

Technical Education Quality Improvement Programme
(TEQIP – Phase – II)

**COLLEGE OF ENGINEERING
PERUMON**

**VIth
Meeting of the
*BOARD OF GOVERNORS***

Minutes

Venue: Hotel Abad Plaza, Ernakulam

Date : 30/09/2013

Time : 10.00 AM

**MINUTES OF THE VIth MEETING OF THE BOARD OF GOVERNORS
COLLEGE OF ENGINEERING PERUMON HELD ON
30/09/2013 at 10am at Hotel Abad Plaza, Ernakulam**

6.1 Welcome by the Principal

The meeting commenced at 10:30 am. Prof. (Dr.) A. Achyuthan presided over the meeting. After a silent prayer, Prof. (Dr.) Z. A. Zoya, Principal welcomed all the members. The following members were present

1. Dr. Achuthan, Chairman
2. Dr. Z.A.Zoya, Principal, Ex-Officio Member
3. Dr. S.Anil Lal, Member
4. Dr. Jayaraj, Member
5. Mr. Vijayakumar, Member
6. Prof Bindu Prakash, Member
7. Prof. Thulasreedharan R, Member
8. Prof.Narayanan, SPFU Expert
9. B.Rajendrababu, Administrative Officer, CAPE
10. Prof. Bejoy Abraham, TEQIP Coordinator

6.2 Confirmation of the Minutes of the 5th meeting of the Board of Governors held on 10.04.2013

The minutes of fifth meeting held on 10.04.2013 has been placed before the BoG for approval. The minutes have been approved by the BoG.

6.3. Activities of Institutional Project unit - College of Engineering Perumon

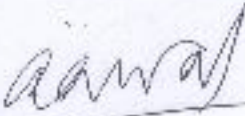
6.3.1 Improvement in Teaching, Training and Learning facilities - Approval for Procurement activities :

6.3.1.1. Approval of cancelled/ revised/newly added packages

BoG had given approval for adding 10 new packages, revising 2 packages and cancelling 4 packages. Details of packages are given in Annexure IIA.




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6.3.1.2. Approval of action plan for procurement for the remaining packages-

BoG approved action plan for the procurement of remaining packages. The complete procurement plan (full list of packages) is given in Annexure IIb and the action plan is attached as Annexure II c.

6.3.1.3 Decision on NCB of Desktop Computers

As the recommended bidder M/S HCL Infosystems has not submitted the performance security within deadline, BoG decided to grant further 21 days for M/S HCL to submit the performance security in the form of DD. If they fail to produce performance security within October 14 2013 (expiry of additional 21 days), it was decided to cancel and re invite the package. BoG authorized a sub committee constituting the following to approve the specification and conditions ,in case the package is cancelled and re-invited

- 1.Dr.Z.A.Zoya, Principal, College of Engineering Perumon
- 2.Dr.Anillal, Associate Professor in ME, College of Engineering Trivandrum
3. Dr. Jayaraj, Associate Professor in ME, College of Engineering Trivandrum

Dr.Z.A.Zoya, Principal will be the convener of subcommittee and Mr.Bejoy Abraham, HoD CSE and IT, College of Engineering Perumon will assist Principal in providing technical expertise.

6.3.2 Approval of Academic activities :

6.3.2.1 Approval of action plan of FSD activities till Dec '14

Action plan of faculty and staff development(FSD) activities till Dec' 14 has been approved by BoG. The BoG has approved the following expenditure planned till Dec 2014 for FSD activities.

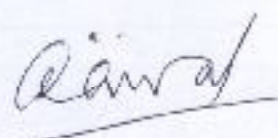
Dept	Planned Expenditure(FSD) till Dec 2014
CS/IT	3301000.00
ECE	3132000
EEE	2115000
ME/Civil	1750000
Admin/Library Staff	600000
TOTAL	10898000.00

Detailed action plan of academic activities till Dec' 14 is attached as Annexure III.

