

**TECHNICAL EDUCATION QUALITY IMPROVEMENT  
PROGRAMME (TEQIP)  
PHASE II- SUB COMPONENT 1.1**



**MINUTES OF 7<sup>th</sup> MEETING OF  
THE BOARD OF GOVERNORS HELD ON 27/03/2015**

**T.K.M COLLEGE OF ENGINEERING, KOLLAM - 5**

**Minutes of Seventh Meeting of Board of Governors**  
**TKM College of Engineering**  
**TEQIP II**

**Venue:** Seminar Hall.

**Date:** 27<sup>th</sup> March 2015

**Time:** 3.00 PM

**Members Present**

1	<b>Shri Shahal Hassan Musaliar</b> Member, National Minority Commission, Government of India, Member, IT Infrastructure Board, Govt, of Kerala	Chairperson
2	<b>Prof. M. Salihu</b> Former VC, Madurai Kamaraj University	Member
3.	<b>Shri. M. Sherif</b> Addl. Secretary, Higher Education, Govt. Of Kerala	Member
4.	<b>Shri. James Joseph</b> Joint Secretary, Finance Department, Govt. Of Kerala	Member
5.	<b>Dr. V. Gopa Kumar</b> Director , SPFU	Member
6.	<b>Sri. Haroon. M</b> Chief Operating Officer, TKM Infotech (P) Ltd	Member
7	<b>Prof. U. Rasheed Kutty</b> Professor, Computer Applications, TKMCE & TEQIP Coordinator	Member
8	<b>Dr. Amarunnishad TM</b> Principal ,TKMCE	Member

The following members of the BOG conveyed their inability to attend the meeting.

1. Dr. Babu T Jose
2. Dr. JayaPrakas (University Nominee)
3. Sri. R.K Pradhan (AICTE Nominee)

Also present

1. Dr. Jose prakash , Academic Coordinator
2. Dr. Reebu Zacharia , Procurement Coordinator
3. Dr. Gopa Kumar , Finance Coordinator
4. Dr. Usha Devi , EAP Coordinator
5. Dr. S. Jose, IIC Coordinator
6. Prof. Mohammed Asim. Civil works Coordinator
7. Dr. Udaya Kumar, Academic Reforms Coordinator
8. Dr. Manzoor Babu , Library Modernization Coordinator

## Agenda Items

### Part 1-Procedural

Sl. No	Items	Page Number
1.1	Confirming the Minutes of the 6 <sup>th</sup> Meeting of the Board of Governors held on 01-12-2014 at TKM College of Engineering.	
1.2	Report on the action taken/action pending on the pertinent decisions in the Minutes of the 6 <sup>th</sup> Meeting of the Board of Governors held on 01-12-2014 at TKM College of Engineering.	

### Part 2-Ratifications and Approvals

Sl. No	Items	Page Number
2.1	Approval/Ratification of Purchase orders issued since last BoG meeting	
2.2	Approval of purchase order of Desktop Computers under NCB	
2.3	Status of Civil work packages -work orders placed	
2.4	Procurement Status of all packages	
2.5	Approval / Ratification of the various Academic programs conducted/attended by Faculty and Staff.	
2.6	Quality Upgradation	
2.7	Ratification for attending National/ International conference within India	
2.8	Brochure and estimate of International conference to be conducted by Mechanical Engineering department	
2.9	Reimbursement of Expenditure of International Conference conducted by Chemical Engineering department	
2.10	Reimbursement of Expenditure of International Conference attended by Prof. Gouri Anterjanam, Prof. Saraswathy and Prof. Adarsh	
2.11	Approval for International Travel Support for attending International Conference	
2.12	Report of Progress of R & D Activities	
2.13	Report of IIC Activities and Ratification/Approval	
2.14	Report of programme under EAP	

### Part 3- Reports

Sl. No	Items	Page Number
3.1	Status of Fund utilization as on 23 <sup>th</sup> March 2015	
3.2	Visit of Performance Auditor and Data Auditor	
3.3	Visit of Mentor	
3.4	QEEE programme	

