

Minutes of the 6th meeting of the Board of Governors, GEC Sreekrishnapuram

(TEQIP-Phase II)

Date: 22-11-2014

Venue: Hotel Chaithram, Thiruvananthapuram

The following BoG Members were present in the meeting:

1. **Dr. A.K. Nandakumaran** (Chairman, BoG)
Professor,
Department of Mathematics,
IISc, Bangalore.
2. **Professor Shanthakumari** (DTE's Representative & Ex-officio Member)
Senior Joint Director of Technical Education
Thiruvananthapuram
3. **Dr. S. RadhaKrishnan** (Ex-officio Member)
Principal,
Government Engineering College,
Sreekrishnapuram, Palakkad
4. **Sri. M. Sherif** (Govt Nominee – Ex-officio)
Additional Secretary,
Department of Higher Education,
Government of Kerala
5. **Sri. Surendran K.K.** (Govt Nominee – Ex-officio)
Deputy Secretary,
Finance Department,
Government of Kerala
6. **Dr. B.S. Manoj** (Member, BoG – Educationalist)
Associate Professor
Avionics / Computer Networking
IIST, Thiruvananthapuram
7. **Dr. K. R. Dayas** (Member, BoG – Industrialist)
Former Director CMET, Thrissur
8. **Dr. P.C. Reghuraj** (Institutional Member),
HOD-CSE, GEC,
Sreekrishnapuram, Palakkad

- 9 **Sri. M. Anwar Hussain** (Institutional Member),
HOD-ECE, GEC, Sreekrishnapuram, Palakkad

Special Invitees

1. **Dr. Gopakumar V.**
Director-SPFU, Kerala
Kerala
2. **Dr. A. Sukesh Kumar.**
TEQIP Mentor, and Former Principal, Government Engineering College,
Sreekrishnapuram, Palakkad.

The following BoG Members were absent.

1. **Dr. Gopal Mogreya** (Member BoG – AICTE Nominee)
Professor, Chemical Engineering
NIT, Surathkal, Karnataka.
2. **Dr. P.R Sreemahadevan Pillai** (Member BoG- University Nominee)
Professor & HOD of Civil Engineering,
N.S.S. College of Engineering,
Palakkad,

TEQIP Nodal Officers

1. **Sri. Showkathali V.** (Coordinator-TEQIP)
Associate Professor in ECE
GEC, Sreekrishnapuram
2. **Dr. A. Selva Kumar** (Nodal officer- Academic Committee)
Assistant Professor, HOD-ME,
GEC, Sreekrishnapuram
3. **Dr. Ajeesh Ramanujan** (Coordinator- R & D Committee)
Assistant Professor, CSE,
GEC, Sreekrishnapuram

- 4 **Sri. Vipin Vasu A.V** (Procurement Coordinator-TEQIP)
Assistant Professor, CSE,
GEC, Sreekrishnapuram
- 5 **Sri. Dileesh O.D.** (EAP Committee)
Assistant Professor, CSE,
GEC, Sreekrishnapuram
- 6 **Smt. Dhanya K.M.**
Assistant Professor, HOD-IT,
GEC, Sreekrishnapuram

The meeting started at 9.30 AM with a silent prayer, presided over by Prof. A.K. Nandakumaran, Chairman (BoG). Dr S. RadhaKrishnan, Principal gave a brief presentation on the current status of the institution, highlighting the issues critically affecting its progress. Remoteness of the institution, dearth of sufficient permanent faculty, absence of residential accommodation, and lack synchronization among the various sections of staff teaching and office, were the main shortcomings identified. He sought the proactive intervention of the BoG to mitigate the problems by suitably addressing the higher authorities. The important points raised by each BoG member are listed below:

Dr. A.K. Nandakumaran, Chairman (BoG)

After welcoming the participants, the BoG Chairman asked the TEQIP Coordinator to send the Agenda notes for each BoG meeting well in advance. He earnestly wanted the faculty members to devote more time for the betterment of the institution. Noting the dip in the success rate of students despite having merit-based admission and qualified faculty, he wanted the faculty members to do self introspection and to improvise teaching-learning process for achieving excellence. On the psychological front, he said we should not worry about those factors over which we had no control, such as the locality of the institution. Instead, we should focus on what we could do within our powers, such as

change of bus timings to extend working hours beyond the 9.30-4.30. Long trips shall reach early and return late. Transportation expenses for local trips on account of remedial classes/TEQIP activities can be financed from TEQIP subject to an earlier BoG decision to this effect.

