College of Engineering Karunagappally.

Minutes of Third Meeting of Board of Governors

Presided by

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

Venue: Office of Principal

Date: 18 Dec 2013   **Time:** 9.15 AM

Members Present

1. Prof (Dr) V.P.N Nampoori, Chairman
2. Mr. M Sherif, Addl Sec., H.Edn, Government of Kerala (State Govt Nominee)
3. Mr. James Joseph, Jt. Sec. Finance, Government of Kerala (State Govt Nominee)
4. Dr. Sam Thomas, CUSAT (University Nominee)
5. Dr. SureshKumar.P, Principal, College of Engineering Chertala
6. Dr. Hari V S, Principal
7. Dr. AjilKumar.A, HOD, ME, Member
8. Prof. Manoj Ray D, HOD CS, Member
9. Prof Gopakumar**,** Director, SPFU (Special invitee)

Also present

1. Prof. Deepa V S HOD Electronics and Communication
2. Prof. Smitha P HOD Information Technology
3. Prof. Libi A HOD Electrical and Electronics Engineering
4. Prof. Baiju V IIICell Coordinator
5. Prof. Premakumari K.R, EAP Coordinator

The following members of the BOG conveyed their inability to attend the meeting.
1. Prof. (Dr) V P Devassia, Principal, Model Engineering College
2. Prof. (Dr) P S Sreejith, Director, IHRD

Agenda

Item No1/BOG3: **Procedural Items**

       1.1 Welcome Address by the Principal

1.2 Approval of the minutes of the previous BOG meeting

1.3 Report on the action on the decisions

Part 2 Discussion, Consideration and Ratification

Item No2.1/BOG3: Statement of expenditure

Item No2.2/BOG3: Discussion and ratification of Procurement activities

2.3 Procurement for QEEE activities

2.4 Advertisement for National Competitive Bids

Item No.3/BOG:3: Review of Academic activities

3.1 Review of academic activities conducted

3.1.1Reimbursement of course fee for PhD

3.2 Quality enhancement in Engineering Education(QEEE)

3.3 Activities under the III Cell

3.4 Equity Action plan

3.4.1 Bridge courses

Item No.4/BOG:3: Pilot review of BOG

Item No.5/BOG 3: Any other item

The Meeting started at 9.15.AM under the presidency of the Hon'ble Chairman with a silent prayer followed by a Welcome Address by the Principal.

PART 1

PROCEDURAL

Item No 1.1 / BOG 3: Welcome Address by the Principal and reporting about the College

Principal Prof Hari V S welcomed all the members and special invitees. A brief report was made by the Principal on the various activities related to TEQIP and development in college as the impact of these activites. He also provided a brief report about the agenda of the meeting.

Item No 1.2 / BOG 3: Approval of the minutes of the 2nd BOG meeting held on 30.10.2013

Minutes of the second BOG meeting held on 30.10.2013 was circulated to the BOG members for confirmation. The BOG members reviewed and commented certain corrections that should be incorporated in the minutes.

- Dr Sureshkumar suggested that the wordings 'as per TEQIP norms' should be appended with each and every decision written in the minutes.

- Dr. Gopakumar commented that format of the minutes should be changed and the suggestions and decisions of the BOG meetings should be separately mentioned in the

minutes. He opined that the format adapted by Govt. Engineering College Idukki in the preparation of minutes can be followed.

Based on the discussions, the BOG approved the minutes of the BOG meeting held on 30.10.2013 after adding the wordings 'as per TEQIP norms' in all the decisions reported in the minutes.

Item No 1.3 / BOG 3: Report on the action on the decisions in the minutes of the 2nd BOG meeting held on 30.10.2013

The Item No. 1.3 was included based on the suggestion made by Dr.Gopakumar that the action taken report on the pertinent decisions taken in the last BOG meeting should be presented in the BOG meeting. Hence the Principal presented briefly the action taken report on the apposite decisions taken in the previous meetings.

In the discussions, the following suggestions were made by the BOG members regarding the preparation of agenda notes and BOG minutes.

- Dr. Gopakumar advocated the inclusion of the action taken report on the decisions taken in the last meeting in agenda notes. He also suggested that contents page should be added in the agenda notes.

- Mr. James Joseph opined that first draft of the BOG minutes should be submitted to the Principal immediately after the BOG meeting

BOG asked the Principal to include the action taken report in the agenda notes as one of the items from the next BOG meeting.