### Part 4- Any other items with the permission of the Chair

Sl. No	Items	Page Number
4.1	Governance Development Plan	
4.2	Revised IDP upto December 2016	
4.3	Reconsideration of International travel support scheme- Dr . Sheeba , ECE	

### Part 5- Annexures

Sl. No	Items	Page Number
1.	Annexure I - Minutes of the Sixth BoG meeting held on 01.12.2014	
2.	Annexure II - Bid Evaluation Report of Desktop Computers	
3	Annexure III - Brochure of International Conference to be conducted by Mechanical Engineering department	
4.	Annexure- IV -Statement of Expenses of ITSS- Prof.Gouri Antherjanam, Prof. Saraswathy and Prof. Adarsh	
5.	Annexure V -Application of Dr. Shahul Hameed for ITSS	
6.	Annexure VI -Application of Dr. Sadiq for ITSS	
7.	Annexure VII-Application of Prof. Muhammad Siddik. A for ITSS	
8.	Annexure VIII – List of Approved Professional bodies	

The Meeting of the Board of Governors started at 3 PM with a silent prayer . Sri. Shahal Hassan Musaliar,Chairman BoG chaired the meeting and welcomed the gathering.

The BoG thankfully acknowledged the efforts taken by the former Principals, Dr. Suresh Babu.S and Prof. S. Parameswaran and the present Principal Dr. T.M Amarunnishad ,who are retiring this year , for initiating and implementing TEQIP II in the College .They expressed their thanks in return.

## **PART 1**

### **PROCEDURAL**

- 1.1:** Confirming the Minutes of the 6<sup>th</sup> Meeting of the Board of Governors held on 01-12-2014 at TKM College of Engineering  
The BoG approved the minutes of 6<sup>th</sup> BoG Meeting held on 1/12/2014.
- 1.2:** Report on the action taken/action pending on the pertinent decisions in the Minutes of the 6<sup>th</sup> Meeting of the Board of Governors held on 01-12-2014 at TKM College of Engineering.

The BOG noted the actions taken as reported in the agenda items on the decisions of 6<sup>th</sup> BoG meeting held on 1/12/2014

## **PART 2**

### **RATIFICATIONS AND APPROVALS**

**2.1: Approval/Ratification of Purchase orders issued since last BoG meeting**

The BoG ratified and approved the price revisions and suggested that a separate column should be included to indicate the reasons for changes in the price of less or more than 10%.

The BoG also ratified the extension of the quotation given to Package- PushPull jack.

**2.2: Approval of purchase order of Desktop Computers under NCB**

The Procurement Coordinator explained the steps and procedure adopted from initiation to Bid Evaluation Report for the NCB package- DeskTop Computers. The BOG discussed the matter in detail .

The BoG approved for the purchase of the package Desktop Computers, TEQIP II/KL/KL1G15/158 from the eligible lowest quoting firm Smartsoft, Trivandrum for an amount of Rs.10406584/- (Rupees One Crore Four Lakh Six Thousand Five Hundred and

Eighty Four Only) inclusive of all Taxes.

The BoG also recommended to release the EMD collected from other bidders Hypertech Systems , Kollam , TimeNet Solutions, Trivandrum and Zigma Solutions, Trivandrum as per the existing rules.

### **2.3 Status of Civil work packages -work orders placed**

The Civil works Coordinator explained the status of Civil works packages for which work orders issued . The BoG ratified the extension given to the date of completion of civil works.

### **2.4: Procurement Status of all packages**

#### **2.4.1 Details Approval of new packages.**

The BoG approved the procurement of new Package UPS (TEQIP II/KL1G15/161) and Diesel Genset (TEQIP II/KL1G15/162).

The BoG was convinced by the justification given for the change in package.

#### **2.4.2 Approval for Cancelled package.**

The BoG approved the cancellation of package- Central UPS(TEQIP II/KL1G15/160).

#### **2.4.3 Details of revised package.**

The revised estimate of package Language lab software (TEQIP II/KL1G15/82) was approved.

#### **2.4.4 Procurement status of all packages.**

The BoG noted the status of procurement of different packages .  
The BOG asked the institution to complete the Procurement activities at the earliest.

