

TECHNICAL EDUCATION QUALITY IMPROVEMENT

PROGRAMME Phase II Sub Component 1.1



4th MEETING OF THE BOARD OF GOVERNORS

MINUTES

Date: 27-05-2014

Time: 10.00 am

Venue: College of Engineering Karunagappally

COLLEGE OF ENGINEERING KARUNAGAPPALLY

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Minutes of Fourth Meeting of Board of Governors

Presided by

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

Venue: Office of Principal

Date: 27 May 2014

Time: 10.00 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. Prof. (Dr) V P Devassia, Principal, Model Engineering College
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)

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

1. Prof. (Dr) P S Sreejith, Director, IHRD
2. Dr. Sam Thomas, CUSAT (University Nominee)

Also present

1. Prof. Anilkumar C.V., HOD Electronics and Communication Engineering
2. Prof. Deepa V S, Academic Coordinator
3. Prof. Smitha P, HOD Information Technology
4. Prof. Libi A, HOD Electrical and Electronics Engineering
5. Prof. Baiju V, IIICell Coordinator
6. Prof. Premakumari K.R, EAP Coordinator
7. Mr. Shajy L, Civil Works Coordinator

AGENDA SUMMARY

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

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.

PART 1

PROCEDURAL

Item No 1.1: Confirming the Minutes of the 3rd Meeting of the Board of Governors held on 18-12-2013 at College of Engineering Karunagappally

Minutes of the third BOG meeting held on 18.12.2013 was circulated to the BOG members for confirmation. Based on the discussions, the BOG confirmed the approved minutes of the BOG meeting held on 18.12.2013

Item No 1.2: Report on the action taken/action pending on the pertinent decisions in the Minutes of the 3rd Meeting of the Board of Governors held on 18-12-2013 at College of Engineering Karunagappally

The BOG noted the actions taken as reported in the agenda item on the decisions of third meeting held on 18.12.2013 and pointed out to make the process of inclusion of a person from industry as a BOG member fast.

PART 2

RATIFICATIONS AND APPROVALS

Item No 2.1: Expenditure incurred for procurement of goods and price revisions of various completed packages

The Principal presented the expenditure incurred for the packages completed post the third BOG meeting. All the members reviewed the expenditure incurred for the completed packages and BOG ratified the expenditure incurred and approved the price revisions for the items listed in the Table 2.1 of detailed agenda notes for the fourth BOG meeting. All the members pointed out to augment the procurement activities and utilise the full amount at the earliest.

Item No 2.2: Approval of various NCB Packages

The Principal explained the current status of the five NCB packages as per the approved Procurement Plan of College of Engineering Karunagappally. The Procurement Coordinator further explained the steps and procedure adopted from initiation to Bid

Evaluation Report for the five NCB packages. The BOG discussed the matter in detail and made the following decisions as below.

1. Campus Networking: TEQIP-II /KL/KL1G18/128

The BOG gave its approval for the purchase of the package Campus Networking – TEQIP-II/KL/KL1G18/28 from the eligible lowest quoting firm Techser Power Solutions Pvt. Ltd Cochin, for Rs. 20,34,576/- (Rupees Twenty Lakh Thirty Four Thousand Five Hundred and Seventy Six only) inclusive of all taxes.

The BOG also pointed out that the refund of security amount to Wintech Systems & Services, Karunagappally can be made as per the existing rules.

2. Desktop Computers : TEQIP-II/KL/KL1G18/13

The BOG gave its approval for the purchase of the package Desktop Computers-- TEQIP-II/KL/KL1G18/13 from the eligible lowest quoting firm Smartsoft Kochi, who is the MAF for Dell, for an amount of Rs. 94,06,608/- (Rupees Ninety Four Lakh Six Thousand Six Hundred and Eight only) inclusive of all taxes. The BOG ratified the extension notifications published in The Hindu and Malayala Manorama newspapers.

The BOG also pointed out that security amount to Wintech Systems & Services, Karunagappally can be refunded as per the existing rules.

3. Digital Storage Oscilloscope: TEQIP-II /KL/KL1G18/21

The BOG gave the approval for the purchase of the package Digital Storage Oscilloscope – TEQIP-II/KL/KL1G18/21 from the the eligible lowest quoting firm Innovative Instruments, Thiruvananthapuram for Rs. 19,78,276/- (Rupees Nineteen Lakh Seventy Eight Thousand Two Hundred and Seventy Six only) inclusive of all taxes.

4. Unitized Sub-station: TEQIP-II /KL/KL1G18/125

The BOG gave the approval for the purchase of the package Digital Storage Oscilloscope – TEQIP-II/KL/KL1G18/21 from the the eligible lowest quoting firm Innovative Instruments, Thiruvananthapuram for Rs. 19,78,276/- (Rupees Nineteen Lakh Seventy Eight Thousand Two Hundred and Seventy Six only) inclusive of all taxes.

