

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME

Phase II Sub Component 1.1

**10th MEETING OF
THE BOARD OF GOVERNORS**

MINUTES OF THE MEETING

Date: 27/06/2014 Time: 10.30 am

Venue: Conference Hall

RAJIV GANDHI INSTITUTE OF TECHNOLOGY

VELLORE P.O., KOTTAYAM-686501 KERALA

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Minutes of the 10th BoG meeting held on 27/06/2014.

Prof. (Dr) S Mohan, Director, NITTTR, Chennai, the Chairman presided over the meeting.

The following members of the BoG attended the meeting:

Prof. (Dr) Sabu Thomas, MG University

Shri. M Sherif, Additional Secretary, Higher Education, Govt. Kerala

Shri. James Joseph, Joint Secretary, Finance, Govt. Kerala

Prof. (Dr) K P Indiradevi, Principal

Prof. Geetharenjin P R, Professor

The meeting started with the welcome speech by Prof. (Dr) K P Indiradevi, Principal.

Then the Chairman made opening remarks and invited the Head of the Departments for presentation of academic activities. Prof. Vijayakumari C K (EEE), Prof. Ciby Thomas (ME), Dr. A Praveen (CE), Prof. P N Thankachan (EC), Dr. Sobhana N V (CSE) presented the academic activities.

The following observations were made by the Chairman & Members about the presentations.

1. The funds utilized by each department for procurement should be included in the presentation, with the following
 - a) New laboratories established.
 - b) Laboratories modernized.
2. The facilities enhanced should be notified in the website.
3. The final year results of the present batch should be compared with last five batches.
4. The remedial classes should be conducted with a new expert teacher other than who taught originally (internal/external)
5. The number of journal publication by the faculty members should be improved.
6. The faculty members should be encouraged for getting more sponsored projects.
7. The Chairman entrusted Prof. Ciby Thomas (HoD ME) for exploring the utilization of E-enthra developed by IIT Mumbai on Robotics, in order to establish a Robotic laboratory.
8. The Chairman and members appreciated the Dept. of Mechanical Engineering for introducing Online Attendance Monitoring System. Also suggested to improve the system for getting messages to the respective parents & to implement in all departments.
9. Prof. (Dr) Sabu Thomas, suggested introduction of new teaching methods including Flip Class Rooms and conduct more tutorial classes.

10. The conduct of short term training programmes should be on recent subjects which should have specific outcomes. The courses should attract external participants from industry/institution.
11. The chairman and Prof. (Dr) Sabu Thomas suggested a training programme on Nanotechnology in collaboration with Department of Nanotechnology , MGU, may be conducted for the faculty members from all TEQIP Institutions.

Decisions on Agenda Items

Part A

Procedural Items

A1. Confirming the Minutes of the 9th Meeting of the Board of Governors held on 20/05/2014 at RIT Kottayam

The draft minutes of the 9th Meeting of Board of Governors of TEQIP Phase II of RIT Kottayam held on 20/05/2014 was sent to the Chairman with copy to the members. The Chairman approved the final minutes after incorporating the comments received from the members. A copy of the Minutes is appended as Appendix A1 for confirmation.

Since there are no comments on the minutes from any member, it is resolved to approve the minutes of the 9th meeting of BoG.

A2. Report on the action taken/action pending on the pertinent decisions in the Minutes of the 9th Meeting of the Board of Governors held on 20/05/2014 at RIT Kottayam .

The decisions taken by the Board as recorded in the Minutes of the 9th Meeting of the Board of Governors of TEQIP Phase II held on 20/05/2014 have been noted and actions have been initiated. A report on the action taken and actions pending is presented in the Table given below.

TABLE A2.1

Sl. No	Decision Item	Action Taken
1.	The BoG approved Twelve STTP/Workshop proposed by various faculty members. (Up to 31 st August 2014) (CE – 3, ME – 2, EEE - 3, ECE – 2, CSE – 1, Library - 1)	No of programmes conducted. - 3 (CE-1, EEE -1, CSE – 1) No of programmes announced / Rescheduled - 8 (CE-2, ME – 2, EEE - 2, ECE – 1, Library - 1) No of programmes cancelled - 1

