

Minutes of the meeting of the Principals of Engineering Colleges selected under sub-component 1.1 of TEQIP Phase – II, convened by the DTE on 02.03.2012, 03.00 pm at the Conference Hall of the Directorate of Technical Education

The list of members present is given as Annexure.

The meeting started at 03:00 pm.

Dr.J.Letha, Director of Technical Education presided over the meeting.

Item No. 1 : Reporting the minutes of the third SSC meeting

The State Steering Committee (SSC) in its third meeting held on 02.02.2012 clarified / decided the following regarding project institutions / SPFU Kerala and the decisions / clarifications were reported to the meeting of the Principals for compliance / guidance.

- 1.01) Decided that SPFU, Kerala will adopt the required guidelines in addition to what is stipulated in the Project Implementation Plan of TEQIP-II, to ensure uniform expenditure pattern while organizing workshops, training programmes, conferences etc. in connection with TEQIP-II in the project institutions and SPFU Kerala.
- 1.02) Clarified that the releases made by MHRD in terms of General, SC & ST categories are mandatory. However if ST population is less in Kerala, permission may be sought from MHRD to bundle the releases to SC & ST together (15% +7.5%) and incur project expenditure accordingly.
- 1.03) In pursuance to the contents of the letter No.NPIU/TEQIP-II/FIN/24 dated.31.01.2012 from NPIU decided to pass on the releases by MHRD and State Government to the Project Institutions concerned and SPFU.
- 1.04) Clarified that regarding institutions that have submitted IDPs for less than ₹ 10 crore, their maximum project allocation shall be the amount requested by them as project assistance through their IDPs. Further clarified that for any Project Institution ₹ 10 crore shall be the maximum permissible project allocation as per Sub – Component 1.1 of TEQIP-II.
- 1.05) Decided to accord permission for 'Spill over' expenditure to the next financial year for the Project Institutions and SPFU Kerala for implementing TEQIP-II and proceed with NPIU approved Project contents and Procurement Plans as per PMSS.
- 1.06) Decided to grant permission to SPFU, Kerala, to proceed with the concurrent audit for ensuring control measures and necessary accountability in the Project Institutions of TEQIP-II, by the team of SPFU /


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DTE, headed by Financial Officer of SPFU, incurring expenditure towards travel and allowances as per rule.

- 1.07) Decided to recommend to Government to grant permission to BoGs of the Project Institutions to accord sanction for journeys within the country to teaching and non teaching staff under them, during the project period, exclusively for TEQIP-II.
- 1.08) Decided to use Tally.ERP9/Tally.NET as accounting software platform across all project institutions in the State and SPFU to maintain double entry book keeping in the institutions and to view / take consolidated report at SPFU. The proposal for individually procuring this software uniformly in all project institutions and SPFU, Kerala was approved. For electronic file processing, for avoiding delay and for ensuring transparency, decided to extend Digital Data Filing System (DDFS) to TEQIP-II institutions and SPFU by meeting the cost for customization and annual maintenance (direct contracting) from TEQIP-II. Decided to host a website with content management for SPFU and e-mail facility to stakeholders of TEQIP-II in the State of Kerala after meeting the cost of hardware, software and maintenance in this regard from TEQIP funds by SPFU.
- 1.09) Decided that each Project Institution under sub – component 1.1 of TEQIP-II in the State, may engage maximum two support staff on daily wages, as per State Government rule, for maintenance of TEQIP office and accounts, limiting their services within the project period of TEQIP-II. The G.O.(P)No.204/2011/Fin dated 02.05.2011 and G.O.(P) No.264/2011/Fin dated 18.06.2011 shall be made applicable in this regard. The two posts shall be
- i) Data Entry Operator (One)
 - ii) Clerk cum Junior Accountant (One)
1. a) **With respect to item No.1.01 ie. Guidelines for organizing BoG meetings, workshops, training programmes, conferences etc by SPFU and Project Institutions**, as it is decided by the SSC that SPFU, Kerala will adopt the required guidelines in addition to what is stipulated in the Project Implementation Plan of TEQIP-II, to ensure uniform expenditure pattern while organizing workshops, training programmes, conferences etc. in connection with TEQIP-II in the project institutions and SPFU Kerala, the Principals meeting recommended the following regarding in house programmes / meetings as the maximum permissible expenditure.

