

College of Engineering Karunagappally

Minutes of First Meeting of Board of Governors

Presided by

Hon'ble Chairman: Prof. V.P.N. Nampoori

Venue: Office of Principal

Date: 22 June 2013

Time: 3:15 PM

Agenda Summary	
ITEM NO	DESCRIPTION
	Silent Prayer
1 / BOG 1	Welcome address by the Principal and reporting about the college
2 / BOG 1	Reporting of institutional activities under TEQIP II 2.1 Submission of Institutional Development Proposal for grant 2.2 Intimation of selection of the institution for TEQIP II. 2.3 Signing of MoU with the State Government 2.4 Submission of Proposal to UGC for Autonomy 2.5 Formation of Institutional Level TEQIP-II committees. 2.6 Proposal of panel for Senior Research Advisor (SRA) 2.7 Appointment of Mentor for College of Engineering Karunagappally 2.8 Various meetings and workshops attended by the Co-ordinators in connection with TEQIP
3 / BOG 1	Ratification of approval of Institutional Development Proposal (IDP)



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4/BOG 1	Report of Academic activities under TEQIP 4.1 Faculty and Staff development programmes conducted in-house 4.2 Staff Development Programme attended outside 4.3 In house Faculty and Staff Development (FSD) Programmes planned for the next three months 4.4 External Training programmes for Faculty and Staff planned for the next three months 4.5 Teaching Assistantship to PG students 4.6 Remuneration for remedial classes under Equity Action Plan (EAP) 4.7 Honorarium for resource persons for various training programs 4.8 Amount to be spent on food, refreshment and course material for participants of various training programs
5/BOG 1	Permission to appoint Data Entry Operator and Clerk cum Junior Accountant on daily wages
6/BOG 1	Approval of Procurement /Minor Civil Works Plan of the institute
7/BOG 1	Expenditure incurred category wise 7.1 Expenditure incurred under Staff Development Programme 7.2 Expenditure incurred under IOC
8/BOG 1	Assistance to students for industry internship
9/BOG 1	Norms for travel by air and norms for Boarding/Lodging and T.A for outstation TEQIP programs
10/BOG 1	Reimbursement of Fee for faculty members who undergo qualification up gradation
11/BOG 1	Delegation of adequate financial powers to Principal
12/BOG 1	Permission to revise procurement plan as and when necessary with the consent of the Chairman, to be approved in the next BOG
13/BOG 1	BOG 1: Permission to revise TNA plan in the IDP as and when necessary with the consent of the Chairman, to be approved in the next BOG
14/BOG 1	Any other item with the permission of the Chair

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Members present

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|--------------------------------|---|
| 1. Prof. (Dr). V.P.N. Nampoori | Chairman |
| 2. Shri. M Sherif | Addl. Sec. ,H. Edn, Government of Kerala (State Govt. Nominee) |
| 3. Sri. James Joseph | Under Sec. ,Finance, Government of Kerala (State Govt. Nominee) |
| 4. Prof. (Dr). Sreejith | Principal School of Engg CUSAT (CUSAT Nominee) |
| 5. Prof.(Dr). V.P. Devassia | Principal Model Engg College (Member) |
| 6. Dr. Ajilkumar A | Member |
| 7. Prof. Manoj Ray. D | Member |
| 8. Prof. Hari V.S | Principal |

Special invitees

- | | |
|--------------------|---|
| 1. Prof. Deepa V.S | HOD Electronics and Communication Engineering |
| 2. Smt. Smitha P | HOD Information Technology |
| 3. Smt. Libi A | HOD Electrical and Electronics Engineering |

The following members of the BOG conveyed their inability to attend the meeting

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|-----------------------------|--|
| 1. Prof. (Dr) Sureshkumar P | Principal College of Engg Cherthala (Member) |
| 2. Sri. Sayeed Rasheed | IHRD Director (Member) |

The meeting started with silent prayer at 3.15 PM.

