

17/6/2016

10.30 AM

9th BOG meeting

Venue: Conference Hall, College of Engineering
Adoor

Members Present.

- ① Prof. Eldho T. D.
- ② Dr. Zakariya K.A.
- ③ L.L. Ramachandran
- 4 Manju S. Nair
- 5 Dr. A. Shalaka Thampuran
- 6 Dr. P. Suresh Kumar, Director, DNR?
- 7 Dr. S. Jayakumar
8. *Dr. John George* Principal, CEATM
9. Venkatesh KP
10. Jayachandran ES.
11. Binu Lal B R
- 12 Dr. K. C. C. Nair

The meeting started at 10.45 AM under the presidency of the Prof. Eldho T.D., Hon'ble Chairman. The Principal Dr. 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. The Principal also provided a brief report about the agenda of the meeting.

Part - I Procedural

Item No: 1.1/BOG9: Approval of the minutes of the 8th BOG meeting held on 12.1.2016

Minutes of the eighth BOG meeting held on 12.1.2016 were circulated to the BOG members for confirmation. The BOG approved the minutes of the BOG meeting held on 12.1.2016

Item No: 1.2/BOG9: Report on the action on the decisions in the minutes of the 8th BOG meeting. f. l. d. on 12.1.2016

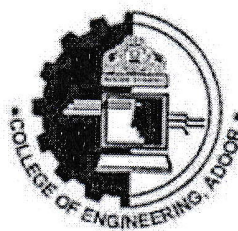
**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME,
PHASE II Sub Component 1.1**



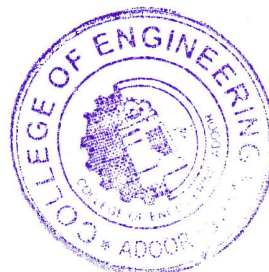
**9th MEETING OF THE BOARD OF GOVERNORS
MINUTES**

Date: 17.06.2016 Time: 10.30 AM

Venue: Conference Hall, College of Engineering Adoor



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



COLLEGE OF ENGINEERING ADOOR

Minutes of Ninth Meeting of Board of Governors

Presided by

Hon'ble Chairman: Prof. ELDHO T I

Venue: Conference Hall, College of Engineering Adoor

Date: 17 June 2016 Time: 10.30 A.M

Members Present

1. Prof. Eldho T I, Chairman , BOG
2. Dr. Zakkariya K A, Syndicate Member, CUSAT (University Nominee)
3. Dr. John George, Associate Professor in EEE, Principal in charge, College of Engineering Adoor
4. Prof. Manju S .Nair, Associate Professor in CS, College of Engineering ,Adoor
5. Sri. L L Ramachandran, Deputy General Manager IIS, BPCL Cochin Refineries Ltd.
6. Mr.K.C.Chandrasekharan Nair , Associate Principal Consultant, KITCO, Cochin

Special Invitee

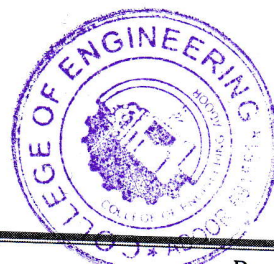
1. Dr, Suresh Kumar P, Director, IHRD,
2. Dr. Jayakumar S, Director, SPFU, Kerala
3. Dr. Ashaletha Thampuran, Mentor

Also present

1. Prof. Venkitaraj K P, TEQIP Coordinator
2. Dr. Jayachandran E S, HOD ECE Dept
3. Prof. Binulal B R, HOD ME Dept

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

1. Dr. Achuthsankar S Nair, HOD, Department of Computational Biology and Bioinformatics, University of Kerala
2. Addl.Sectry/Joint Sectry/Dy.Sectry (Admin Dept)
3. Secretary/Addl.Sectry/Joint Sectry/Dy.Sectry(Fin Dept)



Agenda

Item No1/BOG9: Procedural Items

- 1.1. Approval of the minutes of the previous BOG meeting
- 1.2. Report on the action on the decisions in the minutes of the 8th BOG meeting held on 12.1.2016

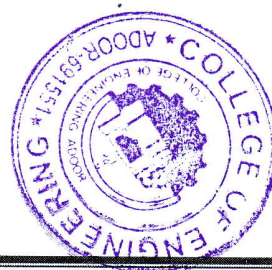
Item No.2/BOG9: Ratification & Approvals –Discussion and consideration

