

Minutes of Eighth Meeting of Board of Governors TKM College of Engineering, Kollam TEQIP II

Venue: Conference room

Date: 31/08/2015

Time: 10:30 am

Members Present

- | | | |
|----|--|-------------|
| 1 | Shri Shahal Hassan Musaliar
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. | Shri. M. Sherif
Addl. Secretary, Higher Education, Govt. of Kerala | Member |
| 4. | Shri. James Joseph
Joint Secretary, Finance Department, Govt. of Kerala | Member |
| 5. | Dr. V. Gopa Kumar
Director , SPFU, Kerala | Member |
| 6 | Dr. K Gopa Kumar
Professor, ECE, TKMCE | Member |
| 7 | Dr. S. Ayoob
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)
4. Sri. Haroon. M
5. Dr. Imthias Ahamed T.P (Professor, EEE)

Also present

1. Prof. U Rasheedkuty,TEQIP Coordinator
2. Dr.Jose prakash , Academic Coordinator
3. Dr.Usha Devi , EAP Coordinator
4. Dr. S.Jose, IIC Coordinator
5. Prof. Mohammed Asim. Civil works Coordinator
6. Dr.Udaya Kumar, Academic Reforms Coordinator
7. Dr. Manzoor Babu , Library Modernization Coordinator

Agenda Items

Part 1-Procedural

Sl. No	Items	Page Number
1.1	Confirming the Minutes of the 7 th Meeting of the Board of Governors held on 27-03-2015 at TKM College of Engineering.	
1.2	Report on the action taken/action pending on the pertinent decisions in the Minutes of the 7 th Meeting of the Board of Governors held on 27-03-2015 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/Ratification of revised estimate and work order placed for civil work	
2.3	Approval for cancellation of civil work package	
2.4	Status of Civil work packages	
2.5	Procurement Status of all packages	
2.6	Approval / Ratification of the various Academic programs conducted/attended by faculty and staff.	
2.7	Ratification for attending International conference within India	
2.8	Approval for Faculty planned for paper presentation in International Conferences	
2.9	Approval for International Conference to be conducted by Civil Engineering Department	
2.10	Approval for International Travel Support for attending International Conference	
2.11	Approval for Faculty Development Plan for training in subject domain based on TNA	
2.12	R & D Activities	
2.13	IIIC Activities	
2.14	Programmes under EAP	

Part 3- Reports

Sl. No	Items	Page Number
3.1	University Examination results, 2011-15 Batch	
3.2	Placements 2011-15 Batch	
3.3	Status of Fund utilization as on 22.08.2015	
3.4	Report on International Travel related with participation in Conferences	
3.5	Audited statement of International Conference conducted by Chemical Engineering Department.	

Part 4- Any other items

Sl. No	Items	Page Number
4.1	Teaching assistantship to Non-gate M.Tech students admitted in 2015	
4.2	Quality upgradation- Stationary expenses for Thesis report to Faculty for Ph.D programme	
4.3	Publication of proceedings of international conference(ME)	
4.4	NBA Accreditation of Remaining B-Tech and M-Tech courses	
4.5	NBA Accreditation Workshop	

Part 5-Annexures

Sl. No	Items	Page Number
1.	Annexure I - Minutes of the Seventh BOG meeting held on 27.03.2015	
2.	Annexure II - Application of Dr.Seema K Nayar for ITSS	
3	Annexure III – Travel Report : Dr.Seema K Nayar	
4.	Annexure IV – Travel Report : Dr.T A Shahul Hameed	
5.	Annexure V – Travel Report : Dr.Sadiq A	

The Meeting of the Board of Governors started at 10:30 am with silent prayer . Sri. Shahal Hassan Musaliar,Chairman BoG chaired the meeting and welcomed all members. He also introduced the new principal, Dr. S Ayoob to the members.

PART 1 **PROCEDURAL**

1.1: Confirming the Minutes of the 7th Meeting of the Board of Governors held on 27-03-2015 at TKM College of Engineering.

The BoG confirmed the minutes of 7th BoG Meeting held on 27/03/2015.BoG suggested to circulate the minutes of the meeting immediately after the meeting. It was suggested that the agenda of the proposed BoG meetings is to be circulated well in advance to the members concerned.

1.2: Report on the Action taken/Action pending on the pertinent decisions in the Minutes of the 7th Meeting of the Board of Governors held on 27-03-2015 at TKM College of Engineering.

