

# **TKM COLLEGE OF ENGINEERING, KOLLAM-5**

## **TEQIP II**

### **MINUTES OF THE FIRST BOG MEETING HELD ON 17/5/2013 AT 3:00 P.M. IN THE CONFERENCE HALL**

Members Present:

1. Shri. Shahal Hassan Musaliar TK (Chair person)  
Member, National Minority Commission,  
IT Infrastructure Board, GOI.
2. Prof. M Salihu (Member)  
Former VC Madurai Kamaraj University
3. Shri. M Sherif (Member)  
Addl. Secretary Higher Education
4. Dr. K Shreekrishna Kumar (Member)  
Director AICTE
5. Shri James Joseph (Member)  
Joint Secretary Finance Department
6. Shri. Haroon M (Member)  
Chief Operating Officer, TKM Infotech (P) Ltd.
7. Prof. U Rasheed Kutty (Member)  
Professor ,TKMCE & TEQIP Co-ordinator
8. Prof. S Parameswaran (Member)  
Principal, TKMCE

The meeting of the Board of Governors (BoG) started at 3:00 p.m. with Shri. Shahal Hassan Musaliar on the Chair, The Chairman, welcomed the members to the meeting with a brief introduction about the TEQIP –II and the involvement of the College in the project.

The members of the BoG introduced themselves to the meeting.

A suggestion came from the BoG members that the Heads of the departments and the main co-ordinators were also to be invited as special invitees to the meeting. As per the invitation the co-ordinators of various committees were also attended the meeting as special invitees. The Principal suggested that HODs can be invited to the meeting from the next meeting onwards.

The leave request from Dr. Babu T Jose and Prof. John M. George were granted and the University nominee was not present.

The agenda of the meeting placed before the BoG was approved.

**BG 1.1 Approval of Institutional Development Proposal (IDP) submitted on September 2012**

A summary of the IDP was presented by the Principal and it was duly ratified by the BOG.

**BG 1.2 Approval of various Committee for TEQIP implementation**

The various committees constituted for the implementation of the TEQIP –II by the College was approved by the BoG.

**BG 1.3 Approval of revised Procurement Plan and Action plan for the first 6 months**

Shri. M Sherif emphasised that the success of the program depends on following the TEQIP guidelines properly and dedicated hard work of the team.

Dr. Sreekrishna Kumar opined that the rates in the procurement list must be realistic to the maximum extent. Steps must be taken to make sure that more than sufficient number of quotations are received for every item in the procurement plan. The BoG examined the estimated allocation for different Departments and suggested that the total amount for each department must be indicated. BoG has informed that there is no provision for purchase relating to Physical Education. Prioritisation should be made to purchase items as the procurement plan exceeds the outlaid amount.

Thus the BoG approved the item No. BG 1.3.

**BG 1.4 Approval for Teaching and Research Assistantship**

Proposals for the Teaching and Research Assistantship plan was discussed and approved.

**BG 1.5 Approval of Research Development programme & approval of Senior Research Advisor**

R & D proposals in the draft report was approved. The nomination of Dr. Pradip Dutta, Professor, Department of Mechanical Engineering, Indian Institute of Science, Bangalore as Senior Research Advisor was approved.

**BG 1.6 Approval of Faculty Development Plan (FDP) for the entire project period.**

The various proposals for FDP was approved.

**BG 1.7 Approval of Industry Institute interaction - Action plan for first 6 months**

Shri James Joseph enquired about the mode of operation and working of IIIC and the AICTE Director suggested that the possibility of doing mini projects as part of IIIC. They opined that travelling expenses for students for making industrial visit may be paid from the TEQIP fund in consultation with SPFU.

The proposal for various IIIC activities were approved

**BG 1.8 Approval for Institutional Management Capacity enhancement.**

The proposal was approved.

**BG 1.9 Approval for Implementation of institutional academic reforms.**

Expressed satisfaction on the proposal and it was approved.

**BG 1.10 Approval of Equity Action Plan for first 6 months**

The Chairman, BoG directed that steps must be taken to see that programmes of Equity Action Plan (EAP) are to be seriously organised and implemented. A monitoring Committee is to be set up to get the expected results.

The item was approved.

**BG 1.11 Approval of the revised budget**

Revised Budget was approved.

**BG 1.12 Approval for recruiting manpower- Data entry operator & Account cum Clerk on contract basis**

A Committee was constituted to appoint one Data Entry Operator and one Clerk cum Junior Accountant for the project period on daily wages, with Principal, TEQIP Co-ordinator and HOD Computer Science and Engineering as members.

### **BG 1.13 Approval for fund operations**

Details regarding fund operations were approved.

### **BG 1.14 Ratification for the application for academic autonomy submitted to University**

Proposal submitted for academic autonomy to the University of Kerala was approved.

### **BG 1.15 Any other matter**

#### a) International Travel grant for attending Conference

Application of Dr. Rijo Jacob Thomas, Assistant Professor, Department of Mechanical Engineering for International Travel under TEQIP II was discussed. The Cryogenic Engineering Conference (CEC) which is held once in two years, is a prestigious conference on Cryogenics and a good platform for researchers to present their work and obtain valuable feedback. The conference is to be held at Anchorage, Alaska, USA during June 17<sup>th</sup> to 21<sup>st</sup>, 2013, and the BoG discussed the travel plan submitted by Dr. Rijo Jacob Thomas and approved it. It has been ensured that Dr. Rijo is travelling by Air-India only, in sectors where Air-India has services.

The split up of the total expense of Rs. 2,79,000/- in terms of registration fees, visa charges, accommodation and internal travel were also discussed in detail in the BoG meeting.

The BoG also checked the Government permission for Dr. Rijo Jacob Thomas to attend the International conference (G.O. (Rt.) No. 658/2013/H.Edn. dated 24/04/2013).

Being a young researcher, with a number of international and national publications, the BoG decided to recommend the application of Dr. Rijo Jacob Thomas. The BoG commented that this will encourage other faculty members to do active research and publish papers in international & national journals and conferences that will bring laurels for the Institution. The BoG opined that the students of the college will also be benefitted when faculty members are involved in active and quality research and thereby also motivate the students to select research as one of their future prospects.

The BoG were of opinion that faculty members attending international conferences will help to initiate collaborative work with research labs and institutions around the world.

The BoG also decided that Dr. Rijo Thomas should make a presentation about the conference and the benefits he gained by attending the conference upon his return before the BoG.

The BoG also suggested to explore the possibilities of getting the amount of registration relaxed by the Conference Committee.

b) Fixation of date for next BoG meeting

It was decided to convene the next BoG meeting on 17<sup>th</sup> August, 2013 at 11:00 a.m.

BoG appreciated all the faculty and staff who worked for the preparation and submission for IDP. BoG also appreciated all the coordinators and members of various committees, TEQIP Co-ordinator and Principal for their efforts in preparing the different plans for TEQIP II.

The meeting concluded at 5:30 p.m.

Prof. S Parameswaran  
Principal TKMCE, Kollam

Shri. Shahal Hassan Musaliar TK  
(Chair person)  
Board of Governors, TEQIP II