

Minutes of the Sixth  
BoG Meeting on May 4, 2015



College of Engineering Karunagappally  
Thodiyur P O, Karunagappally  
Kerala, Pin- 690 523

Phone : 91-476 2666160, 91-476 2665935

E - Mail : [cekarunagappally.ihrd@gmail.com](mailto:cekarunagappally.ihrd@gmail.com)

# Minutes of the Sixth meeting of the Board of Governors

College of Engineering Karunagappally

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**Part I**  
**Procedural Items**

# Minutes 1

## Opening of Meeting

### Those present

Sl.No.	Participant	Title
1	Prof. V P N Nampoori	Chairman
2	Mr. Sherif M	Govt.Representative
3	Mr. James	Govt.Representative
4	Dr. Hari V S	Principal
5	Dr. V P Devassia	Educationist, Addln. Director,IHRD
6	Dr. Sureshkumar P	Educationist, Addln. Director,IHRD
7	Dr. Sam Thomas	Representative of CUSAT
8	Dr. Ajilkumar A	Member, HOD(Mechanical Engg.)
9	Mr. Manoj Ray D	Member

**Absent** None

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**Guest**


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Sl.No.	Participant	Title
1	Dr. V Gopakumar	Director,SPFU,Kerala
2	Mrs. Deepa V S	Academic coordinator
3	Mr. Sylish S V	Procurement coordinator
4	Mr. Jayadeepkumar J	Finance coordinator
5	Mr. Baiju V	IIC coordinator
6	Mr. Shaji L	Civil work coordinator
7	Mrs. Premakumari R	EAP coordinator
8	Mr. Anilkumar C V	HOD (EC)
9	Mr. Binu V P	HOD (CS)
10	Mrs. Libi A	HOD (EE)
11	Mrs. Smitha P	R and D coordinator

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**Location of the meeting** College of Engineering Karunagapally

**Date** May 4, 2015 09:30 AM–01:00 PM

**List of topics**


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**1.1 Opening of Meeting**

The meeting started at 09:30 AM under the presidency of the honourable Chairman with Welcome Address by the principal. Principal, Dr. Hari V S welcomed all members and special invitees. A brief report was made by the Principal about the agenda of meeting.

**1.2 Approval of the Minutes of the Fifth Meeting of BoG**

Minutes of the Fifth BOG meeting was circulated to the BOG members for confirmation.

**Prof. V P N Nampoori** opined that the minutes need some corrections. He pointed out that the appreciation the fifth meeting expressed towards the good deed of Mr. Reji Thankachan in the construction of the new playground with the help of contributions from the members of the faculty and parent teachers association is missing from the minutes. He suggested to incorporate it in the minutes.

**Dr. V P Devassia** Expressed concern in the missing figures in the minutes related to the procurement.

**Principal** Agreed to the above points and asserted that the necessary corrections will be made in the minutes of the fifth meeting of the BoG.

**Decision:** The BoG decided to approve the minutes of the meeting held on December 14, 2014, subject the modifications mentioned above.

**1.3 Report on the action taken/action pending**

The BoG examined the 11 decisions taken in the fifth meeting of the BoG



on December 16, 2014 taken and its execution.

**Decision:** Approved the action taken report.

**Part II**

**Discussion, Ratification and  
Approval**

# Minutes 2

## Procurement Activities

### List of topics

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### 2.1 Expenditure for Packages completed post the Fifth BoG

The details of packages, whose procurement has been completed post the last BoG meeting, were presented before the BoG for approval. The packages are worth Rs. 4454827.00 as detailed in Table 2.1 in page 10. Ratification of the purchase and payment was sought for.

**Mr. Sherif** Inquired about the price revisions.

**Procurement coordinator** Assured that the variation are negative in value and are permitted

**Decision:** BoG ratified the purchase of the three packages worth Rs. 4454827.00 and their price revisions and payment.