		(ECE-1)
2.	The BoG approved Twenty One STTP/Workshop to be attended by faculty members (Out side the Institution). (Up to 31 st August 2014) (CE – 3, ME – 3, EEE - 5, ECE – 9, CSE – 1,)	No of programmes attended. – 10 (CE – 1, ME – 2, EEE - 5, ECE – 1, CSE –1,) No of programmes not attended (due to transfer) – 3 (ECE – 3) No of programmes not attended – 1 (CE – 1) No of programmes rescheduled by the organization – 4 (ECE – 4) No of programmes scheduled for July – August – 3 (CE – 1, ME – 1, ECE – 1)
3.	The BoG approved Three Technical Staff Training Programme- In-house (EEE-2, CSE -1)	EEE -2 - Scheduled in July 2014 CSE – 1 - Postponed
4.	The BoG approved Eleven Technical Staff Training programme - out station (ME -6, CSE- 5)	No of staff attended – 1 (CSE -1) No of staff not attended – 4 (ME-3, CSE-1) No of staff training scheduled for July – August – 6 (ME -3, CSE – 3)
5.	The BoG approved Two Institutional Management Capacity Enhancement Programme - out station	Both of them attended.
6.	The BoG approved Three Placement Activities	Not conducted due to rescheduling of exams.
7.	The BoG approved Five Finishing School Activities (CE, ME, EEE, ECE, CSE – One each)	Two out of the Five scheduled during the month of June 2014 conducted (ME 1, EEE – 1).

8. The BoG approved Twenty Two Academic Support for weak students 2014-15 First half	The classes were started with special time table from 23/06/2014 for S3 & S7 batches.
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The BoG made the following observations.

- a) **The statistics of faculty attended for the STTP should be made available – internal faculty / external faculty / members from industry**
- b) **The details of STTP should be published in college website and should be reported to SPFU. Also the brochure of the STTP should be forwarded to other educational institutions / industry within the state and outside the state.**
- c) **Faculty / Staff members should make every effort to attend the programmes which are sanctioned by the BoG.**

Part B Items for Discussion, Consideration and Approvals

Sl. No	Items
B1	Consideration of the various programs for the next three months.- Details given in Annexure I
B2	<p>Ratification of the Revision of Budget – International Travel Support Scheme.</p> <p>1. Dr. David Solomon, Associate Professor in Electronics and Communication</p> <p>The paper submitted for International Conference, Industrial Electronics (ISI 2012) held at Hangzhou, China during 28-31 May 2012 was accepted.</p> <p>He has obtained Govt. sanction before proceeding for the conference G.O (Rt) No.816/12/H. Edn. dt. 26/04/2012</p> <p>He had submitted application form in the prescribed format mentioning the travel plan and other details to SPFU for consideration by the standing committee on International Travel Support Scheme on 03/04/2013. The committee met on 15/07/2013 approved his proposal for an amount of Rs. 104271/- .</p> <p>In the bill for reimbursement an amount of Rs.116894/- is claimed against the sanctioned amount of Rs. 104271/- .He has estimated Rs. 5000/- as food and incidental expenses in the original proposal. As per G.O (P) No. 474/2004/Fin. dt. 12/10/2004 sanction is accorded by the Govt. for the payment of per diem allowances. Also the order permits the revisions time to time by Govt. of India. Accordingly he is eligible for accommodation</p>

charges + 2/3rd of per diem allowances. Hence in the final bill he has claimed the accommodation charges and per diem allowances.

In view of the above his claim may be accepted.

BoG Decision : Ratified and Approved.

2. Smt. Bindhu B K, Assistant Professor in Civil Engineering

The paper titled Influence of Organic Loading Rates Aerobic Granulation Process for the treatment of Wastewater in the International Conference on Future Environment and Energy (ICFEE) held at Rome, Italy during 24-25 Feb 2013 was accepted.

She had submitted application form in the prescribed format mentioning the travel plan and other details before proceeding for the conference. She has obtained Govt. sanction before proceeding for the conference G.O(Rt) No. 67/13/H.Edn dt. 17/01//2013

Her proposal was approved by the standing committee on International Travel Support Scheme on 24/06/2013 for an amount of Rs. 151574/-

She visited the University of Rome and made initial interaction for signing an MoU.

In the bill for reimbursement an amount of **Rs. 228468/-** is claimed against the sanctioned amount of Rs. 151574/-. She had estimated an amount of Rs. 74720/- towards accommodation and other logistic arrangement, but the actual expense came to Rs. 151241/- (accommodation itself costed Rs. 95110/-). As per G.O (P) No. 474/2004/Fin. dt. 12/10/2004 sanction is accorded by the Govt. for the payment of per diem allowances. Also the order permits the revisions time to time by Govt. of India. Accordingly she is eligible for accommodation charges + 2/3rd of per diem allowances. Hence in the final bill she has claimed the accommodation charges and per diem allowances.

In view of the above her claim may be accepted.

BoG Decision : Ratified and Approved.

