

GOVERNMENT ENGINEERING COLLEGE PALAKKAD, SREEKRISHNAPURAM
Selected under Sub Component 1.1
Technical Education Quality Improvement Programme Phase II

Minutes of 15th meeting of the Board of Governors (BoG) held on 28/11/17 at Government Engineering College Palakkad, Sreekrishnapuram at 10:00 AM in the presence of following members:

Dr. A K Nandakumaran, Professor, Dept. of Mathematics, IISc Bangalore, Chairman, Board of Governors, Government Engineering College, Sreekrishnapuram, Palakkad presided over the meeting in the presence of following members and special invitees.

Members Present:

1. Dr. A K Nandakumaran, Professor, IISc Bangalore (Chairman)
2. Dr. Jayakumar S – Director, SPFU, Thiruvananthapuram, Kerala.
3. Sri. James Raj, Joint Secretary Higher Education Department, Kerala
4. .Dr. P.C. Reghu Raj, Principal, Govt. Engg. College, Palakkad (Ex-officio),
5. Dr.P.R. Sreemahadevan Pillai, Dean- Faculty of Engineering, University of Calicut
6. Dr. P C Rafeeqe, Professor and Head, CSE Dept., Govt. Engg. College, Palakkad.
7. Dr. K R Jayadevan, Professor and Head, ME Dept., Govt. Engg. College, Palakkad.

The following members were absent:

1. Dr. K P Indiradevi, Director of Technical Education Kerala
2. Dr. P.P. Deepthi, Associate Professor, Dept. of ECE, NIT Calicut.
3. Dr. B S Manoj, Professor, IIST, Thiruvananthapuram.
4. Dr.K.R Dayas, Director (Retd.) CMET Thrissur

The following Special Invitees were present:

1. Dr. A. Selvakumar TEQIP Coordinator
2. Sri Gopi C, Nodal Officer-Procurement Committee
3. Dr Vincent G, Nodal Officer-IIIC Committee
4. Smt. Rani L – Nodal Officer, Finance Committee
5. Dr.A R Jayan , HoD ECE
6. Sri Anwar Hussain M , Nodal Officer , Academic Committee
7. Smt.Sujo Vasu – Coordinator, EAP Committee
8. Sri Nithianandan M, Administrative Assistant

Agenda: Discussions and Decisions on 15th BoG agenda and notes presented by The Principal, Government Engineering College, Palakkad.

The meeting started at 10:00 AM with a welcome address by the Chairman. The Chairman accepted the leave request made by the members (1) Dr. P.P. Deepthi, Associate Professor, Dept. of ECE, NIT Calicut, (2) Dr. Manoj B S, ISST, Thiruvananthapuram (3) Dr. K.R. Dayas, Director (Retd.), CMET, Thrissur and (4) Dr. K P Indiradevi, Director of Technical Education Kerala over phone/E-mail, expressing their inconvenience in attending the meeting due to urgent matters in their work place/health complaints.

The Principal made a presentation highlighting the major developments in the college since the 14th BoG meeting. He projected the development in the campus after the implementation of TEQIP-II activities since 2013. He pointed out the streamlined activities of Centre for Continuing Education. The Principal also outlined the academic developments in the institution such as the improvement in the results.

The BoG noted the present status of placements, with the placement obtained by a student in Microsoft with an excellent annual package being the highlight. Also, he listed the steps in infrastructural development, such as the construction of an integrated rural sports complex in the campus using MPLADS and MNREGS funds and the Boys' hostel for which the construction started. Regarding the reverse osmosis plant for water purification, the BoG opined that, Reverse Osmosis (RO) is good for removing only chloride and not fluoride and also suggested to go for small size plant for rain water harvesting in the first stage.

Regarding the Accreditation status, the Principal stated that, the NBA will return the fee paid citing the poor faculty to student ratio. The BoG noticed the acute shortage of faculty and staff members in the institution leading to the ineligibility of the institution for accreditation. **RESOLVED THAT THE INSTITUTION SHOULD APPLY AGAIN FOR NBA ACCREDITATION WITH ELIGIBLE DEPARTMENTS AND SIMULTANEOUSLY REQUEST THE GOVERNMENT FOR THE CREATION OF NECESSARY POSTS FOR MECHANICAL ENGINEERING AND ELECTRICAL ENGINEERING DEPARTMENTS. AGAIN THE INSTITUTION SHALL CONTINUE THE EFFORTS TO BRING THE BOG'S CONCERN ON THE SHORTAGE OF FACULTY TO THE NOTICE OF THE DIRECTOR AND THE GOVERNMENT.**

The Chairman reminded that the teamwork should continue in moulding the institution as a Centre of Excellence that occupies a premier position among other institutions in the state under KTU. **The BoG recommended that the fee paid for accreditation, if refunded by NBA, is to be credited in corpus fund.**

With this, the Principal, Government Engineering College, Palakkad submitted the 15th BoG agenda notes for discussion.

