

# **GOVERNMENT ENGINEERING COLLEGE PALAKKAD, SREEKRISHNAPURAM**

## **Minutes of 20<sup>th</sup> meeting of the Board of Governors (BoG) meeting (Online) held on 8/01/2021 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 Vrinda V Nair, Director, SPFU, Thiruvananthapuram, Kerala.
5. Sri Ajayan C, Additional Secretary, Higher Education Dept, Govt. Secretariat, 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

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

1. Dr.Byjubai, Director of Technical Education Kerala
2. Controller of Examinations, KTU, 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. Sri Naseer C, Associate Professor (HoD in charge), CSE Dept.
3. Dr. RemeshBabu.K.R, Associate Professor and Head IT Dept.
4. Smt Shamla B, Associate Professor (HoD) ECE Dept.
5. Dr Vinita Chellappan, Associate Professor and Head EEE Dept.
6. Sri. Vishnuprasad K, Coordinator -IIC Committee
7. Dr.Anitha R , Coordinator, R & D Committee
8. Dr.Chithira. P. R, Nodal Officer-Academic Committee
9. Sri.Muhammed Farooque E K –Nodal Officer, Procurement Committee
10. Smt.Soubhagya V N – Nodal Officer, EAP Committee

***Agenda: Discussions and Decisions on 20<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 welcomed the new BoG members, who 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 brief presentation highlighting the major developments in the college since the 19<sup>th</sup> BoG meeting, highlighting the starting of two new courses, namely B.Tech in Civil Engineering and M.Tech in Mechanical Engineering (ROBOTICS) in the institution, as a direct benefit of getting NBA accreditation. The BoG appreciated the efforts made by the faculty members and the Principal for this achievement. The BoG wished that the new courses will bring in the much needed research culture in the institution. Again, the BoG noticed that, the institutional development is possible only by cultivating the research culture in the students through higher education and hence recommended that other eligible departments like IT and EEE should also apply for M Tech programme in the developing areas. Also, courses with interdisciplinary nature will help to share the faculty among departments.

Subsequently, the Principal presented the details of the work in progress for EEE building and Staff Quarters, status of ME building, RWH installation, and the preparatory work for the Auditorium. The BoG again directed the Principal to look into the proposed size of the auditorium (for a capacity of 500) citing that it 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.

The BoG noted that the number of posts created is insufficient for departments like ME and EEE and those vacancies of regular faculty exist in all other departments. The BoG entrusted the Principal to report the same to higher authorities requesting them to create the essential posts in ME and EEE and to fill the vacancies in various departments which is mandatory for the institution for its smooth functioning. The BoG observed that if this is not done, the academic performance and the NBA accreditation renewal at the end of the year would be adversely affected.

The BoG noted the exemplary social commitment shown by the faculty and the students during the pandemic period, and their achievements were noted of by the BoG. Specifically, the achievement of students and the IEEE coordinator Dr Vinita Chellappan in IEEE activities to bring the institution as a vibrant center had a special mention. Also, the BoG appreciated the faculty for attending several courses from AICTE, ATAL, SWAYAM, COURSEERA, etc., and improving their skills during the Covid 19 pandemic period. The BoG suggested that the faculty shall attempt certification while attending online courses.

The Principal also outlined the academic matters in the institution, such as the pass percentage in the examinations. The BoG noticed that the result of ECE department is below par and that of the other departments also have to improve drastically. A rigorous study to find the reasons for the low results was prescribed. RESOLVED THAT the HoD ECE has to find the reasons for the poor pass percentage and take necessary remedial actions to overcome it. The same is to be reported to the Principal. If the poor results are due to the mass failure in one or two subjects, external experts shall be invited to handle specific modules of those subjects, in an effort to improve the results.

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 18<sup>th</sup>BoG were cancelled by the departments and the 19<sup>th</sup> BoG had sought explanation from the departments for not conducting many of the approved programs. However, it is noted that, none of the departments had given the explanation. The BoG expressed its strong concern over this and sought explanations from the HoD present in the meeting. 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 has to ensure the conduct of the approved programs before next BoG instead of cancelling them. Only if the physical presence of students is mandatory may be postponed till the restoration of classes by the government. RESOLVED THAT an explanation from the concerned coordinators has to be obtained and the head of department shall submit the report citing the reasons for the cancellation of programs. The HoD has to take steps to conduct the programs approved by the previous BoG, instead of cancelling it.

***With this, the Principal, Government Engineering College, Palakkad submitted the 20<sup>th</sup>BoG Agenda notes for discussion.***

The BoG expressed satisfaction over the activities planned using four funds in the institution even during the Covid 19 pandemic. 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 areas of technology.

