

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME

Phase II Sub Component 1.1

15th MEETING OF THE BOARD OF GOVERNORS

MINUTES OF THE MEETING

Date: 05/10/2015 Time: 02:30 pm

06/10/2015 09.00 am to 5.00 pm

Venue: Conference Hall, Rajiv Gandhi Institute of Technology, Kottayam

RAJIV GANDHI INSTITUTE OF TECHNOLOGY, VELLORE P.O., KOTTAYAM-686501 KERALA

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Minutes of the 15thBoG meeting held on 05/10/2015.

Prof. (Dr) S Mohan, Professor, IIT, Chennai, the Chairman presided over the meeting.

The following members of the BoG attended the meeting:

Prof. (Dr.) R.V.G Menon, Member

Shri. N.R.V, Kartha, Member

Mr.M Sherif , Additional Secretary, Higher Education Dept.

Dr. V Gopakumar, Director SPFU

Prof. Geetharenjin P R, Member

Prof. (Dr.) Bino. I. Koshy, Member

Prof. (Dr) Ruby Abraham, Principal.

The meeting started at 2:30 pm with the welcome address by Prof. (Dr) Ruby Abraham, Principal.

Performance indicators have to be included in every meeting as agenda A2 item. The review of good governance plan should also be included in A2 as an Agenda item.

Decisions on Agenda Items

Part A

A1. Confirming the Minutes of the 14th Meeting of the Board of Governors held on 07/08/2015 at Conference Hall, Rajiv Gandhi Institute of Technology, Kottayam.

The draft minutes of the 14th Meeting of Board of Governors of TEQIP Phase II of RIT Kottayam held on 07/08/2015 at Conference Hall, Rajiv Gandhi Institute of Technology, Kottayam was sent to the Chairman with copy to the members. The Chairman approved the minutes. A copy of the Minutes is appended as Appendix A1 for confirmation. Since there are no comments on the minutes from any member, **the minutes of the 14th meeting of the BoG is confirmed.**

A2. Status of Performance Indicators

The status of Nine Performance Indicators are given below

SI No	Performance Indicator	Expected Target	Status of RIT and Action Taken
1	Autonomy	Obtained/Applied to UGC with no objection from university and state government	Applied to UGC with No Objection Certificate from Mahatma Gandhi University on 30 th October 2013. Mr. Swapnesh S, had attended the UGC led session organized by NPIU, New Delhi on 14/07/2015. He informed that now our college is affiliated to Dr. A P J Abdul Kalam Kerala Technological University. At present Dr. A P J Abdul Kalam Kerala Technological University has not become an autonomous body and hence is not in a position to grant autonomy. We are expecting a direction from SPFU in this regard.
2	Minutes of BoG Meeting	(last 4 Months) published on institution's website (Yes/No)	Yes. Minutes of all BoG Meetings are available in the web site. (Published in www.rit.ac.in)

3	NBA Accreditation	At least 55% programmes accredited+ applied for	Applied for all eligible U.G courses- 5 Nos. (B.Tech in Civil Engg, Mechanical Engg, Electrical and Electronics Engg., Electronics & Communication Engg. and Computer Science & Engg) Visit by NBA expert team scheduled on 16 to 18 th October 2015
4	Governance development plan	Approved by governing body and published on institutional website	Yes (Published in www.rit.ac.in)
5	Revised IDP (Institutional Development Plan)	Published on the institution's website	Yes (Published in www.rit.ac.in)
6	Statutory Audit	Completed till 2013-14	Completed for 2012-13and 2013-14.Audit of 2015 had conducted and expecting the report.
7	Completion of all data input into the MIS	Completed	Completed up to 2014-15.Started Data Entry for 2015-16
8	Procurement Plan	To cover 100% procurement expenditure	Procurement Completed. Two payments are pending. 1.Load Frame (TEQIP-II/KL/KL1G04/41) Commissioning is in progress. 2.Modification to CCF (Centralized computing Facility) (TEQIP-II/KL/KL1G04/102) Works completed and waiting for certification from PWD
9	Commitment of Funds	100% of Funds Received	Amount Spent-742.59 Lakhs Amount Committed-28.14 Lakhs (As per FMR-September 2015)

BoG noted that necessary steps may be taken to get the status of Autonomy by SPFU as early as possible. BoG recommended that steps may be taken for proper utilization of funds and special emphasis has to be given for R&D projects. BoG made a recommendation that student projects with good research content may also be funded after evaluation by expert committee with at least an external member. There should be a proper research proposal submitted by faculty members up to a maximum amount of 2 Lakhs. The committee can also evaluate the amount to be granted and Principal Investigator should be a faculty. A final evaluation will be also evaluated and at the end, there should be a publication.