The BoG expressed its satisfaction over the activities planned using TEQIP-II four funds in the institution. The BoG appreciated the team work of nodal officers and the coordinators in the implementation of TEQIP-II activities in the institution. The BoG urged the Principal to take necessary steps to retain the momentum obtained by the faculty and staff in using TEQIP-II four funds by conducting programmes useful to students, faculty, staff and society.

Actions suggested for items in 15th BoG agenda notes		
Sl. No	Item	Decision & Discussion
1	A 15.1: Confirming the Minutes of the 14 th BoG meeting held at Mascot Hotel, Trivandrum on 25/8/17.	RESOLVED, that the Board of Governors accept and approve the 14 th BoG minutes substantially in the form submitted.
2	A 15.2: Report on the action taken / action pending on the pertinent decisions in the Minutes of the 14 th meeting of the BoG held at Mascot Hotel, Trivandrum on 25/8/17.	RESOLVED that the BoG noted the actions taken by the Principal and accepted it.

3	<p>B 15.1: Approval of guidelines for the conduct of programmes using four funds</p>	<p>RESOLVED, that the BoG accept and approve the guidelines with minor corrections as attached. RESOLVED THAT, the presently available amount in four funds to be shared among departments as follows for the period August 2017 to 2021.</p> <p style="text-align: center;">1. FACULTY DEVELOPMENT FUND – 15 Lakhs</p> <table border="1" data-bbox="751 416 1501 674"> <thead> <tr> <th>Dept.</th> <th>Coll Edn ,Civil Engg & Office</th> <th>CSE</th> <th>IT</th> <th>ME</th> <th>ECE</th> <th>EE E</th> </tr> </thead> <tbody> <tr> <td>Amount in Lakhs</td> <td>2.5</td> <td>2.5</td> <td>2.5</td> <td>2.5</td> <td>2.5</td> <td>2.5</td> </tr> </tbody> </table> <p style="text-align: center;">2. CORPUS FUND- 45 Lakhs</p> <table border="1" data-bbox="759 748 1469 1010"> <thead> <tr> <th>Dept.</th> <th>TEQIP</th> <th>CSE</th> <th>IT</th> <th>ME</th> <th>ECE</th> <th>EEE</th> </tr> </thead> <tbody> <tr> <td>Amount in Lakhs</td> <td>15</td> <td>6</td> <td>6</td> <td>6</td> <td>6</td> <td>6</td> </tr> <tr> <td></td> <td>Note 1</td> <td colspan="5">Note 2</td> </tr> </tbody> </table> <p>Note 1- Expense for Salary, BoG meetings, office expenses and consumables, TA/DA for attending meetings etc. Note 2 – Expense of students for Industrial Visit, paper presentations in reputed conferences etc. Expense for Research project activities, students training programs, conducting counseling programs, placement training programs, remedial/bridge classes, coaching classes for competitive exams, High intensity skill development programs etc. The re appropriation of the available amount in maintenance and equipment replacement fund is to be decided in the next BoG meeting considering the utilization of above two funds</p>	Dept.	Coll Edn ,Civil Engg & Office	CSE	IT	ME	ECE	EE E	Amount in Lakhs	2.5	2.5	2.5	2.5	2.5	2.5	Dept.	TEQIP	CSE	IT	ME	ECE	EEE	Amount in Lakhs	15	6	6	6	6	6		Note 1	Note 2				
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4	<p>B 15.2 Ratification /Approval of Action plan for the conduct of faculty development programs</p>	<p>RESOLVED, that the BoG ratify 1 program approved by the Principal and approve 2 programs planned one each by the administrative department and Mechanical Engineering Department</p>																																			
5	<p>B 15.3: Ratification of the Programs (External) attended by faculty and staff</p>	<p>RESOLVED, that the BoG ratify the 2 external programs approved by the Principal.</p>																																			
6	<p>B 15.4: Ratification /Approval of Action plan for the conduct of student support programs</p>	<p>RESOLVED, that the BoG approve the 3 student programs planned by IT and CSE departments.</p>																																			

