

College of Engineering Karunagappally
Minutes of Second Meeting of the Board of Governors

Presided By

Hon'ble Chairman: Prof V.P.N. Nampoori

Venue: Office of The Principal

Date: 30/10/2013

Time: 9.15 A.M

Members Present

1. Prof(Dr) V.P.N Nampoothiri

Chairman

2. Shri M Sherif

Addl Sec., H.Edn. Government of Kerala (State Govt Nominee)

3. Sri James Joseph

Under Sec, Finance Government of Kerala (State Govt Nominee)

4. Prof(Dr).V.P Devassia

Principal, Model Engineering College

5. Dr Sam Thomas

CUSAT (University Nominee)

6. Dr SureshKumar.P

Principal, College of Engineering Chertala

7. Dr.AjilKumar.A, Associate Prof. in Mechanical

8. Prof Manoj Ray D, Associate Prof. in Computer Science

9. Prof Hari V S, Principal

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The following member of the BOG conveyed his inability to attend the meeting.
Prof. Sreejith P.S., IHRD Director

Special Invitees

1. **Prof. Deepa V S,** HOD Electronics and Communication
2. **Prof. Smitha P,** HOD Information Technology
3. **Prof. Libi A,** HOD Electrical and Electronics Engineering
4. **Prof. Baiju V,** IICell Coordinator

Agenda

Item No1/BOG2: Welcome Address by the Principal and reporting about the College

Item No2/BOG2: Approval of the minutes of the previous BOG meeting

Item No3/BOG2: Review of Procurement Activity and ratification of revision in Procurement Plan

Item No4/BOG2: Review of Academic Committee activities

4.1 Faculty and staff Programme

4.1.1 In House Programmes conducted

4.1.2 Out Station Programmes attended

4.2 Industry Institute Interaction Cell Activity

4.3 Research and Development

4.4 Activities under Equity Action Plan

Item No5/BOG2: Ratification of appointment of project staff

Item No6/BOG2: Ratification of expenditure incurred under various components

Item No7/BOG2: Action plan for procurement for remaining project duration

Item No8/BOG2: Action plan for academic programmes.

Item No9/BOG2: Approval for revised committee members.

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Item No10/BOG2: Any other item with the permission of the chair.

The Meeting started at 9.15.AM under the presidency of the Hon'ble Chairman with a silent prayer followed by a Welcome Address by the Principal.

Item No1/BOG2: Welcome Address by the Principal and reporting about the College

Principal Prof Hari V S welcomed all the members and special invitees. A brief report was made by the Principal on the various activities related to TEQIP and development in college as the impact of these activities. He also provided a brief report about the agenda of the meeting.

Item No2/BOG2: Approval of the minutes of the previous BOG meeting

All the BOG members reviewed and approved the minutes of the first BOG meeting held on 26.8.2013. They suggested that there should not be any delay in minutes preparation.

Shri M Sheriff suggested that the minutes of the second BOG meeting be communicated to all members within two weeks.

Item No3/BOG2: Review of Procurement Activity and ratification of revision in Procurement Plan

The members suggested that clarifications and reasons for cancelling or modification in the package should be specified in the meeting agenda preparation. The members discussed the problems encountered in PMSS software as suggested by Prof Manoj Ray D, Procurement Coordinator and Dr. AjilKumar.A, TEQIP Coordinator. Reviewed the difference encountered in the estimated cost and quoted cost of the certain packages and delay encountered in the procurement of certain items. Prof Manoj Ray D provided clarification for the review made by the BOG members.

Decisions & Suggestions

- SPFU should be informed about problems encountered in MIS and PMSS software. Cancellation of certain packages has occurred due to these unavoidable problems should be brought under the notice of the SPFU.
- Prof V.P.N. Nampoori suggested that price variation should be relaxed for highly important components.
- Shri M Sherif suggested that for any item the maximum price variation that can be encountered is 25 percentage.