Regarding the NBA accreditation target, he said it would be difficult to get accredited as per the current level of performance and preparedness. He also sought the help of the Higher Education department to post more regular faculty, including PhD holders to the institution so as to improve the R&D output, and to start more M.Tech programs. He advised to view the challenges as new opportunities and face them boldly.

Regarding the conduct of FSD programs, he reiterated the need for sufficiently early planning on all aspects, including the resource persons, topics, schedule and the intended participants. Whenever approval was sought from the BoG for a program, such details and the brochure should also be presented. All FSD program coordinators shall finalize their programs and the details shall be sent to the Chairman through TEQIP Coordinator. No further postponement of approved FSD programs shall be permitted in future. He sought an assurance that all approved program would be conducted by the respective departments before seeking fresh approval. All approved programs along with their details shall be published on the website. Every faculty member shall attend and coordinate FSD programs without fail.

Each department shall have an academic club / association to act as a platform for informal discussions about interesting subjects, so as to make the campus vibrant. Faculty involvement is a must for the success of such programs.

He also accepted in principle, the proposals for conducting National and International conferences to be conducted under TEQIP by various departments subject to the TEQIP guidelines, but stressed the need for meticulous planning. He finally suggested that each faculty should report their contributions to the BoG, for improving the team spirit and sense of ownership.

Sri. M. Sherif, Addl. Secretary (H.Edn Department)

Taking cognizance of the serious issues raised by the Principal, Mr. Sherif assured his full support to the developmental activities of the institution. He asked the Principal to submit the proposals for Boys Hostel, Staff Quarters, and Auditorium to the department and follow up with him, so that these could be put up for approval in the next Working Group Meeting. He also assured that some faculty members would be posted to the institution when reposting is done on return from QIP. He also suggested to look at the possibility of getting portable houses with prefabricated parts (at least 10 numbers) that are constructed at the National Games Village, for being used as a temporary accommodation till the staff quarters gets ready.

Dr. V. Gopakumar, Director, SPFU

The SPFU Director agreed with the Chairman's suggestion to change the bus timings so as to increase the effective working hours. He asserted that more care should be given while formulating and selecting people for FSD programs. The focus should be on how the conduct/participation by the faculty/staff will really benefit the institution.

He recollected his interaction with the enthusiastic and talented M.Tech students of the institution during his last visit, and wanted the HoD (CSE) to get a brochure prepared by them to highlight their success stories.

He informed that an additional amount of Rs. 1.0 Crores was sanctioned to the college from TEQIP. Regarding the ceiling of expenditure for conducting National / International conference, he said no such ceiling was prescribed. He also said that reimbursement of actual travel expenses supported by bills as claimed by the visiting experts is permissible. Also, there is no special limit on budget while procuring furniture from the stipulated 5.5 Crores for procurement of goods.

In order to encourage professional networking, there was a provision introduced in TEQIP to reimburse 50% of the membership fee in professional bodies to the faculty

members, and he encouraged all faculty members to utilize the provision.

In order to improve the R&D output, each postgraduate faculty member shall prepare at least one Research seed money project without fail.

Observing the shortcomings in the preparedness to face accreditation, the SPFU Director suggested it would be better for the institution to acquire ISO certification before going for NBA accreditation. ISO certification would streamline the activities and enhance the preparedness for NBA accreditation. The expenditure for the ISO procedure could be met from the **Reforms** head of TEQIP.

Regarding the R&D proposals submitted by the faculty, he observed that the duplication in one of the projects was improper. The P.I of the project shall revise the proposal and resubmit a fresh one under seed money category. Moreover, he suggested the following:

- Alumni network activity shall be taken up and the registration process expedited.
- The college council shall meet on a weekly basis and monitor project progress.
- Profile of the BoG members shall be prominently displayed on the college website.
- Students' feedback on the website shall be taken.

