

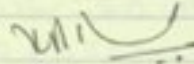
Minutes of BoG Meeting held on 29/7/2013 At 9.30am

Members Present:

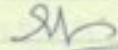
Gopakumar. K.



Arkap Pillai



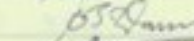
Dr Elizabeth Elias



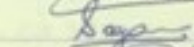
S. Narandhan Pillai



V. I. Bala Subramanian



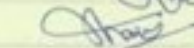
K. Yediyasagar



R. Radhakrishna Pillai



Dr Abdul Hanneef



Dr. K. Gopakumar, chairman, Board of Governors presided over the meeting.

The items as per the agenda note were taken for discussion and approval

minutes

Part A

procedural

Item no. A1: Confirmation of the minutes of the BoG held on 26.03.2013.

The minutes of the BoG meeting held on 26.03.2013 was read and confirmed. No comments were received.

PART B

Status Reports

Item no. B1: Status of Fund Position as on 25.07.2013

BoG expressed satisfaction over the objects being taken by the college

in expediting the procurement and effective utilization.

Item No. B2: Status of new PU Programs.

The principal reported that three new programs are now running in his campus and the selection of the students are by the rules and regulations set by the Directorate of Technical Education.

Item No B3:

Status of Faculty Position as on 25.7.2013
The principal presented the status of faculty position as on 25.07.2013. The members raised concern over the vacancy in the Associate Cadre level in the Civil Engineering and Electronics and Communication Engineering department.

PART - C

Discussions, Consideration and Ratification

Item No. C1.1: Progress report of the Procurement activities.

Prof. Bidu. I.K. Procurement Nodal officer presented the current status of Procurement. He reported that as on 25.07.2013, 44 packages (Total 98 Packages) have been completed.

Item No. C1.11: Ratification of the Procurement Packages Cancelled

Prof. Bidu. I.K. Procurement Nodal officer presented the cancelled items in the approved

Procurement Plan. The BOB discussed the case and the nodal officer explained the reason for cancellation. The BOB ratified the cancellation as per the details given in the Agenda notes (Page no. 6)

Item no. CI. III:

Ratification of newly created procurement packages.

Since the initial procurement plan has been prepared in 2010. NPIU and SPFU have given permission for revising the existing procurement plan, for setting up the laboratories for the Ph programs, Strengthening U.G Laboratories, improving the learning facilities and other facilities in the campus. The procurement nodal officer has presented newly created packages. The BOB discussed the matter in detail and ratified the list given in the Agenda notes (Page no. 7 items from Sl. No. 1 to 11)

Item No. CI. IV:

Consideration of newly created Procurement Packages.

Prof. Biju IK has presented new package proposals submitted by various departments. The BOB discussed the proposal in detail and approved the list given in the Agenda notes (Page no. 8)

Item no. C2. 1:

providing Teaching and Research

Assistantships to increase enrolment in existing and new PG Programs in Engineering.

The Principal reported that 17 non GATE PG Student are supported by TEQIP II fund (RS. 6000/month)

Item No. C3.1 - Enhancement of R&D and institutional consultancy.

The NPIU directed the parent institutions to appoint retired teachers from IISc, IITs, NITs/other reputed institutions as Senior Research Advisor and directed to constitute a Research Guidance Committee (RGC) for enhancement of research and development activities based on the institutional requirement.

The BoM discussed the matter in detail and authorised Principal and R&D Coordinator to appoint a SRA and form RGC. BoM suggested to constitute RGC with representation from all disciplines and is active in research and guided Ph.D scholars.

Item No. C4.1: Progress report of Faculty and Staff Development.

BoM approved the various training programs that were attended by faculty and staff and in house programs organized as per the Agenda notes (Page 16 to 18) Based on the suggestions of the members, the following decisions were taken.