2/11/11

- (i) (1) Regarding trainers / Faculty Fee for remunerative teaching in EAP, for In house training, recommended that the same may be implemented as per the contents of the Order No.P1-28464/11 dated 09.02.2012 of the Director of SC Development Department related to STEP 4 You ie honorarium to Faculty / Expert @ ₹ 600 per hour and for Teaching (lab / workshop) staff ₹ 250 per hour.
- (2) Regarding finishing school the remuneration may be fixed as ₹ 10,000/- per day of six hour class duration, as whole package, as per the ToR approved by BoG, prior to the programme. In case classes are handled by individual trainers, their fee may be fixed as per the contents of paragraph (i (1)).
- (3) Regarding faculty oriented training programmes in subject areas the honorarium to National level experts from National Institutes may be fixed as ₹ 5000/- per day for a minimum of three hour class, apart from meeting the actual expense on travel, boarding and lodging as per contents of Paragraph No. (5) of G.O.(Rt)No.1355/08/H.Edn. dated 06.09.2008.
- (4) Regarding faculty oriented training programmes in subject areas the honorarium to State level experts / Executives from industries / Retired eminent teachers may be fixed as ₹ 2000/- per day for a minimum of three hour class, apart from meeting the TA as per rule and actual expense on boarding and lodging limited to a maximum of ₹ 1000/- per day.
- (ii) (a) Regarding lunch and light refreshments per day per participant the maximum amount may be fixed as ₹ 50 per day for student participants in EAP (similar to contents of Order No.P1-28464/11 dated 09.02.2012 of the Director of SC Development Department) and ₹ 150 per day for faculty and staff.
- (b) When the programmes / meetings are conducted outside the premises of the project institution, in station Government / Government Controlled establishments may be resorted to and the expenses towards logistics arrangement may be as fixed by such establishments.
- (iii) Regarding training material per participant per programme recommended that no compliments other than stationery items @ ₹ 50 per student per event and @ ₹ 250 per faculty / staff per event may be permitted.

- (iv) Regarding venue for BoG and other meetings, recommended that as far as to the maximum extent possible BoG and other meetings of the participant institutions may be conducted in house. In unavoidable situations, with the prior approval of BoG, BoG meeting of an institution may be convened in an out station. But the contents of the paragraph (ii (b)) may be adhered to.
- (v) Regarding boarding and lodging permissible to participants when attending programmes in Kerala recommended to meet actual per day expenses limited to ₹ 1000 for Grade I & Grade II (a) officers, ₹ 750 for Grade II (b) & Grade III officers and ₹ 700 for Grade IV officers, with out permitting their eligible DA.
- (vi) Regarding sitting Fee for members other than Government / Government undertaking officials, attending various meetings including BoG & SSC, recommended that ₹ 3000/- may be the fee per member per event.

Further decided that the above pattern, in addition to what is stipulated in the Project Implementation Plan of TEQIP-II, will be implemented on getting Government approval for the same.

[Action: SPFU & Project Institutions]

1.b) All the project institutions and SPFU took note of the decisions / clarifications vide item No. 1.02 to 1.09 and decided to act accordingly.

[Action: Project Institutions]

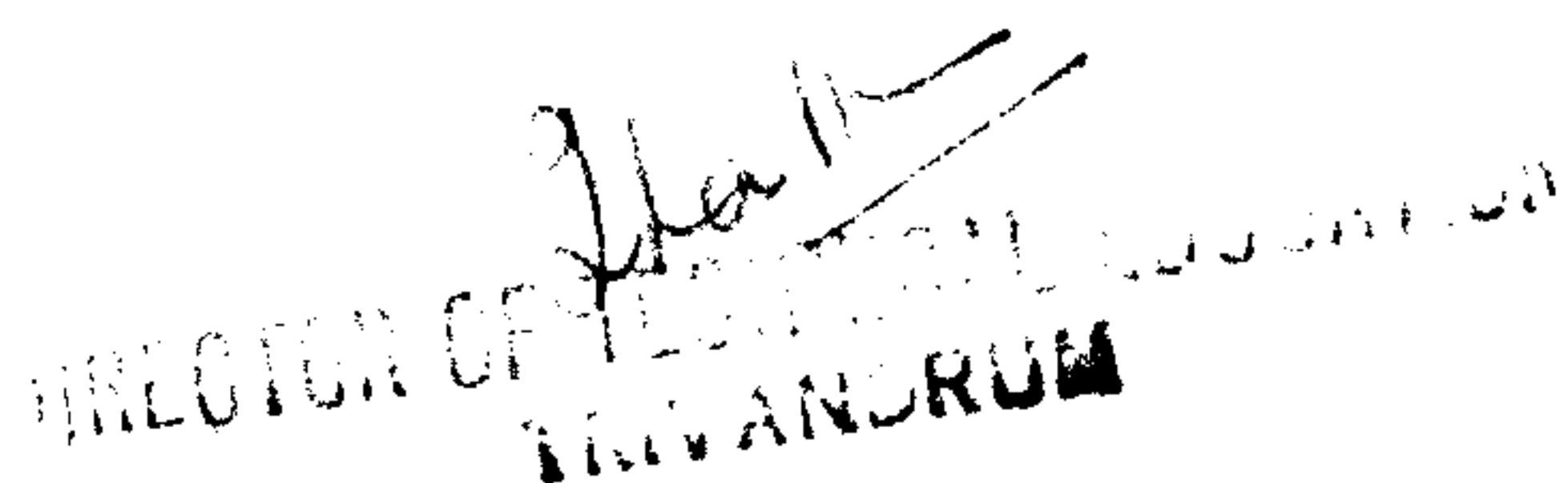
Item No. 2: Regarding release of first installment of funds to the project institutions and SPFU

