

**MINUTES OF THE VIth MEETING OF THE BOARD OF GOVERNORS
COLLEGE OF ENGINEERING PERUMON HELD ON
21/12/2013 at 11am at Hotel Abad Plaza, Ernakulam**

7.1 Welcome by the Principal

The meeting commenced at 11 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. K. Jayaraj, Member
5. Dr. V. Gopakumar, Director, SPFU
6. Prof. Bejoy Abraham, TEQIP Coordinator
7. Prof. Ananda Reshmi, R&D Coordinator
8. Prof. Bindhu J.S, Academic Nodal Officer
9. Prof. Satheesh Kumar, Procurement Nodal Officer
10. Prof. Afzal A.L, EAP Coordinator
11. Prof. Ajith A, IIC Coordinator

A.1 Confirmation of the Minutes of the 6th meeting of the Board of Governors held on 30.09.2013

The minutes of sixth meeting held on 30.09.2013 has been placed before the BoG for approval. The minutes have been approved by the BoG.

A2. Report on the action taken/action pending on the pertinent decisions in the Minutes of the 6th Meeting of the Board of Governors held on 30-09-2013 at Hotel Abad Plaza, Ernakulam

Mr. Bejoy Abraham, TEQIP Coordinator presented the action taken report on the pertinent decisions in the Minutes of the 6th Meeting of the Board of Governors held on 30-09-2013. BoG approved the report


Principal
College of Engineering Perumon
Kollam

[1]


CHAIRMAN
Board of Governors-TEQIP II
College of Engineering
Perumon

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 after black listing M/S HCL. 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 convenor 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

Part B

Discussion, Consideration and Ratification

Sl. No	Items
B1	<p>Ratification of Black Listing M/S HCL VIth BoG meeting approved to grant further 21 days for M/S HCL to submit the performance security .If M/S HCL failed to produce the same it was decided to re invite the tender. As M/S HCL failed to produce the performance security tender has been re invited and a letter has been issued to M/S HCL informing that they are black listed from all future tenders of the institution.</p> <p>Decision : BoG approved debarring of M/S HCL from participating in the tenders in future. It was decided to write to CAPE about the whole matter and to request them to initiate proceedings for blacklisting M/S HCL.</p>
B2	<p>Consideration of granting permission for air travel to faculty members for attending FDPs, seminars, workshops, conferences, meetings etc. Norms prevailing in central government for air travel is attached as Annexure B2. As per Annexure B12: Letter from Department of Higher Education , Govt. of India to NPIU regarding honorarium and TA/DA of experts, air travel can be availed by officials of project institutions drawing grade pay of 6000 or above to attend meetings.</p> <p>Decision: Permission granted for faculty members drawing grade pay of 6000 or above to avail air travel. Norms prevailing in Central Government Institutions has to be followed for this.</p>
B3	<p>Ratification of air travel availed by Mr.Bejoy Abraham, TEQIP Coordinator to attend QEEE meeting in New Delhi.</p> <p>Mr.Bejoy Abraham,TEQIP Coordinator has attended a meeting on QEEE (Quality of Engineering Education Enhancement) in New Delhi. He has availed flight travel for this and an amount of Rs.21590/- has been incurred for flight tickets. As per Annexure B12: Letter from Department of Higher Education , Govt. of India to NPIU regarding honorarium and TA/DA of experts, air travel can be availed by officials of project institutions drawing grade pay of 6000 or above to attend meetings.</p> <p>Decision : Flight travel availed has been ratified and it was approved to reimburse the ticket charge as Mr. Bejoy Abraham's AGP is Rs.9000</p>
B4	<p>Ratification of the various inhouse training programs for the faculty, technical staff and administrative staff. The details are given in the Annexure B4</p> <p>Decision: The BoG ratified various in-house training programs</p>
B5	<p>Ratification of the various training program attended by faculty, technical and administrative staff outside the institution. The details are given in Annexure B5.</p> <p>Decision: The BoG ratified various training programs attended by staff members outside the institution</p>

[Signature]
Principal

College of Engineering Perumon
Kollam

[2]

