

Minutes of the Board of Governors of Rajiv Gandhi Institute of Technology, Kottayam held on 17th
January 2013

Venue: Hotel Winsor Castle, Kottayam

Time: 11.00 am

Members present

- 1 Prof (Dr.) S Mohan, Director NITTTR, Chennai- Chairman
- 2 Prof (Dr.) Sabu Thomas, Director of School of Nanotechnology, MG University - Member
- 3 Mr. Sanu M. P, Finance officer, TEQIP, Representing DTE - Member
- 4 Prof. Cherian Schariah, RIT Kottayam - Member
- 5 Prof. Geetharanjin P. R, RIT Kottayam – Member
- 6 Prof (Dr.) Indiradevi K P, Principal

Also present

- 1 Prof. Gymmy Joseph Kattoor, TEQIP co ordinator
- 2 Dr. R Sasikumar, Nodal Officer Procurement
- 3 Dr. A. K . Padmini, Professor and Head, CE Dept and Academic coordinator
- 4 Dr. Leena Mary, Professor and Head, CSE dept
- 5 Prof. Vijayakumari C. K, Professor and head, EE dept
- 6 Dr. Jayamohan M. S, Prof and Head, ME dept
- 7 Prof. P. N Thankachen, Head ECE dept
- 8 Dr. Bino I. Koshy, Professor CE, Nodal officer, Civil works
- 9 Prof. David Solomon, Nodal officer, Finance
- 10 Prof. Mary George, EE Dept
- 11 Mr. Joseph K. D, Asst Professor EE dept
- 12 Mr. Ramesh Maroli, AA
- 13 Mr. Jacob J, UDC

The meeting of the Board of Governors was called to order by the Chairman Prof. S. Mohan at 11.00 am. Principal Dr. K. P. Indiradevi welcomed the members, Senior Professors and Nodal Officers. Principal gave a brief report on the progress of TEQIP –II and also about the recent deliberations and review at Trivandrum and Ernakulum with DTE. Principal highlighted the need to aggressively pursue the procurement process to meet the targets set during the meeting at the Directorate of Technical Education and Additional Secretary, MHRD at Ernakulum on 14th January 2013.

1. Prof Gymmy Joseph Kattoor read out the minutes of the previous BoG meeting held on 29th October 2012 and reported the action taken.
2. Dr. R. Sasikumar, Nodal Officer, Procurement, presented a detailed status of procurement indicating the total number of package initiated by PMSS, the department wise procurement plans and the financial statement.

During the discussion followed, the Chairman and BoG members sought clarification regarding the low expenditure and the delay in procurement process. The detailed action plan for procurement was deliberated upon.

Mr. Sanu MP (Finance Officer on deputation at DTE) representing DTE has pointed out the absence of detailed agenda for the meeting. He sought clarifications of expenditure and procurement status. He expressed that a report will be given to DTE regarding the progress of TEQIP so far.

Prof. (Dr) A. K. Padmini, HOD(CE) has sought the approval of BoG for the proposal to reallocate the funds for the purchase of state of the art roughometer by adjusting the money already allocated to the department. She pointed out that due to cost escalation the packages being readjusted could not be initiated. The package being readjustment are as follows.

(i) Traffic simulation software	Rs. 3,50,000
(ii) Traffic count equipment	Rs. 1,50,000
(iii) Weighing Balance	Rs. 20,000
(iv) Viscometer	Rs. 2,00,000
(v) Traffic engg equipments	Rs. 3,50,000
Total	Rs.10,70,000

The initial allotment for roughometer was Rs. 5,10,000. The total allotment for 6 packages would be Rs. 15,80,000/- for the department.

Since roughometer is a state of the art equipment, being used by premier institutions and road agencies for evaluating the profiles of roads, the BoG has given approval for the revision of the procurement plan by allotting Rs. 16 lakhs for roughometer in place of 6 packages earlier suggested. Prof. S. Mohan opined that 5 packages being dropped may be kept in queue for the time being and may be reconsidered if balance fund is available in future.