The BoG noted the actions taken as reported in the agenda items on the decisions of 7th BoG meeting held on 27/03/2015. The decision and actions taken are as follows.

Sl. No.	Decision /Comments	Action Taken
1	Suggested to include a separate column to indicate reasons for price changes in approval of purchase orders	Separate column included
2	Purchase order of Desktop computers(NCB)	Purchase order issued to M/S Smartsoft,Trivandrum. Item delivered and payment done.
3	Release of EMD(Earnest Money Deposit) collected from other Bidders participated in Purchase of Desktop Computers (NCB)	Released amount to other bidders except the winning bidder.
4	Completion of procurement activities.	Purchase orders issued except for two packages.
5	Faculty those who have not yet participated in FDP	Intimated about the outstation courses/workshops to those Faculty.
6	Seeking the possibility of Funding from other sources for the International Conference to be conducted by Mechanical Engineering Department.	Correspondence with Department of Science and Technology continuing.
7	Audited Statement of Expenditure on International Conference conducted by Chemical Engineering Department by Chartered Account.	Done and included in current meeting
8	Closing Seed money sanctioned to Prof. Ramaswamy, Civil Engg:	Refunded the full amount received

Clarification on item referred 2.10 of 7th BoG meeting: Regarding the Reimbursement of expenditure of International conference attended by Prof. Gouri Antherjanam, Dr. Saraswathy D and Prof. Adarsh S. at Zurich,Switzerland :

TEQIP coordinator explained that BoG decision was only for paper presentation at Zurich, Switzerland with an approximate estimated amount of Rs.205000/- for each faculty. SPFU and Govt. order are also approved the international travel for paper presentation at Zurich, Switzerland. After attending the conference, each faculty submitted a statement of expenditure for Rs.327637/- which includes an additional expenses claimed for visiting the laboratory, Paris, France, which is another country and is not stated in BoG Decision/Orders. This makes difficulties for auditing.

It was pointed that the visit Paris, France, was included in the original travel itinerary submitted for approval. However in GO concerned, a visit to Paris, France was found missing. So BoG suggested to place the matter before Department of Higher Education through SPFU citing this matter. This matter will be placed in subsequent BoG meeting once a clarification on this matter obtained from the Government.

BoG suggested to send the file of above faculty members with all the essential documents for final settlement.

Clarification on item referred 2.13.3 of 7th BoG meeting: Regarding the Reimbursement of membership fee in Professional bodies:

BoG suggested to cite list of faculty availing the reimbursement of membership fee in Professional bodies.

PART 2

RATIFICATIONS AND APPROVALS

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

BoG sought explanation for the downward variation in procurement of language lab software. The coordinator, language lab explained that the variation was due to the difference in web based and client server networking software. BoG discussed this variation and approved the explanation from the coordinator that the present software will meet all the academic requirements. Accordingly BoG ratified the purchase order.

2.2: Approval/Ratification of revised estimate and work order placed for civil work

BoG sought explanation for the revision in civil works package- Civil works for Central Library (Package no: 116). The coordinator explained that the additional expenses is for covering internet browsing area too in addition to the area calculated initially. BoG approved this explanation, ratified the revised estimate and work order.

2.3 Approval for cancellation of civil work package

BoG approved the cancellation of civil work package TEQIP-II/KL/KL1G15/114 due to Non availability of funds for procurement.

2.4 Status of Civil work packages

BoG noted status of following civil works packages.

S In o	Name of work	Package no	Estimate amount (Rs)	Above / below	Quoted amount (Rs)	Agreement date	Extension date	Status	Amount Paid (Rs)
1	Civil works for Chemical block	TEQIP II/ KL/KL1G15/ 115	517296	0.09% below	516831	07.02.2014 – 07.04.2014	18.05.2014 18.09.2014	Completed.	514643
2	Civil works for Main buildingNorth Block	TEQIP II/ KL/KL1G15/ 112	1397019	1.49% below	1376204	05.05.2014 – 01.09.2014	30.04.2015	Completed. Prepared final bill (Rs. 1507675)	1032153
3	Civil works for main building south block	TEQIP II/ KL/KL1G15/ 113	1144397	0.09% below	1143367	07.08.2014 – 05.10.2014	01.03.2015	Completed	1142787
4	Extension works of buildings	TEQIP II/ KL/KL1G15/ 118	721697	3.12% below	699180	02.05.2014 – 28.08.2014	31.03.2015	Completed. Final bill is to be submitted	524385

The civil work coordinator explained the increase of amount in the package TEQIP II/ KL/KL1G15/ 112 of Rs 110396/- from the estimated amount was due to the extension of the floor tiling area for Central Computing Facility(CCF) .