Sl No	Package No TEQIP II/ KL1G18/	Package Name	Mode of purchase	Firm	Esimated Amount (Rs)	Actual Amount (Rs)	% Variation
1	21	Digital Storage Os- cilloscope	NCB	Innovative instruments Inc. Thiru- vanantha- puram	2785000	1978276	28.97
2	105	PSCAD software	DC	Nayak Power Systems Bangalore	445000	441975	0.68
3	128	Campus networking	NCB	Techser Kochi	2499400	2034576	18.6
Total						4454827.00	

**Table 2.1:** Completed packages post the fifth BoG meeting

## 2.2 Expenditure for Packages committed post the Fifth BoG

The details of committed packages post the last BoG meeting, were presented before the BoG for approval. The packages are worth Rs. 1499167.00 as detailed in Table 2.2 in page 13. Approval of the packages was sought for.

**Decision:** BoG approved the of the three packages worth Rs. 1499167.00 and their price revisions.

Sl No	Package No TEQIP II/ KL1G18/	Package Name	Mode of purchase	Firm	Esimated Amount (Rs)	Actual Amount (Rs)	% Variation
1	170	DreamSpark	Shopping	TEG, 39/5366, 4th cross road, Panam- pally Nagar Kochi Ker- ala, 682036	170000	139106	18.17
2	48	Microprocessors and micro- controllers	Shopping	"SCIENTIFIC ENTER- PRISES P.B.NO : 1951,Shine road, Vytilla Cochin, Kerala	583000	544504	0.06

3	169	DC Machines and Servomotors	Shopping	"SCIENTIFIC ENTERPRISES P.B.NO : 1951, Shine road, Vytilla Cochin, Kerala	843000	815557	0.03
Total						1499167.00	

**Table 2.2:** Committed packages post the fifth BoG meeting

## 2.3 Expenditure for Packages initiated post the Fifth BoG

The details of initiated packages post the last BoG meeting, were presented before the BoG for approval. The packages are worth Rs. 1499167.00 as detailed in Table 2.2 in page 13. Approval of the packages was sought for.

**Mr. Sherif** inquired on why the first six packages in Table 2.3 were not purchased yet.

**procurement coordinator** explained that no firm quoted them despite every effort.

**Dr. V P Devassia** opined that reasons should be well laid out on canceling the packages.

**Dr. Gopakumar V** inquired the need of the currency counting machine and the surveillance system.

**Principal** Explained that the institution has no compound wall and very thin security and the surveillance system is to safeguard the systems we purchased. Counterfeit currency is a big problem in Karunagappally and the currency counter will aid the cash section in the office.

**Decision:** BoG decided to cancel the first six packages in Table 2.3 and approved the purchase of the remaining four packages worth Rs. 1142000.00 with their price revisions.

**Decision:** It is also decided to buy national journals from publishers

## 2.4 Expenditure on Civil Works

The status of civil works is placed before the BoG as shown in Table 2.4. Four works are completed and paid. One is completed but not paid for lack of funds. One work is yet to be completed whose part payment is done. One work is yet to be initiated. The BoG was sought to approve the payments (including one part payment) made to completed works. Also it was sought to approve the one civil work *Electrical work in Library and Office with package no. TEQIP II/KLG18/180* to be initiated.

**Decision:** BoG approved the payments (including part payment) and the initiation of the package *Electrical work in Library and Office with package no. TEQIP II/KLG18/180*



Sl No	Package No TEQIP II/ KL1G18/	Package Name	Date initiated	Type	Esimated Amount (Rs)
1	18	Multimeter	05/03/14	Shopping	194000
2	165	National Journal	06/02/14	Shopping	41438
3	69	Television	22/02/14	Shopping	73000
4	37	Visual Pre- senter	31/03/14	Shopping	210000
5	94	Weighing Machine	25/03/14	Direct Con- tract	4250
6	168	Water Cooler	31/03/14	Shopping	75000
7	171	APFC	20/03/15	Shopping	200000
8	172	IEEE e journal	10/02/15	Direct Con- tract	380000
9	173	Science Di- rect E jour- nal	10/02/15	Direct Con- tract	500000
10	175	Furniture Library	02/03/15	Shopping	62000
Total					1739688.00

