TECHNICAL EDUCATION QUALITY IMPROVEMENT

PROGRAMME Phase II Sub Component 1.1

13th MEETING OF
THE BOARD OF GOVERNORS

MINUTES

Date: 26-05-2018

Time: 10.00 am

Venue: College of Engineering Karunagappally

COLLEGE OF ENGINEERING KARUNAGAPPALLY

THODIYOOR P.O., KOLLAM-690523, KERALA

Phone: +91 476 2665935

Minutes of Thirteenth Meeting of Board of Governors

Presided by

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

Venue: Office of the Principal
Date: 26 May 2018   **Time:** 10.00 AM

Members Present

1. Prof (Dr) V.P.N Nampoori, Chairman
2. Prof. (Dr) V P Devassia, Principal, Model Engineering College
3. Dr. Jayakumar S, SPFU Director
4. Mr.James Raj A, Joint Secretary, Higher Education Department
5. Prof (Dr). Jaya V L, Principal
6. Dr. AjilKumar.A, HOD, ME, Member
7. Prof. Manoj Ray D, Member

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

1. Prof.(Dr). Suresh Kumar.P, Director, IHRD
2. Dr.Padmakumar G, Registrar, KTU
3. Dr.Ramesh Unnikrishnan, Senior Director, AICTE
4. Dr.Suresh Nair,
5. Joint Sec., Finance, Government of Kerala (State Govt Nominee)

   Also present

1. Prof. Binu V.P, HOD, Computer Science and Engineering
2. Dr. Smitha P, HOD Information Technology
3. Prof. Libi A, HOD Electrical and Electronics Engineering
4. Prof. Reji Thankachan, Academic Coordinator
5. Dr. Shajy L, Finance Coordinator
6. Prof. Sylish S. V, Procurement Coordinator
7. Prof. Baiju V, III Cell Coordinator
8. Prof. Premakumari K.R, EAP Coordinator

Agenda Summary

Part 1-Procedural

Sl. No	Items
1.1	Confirming the Minutes of the 12th Meeting of the Board of Governors held on 29-07-2017 at College of Engineering Karunagappally
1.2	Report on the action taken/action pending on the pertinent decisions in the Minutes of the 12th Meeting of the Board of Governors held on 29-07-2017 at College of Engineering Karunagappally

Part 2-Ratifications and

Sl. No	Items
2.1	Ratification of salary paid to the TEQIP Staff

Part 3 Status Reports and Approvals

3.1	Approval for transferring the disallowance amount to Corpus fund
3.2	Status of four funds and its utilization
3.3	Approval of allocation of four funds to different Departments
3.4	Status of Accreditation
3.5	Status of academic results post the last BoG
3.6	Approval of students support programmes
3.7	Approval of FSD programmes
3.8	Approval of Maintenance of equipment
3.9	Approval of equipment replacement
3.10	Appointment of Contract Staff
3.11	Approval of various TEQIP Committees

Part 4- Any other item with the permission of the chair

Sl. No	Items
4.1	Other Items

The Meeting started at 10.00.AM under the presidency of the Hon'ble Chairman with a silent prayer followed by welcome address by the Principal.

Principal Dr Jaya V L welcomed all the members and special invitees. A brief report was made by the Principal on the various activities related to TEQIP. She also provided a brief report about the agenda of the meeting.

Part 1

Procedural Items

1.1 Confirmation of the Minutes of the 12th Meeting of the Board of Governors held on 29-07-2017 at CE Karunagappally

The Minutes of the 12th Meeting of Board of Governors of TEQIP Phase II of CE Karunagappally held on 29-07-17 was sent to the Chairman for his approval and upon his approval copies were circulated among the other members of the BoG. Based on the discussions, the Board of Governors confirmed the approved minutes of the BOG meeting held on 29-07-17.