- 2.1. Ratification of the ITSS proposals submitted by Sri. Manu M John and Sri. Madhu A K.
- 2.2. Ratification of the revisions made in the procurement Plan
- 2.3. Approval for procurement of goods against the interest earned on principal amount received
- 2.4. Ratification of the honorarium paid for subject experts from IIT/IISc for FDP and Expert lectures
- 2.5. Ratification of the action taken by the principal in seeking the services of a supervisor for overseeing civil works under TEQIP-II

Item No.3/BOG9: Reports

- 3.1. Fund Utilization report
- 3.2. Report of the progress made in the various activities envisaged in TEQIP II since last meeting of BOG on 12/01/2016
 - 3.2.1 Procurement Status
 - 3.2.2 Academic activities
 - 3.2.3. Teaching & research assistantships
 - 3.2.4. Finishing School [Soft Skill Training/student support programs, Result Analysis, Transition Rate]
 - 3.2.5. Accreditation Status

Item No.4/BOG9: Annexure



The Meeting started at 10.45 AM under the presidency of the Prof. Eldho T I, Hon'ble Chairman. The Principal Dr. 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. The Principal also provided a brief report about the agenda of the meeting.

PART 1

PROCEDURAL

Item No 1.1/BOG9: Approval of the minutes of the 8th BOG meeting held on 12.1.2016

Minutes of the Eighth BOG meeting held on 12.1.2016 was circulated to the BOG members for confirmation. The BOG approved the minutes of the BOG meeting held on 12.1.2016.

Item No 1.2/BOG9: Report on the action on the decisions in the minutes of the 8th BOG meeting held on 12.1.2016

The Principal explained about the action taken based on the decisions made in the 8th BOG meeting. The BOG noted the actions taken as reported in the agenda item on the decisions of eighth meeting held on 12.1.2016. The Principal explained the academic activities organized and attended by various faculty and staff and explained the progress of conference to be organized during October 2016. BOG suggested detailed expenditure statement of conference should be submitted in the next BOG

PART 2

RATIFICATIONS AND APPROVALS

Item No .2.1/BOG 9. Ratification of the ITSS proposals submitted by Sri. Manu M John and Sri. Madhu A K.

Two proposals seeking financial support through the ITSS of TEQIP were received. The details are furnished below.

1. Proposal for ITSS submitted by Sri. Manu M John ,Assistant Professor in Mechanical Engineering Department, College of Engineering Adoor seeking financial support through the ITSS of TEQIP – II for attending and presenting a research paper at the 18th International Conference on Spacecraft technologies and Aerodynamic forces (ICSTAF-2016, 8-9-August 2016), Seattle, USA. Sri. Manu M John received the acceptance of paper by email on April 25th, 2016, and applied for ITSS on May 2nd 2016. The honourable chairman, BOG had accorded approval to the proposal submitted by Sri. Manu M John on May 3rd 2016, subject to its ratification in the next meeting of the BOG. The Internal scrutiny committee held on May 30th and screening committee held on June 3rd 2016 scrutinized the proposal and given approval .Sri Manu M John had already paid the US Visa fee (160 USD) on May 7th and registration fee of(450 EURO) on 25th May 2016 well before the new guidelines came into effect.
2. Proposal for ITSS submitted by Sri. Madhu A K, Assistant Professor in Mechanical Engineering Department, College of Engineering Adoor seeking financial support through

the ITSS of TEQIP – II for attending and presenting a research paper at the ASME – Summer Heat Transfer Conference 2016 (SHTC 2016, 10-14 July 2016), Washington DC, USA respectively. Sri. Madhu A K received the acceptance of paper by email on March 15th 2016 and applied for ITSS on May 8th 2016. The honourable chairman, BOG had accorded approval to the proposal submitted by Sri. Madhu A K on May 10th, subject to its ratification in the next meeting of the BOG. The Internal scrutiny committee held on May 30th and screening committee held on June 3rd 2016 scrutinized the proposal and given approval. Sri Madhu A K had already paid the US Visa fee (160 USD) on May 25th and registration fee of (965 USD) on 15th April 2016 well before the new guidelines came into effect.