Decided that all project institutions will forward their requests to SPFU within 10.03.2012 regarding first installment of funds to cover expenditure upto 31.03.2012 and based on the same SPFU will release funds to the institutions.

[Action: Project Institutions]

Item No. 3: Regarding Procurement – to decide upon cost of bid documents on NCB

As per Procurement Manual of TEQIP-II, Tender documents should be made available to all who seek them after paying the requisite fees, if any, regardless of registration status and they should be allowed to


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bid. However, the request should be in writing along with the requisite fee of the tender/ bid, if any. Bidding documents will be sold till one day prior to the opening of the tenders.

The contents of the G.O.(P)No.1/2009/SPD dated 08.01.2009 in this regard was discussed in the meeting. NCB is applicable to purchases above ₹ 10,00,000/- The pattern of fixing the tender document fee for NCB was discussed by the meeting and it was recommended that the fee shall be the minimum. In TEQIP-I the amount was fixed as ₹ 5000/-. Hence decided to address Government to get fixed ₹ 5000/- as the tender document fee for NCB procurements under TEQIP-II.

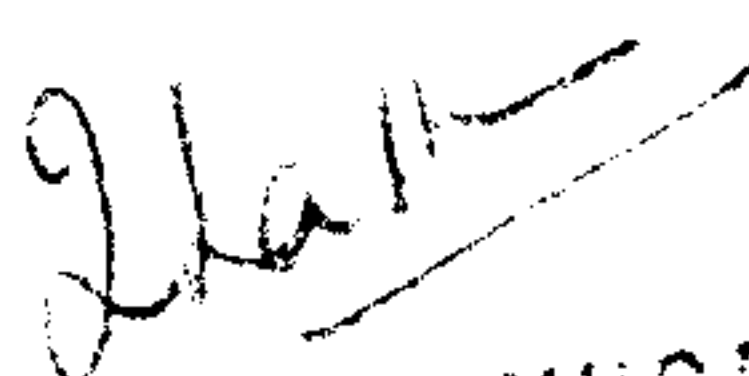
[Action: SPFU]

Item No. 4 : Teaching assistantship under TEQIP – Scholarships to non – Gate Scholars in M.Tech programmes and similar scholarships in Phd. programmes - Seats to be notified during 2012 admission – incorporation of clause in the prospectus reg.

Decided to notify the slots in the respective Prospectus regarding admission to 2012 batches of M.Tech / Phd programmes offered by the project institutions. The Principals of the project institutions will take necessary steps to incorporate clause(s) to this effect in the prospectus concerned.

[Action: Project Institutions]

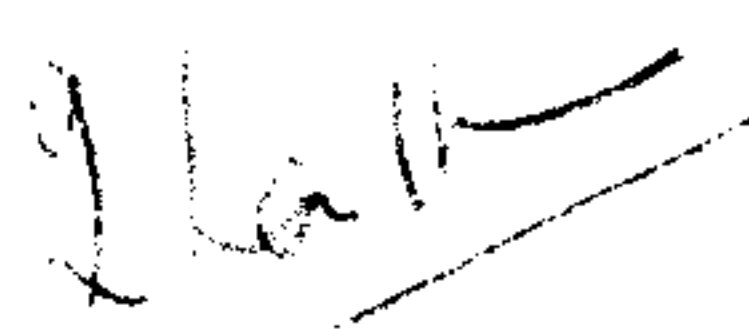
The meeting came to a close at 5.30 pm.