7	B 15.5: Approval of the proposal for the re-appropriation of funds under the four TSB Accounts	The BoG noted the four fund position. RESOLVED, that the re appropriation of funds from equipment replacement fund and Maintenance fund to the corpus fund and faculty development fund can be done after the satisfactory utilization of available amount in the four funds. RESOLVED THAT The interest and balance amount available to be transferred to the corpus fund as per the directions from SPFU director.
8	B 15.6: Any other item with the permission of chairman	
	1. Re constitution of committees (Annexure 2)	RESOLVED THAT the BoG approve the committee formed. AGAIN, IT IS RESOLVED THAT the BoG empowered the Committee and the Principal to take judicious decision for the conduct of programs, effectively utilizing the TEQIP II four funds. The same is to be reported to the BoG chairman through E-Mail and get ratified by the subsequent BoG.
	2. Appointment of office staff (Clerk cum Accountant) for maintaining TEQIP office.	RESOLVED THAT an interview to be conducted before 15/12/2017 to select an office staff for maintaining the TEQIP II four funds. ALSO IT IS RESOLVED THAT the consolidated salary for the clerk cum accountant staff is fixed as Rs.12,000/- per month. The minimum qualifications for the staff to be hired is decided as B.Com with certificate course in tally and minimum 3 years of work experience in computerized accounting (using tally), documentation and filing.
	3. BoG meetings	RESOLVED THAT at least two BoG meetings will be conducted in a year to review the activities in the institution.
9	C15.1: Status of faculty position as on 25/11/17.	The BoG noted the shortage of faculties and staff in various departments. RESOLVED that the matter to be represented to higher authorities by the Principal and Chairman to bring their urgent attention in creation of posts for ME department and filling of existing vacancies in other departments.
10	C 15.2: Next BoG meeting on	May/June 2018

GOVERNMENT ENGINEERING COLLEGE PALAKKAD, SREEKRISHNAPURAM
Selected under Sub Component 1.1
Technical Education Quality Improvement Programme Phase II

GUIDELINES FOR THE EFFECTIVE UTILISATION OF FOUR FUNDS

1. SUMMARY OF AVAILABLE FOUR FUNDS AND ITS UTILISATION

Corpus fund

- Conducting BoG meetings -minimum two in each year
- Salary expenses of contract staff in the post clerk cum Accountant (One post) as per Government norms.
- TEQIP Office Expenses
- TA/DA for attending meetings(deputed by the Principal)
- Hiring professional services for TDS filing, financial auditing
- Student Support activities.
- Conducting high intensity training (of at least 2weeks duration) for student development of soft and professional skills.
- Presenting papers in Conferences / Seminars.
- One day Industrial visit, placement related activities etc.under IIIC

Faculty Development Fund

- Expenditure on faculty members attending training in subject domain
- Expenditure on organizing in-house subject area training Programs, Workshops/ seminars/symposium /conferences.
- Expenditure on participation by faculty in Seminar/ Conferences/ workshop, etc.
- Expenditure on short term programs with industry.

Equipment Replacement Fund

- Replacement of obsolete furniture and equipment including computers and related devices.
- Upgradation of software purchased under TEQIP-II.

Equipment Maintenance Fund

- Maintenance of furniture and equipment including computers and related devices.
- Purchasing of consumables for the training activities in connection with the TEQIP Equipment.
- AMC and repair for items procured under TEQIP II

2. GUIDELINES FOR THE CONDUCT OF FSD PROGRAMMES USING FOUR FUNDS

2.1 In-house Program

1. The program proposal with the activity plan and brochure must be submitted through the department, with clear recommendations indicating the experts, expected benefits and beneficiaries of the program. The program proposal will be verified and approved by the Academic committee and Finance Committee before submitting to the BoG for approval/ratification. The decision of the BoG will be final.
2. The minimum qualification of experts for the programs will be (i) PhD/M Tech for those from academic institutions and (ii) For resource persons from industries: designated as Manager or above in the working industry or has minimum 5 years of industrial experience in the related area with basic engineering degree OR (iii) a distinguished professional as recommended by the Academic committee. However, the academic committee can decide the qualifications/experience judiciously for the academic and industrial experts wherever necessary, subject to the ratification of BoG.

3. The TA/DA for experts will be as per GoK/TEQIP-II norms.
4. In case of Revenue Generating Programs, 20% of the IRG generated will be paid as remuneration to the coordinator of the program subject to a maximum of Rs.5000/- per program (of minimum three days duration).
5. Settlement of the programs must be done within 3 weeks by the coordinator; failing interest will be levied from the coordinator as per the Government of Kerala (GoK) rules.
6. It is desirable that at least 50% of the participants of the programs are from other institutions. The fee to be collected can be fixed by the coordinator and the department, with approval from academic committee.

