

Minutes of the Board Of Governors(BOG) on 29-10-2012

The BOG meeting convened in the Seminar hall of Electrical Engineering Department at 11a.m. The Chairman, Board of Governors, Prof (Dr) Mohan S, chaired the meeting. Dr. K.P Indiradevi, Principal welcomed the members present in the meeting. Prof. Gymmy Joseph Kattoor, Coordinator, TEQIP read the minutes of the previous BOG meeting and reported the actions taken on the decisions. After a brief introduction by the Chairman, BOG, the meeting discussed the notes of agenda in detail and the following decisions were taken.

1. Approved the minutes of the last meeting held on 20-06-2012. Also directed to forward the minutes of the BoG to Members and to present the action taken report by respective nodal officers in the BoG meeting.
2. Approval for nomination of new members in TEQIP committees
 - a. Prof. (Dr.) Abdul Nizar M, Nodal Officer Academic Activities transferred to College of Engineering, Thiruvananthapuram. Prof. (Dr.) A. K. Padmini is nominated as Nodal Officer Academic Activities in place of Dr. Abdul Nizar.M.
 - b. The Public works department is executing all construction and maintenance works in the campus. The Exe. Engineer PWD is nominated as a member in the Civil works and Environmental Management Committee.
3. Approved the following activities connected with Procurement of goods
 - a. Institution has submitted NCB document for approval from SPFU/ NPIU. In this connection the following approvals are given.
 - i. Print a Receipt book in the name of TEQIP, RIT Unit for receiving cost of NCB document and other receipts.
 - ii. As per the norms of TEQIP an amount of 1 to 5 % is to be collected from bidders as Bid Security who is participating in NCB. BOG decided to collect an amount of 3% subject to a minimum of Rs. 50,000 /- as Bid Security.
 - b. For the Purchases under shopping a three year warranty is stipulated. For effective implementation of the same approval is accorded to collect an amount of 5% as Security deposit and an agreement in stamp paper worth Rs. 100/- as per State Govt. norms.
 - c. As per the approved Procurement Plan, Jefferson Chairs made out of hard wood is proposed for the Seminar Hall. Department of Civil Engineering proposed to purchase Jefferson Chairs of composite make which is commonly used nowadays and BOG approved the same.
 - d. Quotation for the purchase of Heat Transfer System could not be processed due to improper operation of certain features of PMSS. Sanction is accorded to revise the Procurement Plan.

4. Teaching Assistantship to PG students.
 - i) PG Programmes are conducted in Civil, Mechanical, Electrical & Electronics Departments with an intake of 18 each. During the Academic year 2012-2013 notification was published in the institution website, that the students who are joining for PG courses under non GATE category will be paid scholarship from TEQIP funds. The meeting of Principals convened by the Director of Technical Education on 08-10-2012 has recommended to pay scholarship at the rate of Rs. 4000/- per month as a general guideline. The Chairman of BoG reported that in TEQIP Institutions of Tamil Nadu an amount of Rs.6000/- is given for PG students (non GATE) .The Committee discussed the matter in detail and decided to pay an amount of Rs 6000/- per month as Non- GATE scholarship to PG students admitted during 2012-13 from the date of joining in this institution from TEQIP funds.
 - ii) Students who are receiving scholarships should perform 8 hours duty/ Week and teaching Assistantship assigned through TEQIP.
 - iii) Also to pay incentives if any permissible as per AICTE norms .
5. Approved the proposal for conducting a workshop on **enhancement of R&D activities in institutions** on 17th January 2013. An amount of Rupees One Lakh is sanctioned for conducting the programme.
6. Faculty and Staff development activities
 - a. Smt. Jiji K.S. has applied for travel grant from TEQIP funds for attending the 15th IEEE international conference on Electrical Machines & Systems (ICEMS 2012) held in Sapporo, Japan from 21.10.2012 to 24.10.2012.The proposal was forwarded to SPFU after getting consent from the Chairman of BoG. This action is ratified.

Also directed the faculty members attending conferences to make a presentation about their trip before the BoG and to submit a report for documentation.
 - b. The TNA of the institution was prepared based on the faculty data as on March 31st 2010. Some of the faculty members were got transferred and new faculty members were joined. Also many staff members attended various short term courses after the preparation of TNA.

The BoG permitted to prepare TNA of staff members in roll of whom TNA was not included in the original proposal.
7. Other items permitted by the chair.
 - (a)To pay incentive to faculty members organizing/delivering lectures under the head Institutional reforms at the following rates.

Honararium for organizing and administering CE programmes –Rs4,000/- per course of one week duration .

Honararium for delivering lectures – Rs.1,000/- per hour.

(b).Suggested “Bridge Course” for students and to start courses from 1st semester itself. Identify the senior students to help the junior students. Also suggested to allot a mentor for 20 students of each junior batch.

(c) Shri. N.R.V Kartha (Project Director, CUSP, ISRO) promised to arrange an exhibition by V.S.S.C during the NATCON organized by the institution . An invitation letter to be forwarded for the same.

8.The date for the BoG meeting is proposed on 17 th January 2013 , on the day of Workshop .

The meeting ended at 1.30 P.M.

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ii) Students who are receiving scholarships should perform 8 hours duty/ Week and teaching Assistantship assigned through TEQIP.

(iii)

5. Approval for workshop on enhancement of R&D institutions on 17th January 2013, maximum of Rs. 100000/- is sanctioned for the same.

6. Faculty and Staff development activities
a. Smt. Jiji K.S. has applied for travel grant from TEQIP funds for attending the 15th IEEE international conference on Electrical Machines & Systems (ICEMS 2012) to be held in Sapporo, Japan from 21.10.2012 to 24.10.2012. The proposal was forwarded to SPFU after getting consent from the Chairman of BoG. This action may kindly be ratified. "Collect one page report and a presentation before the