

Minutes of the Third meeting of the Board of Governors of TEQIP – Phase II

**Date:** 08-12-2013

**Time:** 10.00 A.M.

**Venue:** Melody Hall, Mascot Hotel, Thiruvananthapuram

**The following BoG members were present in the meeting:**

1. Dr. A.K.Nandakumaran, (Chairman, BoG)  
Professor, Dept. of Mathematics,  
IISc Bangalore.
2. Dr. K.R. Dayas, (Member, BoG - Industrialist)  
Director, CMET, Thrissur.
3. Dr. Sree Mahadevan Pillai, (Member BoG - Calicut University Nominee)  
Professor, Dept of Civil Engineering,  
NSS College of Engineering, Palakkad
4. Dr. P.C.Reghuraj, ( Member, BoG )  
Principal, Govt. Engineering College, Palakkad.
5. Dr. B.S. Manoj, (Member BoG – Educationalist)  
Associate Professor,  
Avionics/ Computer Networking,  
IIST Thiruvananthapuram
6. M. Sheril (Govt. Nominee - Ex-officio)  
Additional Secretary  
Department of Higher Education  
Kerala
7. Mrs. Lindsey Thomas (DTE's representative - Ex-officio)  
Finance Officer-TEQIP  
SPFU  
Kerala

8. Sri Surendhran K K (Govt. Nominee - Ex-officio)  
Deputy Secretary  
Finance Department  
Kerala
9. Prof. V. Showkathali ( Member, BoG & Coordinator)  
Associate Professor & HOD IT  
Government Engineering College  
Sreekrishnapuram, Palakkad.

#### **Special Invitees**

1. Dr. K. Sukesh Kumar,  
TEQIP Mentor , Government Engineering College, Palakkad.
2. Sri Renchan Thomas ( SPFU 's Representative)  
Project Technical Officer-TEQIP  
SPFU  
Kerala

#### **TEQIP Nodal officers & Others**

1. Prof, Vipin Vasu A.V. ( Nodal officer -TEQIP Procurement Committee)  
Assistant Professor, Dept of Computer Science ,  
Govt. Engineering College, Palakkad.
2. Prof. Rani L, (Nodal officer -TEQIP Finance Committee)  
Assistant Professor, Electronics & Communication Engg.,  
Govt. Engineering College, Palakkad.
3. Prof. Selva Kumar A (Nodal Officer-TEQIP Academic Committee)  
Assistant Professor in Mechanical engineering  
Govt. Engineering College, Palakkad.
4. Prof. Sunny T. D. (TEQIP IIC Committee Coordinator)  
Assistant Professor, Electronics & Communication Engg.,  
Govt. Engineering College, Palakkad.

5. Prof. Ezudheen P.(Coordinator-TEQIP R & D Committee)  
Assistant Professor, Computewr Science & Engg.  
Govt. Engineering College, Palakkad.
6. Prof.Anwar Hussain M. (HOD ECE)  
Associate Professor inElectronics & Communication Engg.,  
Govt. Engineering College, Palakkad

The following BoG members were absent .

1. Dr. Gopal Mugeraya, (Member, BoG - AICTE Nominee)  
Professor, Chemical Engineering,  
NIT Suratkal, Karnataka.
2. Smt. Mrinalini C.P  
Professor ,Electronics & Communication Engg.  
Govt. Engineering College  
Sreekrishnapuram , Palakkad

*The session started with self introduction of all present at the venue.*

*The Chairman stressed the importance of utmost sincerity in the implementation of the project. He suggested to utilize the service of the BoG members to the maximum in organising FDP programs and related activities . The Chairman also suggested to conclude the remedial classes by 5:30pm and arrange for transportation only upto the nearest main roads where students can avail public transportation easily. He wanted each and every faculty member to attend faculty development programs. Prof. Nandakumaran also stressed the importance of time management in all activities. He also wanted to prepare an academic plan for the entire project period by the end of December 2013 and mail it to him at the earliest. The Chairman also wanted the ministerial staff of the institution to contact the SPFU for necessary clarifications as and when needed before taking a final decision. He suggested that everybody should spend atleast an extra one hour for TEQIP activities. He also asked to make remarkable improvement in the conduct of academic programs and percentage spending by the next BoG meeting.*