[Signature]
CHAIRMAN
Board of Governors-TEQIP II
College of Engineering
Perumon

B6	<p>Ratification for approval for the paper presentation in the International Conference.</p> <p>Smt. Surya S R, Assistant Professor in IT, has presented a paper on Automatic cloud detection using spectral rationing and fuzzy clustering at Second International conference on advance computing, Networking and Security(ADCONS 13) during 15/12/13 – 17/12/13 organized by NITK, Surathkal, Mangalore, Kamataka sponsored by IEEE Bangalore section. The paper has been published by IEEE.</p> <p>Decision : The BoG ratified paper presentation by Smt. Surya S R and decided to reimburse the expenditure incurred for her in this regard.</p>
B7	<p>Approval for permitting Ms.Meera Ranganathan to continue as MIS officer after successful completion of 89 days. Ms. Meera Ranganathan has joined as MIS officer(TEQIP Phase II) on 23/08/2013.She has been in duty for a period of 116 days till date. She has been sincerely working in TEQIP and has successfully completed a period of 3 months(as per the 5th SSC meeting minutes - Item no. SSC-K 5.7). Seeking permission to continue as MIS officer.</p> <p>Decision : . BoG stated that Principal can decide the matter.</p>
B8	<p>Approval for attending training programmes outside the institution. Details are given in <u>Annexure B8</u>.</p> <p>Decision : The board approved the proposal</p>
B9	<p>Ratification for the conduct of soft skill training by hiring reputed firm</p> <p>AS per the EAP , under finishing school activity, Training and placement cell (TPC) of our college coordinated 8 days of soft skill training to the final year students . For that we hired the service of Career Launcher , after conducting a demonstration classes of 3 hour duration each by reputed firms like M/S Aesthetics, M/S Focus Academy for Career Enhancement (FACE) and M/S Career Launcher for final year students.</p> <p>As per the G.O(Rt) No:1993/2013/H.Edn.(Annexure B8), remuneration to the expert firm for minimum seven hours class duration handled by minimum two experts is fixed as 10000/- . Based on that order we have given an amount of RS. 80000/- to M/S Career Launcher as remuneration.</p> <p>Decision : The board has ratified the conduct of soft skill training by hiring M/S Career Launcher and honorarium of Rs.80000/- given to them.</p>
B10	<p>Ratification for the extra hours taken to complete the remedial classes</p> <p>The number of hours required for remedial classes in Digital Signal Processing and Electronics devices and circuits has already fixed as 15 in the EAP approved by BOG held on 30/9/2013. But these classes took 18 hours for its completion.</p>

	<p>The lab session for orientation course on C#.net & its connection with database was fixed as single batch of 65 students, with 9 hours. But due to the requirement, it has been planned to split the lab session in to 2 batches with 9 hours each.</p> <p>Decision : The BoG ratified this.</p>
B11	<p>Approval for extending number of hours required for classes for academic support to weak students.</p> <p>While organizing the classes, it is found that some subjects took more number of hours than the number of hours fixed in the EAP approved by BoG in its VIth meeting on 30.09.2013. Approval may be granted to extend the numbers of hours specified in the EAP up to 24, if required</p> <p>Decision: Approved</p>
B12	<p>Consideration to grant permission for organizing expert lectures for academic support to weak students by paying an amount of Rs 3000/- as honorarium to the subject experts. As per a mail from NPIU (Annexure B11) which is published in SPFU West Bengal's web site expert lectures can be given under equity and its honorarium can be fixed by BoG.</p> <p>Decision: Permission not granted. BoG suggested that expert lecture shall not be given under EAP.</p>
B13	<p>Consideration to add Expert lectures of maximum 6 sessions to the EAP. The existing EAP does not contain expert lectures. Permission may be granted to add expert lectures (lecture by experts from outside) also to EAP.</p> <p>Decision: Permission not granted. BoG suggested that expert lecture shall not be given under EAP.</p>
B14	<p>Approval for the selected list of firms</p> <p>Demonstration classes of 3 hour duration each has been conducted by reputed firms like M/S Aesthetics, M/S Focus Academy for Career Enhancement (FACE) and M/S Career Launcher for final year students. Based on demonstration class M/S Career Launcher and M/S FACE has been identified as the better ones Approval may be given to hire the service of the following firms for conducting soft skill training</p> <p>1. Career Launcher 2. Face</p> <p>Decision: BoG approved hiring of service from M/S Career Launcher and M/S Face for conducting soft skill training.</p>

[Signature]

Principal
College of Engineering Perumon
Kollam

[4]

[Signature]

CHAIRMAN
Board of Governors-TEQIP II
College of Engineering
Perumon

B15	It is proposed to conduct a two day, industry meet consisting of industry related exhibition, seminar, paper presentation in our campus with student and staff participation in January 2014 (before the Industry meet on Jan 31, 2014 at RIT Kottayam). Approval may be given for this Decision: Approved
B16	It is proposed to commence academic networking programmes (short term courses of 3-6month duration) with Industry .Approval may be given for this Decision: Can be done under EAP for passed out students. The company shall ensure that atleast 20% of students will get placed. Service to be procured through PMSS
B17	Financial Ratification Expenditure incurred after the VIth BoG meeting are included in <u>Annexure B16</u> for ratification Decision: Ratified

[Handwritten signature]

Principal

College of Engineering Perumon
Kollam

[Handwritten signature]

CHAIRMAN
Board of Governors-TEQIP II
College of Engineering
Perumon