

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME

Phase-II Sub-Component 1.1

**23rd MEETING MINUTES OF THE
BOARD OF GOVERNORS**

Date: 22/03/2019 Time: 10.00a.m.

Venue: Board Room, Govt. Guest House, Kannur.

**COLLEGE OF ENGINEERING TRIKARIPUR
CHEEMENI P.O., KASARAGOD - 671313KERALA**

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Members Attended:

The meeting started by 10.00 a.m. at Board Room, and presided over by Dr. Sarith P Sathyan, Chairman BoG. The following members of the BoG were participated in the meeting.

1. Dr. Sooraj P, Associate Professor
2. Sri, Jidhu Mohan M, Sr. Research Engineer
3. Sri. Rajesh.P.S, Additional Secretary, Govt. of Kerala
4. Dr. R Sasikumar, Director, CAPE
5. Dr. K. Najeeb, Director, SPFU
6. Dr. Vinod Pottakulath, Principal
7. Sri. Mahesh.V.V, Associate Professor
8. Smt. Naveena.A.K, Associate Professor
9. Sri. Suresh kumar.A.V, TEQIP-II Co-ordinator

The Principal welcomed the members of the BoG. With the permission of BoG, Principal carried out cake cutting ceremony as a sign of happiness for the achievement of NBA Accreditation of EEE Dept. All the BoG members congratulated this achievement of the institution and appreciated all the staff members of the institute, those who put their relentless effort to get this remarkable achievement. The Chairman emphasized the following points in the presidential speech:

- a. To put effort to enhance research works and PhDs.
- b. To make proposals to get funding from CERD and other similar organizations.
- c. To utilize NPTEL courses.

After detailed discussion the following decisions were taken.

Item No.1 (A1&A2): Confirming the minutes of the previous BoG Meeting held on 30/04/2018 and report on the action taken/pending.

Minutes of the previous BoG Meeting held on 30/04/2018 was approved. (Refer Annexure A1 of detailed agenda and notes).

Item No.2(B1). Financial Reporting

BoG approved the Financial reporting prepared.

Item No.3(B2). Ratification of expenditure incurred under Equipment & Civil Maintenance Fund.

BoG ratified the expenditure incurred on all the items mentioned in the B2 (Table 2.2) of Detailed Agenda & Notes. For Item No. 9, (CISCO/UCSC Server), BoG directed to ensure all the back files kept in properly.

BoG suggested to incorporate a brief description of nature of works/service done to get a clear idea on the matter.

Item No.4(B3). Ratification/Approval for the expense incurred under Faculty Development Fund.

BoG ratified the expenses included in the Table B3.1 and Table B3.2 of section B3.1 and section B3.2 respectively, in Detailed Agenda & Notes.

BoG approved the expenses made against the Sl.No.2 and Sl.No.3 of section B3.3. BoG put decision on pending for the items numbered Sl.No.1 and Sl.No.4 of section B3.3 and suggested to the respective committees to scrutinize the items thoroughly according to the guidelines of the TEQIP-II Four Fund utilization.

Item No.5(B4). Ratification/Approval of the expenses incurred under corpus fund

BoG ratified the payments made for skill development and others for students, which are included in the Table B4.1 of Detailed Agenda & Notes.

BoG ratified the payments made for the TEQIP –II staff salary and other expenses given in the Table B4.2 of Detailed Agenda & Notes.

BoG ratified the expenses for remedial classes given in the Table B 4.3 of Detailed Agenda & Notes.

BoG ratified the expenses made for attended conferences/ research projects taken by UG students given in the Table B 4.4 of Detailed Agenda & Notes.

BoG approved the expenses incurred for NBA expert team visit and permitted the reimbursement as per the rule, given in the Section B 4.5 of Detailed Agenda & Notes.

BoG approved the expenses made for skill development and others for students, which are included in the Section B 4.6 of Detailed Agenda & Notes.

Item No.6(B5).Ratification of expenditure incurred under equipment replacement fund

The first item is actually not coming under the replacement head. Hence BoG suggested to change the head to maintenance & repair head and ratified the same.

Since the description regarding item no. 2 is not clear, BoG suggested to bring all the documents related to the item in the next BoG meeting and the decision may be taken in that meeting pending detailed examination.

Item No.7 (B6). Approval sought for the inhouse/ out station programmes for faculty and staff

BoG given permission to attend FDPs/SDPs in premier institutions like IIT, IISc, NIT, and other Government institutions inside and outside the state.BoGsuggested ensuring the participation of all faculty and staff members in various in-house and outstation training programmes based on Training Need Analysis.

Item No.8 (B7).Proposal for III Cell/EAP activities and remedial classes under corpus fund.

BoG approved the proposals under III Cell/EAP activities and remedial classes under corpus fund given in the Table B7.1 and Table B7.2.

BoG suggested giving refreshments to students also, during the training programmes @ ₹ 25/- per student per day.

Item No.9 (B8).Approval of the Proposals of Maintenance of Equipment procured under TEQIP-II.

BoG approved to carry out the maintenance of the items vides Sl.No.2, 4, 5 and.6 given in the Table B8.1.

For, Sl.No.1, BoG suggested to make an estimation by using an expert/technician in association with the Maintenance committee, and seek prior approval from the Chairman to carry out the maintenance.

For Sl. No.3, a detailed assessment report should be submitted and it is advised to purchase new UPS if the repair charge is near to the market price. While purchasing new UPS, ensure 5 year warranty and isolation transformer.

Item No.10 (B9).Approval of the Proposals of Replacement of Equipment procured under TEQIP-II.

BoG approved the replacement proposal, vide Sl.No. 1, Sl.No.2, and Sl.No. 5 in Table B9.1 of Detailed Agenda & Notes. For, Sl.No.3 and Sl.No.4, BoG suggested to procure a Display panel and a Projector.

Item No.15(D). Other items with the permission of the Chair

- a. As Sudheesh.N, AP in ME transferred to other institution, a vacancy arised against the internal BoG member of the institute. In this circumstance, the Principal proposed Smt. Naveena.A.K, Associate Professor in CSE as the institutional BoG members. BoG approved the inclusion of Smt. Naveena.A.K as internal institutional member of BoG.
- b. AkhilChandran, HoD IT has submitted a proposal for purchasing .BoG approved the proposal.

On the concluding speech, the BoG Chairman summarized the deliberations made by other BoG members for enhancing the overall quality of the institute further, and points are mentioned below.

1. A national conference may be organized jointly by all the departments especially those who are going for NBA accreditation.
2. Make participation of the students in the outreach programmes conducted by IITs and also the summer-internships.
3. Make use of KTU and AICTE funding for conducting FDPs.
4. Respective Committees, HoDs and Co-ordinators should ensure the achievement of course outcomes for every training programmes.
5. Courses related to Python may be conducted.
6. Ensure Faculty Experience Sharing with others after attending the each training programmes. IQAC may observe the same.
7. Choose reputed institutes while attending in the conference and also make sure of the association of the reputed professional bodies in the conference.
8. NBA exit meeting report may be submitted on the next BoG meeting.
9. Ensure judicious expenditure under all Heads.
10. Think about internal revenue generation.
11. The possibility of Rural Technology Development Centre.
12. Women Empowerment activities.
13. Try to utilize Early Career Development under Dept. of Science and Technology as a team in which one should be a PhD holder.
14. Try to utilize KCSTE.
15. One year plan for FDPs/SDPs shall be prepared and also ensure all categories of employees included in the programmes.