1.2 Report on the action taken/action pending on the pertinent decisions in the Minutes of the 12th Meeting of the Board of Governors held on 29-07-2017 at CE Karunagappally

The decisions taken by the BOG as recorded in the Minutes of the 12th Meeting of the Board of Governors of the TEQIP Phase II held on 29-07-2017 have been noted and actions have been initiated. A report on the action taken and actions pending is presented in the Table 1.1 given below

Table 1.1

Item No in Minutes of the 12th BOG	Decision Taken	Action Taken
1.1	The BoG confirmed the approved minutes of the 11th Meeting	For Information
1.2	Took note of the action taken report and approved	For Information
2.1	The BoG took note and ratified the expenditure incurred for attending various Faculty Development Programmes for Rs.12,27,089.	No action needed
2.2	The BOG took note and ratified the expenditure incurred for attending various Staff Development Programmes by the staff for Rs.3,23,128	No action needed

2.3	The BOG took note and ratified the expenditure incurred for conducting a Staff Development Programme for Rs.63,529	No action needed
2.4	The BOG took note and ratified the expenditure incurred for conducting R and D programmes for Rs.57,047	No action needed
2.5	The BOG took note and ratified the expenditure incurred for Management Capacity Enhancement programme attended by a faculty for Rs.67472	No action needed
2.6	The BOG took note and ratified the expenditure incurred, Rs. 4,98,554 for the programmes conducted under IIIC	No action needed
2.7	The BOG took note and ratified the expenditure of Rs. 8,05,000 for the accreditation fee paid for two PG Programmes	No action needed
2.8	The BOG took note and ratified the expenditure of Rs. 4,96,685 for the Soft Skill Training Programme conducted under students support	No action needed
2.9	The BOG took note and ratified the expenditure of Rs. 3,41,899 under IOC	No action needed
3.1	The BOG took note of the expenditure under various heads	No action needed
3.2	The BOG took note of the survey report and congratulated the institution for the good satisfaction index score	No action needed
3.2	BoG discussed and approved the report	No action needed

Decision: The BOG members analyzed and approved the actions taken by the College based upon the decisions made in the BOG meeting held on 29-07-2017

Part 2
Ratification

2.1 Ratification of salary paid to the TEQIP Staff

Details of the salary paid to the TEQIP staff post the last BoG meeting from 1.8.2017 to 15.12.217 is as given below.

Sl No	Month	Amount (Rs)
1	July 2017	58,255
2	August	14,850
3	September	10,800
4	October	15,525
5	November	14,850

6	December	9,450	
7	Festival Allowance	6,710	
	Total	**1,30,440**	

Decision: The BOG took note and ratified the expenditure incurred for expenditure incurred for paying salary to the TEQIP staff post the last BoG meeting from 1.8.2017 to 15.12.2017.

Part 3
Status Reports and Approvals

3.1 Approval for transferring the disallowance amount to Corpus fund

As per the statutory audit report attached as Annexure 2 an amount of Rs.2,85,726 was disallowed and the same was recovered from the institution fund and remitted to the TEQIP main account as per the direction from SPFU Director. From this amount, Rs.12,108 was paid as salary to the TEQIP staff continued upto 15th December 2017. Thus, the balance amount available in the TEQIP account is Rs.2,73,618. As per the direction from the SPFU the unspent amount available in the TEQIP main account is to be transferred to the Corpus fund with the approval of the BoG.

Decision: BOG took note and approved to transfer the balance amount of Rs.2,73,618 available in the TEQIP main account to the TEQIP Corpus fund.

3.2 Status of four funds and its utilization

The institution has deposited 2% of the annual recurring expenditure upto 2016-17 equally in all the four funds and other revenue collected from conducting training programmes and conference.
The status of the fund available in the four accounts as on 21st May 2018 is as given below.

Sl No	Name of Account	Amount (Rs)
1	Corpus Fund	9,36,399
2	Faculty and Staff Development Fund	6,63,449
3	Equipment Replacement Fund	6,62,781
4	Maintenance Fund	6,62,781
	Total	**29,25,410**

Decision: The BOG took note of the status of four funds.

3.3 Approval of allocation of four funds to different Departments

In order to utilize the amount deposited in the four funds efficiently and judiciously, the allocation of the same is proposed for different departments for the next three years as given in the table below.

