

# **GOVERNMENT ENGINEERING COLLEGE PALAKKAD, SREEKRISHNAPURAM**

## **Minutes of 18<sup>th</sup> meeting of the Board of Governors (BoG) held on 23/12/2019 at Government Engineering College Palakkad at 10:00 AM**

Dr. A K Nandakumaran, Professor, Dept. of Mathematics, IISc Bangalore and Chairman, Board of Governors, Government Engineering College Palakkad, Sreekrishnapuram, presided over the meeting in the presence of following members and special invitees:

### **Members Present:**

1. Dr. A K Nandakumaran, Professor, IISc Bangalore(Chairman)
2. Dr. K. Najeeb, Director, SPFU, Thiruvananthapuram, Kerala.
3. Dr. T Asokan, Professor, Department of Engineering Design, Madras
4. Dr. P.C. Reghu Raj, Principal, Govt. Engg. College, Palakkad (Ex-officio),
5. Dr. K R Jayadevan, Professor and Head, ME Dept., Govt. Engg. College, Palakkad.
6. Smt. Shakeela T K, Finance Officer, Collectorate, Palakkad

### **The following members were absent:**

1. Dr. K P Indiradevi, Director of Technical Education Kerala
2. Dr. B S Manoj, Professor, IIST, Thiruvananthapuram
3. Additional Secretary Higher Education Dept, Govt. Secretariat, Trivandrum
4. Controller of Examinations, KTU, Trivandrum
5. Regional Officer & Director, AICTE (SWRO)

### **The following Special Invitees were present:**

1. Dr. A. Selvakumar TEQIP Coordinator
2. Sri. Vishnuprasad K, Nodal Officer-IIIC Committee
3. Dr. Anitha R , Nodal Officer, R & D Committee
4. Sri Praveen S Babu, Nodal Officer-Procurement Committee
5. Dr Chithira, Nodal Officer-Academic Committee
6. Dr. Reena Murali, Professor and Head, CSE Dept.
7. Dr Remesh Babu, Associate Professor and Head IT
8. Dr K P Mohanan, Associate Professor and Head ECE
9. Sri Nithianandan.M, Administrative Assistant

### ***Agenda: Discussions and Decisions on 18<sup>th</sup> BoG agenda and notes presented by The Principal, Government Engineering College, Palakkad.***

The meeting started at 10:00 AM with the welcome address by the Chairman. The Chairman also welcomed the new BoG members. All the members gave a self-introduction as per the request of the Chairman. He requested each member present to give their constructive suggestions required for the development of the institution. The Chairman accepted the leave request made by a few members over phone/E-mail, expressing their inconvenience in attending the meeting due to urgent matters in their work place.

The Principal made a presentation highlighting the major developments in the college since the 17<sup>th</sup> BoG meeting. He projected the development in the campus infrastructure like the completion of the Boys hostel, work in progress for EEE building and Staff Quarters, approvals for new girls' hostel, etc. The Principal informed the BoG about the appointment of new faculty members across the departments in the newly created posts. The BoG appreciated the action taken by the DTE and Higher authorities for appointing faculty. However, it is noted that, the number of posts created are not sufficient for major departments like Mechanical Engineering. The BoG entrusted the Principal to report the same to higher authorities and also to request them to create the essential posts and fill the vacancies in various departments which is mandatory for the institution for its smooth functioning.

The Principal also outlined the academic developments in the institution, such as the pass percentage in the examinations. The BoG noticed that the results are just above average and the pass percentages in some branches are less than 50%. The members expressed their concern over it. The Heads of departments opined that the mass failure in one or two subjects caused the results to go down. Steps must be taken to identify weak students at an early stage and the remedial classes must be given to reduce the mass failures. RESOLVED THAT the department HoDs must take steps to identify the weak students after the series tests and give remedial classes to improve the results. Considering the continuity in classes, which will benefit the students, the BoG suggested that the faculty handling the subject is to be deputed for giving these additional classes under EAP.