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PART 2

DISCUSSION, CONSIDERATION AND RATIFICATION

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Item No 2.1 / BOG 3: Ratification of Expenditure

The Principal presented the expenditure incurred till date under various components as given in Annexure 1. All the members reviewed the expenditure incurred under various components and BOG ratified the expenditure incurred till date. All the members pointed out to augment the activities and utilise the full amount in efficient manner.

Item No 2.2 / BOG 3: Discussion and ratification of Procurement activities

BOG reviewed the procurement activity that is being progressed based on the plan approved by the earlier BOG meetings and made certain suggestions regarding the

revision in procurement plan based on the clarifications put forward by Dr. Ajilkumar A, TEQIP Coordinator and Prof. ManojRay D, Procurement Coordinator.

- Dr. Gopakumar commented that the final date of procurement activity is 31.03.2014 and further extension of the same can not be expected. Hence the procurement process needs to be speeded up. He also suggested that the costs of items are increasing day by day and if the final price of an item exceeds 25% of the estimated expenditure then the purchase should be cancelled as per TEQIP norms.

- Dr Ajilkumar explained that slowing in procurement is due to the limited amount that has been released from SPFU. He also said that certain procurement activities (purchase of certain machineries) can only be completed after the completion of related civil works.

- Dr Gopakumar reverted that the entire amount of 3 crores are there for the initial implementation of the project but only after spending 60% of the released amount SPFU can request to MHRD for release of next installment. He also said that if the performance of the college is poor then the sanctioned amount would be transferred to other better performing colleges.

- Prof Manoj Ray, Procurement Coordinator confirmed that all procurement activities will be completed by March, 2014.

- Mr. James Joseph suggested speeding up the civil works to avoid the lapse in sanctioned amount. He also pointed out that there is no clarification in the preparation of agenda regarding the procurement activities and plan. He suggested that all tabulation should be incorporated with supporting documentation and clarification.

- Dr Gopakumar enquired about book purchase. Dr.Ajil kumar explained about the difficulties faced during procurement of books through PMSS based on TEQIP norms.

- Dr.Ajilkumar explained about the difficulties faced in the purchase of e-journals through PMSS. He said that the e-journals subscription can only be activated after the payment of advance amount but there is no advance payment option in PMSS. Dr.Gopakumar suggested to consider the invoice from the authorised enterprises as bill and issue the draft.

- Dr Gopakumar enquired about utilization of the procured items. Prof. Manoj Ray provided the clarification regarding the enquiry.

Based on the discussions made and the explanations given by the TEQIP and Procurement Coordinators, the BOG ratified the procurement activities done till date as given in Annexure-A in the agenda note. BOG insisted the Principal to make the agenda notes elaborately showing the reasons for the price variations, cancelation or addition of any item. BOG also asked the TEQIP cell to speed up the procurement activities so that everything could be finished before the permitted time.The BOG also decided to consider the invoice from authorised dealers of journals as bill and pay the amount.

Item No 2.3 / BOG 3: Procurement of equipments for QEEE activities

TEQIP Coordinator, Dr Ajilkumar explained the details of Quality Enhancement in Engineering Education (QEEE) programme, orginated by MHRD to improve the quality of technical education in the country. The programme is based on three pronged approach targeting students, faculties and management. The first approach called Direct-to students program consists of live-lectures, remote tutorials, remote labs, open courses, e-books and remote quizzes amongst others. These modules will be handled by eminent professors of IITs and the live classes will be telecated to the selected colleges. He also explained the equipments required to be procured for conduting the programme.

Dr.Sam Thomas asked about relevance of the program in maintaining the equity in students. Dr.Ajilkumar clarified that best Professors from IIT's who can handle the different levels of students are been selected as the part of QEEE project. Mr.James Joseph suggested recording of the programmes for further utilization purpose. Dr.Gopakumar enquired about the existence of furnished seminar hall for the conduct of these programmes.

The BOG commented that students will be highly benefited by such a programme and approved the proposal for procurement of equipments for QEEE activities through PMSS.

Item No 2.4 / BOG 3: Advertisement for National Competitive Bids

Prof Manoj Ray. D, Procurement Coordinator explained about the advertisements for 5 NCBs given in the Hindu and Malayala Manorama dailies. He reported that the approximate expenditure expected for the advertisements would be Rs. 400000/- (Rupees four lakhs only). He also explained about the pre-bid meeting conducted regarding the NCBs and elaborated the discussions made with the representatives of different firms participated in the pre-mid meeting. He enquired whether any relaxation in green certification standard should be made in bid documents, as requested by some of the representatives during pre-mid meeting, for Desktop Computers to support the firms. Dr.Gopakumar asked about the green certifications standards put forward by the institute in the Bid invitation. Prof Manoj Ray said that green certification standard for minimum of 5 points of OEM have been specified in the specification for Dektop computer. Dr.Gopakumar said that if there are sufficient suppliers

(OEM) who can provide the items based on the specifications, then no need to make any relaxation in the specification put forward.