Head	Year	Institution Level	CS	EC	EE	GE & AS	Total
Corpus Fund	2018-19	133333	59,600	59,600	59,600	--	3,12,133
	2019-20	133333	59,600	59,600	59,600	--	3,12,133
	2020-21	133333	59,600	59,600	59,600	--	3,12,133
	Total	**3,99,999**	**1,78,800**	**1,78,800**	**1,78,800**	**--**	**9,36,399**
FSD Fund	2018-19	30,000	53,075	53,075	40,000	45,000	2,21,150
	2019-20	30,000	53,075	53,075	40,000	45,000	2,21,150
	2020-21	30,000	53,075	53,074	40,000	45,000	2,21,149
	Total	**90,000**	**1,59,225**	**1,59,224**	**1,20,000**	**1,35,000**	**6,63,449**
Equipment Replacement Fund	2018-19	50,000	50,000	50,000	50,000	20,927	2,20,927
	2019-20	50,000	50,000	50,000	50,000	20,927	2,20,927
	2020-21	50,000	50,000	50,000	50,000	20,927	2,20,927
	Total	**1,50,000**	**1,50,000**	**1,50,000**	**1,50,000**	**62,781**	**6,62,781**
Maintenance Fund	2018-19	50,000	50,000	50,000	50,000	20,927	2,20,927
	2019-20	50,000	50,000	50,000	50,000	20,927	2,20,927
	2020-21	50,000	50,000	50,000	50,000	20,927	2,20,927
	Total	**1,50,000**	**1,50,000**	**1,50,000**	**1,50,000**	**62,781**	**6,62,781**

The activities that can be conducted by utilizing the four funds as per the discussions are as shown in the table below:

Name of Fund	Fund Available (Rs)	Category of Expenditure	Sub-Activity
Corpus Fund	9,36,399	Academic support for weak students	Expenditure incurred on research projects taken by UG/PG students
			Expenditure incurred on research publications
			Remedial Class
			Counseling of students
			Soft skill and GATE training
			Visiting Faculty
			Industry Institute Interaction
		Incremental operating cost	Salary of TEQIP staff
			BoG meetings

			Stationery and other expenses
Faculty Development Fund	6,63,449	FSD	Expenditure on faculty members attended training in subject domain
			Expenditure on faculty members attended pedagogical training
			Expenditure on organising inhouse subject area training programmes/workshops/seminars/conferences etc
			Expenditure on participation by faculty in external seminars/conferences/workshops etc
			Expenditure on staff development
Equipment Replacement Fund	6,62,781	ERF	Equipment
			Books
			Software
			Furniture
Equipment & Civil Maintenance Fund	6,62,781	ECMF	Equipment Maintenance
			Civil Works

Decision: The BOG took note and approved the allocation of the amount deposited in the four funds for different departments for the next three years.

3.4 Status of Accreditation

The Institution had remitted the fees for accreditation by the National Board of Accreditation (NBA) for the UG Programmes in Electronics & Communication Engineering and Computer Science & Engineering. The revised Self-Assessment Reports (SARs) of both the programmes were uploaded. Documentation process of both the departments is going on. It is expected that the expert visit would be conducted during September 2018.

In this regard it is to be noted that in order to meet the required Student Faculty Ratio, the appointment of contract faculty should be atleast for two years.

Decision: The BOG took note of the status.

3.5 Status of academic results post the last BoG

B.Tech odd semester 2017-18 results of all the branches are as given below:

Branch	Semester	No of students appeared	No. of students passed	Pass Percentage
EC	S1	26	5	19.23
	S3	31	6	19.35

	S5	37	13	35.14
	S7	47	32	68.08
CS	S1	36	8	22.22
	S3	38	10	26.32
	S5	34	19	55.88
	S7	43	38	88.37
EE	S1	35	11	31.43
	S3	46	4	8.70
	S5	41	14	34.15
	S7	47	34	72.34
IT	S7	3	3	100
Overall	S1	97	24	**24.74**
	S3	115	20	**17.39**
	S5	112	46	**41.07**
	S7	140	107	**76.42**

Decision: The BOG took note of the status.

