

GOVERNMENT ENGINEERING COLLEGE PALAKKAD, SREEKRISHNAPURAM

Minutes of 19th meeting of the Board of Governors (BoG) meeting (Online) held on 31/07/2020 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 T Asokan, Professor, Department of Engineering Design, IIT Madras
3. Dr B S Manoj, Professor, IIST, Thiruvananthapuram
4. Dr K. Najeeb, Director, SPFU, Thiruvananthapuram, Kerala.
5. Dr Suresh babu, Controller of Examinations, KTU, Trivandrum
6. Dr P.C. Reghu Raj, Principal, Govt. Engg. College, Palakkad (Ex-officio),
7. Dr Suneesh S S, Professor and Head, ME Dept., Govt. Engg. College, Palakkad
8. Dr Jayan A R, Professor, ECE department, Govt. Engg. College, Palakkad.

The following members were absent:

1. Dr.Bayjubai, Director of Technical Education Kerala
2. Additional Secretary Higher Education Dept, Govt. Secretariat, Trivandrum
3. Dr.Ramesh Unnikrishnan-Regional Officer & Director, AICTE (SWRO)
4. Additional Secretary Finance Department, Govt. Secretariat, Trivandrum

The following Special Invitees were present:

1. Dr. A. Selvakumar TEQIP Coordinator
2. Dr. Reena Murali, Professor and Head, CSE Dept.
3. Dr. RemeshBabu.K.R, Associate Professor and Head IT Dept.
4. Dr.K P Mohanan, Associate Professor and Head ECE Dept.
5. Sri. Jose Sebastain, Associate Professor and Head EEE Dept.
6. Sri. Vishnuprasad K, Nodal Officer-IIIC Committee
7. Dr.Anitha R , Coordinator, R & D Committee
8. Sri. Praveen S Babu, Nodal Officer-Procurement Committee
9. Smt.Sujo Vasu, Nodal officer EAP Committee
10. Dr.Chithira, Coordinator-Academic Committee

Agenda: Discussions and Decisions on 19thBoG 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 18thBoG meeting. The BoG appreciated all faculty and students in the institution on getting the NBA Accreditation. The Principal informed that the institution had applied for two M Tech courses (ME-Robotics and ECE-Internet of Things) and one UG programme in Civil Engineering. The BoG noted that the courses applied have been approved by KTU and AICTE, and are awaiting Government approval. The BoG appreciated the efforts taken by the concerned departments and the Principal in this regard, citing that it would improve the research culture in the institution. Also, the BoG expects that the Government would sanction the proposed courses.

Subsequently, the Principal presented the details of Covid-related and the developmental activities in the campus, like the utilisation of the Boys/Girls hostel for Covid prevention as per the direction of the government. Work in progress for EEE building and Staff Quarters, status of ME building and the preparatory work for the Auditorium. The BoG opined that proposed size of the auditorium (for a capacity of 500) is too small and advised to go for a higher capacity (at least 1000) considering that the proposed capacity is not sufficient to incorporate the student and faculty strength (~1500) in the institution. Moreover, it would be difficult to expand a small auditorium later. Hence it is better to go for a higher capacity now itself.

The BoG noted that the number of posts created is insufficient for departments like ME and that vacancy exists in EEE department. The BoG entrusted the Principal to report the same to higher authorities requesting them to create the essential posts in ME and to fill the vacancies in various departments which is mandatory for the institution for its smooth functioning.

The BoG noted the exemplary social commitment shown by the faculty and the students during the pandemic period, and the achievements is taken note of by the BOG and the individuals shall be informed of the BoG's appreciation suitably. RESOLVED THAT the principal take necessary steps to appreciate the achievers suitably.

The Principal also outlined the academic matters in the institution, such as the pass percentage in the examinations. The BoG noticed that the third semester results are poor (less than 35%) except for IT. The members expressed their concern over this. The Heads of departments opined that the mass failure in one or two subjects caused the results to go down. The BoG stressed that corrective actions must be taken against mass failures after a detailed, department-wise analysis of the results and the teaching-learning process, and the report shall be submitted to the BoG. RESOLVED THAT the HoDs must take immediate steps to conduct a study on the poor results and submit a report for further action.

