

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME

Phase II Sub Component 1.1

**MINUTES OF 13th MEETING OF
THE BOARD OF GOVERNORS**

Date: 24-02-2015 Time: 10.00 am

Venue: Chamber of Principal, College of Engineering Trikaripur

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

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Agenda

Part A (Procedural)

- A1. Confirming the Minutes of the 12th Meeting of the BoGo held on 28-10-2014 at the College of Engineering Trikaripur, Cheemeni.
- A2. Report on the action taken/action pending on the pertinent decisions in the Minutes of the 12th Meeting of the BoG held on 28-10-2014 at the College of Engineering Trikaripur, Cheemeni.

Part B (Discussion, Consideration and Ratification/Approval)

- B1. Ratification of the various in- house training programmes for the students and staff.
- B2. Ratification of the various training programmes attended by faculty, technical and administrative staff outside the institution.
- B3. Approval for revised procurement package.
- B4. Utilization of Incremental Operating Cost (IOC) for Maintenance of Machines/Equipments and Purchase of Consumables
- B5. Approval for National Conferences.
- B6. Governance Development Plan

Part C (Reports)

- C1. Status of fund position as on 31-01-2015
- C2. Status of the faculty position as on 19-02-2015
- C3. Status of the new PG/UG programmes as on 31-01-2015
- C4. Accreditation status of the UG programmes
- C5. Result Analysis with emphasis on Remedial Classes
- C6. Result Analysis
- C7. R&D Activities
- C8. Mentor's Report
- C9. Statutory Audit Report

Part D (Other Items)

Members Attended:

The meeting commenced at 10.00 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. Dr. Prasad Krishna
6. Dr.S.Raveendran
7. Dr. R. Biju kumar
8. Sri. Surendran.K.K
9. Prof. P. Kunhikannan
10. Sri.Mahesh.V.V
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 28/10/2014. After detailed discussion following decisions were taken.

Item No.1 (A1 & A2):Confirming the minutes of the previous BoG Meeting held on 28-10-2014 and report on the action taken/pending.

Minutes of the previous BoG Meeting held on 28-10-2014 was approved. Refer Annexure A1 of detailed agenda & notes.

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 **Table B1.1** of detailed agenda and notes.

BoG suggested to include the respective heads of expenditure, cost/total expenditure in all the activities.

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 **Table B2.1** of detailed agenda and notes.

BoG suggested that the faculty members should take keen interest on attending the FDP programmes conducting outside the Kerala. BoG also recommended to send maximum number of faculty member for pedagogical training.

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

BoG approved the procurement packages as per **Table B3.1** of detailed agenda and notes.

BoG also advised to get approval from the CAPE management regarding the minor civil works.

BoG suggested that the procurement of computers may be aimed to improve the Central Computing Facility.

Item No.5 (B4): Utilization of Incremental Operating Cost (IOC) for maintenance of machines/equipments and purchase of consumables.

BoG permitted to meet the expenses of maintenance of machines purchased under TEQIP-II from IOC.

BoG also permitted to purchase the consumables by using IOC whenever it is required and no ceiling amount for the same.

Item No.6 (B5): Approval for National Conferences.

BoG denied the approval for the two National conferences to conduct on the proposed date due to the lack of preparation time. But, BoG suggested to carry out the same during the months of Aug-Dec 2015. BoG also suggested to select the theme of the conference on a relevant and specific area.

Item No.7 (B6) Governance Development Plan(GDP).

BoG reviewed the GDP of the institution which is attached as **Annexure B1** of the detailed agenda and notes and directed to revise the GDP subjected to the following conditions and the same should be reported on the next BoG meeting.

- a. GDP should be based on the grade obtained on the self-assessment report of the BoG.
- b. GDP should contain a clearly stated action plan to improve the grade points.
- c. Every action plan should be time bounded, if necessary.

Item No.8 (C1): Status of fund position as on 31-01-2015.

BoG verified and approved the status of fund position based on the MFMR for the month 31-01-2015. The status of Fund position is given in **Table C1.1** of detailed agenda & notes.

BoG asked to enhance the R&D activities.

Item No.9 (C2): Status of the faculty position as on 19-02-2015.

BoG verified the status of faculty position as on 19-02-2015. Status of Faculty position is given in **Table C2.1** of detailed agenda & notes.

BoG recommended strengthening of the faculty position particularly in the senior cadre. BoG also suggested ensuring the faculty positions as per AICTE norms.

Item No.10 (C3): Status of the new PG/UG programmes as on 31-01-2015.

Reported to BoG the status of the new PG/UG programmes as on 31.01.2015. No PG Programmes started in this academic year.

Item No.11 (C4): Accreditation status of the UG programmes.

Reported to BoG the accreditation status of the UG programmes. Refer detailed & agenda notes.

BoG directed to upload the eSAR on or before the due date and the supporting documents preparation should be completed during the vacation holidays by incorporating all the faculty and staff members.

Item No.12 (C5): Result Analysis with emphasis on Remedial Classes.

Reported to BoG about the remedial classes and result analysis. Refer detailed agenda & notes.

BoG directed the HoDs and EAP co-ordinator to verify the effectiveness of remedial classes.

Item No.13 (C6): Result Analysis.

Reported to BoG about the result analysis. Refer detailed agenda & notes.

BoG is of the opinion that the first year result of the 2013-14 batches is not satisfactory. So there should be some extra efforts from the faculty and students to improve the transit rate.

Item No.14 (C7): R&D Activities.

Reported to BoG about the R&D activities. . Refer detailed agenda & notes. BoG recommended to intensify R&D activities.

Item No.15 (C8): Mentor's Report.

Reported to BoG about the Mentor's report.

BoG has suggested the following.

- a. To include an industrial person in the BoG.
- b. To make a profile of all the BoG members and published it into the website.

Item No.16 (C9): Statutory Audit Report.

Reported to BoG about the Statutory Audit report for the year ending 31 March 2014.

BoG satisfied with the management reply on the observations made by the Auditor and advised to minimize the errors in future.

Item No.12 (D1): Other items.

a. MoU with ICT academy

BoG permitted to sign the MoU with ICT Academy to carry out various training programmes for students and staff.