The Hon'ble Chairman brought the meeting to order. Principal, Prof. Hari V.S., welcomed the BOG members and the special invitees. He briefed on the history of the college since its establishment in 2000. The members of the BoG introduced themselves to the meeting.



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The Hon'ble Chairman invited the Principal to introduce the agenda for the first BOG meeting. Principal Prof. Hari V.S. presented the agenda.

Item No 1 / BOG 1: Welcome address by the Principal and reporting about the college: Prof. Hari V S.

The Principal briefed on the history of the college, student activities and highlighted its academic performance which is in par with the best institutes in Kerala.

Item No 2 / BOG 1: Reporting of institutional activities under TEQIP II

2.1 Submission of Institutional Development Proposal (IDP) for grant

The Principal reported that the Institute had submitted an IDP to the National Project Implementation Unit (NPIU) of TEQIP through the State Project Facilitation Unit (SPFU) after getting the concurrence of the Hon. Chairman of BOG, and the same has been ratified by the BOG.

2.2 Selection of the institution in TEQIP II

The Principal also reported that the Central Project Advisor, TEQIP has intimated the selection of the institute to participate in TEQIP II.

2.3 Signing of MoU with the State Government

The Principal reported that the institution was asked to sign MoU with the State Government for effectively implementing TEQIP II. Accordingly the institute signed the MoU with the State of Kerala on 19.02.2013 regarding TEQIP implementation.

- Mr. Sherif has mentioned that there is no restriction for the institution to retain the IRG for IHRD institutions. Regarding contract of temporary faculty, it was insisted that the period to be restricted to 11 months. If possible expert faculty from nearby colleges under TEQIP can be hired. It was also insisted that corpus funds needs to be raised for the Annual maintenance of tools and equipments purchased and also for faculty development.



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- Sri. James Joseph suggested that 11 months of contract can be extended after the said duration has expired, the extended period should be treated as fresh contract.
- Prof. Sreejith suggested that the period of contract can be extended beyond 11 months after giving a break as done in CUSAT.
- Prof. Devassia opined that the period of contract can be more than 11 months.
- BOG directed the institution to stick on to the key obligations to be implemented by the project institution such as establishment of four funds, retention and utilisation of all Internal Revenue Generated (IRG) including tuition fee with the institution and filling up of faculty vacancies on 11 months or longer contract as per G.O

2.4 Submission of Proposal to UGC for Autonomy

The Principal reported that the college has submitted a proposal for academic autonomous status for the institute to the UGC, through the affiliating University, Cochin University of Science and Technology (CUSAT) as directed by NPIU. The BOG approved the proposal submitted for Academic Autonomy and ratified the action taken by the Principal in this regard.

2.5 Formation of Institutional Level TEQIP-II committees.

The Principal presented the various institutional TEQIP-II committees as attached in the agenda and the BOG ratified the same.

- *Higher Education Secretary was of the view that the success of TEQIP depends on the agility of Coordinators and members of respective committees.*
- *BOG instructed the Coordinator to arrange a brief presentation by each of the committees on the progress of their work from the next BOG meeting onwards.*



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2.6 Proposal of panel for Senior Research Advisor (SRA)

The Principal reported that the TEQIP cell of the institute proposed a panel of three eminent academicians as directed by the NPIU for the post of Senior Research Advisor (SRA), for promoting and guiding research activities at the college and that the selection of the SRA from this panel is to be decided in the first BOG meeting. The BOG approved the name of Dr. E Gopinathan, former Director, NIT Calicut, as SRA of the institution .

2.7 Appointment of Mentor for College of Engineering Karunagappally

The Principal reported that the National Project Implementation Unit (NPIU) appointed Prof. (Dr.) K.P. Sudeer, Professor, Department of Civil Engineering, IIT Madras as the mentor for the institution. The BOG placed on record its gratitude to Prof. (Dr.) K.P. Sudeer for consenting to mentor the institution in TEQIP-II activities.