3.6 Approval of students support programmes

The students support programmes planned for the next six months by different departments, approved by the Academic Committee and Finance Committee were submitted for approval. The expenditure for these programmes will be booked under Corpus fund.

Students support programmes-Electrical and Electronics Department					
Sl. No	**Area or Title of the programme**	**Semester**	**Duration**	**Proposed date**	**Esti mate in Rs**
1	Counselling/Mentoring classes	S1	1 day	August 2018	8,000
2	Counselling/Mentoring classes	S3	1 day	August 2018	8,000
3	Counselling/Mentoring classes	S5	1 day	August 2018	8,000
4	Counselling/Mentoring classes	S7	1 days	August 2018	8,000
5	Remedial classes	S7	15Hrs	Sept – Nov, 2018	9,000
6	Remedial classes	S5	16Hrs	Sept – Nov, 2018	9,600

7	Remedial classes	S3	16 Hrs	Sept – Nov, 2018	9,600
8	PSCAD Tools	S7	2	Aug 1st week	20,000
9	Soft skills Development	S1	1	August 3rd week	9,000
10	Soft skills Development	S3	1	August 3rd week	9,000
Total					**97,400**

EC Department- Training for students

	Area or Title of the programme	Sem	Duration	Proposed date	Estimate in Rs
1	Counselling/Mentoring classes	S1	1 day	August 2nd week	10,000
2	Counselling/Mentoring classes	S3	1 day	August 2nd week	10,000
3	Counselling/Mentoring classes	S5	1 day	August 2nd week	10,000
4	Start up/Entrepreneurship classes	S7	2 days	September 3rd week	25,000
5	Remedial classes	S5	20 Hrs	Sept - Nov	12,000
6	Remedial classes	S3	20 Hrs	Sept – Nov	12,000
7	Hands on workshop in Microwave Engg. Expts.	S7	2	October 1st week	20,000
8	Expert tutoring on Power Electronics Expts.	S5	1	October 1st week	10,000
9	Expert tutoring Demo on EDA tools	S3	1	Sept 2nd week	10,000
10	Expert tutoring on 3D Printing	S5	1	Sept 1st week	10,000
11	Expert tutoring on 3D Printing	S7	1	Sept 1st week	10,000
12	Soft skills Development	S1	1	August 3rd week	10,000
13	Soft skills Development	S3	1	August 3rd week	10,000
				Total	**1,59,000**

		CS Department- Training for students				
No	**Co-ordinator**	**Course**	**Tentative date**	**Duration in Days**	**Class**	**Estimate (Rs)**
1	Ms. Sabeena K	Android App Development	02/08/2018 - 04/08/2018	3 Days	S7 CS	30,000
2	Ms.Geetha S	IoT	06/08/2018 - 08/08/2018	3 Days	S5 CS	30,000
3	Ms. Shani Raj	Open Hardware	02/08/2018 - 04/08/2018	3 Days	S3 CS	30,000
4	Ms. Geetha S & Ms. Shani Raj	Soft Skill Enhancement	31/08/2018 - 01/09/2018	2 Days	S1 CS & S3 CS	30,000
5	Ms. Sabeena K & Ms. Remya R S	Placement Training	13/09/2018 - 15/09/2013	3 Days	S7 CS, S5CS	50,000
		Total				**1,70,000**

The bridge courses and remedial classes planned for the first year students in the academic year 2018-19 are as shown below:

	Bridge courses planned for the first year students 2018-19		
Semster/ Branch	**Subject**	**Hours**	**Expected Expenditure (Rs)**
S1 EC	Mathematics	6	3600
S1 EE	Mathematics	6	3600
S1 CS	Mathematics	6	3600
S1 EC	Graphics	3	1800
S1 EE	Graphics	3	1800
S1 CS	Graphics	3	1800
S1 EC	Mechanics	3	1800
S1 EE	Mechanics	3	1800
S1 CS	Mechanics	3	1800
S1 EC	Basics of Electronics Engineering	6	3600
S1 EE	Basics of Electrical Engineering	6	3600
S1 CS	Basics of Computer Engineering	6	3600