BoG approved the amount exceeded in the package TEQIP II/ KL/KL1G15/ 112, after clarification from the civil works coordinator.

2.5 Procurement Status of all packages

BoG examined the procurement status and directed to limit the procurement within Rs 550 lakhs including minor civil works.

2.6 Approval / Ratification of the various Academic programs conducted/attended by faculty and staff.

2.6.1 Faculty Development Programme: In-house

BoG noted the following academic programs conducted by the faculty.

Sl. No.	Title of the Programme	Department	Duration and Date	Co-ordinators	No. of Participants			Estimated/ Actual Expenditure (Rs)
					Internal	External	Total	
1	Workshop on concrete for present and future	Civil Engineering	3 days 25.06.2015 To 27.06.2015	Prof.Benny Joseph Prof.Hazeena R	30	30	60	1,14,000
2	FDP on Advanced mechanics of materials	Mechanical Engineering	5 days 22.06.2015 to 26.06.2015	Dr.Jose S Dr.Ajukumar V N	10	30	40	1,16,500

2.6.2 Faculty Development Programme attended outstation by faculty

BoG ratified the participation of faculty in FDP outside Kerala (Details followed). It is suggested that Principal should direct faculty members to participate in at least one program in an year outside Kerala.

It is also suggested that faculty members are to compulsorily attend FDPs related with 'Pedagogical training'.

Sl. No	Name of Faculty	Department	Title of the Programme	Institution	Duration and Date	Estimated /actual amount (Rs)
1	Prof. Teena Liza John Dr.Mathew Varkey	Mathematics	ADMA pre-conference workshop on fuzzy graphs	B S Abdur Rahuman City, Chennai	3 days 07.06.2015 to 09.06.2015	11,250
2	Dr. K Geetha	Mathematics	Short term course on optimization techniques for engineers and scientists	LBS Institute of Technology for Women, Trivandrum	5 days 20.07.2015 to 24.07.2015	7,988
3	Prof.Shabeer S	Electronics and Communication Engineering	STTP on recent trends in biomedical signal processing	SCT College of Engineering, Pappanamcode	10 days 20.04.2015 to 30.04.2015	7,996

4	Prof.Sofiya S, Prof. Sunitha Beevi K Prof.Asha Ravindranath	Electrical and electronics engineering	STTP on power electronics for grid connect renewable energy system	NIT, Calicut	3 days 14-05-2015 to 16-05-2015	16,002
5	Prof.Sreekumariamamma	Electronics and Communication Engineering	Self awareness and higher goals in education	IIT, Madras	5 days 02.06.2015 to 06.06.2015	16,600

2.6.3 Faculty members attended 'Pedagogical Training' at IIT Madras

BoG ratified the list of faculty attended 'Pedagogical training at IIT Madras'. SPFU Director was informed that exclusive programs/training is being planned for Principals/Directors too.

2.6.4 BoG ratified the list of staff who have attended outstation training programme.

2.7 Ratification for attending International conference within India.

BoG ratified the participation of following faculty in International conferences in India.

Sl.No	Name of Faculty	Department	Title of the Conference	Duration and Date	Institution	Estimated Amount (Rs)
1	Prof.Shameem Ansar A	Computer Science and Engineering	International Conference on Telecommunication Technology and Management ICTTM 2015	2 days 11.04.2015 to 12.04.2015	IIT, Delhi	31,433

2.8 Approval for Faculty planned for paper presentation in International Conferences

BoG approved the list of following faculty who have presented paper in International conferences.

Sl.No	Name of Faculty	Subject / Area	Host Institution / Title of Conference	Date	Planned Expenditure (Rs)
1	Dr.Jose Prakash.M	Numerical investigations on supercritical heat transfer in rocket engine cooling channels	26 th International conference on cryogenic engineering and cryogenics materials, New Delhi	7-11 March 2016	80,000
2	Prof. Jesna Mohammed	Chill down of helical channels	26 th International conference on cryogenic engineering and cryogenics materials, New Delhi	7-11 March 2016	80,000
3	Dr. K.E. Reby Roy	Superconducting cables	26 th International conference on cryogenic engineering and cryogenics	7-11 March 2016	80,000

			materials, New Delhi		
4	Prof. Jesna Mohammed	Self Pressurization of Dewar vessel	ICAME, TKMCE	14-16 December 2015	6,000
5	Dr. K.E. Reby Roy	Two Phase flows	ICAME, TKMCE	14-16 December 2015	6,000
Total					2,52,000