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- Dr. Devassia V.P enquired about splitting of furniture items in various packages and justification for the same and suggested to group the items if allowed.
- Most of the members suggested that price variations in various components should be brought to the notice of the SPFU.
- Sri James Joseph suggested that any dealings in procurement should be done through mail and valid documents should be collected from vendors but not over telephone.
- The members suggested that testing time of components should be fixed with proof of registered letter from the vendor.
- Invoice should be strictly collected prior to the purchase of any components.
- In view of the justifications explained by the TEQIP Coordinator and Procurement Coordinator, the BOG unanimously approved the revisions in the Procurement Plan and ratified all price revisions from the budgeted amounts of the initiated packages.

Item No4/BOG2: Review of Academic Committee activities

4.1 Faculty and staff Programme

4.1.1 In House Programmes conducted

The Principal presented the report of the in-house programmes conducted in the institution. The BOG approved and ratified all the in-house programs conducted without the prior approval. The members provided certain suggestions regarding the conduct of Inhouse programmes.

Decisions & Suggestions

- Shri.M.Serif suggested that advance settlement should be within 7 Days after the completion of the programme.
- Dr Sam Thomas suggested that the resource persons should be from IIT's, IISc and other premier Institutions.
- Prof V.P.N Nampoori suggested that Current Interdisciplinary topics should be included for conducting training programme and workshop.
- Dr Sam Joseph suggested to decrease the number and increase the quality of in-house courses.

4.1.2 Out Station Programmes attended

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The Principal presented the programmes attended by the faculty and staff outside the institution. The BOG ratified all the out station programmes attended by the faculty and staff without the prior approval. The members provided certain suggestions regarding the conduct of outstation programmes.

Decisions & Suggestions

Dr. Sam Thomas suggested that outstation courses to IIT's should be given more preferences and encouragement.

Mr. Sheriff suggested that all faculty be sent for training programmes, without affecting the academic activities. He also suggested that the faculty should not be sent to attend courses conducted by Private firms.

4.2 Industry Institute Interaction Cell Activity

The BOG approved all Industry Institute Interaction cell activities conducted without the prior approval. The members provided certain suggestions regarding the conduct of IICell activities.

Decisions & Suggestions

- Members suggested that more preferences should be given to placement related activities.
- Members suggested that placement related company interaction should be given more preference.
- Should promote more industry interaction activities.

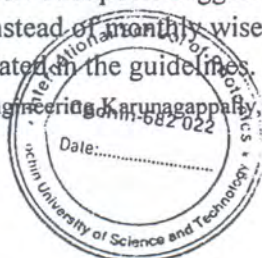
4.3 Research and Development

BOG approved the Research Guidance Committee, Research Seed Money guidelines and application format for Research Seed Money.

Decisions & Suggestions

- Suggested about the corrections that should be encountered in the research seed money guidelines.
- Dr. Sureshkumar. P suggested that research seed money should be handled more relevantly.
- Prof V.P.N Nampoorei suggested that R& D activities should be evaluated half yearly instead of monthly wise evaluation and the change of decision should be incorporated in the guidelines.

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4.4 Activities under Equity Action Plan

The BOG ratified all activities under equity action plan conducted without the prior approval. The members provided certain suggestions regarding the conduct of these activities.

Decisions & Suggestions

- Dr. Devassia enquired about the way in which academically weak students are identified and suggested that the procedure mentioned in PIP should be followed. He also suggested that same expert lectures at different times can be considered.
- The conduct of remedial class should be based on the results of the first series.
- The members suggested that remedial class to improve the communication skills and aptitude levels of the students should be included.

Item No5/BOG2: Ratification of appointment of project staff

Mr. Sheriff and Dr. Devassia V.P enquired about the selection procedure of TEQIP Staff. Dr. Ajilkumar explained the steps and procedures undergone for selection of MIS officer, Junior Accountant/Clerk and Data Entry Operator appointed under TEQIP. The BOG ratified the appointment of the following staff for TEQIP office.

Sl. No.	Post	Name of officer appointed	Date of Appointment	Qualifications
1	Junior Accountant/Clerk	Shanida Lthief	08.7.2013	M.Com, Tally Certification
2	Data Entry Operator	Dini M	08.7.2013	BA, COPA, Tally
3	MIS Officer	Rijo George	12.8.2013	MCA, 4 Yrs experience in Data Processing and MIS

Decisions & Suggestions

- Dr. Sam Thomas enquired about appointing a TEQIP staff for particularly for IIICell.
- Mr. Sheriff pointed out that such a provision is not there in TEQIP.

