

TKM COLLEGE OF ENGINEERING , KOLLAM

TEQIP II

Minutes of the Third BoG meeting held on 03/01/2014 at 2.30 PM in the conference hall.

Members present:

1	Sri. Shahal Hassan Musaliar T.K Member, National Minority Commission, Government of India, Member, IT Infrastructure Board, Govt, of Kerala	Chairperson
2	Prof. M. Salihu Former VC, Madurai Kamaraj University	Member
3.	Dr. Babu T Jose Former Director, School of Engineering, CUSAT & Dean, Faculty of Engineering, CUSAT	Member
4.	Shri. M. Sherif Addl. Secretary, Higher Education	Member
5.	Shri. James Joseph Joint Secretary, Finance Department	Member
6.	Prof. U. Rasheed Kutty Professor, Computer Applications, TKMCE & TEQIP Coordinator, TEQIP	Member
7	Prof. John M George Professor & HOD, Dept. of Mechanical Engg:, TKMCE	Member
8	Dr. V.Gopakumar Director, SPFU, Trivandrum	Special Invitee
9.	Dr. M Jayaprakas Director, College Development council, University of Kerala	Member
10.	Dr. Amarunnishad TM Principal TKMCE	Member

The meeting of the Board of Governors (BoG) started at 2.30 PM with a silent prayer. Sri. Shahal Hassan Musaliar, Chairman ,Board of Governors, welcomed the members to the meeting.

The agenda of the meeting was approved by the BoG. The BoG considered the agenda in the third BoG meeting (BG3) one by one and the suggestions/ decisions taken on them are as follows.

BG 3.1 Approval of the minutes of the previous BoG meeting

TEQIP coordinator, Prof. U. Rasheed Kutty read the minutes of the second BoG meeting held on 22/08/2013 and explained the actions taken . The BoG approved the minutes .

BG 3.2 Review of procurement activity

The coordinator, procurement activities presented the modifications in the procurement plan and details of packages for which payment was made , purchase order placed , and quotations received. The BoG approved the details.

The BoG also asked the procurement committee to commit all the packages before 31st March 2014.

BG 3.3: Academic activities

The coordinator Academic activities presented the details of the activities conducted since second BoG meeting. The BoG suggested that more participation from external institutions should be promoted. The BoG ratified all the programs already conducted without approval. The BoG also ratified the international conference participation by Dr. Reebu Zachariah Koshy , Dr. Lalu Mangal and Dr. Anitha Joseph.

BoG asked the academic committee to submit a report on the international conference on ‘ Modelling and Simulation in Civil Engineering ‘ conducted by the Department of Civil Engineering.

BoG ratified the participation of faculty in International Conferences conducted in India.

BoG also approved the training program attended by the Faculty and other staff members outside the institute.

BoG ratified the training programs attended by staff members for institutional management capacity Enhancement.

BG 3.4: Action plan for academic activities up to June 2014

The Action plan for Academic activities up to June 2014 was presented by the coordinator Academic committee, and it was approved.

BG 3.5: Seed money and teaching assistantship

The BoG approved the list of faculty selected for the seed money scheme under Research and Development.

Also , the BoG permitted to replace Dr. Baiju M.R by Prof. Jiji C.V , Electronics & communication Department of College of Engineering , Trivandrum as member of expert panel for selection of faculty for seed money scheme.

The BoG approved the list of M.Tech students selected for teaching assistantship from the institution.

BG 3.6: IIC activities

The BoG approved the programs conducted under IIC after the second BoG meeting and ratified the IIC programs conducted without its prior approval.

The BoG directed the coordinator, IIC to revise the new IIC program plans as per the TEQIP guidelines .

BG 3.7: EAP activities

The BoG ratified the EAP programs which were not approved earlier and also suggested some modifications in the titles of certain programs. The rescheduled EAP program plans were also approved by the BoG. Further, the BoG approved the new program plans under EAP for the period from January 2014 to June 2014.

BG 3.8: Ratification of Expenses at TEQIP office.

The BoG ratified the expenses towards consumables, stationeries and miscellaneous expenses for TEQIP office up to 31st Dec 2013.

BG 3.9: Status of fund utilization

The fund utilization status till 1/1/2014 of the college was presented by TEQIP coordinator and BoG directed to speed up the procurement procedures.

BG 3.10.1 : Report of International conference

The report of the international conference attended by Dr. Reebu Zachariah Koshy ,,Dr. Lalu Mangal and Dr. Anitha Joseph was tabled before the BoG.

BG 3.10.2: Proposal for International travel by Prof. Shyba

The proposal submitted by Prof. Shyba, EEE for attending the International conference on Electronic & Control (iEECON-2014)for presenting research paper titled “ A Trajectory Learner for sonar based LEGO NXT Differential Drive Robot” on march 2014 at Thailand was also approved by the BoG.

BG 3.10.3: Proposal for publishing international conference proceedings of CSE department

The BoG sanctioned a maximum of Rs 2.5 lakhs for the publication of the proceedings of International conference to be conducted BY CSE department. This is for the publication by Elsevier.

BG 3.10.4: Appointment of MIS officer

The BoG approved the appointment of Mr. I. Hidayathu as MIS officer for TEQIP.

BG 3.10.5: Eligibility for air travel for attending training programs

The eligibility for air travel by Faculty and staff should be as per guidelines of the Government.

BG 3.10.6: Contribution to installation of stall at IIC meeting at RIT Kottayam

The BoG sanctioned Rs 50000 for installation of a stall at RIT Kottayam as part of IIC exhibition.

BG 3.10.7: Mobile phone use expenses at TEQIP office

BoG permitted to spend maximum of Rs 1000 per month for the mobile phone Charges of TEQIP office (MIS officer –Rs 400.,Accountant–Rs 300. And Data Entry operator –Rs 300.).

BG 3.10.8: Review of Institutional governance

BoG reviewed the level of effectiveness of institutional governance and the TEQIP Governing Body, by the given template and assessment marks were recorded.

BG 3.10.9:

The BoG suggested speeding up the accreditation process of the college so as to get it accredited before the end of December 2014.

BG 3.10.10:

Regarding the International Travel Support to Prof. Sheeba of Department of Electronics and Communication Engineering , the BoG suggested that she can give a request for reviewing the decision of SPFU .

It was decided to convene the next BoG meeting on 22.03.2014

The meeting concluded at 6.30 PM

Dr. Amarunnishad T.M
Principal, TKMCE, Kollam

Shri. Shahal Hassan Musaliar
(Chairperson)
Board of Governors, TEQIP-II