

**COLLEGE OF ENGINEERING TRIKARIPUR, CHEEMENI**

**Minutes of the meeting of Board of Governors under TEQIP Programme Held on 20-11-2012**

The Meeting commenced at 11AM in the chamber of Principal, College of Engineering Trikaripur with Sri. Raghavan.K, Chairman of BoG in the chair. The following members of the BoG participated in the meeting.

1. Sri.K.Raghavan – Chairman
2. Dr. A.K.Padmini
3. Prof..P. Kunhikannan
4. Sri.Mahesh.V.V
5. Smt. Naveena.A.K
6. Sri. Sudheesh.N

The Principal welcomed all the members and briefed the Report of action taken on the minutes of the previous meeting held on 16-08-12. After detailed discussion the following decisions are taken.

**Item No.1> Minutes of the previous BoG Meeting held on 16-08-12 was approved.**

**Item No.2> Approval of different Committees.**

BoG has ratified and approved the following different committees formed under TEQIP phase II.

1. Academic quality assurance committee with following members is hereby constituted in terms of guidelines of the project .
  1. Sri. Prof.P.Kunhikannan – HOD -
  2. Sri.A.Kunhiraman - HEAD EEE -
  3. Sri.Dr.T.M.Vasudevan Nambisan -
  4. Smt.Naveena A.K – Head of CSE -
2. Building and works committee with following members is hereby constituted in terms of guidelines of the project.
  - A) Sri.Arun.K.V – asst.eng - Civil work cum Environment Coordinator.
  - B) Smt.Shyni.T.V – Head of CE -
  - C) Smt.Ansuriya – A.P in CE -
  - D) Sri. Prof.P.Kunhikannan – HOD -
  - E) Sri.A.Kunhiraman - HEAD EEE -
3. Institutional Development committee with following members is hereby constituted in terms of guidelines of the project.
  - a) Sri.Mahesh .V.V – Principal in charge -

- b) Sri. Prof.P.Kunhikannan – HOD -
- c) Sri.A.Kunhiraman - HEAD EE -
- d) Sri.Sureshkumar A.V – HEAD, ECE -
- e) Smt.Naveena.A.K– HEAD, CSE -
- f) Sri.Shamal.P.K – HEAD, IT -
- g) Smt.Shyni.T.V – Head of CE -
- h) Sri.Arun.K.V – asst.eng -
- i) PTA – Vice President -

4. Students Affair committee with following members is hereby constituted in terms of guidelines of the project.

- a) Smt.Sheena.K – AP in CSE -
- b) Sri.Rakesh.R.J – AP in IT -
- c) Sri.Anoop.K.T - AP in IT -
- d) Sri.Sujith.D.K - AP in EEE -
- e) Sri.Sreekanth – AP in EEE -
- f) Smt.Sinu.K.V – Librarian -

5. Library committee with following members is hereby constituted in terms of guidelines of the project .

- a) Sri.Mahesh .V.V – Principal in charge -
- b) Sri.A.Kunhiraman - HEAD EE -
- c) Sri.Sureshkumar A.V – HEAD, ECE -
- d) Smt.Naveena.A.K – Head of CSE -
- e) Sri.Shamal.P.K – Head of IT -
- f) Smt.Shyni.T.V – Head of CE -
- g) Smt.Shinu.K.V – Librarian -
- h) Smt.Smitha Mol -

**Item No.3 : Increasing the number of faculty as per AICTE norms & appointing of Physical Education Lecturer.**

To applying for new courses number of faulty in the college should be increased. Thus, TEQIP targets (such as accreditation, starting of new PG courses etc.) can be met as well as the release of next block of grant from NPIU.

So, BoG decided necessary steps should be taken to convince the CAPE, to fill the 75% of faculty with regular hands and the remaining vacancy with adhoc. Principal will present the matter to the director and convincing to take take urgent steps to appoint the required staff members.

**Item no.4: Ratification of procurement of packages initiated, revised and cancelled.**

BoG ratified all the packages initiated, cancelled and revised through PMSS and approved.

( Annexure 2.)

**Item No.6: Remedial Classes – Remuneration to faculty and other staff – Refreshment charges of students.**

BoG decide to adopt the remunerative pattern suggested by the minutes of Principals meeting held on 02-03-2012, for remunerative teaching in EAP. The following remuneration pattern is approved with retrospective effect.

Honorarium to faculty / expert @ Rs. 600/- per hour and for (Lab/Workshop) staff Rs.250/- per hour.

The BoG also decided to spend a maximum amount of Rs. 50/- per student for lunch and light refreshments, those who are attending the remedial classes under EAP, with reference to minutes of the Principals of Engg. Colleges selected under Sub-Component 1.1 of TEQIP Phase II, convened by DTE on 02-03-2012 at DTE, Thiruvananthapuram.

**Item No.7: Upcoming training programmes for faculty and Staff.**

The programmes conducted and planned as per the Annexure 1 is approved.

