TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME

Phase-II Sub-Component 1.1

22nd MEETING MINUTES OF THE
BOARD OF GOVERNORS

Date: 30/04/2018   *Time: 10.00a.m.*

Venue: Conference Hall, College of Engineering Trikaripur.

COLLEGE OF ENGINEERING TRIKARIPUR

CHEEMENI P.O., KASARAGOD - 671313KERALA

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Members Attended:

The meeting started by10.00a.m.at Conference Hall, and presided over by Dr. Sarith P Sathyan, Chairman BoG. The following members of the BoG were participated in the meeting.

1. Dr. S. Jayakumar, Director, SPFU.

2. Dr. R Sasikumar, Director, CAPE.

3. Dr.Sooraj P.

4. Sri. Rajesh.

5. Sri, Jidhu Mohan M,

6. Dr. P. Prathaphachandran Nair

7. Dr. Vinod Pottakulath, Principal

8. Sri.Mahesh.V.V

9. Sri. Suresh kumar.A.V.

10. Sri. Sudheesh N

The Principal welcomed the new members of the BoG. BoG conveys the deep condolence of sad demise of former BoG member Dr. A K Padmini. After detailed discussion the following decisions were taken.

Item No.1 (A1&A2): Confirming the minutes of the previous BoG Meeting held on 28/07/2017 and report on the action taken/pending.

Minutes of the previous BoG Meeting held on 28/07/2017was approved. (Refer AnnexureA1 of detailed agenda and notes).

Item No.2(B1). Ratification of in-house training programme for the staff members.

TableB1.1: In-house Training Programmes conducted.

Sl No	Name of Co-ordinator	Name of Programme	Name of Resource Persons	Programme Date	Date of approval of Academic Committee	Date of approval of Finance Committee	Expenditure (Rs.)
1	Sri. Shamal P K, AP in IT.	Workshop on "National Assessment and Accreditation Council (NAAC) Process"	1.Fr. Johny Jose, Principal, Don Bosco College Iritty 2.Dr. Shijo M joseph, HoD, Computer Science, M G College Iritty	26-10-2017	24-10-2017	24-10-2017	17,790/-

Item No.3(B2). Ratification of External training programme attended by Faculty members.

Table B2.1: External training programme attended by Faculty members

Sl No	Name of Faculty	Name of Programme	Programme Date	Academic Committee date	Finance Committee Date	Expenditure (Rs.)
1	Sri. Gireesh Kumar A., Asst. Prof. in EEE.	Colloquium on - Challenges and Opportunities in Engineering Education – Kerala Perspectives in National Scenario	05-10-17	22-11-17	22-11-17	3866/-
2	Sri.Rafeekh A P., Asst. Prof. in CSE	Colloquium on - Challenges and Opportunities in Engineering Education – Kerala Perspectives in National Scenario	05-10-17	22-11-17	22-11-17	3956/-
3	Sri.Sureshkumar A V., Asst. Prof. in ECE	Colloquium on - Challenges and Opportunities in Engineering Education – Kerala Perspectives in National Scenario	05-10-17	22-11-17	22-11-17	3271

BoG ratified the expenditure of External training programme attended by Faculty members.

Item No.4(B3). Ratification for the expenditure of NAAC Peer Team visit.

Table B3.1: expenditure of NAAC Peer Team visit.

Name of Coordinator	Details	Programme Date	Date of approval of Finance Committee	Expenditure	Status
Sri. Shamal P K, AP in IT.	National Assessment and Accreditation Council (NAAC) Peer Team visit	02-11-2017 to 04-11-2017	24-10-2017	Rs.1,89,954/-	Accredited with B+ Grade

BoG ratified the expenditure of NAAC Peer Team visit. BoG also directed to annex the expenditure statement as annexure.

Item No.5(B4).Ratification for the Salary of TEQIP II Staff.

BoG ratified the expenditure of the salary of TEQIP-II Staff.

Item No.6(B5).Approval of various internal and external programmes for the students.

BoG approved the various internal and external programmes for the students, and permitted to meet the expenditure in corpus fund. BoG also directed to split up the table B5.1 of detailed agenda & notes, as internal programmes and external programmes.

Table B5.1:Internal training programmes for the students.

Sl No	Name of Co-ordinator	Name of Programme/Expert	Programme Dates	EAP Committee date	Finance Committee Date	Expenditure (Rs.)	Remarks
1	Smt. Shabna Salam, AP In CSE	Workshop on "IOT based Application Development using Python" for S1 CSE/IT Students. Expert Sri. Devadath.R, Bitsforge Tech., Cochin.	19-12-17, 20-12-17	22-11-17	22-11-17	13570	60 students
2	Sri. Prasanth P S, AP In ECE Smt. Athulya Raj, AP in IT	EpertTalk on Android for S6 ECE *Studen*ts.	23-02-18 , 24-02-18 and 07-03-2018	05-02-18	07-02-18	13280	41 students
3	Sri. Shamal P K., AP in IT.	Expert talk on Computer Networks Lab for S6 CS/IT students. Expert Sri. Abhinav.P, Infocampus., Calicut Ratheesh.K.G, Infocampus., Calicut	26-02-18, 27-02-18	05-02-18	07-02-18	14028	61 students
4	Sri. Soumyan K, AP in CE	Remedial Class: CE603- Structural Analysis-III	06-04-18(3Hr) , 07-04-18(3Hr)	05-02-18	07-02-18	1800	
5	Dr. Roshina K V, AP in Mathamatics	Remedial Class: MA 102 DifferantialEquations	02-03-18(1Hr), 25-4-18(3Hr)	05-02-18	07-02-18	1200	
Total(Rs.)						43,878	

Table B5.1:Externalconference/training programmes for the students.