The BOG was informed about the revised set of guidelines for ITSS communicated to the project institutions from NPIU through e-mail dated 6th June 2016. The revised guidelines restricted international travel to those intended only for invited talks and plenary talks in international conferences. Through a subsequent email, dated 10th June 2016, SPFU Director informed that permission may be granted to already approve cases of ITSS. However, for the fresh proposals, new guidelines are to be followed.

Decision: After due consideration of the above mentioned facts that the process of ITSS proposal was initiated and approval of Honourable Chairman, BOG was obtained before the revised guidelines came into effect, the BOG ratified the approval accorded to the proposals by the Chairman, BOG and approved the ITSS proposals submitted by Sri Manu M John and Sri Madhu A K and instructed to complete the procedure as per the TEQIP guidelines, subject to the condition that both of them tender an undertaking that they are liable to pay back the amount claimed for the international travel in case of any objection to the proposals by the NPIU.

Item No.2.2/BOG 9: Approval of the revisions made in the procurement Plan

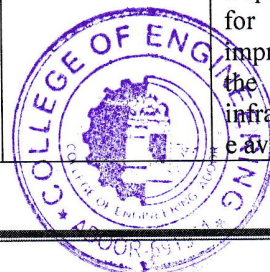
The Principal presented the following revisions made in the procurement plan.

a. New Packages added

Sl No	Name of the package	Package Details	Method of procurement	Estimated cost	Reason for procurement
1	ASME e-journal 2016 subscription renewal	Renewal of subscription to 26 ASME e-Journals of Mechanical Engineering for the year 2016	Direct Contract	Rs. 1,70,000	The annual subscription ended in December 2015
2	Elsevier e-journal 2016 subscription renewal	Renewal of subscription of 275 Elsevier e-Journals of Engineering and Computer Science for the year 2016	Direct Contract	Rs. 4,90,000	The annual subscription ended in December 2015
3	IEEE e-journal Subscription Renewal 2016	Renewal of subscription of 145 IEEE e-Journals of Electrical & Electronics, Telecommunication and Computer Science for the year 2016	Direct Contract	Rs.3,95,000	The annual subscription ended in December 2015



4	J- Gate e journal Subscription Renewal 2016	Subscription to J-Gate e-journals (Access to 8200 indexed and 4500 Full text of Electrical /Civil/IT/CS) for the year 2016	Direct Contract	Rs.70,000	The annual subscription ended in December 2015
5	ASTM e- journal Subscription Renewal 2016	Subscription to ASTM digital library (Access to 1500+e-books 17000+articles from 8 journals)	Direct Contract	Rs. 75,000	The annual subscription ended in December 2015
4	Desktops for ME department	Two Numbers. Monitor And Desktop; Acer desktop i3 4150/4GB/500GB/DVD	Direct Contract	Rs. 80,850	New requirement from department of ME by HOD ME for department office work.
5	Digital Multifunctional Copier machine	Digital Multifunctional Color Copier Size A3 (2no)	Direct Contract	Rs.3,71,322	This package is included as per the requirement submitted from the examination cell. These high speed copier machines are highly essential for the smooth conduct of KTU examinations.
6	Platforms & lecture stand	This package includes 1. Wooden platform (6nos) 2. Lecture stands (6nos)	Shopping	Rs.2,10,000	This package is added as a new institutional requirement.
7	Laboratory Hot plate & Autotransformer	This package includes the following items 1. Rectangular Hot plate (1 No) 2. Autotransformer (1 No)	Direct contract	Rs.21,800	This package is included as per the new requirement received from ME Dept. This is for improving the infrastructure available



					for research activities in the Advanced Thermal & Fluid Research Lab
8	Computer Accessories	1. Desktop Monitor (1No) 2. Wireless access point (2 nos)	Direct contract	Rs.20,000	To strengthen wifi internet access in the college main building premises. Desktop monitor is as per the request received from HOD EC Dept.

b. Packages Cancelled

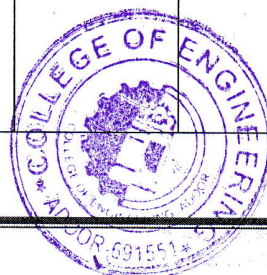
Sl No	Name of the package	Method of procurement	Estimated cost	Reasons for cancellation
1	Campus Networking package	Shopping	Rs.2,47,500	Quotation submitted was not satisfied to specifications.

Action Taken: BOG noted and approved the changes made in the procurement plan.