The BOG ratified the advertisements given in the Hindu and Malayala Manorama dialies and approved for payment of the amount.

Item No. 3/BOG3: Review of Academic activities

3.1 Review, ratification and approval of Academic activities

Prof. Deepa V.S, the Academic Coordinator explained about the academic activities conducted so far for ratification and presented the faculty and staff development plan for the next six months for approval. Dr. Ajil kumar informed that the institute had only a limited period of one and half month after the last BOG. Due to the University exams and poor permanent staff strength only a few number of academic activities has been undergone during this period. The BOG reviewed the academic activities conducted and the plan for the next six months and made valid suggestions.

- Dr. Sureshkumar sought clarification for the approximate expenditure stated in the agenda note for the programmes conducted for which ratification of the BOG had been requested. The academic coordinator explained about the expenditure and the error in the agenda note was corrected.

- Dr.Gopakumar enquired about the relevance of three outstations programmes selected by Prof. Smitha.P regarding Matlab. Prof.Smitha.P explained that the three courses on Matlab are special certificate courses conducted by the developers of Matlab software and confirmed that these courses are useful for her handling MTech projects. Sri. James Joseph commented that if the courses are certified courses then the faculty should be permitted to attend the courses.

  Prof.Smitha.P is permitted to undergo the courses requested by her if the courses are certificate courses.

- Mr Sherif suggested that all staff members undergoing training programmes should discuss the details of the course with other colleagues in the college. He also suggested that the institute should be benefited from the faculties undergoing out station programmes.

- To the enquiry of Dr.Gopakumar about the number of MTech students availing PG scholarship, Dr.Ajilkumar informed that a total of 51 students are selected for PG scholarship.

- Dr.Gopakumar emphasised about the necessity for strengthening R & D activities. He opined that aleast 15 propasals should be submitted by the faculties of EC and CS for

Research Seed Money since there are two M.Tech courses in the Institution. Mr James Joseph said that as technical education is a competing one, staff members should pay more attendition in quality improvement. Prof.Nampoori said that Principal should call a staff meeting or conduct a workshop to promote R & D activities. Dr.Sam Joseph said that proper guidelines to be given to staff to enhance R& D activities.

It has been decided to collect proposals from 15 staff members for Research Seed Money and the same can be awarded after discussing in Research Guidance Committee. It has also bees decided to conduct a talk or workshop on R& D activities.

- Prof. Deepa V.S enquired whether B.Tech projects for which consumables are requested to be purchased under IOC could be submitted to get Seed Money under R & D. Dr. Gopakumar replied that the same project can be submitted under R & D provided the same consumables can not be purchased by utilising money under different heads. He also mentioned that any equipment or consumable purchased under R & D project should be an asset for the College.

- Prof. Deepa also enquired about attending outstation FSD programmes and Conferences in India for the Contract faculty and staff.

The BOG unanimously decided that the expenses for presenting a paper in a National Conference for regular/contact faculty can be advanced/reimbursed. In the case of attending a National Conference only regular faculty members are permitted.

3.1.1 Reimbursement of course fee for PhD

The request of Mr.Shaji. L, System Analyst /Lecturer in Computer Applications for the reimbursement of PhD course fee (Rs 18,000) has been placed for approval by BOG. Dr.Gopakumar opined that as per TEQIP norms, course fee reimbursement can only be provided for teaching faculty. He also said that there may be some audit problems if sanctioned. *Hence the BOG have not made a final decision regarding the request and kept the same for further clarification from SPFU.*

Item No 3.2 / BOG 3: Quality enhancement in Engineering Education(QEEE)

The BOG reviewed the activities under QEEE that has been kept as a part of Agenda and gave sanction for the conduct of the activities.

Item No 3.3 / BOG 3: Activities under the III Cell

Mr.Baiju.V, IIIC Coordinator explained about various activities conducted under III Cell. He enquired about the internship that can be provided for the students. BOG made valid suggestions regarding the conduct of the III Cell activities.

