

Minutes of 4<sup>th</sup> BoG.

Date 10.01.2013

Time: 9.30 am

Venue: BGS Hall Iyysan Heritage, Kozhikode

Members Present +

1. Prof. K. Appakumar, Chairman TEQIP *Appakumar*

2. Dr. J. Lakshmi D/O *Lakshmi*

3. Dr. K.P.P. Pillai Mentor *Pillai*

4. Dr. Elizabeth Elin Professor, NITC *Elin*

5. Dr. R. Radhakrishna Pillai Professor, IIMK. *Radhakrishna*

6. Joseph Alexander, Cabin Community *Alexander*

7. Dr. Abdul Hamid. K.M. *Hamid*

8. A.K. Maralekhanthly *Maralekhanthly*

9. K. Vidyasagar *Vidyasagar*

Item No-1 - Confirmation of the approved minutes of last BoG meeting - BOG AGENDA - 5-9-12 is presented below.

1. Confirmation of the minutes of the previous BoG held on 13.6.12

The minutes of the last BoG meeting was sent to all BoG members by email

2. Activities undertaken after last BoG meeting

3. Goods Procurement activity report

4. Academic unit proposals with detailed budget

5. III<sup>rd</sup> level activity report and Budget Allocation of industry academic linkage

6. Financial management unit report including Accounts Summary.

7. Constitution of counseling and guidance cell

8. Other items.

ACTIVITIES UNDERTAKEN AFTER THE PREVIOUS  
BOH MEETINGS HELD ON - 13.06.2012.

1. A Counselling and Guidance cell was constituted
2. Accounts are maintained as per the binancial manual of TEGIP
3. Minutes of the last BOH meeting was Prepared and sent to Chairmans for conbormation. After conbormation it was distributed among all BOH members.
4. Information about all the activities of TEGIP was informed to the chairman.
5. Procurement Plan, quotations and minutes of the BOH meeting are Published in college web site.
6. Proposals of II Cell and academic cell are prepared.
7. Equity action Plan was prepared and sent to the SPFU.
8. Three day training bished to Faculty and Lab staff was conducted.
9. Procurement binancial sanctions are being accorded and encaed to PMSS software.
10. Principal Prof. K. v. dyasagar, Coordinabi Asst. Prof. Ansu. v and Procurement nodal officer Pro. Pethambaras k. m. attended one day workshop held on SPFU, DTE on 25/7/2012
11. All the training programmes as instatuted by the SPFU was attended.
12. The hard copy of PIP was sent to Chairman and soft copy to all the BOH members and Faculty of the College for better TEGIP perform-
13. A data entry operator for TEGIP office was appointed on temporary basis for the project.

period.

14. Pro. Shashi, Pro. Anisulhan & Pro. Sreesilk attended the meeting 22/8/12 at SPFU Trivandrum.
15. Prof. Kanzer K.M. attended the GEQIP meeting at GEC Kannur on 23/8/12.
16. Uploaded 12 Procurement Proposals for shopping and NCB in PMSS.
17. Published all uploaded Procurement quotations in college web site under GEQIP link.
18. Sent Quotation Invitation letters to the firms and sent NCB document to SPFU for approval.
19. Received Quotations are being processed.

#### GOODS PROCUREMENT ACTIVITY REPORT

Total amount of Goods Procurement approved by NPIU = Rs. 4.79 Crores.  
in which the total amount of Goods Procurement uploaded to PMSS.

17 Shopping = Rs. 38,95,460/-

1 NCB = Rs. 26,05,600/-

The detailed academic work proposals with Budget is presented in the Agenda note and circulated among all members.

~~THE~~ ~~MINUTE~~ ACTIVITY REPORT AND BUDGET ALLOCATION OF INDUSTRY ACADEMIC LINKAGE - is presented in the Agenda note and circulated among all members.

The minutes of the previous BOB meeting as per the above agenda is confirmed.

## BOH AGENDA FOR 10-01-2013

## ACHIEVEMENTS DURING TEQIP PERIOD

1. Three M.Tech programmes and one B.Tech Programme started during TEQIP period.
2. Remedial classes for weak students started under TEQIP.
3. The latest academic performance of the students is evaluated as per the direction of SPFO and is presented in the Annexure 2, which is a key TEQIP performance indicator.
4. One student of the Applied Electronics and Instrumentation Engineering dept has bagged the first rank and another student, of the dept of civil engineering has bagged the first rank in the university of Calicut.
5. 24 students of one single class of the department of civil engineering got qualified for GATE-2011.
6. 64 students got placement during the last academic year (2011-12).
7. GATE coaching for the students of the department of civil engineering started.
8. Dr. K. P. Pillai was appointed as the mentor for helping our college in TEQIP.
9. Online faculty evaluations conducted as directed by the SPFO to evaluate and improve the strength of faculty in the future.
10. As directed by the mentor we have decided to give the best teacher award for the teachers with highest rank in the faculty evaluation report during Lakshya.
11. All the meetings and training programmes as specified by the SPFO and NPIU were attended.

12. Periodical institutional level GEQIP meeting were conducted and minutes circulated among all the HOD's and nodal officers.
13. The review sheet and FDR were sent to the SPFO from time to time.
14. GEQIP Procurement plan, quotation, NCB and minutes of BOB meetings were published in the college web site.
15. The detailed activity reports of each of the units and new proposals are presented in the following sections.
16. The procurement plan is revised with the latest rates and specifications totaling to an amount of Rs. 5.5 crore instead of 4.8 crore as instructed by the NAAC.

