

**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME,  
PHASE II Sub Component 1.1**



**5<sup>th</sup> MEETING OF THE BOARD OF  
GOVERNORS  
MINUTES**

**Date: 30-12-2014 Time: 10.30 AM**

**Venue: Hotel Wyte Portico, Adoor**



**COLLEGE OF ENGINEERING ADOOR  
Manakkala PO, Adoor, PIN : 691551  
Phone : +91 4734 291551.**

# Minutes of Fifth Meeting of Board of Governors

Presided by

**Hon'ble Chairman: Prof. ELDHO T I**

**Venue: Hotel White Portico, Adoor**

**Date: 30 December 2014 Time: 10.30 A.M**

## **Members Present**

1. Prof. Eldho T I ,Chairman , BOG
2. Dr. V. Gopakumar, Director, TEQIP (Special invitee)
3. Sri. M Sherif, Addl Sec., H.Edn, Government of Kerala (State Govt. Nominee)
4. Sri.. James Joseph, Joint . Sec. Finance, Government of Kerala (State Govt. Nominee)
5. Dr. Zakkariya K A, Syndicate Member, CUSAT (University Nominee)
6. Dr. Ashaletha Thampuran, Mentor (Special invitee)
7. Sri.. L L Ramachandran, Deputy General Manager IIS, BPCL Cochin Refineries Ltd.,
8. Prof. Jyothi John, Principal

## ***Also present***

1. Prof. Manu M John, TEQIP Coordinator
2. Prof. MADHU AK, Academic Coordinator
3. Prof. Venkitaraj K P, Procurement Coordinator
4. Prof. Krishnadas G, HOD Applied Sciences & Accreditation Coordinator
5. Prof. Lasithan L G, IIC Coordinator
6. Prof. Vibesh V Panicker, Placement Officer
7. Prof. Renjith Kumar D, Civil works Coordinator
8. Sri. P K Rajendran Nair, Administrative Officer
9. Sri. K P Babukutty, Superintendent

The following members of the BOG conveyed their inability to attend the meeting.

1. Mr.K.C.Chandrasekharan Nair , MD, Technopark Business Incubation Centre, Thiruvananthapuram
2. Dr. Achuthsankar S Nair, HOD, Department of Computational Biology and Bioinformatics
3. Prof. Manju S Nair, Associate Professor in CSE, College of Engineering Adoor
4. Prof. John George, Associate Professor in EEE, College of Engineering Adoor

## Agenda Summary

### Part 1-Procedural

<b>Item No</b>	<b>Item</b>	<b>Page No</b>
<b>1.1</b>	<b>Confirmation of the minutes of the 4<sup>th</sup> meeting of the BoG held on 13/06/2014</b>	<b>6</b>
<b>1.2</b>	<b>Action taken on the minutes of the 4<sup>th</sup> meeting of the BoG held on 13/06/2014.</b>	<b>6</b>

### Part 2-Ratifications and Approvals

<b>Item No</b>	<b>Item</b>	<b>Page No</b>
<b>2.1</b>	<b>Ratification of change in TEQIP Coordinator ship from John George to Manu M. John, during the absence of the former.</b>	<b>6</b>
<b>2.2</b>	<b>Ratification of proposal from Sri. Binulal B R for ITSS</b>	<b>7</b>
<b>2.3</b>	<b>Ratification of cancelled procurement packages</b>	<b>7</b>
<b>2.4</b>	<b>Ratification of the revision made in the procurement plan</b>	<b>7</b>
<b>2.4.1</b>	<b>Approval of new procurement packages</b>	<b>7</b>
<b>2.4.2</b>	<b>Deletion of procurement Packages</b>	<b>7</b>
<b>2.5</b>	<b>Approval needed for the proposal for conducting Pre-placement Orientation program and NAC-Tech Assessment facilitation for the college.</b>	<b>8</b>

<b>2.6</b>	<b>Approval of the proposal for the creation of a Technology Incubator at College of Engineering Adoor.</b>	<b>8</b>
<b>2.7</b>	<b>Approval needed for enhancing allowances of employees on daily wages</b>	<b>8</b>
<b>2.8</b>	<b>Ratification of fees paid for Accreditation and Report on SAR</b>	<b>8</b>

