

MINUTES OF SIXTH MEETING OF THE BOG
GOVT. ENGINEERING COLLEGE KOZHICODE, WESTHILL
(SELECTED UNDER SUB-COMPONENT 1.1 OF TEQIP PHASE – II)

Date: 29.07.2013 **Venue: GEC Kozhikode,** **Time: 0930 hours**

Members present

1. Dr. K. Gopakumar, IISc., Bangalore
2. Dr. K.P.P. Pillai, Mentor
3. Dr. Elizabeth Elias, NIT Calicut
4. Shri. Narendran Pillai S., Finance Department, Govt. of Kerala
5. Prof. K. Vidyasagar, Principal, GEC Calicut
6. Dr. Radhakrishna Pillai, IIM Calicut
7. Prof. V.I. Balasubramanian, GEC Calicut
8. Dr. Abdul Hameed, GEC Calicut

Dr. K. Gopakumar, Chairman, Board of Governors presided over the meeting.

The items as per the agenda note were taken for discussion and approval.

Minutes

PART A

Procedural

Item No.A1: Confirmation of the minutes of the fifth meeting of the BOG held on 26-03-2013.

The minutes of the BOG meeting held on 26-03-2013 was read and confirmed. No Comments were received.

PART B

Status Reports

Item No.B1: Status of fund position as on 25-07-2013.

BoG expressed satisfaction over the the efforts being taken by the College in expediting the procurement and effective utilization.

Item No.B2: Status of new PG programs.

The Principal reported that three M. Tech programs are now running in this campus and the selection of the students are by the rules and regulations set by the Directorate of Technical Education.

Item No.B3: Status of faculty position as on 25-07-2013.

The Principal presented the status of faculty position as on 25-07-2013. The members raised concern over the vacancy in the Associate cadre level in the Civil Engineering and Electronics and Communication Engineering department.

PART C

Discussions, Considerations and Ratifications

Item No.C1.I: Progress report of the procurement activities

Prof. Biju I.K., Procurement Nodal Officer presented the current status of procurement. He reported that as on 25-07-2013, 44 packages (total 98 packages) have been completed.

Item No.C1.II: Ratification of the procurement package cancelled

Prof. Biju I.K., Procurement Nodal Officer presented the cancelled item in the approved procurement plan. The BOG discussed the case and the Nodal officer explained the reason for cancellation. The BOG ratified the cancellation as per the details given in the Agenda notes (page No.6).

Item No.C1.III: Ratification of newly created procurement packages.

Since the initial procurement plan has been prepared in 2010, NPIU and SPFU have given permission for revising the existing procurement plan. For setting up the laboratories for the PG programs, strengthening UG Laboratories, improving the learning faculties and other facilities in the campus, the procurement Nodal Officer has presented newly created packages. The BOG discussed the matter in detail and ratified the list given in the Agenda notes (Page No. 7, Items from Sl. No. 1 to 11).

Item No.C1.IV: Consideration of newly created procurement packages

Prof. Biji I.K., has presented new packages proposals submitted by various departments. The BOG discussed the proposal in detail and approved the list given in the Agenda notes (Page No. 8).

Item No.C2.I: Providing Teaching and Research Assistantships to increase enrolment in existing and new PG programs in Engineering

The Principal reported that 17 non GATE PG students are supported by TEQIP II fund (Rs. 6000/month).

Item No.C3.I: Enhancement of R&D and institutional consultancy.

The NPIU directed the project institutions to appoint retired teachers from IISc./IITs/NITs/other reputed institutions as **Senior Research Advisor** and directed to constitute a **Research Guidance Committee (RGC)** for enhancement of Research and Development activities based on the institutional requirement.

The BoG discussed the matter in detail and authorised Principal and R&D Coordinator to appoint a SRA and form RGC. BoG suggested to constitute RGC with representation from all disciplines and is active in research and guided Ph.D. scholars.