A3. Report on the action taken on the pertinent decisions in the Minutes of the 14th Meeting of the Board of Governors held on 07/08/2015 at Conference Hall, Rajiv Gandhi Institute of Technology, Kottayam.

The decisions taken by the Board as recorded in the Minutes of the 14th Meeting of the Board of Governors of TEQIP Phase II held on 07/08/2015 is presented for information.

Sl. No	Decision Item	Action Taken	Observations by BoG
1	The BoG approved Six STTP/Workshop to be attended by faculty/staff members (Outside the Institution). (CE-1, ME-2, EEE-2, ECE-1)	Scheduled on October 2015 - 1 (EEE-1) Scheduled on November 2015- 3 (ME-2, ECE-1) Course Cancelled – 2 (EEE - 1, CE – 1) (Appendix A1)	Faculty members should be encouraged to attend international conferences.

2	<p>The BoG approved Four STTP/Workshop proposed by faculty/staff members.</p> <p>(CE-1, ME-2, CSE -1)</p>	<p>Conducted – 1 (ME -1)</p> <p>Postponed to October 2015 - 1 (ME - 1)</p> <p>Scheduled on November 2015 - 1 (CSE - 1)</p> <p>Scheduled on December 2015- 1 (CE -1)</p> <p>(Appendix A1)</p>	<p>Seek the reason for postponement of STTP/Workshop.</p>
3	<p>The BoG Approved 14 expert lectures to be organized by III Cell.</p> <p>(CE- 5, ME -4, EEE-2, ECE-2, CSE - 1)</p>	<p>Organized -4 (ME -1, EEE-2, CSE-1)</p> <p>Scheduled on October 2015 - 7 (CE-3,ME-2, ECE – 2)</p> <p>Postponed to November 2015-1 (ME-1)</p> <p>In connection with Silver Jubilee Inauguration of RIT- 2 (CE -2)</p> <p>(Appendix A1)</p>	<p>No need to club Expert sessions with Silver Jubilee celebrations. The same may be conducted in November. Permission is granted for replacing experts in case of non –availability of experts during November.</p>

4	Equity Assurance Plan - 18 (CE -5,ME-4, EEE-4, ECE-1, CSE-4)	Details are to be given (Appendix A1)	BoG enquired about problem with conduct of remedial classes. BoG recommended that efforts may be made to conduct remedial classes. Discussion was done regarding the conduct of remedial classes and permission was granted for conduct of remedial classes by identifying weak students based on the first internal examination or appropriate method of assessment, the same may not be conducted during semester breaks prior to the beginning of the semester. If any other student is also interested they may also be permitted to attend based on the decision of the faculty. In case of large number of students, parallel classes can also be arranged. The pedagogy should be different from that of regular classes. In case of insert external faculty can also be invited. Feedback should be taken after each class.
5	Institutional Information bulletin.	In progress.	BoG enquired about delay in the preparation of Information bulletin and recommended that it should be urgently completed. BoG was informed that it is in the final stage of preparation and will be available within a week.
6	Dr. George Joseph, HoD& Asst. Prof. in department of Physical Education has requested to give permission to conduct the Yoga classes.	Started and Continuing	

BoG made a note of the status of performance indicators.

Steps should be taken for organizing pedagogical programme for all faculties. BoG recommended that all faculty members should be trained in pedagogy. SPFU Director informed that SPFU would conduct the training on pedagogy with the help of IIT Madras

Part B
Items for Discussion, Consideration and Approvals

Sl. No	Items
B1	Accreditation –Institutional level Presentation by Principal
B2	Discussion on Accreditation Preparedness
B3	Consideration of the various academic programs for the next 4 months.
B4	Industry Institute Interaction Cell (III Cell)
B5	Teaching Assistantship under TEQIP Phase-II
B6.	Ratification of the various activities permitted by the Chairman

B1. Accreditation –Institutional level Presentation by Principal

Principal presented an Institutional level power point presentation in BoG and necessary modifications were suggested.

B2. Discussion on Accreditation Preparedness

BoG critically evaluated the preparedness of accreditation done by each department and made suggestions for improving the preparedness for accreditation. The committee appreciated the Principal and staff for the efforts taken for accreditation scheduled during 16-18 October 2015.

B3. Consideration of the various academic programs for the next 4 months.