### **2.5: Approval / Ratification of the various Academic programs conducted/attended by Faculty and Staff.**

#### **2.5.1 Faculty Development Programme - In-house**

The BoG ratified the inhouse training programs conducted by the faculty after the last BoG meeting.

### **2.5.2 Faculty Development Programme attended outstation by faculty**

The BoG noted the FDP attended by faculty outside the institute.. .

### **2.5.3 Faculty Development Programme attended outstation by faculty**

The BoG ratified the FDP attended outstation by faculty. The BoG also enquired about the status of participation of faculty and other staff in the external training program and suggested that preference should be given to those who have not yet participated in any program.

### **2.5.4 Faculty members attended ‘ Pedagogical Training’ at IIT Madras**

The BoG noted and mentioned that the Pedagogical training at IIT Madras is of higher quality and suggested that more faculty participation should be ensured in the program.

### **2.5.5 Management Capacity Development Programmes attended by Faculty**

The BoG ratified MDP attended by faculty at IIM Kozhikode

### **2.5.6 Staff Development Programmes attended outstation by Staff**

The BoG noted the SDP attended by Staff . The BoG suggested that the Staff may be sent to courses organized by reputed agencies.

### **2.5.7 Staff Development Programmes attended outstation by Staff**

The BoG ratified SDP attended by staff.

## **2.6 Quality Upgradation**

**2.6.1** The BoG approved the request of Sri. Nishant. N, Assistant Professor in ECE for re-imburement of registration fee / tuition fee for his PhD programme at NIT Calicut.

**2.6.2** The BoG also approved the request of Sri. Adarsh.S, Assistant Professor in Civil Engineering for re-imburement of registration fee / tuition fee for his PhD programme at IIT Mumbai.

## **2.7 Ratification of attending National/ International conference within India.**

**2.7.1** The BoG noted the participation of faculty in International conferences within India.

**2.7.2** The BoG ratified participation of faculty in International conferences within India and suggested that necessity and justification for participation without paper should be specified. Also it has been mentioned that the conference should be within the area of study concerned.

**2.8: Brochure and estimate of expenditure: International conference to be conducted by Mechanical Engineering Department .**

Brochure of the International conference to be conducted by the Department of Mechanical Engineering was distributed to the members of BoG and the BoG noted it.

The BoG noted the estimate and suggested to enquire the possibility of funding from other sources.

**2.9: Reimbursement of Expenditure of International Conference conducted by Chemical Engineering department**

The BoG asked the coordinator to submit the audited statement of accounts of expenditures of International conference conducted in Chemical Engineering department by a Chartered Accountant .The BoG decided to sanction at the maximum 10% of the amount exceeding the amount fixed by the BoG earlier for conducting International Conference.

**2.10 Reimbursement of Expenditure of International Conference attended by Prof. Gouri Anterjanam, Prof. Saraswathy and Prof. Adarsh**

**2.10.1** The SPFU has approved an approximate amount of Rs 2,05,000/ for paper presentation at Zurich , Switzerland .The BoG decided not to approve the excess amount claimed by Prof. Gouri Anterjanam for the visit at Paris, France .

**2.10.2** The SPFU has approved an approximate amount of Rs 2,05,000/ for paper presentation at Zurich , Switzerland .The BoG decided not to approve the excess amount claimed by Prof. Saraswathy.B for the visit at Paris, France .

**2.10.3** The SPFU has approved an approximate amount of Rs 2,05,000/ for paper presentation at Zurich , Switzerland .The BoG decided not to approve the excess amount claimed by Prof.Adarsh.S for the visit at Paris, France .



## **2.11 : Approval for International Travel Support for attending International Conference**

**2.11.1** The BoG approved the request from Dr. T A Shahul Hameed, Associate Professor in ECE for presenting a paper titled “ Simulation, fabrication and characterization of polymer Light Emitting Diode and Photovoltaics using physics based tool ” in the International Conference on ‘Nano science, Nano Engineering and applications’ at Penang, Malaysia on 24<sup>th</sup> and 25<sup>th</sup> April 2015 with an estimate amount of Rs. 1,50,000/-.