2.9 Approval for International Conference to be conducted by Civil Engineering Department

BoG examined the proposal from Civil Engineering Department for an International Conference on ‘Modeling and Stimulation in Civil Engineering ’ from 9 to 11th Dec 2015. The brochure related with conference was presented in the meeting. BoG is convinced of the schedule of the events. It is suggested that International conferences are to be planned well in advance to enhance the quality of the conference and to ensure more participation of experts from outside. After examining the expenditure statements, BoG decided to sanction an amount of Rs 6 Lakhs for the conduct the program. It is directed that the expenditure may be limited within these amounts.

2.10 Approval for International Travel Support for attending International Conference

BoG ratified the proposal submitted by Dr. Seema K Nayar for International Travel Support to present a paper titled “Community Management in Rural water supply: The stack holders perspective” in the 36th IAHR World Congress at the world forum at the ‘Hague, Netherlands’ from 28th June to 3rd July 2015 with an estimate amount of Rs. 2,73,200/-.

2.11 Approval for Faculty Development Plan for training in subject domain based on TNA

BoG approved the following list of FDP to be conducted in the subject domain and directed to ensure more participation from other institutions.

Sl No.	Title of the course	Name of the Coordinator	Duration and Date	Participation(Nos) expected				Expected Expenditure (Rs)
				Own Institution	Other TEQIP Institutions	Other AICTE Engineering Colleges	Total	
1	Superconductivity and its applications	Prof. Jesna Mohammed	6 days 2-7 November 2015	30	10	10	50	1,20,000

2.12 R & D Activities

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

A project titled ‘Investigation into the Synergistic Effects of Ternary Cementitious Systems for Sustainable Development’ was sanctioned to Prof. Ramaswamy K.P, Dept. of Civil Engineering & Dr. M Nazeer , Dept. Civil Engineering with Prof. Ramaswamy K P as Principal Investigator. An amount of Rupees 1.2 lakhs was sanctioned by the research committee for this project and an amount Rupees 90000/ was as given as advance. 7th BoG meeting held on 27.03.2015 has directed Prof. Ramaswamy K.P to refund the entire amount received from TEQIP. Hence Rs.90000/- (Rupees Ninety

thousand only) recovered from Prof. Ramaswamy K.P on 05.06.2015.
BoG ratified the closure of the project.

2.13 IIIC Activities

BoG noted the shortage of proposals under IIIC. The TEQIP Coordinator explained that this shortage was due to the existing guidelines for conducting programs under IIIC.

The SPFU Director informed that as per the new PIP guidelines IIIC programs can be extended for conducting industrial visits, distribution of internships, paper presentation by students etc

2.14 Programmes under EAP

2.14.1 Inhouse programmes conducted under EAP

BoG examined the following in-house programs conducted under EAP.

Sl. No	Branch	Name of Program	Type of program	Industry Name / Instn Name/Faculty	Date	No of days	No. of Student Participants	Actual/Planned Expenditure (Rs.)
1	CE, ECE, EEE (Final Year)	Employability Enhancement training programme	Softskill	PRAGMATIX, Kochi	10.08.2015 to 12.08.2015	3	346	91090/-
2	EEE (I Year)	Introduction to sustainable engineering	Bridge course	Prof.V K Damodaran	17.08.2015	1	130	14000/-
3	All branches (3 rd Sem)	Mathematics class for lateral entry students	Bridge course	Prof.Riyas, Prof.Beena, Prof.Teena Liza John	10.08.2015 to 18.08.2015	6	50	10000/-
4	All branches (Final Year)	Engineer women in business	Employability enhancement (Entrepreneurs hip development for girl students)	Er. Sujatha Rajagopalan, Er. Manjula	07.08.2015 (AN)	1/2	70	10000/-
5	All branches (Final Year)	Entrepreneurship development programme	Employability enhancement	Er.Reghuram Iyengar	07.08.2015 (FN)	1/2	300	10000/-

BoG noted that the item referred in Sl. No. 1, 'Employability Enhancement training program' has exceeded the maximum amount permitted as per rule and directed to find additional amount from other sources for the excess amounts.

BoG ratified the programs from Sl.No. 2 to 5.