3. Dr. Leena Mary, Professor in Electronics and Communication

The paper titled **Evaluation of mimicked speech using prosodic features** was accepted in the 38th IEEE International Conference on Acoustics Speech and Signal Processing held at Vancouver, Canada during 26- 31 May2013

She had obtained Govt. sanction before proceeding for the conference G.O(Rt) No. 657/13/H.Edn dt. 24/04/2013.

She had submitted application form in the prescribed format mentioning the travel plan and other details to SPFU for consideration by the standing committee on International Travel Support Scheme on 19/06/2013. The committee met on 04/11/2013 approved her proposal for an amount of Rs. 255605/-.

	<p>During her visit, she visited University of British Columbia, Vancouver and McMaster University Hamilton, Toronto.</p> <p>In the bill for reimbursement an amount of Rs. 2,76,091/- is claimed against the sanctioned amount of Rs. 2,55,605/-.No accommodation charges were included in the original proposal. As per G.O(P) No. 474/2004/Fin. dt. 12/10/2004 sanction is accorded for the payment of per diem allowances. Also the order permits the revisions time to time by Govt. of India. Accordingly she is eligible for accommodation charges + 2/3rd of per diem allowances. Hence in the final bill she has claimed the accommodation charges and per diem allowances.</p> <p>In view of the above her claim may be accepted.</p> <p>BoG Decision : Ratified and Approved.</p>
<p>B3</p>	<p>Ratification of the over stay period – International Travel Support Scheme.</p> <p>Reply with Medical Certificates received from Dr. Vinish V.Nair . Placed for consideration.</p> <p>The reply was satisfactory and hence the BoG has ratified and approved.</p>
<p>B4</p>	<p>Consideration of the proposal for conducting International Conference</p> <p>The BoG meeting held on 27-04-2013 has approved the conduct of the two International Conferences.</p> <p>Out of the above, an International Conference on Energy & Environment was organized by the Departments of Civil Engineering & Mechanical Engineering during December 2013.</p> <p>It is proposed to conduct the second International Conference on Energy management, Communication and Computing (ICEmC²) from 20-22 Nov. 2014 by departments of Electrical & Electronics, Electronics & Communication and Computer Science & Engineering. A brief description of the conference is as given below.</p> <p>Conference Themes ?</p> <ul style="list-style-type: none"> • Electrical & Electronics, • Electronics & Communication and • Computer Science & Engineering <p>Important Dates</p>

Last date for full paper submission	:	25 July 2014
Intimation of acceptance	:	26 September 2014
Last date for camera ready paper	:	10 October 2014
Last date for registration	:	25 October 2014
Estimated Expenditure	:	Rs. 10 lakhs
Estimated Revenue from Registration, Sponsorship etc.	:	Rs. 2 lakhs
Amount from TEQIP funds	:	Rs. 8 lakhs
Detailed proposal is attached.		
Observation & Decision by BoG:		
<p>It is observed that the title of the conference is almost same of the last conference organized by Civil Engineering & Mechanical Engineering Departments. Moreover the time given is not sufficient for participants from outside India. Also it is reported that the project period may be extended upto December 2016</p>		
<p>The BoG entrusted the Chairman to take a decision after considering the above aspects, after the details of the proposed conference is submitted.</p>		

Part C Reports

C1. Status of fund position as on 31/05/2014

Fund Received – Rs. 600 Lakhs
Loan from SPFU – Rs. 10 Lakhs
Bank Interest - Rs. 6.8 Lakhs
TOTAL - Rs. 616.8 Lakhs

Sl. No	Activity	Budget Provision (Lakh)	Amount spent (Lakh)	% Progress
1	Procurement of Goods & Civil Works	550	474.74	86.32
2.	Teaching & Research Assistanship	40	14.55	36.38
3.	R&D	30	0.76	2.50
4	Faculty & Staff Development	140	64.46	46.00
5	III Cell	40	9.50	23.75
6	Management Capacity Enhancement	30	3.63	12.10
7	Institutional Academic reforms	30	19.31	64.37
8	Academic support for weaker students	40	4.10	10.25
9	Incremental Operating Cost	100	21.46	21.46
TOTAL		1000.00	612.52	61.25

In addition to the above,

Committed expenditure as on 31/05/2014 - **Rs. 82.79 Lakh**

BoG observed the following:

- 1. The progress of R&D and Academic support for weaker students is not satisfactory. Specific proposals to enhance the research in the cutting-edge technologies should be submitted in the next BoG.**
- 2. Present the progress of TEQIP activities of other Institutions in the state during the next BoG.**

Part D Other Items

- 1. Prof. Vijayakumari C K, Head , Dept of EEE is nominated as Academic Nodal Officer**
- 2. Prof. Thankachan , Head of Department ECE is nominated as EAP coordinator**
- 3. Prof. Antony J K, Department of Mechanical Engg. is nominated to attend a Residential Programme on “ Knowledge Management Practices and Application” during August 04 – 08 , 2014 at Ooty organized by National Productivity Council (under Ministry of Commerce and Industry, Govt.of India). The participation fee is Rs.42,000/-+12.36% ST amounting Rs.47,191/-pr participant .**

The meeting ended at 2.00 PM with thanks to Chair and other members.