Dr. PC Reghuraj presented the total incurred and committed expenditures statements. He also wanted to know from the government representatives whether CERD guidelines can be followed for TEQIP R&D purchases. He also highlighted the severe water crisis existing in the campus, and sought if TEQIP framework could be used to hire consultancy services for implementing RWII structures.

Dr. Sukeshkumar suggested that a permanent solution for water problem can be found by digging canals from the nearest river which is not far away from the campus. Dr. Sukeshkumar clarified that CERD and TEQIP should be treated separately from one another. He also wanted to carry out R&D purchases directly from the respective head, but, with certain limitations. He suggested to desist from procuring costly equipments or softwares from the R&D head when enough funds are available under the procurement head for such big purchases. He also wanted to conduct regular meetings of TEQIP coordinators and HoDs to discuss the progress of academic activities achieved by each department. He wanted to do whatever possible to bring about a competitive mentality among various departments.

Dr. Sreemahadevan Pillai suggested to organise a workshop on the existing water crisis in the campus by CRWDM and find a solution in consultation with them. He wanted to explain a sample of the ongoing reaserch activities under the SAR to know the current status. When Dr. PC Refuraj pointed out that the institution is not recognised as a research centre by the University, Dr. Sreemahadevan Pillai who is also the Dean of Faculty of Engineering of the University, offered his assistance in getting reaserch centre status to the institution. He also wanted us to try for AICTE approval for Civil Engineering branch as it has chance of bringing in a lot of consultancy activities. He was of the opinion that the BoG members could visit the college and address the staff members with a view to apprise them of the benefits of TEQIP and motivate them. He also wanted to plan things in a better manner.

Mr. Sherif, Addl Secretary H.Edn wanted the college authorities to give utmost importance for settling advances within two weeks. He suggested to concentrate on starting new PG courses. To a doubt raised by Prof. Selvakumar whether flight charges are permissible to Faculty for attending FSD programs, Mr. Sherif clarified that the mode of travelling can be by rail within the State and flight outside the State for those drawing AGP of Rs, 6,000/- or more. The use of the word "meetings" in the stipulated G.O. regarding TA/DA need not be mistaken for meetings alone. It is applicable for FSD programs as well. He also told that there is a separate GO authorising BoG for according approval for journey by flight within the country for elligible faculty and staff. Sri. Sheriff offered his help in bringing issues and difficulties faced by the institution to the notice of the government.



Dr. KR Dayas pointed out that the amount spent is too low compared to what has been received and some departments had not yet spent even a rupee out of it. He also reminded of the possibility of the fund being diverted to other TEQIP institutions from underperforming institutions such as ours. He wanted to exercise caution while preparing tender tabulations. He cautioned about the necessity of obtaining necessary documents from firms before classifying them as with proprietary nature.

The BoG, in general, observed that a lot of advances are yet to be settled. Most of the BoG members and the mentor wanted the faculty members who underwent training in subject domains to conduct special sessions in the college for other staff and faculty members. That way the benefit of a faculty member having attended a program can be extended to a larger section of the stake holders.

The agenda items and decision taken are listed in the following paragraphs.

**A1. Confirming the Minutes of the 2<sup>nd</sup> Meeting of the Board of Governors held on 27-09-2013 at Hotel Gazala, Palakkad**

The minutes of the BOG meeting held on 27-09-2013 is confirmed. No Comments were received.

**A2. Report on the action taken/action pending on the pertinent decisions in the Minutes of the 2<sup>nd</sup> Meeting of the Board of Governors held on 27-09-2013 at Hotel Gazala, Palakkad**

The board approved the report.

