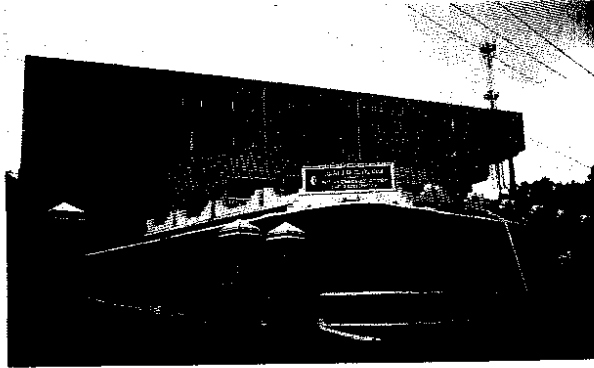


**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME,  
PHASE II Sub Component 1.1**

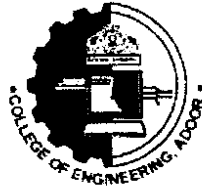


**7<sup>th</sup> MEETING OF THE BOARD OF GOVERNORS**

**MINUTES**

**Date: 03.10.2015 Time: 10.30 AM**

**Venue: Conference Hall, College of Engineering Adoor**



**COLLEGE OF ENGINEERING ADOOR**

**Manakkala PO, Adoor, PIN : 691551**

**Phone : +91 4734 291551.**

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## **Minutes of Seventh Meeting of Board of Governors**

Presided by

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

**Venue: Conference Hall, College of Engineering, Adoor**

**Date: 03<sup>rd</sup> October 2015 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. Dr. Zakkariya K A, Syndicate Member, CUSAT (University Nominee)
5. Mr.K.C.Chandrasekharan Nair , Associate Principal Consultant, KITCO, Cochin
6. Sri. L L Ramachandran, Deputy General Manager IIS, BPCL Cochin Refineries Ltd.
7. Prof. Manju S Nair, Associate Professor in CSE, College of Engineering Adoor
8. Prof. John George, Associate Professor in EEE, Principal in charge, College of Engineering Adoor
9. Prof. Jyothi John, Principal, College of Engineering Chengannur (Special invitee)

### ***Also present***

1. Prof. Venkitaraj K P, TEQIP Coordinator
2. Prof. Manu M John , Finance Coordinator
3. Prof. Renjith Kumar D, Civil works Coordinator & HOD EEE
4. Prof. Raji A, Monitoring & Evaluation Coordinator & HOD ECE
5. Prof. Binulal B R, HOD ME
6. Prof. Girija V R, HOD CSE
7. Sri. P K Rajendran Nair, Administrative Officer

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

1. Sri. James Joseph, Joint. Sec. Finance, Government of Kerala (State Govt. Nominee)

2. Dr. Achuthsankar S Nair, HOD, Department of Computational Biology and Bioinformatics,  
University of Kerala

### **Agenda Summary**

#### **Part 1-Procedural**

<b>Item No</b>	<b>Item</b>	<b>Page No</b>
1.1	Confirmation of the minutes of the 6 <sup>th</sup> meeting of the BoG held on 18.04.2015	5
1.2	Action taken on the minutes of the 6 <sup>th</sup> meeting of the BoG held on 18.04.2015.	5

#### **Part 2-Ratifications and Approvals**

<b>Item No</b>	<b>Item</b>	<b>Page No</b>
2.1	Ratification of revised Institutional Development Plan submitted on April 2015	6
2.2	Ratification of revisions made in the procurement plan	6
2.3	Approval for the action plan for the remaining project period	6
2.4	Approval for the proposal from Prof. John George for attending international conference under ITSS	6
2.5	Approval for the conversion of consolidated pay of Junior Accountant	7

### Part 3 – Reports

Item No	Item	Page No
3.1	Fund Utilization Report	7
3.2	Report of the progress made in the various activities envisaged in TEQIP Phase II, since the last meeting of the Board of Governors on 18/04/2015	7
3.2.1	Procurement Status	7
3.2.2	Academic Activities	7
3.2.3	Teaching and Research Assistantships	7
3.2.4	Finishing School [Soft Skill Training/student support programs, Result Analysis, Transition Rate]	7
3.2.5	Performance Audit Report	8

### Part4 - Any other item with the permission of the chair

Item No	Item	Page No
4.1	Other Items	8

### Part5 -Annexure

Annexure No	Item
I	Minutes of 6th BOG held on 18/04/2015
II	Proposal by Sri. John George for ITSS

*Reports submitted before the Chair*

1. Revised IDP
2. Annual Report 2013-14
2. Annual Report 2014-15
4. Data Auditor Report
5. Performance Auditor Report

The Meeting started at 10.30 AM under the presidency of the Prof. Eldho T I, Hon'ble Chairman. Principal Prof. John George 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 6<sup>th</sup> BOG meeting held on 18/04/2015**

Minutes of the sixth BOG meeting held on 18.04.2015 was circulated to the BOG members for confirmation. Based on the discussions, the BOG approved the minutes of the BOG meeting held on 18.04.2015.

