

**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME**

**Phase II Sub Component 1.1**

**XI MEETING OF THE BOARD OF GOVERNORS**

**Minutes**

**Date: 21-03-2015**

**Time: 10.00 am**

**Venue: College of Engineering Perumon**

**COLLEGE OF ENGINEERING PERUMON**

**PERINAD P.O., PIN-691 601, KERALA**

**Phone: 0474 2550500 Fax: 0474 2550400**

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### **Welcome by the Principal**

The meeting commenced at 10 am. Prof. (Dr.) L.Vijayaragavan presided over the meeting. After a silent prayer, Prof. (Dr.) Z. A. Zoya, Principal welcomed all the members. The following were present

#### **Members**

1. Dr. L. Vijayaragavan, Chairman
2. Dr. Z.A.Zoya, Principal, Ex-Officio Member
3. Dr. S.Anil Lal, Member
4. Dr. K. Jayaraj, Member
5. Dr. S. Raveendran, Director, CAPE
6. Ms.Bindu Prakash, Internal BoG Member, TEQIP Coordinator, HoD EEE
7. Mr.R.Thulaseedharan, Internal BoG Member

#### **Invitees**

1. Mr.Bejoy Abraham, TEQIP Coordinator, HoD CSE&IT
2. Mr.Sudheer V.R., HoD ECE
3. Mr.Sivathanu L, Finance Nodal Officer
4. Mr.Sudheep Dinesh, Procurement Nodal Officer
5. Ms.Vinu Vijayan, Civil Nodal Officer
6. Mr.Ajith A, IIC Coordinator
7. Ms.Bindhu J.S, Academic Nodal Officer
8. Ms.Seena R, EAP Coordinator

### **XI. A.1 Confirmation of the Minutes of the 10<sup>th</sup> meeting of the Board of Governors held on 15.11.2014**

Resolved to approve the minutes of tenth meeting held on 15.11.2014.

### **XI.A2. Report on the action taken/action pending on the pertinent decisions in the Minutes of the 10<sup>th</sup> Meeting of the Board of Governors held on 15.11.2014 at College of Engineering Perumon**

- Resolved to approve the action taken report on the decisions of the 10<sup>th</sup> Meeting of the Board of Governors held on 15.11.2014
- Regarding re-inviting quotations for AMC pertaining to desktop PCs it was resolved that the firms shall quote for rate/PC .

*Z.A.Zoya*

- Regarding deputing faculty members for training programmes, BoG suggested that the faculty should make presentations before the department, the training he acquired.

## Part B

### Items for Discussion, Consideration and Approvals

Sl. No	Items																		
	<b>Approval for Revised IDP</b>																		
XI. B1	Resolved to approve the revised IDP for the extended period up to October 2016. Resolved to approve the revised targets. <b>Action: TEQIP Coordinators</b>																		
	<b>Approval to proportionally increase TEQIP scholarship for non-GATE students.</b>																		
XI.B2	As the GATE scholarship was increased from Rs.8000/month to Rs.12400/month, it was resolved to send a request to SPFU for increasing TEQIP scholarship for non GATE students proportionally. <b>Action: Academic Nodal Officer</b>																		
XI.B3	<b>Approval and Ratification of Equity Action Plan (EAP) for the period 1/12/2014 to 31/10/2016 .</b>																		
	Resolved to approve the detailed action plan for the conduct of diagnostic test and remedial classes of various departments from 1/12/2014 to 31/10/2016 . Resolved to approve the anticipated expenditure given below.																		
	<table border="1"> <thead> <tr> <th>Department</th> <th>Anticipated Expenditure</th> </tr> </thead> <tbody> <tr> <td>EE (Annexure A1)</td> <td>266850</td> </tr> <tr> <td>ME (Annexure A2)</td> <td>234050</td> </tr> <tr> <td>CS (Annexure A3)</td> <td>200053</td> </tr> <tr> <td>IT (Annexure A4)</td> <td>179645</td> </tr> <tr> <td>ECE (Annexure A5)</td> <td>266850</td> </tr> <tr> <td>S1S2 (Annexure A6)</td> <td>380375</td> </tr> <tr> <td>Soft Skill Training (Institution Level)</td> <td>600000</td> </tr> <tr> <td><b>Total Anticipated Expenditure</b></td> <td><b>21,27,823/-</b></td> </tr> </tbody> </table>	Department	Anticipated Expenditure	EE (Annexure A1)	266850	ME (Annexure A2)	234050	CS (Annexure A3)	200053	IT (Annexure A4)	179645	ECE (Annexure A5)	266850	S1S2 (Annexure A6)	380375	Soft Skill Training (Institution Level)	600000	<b>Total Anticipated Expenditure</b>	<b>21,27,823/-</b>
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<b>Total Anticipated Expenditure</b>	<b>21,27,823/-</b>																		
	Also resolved to ratify EAP classes already started for the ongoing semesters and supplementary examinations, the anticipated expenditure of which is <b>Rs 5,80,475/-</b> . <b>Action: EAP Coordinator</b>																		