Item No 2.3/BOG 9: Approval for procurement of goods against the interest earned on the principal amount received

The NPIU, through e-mail dated 28th Jan 2016, have informed that Financial Management Manual page No. 9 (point No. 3.3) permits the utilization of the interest income generated by CFIs/State institutes/SPFUs out of the advances provided by MHRD/State on project related activities. The following new packages are recommended by the Institutional Procurement Committee for purchasing using the interest earned.

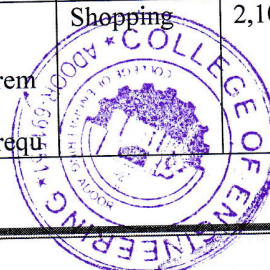
Sl No	Name of the package	Description of the package	Method of procurement	Estimated cost	Justification for the proposal
1	Campus Surveillance System	This package includes the installation of 32 IR bullet cameras & 9 IR dome cameras at different locations in administrative & workshop buildings. In addition to the IR cameras, the package also includes a 64 channel DVR (1no), Hard Disc (4nos), 4port switch (4nos), 5port POE switch (3 nos), 8port POE switch(5nos), Camera installation up to 45 meter wiring including materials (medium pipe, CAT6 cable , cat6 jack accessories)	Shopping	500,800	This package is added as a new institutional requirement. It is mandatory as per the



					guidelines to install campus surveillance system in the academic institutions.
2	Campus Management Software	Campus automation software with academic module, student, staff management, accounting etc modules	Shopping	250,000	This package is added as a new institutional requirement. This software is very essential for smooth functioning & monitoring of different academic and administrative activities in the institution.
3	Muffle Furnace	This package includes one muffle furnace (Max temperature: 1000 deg C, chamber size: 6" x 6" x 12")	Direct Contract	31,500	This package is included as per the new requirement received from ME Dept. This is for improving the infrastructure available for research activities in the Advanced Thermal & Fluid Research Lab
4	Ball Mill	This package includes Ball Mill (1no)- Capacity: 1 kg, SS Jar, Speed: 80rpm	Direct Contract	41,000	This package is included as per the new requirement received from ME Dept. This is



					for improving the infrastructure available for research activities in the Advanced Thermal & Fluid Research Lab
5	Measuring Instruments for Advanced Electrical Engineering Lab	PH meter(1) ,Pressure meter(1), Tachometer (1no)	Direct Contract	36,532	This package is included as per the new requirement received from EEE Dept. This is for improving the infrastructure available in the Advanced Electrical Engineering Lab
6	Thermal Cyclic Chamber	This package includes Thermal Cyclic Chamber(1no) Chamber size: 45 cm x 45 cm x45 cm Temperature range : ambient to 300 deg C	Shopping	1,50,000	This package is included as per the new requirement received from ME Dept. This is for improving the infrastructure available for research activities in the Advanced Thermal & Fluid Research Lab
7	Multi channel Data Logger	The package includes Multi channel Data Logger Types of Input: Thermocouple, RTD Temperature measurements, thermister, ac voltage, dc voltage, ac current, dc current, frequency	Shopping	2,10,000	This package is included as per the new requirement



		ency. Display Resolution: 6.5 Digits DMM Number of channels: minimum 20 channel Channel Scan rate: 45 channels/second basic dc scan rate Scaling and alarms for each channel Data Logging software 1Gbit LAN and USB 2.0 for connectivity to the PC USB Memory interface for data transfer and storage (1 No) Armature Multiflexure module(2 No) – 20 channel			received from ME Dept. This is for improving the infrastruc- ture available for research activities in the Advanced Thermal & Fluid Research Lab
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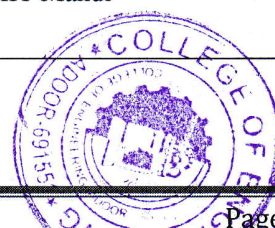
Action Taken: BOG granted permission for the utilization of the interest earned for the project activities and the purchase of the packages detailed above using the fraction of the interest that can be allocated for procurement.

Item No 2.4/BOG 9: Ratification of the honorarium paid to the subject experts from IIT/IISc and other reputed organization for faculty development program and expert lectures.