**2.11.2** The BoG approved the request from Dr. Sadiq A, Associate Professor in ME for presenting a paper titled “ Influence of relative size of abrasive with CIT in MR based surface finishing process ” in the 1<sup>st</sup> International Conference on ‘ Mechanics of Complex’ at Lille, France from 17<sup>th</sup> to 22<sup>nd</sup> May 2015 with an estimate amount of Rs. 2,38,500/-.

### **2.11.3**

The BoG approved the request from Prof. Muhammed Siddik. A , Assistant Professor in CE for presenting a paper titled “Environmental forensic in India-Four year after NGT” in the International Conference on “ Environmental forensic(ienforce2015) ” at University of Putra, Malaysia on 19<sup>th</sup> and 20<sup>nd</sup> August 2015 with an estimate amount of Rs. 80,000/- .

## **2.12 : Report of Progress of R & D Activities**

### **2.12.1 R& D and Consultancy Projects**

The BoG noted and appreciated the efforts taken for the proposals.

### **2.12.2 Report on the Progress of research carried out using Seed money**

The BoG noted and appreciated the progress of research work using seed money under TEQIP.

### **2.12.3 Patent filed**

The BoG noted and appreciated the patent filed by Dr.A. Sadiq.

### **2.12.4 Research collaboration with reputed Foreign Universities**

The BoG noted and appreciated the research collaboration with Foreign universities.

### **2.12.5 Closing of project sanctioned under seed money to Dr. M. Nazeer & Prof. Ramaswamy K P**

The BoG enquired about the possibility of change in the Principal Investigator of the seed money sanctioned to Prof. Ramaswamy . After detailed discussions , BoG directed Prof. Ramaswamy to refund the full amount received from TEQIP.

## **2.13: Report of IIC Activities and Ratification/Approval**

### **2.13.1 IIC Activities Conducted:**

The BoG noted and ratified the IIC activities conducted.

### **2.13.2 Report on product development**

The BoG noted the product development on acoustic panel for industrial and automobile applications.

### **2.13.3 Reimbursement of membership fee in Professional bodies**

The BoG approved the terms , conditions and list of Professional bodies for reimbursement of membership fee.

## **2.14 Report of programmes under EAP**

### **2.14.1 Inhouse programmes conducted under EAP**

The BoG ratified inhouse programmes conducted .The BoG mentioned that the EAP should address the inequality among students.

### **2.14.2 Remedial classes conducted**

The BoG approved the remedial classes conducted.  
The BoG suggested that the scope of remedial classes should be widened to include Civil service –foundation courses , Presentation Skills ,Verbal Skills and Project report presentation skills. etc.

### **2.14.3 Performance Evaluation of the passed out students.**

The BoG suggested that the track record of the students even after passing out from the college should be monitored.

## **Part 3- Reports**

### **3.1 Fund Utilization as on 23<sup>rd</sup> March 2015**

The BoG noted the expenditure under various heads.

### **3.2 Visit of Performance Auditor and Data Auditor**

The BoG took note of the visit of Performance auditor Dr.(Prof) L.M Patnaik, IISc Bangalore and Data Auditor Dr.Ashok Kumar, CET.

### **3.3 Visit of Mentor**

The BoG took note of the visit of mentor Dr. Sudheer K.P , Professor, IIT Madras.

## **Part 4**

### **Any other items with the permission of the Chair**

#### **4.1: Report of Governance Development Plan**

A Governance self review was conducted and an initial Governance Development Plan for the Institution was prepared and sent to SPFU and NPIU and requested the BOG to discuss about the plan.

#### **4.2 Revised IDP upto December 2016**

Revised Institutional development plan for the remaining project period was tabled for discussion. Revised IDP will be discussed in detail at SPFU level.

#### **4.3 Reconsideration of International travel support scheme- Dr . Sheeba , ECE**

Dr. V. Gopakumar ,SPFU director informed that the standing Committee on ITSS have already reviewed once again her application and decided not to revoke the decision already taken.

Dr Amarunnishad T.M  
Principal,TKMCE

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