

**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME**

**Phase II Sub Component 1.1**

**MINUTES OF 12<sup>th</sup> MEETING OF  
THE BOARD OF GOVERNORS**


*Date: 28-10-2014*

*Time: 10.30 am*

*Venue: Chamber of Principal, College of Engineering Trikaripur*

**COLLEGE OF ENGINEERING TRIKARIPUR  
CHEEMENI P.O., KASARAGOD - 671313 KERALA**

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**Members Attended:**

The meeting commenced at 10.30 A.M in the chamber of Principal, College of Engineering Trikaripur with Sri.K.Raghavan in the chair. The following members of the BoG participated in the meeting.

1. Sri. K.Raghavan –Chairman
2. Dr. M.K. Radhakrishnan
3. Dr.A.K.Padmini
4. Dr. V. Gopakumar
5. Sri. R.Rajiv
6. Sri. Surendran.K.K
7. Dr.Sajeev.V
8. Prof. P. Kunhikannan
9. Sri.Mahesh.V.V
10. Smt. Naveena A.K
11. Sri. Sudheesh N
12. Sri. Suresh kumar.A.V.

The Principal welcomed all the members and briefed the action taken report on the minutes of the previous meeting held on 29/05/2014. After detailed discussion following decisions were taken.

***Item No.1 (A1 & A2):Confirming the minutes of the previous BoG Meeting held on 29-05-2014 and report on the action taken/pending.***

Minutes of the previous BoG Meeting held on 29-05-2014 was approved.

***Item No.2(B1):Ratification of Various In-house training programmes for the students and staff.***

BoG ratified all the in-house training programmes for the students/staff and approved as per **Appendix B1.**

BoG suggested that for in-house training programmes, 25% - 50% sessions may be handled by the internal faculty members.

***Item No.3 (B2): Ratification of the various training programs attended by faculty, technical and administrative staff outside the institution.***



BoG ratified the various training programs attended by faculty, technical and administrative staff outside the institution and approved as per **Appendix B2**.

BoG decided to give 100% advance, for those who are attending the Faculty/Staff Development Programme, in future.

BoG suggested that the faculty members should take keen interest on attending the FDP programmes conducting outside the Kerala.

***Item No.4 (B3): Approval of Procurement Packages.***

BoG approved the procurement packages as per **Appendix B3**.

BoG asked to complete all the procurements (including payment) by the end of December 2014.

***Item No.5 (B4): Ratification of Industry visit.***

BoG ratified the industrial visit conducted by students and approved as per **Appendix B4**. But, BoG denied the sanction of travel expenditure for the students, pertaining to the industrial visit, till further order issued.

***Item No.6 (C1): Status of fund position as on 30-09-2014.***

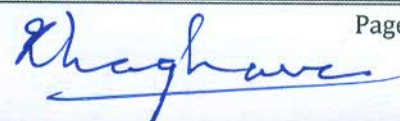
BoG verified and approved the status of fund position based on the MFMR for the month 30-09-2014. The status of Fund position is given in **Appendix C1**.

BoG asked to enhance the R&D activities.

***Item No.7 (C2): Status of the faculty position as on 21-10-2014.***

BoG verified the status of faculty position as on 21-10-2014. Status of Faculty position is given in **Appendix C2**. BoG recommended strengthening of the faculty position particularly in the senior cadre. BoG also suggested ensuring the faculty positions as per AICTE norms. and proposed to conduct an intensive faculty upgradation drive (BTech to MTech) for BTech faculty, with the concurrence from the CAPE. So, to wipe out all BTech qualification, an intensive faculty upgradation drive (BTech to MTech) may be initiated for BTech faculty. BoG entrusted the Principal to discuss the matter with the CAPE management in this regard as early as possible.

BoG asked to remove the word *Contract Faculty* from the documents and proposed to use *Asst. Professor (Adhoc/Contract)*, instead.



***Item No.8 (C3): Status of the new PG/UG programmes as on 30-09-2014.***

Reported to BoG the status of the new PG/UG programmes as on 30.09.2014.No PG Programmes started in this academic year. Could not admit first year BTech IT in this academic year.

BoG advised the CAPE to take necessary steps to overcome all the deficiencies, for obtaining the AICTE approval to start new PG programmes.

***Item No.9 (C4): Accreditation status of the UG programmes.***

Reported to BoG the accreditation status of the UG programmes as given below.

Received a mail from the accreditation division NBA on 7th October 2014, requesting to fill the eSAR in respect of each programme and submit within next 6 months. It is also requested to indicate 5 sets of dates for visit by Expert Team after submitting the eSARs.

BoG recommended that the 5 sets of dates shall be within the span of 3 months starting from July 2015.

***Item No.10 (C5& C6): Report on Remedial Classes and Result Analysis with emphasis on Remedial Classes.***

Reported to BoG about the remedial classes and result analysis. Status is given in **Appendix C3** and **Appendix C4**.

BoG suggested that the good results in remedial classes should propagate among students so that it can attract more students to the programme. The importance of remedial classes may convey to the respective parents also. BoG observed that by taking these steps, the results in third and fourth semester could be improved. BoG suggested that by keeping separate database of each student will give him/her more awareness about his/her backlogs. BoG directed to implement the good practice of solving previous question papers in each semester.

***Item No.12 (D1):Other items.***

***a. Reimbursement of tuition fee pertaining to higher studies***

BoG permitted the following schemes for the reimbursement of tuition fee pertaining to higher studies.

- i. In case of the applicant who sought admission at Govt. Colleges in Kerala state, is eligible for the full reimbursement of tuition fee.
- ii. In case of the applicant who sought admission at Govt. controlled self-financing colleges (like CAPE/IHRD etc.), is eligible for the reimbursement of tuition fee upto an amount equal to the merit seat fee of that institution.
- iii. In case of the applicant who sought admission at Private self-financing colleges, is eligible for the reimbursement of tuition fee, upto an amount equal to the merit seat fee of CAPE institution.

**b. Registration/Membership fee for Professional Societies**

BoG decided that the faculty members, who are taking membership/registration in professional bodies like IEEE etc., are eligible for the reimbursement of 50% of the registration/membership fee they pay.

**Appendix- B1**

**In-house Training Programmes**

Programme Type	Title	Date From	Date To	Amount
Workshop for	Android App Development	26/09/2014	28/09/2014	

