using the latest technology. The members also suggested that the college should take up socially relevant projects in the area of Information Communication Technology like Cyber security, Speech recognition, Cloud computing, Visual and audio aids etc.

The BOG approved the proposal as per the agenda item and is placed in the Annexure B4.

Item No. B6: **Ratification of the various in house training programs for the faculty, technical staff and administrative staff.**

The BOG ratified the in house training programs for the staff as per the Annexure B5.

Item No. B7: **Ratification of the various in house training programs for the students.**

The BOG ratified the in house training programs for the students as per the Annexure B6.

Item No. B8: **Ratification of the various training program attended by faculty, Technical and administrative staff outside the institution**

The BOG ratified the training programs attended by faculty, Technical and administrative staff outside the institution as per the Annexure B7.

Item No. B9: **Ratification of the purchase of consumables and other minor items for the TEQIP office till date**

The BOG ratified the purchase of consumables and other minor items for the TEQIP office from April 2012 to 20th February 2013. The details of consumables and other minor items purchased as approved by the BOG are given in the Annexure B8.

Part C

Reports

Item No. C1: **The status of fund position as on 25.02.2013.**

The Principal explained the status of fund position as on 25-02-2013, and also presented category wise expenditure. From the allotted amount of Rs.200 lakhs, Rs.88.61994 lakhs has been spent as on 25-02-2013. The BoG advised the Institute to expedite the procurement process, so that the funds allotted can be utilized as per the plan schedule.

Item No. C2: **The status of faculty position as on 25-02-2013**

The Principal presented the status of faculty position as on 25-02-2013. The members raised concern over the vacancy in the Associate cadre level (9 vacancies out of 13 sanctioned posts). The Principal also informed that the current maximum pay fixed for Guest Lecturers with M. Tech. is Rs.25,000/- which is found to be not attractive. In line with the salary of newly recruited faculty members in technical institutes, it was proposed that the salary for the guest lecturers needs a relook. The BOG approved the proposal of the Institute for payment of an extra amount of Rs.5,000/month for those guest faculty (with M. Tech qualification) who meet the stipulated total hours, so that the total monthly salary for guest lecturers with M.Tech qualification is a maximum of Rs.30,000/-. on pro rata basis. The expenditure may be booked under the head, 'Incremental Operating Cost (IOC)'.

Item No. C3: **Status of the Construction projects as on 25-02-2013.**

The BOG members expressed satisfaction over the various Sate Government funded construction projects progressing in the campus.

Item No. C4: **Status of the new PG/UG programs as on 25-02-2013**

The Principal reported that, new M. Tech in Information Technology is to be approved by the AICTE and M. Tech in VLSI and B. Tech in Mechanical Engineering are to be approved by the MG University.

Item No. C5: **Accreditation status of the UG programs**

Prof. Amby, Accreditation Coordinator presented the current status of accreditation process of the institution. The members suggested the details of the planning for the preparation of Self Assessment Report (SAR) and mock accreditation audit by the middle of March 2013 so as to do a self assessment of the Institute's preparedness for getting its

programmes accredited. The BOG advised to make the Alumni Association more active and complete the data-base of Alumni at the earliest. A new web page may be created for this purpose on the Institute Website.

Any other item with the permission of the Chair

1. The Principal presented that 40 computers in the Institute got repaired in connection with the in-house training programme on PC Trouble shooting, organized under TEQIP. The members appreciated the effort and suggested to conduct similar courses in future.

2. Extending the discussion, the BOG suggested to setting up of an Institute Maintenance Cell comprising members from all departments. The members suggested that students may also be associated with the cell.

3. For enhancing quality students' projects, the BOG approved the purchase of minor items for the project works that will be carried out under the guidance of faculty members.

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