The BoG expressed satisfaction on the present status of placements, including self-employment, 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 and to improve the performance of students in GATE examination as it is a measure of the academic level of the college.

The BoG noted that some planned programs approved by the 18thBoG were cancelled by the departments. The BoG expressed its strong concern over the cancellation of the programmes after getting approved by the BoG. The HoD had stated that, the programs were cancelled due to the present Covid 19 situations. However, the BoG noted that several programs planned in the month of January/February were also cancelled. The BoG directed the HoDs of the departments to give a report on why the programs were cancelled. RESOLVED THAT the Heads of departments to submit the report on cancellation of programs after getting an explanation from the concerned coordinators.

With this, the Principal, Government Engineering College, Palakkad submitted the 19thBoG Agenda notes for discussion.

The BoG expressed satisfaction over the activities planned using four funds in the institution. The BoG urged the Principal to take necessary steps to conduct programs useful to students, faculty, staff and the society. The BoG suggested that extreme care must be taken in selecting the programs offered online, in the changed scenario. The respective committee should ensure the quality of the programs planned and submitted by faculty before recommending them. The credibility of the institution conducting the program, the fee paid etc must be critically evaluated before approving the programs. In order to improve participation, programs should be offered in emerging and hot areas of technology.

Actions suggested for items in 15thBoG agenda notes		
Sl. No	Item	Decision & Discussion
1	A 19.1: Confirming the Minutes of the 18 th BoG meeting held at GEC Palakkad on 23/12/19.	RESOLVED, that the Board of Governors accept and approve the 18 th BoG minutes substantially in the form submitted.
2	A 19.2: Report on the action taken / action pending on the pertinent decisions in the Minutes of the 18 th meeting of the BoG held at GEC Palakkad on 23/12/19.	RESOLVED, that the BoG noted the actions taken by the departments cancelling/ rescheduling of programs considering the lockdown and Covid19 pandemic situations and approved it. FURTHER IT IS RESOLVED THAT steps must be taken to avoid cancellation of programs undertaken by various departments.

3	<p>B 19.1: Approval of Revised Guidelines for the Conduct of Programmes utilising the Four Funds:</p>	<p>The counseling activities must be decided judiciously by the department and the institutional TEQIP committee. The HoD of the department must ensure the quality of the program before recommending to the committee. The institutional TEQIP committee should verify the quality of the programme, fee details, and the details of the institution etc before recommending the programme to the Principal. The fee for external participants must be raised to at least Rs.500/-. Examination fee for students and faculty attending SWAYAM courses can be refunded subject to the successful completion of the course. The number of courses thus refundable is limited to 2 for students and 4 for faculty. RESOLVED THAT, with these changes, the BoG approved the revised guidelines for the conduct of the program through online mode.</p>
4	<p>B19.2 Ratification of Programmes attended by Faculty under FSD Programs utilizing the Four Funds:</p>	<p>RESOLVED, THAT THE BoG RATIFY the programs attended by the faculty and staff and the action taken by the Principal EXCEPT the programme attended by Smt Shamla B (item 8) at IIT Kanpur. The committee noted that, the fee paid is very high and includes a separate amount for the kit supplied by the training institute. This is not permissible under TEQIP. Hence the TEQIP committee has to study the proposal again for its validity (quality of the program, institution, registration fee paid etc) and submit the claim for ratification in the next BoG meeting.</p>
4	<p>B 19.3 Ratification of rescheduled/cancelled and completed internal FSD programmes:</p>	<p>The BoG noted that, out of 13 programs planned only one programme was completed, two were rescheduled and 10 programs are cancelled, citing lockdown and other reasons. The BoG expressed serious concern over the cancellation of the programs which were approved by the BoG. RESOLVED, THAT the HoDs and the coordinators of such programs to give a written justification the cancellation of the programs. FURTHER IT IS RESOLVED THAT no such cancellation of the programs would be entertained and the HoD should ensure that the program is conducted by the department.</p>