Annexure I

B1. 1 . STTP for faculty/ staff outside the institution (Institutional Management Capacity Enhancement).

Sl No	Name of faculty	Designation	Topic	Institution	Date	Amt (Rs.)	BoG Decision
1.	Dr. Biju Augustine	Associate prof. & Public information officer	Effective office administration management	Jaipur Productivity Centre, Jaipur	4-8 Aug 14	70000	Not Approved
2.	RemeshMaroli	Administrative Asst.	Personality Development	NITTTR, Chandigarh	Nov 2014	20000	Approved
3.	P. Thampi	Sr. Supernatant	Personality Development	NITTTR, Chandigarh	Nov 2014	20000	Approved

B1.2. STTP/Conference for faculty Outside the Institution (FSD)

Sl No	Name of faculty	Designation	Topic	institution	date	Amt	BoG Decision
1.	Ebin M. Manuel	Asst. Prof., ECE	Advanced Computational Mechanics	Defense Institute of Advanced Technology (DRDO), Pune	14-18 July 2014	12000	Approved
2.	Peter K Abraham	Asst. Prof., EEE	AC Drive-Power FLEX	Rockwell Automaton Training Centre , Noida	August 2014	30000	Approved
3.	Vijayakumari C.K	Professor & HoD	IEEE International Conference on Embedded System ICES 2014	Amrita Viswa Vidya Peetham, Coimbatore	3-5 July 2014	13000	Approved

B1.3. STTP for Staff Outside the Institution (FSD)

Sl.No	Name	Designation	Topic	Institution	Dates	Amount	BoG Decision
1.	Lalu K Varghese	Workshop Instructor, EEE	Power Cables and jointing Techniques	PSTI Bangalore	30/07/2014 to 01/08/2014	20000	Approved
2.	Sam Kumar T	Trade Instructor, EEE		PSTI Bangalore	30/07/2014 to 01/08/2014	20000	Approved
3.	Reji Thomas	Trade Instructor Gr II , EEE	High Voltage Techniques	PSTI Bangalore	18/08/2014 to 22/08/2014	25000	Approved
4.	Pradeep Das B.	Trade Instructor Gr II, EEE		PSTI Bangalore	18/08/2014 to 22/08/2014	25000	Approved
5.	Remesh M	Trade Instructor, ME	Robotic Welding Programing	Foreman Institute, Bangalore	18-22 Aug 2014	20000	Approved

B1.4. Equity Assurance Plan- Placement Cell

Title	Schedule	No. of Days	Beneficiary	Approx. Expense	Remarks	BoG Decision
Aptitude Training Programme-1	Aug 2014	3	S7(50 students) Batch 1	40000	(10000x3)+Misl	Approved
Aptitude Training Programme-2	Aug 2014	3	S7(50 students) Batch 2	40000	(10000x3)+Misl	Approved
Aptitude Training Programme-3	Aug 2014	3	S7(50 students) Batch 3	40000	(10000x3)+Misl	Approved
Training in Programming Language	July 2014	2	S7(50 students)	25000	(10000x2)+Misl	Approved
Softskill training Programme	July 2014	2	S7(50 students) Batch 1	25000	(10000x2)+Misl	Approved

Softskill training Programme	July 2014	2	S7(50 students) Batch 2	25,000	(10000x2))+Misl	Approved
To meet expenses to conduct recruitments of companies like Infosys, Wipro, UST etc	June 2014- May 2015	-	Final year students	1,50,000		Approved (Only hospitality expenses)

B1.5. The following professors may be nominated to the R and D evaluation committee of the Institution.

- 1) Dr Samson Mathew, Professor in CE, NIT Trichy -Civil Engg
- 2) Dr. M.A Joseph, Professor, NIT Calicut – Mechanical
- 3) Dr. Ashok S, Professor in EE, NIT Calicut - Electrical
- 4) Dr. Elizabeth Elias, Professor, NIT Calicut – Electronics
- 5) Dr. S D Madhukumar, Assoc Professor,NIT Calicut - Computer Science

BoG Decision : Deferred (May be reviewed after detailed examination of biodata)