B3.1. STTP/Conference for Faculty/Staff Outside the Institution (FSD)

Sl No	Name of faculty	Design.& Dept.	Topic	Institution	Date	Amt (Rs.)	Remarks
1.	Dr. A Praveen	Prof. CE	Lead Auditors Course on Environmental Management Systems as per (IS/ISO 14001)	Bureau of Indian Standards, at Mumbai	11-15 Jan 2016	55500/-	Approved
2.	Bindurani P	Asst. Prof. CE	Building Information Modeling using REVIT architecture	NITTTR Chennai	7-12- Dec 2015	22000/-	Approved
3.	Jomy Thomas	Asst. prof. CE	Intelligent Transportation Systems for Smart Cities	Engineering Staff College of India, Hyderabad	06-08 Jan 2016	38000/-	Approved
4.	Dr. G. Venugopal	Assoc. Prof. ME	MEMS and NEMS (Design and Fabrication)	IIT Hyderabad	14-18 Dec 2015	16000/-	Approved
5.	Joy Varghese V M	Asst. Prof ME	Secure IT User Training	IIT MK, Trivandrum	2-6 Nov 2015	14000/-	Approved
6.	RejithR Chandran	Asst. Prof EEE	Renewable Energy	PSTI, Bangalore	14-19 Dec 2015	42664/-	Approved

			Sources and Grid Integration				
7.	Kavitha N	Assoc. Prof. CSE	Cloud Computing	NITTR, Chennai	16-20 Nov 2015	35000/-	Approved for Rs.22000 only.
8.	Nisha K K	Asst. Prof., CSE	Cloud Computing	NITTR, Chennai	16-20 Nov 2015	35,000	Approved for Rs.22000 only
9.	Susamma V	Computer Progrmr, CSE	Certified Ethical Hacking	IITM-K, Techno park, Trivandrum	19-27 Nov 2015	20000/-	Approved
10.	Preetha P	Trade Instructor, CSE	Secure IT User Training	IIT M K, Trivandrum	2-6 Nov 2015	10000/-	Approved

Conferences

1	Sreelatha T	Asst.prof,	Conference of Transportation				Approved
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		CE	Research group (CTRG 2015). (Title: laboratory evaluation of viscosity grade bitumen for their compliance properties for performance grade bitumen)	TRG, The Lalit Great Eastern, Kolkata	17-20 Dec 2015	34000/-	
2	Joy Varghese V M	Asst.prof, ME	International Conference on Emerging Trends in Engineering, Science and Technology- (ICETEST) (Title: Three Dimensional simulation of residual substances developed during TiG welding of S.S pipe)	Govt. Engineering College, Trichur	14-18 Dec 2015	16000/-	Approved
3	Dr.Leena Mary	Prof.& HoD, ECE	IEEE International conference on Control, Communication and Computing India 2015. (Title:Pair-wise Language Discrimination Using Phonotactic Information)	CET, Trivandrum	Nov 19-21, 2015	5500/ (Registration fee only)	TA/ DA is also permitted
4	Dr.Renu Jose	Asst.Prof., ECE	IEEE International conference on Control, Communication and Computing India Title: Performance comparison of compressive spread spectrum communication system using different reconstruction algorithms)	CET, Trivandrum	Nov 19-21, 2015	7000/- (Registration fee only)	TA/ DA is also permitted
5	Dr. George Joseph	HoD, Physical Education	International Congress of Sports Psychology (ICSP-2015)	Benaras Hindu University, Varanasi	27/11/2015 to 01/12/2015	31000/-	Not Approved as there is no paper presentation

B3.2. STTP/Workshop to be conducted within the Institution

Sl No	Name of Coordinators	Design. & Dept.	Topic	Date	Amt (Rs.)	Remarks
1.	Dr.G.Venugopal & Dr.Ciby Thomas	Assoc. Profs, ME	Theoretical and Applied Computational Flow and Heat Transfer	7-11 Dec 2015	140500/-	Approved
2.	Lekshmi Mohan & Sohan Placid John	Asst. Profs, EEE	Real Time System Design using LabVIEW	11-15 Jan 2016	146000/-	Explore possibility of bringing experts from National Instruments Company Bangalore.