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Item No6/BOG2: Ratification of expenditure incurred under various components

The Principal presented the expenditure incurred under various components till date.

The committee members reviewed and ratified the expenditure incurred under various components.

Decisions & Suggestions

- Shri M Sherif suggested that purchase of components having cost above Rs 15,000 should be done only after accepting a minimum of three valid quotations.
- Dr Devassia suggested that purchase of components and consumables which are procured not through PMSS should be as per State rules.

Item No7/BOG2: Action plan for procurement for remaining project duration

The Principal presented the action plan of procurement for the remaining duration of the project. The BOG reviewed and approved the procurement action plan for remaining project duration.

Decisions & Suggestions

- Some of the members suggested that the procurement activities should be submitted for ratification instead of approval.
- Dr Devassia V.P suggested that timeline of procurement action can be submitted for BOG approval.

Item No8/BOG2: Action plan for academic programmes

The Principal presented the action plan for all the academic activities such as FSD Programme, IIC, EAP, R & D etc for the rest of the project period. The BOG approved the action plan for all the academic activities under various heads. They also provided various suggestions regarding the action plan organization.

Decisions & Suggestions

- Prof. Devassia V.P suggested that conference plan should also include a justification regarding the conduct of the conference.

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- Prof. V.P.N.Nampoori suggested that interdisciplinary areas should be selected for conducting conferences.
- Shri Sherif suggested that conferences based on both technical and non technical areas should be considered.
- Dr. SureshKumar. P suggested that conferences based on college curriculum should also be given preference.
- Dr. James Thomas suggested that conferences based on futuristic and cutting edge technologies like artificial intelligence and automation should be preferred.
- Prof. V.P.N.Nampoori suggested that IICell training programs that enhance the students' team work spirit should be given more encouragement.
- Prof. V.P.N.Nampoori and Shri Sherif suggested that programmes of social impact and women empowerment (how technology can be used to improve life style) should be included as the part IICell activities with final year students being the main part of focus.
- Prof. V.P.N.Nampoori also suggested a name of a technology based social revolutionist (Lekshmi Menon) whom can be invited to college to impart her experience for students.
- Some of the members suggested credibility of industry team imparting IICell expert lectures should be evaluated and considered.
- BOG also suggested private agencies should be completely avoided from expert lectures and training programmes.
- BOG suggested that ISTE training programmes can be encouraged.
- BOG suggested that guest lecturers can only attend conferences and courses organized within Kerala.
- BOG suggested that permanent faculty may be sent to present papers as well as to participate in Conferences both within and outside the State.
- Dr.Sam Joseph suggested to decrease the number and increase the quality of In-house programmes.
- Prof. V.P.N. Nampoori suggested that online courses can be conducted to enhance the academic activities and overcome the time limitation that arises due to the busy schedule of staff members.

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- Shri M. Sherif suggested that academic activities should be periodically analyzed and reviewed to evaluate the consistency maintained in the institution before and after TEQIP approval.

Item No9/BOG2: Approval for revised committee members

The BOG approved the revised committee members list submitted in the meeting agenda.

Item No10/BOG2: Any other item with the permission of the chair

The Principal reported the lack of sufficient built-up space in the college. The Principal also pointed out that an academic block with NABARD grant was sanctioned but the work has not been started yet. Mr. James Joseph and Mr. M. Sheriff conveyed that first instalment of the funding has already been released.

The Principal also reported the acute shortage of permanent faculty in the institute and the absence of senior faculty in the cadres of Professor and Associate Professor. This may affect the TEQIP-II activities and adversely affect NBA Accreditation process. The BOG unanimously expressed their serious concern in this regard and decided to present this matter before the Govt. of Kerala and IHRD.

The BOG decided to conduct the next BOG meeting on 16th Dec 2013.

The Hon'ble Chairman of the BOG called the meeting to end at 12.15 PM.

Prof. V.P.N Nampoōri

Chairman

Prof. Hari V.S

Principal