**Table 2.3:** Initiated packages post the fifth BoG meeting

Sl No	Work	Package no	"Estimate "	% Above	Quoted	Agreement	Extension	Status	"Amount paid
		TEQIP II/ KL1G18/	amount(Rs)	/below	amount(Rs)	date	date		and date
1	Extension of Generator Room	130	1282039	14.95 above"	1473703	1/11/2013-28/2/2014	1/3/2014-30/6/2014	Not completed	3,68,425.00(part payment)
2	Refurbishment work of labs	132	617298	15 above"	709892	23/10/2013-22/2/2014		Completed	"615131/- 15/2/2014"
3	Foundations for Machines	131	173676	15 above"	199727	17/10/2013-16/2/2014		Completed	"178538/- 30/12/2013"
4	Ceiling work of Computer lab	133	173500	14.5 above	198657	17/10/2013-16/2/14		Completed	"187215/- 28/10/2013"
5	Partitioning work	127	991088	14.81 above	1137868	1/11/2103-28/2/2014	1/3/14-30/6/2014	Completed	"1051676/- 5/9/2014"
6	College electrical work		1225329	"7.9 Below"	1128528	7/2/2014-6/5/2014	7/5/2014-6/8/2014	Completed	Not paid

7	Electrical work in Library and Office	180	79000	Not initiated
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**Table 2.4:** Details of civil works

# Minutes 3

## Academic Activities

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### 3.1 Outstation Training Programmes

Twenty seven outstation training programmes that spans over the next three months were placed before the BoG for approval.

**Mr. Sherif** opined to limit to one course per faculty member.

**Decision:** Decided to limit to one outstation course per faculty member.

**Decision:** Decided to depute guest faculty to academic programmes outside Kerala, with the condition that air fare is not permissible.

## 3.2 In-house Training Programmes

The proposal for eight in house programmes were placed before the BoG for approval. BoG instructed report the number of external participants, once the courses are over.

**Decision:** Decided to approve the eight in house training programmes

## 3.3 Refund of Fees

Mr. Raju M, Assistant Professor in Electrical and Electronics has submitted the receipt of fee of Rs.23000.00 paid towards the tuition fee for PhD programme and requested the refund. The matter is placed before the BoG for approval and sanction of the said amount. He also submitted the receipt for Rs. 5773.00 towards the IEEE annual membership fee and requested its refund also. Half of this amount viz. Rs 2886 can be sanctioned as per guidelines. The matter is presented before the BoG for approval and sanction.

**Dr. V Gopakumar** Instructed to increase the membership in professional bodies such as IEEE, ACM etc. and promote the activities of their student bodies in the institution. It is also instructed to report the number of faculty in each professional body should be reported in next BOG.

**Principal** Agreed to promote membership among faculty and do whatever is required to encourage the student activities under ISTE and IEE student chapters.

**Decision:** It is decide to approve the refund of Rs.23000.00 and Rs. 5773.00 to Mr. Raju M, Assistant Professor in Electrical and Electronics towards the refund of PhD tuition fee and the fee towards membership in IEEE respectively.

## 3.4 Approval of IIIC Activities

Ten student internship programmes were placed before the BoG for approval. BoG was sought to approve them. BoG needed a clearer picture on the IIIC activities.

**Dr. V Gopakumar** Inquired about the the expert talk by the resource person from Union Bank and its relevance.

**IIC coordinator** Explained that the talk is not on banking but on entrepreneurship by students.

**Decision:** Decided to approve the said ten IIC programmes.

**Decision:** Decided that faculty members can also attend training at any industry, provided they have project and MOU. The training fee can be paid from TEQIP.

**Decision:** Decided to activate the entrepreneurship club in the institution.

### 3.5 Approval of R& D Activities

BoG inquired about the progress in the eight research proposals for which seed money was given.

**Dr. V Gopakumar** Inquired the reason for the extensions, approved by the research guidance committee by some more months.

**Principal** Explained that majority of these proposals are joint with research institutions like Sree Chitra Institute, Regional Cancer Centre etc. The co-investigators in these institutions need approvals from technical committee and ethical committee, in some cases and hence the need for the extended time.

**Decision:** BoG instructed to finish the eight proposals and to submit them at the earliest.

### 3.6 Approval of EAP Activities

The details of EAP sessions conducted after the last BoG meeting have been placed before the BoG. EAP sessions for 101 hours for which Rs. 60600.00 has been paid. The BoG was sought to approve the payment.

The details of 51 EAP sessions, conducted but has not been settled due to want of funds,were also placed before the BoG for information.

The action plan for the soft skill training and bridge courses were also presented for approval.