Dr. K.R. Dayas, Former Director, C-MET Thrissur

Dr Dayas also advocated the extension of the dates for NBA visit, as the preparation was not satisfactory. He observed the lack of adequate support by the administrative staff in TEQIP and other developmental activities carried out by the faculty. No postponement of planned FSD shall be permitted by the BoG in future. He highlighted the requirement that 65% of the allotted amount shall be spent by 31-3-2015 for the extension upto Oct 2016. Focused efforts on increasing the quality and quantity of FSD and R&D programs is a prerequisite for achieving this target. More IIC activities were needed to improve the R&D output and also to think along the lines of technology transfer.

A precise report on the actions taken on the suggestions by the previous meeting was required to be presented in each BoG meet.

Dr. B.S. Manoj, Assoc. Professor, IIST Thiruvananthapuram

Dr Manoj suggested that communication between the faculty and students shall extend beyond the class boundaries to improve the teaching-learning process. One way to achieve this objective is to host course websites by each faculty member, using platforms such as *MOODLE*

He also agreed to conduct a one day hands-on training program on Wireless mesh networks for the faculty on 17th Dec 2014.

Dr. A. Sukeshkumar, Mentor (TEQIP)

Dr Sukeshkumar precisely pointed out the inconsistencies in the Agenda report, specifically in the part related to FSD. He emphasized that no FSD program should be conducted without faculty participation using only PG students as audience. He sought clarifications regarding the cancellation of certain packages related to civil works, Air conditioners, furniture, etc. Proper justification shall be provided if the same items are presented as new packages for an increased amount for sanction by the BoG.

He also suggested the Principal should present the rescheduling of bus trip before the PTA GBM in an appropriate way so that students' opposition, if any, is curtailed.

Every audit objection raised by the different audit teams should be brought to the notice of the BoG along with the reply/compliance report filed without fail. Annual activity reports shall be forwarded to the BoG members for information about various activities (even outside TEQIP) taking place in the college. Performance audit report along with compliance report also shall be placed before the BoG.

Sri. K. Surendran, Dy. Secretary (Finance Dept)

Sri. Surendran pointed out that the BoG has no administrative powers, and the sanction of

duty leave for foreign trip is not within its purview. The BoG can only recommend the same to the Head of the institution/ Head of the administrative department.

Prof. Shanthakumari, Sr. Joint Director, Technical Education

Prof. Shanthakumari appreciated the efforts of the Procurement Coordinator which resulted in meeting most of the targets. She assured to visit the institution to conduct a session on Accreditation awareness for the faculty and staff of the college, which could be coupled with the next mentoring visit by the Mentor. GEC Thrissur that went for ISO certification ahead of accreditation could be contacted for helpful tips. She also suggested that the relative good performance of the CSE Department shall be translated into better visibility outside. This could be achieved if faculty members with PhD attend conferences outside, including foreign countries to present papers. She also opined that distinguished alumni could be felicitated in a program on Alumni reunion. She said that the flight tickets presented by the visiting experts shall be supported by the boarding pass for reimbursement.

Subsequently, the various nodal officers presented the activities under their units.

Dr. A. Selvakumar, Nodal Officer (Academic) presented the academic activities and sought permission to postpone some of the FSD programs for various reasons. He sought the approval of the expenditure already incurred in academic activities. Citing the high failure rate in lab exams, he also sought the reversal of an earlier decision of the BoG not to allow remedial coaching for practical subjects. Dr Selva Kumar also assured that more care will be taken while preparing the FSD plans and their reports with the help of the respective coordinators

Mr. A.V. Vipin Vasu, Nodal Officer (Procurement) presented the procurement status and sought the approval for cancelling 30 packages due to various reasons. He also sought the approval for new packages worth 2.17 Crores.

Dr. P.C. Reghu Raj, HoD CSE presented the IIC activities in place of the IIC Nodal Officer. The BoG expressed dissatisfaction on the poor rate of achievement. Action taken on the decision of the previous BoG to seek an institutional membership in the PMA for improving the IIC activities was reported.