2.8 Various meetings and workshops attended by the Co-ordinators in connection with TEQIP

The Principal presented the report of the various TEQIP II meetings attended by office bearers of TEQIP unit of CE Karunagappally and revealed that the expenditure incurred has not been released, pending sanction from BOG. The BOG approved the same and ratified the action taken by the Principal.

Item No 3 / BOG 1: Ratification of approval of Institutional project Proposal (IDP)

The Principal reported that the Institute had to submit an Institutional Development Proposal (IDP) to the NPIU through SPFU for getting selected to the TEQIP-II Scheme. Hence an IDP was prepared and submitted with the permission of the BOG chairman. He also informed that the IDP has to be formally approved by the first BOG meeting. BOG formally approved the IDP of College of Engineering Karunagappally and ratified the action taken by the Principal in this regard.



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Item No 4 / BOG 1: Report of academic activities under TEQIP II

4.1 Faculty and Staff development programmes conducted in-house

The Principal presented the report of the TEQIP Academic and Finance committees about in-house academic programs conducted, under TEQIP-II. He also informed that three in-house programmes were conducted and the expenditure incurred for the same has not been released, pending sanction from the BOG. The BOG approved the same and ratified the action taken by the Principal in this regard and directed the principal to release the amounts.

4.2 Staff Development Programme attended outside

The Principal also presented the report of the TEQIP Academic and Finance committees about faculty/staff deputed to outstation academic programmes under TEQIP-II after the MOU was signed. He also informed that the expenditure incurred for the above has not been released, pending sanction from the BOG. The BOG approved the same and ratified the action taken by the Principal in this regard. The BOG also approved to release expenditure incurred as per TEQIP-II norms.

- Prof. Sreejith insisted that resource persons from reputed institutes need to be invited and their expertise must be made use of.
- Shri M Sherif, suggested that the knowledge thus gained should be shared with the other faculty / students.
- Prof. Devassia has opined that 20% of participants for Faculty Development Programme should be external participants. Also it was stressed that 5 day courses can be scheduled for career development.
- BOG was unanimous in allowing the Academic Committee to sanction advance payment for conducting academic programmes and decided to limit the advance amount to 75% of expected expenditure.
- PG Students may be permitted to attend training programmes, but need not be enlisted as participants.



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- Appropriate fee may be charged from the participants of other institutions.
- One day programmes are to be labeled as workshops/Seminars. Training programmes are to be of at least 3 day duration.
- The BOG took note of the above points and decided to comply with them.

4.3 In house Faculty and Staff Development (FSD) Programmes planned for the next three months,

4.4 External Training programmes for Faculty and Staff planned for the next three months

The Principal presented the list of in-house and outstation programmes proposed for next three months as shown in agenda item numbers 4.3 and 4.4, prepared by the TEQIP Academic committee. The BOG approved the same.

- The BOG directed that programmes should be so scheduled that regular classes are not affected. Guest faculty should also be deputed for training programmes but within the state.
- Shri M Sherif insisted that the faculty/staff who attend training programme elsewhere should organize in-house training programme in the domain they have acquired knowledge. These programmes can also accommodate faculty /staff of nearby institutions and PG/UG students.
- Dr. V P Devassia pointed out that the in-house training programmes should be discussed departmentwise and out-station programmes should be based on Training Need Analysis. He also suggested that 3 day programme may be extended to 5 days.
- The BOG took note of the above points and decided to abide by them.

4.5 Teaching Assistantship to PG students

The Principal reported that as per the Project Implementation Plan (PIP), non-GATE qualified students can be given teaching assistantships in Post Graduate Programmes for which they will devote 8-10 hours per week in class room and laboratory assignments

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and that the TEQIP committees of the institute proposed to provide assistantship of Rs 6000/- per month to non GATE students who are admitted from the next academic year (2013-14) onward and Rs 4000/- per month to existing PG students. The BOG discussed this in detail and took the following decision regarding teaching assistantship to non-GATE PG students.