6.3.2.2 Approval of teaching assistanceship

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BoG approved the following plan for teaching assistantship till Dec 14

	No. of Students	Months	Total
Total amount for the year 2013-14	1+14	12	1080000
Total amount for the year 2014-15	14+14	5	840000
Total Plan			2340000
Total Spent up to July 2013	1	14	84000
Total			2424000

6.3.2.3. Approval for revising the honorarium for subject experts and Resource Persons from institutes of national importance

BoG suggested that the honorarium payable to experts from IIT, NIT etc need not be uniform, based on the status of experts Rs.5000/- or Rs.3000/- may be paid. Among the confirmed resource persons for FDP on "Research Methods-Issues and Challenges" BoG permitted to give honorarium of Rs.5000/day to Dr.Ramanathan, Emeritus Fellow, IIT Bombay .

6.3.1.3.4. Ratification of appointment of SRA and MIS Officer.

BoG ratified the appointment of Dr.K.P.P Pillai as Senior Research Advisor(SRA) and Ms.Meera Ranganathan as MIS Officer. BoG ratified the selection process of MIS officer.

6.3.2.4. Approval of format of bond to be signed by the faculty members deputed for higher studies for releasing of tuition fee

A format of bond has been placed before the BoG for approval. However BoG revised its decision and suggested that no separate bond is to be signed by the faculty members as they already signed a bond with CAPE while deputed for higher studies. Tuition fee can be reimbursed if the candidate has signed a bond with CAPE.

6.3.2.5 Ratification of Academic activities

BoG has ratified the academic activities attached as Annex IV.

6.3.3.Academic support for weak students:

6.3.3.1:Approval of Equity Action Plan(EAP) till Dec '14.

BoG has approved equity Action Plan(EAP) till Dec'14. The anticipated expenditure is given below and the detailed action plan is given in Annexure V

Department	Expenditure
CSE & IT :- annexure V (A)	798355
EEE :- annexure V (B)	746560
ECE :- annexure V(C)	1144800



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ME :- annexure V(D)	307550
Bridge :- annexure V (E)	861600
S1S2 :- annexure V(F)	204800
	4097790

6.3.3.2 Amendments in Rules and regulations for the conduct of remedial classes.

6.3.3.2.1. Extending the maximum number of hours for theory paper and lab subjects

BoG approved to extend the maximum number of hours permissible for a theory subject as well as lab subject to 24 , if it is necessary to cover the topics.

6.3.3.2.2 Removing the limit on minimum number of students for conducting a remedial classes

In the 4th Bog meeting , it was decided to limit the minimum number of students for conducting a remedial class to 15. BoG, in its VIth meeting decided to remove this limit. It has also been decided to extend the number of hours that a faculty member can engage on a day to 6 hours.

6.3.3.3 Approval for the conduct of soft skill development training program

BoG approved to conduct a soft skill development training program from 2nd of October 2013 , for the final year students those who have maximum three back logs and a minimum aggregate 60% Marks. The anticipated expenditure is ₹ 2,34,000.00. (EAP Annexure V)

6.3.4 R&D Activities:

6.3.4.1 Ratification of constituted Research and Development committee

BoG ratified the constitution of following R&D committee 1. Senior Research Advisor (SRA) - Prof. (Dr.) K.P.P.Pillai

R&D members

- a) Prof.(Dr.) Achuth Sankar S.Nair
Director, Centre for Bioinformatics, University of Kerala
- b) Prof.(Dr.) Anilal
Associate Professor, Dept. of Mechanical Engineering
College of Engineering Trivandrum
- c) Prof.(Dr.) Bindu G.R.
Associate Professor, Dept. of Electrical Engineering
College of Engineering Trivandrum
- d) R&D Co-ordinator
Prof. Ananda Resmi S.
Associate Professor, Dept. of Electronics and Communication
Engineering, College of Engineering Perumon

6.3.4.2 Approval of Action plan for R&D activities till Dec'14

Following activities were approved by the BoG



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6.3.4.2.1 Approval for granting seed money for innovative projects

BoG approved to grant a maximum seed money of Rs.1,00,000 on recommendation by R&D committee for innovative project proposals approved by Research and Development committee .R&D committee has been authorized to formulate the rules and regulations of the same

6.3.4.2.2 Approval for Technology Business incubation unit (TBI) as part of IIC and R& D unit and joint Research project with Industries

BoG approved to start Technology Business incubation unit (TBI) as part of IIC. It suggested that it shall not be a part of both IIC and R&D unit.