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List of participants of the meeting of the Principals of Engineering Colleges selected under sub-component 1.1 of TEQIP Phase – II, convened by the DTE on 02.03.2012, 03.00 pm at the Conference Hall of the Directorate of Technical Education

Sl. No.	Name & Designation	Institution
1	Dr.J.Letha	Director of Technical Education
2	Prof.K.Narayanan, Director	SPFU Kerala
3	Prof.K.P.Geetha, Joint Director, IIC	Director of Technical Education
4	Prof.K.Vijayakumar, Principal	GEC, Thirssur
5	Prof.K.Vidyasagar, Principal	GEC, Kozhikode
6	Dr.K.P.Indiradevi, Principal	RIT, Kottayam
7	Dr.R.Sathikumar, Principal	GEC, Idukki
8	Dr.K.C.Raveendranathan, Principal	GCE Kannur
9	Smt.Naveena.A.K, Principal	College of Engineering, Trikaripur
10	Dr.Joseph.O.A, Principal	Cooperative Institute of Technology, Vadamara
11	Dr.U.A.Kunju Moideen, Principal	College of Engineering, Thalassery
12	Prof.Saheeda.P.A, Principal	LBS ITW Poojappura, Trivandrum
13	Dr.Ojus Thomas Lee, Principal	College of Engineering, Kidangoor
14	Dr.S.Sheela, Principal	GEC, Barton Hill, Trivandrum
15	Shri.Bejoy Abraham,	College of Engineering, Perumon
16	Shri.M.B.Sanu, Finance Officer	SPFU, Kerala
17	Shri.Renchan Thomas, Project Technical Officer	SPFU, Kerala


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PROCEEDINGS OF THE DIRECTOR OF SCHEDULED CASTE
DEVELOPMENT DEPARTMENT.

(Present :Smt. S. Lalithambika I A S)

Sub: Proposal for imparting training for competitive examinations to SC's students of Engineering Colleges – Administrative Sanction accorded – orders issued.

Ref: GO(Rt) No. 1376/2011 /SCSTDD Dated: 29/12/2011.

Order No. P1-28464/11

Dated: 09-02-2012.

Government as per order read as above have accorded Administrative Sanction for the proposal submitted by the Director of Technical Education for training for competitive examinations to SC students of Engineering Colleges. The training will be given for competitive examinations such as CAT, GATE, IES etc.. for engineering students through College of Engineering, Thiruvananthapuram, Govt. Engineering College, Thrissur and Engineering College, Kannur. Two batches of 50 students each will be given training in the above 3 centres.

The details of the training programme is given below:

Training for competitive examination (CAT, GATE, IES, etc. for Engineering students belonging to SC/ST category).

Course structure.

Sl. No.	Name of subjects to which the orientation will be given	Duration (Hrs)
1	Communication Skills	20
2	Interview and Group Discussion Preparation	6
3	Analytical skills	20
4	Quantitative Techniques	20
5	Subject Oriented training	50
6	Report writing	4
	Total Hours	120

Expected expenses for one batch (for 50 candidates, 30 days)

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The Director,
Technical Education, Thiruvananthapuram.

Copy to :

- (1) The Accountant General, Kerala
- (2) Sub Treasury Officer, Vellayambalam.
- (3) Fin Section (Allotment of Fund)
- (4) Bill Section (Drawal and disbursement)
- (5) Deputy Director, South Zone
- (6) Chief Planning Officer.
- (7) Research Officer
- (8) Stock File/Spare.

Item Name	Rate per candidate (Rs)	No. of candidates (Nos)	No. of days (Nos)	Total (Rs)
Preparation and distribution of course material (Charges includes DIP, photocopying or tutorials, purchase of Note books, paper, CD making, Binding Charges etc)	1000	50	30	50000
2. Refreshment (Lunch, Light Refreshment)	50	50	30	75000
3. Conveyance facility	100	50	30	150000
4. Honorarium to faculty & Expert (@ Rs. 600 per hrs). in a day or 4 Hrs of classes (Rs. 600 x 4)	600 x 4 = 2400		30	72000
5. Honorarium to Teaching Staff (@ Rs.250 per hrs). (Rs. 250 x 4 hrs in a day)	250 x 4 = 1000		30	30000
6. Honorarium to coordinator (@ Rs. 500 per day)	500		30	15000
7. Administrative expenses				12000
			Total	4,04,000

Expenditure for 2 batches @ 50 candidates/batch = Rs. 8,08,000/-

Expenditure for the implementation of the programme in 3 centres will be 8,08,000x 3 = 24.24 lakhs.