### **Part 3 – Reports**

<b>Item No</b>	<b>Item</b>	<b>Page No</b>
<b>3.1</b>	<b>Fund Utilization Report</b>	<b>9</b>
<b>3.2</b>	<b>Report of the progress made in the various activities envisaged in TEQIP Phase II, since the last meeting of the Board of Governors on 13/06/2014</b>	<b>9</b>
<b>3.2.1</b>	<b>Procurement Status</b>	<b>9</b>
<b>3.2.2</b>	<b>Academic Activities</b>	<b>9</b>
<b>3.2.3</b>	<b>Teaching and Research Assistantships</b>	<b>9</b>
<b>3.2.4</b>	<b>Finishing School [Remedial Classes/Soft Skill Training/ Employability Assessment, Result Analysis, Transition Rate]</b>	<b>9</b>
<b>3.2.5</b>	<b>Activities of IIC Cell</b>	<b>9</b>
<b>3.3</b>	<b>Report on visit on Mentor</b>	<b>9</b>
<b>3.4</b>	<b>Report on visit on Performance &amp; Data Auditor</b>	<b>10</b>
<b>3.5</b>	<b>Report on statutory audit</b>	<b>10</b>
<b>3.6</b>	<b>Report on Internal Audit</b>	<b>10</b>
<b>3.7</b>	<b>Report of Governance Self Review &amp; Governance Development Plan</b>	<b>10</b>

## **Part 4 - Any other item with the permission of the chair**

<b>Item No</b>	<b>Item</b>	<b>Page No</b>
<b>4.1</b>	<b>Other Items</b>	<b>11</b>

## **Part 5 -Annexure**

<b>Annexure No</b>	<b>Item</b>
<b>I</b>	<b>Minutes of 5th BOG held on 30/12/2014</b>
<b>II</b>	<b>Proposal of Binulal BR from sanctioned SPFU along with mail from chairman</b>
<b>III</b>	<b>Government order for enhancing allowances of employees on daily wages.</b>
<b>IV</b>	<b>Key Performance Indicators</b>
<b>V</b>	<b>Accreditation Fee Acknowledgement</b>
<b>VI</b>	<b>SAR Marks for EC,CS &amp;ME Departments</b>
<b>VII</b>	<b>Report of the Workshop of Pedagogical Strategies for Effective Teaching Learning</b>
<b>VIII</b>	<b>Mentor's Report</b>
<b>IX</b>	<b>Performance &amp; Data Auditor's Audit</b>
<b>X</b>	<b>Statutory Auditing Report</b>
<b>XI</b>	<b>Internal Auditing Report</b>
<b>XII</b>	<b>Governance Self Review &amp; Governance Development Plan</b>

The Meeting started at 10.30 AM under the presidency of the Prof. Eldho T I, Hon'ble Chairman. Principal Prof. Jyothi John welcomed all the members and special invitees. A brief report was made by the Principal on the various activities related to TEQIP and development in college as the impact of these activities. He also provided a brief report about the agenda of the meeting.

## **PART 1: PROCEDURAL**

### **Item No 1.1: Approval of the minutes of the 4<sup>th</sup> BOG meeting held on 13/06/2014**

Minutes of the fourth BOG meeting held on 13.06.2014 was circulated to the BOG members for confirmation. Based on the discussions, the BOG approved the minutes of the BOG meeting held on 13.06.2014.

### **Item No 1.2: Report on the action on the decisions in the minutes of the 4<sup>th</sup> BOG meeting held on 13.06.2014**

The Principal explained about the action taken on the decisions in the 4<sup>th</sup> BOG meeting. The BOG noted the actions taken as reported in the agenda item on the decisions of fourth meeting held on 13.06.2014.

## **PART 2: RATIFICATIONS AND APPROVALS**

### **Item No 2.1: Ratification of change in TEQIP Coordinator ship from John George to Manu M. John, during the absence of the former.**

The Principal explained the reasons for the changes made in Coordinator ship. BOG approved the change in Coordinator ship of TEQIP.

### **Item No 2.2: Ratification of proposal from Sri. Binulal B R for ITSS**

The Principal explained about the proposal from Sri. Binulal B R, Asso.Prof. in ME Dept for attending the 5<sup>th</sup> Asian Joint Workshop on Thermo Physics and Fluid Sciences to be held at Japan. BOG has agreed to ratify the proposal after getting a detailed report, on how the foreign tour can contribute towards the improvement and development of Mechanical Engineering Department. Sri. Binulal B R is therefore directed to give a detailed report on the visit.

### **Item No 2.3: Ratification of cancelled procurement packages**

The Principal reported the details of cancelled packages and explained the reasons for cancellation as given in the detailed agenda notes. The BOG has opined that the number of cancelled procurement packages should be minimized in future. After detailed discussions, however, the BOG has approved all the cancelled packages.

### **Item No 2.4.1: Approval of new procurement packages**

The Principal reported that 13 new packages has been included in the Procurement plan with an estimate cost of Rs. 40,84,362/-. The BOG ratified the revisions and approved the changes made in the procurement plan.

### **Item No 2.4.2: Deletion of procurement packages**

The Principal reported that two civil works packages for a total estimated cost of Rs.2,300,000/- were deleted from the procurement plan as per the recommendations of civil works committee, and this amount is allocated to procure goods required for the college. The BOG took note of this and ratified the deletion of these two civil work packages mentioned in the detailed agenda notes.

**Item No 2.5: Approval needed for the proposal for conducting Pre-placement Orientation program and NAC-Tech Assessment facilitation for the college.**

The BOG approved the order forwarded from SPFU for conducting Pre-placement Orientation program and NAC-Tech Assessment facilitation for the college.