**Dr. V Gopakumar** was unhappy about the progress in EAP.

**Dr. V Gopakumar** The first year results are poor and the faculty should be mandatorily deputed for Pedagogy training.

**Mr. Sherif** Opined to limit EAP sessions to weak students only.

**Decision:** To activate the EAP sessions

**Decision:** Decided to have lessons on Saturday for weak students and also to conduct special sessions for papers like computer programming for which not enough hours are allocated in the syllabus.

**Decision:** Decided to depute faculty, especially those who take for the first year, to Pedagogy training obligatorily.

**Decision:** Decided to conduct bridge courses, contiguously, at the beginning of the first year classes.

**Decision:** Decided to approve the payment of Rs.60600.00 towards payment of EAP sessions.

**Decision:** Decided to approve the EAP action plan for the next three months.

# Minutes 4

## Financial Matters

### List of topics

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### 4.1 Expenditure incurred under IOC

The expenditure incurred under IOC post the fifth BOG meeting is Rs. 7,8,2443.00. This amount is due to Salaries of TEQIP staff, Consumables purchased for TEQIP cell and other departments, and Operation and Maintenance charges. All the amounts have been paid as per TEQIP II norms.

The salaries paid to TEQIP staff post the last BoG are presented in Table 4.1. An amount of Rs.203400.00 has been paid as salaries and this payment is brought before the BoG for approval. The details of consumable purchased for the TEQIP office and various departments are detailed in Table 4.2. An amount of Rs. 67659.00 has been expended under this. The matter was placed before the BoG for approval.

**Decision:** BoG decided to approve the payment of Rs 203400.00 towards payment of salaries to TEQIP staff



Sl.No	Month	Amount
1	December 2014	53800
2	January 2015	50000
3	February 2015	49200
4	March 2015	50400
Total		203400.00

**Table 4.1:** Expenditure under salaries

**Decision:** BoG decided to approve the payment of Rs. 67659.00, paid towards consumables.

Sl No:	Date of Settlement	Department	Item Purchased	” Amount (Rs)”
1	29-12-2014	EC	Components	11661
2	14-01-2015	EC	Electrical appliances	13468
3	09-03-2015	EEE	Electrical appliances	18425
4	09-03-2015	TEQIP	Stationary	7760
5	12-03-2015	TEQIP	Toner Refilling	750
6	12-03-2015	ECE	Electronics Item	15595
			Total	67659

**Table 4.2:** The expenditure for consumables

## 4.2 Summary of Expenditure

The summary of expenditure is placed before the BoG for consideration and approval. it is detailed in Table 4.3 in page 26. The cumulative expenditure as on March 30, 2015 is Rs 5, 48, 75358.00.

**Decision:** BoG examined expenditure under various heads and approved the statement of expenditure.

Sr.No.	Expenditure Name	Expenditure Upto March 31 2015	Expenditure for April 2015	Cumulative Expenditure upto April 30 2015
1	Procurement	41351031	NIL	41351031
2	Providing Assistantships for Increased enrolment in existing and new PG Programmes in Engineering Disciplines	3599000	NIL	3599000
3	Enhancement of Research and Development and Institutional Consultancy Activities	874130	NIL	874130
4	Faculty and staff development for improved competence based on Training Needs Analysis(TNA)	4130579	NIL	4130579
5	Enhanced Interaction with Industry	397889	NIL	397889
6	Institutional Management Capacity enhancement	379835	NIL	379835
7	Implementation of Institutional reforms	898880	NIL	898880

8	Academic support for weak students	559757	NIL	559757
9	Incremental Operating Cost	2633857	50400	2684257
9.1	Salaries	821008	50400	871408
9.2	Consumables	370999	NIL	370999
9.3	Operation and Maintenance	1441850	NIL	1441850
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	Total	5,48,249	58,005,040	5,48,75358.00
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**Table 4.3:** Summary of Expenditure

# Minutes 5

## Other Matters

### List of topics

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### 5.1 Other Matters

The IDP for the extended period of TEQIP was presented before the BoG. The members of the BoG instructed to conduct one more SWOT Analysis to exploit the strengths of the institution.

**Dr. V Gopakumar** Instructed to prepare a master plan for the institution with the help of experts.

**Dr. V Gopakumar** Instructed to take steps to improve carrier development of students

**Prof. V P N Nampoori** Instructed to make a better IDP, including the papers published etc.

## 5.2 International Conferences, Workshops and Seminars

Principal reported some academic activities, which were not included in the agenda, with the permission of the chair. The details of the papers presented/attended in international conferences, workshops and seminars are in Table 5.1.