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<b>XI.B4</b>	<b>Ratification and Approval for new procurement package</b>										
	Resolved to ratify and approve the new procurement package created, details of which is given below.										
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<b>XI.B5</b>	<b>Ratification and Approval for Departmental Advisory Committee</b>										
	<p>From the workshop on NBA Accreditation organized by the college on 27.11.2014 and 28.11.2014, it was learned that departmental Advisory Committees are to be formed in each departments. Dr.K.G.Viswanathan and Dr. Sindhu R of NSS College of Engineering Palakkad were the speakers for the accreditation workshop. It was resolved to form Departmental Advisory Committees in all departments which have applied for accreditation. The committee members shall consists of academicians, industrialists, alumni members. It was resolved to pay honorarium of Rs.3,000 and TA/DA from the head "Reforms".</p> <p>It was also resolved to ratify the meeting of advisory committee already convened for the Department of EEE for which an amount of Rs.24966/- was incurred. Also resolved to approve the members of department advisory committee of EEE department.</p>										
<b>XI.B6</b>	<b>Approval for sanctioning seed money for new project proposals from R &amp; D head</b>										
	Resolved to approve the list of projects approved by the R&D committee for granting seed money. Resolved to grant seed money of Rs. 2 lakhs to 4 Projects.										
<b>XI.B7</b>	<b>Approval for the release of tuition fees and library/laboratory fee of faculty members deputed for M.Tech and Ph.D Programmes.</b>										
	Resolved to release tuition fee, laboratory fee and library fee of faculty members deputed for MTech and PhD programmes, details of which are given below.										
<b>XI.B9</b>	<b>Ratification for faculty members attended training outside the institution</b>										
	Resolved to ratify the expenditure incurred and the approval given for faculty members for attending training programmes outside the institution										
<b>XLB10</b>	<b>Ratification for the approval of inhouse training programmes conducted .</b>										
	Resolved to ratify the following inhouse training programmes conducted since the last BoG meeting.										

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Sl. No.	Training Programme	Coordinators	Dept	From	To	Total days
1	Workshop on Accreditation	Sri Vineeth R.	ECE	27.11.2014	28.11.2014	2 days
2	Seminar on MEANSTACK	Smt. Surya S.R.	IT	09.01.2015	09.01.2015	1 day
3	Assembly Language Programming using NASM	Smt. Surya S.R. Smt. Devi Dath Smt. Meharuniza Nazeem	CSE/IT	19.01.2015	21.01.2015	3 days
<b>XI.B11</b>	<p><b>Compensating monetary loss incurred for the faculty members from the TEQIP as the training programme scheduled by IIT Roorkee has been postponed.</b></p> <p>As IIT Roorkee has postponed the course on "Data Mining and Analytics" indefinitely and they have informed the message only at night before the travel, it was resolved to consider the cancellation charge of Rs. 3,761 to Ms. Bindhu J.S and Mr. Afzal A.L and Rs.5023/- to Mr.Anoop (Cancellation charge of flight from Dehradun to Trivandrum) as expenditure incurred and write off the same. Mr.Anoop could not cancel the flight ticket from Trivandrum to Dehradun as the ticket was booked through agency and the flight has taken off before the agency has started the cancellation procedure. Regarding this amount of Mr.Anoop, it was resolved to seek the direction of SPFU as the amount is higher.</p>					
<b>XI.B12</b>	<p><b>Compensating monetary loss incurred for the faculty members from the TEQIP as the training programme scheduled by College of Engineering Trivandrum has been postponed.</b></p> <p>As IIT Roorkee has postponed the course on "Data Mining and Analytics" indefinitely and they have passed this information only on night before the travel, it was resolved to consider the DD cancellation charge of Rs. 100/- each to Ms. Bindhu J.S, Mr. Afzal A.L and Mr.Anoop</p>					
<b>XI.B13</b>	<p><b>Proposal for Environmental Management Framework</b></p> <p>Ninth BoG meeting resolved to constitute an Environmental Management Framework. The proposal is attached as Annexure XI. B13.</p> <p><b>Resolved to approve the Environmental Management Framework</b></p>					
<b>XI. B14</b>	<p><b>Ratification of Electrification for installation of electrical machines</b></p> <p>Resolved to ratify the installation of newly purchased electrical machines at electrical machines laboratory done at an estimated cost of Rs.59824, the work of which was awarded to M/S. Kallady Agencies.</p>					
	<p><b>Cancellation of existing package and addition of new package</b></p> <p>Based on the suggestion of R&amp;D committee, it was resolved to create a new</p>					

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<b>XI. B</b> <b>15</b>	procurement package 'Train Lighting Alternator' after cancelling PF improvement through direct contract at an estimated cost of Rs.90,000.
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### Part C Reports

The following were reported to the BoG

**XI.C1.** 9<sup>th</sup> BoG meeting resolved to reimburse 50% of the amount incurred for taking professional memberships. List of faculty members who took IEEE membership were reported to the BoG.

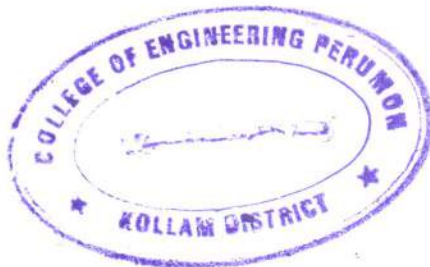
**XI.C2.** MFMR for the month of February 2014 was reported to the BoG


**XI.C3, XI.C4.** Action taken based on Performance Audit Report and Internal Audit Report was reported to the BoG

### OTHER ITEMS

**1. Request from Mr. Reji Tomlal , Librarian IV for deputing him for PhD**

It was resolved that since PIP does not permit deputing librarians for PhD, it could not be approved by the BoG. SPFU/CAPE/NPIU are authorized for taking the decisions.



  
**PRINCIPAL**  
 College of Engineering Perumon  
 Kollam