**Item No 1.2: Report on the action on the decisions in the minutes of the 6<sup>th</sup> BOG meeting held on 18.04.2015**

The Principal explained about the action taken on the decisions in the 6<sup>th</sup> BOG meeting. The BOG noted the actions taken as reported in the agenda item on the decisions of sixth meeting held on 18.04.2015.

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

### **Item No 2.1: Ratification of revised Institutional Development Plan submitted on April 2015.**

The Principal explained the revisions made in the Institutional Development Plan submitted to NPIU on April 2015. BOG approved the revisions made in Institutional Development Plan for TEQIP Phase II.

### **Item No 2.2: Ratification of revisions made in the procurement Plan**

The Principal explained about the revisions as per the requirements such as establishment of physics lab, chemistry lab, civil lab and the renewal of the subscription of e-journals for the year 2016. BOG approved the revisions and ratified the procurement plan.

### **Item No 2.3: Approval of the action plan for the remaining project period**

The Principal explained about the action plan for the remaining project period prepared as per the decisions of the sixth BOG meeting. BOG approved the action plan. BOG suggested to prepare a detailed action plan and submitted in the next BOG meeting.

### **Item No 2.4: Approval for the proposal from Prof. John George for attending International Conference under ITSS**

A proposal received from Sri. John George, Associate Professor in Electrical Engineering Department (In Charge of Principal), College of Engineering Adoor for presenting paper at the IEEE Power and Energy Society ISGT Asia 2015 conference to be held in Bangkok, Thailand from 04.11.2015 to 05.11.2015

under International Travel Support Scheme ,TEQIP. BOG directed to constitute an internal scrutiny committee for evaluating the ITSS proposal and opined that the scrutiny committee report may be sent to the Chairman with a copy to SPFU. The BOG entrusted Hon'ble Chairman for approval of ITSS based on scrutiny committee report.

**Item No 2.5: Approval for the conversion of consolidated pay of Junior Accountant**

As per the decision taken in the 7th and 8<sup>th</sup> meeting of the State Steering Committee of TEQIP II, the posts of Clerk cum Junior Accountant is converted from daily wages basis to contract (consolidated pay). The BOG ratified the conversion from daily wages basis to contract basis for the post of Clerk cum Junior Accountant.

**PART 3: REPORTS**

**Item No 3.1: Fund Utilization Report**

The Principal presented the summary of expenditure as on 30.09.2015. 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 sixth BOG meeting. The Principal reported the in-house and out-station training programmes for faculty, out-station pedagogical training programs for Faculty post the sixth BOG meeting. The Principal reported the teaching and learning assistantships given to PG students, activities under finishing school and activities

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for student development. The progress made under these various activities had been noted by the BOG.

**Item No 3.3: 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 Auditors has been noted in the BOG.

**PART 4 Any other item with the permission of the chair**

**Item No 4.1: Request from Smt. Vidya S, Data Entry Operator, TEQIP II office, College of Engineering Adoor**

A letter has been received from Smt. Vidya S, Data Entry Operator, TEQIP II office, College of Engineering Adoor requesting for converting from daily wages basis to contract basis. Since her qualifications do not match with prescribed qualifications of contract basis, BOG rejected her request.

**The BOG made the following directions**

- ❖ BOG suggested for conducting two national conferences, in the area of (i) Mechanical Engineering and (ii) Combined in Electrical Sciences like ECE, CSE &EEE. The status of preparation of the conferences will be evaluated in the next BOG meeting, which should be scheduled in November 2015. The following Titles and tentative dates suggested by the Heads of Dept were approved by BOG.



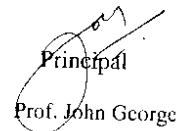
Dept	Title	Tentative date
Mechanical Engineering	Heat Transfer, Fluid Dynamics and Propulsion	July/August 2016
Combined ECE, CSE & EEE Dept	Emerging Trends in Power Control Communication & Computing	June 2016

- ❖ A detailed action plan must be prepared and submitted in the next BOG meeting.
- ❖ BOG directed that a written explanation from the faculty for their absence from Pedagogical training need to be forwarded to SPFU.
- ❖ BOG suggested that civil works must be done at the earliest. BOG opined that for monitoring civil works, guidelines can be taken from civil engineers of RIT or TKM.

The meeting was dissolved at 1:30 PM. The next BOG meeting will be in the first week of ~~November~~ 2015.



Chairman  
Prof Eldho T I



Principal  
Prof. John George