In this circumstance sanction is hereby accorded for the drawal and disbursement of an amount of Rs. 24.24 lakhs (Rupees Twenty four lakhs and Twenty four thousand only) to the Director of Technical Education by way of D.D by the Senior Administrative Officer of the Directorate of Scheduled Caste Development Department. An MOU need to be signed between the Director of Technical Education and the Director of SCDD.

The expenditure in this regard will be met from the head of account 2225-01-800-57 Critical Gap filling fund (Plan). The Monitoring of the implementation of the programme will be done by the Deputy Director (South Zone) of Scheduled Caste Development Department.



GOVERNMENT OF KERALA

Abstract

Higher Education- Technical – Visiting Faculty Scheme – in Government Engineering colleges and Fine Arts Colleges of the State Committee constituted ~~Terms~~ – Terms and Conditions Fixed – Orders issued.

HIGHER EDUCATION (G) DEPARTMENT

G.O (R) No.1255/08 H.Edn.

Dated, Thiruvananthapuram, 6/9/2008.

- Read: -1. Minutes of the meeting held by Hon'ble Minister for Education & Culture with Principals of the Govt. Engineering Colleges of the State dated 25/10/2007.
2. Letter No. LI-30804/07/ 2 dated, 13/12/2007 from the Director of Technical Education, Thiruvananthapuram.
3. Lr.No.L2/13618/08/DTE dt. 4/4/08

ORDER

The Honorable Minister (Education and Culture) convened a meeting to discuss about improving and revamping the Technical Education sector in the State. The discussion throws light on the deficiencies in the facilities as well as faculty in the recently started Government Engineering Colleges in the State and hence decided to introduce a scheme, which will provide opportunity to extend the services of experienced teachers and experts to all the colleges of the State. The Scheme is termed as visiting Faculty scheme. The Joint Director of Technical Education (IIC) will be Nodal officer for the implementation of the scheme and will be responsible for the conduct of the scheme.

Government are pleased to constitute a Monitoring Committee with the following members:

- (i) Joint Director of Technical Education, IIC
- (ii) Sr. Joint Director of Technical Education (ECS)
- (iii) The Principal, College of Engineering, Thiruvananthapuram
- (iv) Dr.Kuncheria P Issac, Principal GEC, Wayanad
- (v) Dr.P.S.Chandra Mohan, Principal, GEC Barton Hill, Tvpm

(3) The Joint Director of Technical Education IIC will be the convenor and Chairman of the Committee. The monitoring Committee will meet and take necessary decisions with the approval of the DTE which are not specifically ordered in this order to implement the scheme

(4) College of Engineering, Thiruvananthapuram and College of Fine Arts, Thiruvananthapuram will be the coordinating institution for the implementation of the scheme for Engineering colleges and Fine Arts Colleges respectively. The College of Engineering, Thiruvananthapuram shall identify competent faculty form National Institutes, Institutions within Kerala, retired teachers from Engineering Colleges, executives from prominent and leading industries in India. CET in consultation with the monitoring Committee shall finalise the arrangements like entering in to Memorandum of Undertakings with industries and national institutions. Suitable officers shall be deputed to visit national institutions and industries to identify the experts and finalize the Memorandum of

(5) The visiting Faculty will be eligible for reimbursement of expenditure towards their travel, including airfare as per actual. Certificate of payments will be accepted as voucher for payment of taxi charges from their residence to airport, railway station etc. contingent expenditure not exceeding Rs.500/-. Any claim exceeding Rs.500/- has to be supported by bills/vouchers. The host institution shall arrange for the boarding and lodging in hotels/guest houses for the visiting faculty. The charges for boarding and lodging shall not exceed Rs.3000/- per day. There will not be any ceiling for travel. However reserving tickets using the lowest airfare shall be done.