Sl No	Name of Co-ordinator	Name of Programme	Programme Dates	EAP Committee date	Finance Committee Date	Expenditure (Rs.)	Remarks
1	Smt. Rinitha P, AP in CE(Guide, S8 CE, 5 students)	National Conference on Technological advancements in Engineering, at SNGCE,Payyannur	16-03-2018, 17-03-18	05-02-18	07-02-18	1200	
2	Smt. Rinitha P, AP in CE(Guide, S8 CE, 5 students)	National Conference on Technological advancements in Engineering, at SNGCE,Payyannur	16-03-2018, 17-03-18	05-02-18	07-02-18	1200	
Total(Rs.)						2400	

Item No.7(B6). Approval of various training program attended by faculty, technical and administrative staff outside the institution.

BoG approved the various external programmesattended by the faculty members as mentioned in the Table B6.1 of detailed agenda & notes, and permitted to meet the expenditure in Faculty & Staff Development fund.

Item No.8(B7). Status of Four Funds as on 31-03-2018.

BOG noted the status of four fund position as on 31-03-2018 is given in the table B7.1 of detailed agenda and notes.BoG suggested to include opening balance on 15-12-2017 and is given below as per the bank statement.

Corpus Fund: Rs. 13,14,482/-

Equipment & Replacement Fund: Rs. 9,48,443/-

Faculty & Staff Development Fund: Rs. 12,39,959/-

Maintenance Fund: Rs. 12,75,995/- (Including Security Deposit amount)

Item No.9(B8). Fund availability from 2018-19 to 2020-21.

BoG approved the split-up allocation as per the table B8.1 and B8.2 of detailed agenda and notes, for the utilization of Corpus fund and Faculty & Staff Development fund.

.BoG directed to diffuse the year-wise split-up and department wise split-up allocation of Maintenance Fund as well as the Equipment and Replacement Fund. Instead, the whole amount of Rs. 10.56 lakhs (Maintenance fund) and Rs.9.65 lakhs(Equipment and Replacement Fund) can be used as institution-wise on priority base.

The BoG empowered the Principal and the Maintenance committee/Purchase committee to prioritize the requirements and to sanction the amount for the same, as and when the emergency arise, with the approval of Finance Committee and the consent from BoG Chairman, SPFU Director and CAPE Director. The ratification for the same can be sought on subsequent BoG meeting.

Item No.10(B9). Approval for the Utilization of Four Funds.

BoG approved the 6 month action plans submitted by the various departments of the institution, as mentioned in B9.1 of the detailed agenda & notes, with the following amendments.

Corpus Fund:-

1. Principal and college council can decide the selection and number of subjects to be taken for the remedial classes

2. Impact of remedial classes shall observe through the result analysis and report to the BoG on subsequent BoG meeting.

3. Maximum remuneration for remedial class is limited to Rs.1200/day and Rs.400/Hr.

4. A minimum of 5 students/subject is required to conduct the remedial classes.

5. All HoDs should submit the details of weak students to the Principal, after the first internal exam.

6. Expert talks/training programmes for the students may link with the POs and PEOs in view of the NBA accreditation.

7. In the action plan for coming six month submitted by the CS/IT department, BoG denied the approval for the prorammes numbered 3 and 4.

8. Encourage to engage NPTEL courses for the students, as parallel remedial classes.

9. Conduct training programmes in association with IEEE.

10. Try to attend the outreach programmes for the students conducted by different IITs / National level institutes and other Govt.institutes.

11. Floating License for Primavera software may be asked while conducting the workshop for the same by Civil Engg.department.

Faculty Development Fund:-

BoG approved the external FSDs proposal submitted by the different departments as mentioned in the B9.1 of the detailed agenda & notes.

Maintenance Fund:-

BoG approved all the proposals submitted by different departments under maintenance fund as mentioned in the B9.1 of detailed agenda & notes. BoG directed to change the UPS wiring (Sl.No.1) as Extension of UPS Wiring to the Class rooms.

Equipment Replacement Fund:-

BoG approved the proposals submitted under Equipment Replacement Fund as mentioned in the B9.1 of detailed agenda & notes with the following amendments.

1. The items against Sl.No, 1 and 2 may be purchased as replacement.
2. Firewall license may increase 3 years without changing the estimated amount.

Item No.B9.2. Proposal for the remaining period of FY 2018-19

Corpus Fund:-

BoG approved the proposal for the activities for the remaining period of the FY 2018-19 submitted by the various departments of the institution, as mentioned in B9.2 of the detailed agenda & notes, with the following amendments.