	Total expenditure		32,400

Remedial Classes planned for the first year students 2018-19			
Semster/Branch	Subject	Hours	Expected Expenditure (Rs)
S1 EC	Calculus	5	3000
S1 EE	Calculus	5	3000
S1 CS	Calculus	5	3000
S1/S2 EC	Engineering Graphics	5	3000
S1 /S2EE	Engineering Graphics	5	3000
S1 /S2CS	Engineering Graphics	5	3000
S1/S2 EC	Engineering Mechanics	5	3000
S1 /S2EE	Engineering Mechanics	5	3000
S1 /S2CS	Engineering Mechanics	5	3000
S1 EC	Introduction to Electronics Engineering	5	3000
S1 EE	Introduction to Electrical Engineering	5	3000
S1 CS	Introduction to Computer Programming	5	3000
S2 EC	Differential Equations	5	3000
S2EE	Differential Equations	5	3000
S2CS	Differential Equations	5	3000
Total expenditure			45,000

Decision: The BOG approved the students support programmes planned for the next six months. As suggested by the institutional members, the hourly remuneration for remedial classes are fixed as Rs.600/- for external faculty and Rs.400/- for internal faculty.

3.7 Approval of FSD programmes

Decision: The BOG approved the proposal of outstation FSD programmes planned for the next 12 months by different departments as given below. For attending the programmes, travel boarding and lodging expenses may be paid to staff as per existing norms of State Government/TEQIP.

		Outstation FSD programmes planned			
Electrical and Electronics Department					
	Institutions	**Area**	**No. of Faculty Members**	**Tentative Time**	**Estimate in (Rs)**
1	IIT/NIT	Power System Design	2	Dec 2018	20,000
2	IIT/NIT	Electrical Vehicle Design	1	Jan 2019	10,000
3	IIT/NIT	Advanced Control Theory	2	Oct 2018	20,000
4	IIT/NIT	Artificial Intelligence	2	Dec 2018	20,000
				Total	**70,000**

		Electronics and Communication Department			
	Institutions	**Area**	**No. of Faculty Members**	**Tentative Time**	**Estimate in Rs**
1	IIT/NIT	Signal Processing	2	Dec 2018	20,000
2	IIT/NIT	Image Processing	2	Jan 2019	20,000
3	IIT/NIT	Deep Learning	2	Oct 2018	20,000
4	IIT/NIT	Communication Engineering	2	Dec 2018	20,000
5	IIT/NIT	Optimization problems	2	Nov 2018	20,000
				Total	**80,000**

3.8 Approval of Maintenance of equipment

Decision: The BOG approved the proposals by various departments for repair/maintenance of equipment as given in the table below. The BoG insisted the institution to follow Stock Purchase rules for repair/maintenance.

	Maintenance of equipment				
EC Department					
Sl No.	**Name of Equipment**	**No. of items**	**TEQIP/Non-TEQIP**	**Repair/Maintenance**	**Estimate in Rs**
1	Drilling machine	2	TEQIP	Repair	2,000
2	Air Conditioners	6	TEQIP	Repair and Maintenance	6,000
5	3D Printer	1	TEQIP	Repair	15,000
6	Digital IC Tester	1	TEQIP	Repair	2,000
7	Digital IC Trainer kit	1	TEQIP	Repair	4,000