Action Taken: BOG approved the proposal of the honorarium paid to the subject experts from IIT/IISc for faculty development program and expert lectures. Since the subject experts from other reputed organizations like VSSC ,MNRE,IIST,NIT etc. are having high profiles and holding top positions in the managements BOG has given approval for the honorarium paid to the subject experts from and other reputed organization like VSSC ,MNRE,IIST,NIT etc. for faculty development program and expert lectures.. The details are given below.

- The BOG ratified the honorarium paid to Dr. Tony Jacob , Assistant Professor IIT Guwahati, who delivered lectures in the faculty development program “**Recent Trends in Digital Image Processing**” from 06th to 08th January 2016 were given honorarium of Rs.5000/- per day.
- The BOG ratified the honorarium paid to subject experts IIT /NIT and MNRE who delivered lectures in the faculty development program “State- of -the art of solar energy Technologies” from 22th to 26th February 2016 were given honorarium of Rs.5000/- per day as the experts from NIT and MNRE are holding leading positions at their respective departments. The detailed lists are given below.

Sl no	Name & Designation of Subject Expert	Organization
1	Dr. S Jayaraj , Professor	NIT Calicut
2	Dr. Satvasheel Powar, Assistant Professor	IIT Mandi



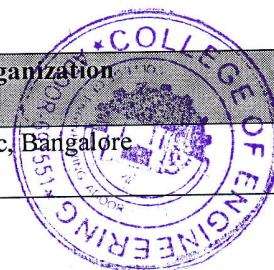
3	Dr. K Srinivas Reddy, Professor	IIT Madras
4	Dr. Dibakar Rakshit, Assistant Professor	IIT Delhi
5	Dr. A Mani, Professor	IIT Madras
6	Mr. Sudhir K Singh, Director (Solar Thermal)	National Institute of Solar Energy , Ministry of New and Renewable Energy (MNRE)

- c. The BOG ratified the honorarium paid to subject experts IIT /VSSC and IIST who delivered lectures in the faculty development program “Aerospace Engineering –Theory and Applications” from 18th to 23th March 2016 were given honorarium of Rs.5000/- per day as the experts from IIST and VSSC are holding leading positions at their respective departments. The detailed lists are given below.

Sl no	Name & Designation of Subject Expert	Organization
1	Dr. Praveen Nair, Head, CFD Section	VSSc, Trivandrum
2	Dr. Ashoke De, Assistant Professor	IIT Kanpur
3	Dr. Jasperlal, Group Head	VSSc, Trivandrum
4	Mr. Ajith B, Sc/Er, VSSc, SPED	VSSc, Trivandrum
5	Mr. Fazil Mohammed, Sc/Er	VSSc, Trivandrum
6	Mr. C Venkatesan, Professor & Former Head	IIT Kanpur
7	Dr. Shine S R, Assistant Professor	IIST, Trivandrum

- d. The BOG ratified the honorarium paid to subject experts from IISc and NIT who delivered lectures in the faculty development program “Advanced Composite Materials and Applications” from 06th to 08th April 2016 were given honorarium of Rs.5000/- per day as the experts from IISc and NIT are holding leading positions at their respective departments. The detailed lists are given below.

Sl no	Name & Designation of Subject Expert	Organization
1	Dr. M R Bhat, Chief Research Scientist	IISc, Bangalore



2	Dr. K M Gupta, Rtd Professor	Motilal Nehru NIT, Allahabad (Visiting Professor)
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- e. The BOG ratified the honorarium of Rs.5000/- per day paid to subject experts from IIT/HBNI who delivered expert lectures for students considering the fact that the experts held leading positions at their respective departments. The detailed lists are given below.

Sl No	Date	Expert Name	Topic
1	06-02-2016	Dr.Chakravarthy Balaji , Professor, Dept of ME, IIT Madras	"Engineering- Man's Crowning Glory & design in Nature & Engineering"
2	24-02-2016	Dr. John Philip Professor, Homi-Bhabha National Institute (HBNI) SO/H, Head, SMARTS & RTS, Metallurgy and Materials Group, Indira Gandhi Centre for Atomic Research, Kalpakkam	"Smart Materials"
3	03-03-2016	Dr. P.M.V Subbarao Associate Dean, Hostel Management Professor, Mechanical Engineering Department IIT Delhi	"Development of HCCI Engines: A new concept for automobiles"
4	08-03-2016	Dr. T Asokan Professor, Department of Engineering Design IIT Madras	"Autonomous Robots: Design & Control"

Honorarium paid at the rate of Rs 5000/- day to subject experts from IIT/IISc is permissible with reference to the minutes of the State Steering Committee Meeting. So the BOG directed that the honorarium paid at the rate of Rs. 5000/day to subject experts from institutions other than IIT/IISc only need to be brought before the BOG for approval in due course.