1. In Sl.No.4 of the proposal (B9.2) submitted by the EEE department, the resource person designation corrected as Asst. Executive Engineer, KSEB.

2. In Sl.No.5 of the proposal (B9.2) submitted by the EEE department, the resource person shall be deputed from the Electrical Inspectorate, Govt. of Kerala, if possible.

Item No.11(B10).Security Deposit.

BoG permitted to withdraw the security deposit amount from the Maintenance Fund when the respective firms are requested for the same.

Table B10.1. Security Deposit

Item No.12(B11). Guidelines for the Utilization of Four Funds.

BoG has gone through the all the clauses mentioned in the item B11 of the detailed agenda & notes and made necessary corrections and modifications. BoG approved the modified/corrected guidelines for the utilization of Four funds which is given below.

Faculty Development Fund

1. This fund can be utilized for subject domain/pedagogy/management skill developmentof faculty/staff members.

2. Faculty/staff members can attend a maximum number of 2 out station programs in subject domain/pedagogy/management peryear. Permission for participation in such programs

may be given only on the basis of recommendation from the Academic Committee. It is the duty of Academic Committee and Finance committee to check the relevance of participation of faculty/staff members in a particular programme.

3. Faculty/staff members can participate only for the programs organized by Central/ State Govt. institutions like IISC, IIMs, IITs, NITs etc. Participation for the programs organized by private institutions shall not been couraged.

4. The maximum number of participation for a particular outstation program is limited to2 at a time. The minimum duration of a program shall not be less than3 days.

5. Maximum registration fee (for FDP/ Presenting papers in the Conference) that can be reimbursed is limited to Rs5000/-per year for a faculty member and to Rs 3000/-for a staff member.

6. The participants should submit a brief report on what they learned during the programme and do experience sharing with other staff members..

7. InhouseFaculty/staff Development programs can be conducted using this fund. The remuneration for the resource persons from National level institutes (like IIT, IISc, IIM etc.) may fix at the rate atRs. 5000/Day. and Rs.3000/Day. for others (NIT, State institutions, Industries).

8. Due importance is given to the Research and Development activities taken up by the faculty/staff members.

9. Faculty/staff members can attend a maximum number of 1 International Conferences (as an author) in an year. The actual Registration fee of participation in International Conferences (held in India at National institutes only)as an author is limited to 10000/year/person. For availing this privilege, recommendation from Senior Research Advisor(SRA) is to be sought before participation.

10. .For attending a program, second A/C fare canbe claimed by Principal/Director of the Institution, third A/C fare can be claimed by faculty members (Prof., Associate Prof., and Assistant Prof.)and second sleeper charges can be claimed by technical/office staff, exclusively for TEQIP II four funds.

11. For road travelling, only the Principal/ Director can claim taxi fare. Others can use Auto(Upto15km with charge of 8Rs/km),or buses for a distance more than 15 kms

12. No advance can be taken for participation of any programs in any situation.

13. ThefareforAccommodationis limited tothe amount giveninTable

Sl No.		InKerala(Rs/day)	OutsideKerala(Rs/day)
1	Faculty member	800	1000
2	Staff member	600	800

14. DA may be given to faculty/staff members according to the state govt. rules

Equipment Replacement Fund

1. This fund can be utilized for replacement of obsolete equipments purchased under TEQIP.

2. The equipment or parts of equipment to be replaced must be irrepairable and must be checked by a team of technical committee.

Equipment maintenanceFund

1. This fund can be utilized forma intenance of equipments purchased under TEQIP.

2. The equipment or parts of equipments to be repaired must checked by a team of technical committee.

3. In emergency case, BoG empowered the Principal to utilize this fund after getting clearance from the Maintenance Committee. The same should be ratified on subsequent BoG meeting.

CorpusFund

1. This fund can be utilized for the conduct of meeting of Board of Governors, atleast one meeting per semester should be conducted.

2. The fund can be utilized

    a. for conducting academic programs for students

    b. to meet incremental operating cost (IOC).

3. The fund should be for a period of 3 years.

4. The remuneration for the faculty members conducting the remedial classes may fix at the rate of Rs.400/Hr and a maximum of Rs. 1200/day.

6. The remuneration for the external experts for conducting bridge courses, expert talk and workshop from National level institutes (like IIT, IISc, IIM etc.) may fix at the rate at Rs. 5000/Day and Rs.3000/Day. for others (NIT, State institutions, Industries).

Item No.13(B12). Approval for the appointment of TEQIP-II Staff.

BoGpermit to appoint the above mentioned staff as TEQIP-II office staff on Part-time basis with effect from 16-12-2017 and may fix the remuneration at the rate of Rs. 500/day with a ceiling of Rs.4000/month and subjected to the working hours as

All working Saturdays in a month (Full day)

Extended One and Half Hour daily (Mon-Fri).

Item No.14(C1). Statutory Audit Report.

BoG noted the Statutory audit report.

Item No.15(D). Other items with the permission of the Chair