5. UPS: TEQIP-II /KL/KL1G18/87

The BOG gave its approval for the purchase of the package UPS -- TEQIP-II /KL/KL1G18/87 from the eligible lowest quoting firm IGA Tech Industrial Electronics (P) Ltd. Thiruvananthapuram for Rs. 27,23,383/- (Rupees Twenty Seven Lakh Twenty Three Thousand Five Hundred only) inclusive of all taxes.

The BOG asked the institution to complete the Procurement activities at the earliest.

Item No 2.3: Expenditure incurred for completed civil works packages and status of other Civil packages

The BOG noted the progress in the various civil works packages and ratified the expenditure incurred for the three completed civil work packages. The BOG also pointed out that part payment for a work can be made if it is included in the contract agreement and as per TEQIP norms.

Item No 2.4: Ratification of cancelled packages

The Principal reported the details of cancelled packages post the third BOG meeting and explained the reasons for cancellation as given in the detailed agenda notes. The BOG asked the Principal to blacklist the firms who have not supplied the equipments after Purchase Orders have been issued. After detailed discussions, the BOG ratified the cancellation of the seven packages mentioned in the detailed agenda notes.

Item No 2.5: Ratification and Approval for the new packages

The Principal reported that the seven packages cancelled as mentioned in Item No. 2.4 are combined to form new six packages with revised package names and numbers along with revised estimate except for the serial numbers 5 and 6 as given in the detailed agenda notes. He also pointed out that the first four packages were initiated with the new package names out of which the two packages namely Laptop Computer (TEQIP-II/KL/KL1G18/161) and Fitting Shop Tools (TEQIP-II /KL/KL1G18/163) were completed and the other two namely Foundry Shop Tools and Servo Motor are yet to be added as new packages. The BOG ratified the revisions made in the first four packages and approved the changes made in the last two packages. Mr. Sherif asked the Institution to prepare the

agenda notes seeking the ratification and approval of items as separate agenda items.

Item No 2.6: Approval of the various Academic programs conducted/attended by faculty and staff.

The Principal reported the in-house and out-station training programmes for faculty, paper presented by faculty in Conferences, Management Capacity Development Programmes attended by Faculty and Staff Development Programmes attended outstation post the third BOG meeting. After discussions, the BOG ratified the expenditure incurred for the in-house training programmes conducted, out-station training programmes attended by faculty, paper presented by faculty in Conferences except that of Smt.Shiny.C attended at EASA College of Engg. & Technology Coimbatore, Management Capacity Development Programmes attended by Faculty and Staff Development Programmes attended outstation except that of Smt. Jincy Wiliam attended at CE Vadakara post the third BOG meeting as mentioned in the agenda notes for the fourth BOG meeting.

The BOG members made the following suggestions.

- Mr.Sherief suggested to include the number of inhouse participants and external participants for each Faculty Development programme conducted.
- Dr.Gopakumar insisted that the Principal must ensure the participation of atleast one faculty member in the faculty development programmes conducted by other institutions.
- Dr.Gopakumar expressed concern about the quality of various faculty development programs conducted by ISTE, SEED etc. He insisted to collect feedback from the participants attending programmes organised by similar agencies and sent it to SPFU.
- Dr. Sureshkumar suggested to report the revenue generated from FSD conducted.
- Dr.V P N Nampoori suggested to conduct/attend training programmes on topics beyond the syllabus.

Item No 2.7: Ratification/Approval of Reimbursement of fee for PhD

2.7.1: The BOG approved the request of Smt. Smitha P, Assistant Professor in CS for reimbursement of course fee of Rs. 18,000/- for her PhD programme at Anna University.

2.7.2: The BOG ratified the reimbursement of the expenditure incurred by Dr. Hari V.S amounting Rs. 13850/- for printing of his PhD thesis.

2.7.3: Dr. Ajilkumar, TEQIP Coordinator mentioned about the request submitted by Mr. Shajy L, Lecturer in Computer Applications for reimbursement of course fee for his PhD programme at Anna University the processing of which was kept in abeyance by the third BOG. He explained Mr. Shajy's contribution for the improvement of the Academic ambience of the Institution such as his involvement in research and guidance to UG and PG students, his dedication in counselling the students, convening different committees, his interest in getting external funds such as MODROB and overall his expertness in Image Processing area resulted in signing the Institution a MoU with Regional Cancer Centre Thiruvananthapuram.

After discussions, the BOG approved for the reimbursement of PhD course fee (Rs. 18,000/-) of Mr. Shajy L.

Item No 2.8: Approval of the In-house and outstation programmes for faculty and staff for the next three months

The BOG approved the proposals for the in-house and outstation programmes for faculty and staff for the next three months and made the following suggestions.

Dr.Gopakumar suggested that the inhouse training programmes by external agencies such as NITTTR can be done only through PMSS and should be initiated under service. He also suggested to include the details of resource persons for expert lectures in the agenda notes.