2.2 External Programs

1. Importance of course should be scrutinized by concerned departments. (Justification by HoD/ Department Committee needed)
2. The faculty deputed for the program has to conduct an in-house program on the subject area in which he/she received training or assist in purchasing equipment for the department lab in the area of specialization or guide the students in doing projects under TEQIP or schemes like DST/CERD, etc.
3. While selecting courses, courses from premier institutions shall be preferred. Academic Committee has to evaluate the relevance of the program and give directions on how the course can be made beneficial for other faculty and staff in the institution.
4. Settlement of the programs must be done within 3 weeks of completion of the programme by the faculty/staff deputed, failing which, interest will be levied from the faculty/staff deputed as per the Government of Kerala (GoK) rules.
5. The Faculty/Technical/Administerial staff will be permitted to attend an external program, if the department strongly recommends the program stating the benefits to the students, department and the institution.
6. The maximum number of participants for a particular program from the institution is limited to two.
7. The number of programs that can be attended by a faculty is limited to one per semester and by a staff to one per annum. However, in cases when a faculty/staff is deputed by the institution under special circumstances, that course is not counted to the number of permissible courses.
8. The total expenditure including registration fee, TA/DA for attending program etc per program using Faculty development fund is limited to Rs.10,000/- for faculty and Rs.7,000/- for staff.
9. Air journey will be permitted to eligible faculty, only if the Principal and Finance committee recommend based on fund availability considering the nature of the program/meeting to be attended, intimating to the BoG Chairman for endorsement. Final approval will be given only after obtaining the ratification of the subsequent BoG.
10. The faculty will be permitted to present papers in reputed conferences using the faculty development fund, with the approval of R & D Committee. The support received from TEQIP-II FOUR FUNDS must be acknowledged in the paper presented. Only oral presentations in the conferences will be funded. The citation of the institution in the paper is mandatory for this funding.
11. The TA/DA for the faculty and staff to attend programs will be as per GoK rules and subject to the actual produced. The room rent for the faculty/staff are limited as follows considering the shortage of fund.

Grades	Metro cities (In rupees)	Other cities (In rupees)
Grade I	1500	1000
Grade II (a)	1500	1000
Grade II (b)	1000	750
Grade III	1000	750
Grade IV	750	600

3. GUIDELINES FOR THE CONDUCT OF STUDENT SUPPORT PROGRAMMES

Remedial/Bridge Course, Students Training Programs, Internship, Conference, etc.

1. The remedial class shall be offered by a faculty other than the one who taught the subject. However, exemption in this regard may be given by the committee in special cases.
2. The number of students in a class getting benefitted using remedial classes should be at least 15% of the class strength. However, the EAP committee can make a judicious decision, based on the recommendations of the HoD wherever the number of students is less, subject to the ratification of BoG. The attendance of students enrolled for the program must be compulsory and monitored by the HoD.
3. The department has to monitor the results of the benefitted students and the HoD has to submit a report to the TEQIP office as and when the results are published.
4. Bridge courses may be conducted in mathematics for Lateral Entry (LET) students, subject to a maximum of 10 hours.
5. External subject experts can be hired for conducting remedial / bridge classes at Rs.600/hour, if found necessary. For internal experts the amount is limited to Rs.500/hour. No TA/DA will be admissible for the experts.
6. Remedial classes shall be arranged only for helping the students in understanding difficult topics, which was already covered by the Instructor. The maximum number of remedial hours is limited to 15% of the total number of hours as per the university curriculum.
7. Counseling experts can be invited to the campus for interacting with needy students under this scheme. The remuneration payable for the experts is as per FSD norms. The expert TA/DA will be as per GoK/TEQIP-II rules and as per the norms under FSD program. The expert selected must be a reputed person with a minimum experience of 5 years in the area of counseling. However, the EAP committee can make a judicious decision on the experience of the expert available and recommend to the Principal. The effectiveness of the program should be reported to the TEQIP office for every 6 months, by the program coordinator.
8. Coaching classes for appearing in competitive examinations like GATE, CAT, MAT, etc can be conducted subjected to a maximum of 20 hours per branch per year, recommended by EAP committee.
9. Students attending reputed conferences for oral presentation can be funded through this scheme. The maximum amount payable is Rs. 2000/-. The support received from TEQIP-II FOUR FUNDS must be acknowledged in the paper presented. **The citation of the institution in the paper is mandatory for this funding.**
10. A paper published, from the project work done in the institution, in an SCI index journal may be awarded an amount of Rs. 5000/- to the faculty subject to the recommendation of the R & D Committee and approval of BoG.
11. Training programs / workshops from industries, placement related training programmes may be conducted by the approval of the IIC committee and the subsequent approval of BoG. For training programmes/workshops from industries, The expert should be an engineering graduate with minimum five years experience or a post graduate with three years experience in the relevant area.
12. High intensity skill development programs (a minimum of two weeks duration) for development of soft and professional skills can be conducted. The IIC committee has to decide judiciously and recommend the program for approval of the Principal and intimate the same to the BoG chairman. Final approval will be given subject to the ratification of subsequent BoG.
13. Financial support may be granted to a maximum of two R & D projects in each department, with the recommendation of the HoD and approval from R&D committee. The permissible support will be decided by the committee, subject to a maximum of Rs.5000/- as seed money per project.
14. Industrial visit to Govt. /Semi Govt. /Public Sector/Premiere private industries will be funded based on the recommendations of the department, IIC and the finance committee. Only the days of industrial visit will be considered for funding subject to a maximum of Rs.5000/- per batch (of minimum 10 students).