Dr. Ajeesh Ramanujan, Nodal Officer (R&D) reported the details of the meeting with the SRA and the approval of 4 seed money projects.

The BoG had the common view that intensive training program is meant for the passed out students, including those from other colleges. This facility is to be taken as a service to the community and also as a means of propagating the institutional values.

The BoG appreciated the efforts of CSE department and the PG students in preparing a research journal.

The BoG also appreciated the good number of FSD programs conducted recently, and the good number of external participants in the FSD conducted by ECE Department.

Discussion of the Agenda items

PART A

- **Item A 6.1:** The minutes of the 5th BoG meeting held on 16-08-2014 at Conference Hall, GEC, Sreekrishnapuram, were confirmed after detailed deliberations.
- **Item A 6.2:** The report on the action taken / action pending on the pertinent decisions in the minutes of the 5th meeting of the BoG held on 16-08-2014 was presented. The board approved the report with valuable advice on improving the performance.

PART B

- **Item B 6.1 to B 6.4:** The BoG approved for conduct of the new FSD programs in each category. Those requiring ratification were ratified, and postponement was permitted for a few FSD programs for which it was sought.

[Action: Academic Coordinator]

- Item **B 6.5**: To be changed to: “*seek approval for expenses in the participation in the International conference*”

[Action: R & D Coordinator]

- Item **B 6.6**: The BoG accorded sanction for approval / cancellation for the packages listed in Table B 6.6.1 / Table B 6.6.2 respectively.

[Action: Academic Coordinator]

- Item **B 6.7**: There were no programs under this category.
- Item **B 6.8**: The BoG ratified the few programs for which it was sought. Postponement was also permitted to those programs for which it became necessary due to ongoing regular classes and internal examinations.
- Item **B 6.9**: There were no programs under this category.
- Item **B 6.10**: The BoG ratified the 3 programs which were not conducted as per approved schedule. Permission was granted for the postponement of 8 programs.
- Item **B 6.11**: The BoG accorded approval for 2 new programs.

[Action: EAP Coordinator]

- Item **B 6.12**: The BoG permitted to postpone all the programs under this category. Permission was not granted for Industrial Visit except in cases where it is part of the MoU.

[Action: IIC Coordinator]

- Item **B 6.13**: The BoG accorded approval for the new R &D proposals.

[Action: R & D Coordinator]

- Item **B 6.14**: The BoG recommended that necessary duty leave shall be granted to Smt. P. Bindu, AP (ECE) who attended the IEEE International Conference TENCON 2014 at Bangkok, by the appropriate authority.
- Item **B 6.15**: Action taken under this item was noted.
- Item **B 6.16**: Ratified the action.
- Item **B 6.17**: Recommended that the Principal shall place the proposal before the special working group for Adm. Sanction in Higher Education at the earliest.

[Action: Principal]

Any Other Items

- Item **B 6.18.1**: Duration of 4 months was permitted to complete the project titled “Automatic LPG Bottling and Leakage Detection and Real Time Monitoring System” as against one month (Table B 6.13, Item #:4) to Sri. Showkathali V, APECE. The same shall be presented under *other items* in the BoG.



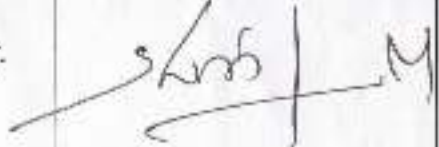
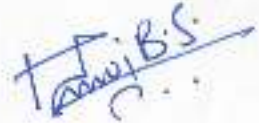

[Action: R & D Coordinator]



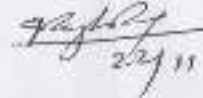
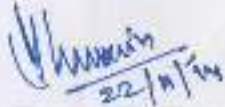
- Item **B 6.18.2**: Considering the request from HoD (ME) and the overall requirement of improving the success rate of the students, the BoG permitted remedial classes in essential lab subjects, cancelling the earlier decision (Page 9 of the 5th BoG Agenda Notes), with the condition that the essentiality shall be verified case by case by the respective HoDs. Sanction of remuneration for the lab staff assisting in the conduct of remedial practical classes at the rate of 50% of the rate for faculty members was also permitted. A proposal to this effect shall be placed before the next BoG meet, including this item under *other items* in the BoG. The details of the Lab exam results shall be sent to the BoG.