6.3.4.2.3 Approval for Financial commitments expected upto Dec 2014

BoG approved the following budget for R&D activities upto December 2014

For Research related seminars and workshops-Rs.5,00,000/-

Research grant (seed money) for innovative Projects-Rs.12,00,000/-

Expenses for attending conferences/Journal Publications -Rs. 3,00,000/-

6.3.5 Industry Institute Interaction Cell Activities:

6.3.5.1: Approval for Technology Business incubation unit (TBI)

BoG approved to start Technology Business incubation unit (TBI)

6.3.5.2 Approval for granting initial investment cost for start up for each prospective entrepreneurs from IIC fund

BoG did not approve granting of initial investment cost for the start up for each prospective entrepreneur from IIC fund


6.3.5.3: Approval for spending funds for organizing expert lectures and workshops for nurturing entrepreneurial talents among the students of CEP.

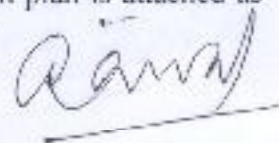
BoG has not approved spending funds for organizing expert lectures and workshops for nurturing entrepreneurial talents among the students of CEP

6.3.5.4 Approval of Action plan for IIC activities till Dec'14

BoG approved action plan for IIC activities till Dec' 14 .IIC action plan is attached as Annexure VI




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BoG suggested reimbursing KSRTC bus fare to each student for Industrial visit. It was recommended by BoG to sign an MoU with KSRTC for providing their buses for the institution for conducting industrial visits.

6.3.6 Ratification of financial sanction to various activities:

6.3.6.1 Ratification of financial sanction for procurement activities

BoG ratified financial sanction for procurement activities given below

Total expenditure under procurement Head (up to 24th sep2013)
=Rs24317470.45/.

6.3.6.2 Ratification of financial sanction for academic activities

BoG ratified financial sanction for academic activities

Total expenditure (up to 24th sep2013) =Rs301049/.

6.3.6.3 Ratification of financial sanction for IIC activities

BoG ratified financial sanction for IIC activities

Total expenditure (up to 24th sep2013) =Rs189812/.

6.3.6.4 Ratification of financial sanction for equity activities

BoG ratified financial sanction for equity activities

Total expenditure (up to 24th sep2013) =Rs139431/.

6.3.6.5 Ratification of remuneration for the additional duty of daily wages TEQIP staff

BoG did not ratify giving remuneration for the additional duty of daily wages TEQIP office staff @ 525 for 8 hours(1 ½ wages of Rs350). It was approved to give remuneration for the additional duty as per G.O or otherwise Rs.350/-

6.3.6.6 Ratification of festival allowances for TEQIP office staff's(Accountant, Data entry operator and MIS officer)

A festival allowance of Rs 2200/ has been given to various TEQIP staff. The amount of Rs.2200/- is same as that of CAPE office order applicable to CAPE employees. However BoG did not ratify the amount of Rs.2200/-. BoG approved to give festival allowance as per G.O/Government norms .

BoG approved details of the Expenditure of different heads(agenda No:6.3.6.1 to 6.3.6.5)
The expenditure statement is attached as Annexure VII

6.3.6.1 Submission of Income & Expenditure details for kind perusal and approval up to 31-08-2013.



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The MFMR statement for the month of 31st August 2013 along with detailed income & expenditure has been approved by the BoG. MFMR statement upto 31st Aug2013 is attached as **Annexure VIII**

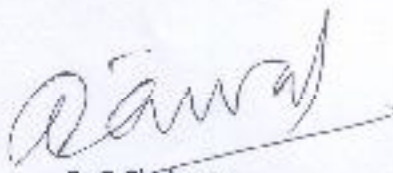
6.4 Date and venue of next BoG meeting

Date for next meeting has not been fixed. It was decided to fix date and venue of next BoG meeting later.


Principal

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BoG-Chairman