B 4. Industry Institute Interaction Cell (III Cell)

B4.1. Expert Lecture

Department of Mechanical Engineering										
Sl No	Topic	Name of Coordinators	Details of Industry Experts	Prob Date of Pgm.	No of Days	Target	No of Participants	Approx. Amt(Rs)	Expected Outcome	BoG Decision
1	CAD Application in Aerospace Industry	Antony J K	Sathish P / Ganapath Senior Manager , Axis Cades India Ltd Bangalore	Nov 2015	1 day	S7 M	60	24500	Motivating students towards CAD Application in Aerospace Industry through experience sharing and highlighting job roles	Approved

Department of Electrical Engineering										
Sl No	Topic	Name of Coordinators	Details of Industry Experts	Prob Date of Programme	No of Days	Target	No of Participants	Approx Amt(Rs)	Expected Outcome	BoG Decision
1.	Advances in Drives	Dr. Dolly Mary A , Assoc.Prof EEE	Er. Hariprasad, Bosch, Bangalore	Nov 2015	1 day	S7 B.Tech/ PG	62	20000	Students will have awareness about industrial trends in IT and its applications	Approved
2.	IT in Electrical Engg.	Dr.Prince.A, Assoc. Prof EEE	Er. Anpu Ajith Thampi, Infosys, Trivandrum	Oct 2015	1 day	S5/S7 B.tech/ PG	63	15000	Students will have awareness about industrial trends in IT and its applications	Approved Observed that outcomes of both the courses are same
3.	New Trends in Substation Practices	Rajesh K, Asst. Prof, EEE	Er. Lawerance, KSEB, Trivandrum	Oct 2015	1 day	S3/S5 B.tech	60	12000	Students will have awareness about the latest trends in Substation Practices	Approved

Department of Electronics and Communication Engineering										
Sl	Topic	Name of	Details of	Prob Date	No of	Target	No of	Appx	Expected	BoG Decision

No		Coordinators	Industry Experts	of Prog.	Days		Participants	Amt	Outcome	
1	Embedded system design for Automotive Industry	Sujithamol S, Asst.Prof, ECE	Mr.Ben John Jacob Senior Application Engineer, Oracle,Tvm	Nov 2015	1 day	S7/ S5B.Tech	60	16000	Students will have awareness about the embedded system design for automotive industry.	Approved

Department of Computer Science Engineering										
Sl No	Topic	Name of Coordinators	Industry	Prob Date of Prog.	No of Days	Target	No of Participants	Appx Amt	Expected Outcome	BoG Decision
1	Introduction to Theory and Practice of Parallel Progming	Shibu kumar K.B. Asst. Professor CSE	Mr. Arjunlal B Member of Technical Staff, Engg Team, Bloomreach Technologies Pvt. Ltd., Bangalore	Nov 2015/ Jan 2016	2	UG / PG	80	30,000	Students will get an outline how parallel pgm is applied	Approved Two days is not sufficient to cover the topic completely. Hence title should be Parallel Programming
2	Entrepreneurship Development Scopes and aspects in Kerala	Shibu kumar K.B. Asst. Professor CSE	Mr. Anoop P. Ambika CEO , Kreara Solutions, TVPM	January 2016	1	UG	60	12,000	Students will get to learn the experiences of a real Entrepreneurship	Approved

B3.2 Placement cell

Terms of reference (ToR) for inviting firms was circulated in the 14th BoG meeting . Permission may be granted for conducting programmes as per details in table below based on the ToR.

Title	Schedule	No. of Days	Beneficiary	Approximate Expense	Remarks
Induction Training-1	October 3 rd week	3	First Year Batch1	35,000	Rs. 10000 per day x 3 days + misl
Induction Training-2	October 3 rd week	3	First Year Batch 2	35,000	Rs. 10000 per day x 3 days + misl
Induction Training-3	October 4 th week	3	First Year Batch 3	35,000	Rs. 10000 per day x 3 days + misl
Induction Training-4	October 4 th week	3	First Year Batch 4	35,000	Rs. 10000 per day x 3 days + misl
Communication Skills and confidence building -1	November 1 st week	3	Second year Batch 1	35,000	Rs. 10000 per day x 3 days + misl
Communication Skills and confidence building -2	November 1 st week	3	Second year Batch 2	35,000	Rs. 10000 per day x 3 days + misl
Communication Skills and confidence building- 3	November 2 nd week	3	Second year Batch 3	35,000	Rs. 10000 per day x 3 days + misl
Communication Skills and confidence building- 4	November 2 nd week	3	Second year Batch 4	35,000	Rs. 10000 per day x 3 days + misl

Total – 280000/- (Rupees Two lakhs and Eight Thousand only)

BoG Decision: Not Approved. Use internal faculty for training and start doing training in the first year itself.

B5. Teaching Assistantship under TEQIP Phase-II

Request for teaching assistantship for Non-GATE M.Tech Students has been received from students as per the list given below. BoG may permit to grant the same.