The BoG expressed satisfaction on the present status of placements and the number of students opted for higher studies. The BoG, however recommended that steps should be taken to improve the campus placements by the core industries. The performance of students in GATE is a measure of the academic level of the college. BoG observed that considerable efforts are needed to increase the number of students qualifying in GATE examination. Moreover, to improve the research ambience in the institution, the BoG had directed the Principal to engage projects with ICCONS, Shornur. It is also decided to encourage all faculty from various departments to complete their PhD at the earliest.

The Principal raised the difficulty in appointing contractual faculty for English, in the context of a urgent requirement of two English teachers for handling the Professional communication classes and Life skills for the second and fourth semesters respectively. The BoG discussed the issue in detail. Since communication is an important tool to be mastered by the students and hence it is decided to request the DTE to give permission to take two faculty for English. RESOLVED THAT the Principal will request the DTE to appoint the required number of faculty members.

The Chairman expressed his satisfaction over the improvements made in the academics side and congratulated all faculty and staff for their effort to obtain NBA

accreditation. The BoG directed the Principal to take steps to apply for post graduate course in each stream which has got accredited. The committee observed that this will improve the research ambience in the institution. RESOLVED THAT the departments which got accreditation will apply for a post graduate course relevant to the field and the Civil Engineering department will apply for the UG course in Civil Engineering.

The BoG noted that faculty members are involved in more administrative work than teaching activities. It is observed that this is reducing the quality of teaching. Hence the BoG requested the Principal to reduce the administrative activities of the faculty wherever possible, without affecting the functioning of the institution. The BoG noted that some planned programs approved by the 17<sup>th</sup> BoG were cancelled by IT/EEE departments. The HoD had stated that, the programs were cancelled due to the promotion/transfer of faculty coordinator and the inconvenience of the experts. The BoG expressed its dissatisfaction and opined that the programs are conducted as institutional programs and hence should not get affected by the transfer of a faculty. The BoG directed the HoDs to conduct the relevant programs with a new coordinator. RESOLVED THAT the programs cancelled are to be conducted by the departments along with other planned programs.

***With this, the Principal, Government Engineering College, Palakkad submitted the 18<sup>th</sup> BoG Agenda notes for discussion.***

The BoG expressed satisfaction over the completion of activities planned using four funds in the institution. The BoG appreciated the team work of nodal officers and the coordinators in the implementation of activities in the institution. The BoG urged the Principal to take necessary steps to retain the momentum obtained by the faculty and staff in using four funds by conducting programmes useful to students, faculty, staff and the society. The BoG expressed its serious concern to HoD CSE department for the lack of submission of programs planned for 18<sup>th</sup> BoG. It opined that the non-participation of departments in submission of programs will affect the progress of the students, faculty and staff of the department and the institution.

| <b>Actions suggested for items in 15<sup>th</sup> BoG agenda notes</b> |  |   |
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| <b>Sl. No</b>  | <b>Item</b>  | <b>Decision &amp; Discussion</b>  |
| 1  | <b>A 18.1:</b> Confirming the Minutes of the 17 <sup>th</sup> BoG meeting held at GECPalakkad on 24/12/18.   | RESOLVED, that the Board of Governors accept and approve the 17 <sup>th</sup> BoG minutes substantially in the form submitted.  |
| 2  | <b>A 18.2:</b> Report on the action taken / action pending on the pertinent decisions in the Minutes of the 17 <sup>th</sup> meeting of the BoG held at GECPalakkad on 24/12/18. | RESOLVED, that the BoG noted the actions taken by the Principal and accepted it. FURTHER IT IS RESOLVED THAT steps must be taken to avoid cancellation of programs undertaken by various departments. |