Dr. Bino I Koshy, Nodal officer for civil works, presented the status of the Civil Works. Out of 7 packages, 5 packages are found essential as requested by various departments need be retained. Total of Rs. 40 lakhs may be sanctioned for 5 packages and balance of Rs. 10 lakhs may be used for procurement of equipment and books, as requested by the various heads of the department. Also the request to allocate separate allocation for the new architecture department needs approval from the BoG. The technical sanction and approval of schedule of rates is being done in consultation of the PWD. The financial sanction and tendering can only be done after clearance from PWD. The earliest start of the packages is assured by the concerned officials in last week of January 13. The revised allocation sought for civil works are as follows:

1. Modification of Central Computing Facilities	Rs. 5.5 lakhs
2. Specialized flooring	Rs. 14.0 lakhs
3. Casting Yard	Rs. 8.0 lakhs
4. Renovation works	Rs. 10.5 lakhs
5. Information System	Rs. 2.0 lakhs
Total	Rs. 40.00 lakhs

HOD (EE) presented the reasons for delay in initiating purchase of diesel generator costing Rs. 18 Lakhs for want of technical clearance from PWD. The delay attributed to civil works and electrical works are of the same nature. The generator has to be synchronized with the existing distribution lines and hence PWD clearance and approval of technical is essential to proceed. It was assured by all concerned that within all two weeks all clearance will be given.

Heads of departments of ECE, EEE and Architecture sought more packages for departments considering re-allocation of funds of civil works and balance amount available for procurement. The packages are

- (a) Simulation package- Rs. 8 lakhs
- (b) Energy equipments- Rs. 5 lakhs
- (c) 5 packages of Architecture dept.- Rs. 10 lakhs
- (d) Library text books- Rs. 10 lakhs

Dr. R. Sasikumar, Nodal officer Procurement has sought approval for the following.

1. Heat transfer system was cancelled due to want of sufficient quotations. Approval was sought to invite re-quotation
2. Servers and Desktops which was initiated under NCB. The specifications were not fully met by a single quotation received. The purchase committee has recommended to cancel the tender and re-tender changing the specifications which would ensure more competitive bidding without altering all the important specifications. A single specification in question which was challenged during pre-bid meeting will be retained as desirable/ optional specification during the future bidding process.
3. Requested to change the mode of procurement of digital lab software and application software from DC to shopping.
4. Requested approval for change of power electronics equipments from shopping to NCB.
5. Requested approval for purchase of dSPACE under direct contract based on certificate issued by M/s dSPACE, Germany who is the sole manufacturer and distributor of dSPACE.
6. Motor Generator unit of EE dept. The date need to be extended since sufficient quotations were not received under shopping.
7. The package of Digital Storage Oscilloscope (DSO) of ECE dept. the mode of procurement may be changed from shopping to Direct Contract.
8. The package of 'Keil' of ECE dept, the mode of procurement need to be changed from shopping to DC.
9. The package of 'Arm Emulator' of ECE dept the mode of procurement from shopping to DC.

The committee has given approval for the revised procurement plan submitted by procurement nodal officer for equipments and civil works based on the above discussions decided to accelerate the procurement process.

Dr. Padmini A.K., academic coordinator presented the action plan for Faculty Development Programme for teaching and non-teaching staff for the coming semester and remedial courses

for students during February and March 2013, which was approved. Academic nodal officer submitted proposal of training and foreign travel programme of faculty.

1. Four senior faculty members may be deputed for stress and time management course conducted by Jaipur Productivity Council at Goa from 11 Feb to 15 Feb 2013.
2. Ms. Bindhu B.K. of Dept. of Civil Engg. has sought financial assistance to present paper at conference at Rome, Italy from Feb 24-25, 2013.
3. Prof. R. Sasikumar, Prof., Mechanical Engg. has sought sanction for travel to present paper at IEEE- SSCI international conference at Singapore from April 16-19, 2013.

BoG has resolved to send a note to MHRD/ NPIU/SPFU regarding the ban on foreign travel. Prof. Sabu Thomas, member of BoG has pointed out such interaction is essential to find new areas of collaborative research and academic reforms. Board has authorized Dr. S. Mohan, Chairman to send a note to MHRD/ NPIU/ SPFU accordingly. (Note attached)

- The committee has approved the budget proposal for the allotted amount of Rs. 200 lakhs.
- The sanction was given to allocate Rs 10 lakhs towards egistration fee for NBA accreditation for 5 UG programmes.

Other general discussion on academic excellence and research initiative was as carried out.

1. Explore possibility to sign more MoUs with institutions and industries.
2. Review the MoU's executed on a yearly basis regarding the performance.
3. Category wise SC/ST and gender wise split up of students identified for remedial courses.
4. A survey to find the impact of such courses offered to students
5. Suggested to evolve a performance measure for bridge and remedial courses.
6. Explore if money can be allocated to industrial training of PG students.
7. Members reviewed the current research activities of various departments and the college as a whole and wanted more aggressive initiative from faculty to promote research.
8. Approval was given to apply for centre of excellence in digital signal processing to MHRD after a discussion on the draft proposal submitted by Dr. Leena Mary, Professor and head CSE dept.

The next BoG meeting is proposed on 15th March 2013.

The meeting ended at 4 pm.