(6) The visiting faculty shall be paid honorarium as follows:

- (i) Faculty and experts from Government/Quasi Government institutions – Rs.1000/- per day
- (ii) Executives from Industries and Retired teachers – Rs.2000/- per day
- (iii) Faculty from leading national institutes and Universities like NIT's, IIT's, IISc Anna University etc and leading professional – Rs. 3000/- per day

The maximum remuneration payable per week (5 days) will be limited to Rs.10000/-. The visiting faculty mentioned at para 6 (i) and (ii) above are expected to deliver lectures for at least 3 hours a day and spend at least a day in the institution.

(7) The staff member in charge to coordinate the activities of Industry Institute Interaction Cell of the college concerned will coordinate the scheme and his honorarium is enhanced to Rs.400/- per month.

(8) An amount of 2.5% of the total budget allocation shall be set apart for meeting expenditure towards stationary, lecture notes, learning resources etc and also to meet the refreshment charges at the rate of Rs.10/- per participant.

(9) The Joint Director of Technical Education, IITC shall make the allotment of required funds to the Principals of the Government Engineering Colleges and Fine Arts Colleges at their disposal.

(10) The Principals are authorised to draw necessary advance and delegated powers to pass all the vouchers in connection with the conduct of the scheme.

(11) The expenditure towards the scheme will be met from the Head of Account "2203-00-112-Plan".

(BY ORDER OF THE GOVERNOR)

KURUVILLA JOHN

Principal Secretary to Government

To

The Director of Technical Education, Thiruvananthapuram

Members of the Monitoring Committee

The Principals of Govt. Engineering Colleges. (Through DTE)

The Accountant General (A&E/Audit), Kerala, Thiruvananthapuram

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FORWARDED/BY ORDER


SECTION OFFICER

Copy to: P.S. to Minister (Education & Culture)

P.A. to Principal Secretary (Higher Education)



GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—COST OF TENDER FORMS—REVISED—AMENDMENTS
TO PARA 21 (a) OF STORES PURCHASE MANUAL—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 1/2009/SPD. Dated, Thiruvananthapuram, 8th January, 2009.

Read:—1. G. O. (P) No. 540/2008/Fin. dated 1-12-2008.

ORDER

In the Government Order read above Government have enhanced the cost of tender forms for the works and supplies of all Departments in Government with immediate effect, necessitating consequential revision in the Stores Purchase Manual. In this circumstance the scales of prices of tender forms incorporated under para 21 (a) of the Stores Purchase Manual shall stand revised as follows:

AMENDMENT
STORES PURCHASE MANUAL

Para 21 (a): Ordinary tenders involving supply of stores.

Estimated cost of materials for which tenders invited	Cost of Tender forms	
	Original Copy each (Rs.)	Duplicate Copy each (Rs.)
(1)	(2)	(3)
Up to Rs. 50,000	300+VAT @ 12.5%	150+VAT @ 12.5%
Above Rs. 50,000 up to Rs. 10 Lakhs	0.2 % of the cost of tender rounded to the nearest multiple of 100, subject to a minimum of Rs. 400 and maximum of Rs. 1500 + VAT @ 12.5%	50% of the cost of the original, upper rounded to the nearest multiple of 100+VAT @12.5%

GCPT. 3/389/2009/DTP

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(1)	(2)	(3)
Above Rs. 10 Lakhs	0.15% of the cost of tender rounded to the nearest multiple of 100, subject to a maximum of Rs. 25,000 +VAT @ 12.5%	50% of the cost of the original, upper rounded to the nearest multiple of 100 +VAT @ 12.5%

By order of the Governor,

K. A. ANTONY,
Additional Secretary.

To

All Heads of Departments/Offices/PSUs/Autonomous Bodies/Local Bodies etc.
The Principal Accountant General (Audit), Kerala, Thiruvananthapuram (with C. L.).
The Accountant General (A&E), Kerala, Thiruvananthapuram (with C. L.).
The Advocate General, Ernakulam (with C. L.).
The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with C. L.).
The Secretary, K.S.E.B., Thiruvananthapuram.
The Managing Director, KSRTC, Thiruvananthapuram.
All District Collectors.
The Registrars of all Universities.
The Secretaries of all District Panchayats.
The Deputy Directors of Panchayats (for communicating to all Grama Panchayats).
The Commissioner for Rural Development (for communicating to all Block Panchayats).
The Director of Public Relations, Thiruvananthapuram.
The Finance (Nodal Centre) Department.
All Departments of Government Secretariat including Law and Finance.
Stock File/Office Copy.