- Dr. Gopakumar implied that internship that leads to employment can only be encouraged. He also suggested that there is no provision to provide finance support for internship since internship always has some sort of assistantship. The faculty members should undergo training in companies and in turn the faculties should provide training to students. He counseled to make the activities planned under III Cell more realistic and acute. He also propounded to make the industrial visit more specific and relevant. Industrial visit with no relevant and specific target should not be encouraged.

- Regarding MoU, Dr. Gopakumar said that MoU can only been signed between the industry and college only if such collaboration seems to be useful for the college. Those companies with only self motivation should not be promoted. Revenue generation of the institute can be promoted by enabling students to participate in industrial projects.

- Mr Baiju V explained about the details of Industry meet to be held at Kottayam. To the query made by Mr. Baiju regarding the stalls to be made in the meet, Dr.Gopakumar said that posters of industrial efficient projects and gadgets can be exhibited in the stall.

  Based on the presentation by Mr. Baiju and the discussions made, the BOG approved the activities planned by different departments except CS Dept. The CS department is asked to revise the action plan for IIIC activities. The BOG also ratified all the activities conducted by IIIC.

Item No 3.4 / BOG 3: Equity Action plan

Pricipal Dr.Hari V.S explained that remedial classes were conducted based on the registration collected by the staff advisor from academically weak students. He also said that subject for remedial classes were selected based on feedback collected from students. The BOG reviewed the Equity Action Plan and made valid decisions and suggestions.

- Equity action plan should be carried out not only for academically weak students but with the view to reduce the number of failure in a subject.

- Dr.Gopakumar said that there should be proper criteria for the selection of students for different remedial classes. He suggested maintaining a record of SC/ST students attending the remedial classes in view of further correspondence with SC/ST department.

- Mr.Sherif said that minimum of 10 hours should be conducted for remedial class of a single subject.

- Dr.Sam Thomas said that teachers handling different remedial classes should be selected in a proper manner. He also suggested reducing the number of students attending the remedial classes in order to increase the efficiency of the classes. Further, remedial

classes should be carried in between the semester classes and not at the end period of the semester.

- Mr.James Joseph said that remedial classes should be conducted in such a way that, it should provide individual attention to academically weak students. Approach of the class should be different for different range of students. He also said that remedial classes should give more emphasis on weak students.

- The members suggested that a class wise parents meeting should be held to inform the parents of weaks students regarding the conduct of remedial classes.

- Dr SureshKumar said that if the number of weak students is very low for a particular remedial class then other students can be encouraged.

- MTech students can also be allowed to engage remedial classes

- BOG suggested giving light refreshments to students who attend remedial classes in evening.

- Dr.Gopakumar said that there no clarity in EAP plan. There the concerned Staff-in – Charge should take more care regarding the preparation of plan.

3.4.1 Bridge courses

The Principal presented about the bridge courses conducted in Maths, Computer Programming, Physics and English for the first year students and the ***BOG reviewed the details and ratified the expenditure incurred for the same.***

Item No.4/BOG 3: Pilot review of BOG

Dr. Ajilkumar, TEQIP Coordinator explained that SPFU had forwarded a mail of NPIU on November 20, 2013 directing the institution to conduct a self review of current Governance practice and to prepare a own governance guide. A self review of the governance has been done as per template and the same has been forwarded to SPFU and NPIU. The self review report is placed before BOG for further discussion and approval. BOG discussed about the report and made the following comments.

- BOG discussed about various assessment values assigned under different heads of the self review and asked to change some of the assigned assessment values.

- Mr.James Joseph affirmed to publish an annual report on the performance of the institute for this current academic year. He suggested publishing a short resume of all BOG members in the website. He also proposed to publish entire finance details of the institution in the web site.

- Dr.Gopakumar and Mr.James Joseph pointed out that there should be atleast one person from industry in the BOG. *Hence the BOG decided to include a member from industry and entrusted the Principal to give a request to Govt to include a person from industry in the BOG.*

- Dr.Gopakumar advocated that the performance improvement of the institution and Governing body   should be in such a way that by December, 2014, all the assessment values should be changed to 1.

It has been decided to publish short resume of all BOG members and the finance details of the institution in the college web site.

Item No 5 / BOG 3: Any other item

- Prof.Nampoori suggested conducting a workshop on R& D projects.

- Dr.James Joseph suggested that agenda with self speaking documentation should be prepared.

- Dr.Suresh Kumar proposed that details regarding the mode of purchase should be included along with the document preparation for procurement.

- Prof.Nampoori suggested conducting a workshop on Indian Mathematics in the institute.

The meeting adjourned at 1.00PM.

Chairman   Principal

Prof.V.P.N. Nampoori   Dr. Hari. V.S