**Item No.8: Discussions on the report presented by the Mentor Dr.P.Prathapachandran Nair.**

BoG discussed the recommendation made by the mentor and following directions are given to implement important matters

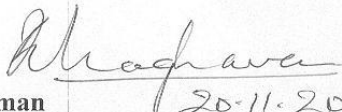
1. Principal is empowered to depute faculty or staff for training programmes. Ratification by BoG at the subsequent meeting will be enough.

**Item No.9: Any other item(s).**

The honorarium of BoG members is enhanced to Rs.3000/- per sitting as per the minutes of Principals of Engg. Colleges selected under Sub-Component 1.1 of TEQIP Phase II, convened by DTE on 02-03-2012 at DTE, Thiruvananthapuram.

To,

All Members

  
Chairman 20.11.2012  
Sri.K.Raghavan



## Annexure 1

### A1.1. Training Programmes Conducted

Sl.N o.	Pgm Name	Organized By	Duration	Trainers	Beneficiaries	Remarks
1.	Counselling & Guidance pgm.	Counselling & Guidance Cell	08/11/12 and 09/11/12  4 Sessions.  3 Hrs./Session	Sr. Rincy Augustine,  Principal,  Hrudayaram Community College of Counselling, Kannur.	All First Year Students	
2.	Induction pgm.	TPC	11/11/12 and 14/11/12  8 Sessions.  3 Hrs./Session		All First Year Students	

### A1.1. Training Programmes Planned.

Sl.N o.	Pgm Name	Organized By	Duration	Trainers	Beneficiaries	Remarks
1.	Personality Development for Faculty	CET	01/12/12 to and 04/12/12  8 Sessions.  3 Hrs./Session	Sri. Rajesh Kumar . C. V.	All Faculty	
2.	Personality Development for Staff	TPC	11/11/12 and 14/11/12  8 Sessions.  3 Hrs./Session		All Non teaching Staff	

## Annexure 2.

**Ratified the decision of giving purchase committee for giving purchase sanction of the following packages**

Regarding Financial sanction for NCB:

SPFU Kerala has directed to initiate any two packages which are to be purchased through NCB method. There for purchase committee has accorded financial sanction for purchasing the following packages.

- Computer '12 vide package no. TEQIP/KL1G12/21 at a cost of Rs. 33,00,000/-
- UPS vide package no. TEQIP/KL1G12/30 at a cost of Rs. 20,32,000

Package No	Package name	Estimated cost as per P.P	Action to be taken by
90	General- water purifier	3,00,000	Procurement Coordinator
96	Language Lab	1,00,000	Procurement Coordinator
97	Air Blower	18,000	Procurement Coordinator
62	Metal Furniture '12	6,72,000	Procurement Coordinator
82	Fibber Furniture	1,04,400	Procurement Coordinator
118	Fire extinguisher	30,000	Procurement Coordinator
114	Electronics Work Station	3,00,090	ECE Department
88	Electronics Lab Table	1,92,000	ECE Department
22	Peripheral	5,65,700	CSE & IT Department
119	Laptop	9,25,000	CSE & IT Department
68	Civil Work- Constructing of Curing Tank	26,860	CE Dept, AE & Procurement Coordinator
	<b>Total</b>	<b>32,97,804</b>	

## Annexure 2.

**Ratified the decision of giving purchase committee for giving purchase sanction of the following packages**

Regarding Financial sanction for NCB:

SPFU Kerala has directed to initiate any two packages which are to be purchased through NCB method. There for purchase committee has accorded financial sanction for purchasing the following packages.

- Computer '12 vide package no. TEQIP/KL1G12/21 at a cost of Rs. 33,00,000/-
- UPS vide package no. TEQIP/KL1G12/30 at a cost of Rs. 20,32,000

Package No	Package name	Estimated cost as per P.P	Action to be taken by
90	General- water purifier	3,00,000	Procurement Coordinator
96	Language Lab	1,00,000	Procurement Coordinator
97	Air Blower	18,000	Procurement Coordinator
62	Metal Furniture '12	6,72,000	Procurement Coordinator
82	Fibber Furniture	1,04,400	Procurement Coordinator
118	Fire extinguisher	30,000	Procurement Coordinator
114	Electronics Work Station	3,00,090	ECE Department
88	Electronics Lab Table	1,92,000	ECE Department
22	Peripheral	5,65,700	CSE & IT Department
119	Laptop	9,25,000	CSE & IT Department
68	Civil Work- Constructing of Curing Tank	26,860	CE Dept, AE & Procurement Coordinator
	<b>Total</b>	<b>32,97,804</b>	

Ratified the decision of giving purchase committee for giving for cancelation of the following packages

Pakage No	Package name	Estimated cost as per P.	Reason for cancelation
01	Horizontal shake table with model set	Rs.6,51,000/-	Directed by SPFU for the cancelation due to non inclusive of one item inthe package
07	E-Journal -12	Rs.5,62,650/-	Annual subscription of E-Journal for 2012 had been closed before the start of our purchase procedure and hence further enquired about half year subscription pattern from the month of June to December 2012. But it was not possible to subscribe half year subscription of E-Journal. Therefore it is compelled to cancel the package
06	Printed Indian Journals	Rs.66, 000/-	The Company was not able to supply some printed Indian journal which is included in packages due to non availability of requested journal. The company also could not produce proprietary certificate for enabling purchase through direct contract method.
29	Erection of Electrical Machines and Equipments	Rs.66, 000/-	Due to non availability of suitable contractor for execution of above work, the procurement procedure could not be completed.