GOVERNMENT ENGINEERING COLLEGE SREEKRISHNAPURAM PALAKKAD.

(Selected under subcomponent 1.1-TEQIP Phase II)

15th Meeting of Board of Governors

Reconstitution of TEQIP Committee Members

Executive Committee Members

- Dr P C ReghuRaj - Principal
- Dr Selvakumar A - TEQIP Coordinator
- Dr K R Jayadevan - HoD ME
- Dr A R Jayan - HoD ECE
- Dr P C Rafeeque - HoD CSE
- Dr Vincent G - HoD EEE
- Smt. Anjana K R - HoD IT
- Sri.AnwarHussain.M - Nodal Officer, Academic Committee
- Sri.Gopi.C - Nodal Officer, Procurement Committee
- Smt.Rani L - Nodal Officer, Finance Committee
- Smt. Sujo Vasu - Nodal Officer,EAP Committee
- Sri.Nithyanandan M - Administrative Assistant

Finance Committee Members

- Smt. Rani.L - AP ECE - Nodal Officer
- Dr K R Jayadevan -- HoD ME
- Dr Vincent.G - HoD EEE
- Smt.Sindhu Mathew P - HoD Maths
- Smt.Sasinas Alias Haritha Z A - AP IT
- Sri.Irshad M - AP CSE
- Accounts Officer

IIC Committee Members

- Dr Vincent G -- HoD EEE - Coordinator
- Sri.Anoop C S - AP ECE
- Dr.Seema Varghese - AP Chemistry
- Smt.ShibiliJoseph - AP CSE
- Sri.Vinayachandran K K - AP IT
- Sri Raseek C - AP CSE
- Sri.Leeju C J - AP ME

Academic Committee Members

- Sri.Anwar Hussain .M - AP ECE - Nodal Officer
- Sri.Gopi.C - AP ECE
- Sri.Binu R -- AP CSE
- Sri.Rajan . T - AP ME
- Sri.Anish Kumar K - AP Civil
- Dr.VinithaChellappan - AP EEE
- Smt. Manju S Nair -- AP Maths
- Smt Sasinas alias Haritha ZA - AP IT
- Sri.Nithianandan .M - Administrative Assistant

EAP Committee Members

- Smt. Sujo Vasu – AP IT - Coordinator
- Miss. Kala M T -- AP CSE
- Sri.Jithesh C P – AP ECE
- Sri.Jamshadali V H – AP Physics
- Sri.Leeju C J -- AP ME
- Sri.Ranju V Sankar – AP Maths
- Sri.Madhu V – AP EEE
- Smt. Nisha K K – AP Economics

Procurement & Maintenance Committee

- Sri.Gopi . C - Nodal Officer
- Dr K R Jayadevan - HoD ME
- Dr A R Jayan - HoD ECE
- Dr P C Rafeeqe - HoD CSE
- Dr Vincent G - HoD EEE
- Smt. Anjana K R - HoD IT
- Sri.Anish Kumar K - HoD Civil
- Sri.Nithianandan. M - Administrative Assistant

R & D Committee Members

- Dr.A R Jayan – HoD ECE - Coordinator
- Dr K R Jayadevan – HoD ME
- Dr P C Rafeeqe -- HoD CSE
- Dr Vincent G -- HoD EEE
- Prof.Anjana K R -- HoD IT