**Prof. V P N Nampoore** Instructed to conduct an international conference.

**Dr. V P Devassia** Opined that the deputations to conferences should be based on the merit of the conference and the organizing body. The presentations in conferences held by ISTE, IEEE, Springer, Elsevier etc. should be encouraged.

**Decision:** BoG decided to approve the conference /workshops/seminar presentations in Table 5.1.

## 5.3 Training Attended

The details of academic and pedagogical programmes are presented in Table 5.2.

**Dr. V Gopakumar** Instructed to ensure maximum participation in courses.

**Decision:** BoG decided to approve the participation and to sanction the settled amount of Rs. 125160.00 spent as per Table 5.2.

With this, the BoG meeting on May 4, 2015 came to the end.

No	Name	Name of Conference	Date	Organizer	Amt.
1	JAYADEEP KUMAR J	International conference on energy, environment, materials and safety ( ICEEMS' 14), TEQIP	10-12 Dec 2014	School of Engineering, CUSAT	Unsettled
2	SMITHA P	2014 ieee international conference on computational intelligence and computing research, IEEE Podigai	18-20 Dec 2014	Park college of Engineering and Technology, Coimbatore, Tamilnadu	Unsettled
3	SHAJY L	2014 ieee international conference on computational intelligence and computing research, IEEE Podhigai	18-20 Dec 2014	Park college of Engineering and Technology, Coimbatore, Tamilnadu	Unsettled
4	REMYA R S	International conference on engineering and technology (icetech 15), IEEE	20 Mar 15	Rathinam technological Campus, Coimbatore, Tamilnadu	Unsettled
5	SHAJY L	International conference on engineering and technology (icetech 15), IEEE	20 Mar 15	Rathinam technological Campus, Coimbatore, Tamilnadu	Unsettled
6	REJI THANKACHAN	4th international conference on communication and signal processing (iccsp 15), IEEE	2 4 April 2015	Adhiparasakthi Engineering College, Melmaruvathur, Tamilnadu	Unsettled

7	SHAJY L	International conference on recent advances in engineering, science and technology ( icon' 15), ISTE, new delhi	17 Apr 15	Noorul islam university, Kumaracoil, Kanyakumari	Unsettled
8	SMITHA P	International conference on recent advances in engineering, science and technology ( icon' 15), ISTE, new delhi	17 Apr 15	Noorul islam University, Kumaracoil, Kanyakumari	Unsettled
9	SMITHA P	International conference on advances in engineering and applied sciences (ICAEAS'15) IEEE	29 Apr 15	Noorul islam University, Kumaracoil, Kanyakumari	Unsettled
10	SHAJY L	International conference on advances in engineering and applied sciences (ICAEAS'15) IEEE	29 Apr 15	Noorul islam university, Kumaracoil, Kanyakumari	Unsettled
11	BINU V P	Image and video processing using matlab	10 - 14 FEB 2015	IIITM - K, THIRUVANANTHAPURAM	12063
12	DR. AJIL KUMAR A	All india seminar on accreditation and quality assurance in higher education institutions	17 DEC 2014 - 18 DEC 2014	NSS COLLEGE OF ENGG, PALAKKAD THE INSTITUTION OF ENGINEERS (INDIA)	4162

**Table 5.1:** Papers presented in international confernces. workshops and seminars by faculty and staff



Sl.No	Name of Faculty	Title	Date	Amt.
1	REJI THANKACHAN, LIBI A, REMYA R S, ANUJA V NAIR	Pedagogy implementation in mathematics for engineering education	16 -20 FEB 2015	116080.00
2	MILI ROSELINE MATHEWS, DEEPA T R, JYOTHI R L	Pedagogical training	23- 25 Feb 2015	Not Settled
3	AJIL KUMAR A, REVIKUMAR THAMPI V R, RAJU M	Pedagogical training	26-28 Feb 2015	Not Settled
4	SAJIL DANIEL JOHN, MANJU M, AP IN ECE	Assembly language programming in NASM	19 - 21 JAN 2015	9080.00

**Table 5.2:** Trainings attended by faculty and staff