Item No.C4.I: Progress report of Faculty and Staff Development

BoG approved the various training programs that were attended by faculty and staff and in house programs organized as per the Agenda notes (Pages 13 to 18). Based on the suggestions of the members, the following decisions were taken:

1. To collect feedbacks of the training programs from the participants and to call GEC Calicut faculty participants to make brief presentations of the content of the training program before the Principal and faculty colleagues/Students to share the knowledge and feedback.
2. Send more faculties for training programs arranged by reputed organizations.

Item No.C4.II: Discussion on various proposed training programs and

Conferences for the Faculty, Technical staff and Administrative staff.

Meeting approved the various proposed in house training programs, attending faculty and staff for training programs and conferences outside the institution as per the list given in the Agenda notes (Pages 19 to 25). The members suggested the following:

1. Organize more in house training programs for faculty, staff and students, so as to enable them to keep abreast of the recent developments.
2. Don't encourage Faculty/Staff members for attending National or International conferences without presenting a paper. However, for a reputed conferences (in the research domain of a faculty member), faculty can attend a conference without presenting a paper subjected to prior approval from BoG.

The following decisions were also taken by the BoG.

1. Conference paper titled 'Numerical Modeling of Annular flow with Phase Change in a Microchannel' (draft paper) of Prof. Jasseela.S., Assistant Professor, ME department, has been accepted in the ASME Conference **IMECE2013 ,November 15-21, 2013, San Diego, CA, USA**. The BoG recommended to forward her application to SPFU for attending the conference and recommended to give financial support from TEQIP II as per guidelines of NPIU/SPFU and state Govt. (Details given in **Annexure I** of Agenda notes).
2. The BoG also recommended forwarding the detailed proposal from **Prof. Sangeetha, Chemistry department** (currently doing Ph.D. with NIT Calicut in the area of Polymer Nano Composites) for visiting doctoral student, Department of Physics and Astronomy, Trent University, Canada under Trent Biomaterials Research Program for a period of six months from September 2013 to February 2014 to SPFU. She requested to sanction to and fro travelling expenses and the visa fee from TEQIP II fund.

Item No.C5.I: Discussion on IIC activities.

Dr. Anirudhan P., IIC Coordinator presented the activities conducted under IIC. The BoG ratified the various programs organized under IIC Cell as per the Agenda notes (Pages 26 & 27).

Item No.C5.II: Consideration of new proposal on IIC activities.

The BoG approved the new proposal presented by the IIC Coordinator for arranging a Workshop on “R&D”, featuring Scientists from BARC, ISRO & DRDO.

Item No.C6: Institutional Management Capacity Enhancement

The BoG approved the various management capacity enhancement programs presented as per the Agenda notes (Page no. 28).

The BoG suggested that only senior faculty members will be sent for management training programs.

Item No.C7.I: Discussion on progress of accreditation of UG programs.

The members suggested planning for the preparation of Self-Assessment Report (SAR) by October 2013 so as to get an idea regarding the Institute’s preparedness for getting its programmes accredited. The BOG advised to make following steps at the earliest for the preparation of accreditation.

1. Improve Central Computing Facility (CCF).
2. Improve library facility by procuring more titles.
3. Improve campus network facility.
4. Make more smart class rooms.

Item No.C7.II: Ratification of the appointment of temporary MIS officer.

BoG ratified the appointed **Smt. Divya M.**with effect from 03/07/2013 as MIS officer as per the terms and conditions prescribed by SPFU and NPIU.

Item No.C8.I: Discussions and Ratification of various programs for the students

The BoG discussed the various programs conducted for the student and ratified the programs as per the Agenda notes (Page No. 30 & 31).

Item No.C8.II: Consideration of various proposed programs for the students

The BoG discussed the various proposed programs for the students and approved the programs as per the Agenda notes (Page No. 32 & 33).

The following decisions were also taken by the BoG.

1. For the remedial classes arranged by the faculties, restrict the amount to Rs. 15000.00(Fifteen Thousand only) per year for a faculty.
2. Conduct internal evaluation and collect feedback from the students about the remedial classes.

Item No.C9: Approval for TEQIP II Committee

The BoG ratified the appointment of TEQIP II committee as per **Annexure II** of Agenda notes.