- Teaching assistantship of Rs 6000/- per month is to be provided for non GATE students who are admitted from the next academic year onwards. The availability of this teaching assistantship is to be included in the prospectus for the admission to M.Tech programmes for the coming academic year onwards.
- Teaching assistantship of Rs 4000/- per month is to be provided to existing non GATE PG students from 1st July 2013 onwards.
- In any case, a bond from the student, stating that the amount claimed would be paid back to the institute if he or she discontinues the course, has to be obtained.

4.6 Remuneration for remedial classes under Equity Action Plan (EAP)

The Principal reported that As per PIP of TEQIP, remuneration can be given to those faculties who engage classes beyond working hours for the subjects students consider to be tough or for subjects students fail in University examinations. The Principal also reported that the remuneration provided for remedial classes in other TEQIP institutions is Rs. 600/- per hour.. The BOG agreed to this and approved to fix the remuneration for the faculty handling the remedial classes as Rs 600/- per hour.

- Shri M Sherif suggested to inform the parents of those students whose academic performance are poor, regarding the conduct of remedial classes and the schedule. He also stressed on the need to have the services of qualified and expert faculty for handling classes. If possible faculty can be hired from neighboring institutes under TEQIP II.



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- Prof. Sreejith also insisted that parents should be informed about the schedule of such classes conducted.
- Prof. Ajil Kumar A informed that EAP has been implemented, but regarding expert lectures are to be discussed and planned.
- Prof. Devasia suggested to put up a feedback system in place for EAP.
- It is insisted that the remedial classes should be strictly outside the normal class hours.

The BOG finally decided to comply with.

4.7 Honorarium for resource persons for various training programs

The Principal reported the recommendations of academic and finance committees regarding honorarium for resource persons from outside the institution invited to handle sessions for training programs, continuing education programs, workshops etc. as Rs 3000/-. The BOG approved the proposal.

- Shri M. Sherif favoured an expense upto Rs. 10,000 for outstanding personalities in the specific area. This is in addition to TA/DA and also insisted to comply with Govt. rules.
- Prof. V.P.N. Nampoori suggested to pay in the range Rs. 3000 to Rs. 10000 depending on the personalities reputation and expertise.
- BOG has unanimously decided to follow the suggestion that were put up.

4.8 Amount to be spent on food, refreshment and course material for participants of various training programs

BOG has directed that for meeting the expenses for food and refreshment Govt. rules are to be followed. A bare minimum amount can be spent for course materials given to participants.



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Item No. 5 / BOG 1: Permission to appoint Data Entry Operator and Clerk cum Junior Accountant on daily wages

The Principal has reported before BOG, that the state steering committee has granted permission to engage one Data Entry Operator and one Clerk cum Junior Accountant on daily wages as per Govt. norms (Rs 350/- per day), pending approval form BOG.

After detailed discussion BOG has made the following decisions

- For the Selection process a Selection committee is to be constituted by the institute comprising of Principal, TEQIP Coordinator and any one of the Department Heads.
- Advertisement regarding the respective post should be given in Dailies, College Notice Board and Website.
- The qualifications proposed by the TEQIP Finance Committee, any Bachelor degree and COPA, with knowledge in Tally as desirable for the post of data entry operator, and B.Com degree and certification in Tally software for the post of Clerk/Junior Accountant, were approved.
- If needed Training can be given to data entry operator

Item No 6 / BOG 1: Approval of Procurement /Minor Civil Works Plan of the institute

The Principal reported that the procurement and civil works committees have prepared a modified Procurement plan / Minor Civil Works plan for the institute, after getting the requests from various lab-in charges, which were consolidated by the concerned HOD, which differs from the procurement/civil works plan included in the IDP. The BOG verified and approved the revised procurement plan.

Item No 7/BOG 1: Expenditure incurred category wise

The BOG approved the expenditure incurred under various components till date and decided to release the amounts as per TEQIP-II norms.