#### INSTITUTIONAL LEVEL PROPOSAL

Under the sub-component 1.1.2 viii (b) of GEQIP PIP it is mentioned that 'As a measure of financial reforms, adequate financial powers to the Head of the department are to be delegated by the Board of Governors. The suggested minimum financial power to be delegated to the Head of the department is Rs. 1.00 lac for single purchase order. Hence, the BOG is requested to delegate financial power of one lakh to the Head of the departments and accord permission to allocate funds to the Head of the departments for conducting GEQIP activities.

The detailed industry institute interaction cell, Building works, Career guidance and

Placement Cell, Academic Unit, Goods Procurement Unit, Counseling and Guidance Cell, Autonomy, Accreditation, Equity Unit, Any other items, minutes of the last Board of Governors meeting for confirmation, increase in transition rate, Achievements of the 2012 Pass out Students of the Department of Civil Engineering is presented in the Agenda note and circulated among all members.

minutes of the BOG meeting held on 10<sup>th</sup> January 2013.

members who were not able to attend the meeting are State Government officials.

- ① additional Secretary / Joint Secretary to Government. (Finance Dept) Ex-officio
  - ② Additional Secretary / Joint Secretary to Government. (Higher Education Dept) (Ex-officio)
- Item no. 1

The minutes of the last Board of Governors (BOG) meeting held on 5<sup>th</sup> Sept 2013, 11 am at Government Engineering College Kozhikode as per the agenda item number 1 confirmed.

Item no - 2

The activity report as per the agenda item number 2 approved with the following directions and decisions.

• It is decided that every faculty member should attend at least one technical training programme every year. They should attend more

Proposed activities concerning development of various short programmes. If possible, lesser importance may be given to management training programmes and senior management functionaries only may attend this. This entire faculty with Ph.D should urgently attend training programme. The TEAP activities should concentrate more on the development of faculties.

- it is also decided to conduct weekly meetings and delegate responsibilities of each of the activities with accountability. Every faculty should be entrusted a TEAP activity for effective and timely completion.

- every department should conduct at least two short term training programmes urgently in core technical subjects and not management subjects.

Item No - 3 :-

It is decided to delegate financial power of one lakh to the Head of Department and to allocate funds to the Head of the Departments for conducting TEAP activities.

Item No - 4 :-

The activity report of the III cell is approved and budget approved with appreciation and advised to involve all the departments and make the activities successful. The III cell coordinator is instructed to submit the names of the faculty from each department who are going to involve in the III cell activities within one week.

Item No. 5 :-

The proposal from the buildings works unit is approved. Mr. Rahmathalla wanted is also advised to involve in the building works unit and take necessary action.

#### Item no. 6

The activity report of career guidance and placement cell (Cocpc) and the proposals are approved with the directions that the name of the resource persons and the experts may be mentioned in the proposals. The Cocpc Coordinator is also advised to submit detailed proposal with the name of the resource persons within one week.

#### Item no. 7

The activity report of academic unit is approved with the following directions and modifications.

- It is advised to submit the detailed proposal with the name of the resource persons for the training programmes and courses with one week.
- It is advised that more short-term training programmes should be planned during summer vacation.
- International travel should be permitted only for presenting technical paper in reputed international conferences conforming to government rules. The international travel for attending conferences etc. should not be permitted.
- The registration fee incurred by Sr. Anshu V for attending the international conference for presenting technical paper is sanctioned.



it is also advised that all the faculties should present papers in reputed international conferences and published technical papers in reputed international journals.

item no-8

The proposals from the Goods Procurement Unit is approved with the following directions.

1) It is viewed that the activity of the Goods procurement is very poor. Hence, all the Heads of the departments and faculty in charge of the labs are directed to take personal responsibility for making sure that the procurement done in time. The HOD's are advised to make sure that the procurements are committed. They should follow-up every week. The HOD has agreed to complete procurement as per the following schedule by 31<sup>st</sup> March 2013.

- Department of Civil Engineering: 60% of procurement.
- Department of Mechanical Engineering 40% procurement.
- Department of Chemical Engineering 80% of procurement.
- Department of Applied Electronics and Instrumentation Engineering: 60% of procurement.

2) It is decided to include the proposal of Dr Anandhan for the procurement of cutting force dynamometer in the mechanical department share of procurement activity.

item no-9

The report of the Financial management

unit is approved

Item no 11

The report of the counseling and guidance cell is approved

Item no - 12

The report on autonomy is approved

Item no 13  
The report on accreditations is approved with the following directions.

• All the departments should try to improve the score to above 600 and go for accreditation

Item No -

The report on equity is approved.

Item No. 14.

Other items: The faculty members from the department of Applied Electronics and instrumentation are permitted to attend the following program.

Name of Staff/Faculty member	Program	Venue	Duration	Approximate cost
Pro. Shadi	Winter School on	119 meters	25 <sup>th</sup> Feb/15	
Mohan B.S	Speech and audio Processing	WISSA 2015	February 2015	15,000/-

Abdur Rahman                      "                      "                      "

The meeting ended at 12.30 pm.



*[Handwritten Signature]*  
Signature of the Chairman