1. To collect feedbacks of the training programs from the participants and to call out Faculty participants to make brief presentations of the content of the training program before the principal and Faculty colleagues/ students to share the knowledge and feedback.
2. Sent more faculties for training programs arranged by reputed organizations.

Item No. C4-11: Discussion on various proposed training programs and conferences for the Faculty, Technical staff and Administrative staff:-

meeting approved the various proposals in house training programs, attending Faculty and staff for training programs and conferences outside the institution as per the list given in the Agenda notes (pages 19 & 25) The members suggested the following:-

- (1) organize more in house training programs for faculty, staff and students so as to enable them to keep abreast of the recent developments.
2. Don't encourage Faculty staff members for attending national or international conferences without presenting a paper. However for a reputed conferences (in the research domain of a faculty member) faculty can attend a conference without presenting a paper subjected to prior approval from BOU.

The following decisions were also taken by the BOB
 (1) Conference paper titled 'numerical modeling of
 an annular flow with phase change in a microchannel
 (draft paper) of Prof. Jaseela S Assistant
 Professor, ME department, has been accepted in
 the ASME Conference IMECE 2013, November
 15-21, 2013, San Diego, CA, USA. The BOB recom-
 mended to forward her application to SPFU for
 attending the conference and recommended to
 give financial support from GERP II as per
 guidelines of NPIU/SPFU and state govt.
 (Details given in Annexure 1 of Agenda notes)

(2) The BOB also recommended forwarding the
 detailed proposal from Prof. Sangeetha, Chemistry
 department (currently doing Ph.D. with NIT
 Calicut in the area of Polymer Nano
 Composites) for visiting doctoral student,
 Department of Physics and Astronomy, Trent
 University, Canada under Trent Biomaterials
 Research Program for a period of six months
 from September 2013 to February 2014 to
 SPFU. She requested to sanction to and
 for travelling expenses and the visa fee from
 GERP II fund.

Item No. C5.1: Discussion on MRC activities.

Dr. Anirudhan P. MRC Coordinator presented the
 activities conducted under MRC. The BOB inhibited
 the various programs organized under M
 Cell as per the Agenda notes (Page 26 & 27).

Item No. C5.11: Consideration of new proposal
 on MRC activities.

The BOD approved the new proposal presented by the IIC coordinator for arranging a workshop on "R&D" featuring scientists from BARC, ISRO & DRDO.

Item No. C6: Institutional management Capacity Enhancement

The BOD approved the various management capacity enhancement programmes presented as per the agenda notes (page no 28). The BOD suggested that only senior faculty members will be sent for management training programs.

Item No. C7: Discussion on progress of accreditation of UG programs.

The members suggested planning for the preparation of self assessment report (SAR) by October 2013 so as to get an idea regarding the institute's preparedness for getting its programmes accredited. The BOD advised to make following steps at the earliest for the preparation of accreditation.

- (1) improve central computing facility (CCF)
- (2) improve library facility by procuring more titles
- (3) improve campus network facility.
- (4) make more smart class rooms.

Item No. C7.11: Ratification of the appointment of temporary MIS officer.

BOD ratified the appointed Smt. Divya. M. with effect from 03/07/2013 as MIS officer as per the terms and conditions prescribed by SPFU and MPIU.

Item No. C8.1: Discussion and Ratification of various Programs for the Students

The BOG discussed the various programs conducted for the student and ratified the programs as per the Agenda notes (Page No 30 & 31)

Item No. C8.11: Consideration of various proposed programs for the students.

The BOG discussed the various proposed programs for the students and approved the programs as per the Agenda notes (page No 32 & 33)

The following decisions were also taken by the BOG-

- (1) For the remedial classes arranged by the faculties, restrict the amount to Rs. 15,000.00 (Fifteen thousand only) per year for a faculty
- (2) conduct internal evaluation and collect feedback from the students about the remedial classes.

Item No. C9. Approved for TEOIP II Committee

The BOG ratified the appointment of TEOIP II committee as per Annexure II of Agenda notes.