[Action: EAP Coordinator]



The meeting ended at 2.30 PM, which was followed by Lunch.

Board of Governors- 6th Meeting- 22 Nov 2014 -GEC Sreekrishnapuram- TEQIP -II
at Hotel Chaithram, Trivandrum
Attendance List


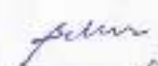



Sl. No.	Name and Address	Position in BOG	Mobile No	Email Address	Category	Signature
1	Dr. A.K. Nandakumaran, Professor, Dept. of Mathematics, IISc Bangalore	Chairperson	8023517577	nands@nanki.iisc.ernet.in	Educationalist	
2	JCN V. Santhi Kumar Dr. Vijayakumar K (Ex-officio), Director of Technical Education	Member	0471-2451747	santhi41@gmail.com	Educationalist	
3	Dr. Gopal Mugeraya, Professor, NIT Suralkal	Member			Educationalist (AICTE nominee)	Absent
4	M. Sherif (Ex-officio) Addl. Sectry/Joint Sectry/Dy. Sectry (Admin. Dept) State Government Nominee	Member	9446495777	Sacsherif@gmail.com	Addl. Secreteray. Admin. Dept	
5	Dr. P.R.Sreemahadevan Pillai University Nominee	Member	9447056075	sreemahadevappillai@gmail.com	Educationalist	Absent
6	Dr. B.S. Manoj, Associate Professor (Avionics / Computer Networking), Indian Institute of Space Science and Technology, Trivandrum	Member	9400016607	bsmanoj@ieee.org	Educationalist	
7	Sri. Surendran K.K Sectry /Addl. Sectry/ Joint Sectry (Fin. Dept) State Government Nominee	Member	9605760133	N/A	Dy. Secretary/Financ Dept	

8	Dr. K.R. Dayas, Director, CMET, Thrissur	Member	9387293575	krdayas@rediffmail.com	Industrialist	
9	Dr. S Radhakrishnan (Ex-officio) Principal, GEC Sreekrishnapuram, Palakkad	Member	9446069474	drsradhakrishnan@yahoo.co.in	Educationalist	
10	Dr. P.C. Reghujay (Institutional Members), HOD of CSE, GEC Palakkad	Member	9447315446	pcraghu@gmail.com	Educationalist	
11	M. Anwar Hussain (Institutional Members), HOD of ECE, GEC Palakkad	Member	9495822609	anwarpalam@gmail.com	Educationalist	

Special Invities

Sl. No.	Name and Address	Position in BOG	Mobile No	Email Address	Category	Signature
12	Dr. Gopakumar V Director, SPFU, Trivandrum	Special Invitee	9447091403	gopakumar.spfu.dtkerala@gmail.com	Educationalist	
13	Dr. Suresh Kumar A Mentor, TEQIP-II	Special Invitee	9847283335	drsureshkumar@yahoo.in	Educationalist	

Nodal Officers and HoD's

Sl. No.	Name and Address	Position in BOC	Mobile No	Email Address	Category	Signature
14	Shri. Showkathali V TFQIP Coordinator	Special Invitee			Educationalist	
15	Dr. Selvakumar A- HOD-ME Nodal officer, Academic Cmte.	Special Invitee			Educationalist	
16	Smt. Dhanya K.M HOD. IT Dept	Special Invitee			Educationalist	
17	Shri. Vipin Vasu A.V-AP-CSE Nodal officer, Proc.Cmte.	Special Invitee			Educationalist	
18	Dr. Ajesh Ramanujan-AP-CSE Nodal officer, R&D Cmte	Special Invitee			Educationalist	
19	Shri. Zubin J,B-AP- EE Nodal Officer, Finance Comte.	Special Invitee			Educationalist	Absent
20	Shri. Madhu V- AP- EE Coordinator- III-Cell	Special Invitee			Educationalist	Absent -
21	Shri. Dilcesh E.D-AP-CSE Nodal officer, EAP Comte.	Special Invitee			Educationalist	