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| 3 | <b>B18.1</b> Ratification of Programmes CONDUCTED/ ATTENDED under FSD Programs  | RESOLVED, THAT THE BoG RATIFY the programs conducted/attended by the faculty and staff and the action taken by the Principal. FURTHER it is directed to use Corpus fund for the conduct of DAB meetings in future. The amount paid for DAB is limited to Rs.10, 000/-.  |
| 4 | <b>B 18.2</b> Approval of Action plan for the Conduct of in house Faculty and Staff Development Programs utilising the Four Funds | RESOLVED, THAT THE BoG ACCEPT AND APPROVE the action plan for the conduct of all in house programs submitted by various departments.  |
| 5 | <b>B 18.3</b> Approval of Action plan for attending external Faculty and Staff Development Programs utilising the Four Funds      | RESOLVED, THAT THE BoG RATIFY the action taken by the Principal in conducting the programs considering the benefit of the faculty and institution.  |
| 6 | <b>B 18.4:</b> Ratification of the Student Support Programs:  | RESOLVED, that the BoG RATIFY all the student support programs which were conducted in the campus/ conferences attended by the students. FURTHER IT IS RESOLVED THAT more number of student support programs must be conducted in the campus. Counseling support for students must be given to improve the results and quality of life of students.   |
| 7 | <b>B 18.5:</b> Status of Student Support Programs:  | The BoG expressed its concern over the cancellation of the programs planned. However, the BoG noted that the cancellation in some cases the programs were conducted in different heads such as VFS, counseling programs etc. HENCE IT IS RESOLVED, THAT the BoG accept the current status of the programs planned during 17 <sup>th</sup> BoG. However, it is recommended that no programs planned and approved should be canceled in future. |
| 8 | <b>B 18.6:</b> Approval of action plan for Student Support Programs   | RESOLVED, THAT the BoG accept and approve the action plan for the conduct of student support program submitted by various departments. The student improvement must be measured and reported by each department in the subsequent BoG.  |
| 9 | <b>B 18.7:</b> Action Plan for Maintenance/Replacement of items   | RESOLVED, THAT THE BoG approve the action plan suggested for maintenance/replacement of items. The up gradation of CATIA v6 software is recommended under maintenance, considering that it will help students to learn the latest version of the software for design which is required by the industries for placement.   |

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| 10 | <b>B 18.8:</b> Ratification/ Approval of Amount paid/estimate from Corpus Fund other than the expenditure made from other tables | The BoG noticed that, the corpus fund is utilized for maintenance work/salary payment for office staff/TADA payment of officers attending meeting, considering the interests of the institution Hence it is RESOLVED, THAT THE BoG RATIFY THE expenditure made from corpus fund.  |
| 11 | <b>B 18.9:</b> Revision in the TEQIP-II four fund usage norms  | The BoG decided to keep the request pending. It is noted that the R&D proposals were not submitted with detailed expenses and hence, the requested escalation in the amount for R&D activities is not possible. The academic, R&D and finance committees are required to discuss the matter and submit a clear proposal in the next BoG. RESOLVED THAT the Principal will take steps to formulate the norms in discussion with the R&D, Academic and Finance committee as per the directions of SPFU for the utilization of four funds. |
| 12 | <b>B 18.10:</b> Ratification of Air Journey  | The BoG RATIFY the air journey performed by the officers to attend the program.   |
| 13 | <b>B 18.11:</b> Any other item with the permission of the Chairman   | The BoG ratified the constitution of the committee with newly appointed faculty members.<br><b>Dr Jayan A R, Professor (ECE), replace Dr Rafeeqe as institutional BoG member.</b>   |
| 14 | <b>C 18.1</b> Expenditure status and fund position as on 21/12/2019  | RESOLVED THAT The BoG RATIFY the fund positions as given in Table C 18.1. Re-Allotment of funds will be made as the existing amount are utilized completely under the head. RESOLVED THAT the Principal is empowered to take steps to reallocate the funds for the benefits of the institution and report the same to BoG members.  |
| 15 | <b>C18.2</b> Status of the faculty position as on 21 December 2019   | The BoG expressed its happiness on the creation of new posts and appointment of new faculty. RESOLVED that the Principal shall bring the urgent attention of higher authorities to create the necessary additional posts for ME department and filling of existing vacancies in various departments.  |
| 16 | <b>C18.3</b> TEQIP Committee Members List  | RATIFIED  |
| 17 | <b>C 18.4</b> Next BoG Meeting on  | <b>May/June 2020</b>  |

**PRINCIPAL**

**CHAIRMAN**