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Item No. 8 / BOG 1: Assistance to students for industry internship

The Principal informed the BOG about the recommendation of academic committee and finance committee to provide an amount of Rs 300/- per day as assistantship to students who undergo internship, limited to a maximum of Rs. 3000/- in one semester. This is placed before the BOG for consideration.

- Prof. Ajilkumar A. suggested that assistantship may be given for students for 10 day internship in industry.
- Prof. Sreejith opined, the matter can be decided before vacation or during next BOG meeting.
- Shri M. Sherif was also of the view that the matter can be discussed in the next BOG meeting.
- Prof. V.P.N. Nampoory suggested that the head of account from which the expense has to be met needs to be decided, not from Industry-Institute fund.

The BOG decided to take decision in the next meeting.

Item No. 9/ BOG 1: Norms for travel by air and norms for Boarding/Lodging and T.A for outstation TEQIP programs

- *The BOG decided that travel by air will be permitted for all officers drawing grade pay Rs. 6000/- and above as per the relevant Govt. order (G.O (Rt.) No: 2113/2012/H.Edn dated Thiruvananthapuram 04.10.2012.) if such travel is to outside the state, so that classes are not affected by the travel time required for such journeys. IHRD may be intimated about such travel in individual cases.*
- *The BOG also decided that Rail and Road travel expenses as well as Boarding/Lodging allowances for such officers maybe granted as per the above order.*



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Item No. 10 /BOG 1: Reimbursement of Fee for faculty members who undergo qualification up gradation

The Principal reported that there is provision in TEQIP II to reimburse the fee to faculty members who undergo qualification upgradation. The principal also reported that as per the approved Minutes of the 05th Meeting of the State Steering Committee held on 11th April 2013, the fee could be reimbursed for faculty members who had undergone for qualification up gradation (M Tech/PhD) from a Project Institution who were relieved for the same, before the date of signing of MoU between the State and the Institution.

- Shri M Sherif suggested that for those faculty doing PhD/PG Programme under LWA can claim Tution fees subject to a compulsory service for the duration for which fee is reimbursed, the minimum compulsory service being one year after the duration of the course. The claim for fee stands only for those who dosen't avail any other financial benefit from Government institutions.
- Prof. Devassia and Prof. Sreejith opined that the duration of compulsory service may be twice the period for which the fee to be claimed and the minimum compulsory service may be one year. The claimant has to excecute a bond regarding this.

The BOG welcomed the suggestion and decided that the tuition fee paid by a faculty can be reimbursed after excecuting a bond to serve the institution for a period of twice the duration for which the fee will be claimed.

Item No. 11 /BOG 1 : Delegation of adequate financial powers to Principal

- *The Principal was authorized by the BOG to sanction financial advance for coordinators of in-house programs and official TEQIP programs and to participants from the institute who attend external training programs and*



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TEQIP related official programs for the course fee and travel and lodging expenditure etc. that maybe incurred.

- *Such advance should be released only on the basis of proceedings and settled within 7days.*
- *Faculty/Staff who have taken one advance for a particular event will not be permitted to take a further advance till the previous one is settled.*

Item No 12/ BOG 1: Permission to revise procurement plan as and when necessary with the consent of the Chairman, to be approved in the next BOG

- *The BOG empowered the TEQIP committee of the college to revise the procurement plan and to initiate the procurement with the approval of the Hon'ble Chairman of the BOG, to be ratified by the subsequent BOG.*

Item No 13/ BOG 1: Permission to revise TNA plan in the IDP as and when necessary with the consent of the Chairman, to be approved in the next BOG

- *The BOG decided to empower the TEQIP committee of the college to revise the Training Need Analysis (TNA) plan as and when required with the approval of the Hon'ble Chairman of the BOG, to be ratified by the subsequent BOG.*

Item No 14/ BOG 1: Any other item with the permission of the Chair

The next BOG meeting is tentatively fixed in the first week of September 2013.

The Hon'ble Chairman of the BOG called the meeting to end at 4.45 PM.



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