Ratified the decision of giving purchase committee for giving for adding and revise of the following packages

Pakage No	Package name	Estimated cost of New or Revised Package	Reason for revise/ adding
01	Horizontal shake table with model set	Rs.9,54,000/-	Directed by SPFU for adding new instead of cancelled package
118	Fire Extinguisher	Rs. 32,500/-	The market price of fire extinguisher has considerably been increased.



			Therefore purchase procedure could not be initiated without revision of the package as per prevailing market price.
93	Books'12	Rs.9,51,976/-.	The details of books were not added preparing the procurement plan, hence package had to be revised with details of available books titles and its price



### Annexure .3

Details & Status of purchase order placed  
As on 05-Novmber -2012

Packa ge No	Package Name	To whom with purchase order placed	Dispatch date of purchase order	Delivery period	Whether accepted purchase order received or not	Payment details			Remarks
						90% of contract amount	10% with held as security deposit	Total (inclusive of all tax)	
81	Wooden furniture 12	KADCO – Kerala Artisans Development Corporation  Contact Person No. 9847481581 & 9387288976	03-07-12	120 Days (Extended additionally )	Yes	Rs.7,70,211	Rs.85,579	Rs.8,55,790	Only 60 bench & desk delivered,
11	Bitumen Testing and Aggregate testing Equipment	Lawrence & Mayo India Pvt. Ltd, Ernakulam  Contact No. 0484-2368698	04-07-12	60 days	Yes	Rs.4,84,038	Rs.53,782	Rs.5,37,820	Devilry completed & installation and payment left
9	Soil testing equipments	Lawrence & Mayo India Pvt. Ltd, Ernakulam  Contact No. 0484-2368698	04-07-12	60 days	Yes	Rs.7,76,948	Rs.86,327	Rs.8,63,275	Devilry completed & installation and payment left
2	Non destructive	Samhitha Innovation ,	17-10-12	60 days	No	Rs4,97,936	Rs.55,326	Rs5,53,262	Accepted

	testing Equipments	Bangalore Contact No.09886000953 & 080-23463943, 9677252848							purchase order not received  Action need to be taken by Civil dept.
18	Power electronics equipments	Jayam Electronics, Chennai Contact No.044-43521501 & 9444001354	20-07-12	45 Days	Yes	Rs.2,13,192	Rs.23,688	Rs.2,36,880	Goods not delivered
12	Electrical Machines	Vijay electro controls, Bangalore Contact No.080-23580906 & 23425745	08-08-12	45 Days	No	Rs.5,72,816	Rs.63,646	Rs.6,36,462	Accepted purchase order not received  Action need to be taken by Civil dept.
16	Meters and accessories	Caliber Instruments & engineering services Contact No.080-23425745	19-10-12	45 Days	No	Rs.6,93,861	Rs.77,096	Rs.7,70,957	Accepted purchase order not received  Action need to be taken by Civil dept.
41	FPGA Boards	Entuple technologies Pvt. Ltd., Bangalore Contact No080-42171597 & 30723692	18-09-12	40 Days	Yes	Rs.3,58,911	Rs.39,879	Rs.3,98,790	Form 16 send for goods movement

26	Function Generator	Scientific enterprises, Chochin  Contact No.0484-2306954, 2306461	28-09-12	40 Days	Yes	Rs.3,53,383	Rs.39,265	Rs.3,92,648	Part of goods delivered
15	Oscilloscope-12	Innovative instrument inc, Trivandrum  Contact No.0471-2316385	29-09-12	40 Days	No	Rs.4,96,125	Rs.55,125	Rs.5,51,250	Goods delivered but  Accepted purchase order not received  Action need to be taken by Civil dept.
35	Embedded System	Entuple technologies Pvt. Ltd., Bangalore  Contact No080-42171597 & 30723692	29-09-12	40 Days	No	Rs.4,84,055	Rs.53,783	Rs.5,37,839	Accepted purchase order not received  Action need to be taken by Civil dept.
43	modelsim	Coreel Technologies (i) Pvt Ltd, Bangalore  Contact No.080-30723638, 30723638	3-11-12	40 Days	No	Direct contact		Rs.3,53,580	Accepted purchase order not received  Action need to be taken by Civil dept.

44	FPGA Design	Coreel Technologies (i) Pvt Ltd, Bangalore						Accepted purchase order not received
		Contact No.080-30723638, 30723638	3-11-12	40 Days	No	Direct contact	Rs.84,000/-	Action need to be taken by Civil dept.