**Item No 2.6: Approval of the proposal for the creation of a Technology Business Incubator at College of Engineering, Adoor.**

The students who are interested and aspiring for entrepreneurship may be selected and supported for developing the entrepreneurship skill. They may be given training by an expert appointed from Industry field. The expenditure for giving remuneration to the experts should be met from TEQIP.

**Workshop on Technology business incubation** A workshop may be conducted covering areas like Business Plan, Venture Capital, Marketing, Intellectual Property rights etc.

**Item No 2.7: Approval of the enhancement of the allowances of employees on daily wages.**

The enhancement of the allowances of employees on daily wages has been approved by the BOG as specified in the G.O.(P) No. 466/2014/Fin, dated 28.10.2014.

**Item No 2.8: Ratification of fees paid for Accreditation and Report on SAR**

Payment of the fee of Rs. 11,23,600/- for obtaining NBA Accreditation for the eligible UG and PG programmes in the CE, Adoor has been ratified by the BOG. Moreover, a self Assessment Report which is to be uploaded in the NBA website based on the assessment of Accreditation Team, prepared by the EC, CS and ME Departments as directed by the SPFU, has been approved by the BOG.

### **PART 3**



## REPORTS

### **Item No 3.1: Fund Utilization Report**

The Principal presented the summary of expenditure as on 30.12.2014. The BOG noted the expenditure incurred till date, for the allotted fund of Rs.550 lakhs.

### **Item No 3.2: Report of the progress made in the various activities envisaged in TEQIP Phase II, since the last meeting of the BOG.**

The Principal presented of the summary of the procurement activities post the fourth BOG meeting. The Principal reported the in-house and out-station training programmes for faculty, pedagogy training programs, Management Capacity Development Programmes attended by Faculty and Staff Development Programmes attended outstation post the fourth BOG meeting. He reported the teaching and learning assistantships given to PG students, and activities under IIIC cell, finishing school. The progress made under these various activities had been reviewed and approved by the BOG.

It has been decided by the BOG that the 1<sup>st</sup> year students should be given special coaching by expert faculties.

### **Item No 3.3: Report on visit on Mentor**

The mentor Dr. Ashaletha Thampuran visited the college on 1<sup>st</sup> and 2<sup>nd</sup> September, 2014 and interacted with the TEQIP Coordinators, faculties, Technical and Office staff and UG and PG students. The report received from the Mentor has been discussed in the BOG and it is directed by the BOG that significant items mentioned in the report should be listed out and discussed in the next BOG. The BOG Chairman also suggested that the Mentors Report should be forwarded to the

Director of IHRD and the fact reported to the Chairman of BOG.

#### **Item No 3.4: Report on visit on Performance & Data Auditor**

The Performance Auditor Mr. Suresh Dattatraya Khare, and Data Auditor Mrs. Smitha Dharan, visited the campus on 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> October 2014 and interacted with the TEQIP Coordinators, faculty, technical and office staff and UG and PG students. The report received from the Auditor has been discussed in the BOG.

#### **Item No 3.5: Report on statutory audit**

The firm M/s K. Venkatachalam Aiyer & Co., Chartered Accountants, had audited the financial statements of the College of Engineering Adoor and the report from the auditor has been discussed in the BOG.

#### **Item No 3.6: Report on Internal audit**

The firm M/s Mohan & Mohan Associates., Chartered Accountants, had audited the financial statements of the College of Engineering Adoor for two quarters of the financial year 2013-2014 and the report from the auditor has been discussed in the BOG.

#### **Item No 3.7: Report of Governance Development Plan**

TEQIP-II of the CE, Adoor has prepared a preliminary Governance Development Plan as directed by the NPIU for the successful implementation of TEQIP-II. The Plan was sent to SPFU and NPIU.

The BOG has suggested that in order to develop the Governance Development Plan, the method of KPIs should be established. A workshop should be conducted

in the college once in a year including the programmes on Governance, Employability of the students, Patent, No. of Research Projects etc.

## **PART 4**

### **Any other item with the permission of the chair**

#### **Item No 4.1: Purchase of Text Books**

The Principal pointed out that necessary steps have been taken to purchase Text Books for the use of the institution through competitive quotations, and purchase orders placed to the firm which has quoted the least rate, but the firm has not supplied the required quantity of books in full due to the shortage of books.

The BOG has suggested that the purchase should be made either by replacing the unavailable books with multiple copies of books available in the same list or by purchasing new books based on the recommendation of the concerned Department.

#### **Item No 4.2:**

BOG also opined that a self review of the Governing Body should be done in the next BOG meeting.

#### **Item No 4.3:**

It was also opined that NOC should be issued liberally to the faculties who are willing to take higher studies on Part time Basis.

The meeting was dissolved at 3.45 PM. The next BOG meeting will be in March/April 2015.

Chairman

Principal