**B1. Consideration of the proposal of remedial classes for the next 6 months.**

The proposal for remedial classes was accorded sanction with suggestions from BoG. Smt. Lindsey Thomas SPFU advised to select the students based on internal exams rather than waiting for the examination result published by University. Dr. Dayas opined that the duration of the remedial classes cannot be predetermined. Dr. Sreemahadevan Pillai suggested to conduct the remedial classes at places where more students can attend the classes without transportation problem and he also suggested to supplement faculty base with those from other institutions if necessary. Dr. Pillai also suggested to select faculty for remedial classes on a basis of choice by the students keeping anonymity. The Chairman asked to plan a result target of 80% after remedial classes for the next year. Dr. Sukeshkumar suggested to reduce the student strength to an optimum number. The BoG in general wanted to include all weak students identified by a suitable selection mechanism in the remedial classes.

**B2. Consideration of the proposal for soft skill training and intensive training.**

*Dr. Sukeshkumar reminded that the intensive training for students is similar to finishing school and it is meant for passed out students. Dr. Sreemahadevan Pillai suggested to conduct this course in the nearby towns like Palakkad, Shornur etc. so that students from other institution can also participate in the program. The BoG suggested to contact reputed Companies like Microsoft to train their courses with certification. The board accorded approval for this proposal for passed out students.*

[Action: EAP Coordinator]

**B3. Consideration of the in-house FSD programs planned for coming months.**

*The BoG accorded approval for the proposal with strong reservations. The BoG expressed it displeasure over the postponement of programmes that were approved in the previous meeting held on 27-09-2013. The BoG was extremely unhappy with the reasons raised by the coordinators especially the reason about honorarium of the experts. The BoG observed that the reasons are not genuine and the coordinators are not taking initiative to conduct the program. The Chairman suggested for arranging some workshop for motivating the staff and faculty to bring them to the main stream. Dr. B S Manoj opined that giving encouragements rather than authoritative punishment, would be better. Dr. Sukeshkumar asked to remove the reasons claimed by the coordinators from the Agenda Note. The chairman asked to check the planned FSDs, if necessary, replan and send to him immediately. The chairman wanted the whole FSD programs to be completed by June/July 2014.*

[Action:Academic Coordinator]

**B4. Consideration of planned external FSD programs**

*The TEQIP Coordinator Prof. Shoukathali V presented the planned external FSDs. The BoG accorded approval for the same.*

[Action: AcademicCoordinator]

**B5. Ratification of the in-house training programs for the faculty and technical staff**



As the advance of certain programs conducted during the last few weeks remain unsettled , a clear picture about the expense incurred on them could not be presented. The BoG ratified the programs.

**B6. Ratification of the various training programs attended by faculty, technical and administrative staff outside the institution**

The Details of the training programmes attended by staff and faculty were presented by the TEQIP Coordinator Prof. Showkathali V, which were ratified.

**B7. Consideration of proposed Academic/ Internship/ Network activities for the students in coming months under III-Cell**

The BoG accorded approval for the III-Cell activities for students. The III-Cell Nodal Officer Prof. Sunny told that the programs scheduled for December 2013 would have to be rescheduled for January 2014 on account of University examinations.

[Action: III-Cell Coordinator]

**B8. Ratification of the Various Academic/ Internship/ Network activities carried out for students under III-Cell**

The BoG ratified the conducted III-Cell activities. Dr. Sreemahudevan Pillai asked whether there had been any benefits to the students from these programmes . The nodal officer Professor Sunny TD told that the only benefit at present was that the students could make a link to the industry environment.

**B9. Ratification of the registration expenses for accreditation of 3 (CSE, ECE & IT) programs with NBA**

The BoG ratified the expenditure for NBA accreditation. The Mentor, Dr Sureshkumar reminded that for all items to be ratified by BoG , prior approval from the BoG Chairman should be obtained .

**B10. Consideration of the expert talks conducted for students under R&D Committee**

The BoG asked for the actual expenditure rather than expected budget. The BoG ratified the expert talks for students conducted by R & D committee.