Item No 2.9: Report of IIC Activities and Approval

2.9.1:IIC Activities Conducted: The Principal reported the activities such as expert lecture, expert tutoring, industrial visit, workshop etc conducted by the IIC for the students. The BOG ratified the expenditure incurred for the IIC activities conducted.

2.9.2: MoUs Signed by the Institute

The Principal reported about the five MoUs signed by the Institution with various firms. Dr. V. P. N. Nampoothiri and Dr. V. P. Devassia enquired whether any conditions mentioning commitments from the part of the Institute, were mentioned in the MOUs. The Principal asserted that no such liabilities are there for the college. Dr. Gopakumar pointed out that the interaction with the industries must be two way and the institution could conduct programme for the industries also. Mr. James Joseph opined that the Institution should identify the industries working in Image Processing and Signal Processing and identify the problems faced by them and rectify those problems. The BOG asked the Principal to circulate the MoUs signed to all BOG members.

2.9.3: IIC activities planned for the next 3 months

The BOG approved the action plan under IIC cell for the next three months.

Item No 2.10: Report of R & D Activities and Approval of Research Seed Money

The Principal reported that based on the decisions of the Research Guidance Committee of CE Karunagappally, seed money at the tune of Rs. 1,00,000/- per Principal Investigator was paid for the eight proposals strictly adhering to the rules and regulations framed for granting the seed money. After discussions, the BOG ratified granting of the Research Seed Money to the eight Principal Investigators at the tune of Rs. 1,00,000/-.

Dr. Gopakumar appreciated the efforts taken and the procedures followed by CE Karunagappally for granting the Seed Money to eight investigators. He added that the Principal Investigators should prepare final project proposals to submit to various funding agencies within one year.

The BOG observed that the research culture of the Institution was improved and asked to keep the same tempo in all the activities.

Item No 2.11: Report of programmes under EAP

The Principal reported the EAP activities such as remedial classes and softskill training programmes conducted for the students post the third BOG meeting. The BOG made the following suggestions:

- Dr.Gopakumar instructed the EAP coordinator to prepare the report on remedial classes including subject name. He added that the result analysis should also be included in the agenda notes. He also insisted to report the expenditure incurred for each subject.
- Mr.sherief insisted to give a deitailed report on next meeting.
- Dr.Gopakumar suggested that the weak students should be identified during first year admission itself and the same should be conveyed to the respective parents. A counselling team should be formed for identifying weak students. Senior students may also be engaged for this. He also opined that, last 5 year question papers should be worked out to improve the results.
- Mr.James Joseph suggested that group learning is important. He also suggested to conduct a course on Independent Thinking for the students.
- Mr.Sherief suggested to invite Prof.Baiju from CET to conduct a workshop to share his experiences on how remedial classes are successfully conducted at CET.

Based on the discussions, the BOG ratified the EAP activities reported as per the agenda notes. The BOG also approved the EAP for the next three months.

Item No 2.12: Ratification of fees paid for Accreditation and Report on SAR

The Principal reported that the Institution had applied for accreditation of the two eligible UG programmes- Computer Science & Engineering and Electronics & Communication Engineering as per TEQIP norms and the Registration fee and the Accreditation fee had been paid to National Board of Accreditation. The BOG took note of this and ratified the expenditure incurred towards the Registration fee and the Accreditation fee as reported in the agenda notes.

Item No 2.13: Report of Governance Development Plan

The Principal reported that as asked by the NPIU, an initial Governance Development Plan for the Institution was prepared and sent to SPFU and NPIU and he requested the BOG to discuss about the plan. The BOG decided to conduct a separate meeting to discuss about the Governance Development Plan and asked to convene a meeting exclusively for that.

Item No 2.14: Expenditure incurred under IOC-Ratification

The BOG ratified the expenditure incurred under IOC head.

Part 3
Reports

Item No. 3.1: Summary of expenditure as on 20-05-2014

The Principal presented the summary of expenditure as on 20.05.2014. The BOG noted the expenditure incurred till date.

Item No. 3.2: Faculty position as on 10-03-2014

The Principal presented the current faculty position. The BOG took note of the same and expressed its concern for the large number of vacant positions in all categories and in higher cadres.

Item No. 3.3: Report on Visit of Mentor

The Principal reported that the mentor Dr. Sudheer K.P, Professor, IIT Madras visited the campus on 12.8.2013 for mentoring the institution during which he interacted with the TEQIP Coordinators, faculty, technical and office staff and UG and PG students. The BOG took note of the same.

Item No. 3.3: Status of IRG Accounts

The Principal reported the status of the four IRG accounts. The BOG took note of the same.

Part 4

Any other item with the permission of the chair

Item No.4.1: TA/DA to IHRD Engineers

The BOG decided to give eligible TA/DA to IHRD engineers if they attend the duty for

TEQIP work.

The meeting adjourned at 1.00PM.

Chairman



Prof.V.P.N. Nampoori

Principal



Dr. Hari. V.S