2.14.2 Inhouse programmes to be conducted under EAP

BoG suggested that the in-house programs to be conducted under EAP should be in accordance with the guidelines in the PIP and also commented that the training programs which need more funding are to be conducted on Service Procurement basis.

Part 3-Reports

3.1 University Examination results, 2011-15 Batch

BoG congratulated the Principal and faculty for the excellent performance in the B.Tech/ B.Arch Examination of Kerala University in 2015. BoG congratulated all the rank holders. Principal brought to the notice of the BoG that three former students of the college have successfully cleared the Civil Service Examination 2015. BoG congratulated the following Civil Service Examination winners.

1. Mr. Krishna Raj R Mechanical – Production Engineering (2008-12)
2. Smt Bavika Mangalanandam – Electrical & Electronics Engineering (2003-07)
3. Mr.Sujith Das S - Mechanical Engineering (2005-09)

3.2 Placements 2011-15 Batch .

BoG appreciated the present placement statistics of the college as a phenomenal increase in placement was reported. It is also suggested that it would be better to present the data in terms of the total student strength.

3.3 Status of Fund utilization as on 22.08.2015

BoG noted the status of fund utilization provided by TEQIP Coordinator as below

Sl.No.	Category of Expenditure	Amount spent in Lakhs	Advance Paid in lakhs	Committed expense in Lakhs
1	Procurement and Civil Work	463.26	16.07	58.55
2	Providing Assistantships for Increased enrolment in existing and new PG Programmes in Engineering Disciplines	17.96	-	6.60
3	Enhancement of Research and Development and Institutional Consultancy Activities	10.79	7.09	-
4	Faculty and staff development (FSD)	136.13	8.10	26.35
5	Enhanced Interaction with Industry	11.80	-	1.15
6	Institutional Management Capacity enhancement	8.50	-	.50
7	Academic reforms	14.80	-	15.74
8	Academic support for weak students	19.07	-	.93
9	Incremental Operating Cost	35.87	0.37	.75
Total(1 to 9)		718.18	31.63	110.57

Total Fund received : Rs 750 Lakh
Total Expenses : Rs 718.18 Lakh
Total Advances paid : Rs 31.63 Lakh

Balance Amount : Rs 0.19 Lakh
Total Committed Expenses : Rs 110.57 Lakh

BoG informed that the remaining fund will be released in last week of September .

3.4 Report on International Travel related with participation in International Conferences

BoG noted the information provided related with International Conferences. It is directed that faculty attending International Conference should submit a brief report on this matter to the Principal/TEQIP office and should give a presentation to all faculty. BoG felt that such a system will motivate more faculty members to undertake such programs.

3.5 Audited statement of International Conference conducted by Chemical Engineering Department

The audited report on International conference conducted by the Chemical Engineering department was examined by the BoG. The item no 2 as stated in the audit report appears unacceptable. However, the conduct of the academic program and outside participation from experts are appreciated by the BoG. It is decided to seek an explanation from the coordinator of the conference on the auditors remarks especially on item no 2. Based on this, the matter may be placed in subsequent BoG meeting.

Part 4

Any other items

4.1: Teaching assistantship to Non-gate M.Tech students admitted in 2015

BoG approved the teaching assistantships to the non GATE M.Tech students admitted in 2015 as per the existing guidelines.

4.2 Quality upgradation- Stationary expenses for Thesis

BoG decided to provide an amount not exceeding Rs. 3000/- for printing the PhD thesis for faculty members doing PhD registered through TEQIP.

4.3 Publication of proceedings of international conference (ME)

BoG approved the proposal for publication of proceedings of the International conference to be conducted by Department Mechanical Engineering as a special issue by 'Indian society of Mechanical Engineers'. It is suggested that it would be better to release the conference proceedings under the banner of respective professional organizations.

4.4 NBA Accreditation of Remaining B-Tech and M-Tech courses

BoG approved the proposal for fee payment of Rs 12.54 Lakhs for NBA Accreditation for the following courses.

1. B.Tech Production Engineering
2. B.Tech Chemical Engineering
3. M.Tech Structural Engineering and Construction Management
4. M.Tech Industrial Refrigeration and Cryogenics

4.5 NBA Accreditation Workshop

BoG approved the proposal for the 'Workshop on NBA Accreditation and Preparation of SAR' by Dr. Leshkmi Narasimhan from 03-09 -2015 to 06-09-2015. The expenditure related with the program can be approved as per the guidelines of TEQIP II.

The meeting concluded at 12:30 pm .

Dr S. Ayoob
Principal, TKMCE

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