**B11. Consideration of research advisory committee meeting held on 08.11.2013.**

*The BoG asked for actual expenditure. The board ratified the meeting. Sri. Ranjan Thomas, SPFU, reminded that in such cases it was necessary to submit the minutes of the meeting to BoG.*

**B12. Consideration of the Students projects guided by the faculties, meeting the expenditure from R&D.**

*Dr. Sukeshkumar told that as per PIP rules the conventional B.Tech projects cannot be funded from TEQIP. It is meant for research oriented projects of faculties. The R&D nodal officer Professor Ezudheen P clarified that the projects chosen were not from that the B.Tech curriculum. These projects are guided by the faculty who receive help from students to implement them. The BoG accorded approval for the projects.*

[Action: R&D Coordinator]

**B13. Ratification of the expenditure incurred for meetings attended by faculty and technical staff.**

*The BoG ratified the expenditure incurred for the meetings attended by faculty and technical staff. Professor Selvakumar A. explained about the purpose of the meeting he attended at New Delhi recently. He explained about the difficulties which the college may face in conducting the live training programmes of IITs for the students as recommended in the QEEE meet held at New Delhi. Dr. PC Reghuroj apprised the BoG members of the difficulty in selecting 30 odd students from among more than 200 per batch to attend the live telecasts by IITs and make them available for the classes on a 5 days/week basis for the entire duration of the long term training program. Hence, the Board concluded that it was not advisable for the students in our environment.*

**B14. Ratification of the reimbursement of the tuition fees and special fees of Technical staff for joining part time Diploma Course.**

*The mentor Dr. Sukeshkumar told that the QIP program is meant only for faculties as per PIP. So, the tuition fee paid by Sri.Sudheer K cannot be reimbursed from TEQIP. Professor Selvakumar A clarified that the fee is paid as per the e-mail communication with the SPFU Director Dr. Gopakumar V. Sri. Sherif clarified that there was no provision under TEQIP-II for refunding fees paid by*



technical staff for courses they undergo for career advancement. He also said that no TEQIP institution has been permitted to refund this money.

**B15. Consideration of NCB package selection based on the tender tabulation.**

BoG's nod is mandatory for purchase of a package whose price exceeds 50 Lacs. The procurement nodal officer Prof. Vipin Vasu presented the procurement details. So the BoG accorded approval to place purchase orders for 6 NCB packages worth roughly 2.4 Crores.

[Action: Procurement Coordinator]

**D1. Issues regarding the expenditure for attending courses/ meetings/ seminars by faculties and staffs and visiting faculties.**

The Board in toto recommended the proposal. It was decided to obtain written clarifications on all matters related to this proposal from SPPU, as most of the rules and regulations on financial matters are decided by the government.

**D2. Issues regarding rules governing the spending of Research Seed money.**

As the financial matters could not be sorted at the BOG level, the BoG decided to refer it to SPPU for clarifications.

**D3. Issues regarding reimbursement of Airfare for faculty under emergency situations.**

Dr. PC. Reghuraj presented the details of the air journey performed by the staff and faculty in emergency situation. Sri. Ranjan Thomas, SPPU told that prior permission from government is required for the air journey of Sri. Sumesh E, Computer Programmer, since his basic pay is less than 29180/-. The board accorded approval for air journey of Prof. Selvakumar A, Assistant Professor in ME.

**D3. Other relevant issues**

Prof. Sunny TD presented a report on remedial classes taken in ECE department for ratification that are not given in the agenda note. The board ratified the remedial classes.

The Chairman in consultation with other members announced to conduct the next meeting of the BoG in Thiruvananthapuram on 15<sup>th</sup> March 2014.

The meeting ended at 2.30 PM with a vote of thanks by the TEQIP Coordinator, Prof. Shoukathali V.