Item No 2.5/BOG9: Ratification of the action taken by the principal in seeking the services of a supervisor for overseeing civil works under TEQIP-II

Since there is no civil engineering department at College of Engineering Adoor, as per the instructions of the 7th BOG meeting, the Principal had requested the services of a demonstrator in civil engineering for supervising the ongoing civil works under TEQIP II, to the nearby government Polytechnic College Manakkala. The Principal, Government Polytechnic College Manakkala had extended the service of a demonstrator in civil engineering for the purpose.

Decision: The BOG ratified the action taken by the Principal and accord sanction of appointing civil engineering supervisor for Civil Engineering works done under TEQIP II. BOG permitted the institution to pay a supervisory charge for the days engaged subjected to a maximum of daily DA at the incumbent's cadre as per the prevailing rules of State Government.



PART 3
REPORTS

Item No 3.1/BOG9: Fund Utilization Report

The Principal presented the summary of expenditure as on 30.05.2016. The BOG noted the expenditure incurred till date, for the allotted fund of Rs.1000 lakhs. The Fund utilization status for the allotted 1000 Lakh is presented in table given below.

000 Lakh is presented in table given below.

No	Activity/Category of Expenditure	Total Budget Provision out of Rs. 1000 Lakh	Amount spent as on last BOG (31/12/15)	Amount spent till (31/05/16)	Improvements from last BOG
1	Improvement in teaching, training and learning facilities	Lakh	Lakh	Lakh	Lakh
(a)	Expenditure on ICT enabled learning, related software & hardware.	550.00	33.94425	33.94425	0
(b)	Expenditure on New laboratory for new PG programs		0	0	0
(c)	Expenditure on New laboratory for existing PG programs		57.59036	57.59036	0
(d)	Expenditure on Existing laboratories modernized/strengthened		268.42244	276.04275	7.62031
(e)	Expenditure on Library i.e. books, e-books, journals, e-journals and course specific software		66.55551	66.55551	0
(f)	Expenditure on membership of online journals & consortium		0	0	0
(g)	Expenditure on digitally/virtually accessible courses/subjects		0	0	0
(h)	Expenditure on Modernizing Classrooms		7.94891	7.94891	0
(i)	Expenditure on Procurement of Equipments etc. for Institutes/ TEQIP unit.		75.31501	82.93871	7.6237
(j)	Expenditure on Civil Work		0	0	0
(k)	Others. (Specify if Material)		0	0	0
Sub Total				509.77648	525.02049
2	Providing Assistantship for increased enrolment in existing and new PG	100.00	39.08129	48.28129	9.2
3	Enhancement of R&D and Institutional Consultancy activities	20.00	1.09890	1.46435	0.36545
4	Faculty and Staff Development (FSD)	100.00	17.70619	45.92317	28.21698
5	Enhanced Interaction with Industry	40.00	1.86585	3.94759	2.08174
6	Institutional Management Capacity Enhancement	30.00	2.28294	2.28294	0
7	Academic Reforms	20.00	11.50330	11.50330	0
8	Academic Support for weak students	40.00	4.88669	6.11014	1.22345

9	Incremental Operating Cost	100.00	32.65945	37.46773	4.80828
TOTAL		1000.00	620.86109	682.00100	61.13991

Action Taken: BoG noted and approved the fund utilization report

Item No 3.2/BOG9: 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 eighth BOG meeting. The Principal reported the in-house and out-station training programmes for faculty, out-station pedagogical training programs for faculty after the eighth BOG meeting. The Principal also reported the teaching and learning assistantships given to PG students, activities under finishing school and activities for student support. The status of accreditation process has been reported after the BOG. The progress made under these various activities had been reviewed and approved by the BOG.

Action Taken: BoG noted and approved the report of the progress made in the various activities envisaged in TEQIP-II, since the last BoG meeting

The meeting was dissolved at 1:30 PM.


Chairman, BoG
Prof. Eldho T I


Principal
Dr. John George