Sl.No	Name	Department
1.	Shifana S	Electrical Engineering
2.	Jisha Michael	Electronics & Communication Engineering
3.	Anju Krishnan P	Electronics & Communication Engineering
4.	Sneha Baby M	Electronics & Communication Engineering
5.	Josy Joy	Electronics & Communication Engineering
6.	Merin Philip	Electronics & Communication Engineering
7.	Supriya S S	Electronics & Communication Engineering
8.	Anand John	Mechanical Engineering
9.	Vidhu Sankar	Mechanical Engineering
10.	Joseph Chandy	Mechanical Engineering
11.	Aslam Luqman	Mechanical Engineering
12.	John Paul Jacob	Mechanical Engineering
13.	Jewel Tom Mathew	Mechanical Engineering
14.	Anees Khan K S	Mechanical Engineering
15.	Hareesh Mohan	Mechanical Engineering
16.	Dani Dias	Mechanical Engineering

17.	Deepak Cherian	Mechanical Engineering
18.	Shelja Maria John	Mechanical Engineering
19.	Joyal George Mathew	Mechanical Engineering
20.	Aravind R Nair	Mechanical Engineering

BoG Decision: Approved.

**Part C
Reports**

C1. Status of fund position as on 30/09/2015

Fund Received – Rs. 850 Lakhs
Bank Interest - Rs. 8.79Lakhs
TOTAL - Rs. 858.79 Lakhs

Sl. No	Activity	Budget Provision (Lakh)	Amount spent (Lakh)	Committed	Remarks
1	Procurement of Goods & Civil Works	550	531.86	15.27	* Load Frame on testing and commissioning stage *Modification to CCF completed
2.	Teaching & Research Assistantship	40	25.20	0.6	M Tech non GATE Scholarship -10 Students
3.	R&D	30	0.85	5	
4	Faculty & Staff Development	140	93.51	1.84	
5	III Cell	40	14.85	1	
6	Management Capacity Enhancement	30	5.45	0.00	
7	Institutional Academic reforms	30	21.06	1.43	
8	Academic support for weaker students	40	11.11	1	
9	Incremental Operating Cost	100	38.69	2	
TOTAL		1000.00	742.59	28.14	

Amount Spent as on 30/09/2015 – Rs.742.59 Lakh

Committed expenditure as on 30/09/2015 - Rs. 28.14 Lakh

BoG observed the following:

- 1. Steps need to be taken for enhancing spending in III. Industrial visits should be promoted.**
- 2. Senior and middle level faculty who has not attended management capacity enhancement programme may be encouraged to attend and steps may be taken to ensure that faculty is attending the same. In-house programme may also be arranged.**
- 3. Regarding reforms one workshop of curricular reforms may be arranged and make proper recommendation to university.**
- 4. Regarding Academic support for weak students. A report based on analysis on status of improvement after conduct of remedial classes need to be reported prior to next BoG meeting.**

Part D

Any other item with the permission of the Chair

1. Request has been received from Christina Soju, B.Tech student, ECE for reimbursing the registration fee of Rs.2000/- for presenting paper on “ A Robust and Rotational – invariant , Wavelet Transform based License Plate Recognition System” in the international conference on “Recent Innovations in Technology and Management” at Mount Zion Engineering College, Pathanamthitta on 04th July 2015.

BoG Decision : Approved.

2. Publication of Journal of Recent Innovation in Technology, Edition 1, issue 2 to be published in December 2015. Expense comes around of Rs 35000/- only (Proposal attached). –

BoG Decision : Approved as a special case for next issue.

Second issue should have invited participations and most of the papers should be external papers. Brochure to be circulated to other engineering colleges.

BoG recommended that there should be a self sustaining mechanism so that the publication can be done beyond TEQIP period.

Possibility of generating revenue through subscription has to be explored.

3. Proposal of International Conference on Next Generation Intelligent Systems (ICNGIS)

BoG Decision : Approved the proposal based on the following remarks :-

- **There should be Specific orientation towards international participants.**
- **Brochure should be prepared in a professional manner.**

- **The conference should be focused**
- **At least four professors from outside to present papers in key areas.**
- **Title and topics are not matching.**
- **Two experts from outside may be brought**
- **The draft brochure has to be prepared and mailed to Chairman for approval.**
- **Experts from the institute should sit together and converge towards specific topics.**

It was also suggested that **Prof. B. Yegnanarayana** may be invited to deliver expert lecture and his help may be sought for preparing a good brochure. Once the brochure is ready it can be sent to the Chairman BoG for approval.

4. Two day workshop on Environmental Impact Assessment

BoG Decision : Approved.

5. Date of next BoG meeting. – **January 11th 2016**

Meeting came to close at 6:15 P.M with vote of thanks by the Principal.

Place : RIT Kottayam

Date : 06/10/2015

Dr. S Mohan

The Chairman