<b>Actions suggested for items in 20<sup>th</sup>BoG agenda notes</b>		
<b>Sl. No</b>	<b>Item</b>	<b>Decision &amp; Discussion</b>
1	<b>A 20.1:</b> Confirming the Minutes of the 19 <sup>th</sup> BoG meeting held online at GEC Palakkad on 31/07/2020.	RESOLVED, that the Board of Governors accept and approve the 19 <sup>th</sup> BoG minutes substantially in the form submitted.
2	<b>A 20.2:</b> Report on the action taken / action pending on the pertinent decisions in the Minutes of the 19 <sup>th</sup> meeting of the BoG held online at GEC Palakkad on 31/07/2020.	The BoG noted that no reports were submitted by the departments on the actions by the departments in cancelling/ rescheduling of programs considering the Covid19 pandemic situations. IT IS RESOLVED THAT steps must be taken to avoid cancellation of programs undertaken by various departments and to submit a report indicating the reasons for cancelling the program and steps must be taken to conduct the programs wherever feasible.
3	<b>B 20.1:</b> Ratification of Programmes attended by Faculty under FSD Programs utilising the Four Funds:	The BoG ratified the programs attended by the faculty. The committee recommended the payment to Smt Shamla B, for attending FSD at IITKanpur, considering that the programme was planned before lockdown, though the programme was conducted online later and the course was found genuine by the various institutional committees as per the directions of the 18 <sup>th</sup> BoG. The department has to ensure that the faculty members are attending courses in emerging areas in reputed institutions and the fee paid is reasonable. In genuine cases, the academic and finance committees can recommend the proposals, reimbursing actual fee paid in place of Rs 2000/- paid now for attending online courses. However, the maximum amount payable per faculty will be as per the TEQIP-II four funds guidelines for a faculty to attend external FSD.
4	<b>B 20.2</b> Status of External Faculty and Staff Development Programs	RESOLVED, THAT THE BoG approve the conduct of the program. The BoG appreciate the action taken by faculty in attending online courses from ATAL, SWAYAM, etc., during the pandemic period. RESOLVED THAT the faculty must be encouraged to write the exams for the courses attended and to submit the certificates.

4	<b>B 20.3</b> Status of Internal FSD Programs	The BoG noted that, out of the 5 programs planned, only 1 program was completed, 3 were rescheduled and 1 program is cancelled, citing lock down and other reasons. The BoG expressed serious concern over the cancellation of the programs which were approved by the BoG. 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.
5	<b>B 20.4</b> Action plan for Internal FSD Programs	RESOLVED THAT the BoG approve the course planned by the CSE department.
6	<b>B 20.5:</b> Ratification of activity done by Faculty members	RESOLVED that the BoG RATIFY the activities of the faculty in taking membership from reputed institutions/society and attending the conferences. The committee has to ensure the quality of the conferences before approving it. Research seed money for doing student projects has to be encouraged. RESOLVED THAT Principal shall take necessary steps to constitute the research committee to evaluate the projects to provide the seed money for the projects under UG and PG level programs.
7	<b>B 20.6:</b> Status of Student Support Programs	RESOLVED that the BoG approve the programs planned and completed. The BoG approved the conduct of the programs by changing the expert due to the inconvenience of the resource person planned and the conduct of the program by changing the name of the topic. The BoG reiterated that all the student programs (IIC) planned must be conducted. If the physical presence of students is a must, such programs may be conducted on a later date once the situation becomes normal. RESOLVED THAT more number of student support programs must be conducted to ensure the quality of learning. RESOLVED THAT The BoG approve the cancellations of remedial classes planned by CSE &ME department considering that, it was planned before the lock down and the courses are completed online and support was given online by the faculty, whereas the EEE department will complete the planned programmes for the students by March.

8	<b>B 20.7:</b> Action plan for Student Support Programs	RESOLVED, THAT the BoG approve the student support programs (IIIC, R&D and EAP) planned by various departments. 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>B 20.8:</b> Plan for Maintenance/equipment replacement Work	The BoG noticed that the items for maintenance/equipment replacement are reasonable and approved it. The BoG approved the up-gradation of the license of CATIA considering that it will help students to learn latest software meeting the requirements of industry. However, it is directed to ensure that, the license given is for life period and annual renewal is not required RESOLVED THAT the maintenance/equipment replacement activity planned were approved. FURTHER RESOLVED THAT the HoD ME ensures that, the license for CATIA up-gradation is for life period (and not subscription-based) and report it to the Principal.
10	<b>B 20.9:</b> Ratification/ Approval of Amount paid from Corpus Fund and Maintenance 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, etc. Considering the best interests of the institution, it is RESOLVED, THAT THE BoG RATIFY the expenditure made from the corpus fund.
13	<b>B 20.10:</b> 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 Dr Anilkumar C D, Professor (ECE), replacing Dr A R Jayan (who got transferred) as institutional BoG member.
	<b>B 20.11:</b> Any other item with the permission of the Chairman: Ratification of conversion of Appointment of Clerk cum Accountant as part time job:	The BoG accepted the letter submitted by the TEQIP office staff (as per the decision from 19 <sup>th</sup> BoG) and ratified the action taken by the Principal permitting him to continue in the TEQIP office on part time basis.
14	<b>C 19.1</b> Expenditure status and fund position as on 07/01/2021	RESOLVED THAT The BoG RATIFY the fund positions as given in Table C 20.1. 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 utilization of four funds.

15	<b>C 20.2</b> Status of the faculty position as on 07/01/2021	RESOLVED that the Principal shall bring the urgent attention of higher authorities to create the necessary additional posts for ME and EEE departments and filling of existing vacancies in various departments.
16	<b>C 20.3</b> TEQIP Committee Members List	RATIFIED
17	<b>C 20.4</b> Next BoG Meeting on	<b>June/July 2021</b>

**PRINCIPAL**

**CHAIRMAN**