8	Microwave bench and Accessories	1	Non-TEQIP	Repair	20,000
9	6KVA TB Emerson UPS	1	Non-TEQIP	Repair	22,000
			Total		**71,000**
CS Department					
1	LCD Projector	4	TEQIP	Repair	8,000
2	Desk top computer	5	TEQIP	Repair	10,000
3	Vacuum Cleaner	1	TEQIP	Repair	3,000
4	Air conditioner	1	TEQIP	Repair	3,000
			Total		**24,000**
EE Department					
1	Power lab Kit	4	TEQIP	Repair	5,000
2	AEE Lab Kit	3	TEQIP	Repair	3,000
3	Transformer	2	TEQIP	Repair	3,000
4	Electrical Machines	3	TEQIP	Repair	5,000
5	Power Supply	2	TEQIP	Repair	3,000
6	Digital IC Tester	1	TEQIP	Repair	1,500
7	Digital IC Trainer kit	2	TEQIP	Repair	2,000
8	Microprocessor Kit	4	TEQIP	Repair	4,000
9	Diesel Generator	1	TEQIP	Annual maintenance	15,000
10	Desktop computer	10	TEQIP	Repair	20,000
			Total		**61,500**
Institution					
1	Laser Printer	2	TEQIP	Repair	1,600
2	Desktop computer	1	TEQIP	Repair	2,000
3	AMC for Copier (Gestetner)	1	TEQIP	Annual maintenance Contract	23,000
4	Scanner (1 No.)	1	Non TEQIP	Repair	800
5	Fire Extinguisher, 6kg	7	TEQIP	Powder refilling	5,600
6	Campus Networking	--	TEQIP	Some of access pints to be repaired	20,000
			Total		**53,000**
Repair of furniture purchased under TEQIP				Repair	12,000
			Grand Total		**2,21,500**

3.9 Approval of equipment replacement

Decision: The BOG approved the proposals by various departments for replacement of equipment as given in the table below. The BoG insisted the institution to follow Stock Purchase rules for replacement of equipment.

	Replacement of equipment				
Sl No.	Name of Equipment	No. of items	TEQIP/Non-TEQIP	Repair/Replace	Estimate in Rs
EC Department					
1	Desktop Computers	14	Non-TEQIP	Processor and motherboard to be replaced	1,68,000
2	5KVA UPS	3	Non-TEQIP	Battery replacement	75,000
				Total	**2,43,000**
CS Department					
1	UPS Battery	1	TEQIP	To be replaced	10,000
				Total	**10,000**
EE Department					
1	Laptop Computer	2	TEQIP	Batteries to be replaced	5,000
2	Rheostat 290 Ohm, 1.8 A	2	TEQIP	Winding damaged	5,000
3	Rheostat 21 Ohm, 10 A	1	TEQIP	Winding damaged	10,500
4	Over Current relay	1	TEQIP	Rotating disc and tripping coil damaged	55,000
5	Ammeters	10	TEQIP	Damping coil and circuit	16,000
				Total	**91,500**
				Grand Total	**3,44,500**

3.10 Appointment of Contract Staff

Decision: The BoG allowed to continue the data entry operator for the next six months on a daily basis limited to a remuneration of Rs.8000 per month.

3.11 Approval of various TEQIP Committees

Various TEQIP Committees are reconstituted as given below.

1.   Procurement Committee

1.	Dr.Jaya V.L	Principal / Chairman
2.	Dr. Ajil Kumar A	TEQIP Coordinator
3.	Prof. Manoj Ray D	Nodal Officer/ Coordinator
4.	Mr. Sarath Chandran Unnithan	Administrative Officer
5.	Dr. Gopakumar C	HOD, Electronics and Communication
6.	Dr. Binu V P	HOD, Computer Science
7.	Mrs. Libi A	HOD, Electrical and Electronics

8.	Mrs. Smitha P	HOD, Information Technology
9.	Prof. Premakumari K R	HOD AS
10.	Mr.Sylish S V	Faculty EC
11.	Mrs. Sabeena K	Faculty CS
12.	Mr. Venu	Foreman EC
13.	Mrs. Haseena P Y	Faculty EE

2. Finance Committee

1.	Dr. Shajy L	Coordinator
2.	Dr. Ajil Kumar A	TEQIP Coordinator
3.	Dr. Gopakumar C	HOD, Electronics and Communication
4.	Dr. Binu V P	HOD, Computer Science
5.	Mrs. Libi A	HOD, Electrical and Electronics
6.	Mrs. Smitha P	HOD, Information Technology
7.	Prof. Premakumari K R	HOD AS
8.	Prof. Manoj Ray D	Faculty CS
9.	Mrs.Sunitha Cheriyan	Senior Supdt
10.	Mr. Syish S V	Faculty EC