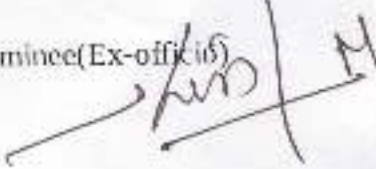
**Minutes of the Third meeting of the Board of Governors of TEQIP -  
Phase II**

**Date: 8-12-2013**

**Time: 10.00 A.M.**

**Venue: Mascat Hotel, Thiruvanthapuram**

The following BoG members were present in the meeting:

- |  |   |   |
|--|---|---|
| 1. Dr. A.K.Nandakumaran,<br>Professor, Dept. of Mathematics,<br>IISc Bangalore.  | Chairman, BoG                               |    |
| 2. Dr. K.R. Dayas,<br>Director, CMET, Thrissur.  | Member, BoG - Industrialist                 |    |
| 3. Dr. Sree Mahadevan Pillai,<br>Professor, Dept of Civil Engineering,<br>NSS College of Engineering, Palakkad                   | Member BoG - University Nominee             |    |
| 4. Dr. B.S Manoj<br>Associate Professor<br>Indian Institute of Space Science & Technology<br>Trivandrum                          | Member - BoG) - Educationalist              |   |
| 5. Dr. Gopal Mugeraya,<br>Professor, Chemical Engineering,<br>NIT Suratkal, Karnataka.   | Member, BoG - AICTE Nominee                 | Absent  |
| 6. Dr. P.C.Reghuraj, (Ex-Officio)<br>Principal, Govt. Engineering College, Palakkad.   | Member, BoG                                 |  |
| 7. Prof. V. Showkathali<br>Associate Professor & IOD II<br>Government Engineering College<br>Sreekrishnapuram, Palakkad.         | Member, BoG & Coordinator                   |  |
| 8. Prof. Mrinalini C.P-<br>Associate Profesor, Elect.& Comm.Engg<br>Government Engineering College<br>Sreekrishnapuram, Palakkad | Member BoG & Nodal officer<br>EAP Committee | Absent  |
| 9. Director of Technical Education (Ex officio) -  | Member- Educationalist                      |   |
| 10. Additional Secretary/Joint Secretary/<br>Dy. Secretary (Administrative Department)<br>M. SHERIF, Addl Secy, H. Edu.          | Member-BoG State Govt. Nominee(Ex-officio)  |  |
| 11. Secretary/Joint Secretary/<br>Dy. Secretary (Finance Department)   | Member-BoG State Govt. Nominee(Ex-officio)  |   |

*Lindsey Thomas, Finance Officer, SPFU. 2013*  
*Renukan Thomas, Prig. Technical Officer, SPFU*  
*Secretary, 16, 15, 14, 13, 12, 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, 1*



## Special Invitee

1. Dr. K. Sukesh Kumar.  
TEQIP Mentor , Government Engineering College, Palakkad.

## TEQIP Nodal officers & Others

1. Prof. Vipin Vasu A.V. , ( Nodal officer -TEQIP Procurement Committee)  
Assistant Professor, Dept of Computer Science ,  
Govt. Engineering College, Palakkad.
2. Prof. Rani L, (Nodal officer -TEQIP Finance Committee)  
Assistant Professor, Electronics & Communication Engg.,  
Govt. Engineering College, Palakkad.
3. Prof. Selvakumar A (Nodal Officer-TEQIP Academic Committee)  
Assistant professor in Mechanical Engg.)  
Govt. Engineering College, Palakkad.
4. Prof. Sunny T. D. (TEQIP IHC Committee Coordinator)  
Assistant Professor, Electronics & Communication Engg.,  
Govt. Engineering College, Palakkad.
5. Prof. Ezzudheen P.(Coordinator-TEQIP R & D Committee  
Assistant Professor, Electronics & Communication Engg.,  
Govt. Engineering College, Palakkad.
6. Prof. Anwar Hussain M. (HOD ECE)  
Associate professor in Electronics & Communication Engg.,  
Govt. Engineering College, Palakkad