5	B 19.4 Completed and Cancelled External Faculty and Staff Development Programs	RESOLVED, THAT THE BoG RATIFY the action taken by the faculty and the department to cancel the programs considering that the programs planned by the host institution were cancelled due to Covid 19 pandemic and lockdown. The action of permitting a faculty from ME to attend a course in an emerging area instead of another course sanctioned by the 18 th BoG was critically discussed. Considering that both programs were in the same period and that the former will be useful if the M Tech is started in the department, the BoG ratified the action taken by the faculty and department, with a condition that such change of programs would not be allowed in future.
6	B 19.5: Approval of Action plan for the Conduct of in house Faculty and Staff Development Programs utilizing the Four Funds:	RESOLVED, that the BoG approve the programs planned under the condition that the programs should not be cancelled.
7	B 19.6: Approval of Action plan for attending External Faculty and Staff Development Programs utilizing the Four Funds	RESOLVED, that the BoG approve the programmes planned with a direction to the department HoD and the institutional committee to ensure the quality of the programme.
8	B 19.7: Ratification of the Student Support Programs	RESOLVED, THAT the BoG ratify the action taken by the Principal in the conduct of the programs. The number of students benefited, the outcomes of the programs conducted must be submitted by the department. The institutional committee shall ensure the quality of the programs.
9	B 19.8: Status of Student Support Programs Completed /rescheduled	RESOLVED, THAT THE BoG ratify the action taken by the departments by rescheduling the programs. The action of the faculty who took life membership in Institution of Engineers under R&D is ratified. The remedial classes must be planned judiciously by the departments.
10	B19.9: Approval of action plan for Student Support Programs utilizing the Four Funds	The BoG noticed that the programs planned under online mode are relevant and useful. The program planned by CSE department would be more useful if conducted offline, however the department can do it in online mode if the present situation exists. RESOLVED THAT the programs planned are approved.
11	B 19.10: Ratification/Approval of Amount paid from Corpus Fund other than the expenditure made from other tables	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.
12	B 19.11: Ratification of Air Journey	The BoG RATIFY the air journey performed by the officers to attend the program.

13	B 19.12: Approval for the replacement of the BoG Member from the institution	The BoG approved the action taken by the Principal replacing the BoG member from the institution as follows. Dr.Suneesh S S, Professor (ME), replaces Dr K R Jayadevan (who retired from service) as institutional BoG member.
	B 19.13: Any other item with the permission of the Chairman: Ratification of conversion of Appointment of Clerk cum Accountant (TEQIP office) as part time job:	The BoG noted that, based on the recommendations of the finance and executive committee the salary of clerk cum accountant in TEQIP office was enhanced by Rs.3000/- considering the increase in work load and converting the part time job to full time job from March 2020. Further, considering the request of the clerk cum accountant to take up a part time job outside the institution and the reduced work load due to Covid 19 pandemic situations the executive committee recommended to permit the clerk cum accountant in the TEQIP office on part time basis from July 2020 considering the best interest of the institution. The BoG discussed the item in detail and noted that, the recommendation were given considering the best interests of the institution and is ratified and approved. However, the clerk cum accountant has to produce a letter from his current employer (postal department) that he is permitted to work in this office on part time basis. RESOLVED THAT the BoG ratify the action taken by the Principal enhancing the salary of the clerk cum accountant from March 2020 FURTHER IT IS RESOLVED THAT the BoG ratify the action taken by the Principal converting the job in TEQIP office as part time job from July 2020 and appointing the existing clerk cum accountant in the part time job considering the smooth conduct of the TEQIP office.
14	C 19.1 Expenditure status and fund position as on 30/07/2020	RESOLVED THAT The BoG RATIFY the fund positions as given in Table C 19.1. FURTHER IT IS RESOLVED THAT the Principal must initiate steps to utilize the amount effectively before the completion of the time period allotted for the utilisation of four funds.
15	C19.2 Status of the faculty position as on 30 July 2020	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	C19.3 TEQIP Committee Members List	RATIFIED
17	C 19.4 Next BoG Meeting on	December 2020 / January 2021

PRINCIPAL

CHAIRMAN