3. Civil Work Committee

1.	Dr.Jaya V.L	Principal/Chairman
2.	Mr. Ganesh G	Nodal Officer
3.	Dr. Ajil Kumar A	TEQIP Coordinator
4.	Prof. Manoj Ray D	Procurement Coordinator
5.	Dr. Gopakumar C	HOD, Electronics and Communication
6.	Dr. Binu V P	HOD, Computer Science
7.	Mrs. Libi A	HOD, Electrical and Electronics
8.	Mrs. Smitha P	HOD, Information Technology
9.	Mr. Sarath Chandran Unnithan	Administrative Officer
10.	Mr. Sreekumar	Assistant Executive Engineer, IHRD
11.	Mr. Anilkumar V	Tradesman

4. Academic Committee

1.	Sri. Reji Thankachan	Academic Coordinator Convener
2.	Dr. Ajil Kumar A	TEQIP Coordinator
3.	Dr. Gpakumar C	HOD, Electronics and Communication
4.	Dr. Binu V P	HOD, Computer Science
5.	Mrs. Libi A	HOD, Electrical and Electronics
6.	Mrs. Smitha P	HOD, Information Technology
7.	Mrs. Remya R S	Faculty CS
8.	Mrs. Haseena P Y	Faculty EE
9.	Mrs.Sabeena	Faculty EC
10.	Mr. Shibu	Foreman CS
11.	Mrs. Vidya	Office Assistant

5. **Equity Action Plan Committee**
   1. Prof. Prema Kumari K R   Nodal Officer / Coordinator
   2. Mrs. Deepa T R   Faculty EC
   3. Mrs. Shiny C   Faculty EC
   4. Mrs. Geetha S   Faculty CS
   5. Mrs. Shani Raj   Faculty CS
   6. Mrs. Haseena P Y   Faculty EE
   7. Mrs. Retheekumari S   Faculty AS

6. **R & D Committee**

   1. Dr. Jaya V L   Principal
   2. Dr. Smitha P   Coordinator
   3. Dr. Ajil Kumar A   TEQIP Coordinator
   4. Dr. Gpakumar C   HOD, Electronics and Communication
   5. Dr. Binu V P   HOD, Computer Science
   6. Mrs. Libi A   HOD, Electrical and Electronics
   7. Dr. Shajy L   System Analyst
   8. Mr. Revikumar Thampi   Faculty ME
   9. Mrs. Shiny C   Faculty EC
   10. Dr. Geetha   Faculty AS

7. **IIIC Committee**

   1. Mr. Baiju V   Coordinator, IIIC/TPO
   2. Mr. Reji Thankachan   Faculty EC
   3. Mrs.Sabeena   Faculty EC
   4. Dr. Ajilkumar A   TEQIP Coordinator
   5. Haseena P Y   Faculty EE
   6. Sabeena K   Faculty CS
   7. Ganesh R   Faculty ME
   8. Renu K K   Faculty AS

8. **Monitoring and Evaluation Committee**

   1. Mrs. Sheela R   Coordinator
   2. Mrs. Geetha S   Faculty CS
   3. Mrs. Deepa T R   Faculty EC
   4. Mr. Radhakrishna Panicker   Trademan

Decision: The BoG took note and approved the various TEQIP Committees reconstituted.

Part 4- Any other item with the permission of the chair

4.1 Remuneration for night classes conducted: BoG decided to give hourly remuneration to staff members @ Rs.600/- for external faculty and Rs.400/- for internal faculty who had engaged the night classes for second semester EC, EE and CS students.

4.2 Reimbursement of expenses to Industry Internship/ Industrial visit: BoG decided to reimburse the expenses to Industry Internship/ Industrial visit conducted during 2017 March if enough money is recouped from TEQIP II fund.

4.3 Delegation of financial powers to the Principal for urgent matters: In order to effectively utilize the four funds, the Principal was authorized by the BoG for financial sanction upto Rs.15000/- for an activity on urgent basis for different activities under the four funds.

TEQIP coordinator Dr. Ajil Kumar thanked the committee members. As per guidelines it was decided to have the next BoG meeting after 6 months. The meeting came to an end at 12.30P.M

Dr.V P N Nampoori   **Dr.Jaya V L**

    Chairman   **Principal**