

# TKM COLLEGE OF ENGINEERING , KOLLAM

## TEQIP II

Minutes of the second BOG meeting held on 22/08/2013 at 11 AM in the conference hall.

### Members present:

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| 1  | <b>Sri. Shahal Hassan Musaliar T.K</b><br>Member, National Minority Commission,<br>Government of India<br>Member, IT Infrastructure Board, Govt, of Kerala | Chairperson |
| 2  | <b>Prof. M. Salihu</b><br>Former VC, Madurai Kamaraj University  | Member      |
| 3. | <b>Shri. M. Sherif</b><br>Addl. Secretary, Higher Education  | Member      |
| 4. | <b>Shri. James Joseph</b><br>Joint Secretary, Finance Department   | Member      |
| 5. | <b>Prof. U. Rasheed Kutty</b><br>Professor, Computer Applications, TKMCE & TEQIP Co ordinator<br>TEQIP   | Member      |
| 6. | <b>Prof. John M George</b><br>Professor & HOD, Dept. of Mechanical Engg.; TKMCE  | Member      |
| 7  | <b>Sri. Haroon. M</b><br>Chief Operating Officer, TKM Infotech (P) Ltd., InfoPark, Kochi   | Member      |
| 8  | <b>Dr. M Jayaprakas</b><br>Director, College Development council, University of Kerala   | Member      |
| 9. | <b>Prof. S. Parameswaran</b><br>Principal TKMCE  | Member      |

The meeting of the Board of Governors (BOG) started at 11 AM with Sri. Shahal Hassan Musaliar on the chair. The Chairman welcomed the members to the meeting.

The leave request from Dr. K. Shreekrishna kumar and Dr. Babu T Jose were granted. The agenda of the meeting was approved by the BOG.

### **BG 2.1 Approval of the minutes of the previous BoG meeting**

The principal, Prof. S. Parameswaran read the minutes of the previous meeting and sought the approval of the BOG. The BOG approved the minutes of the first BOG meeting.

### **BG 2.2 Review of procurement activity**

The coordinator, procurement activities presented the changes made in the procurement plans and the BOG approved the changes.



**BG 2.3: Review of academic activity**

The academic coordinator presented the details of the activities conducted after the first BOG meeting. The committee members enquired about the details of resource persons participated in the programs. Further, the committee suggested that, conducting of programs which were not approved by the BOG should be reduced to minimum.

Documentation of the report of the conferences attended by the faculty should be complete in all respects. It should be supplemented with photographs and audio recordings, if possible. These documents should be kept in the college Library. The BOG ratified all the programs conducted by the academic committee.

**BG 2.4: Review of IIIC activities**

The coordinator, IIIC presented the activities of the IIIC committee and some suggestions were made by the BOG. The members of staff should make use of this opportunity to visit well known reputed institutions and MoU may be signed, if possible. The BOG approved all the programs conducted by the IIIC committee.

**BG 2.5: Review of EAP activities**

The committee made positive comments on the review report of the activities of EAP committee. The BOG suggested that the culture of speaking in English should be promoted in the campus. The BOG also approved all the programs conducted by the committee on EAP.

**BG 2.6: Action plan for Academic, R & D activities**

Action plans for the programs for Faculty and staff development for the period upto 31/12/2013 were approved by the BOG.

**BG 2.7: Action plan for IIIC activities**

The details of action plan for IIIC was presented before the committee and it was approved.

**BG 2.8: Action plan for EAP activities**

The action plan submitted by the EAP committee was approved by the BOG.

**BG 2.9: Teaching Assistantship**

Proposal to provide scholarship to non-GATE-qualified PG students admitted before the date of signing MoU, but continuing studies during the course of implementation of TEQIP II was approved.

**BG 2.10: Seed money**

The proposal to provide seed money as research assistance to faculty was approved by the BOG. The Research guidance committee proposed for implementing the programs was also approved.

**BG 2.11: Financial support to faculty**

Financial support to faculty under quality up-gradation scheme may be implemented after consulting SPFU. The proposal to support the faculty who registered for PhD before the date of signing of MoU, but continuing research during the course of implementation of TEQIP was presented and it was decided to consider in the next BOG meeting.

**BG 2.12: Approval of revised committee members**

The revised details of TEQIP unit and main functionaries were presented before the BOG and it was duly approved. The BOG suggested to reconstitute the 'TEQIP Committee for Monitoring and Evaluation'.

**BG 2.13: Honorarium/ Remuneration for experts**

Revised guidelines for providing honorarium and remuneration for experts and resource persons were approved by the BOG.

**BG 2.14: Honorarium paid for FDP on "Tools for developing soft skills"**

The request submitted by the coordinator of FDP on "Tools for developing soft skills" for approving the honorarium already paid, was approved by the BOG.

**BG 2.15: Appointment of MIS Officer**

The BOG suggested that a committee consisting of Chairman BOG, Principal, TEQIP II Coordinator and HOD, Computer science and Engineering, may be formulated to select the MIS officer for the project period.

**BG 2.16: Duty leave for faculty for international travel**

Based on the Government Order concerned, it was decided by the BOG to permit duty leave for international travel to attend conferences and seminars.

**BG 2.17: Proposal for International travel by Prof. Sheeba O**

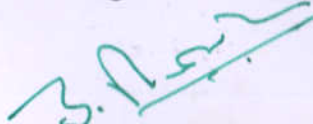
The proposal for international travel support to attend the International conference WCSE-2013 to be held at Singapore on 24/08/2013 to 25/08/2013 submitted by Prof. Sheeba O (Dept. of Electronics & Communication) was discussed. The Technical paper on 'Glaucoma detection using neural network' was selected for presentation in the conference. The estimated expense for the program is Rs.99538/- (Ninety nine thousand five hundred and thirty eight only). The proposal was approved by BOG.

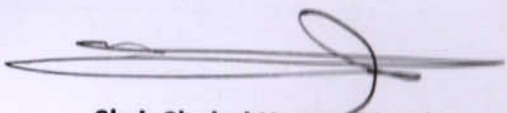
**BG 2.18: Any other matter**

Academic results of various Engineering Courses of the institution for the previous year were discussed. HODs were requested to cooperate with all the TEQIP activities and try to improve the results of the institution.

It was decided to convene the next BOG meeting on 14.12.2013

The meeting concluded at 3.00 PM

  
Prof. S Parameswaran  
Principal, TKMCE, Kollam

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