GOVERNMENT ENGINEERING COLLEGE IDUKKI

MINUTES OF THE 16th MEETING OF THE BOARD OF GOVERNORS
(SELECTED UNDER SUB-COMPONENT 1.1 OF TEQIP PHASE – II)

Date: 27-10-2017   Venue: GEC Idukki   Time: 10.00 hours

Members Present

1.	Prof. A. Veeraragavan, IIT Madras	Chairman
2.	Prof. S. Jayakumar	Director, SPFU
3.	Prof. Abraham T Mathews, NIT Calicut	Government Nominee
4.	Prof. K. P. P. Pillai	AICTE Representative
5.	Dr. K. R. S. Krishnan	Government Nominee
6.	Shri. A. James Raj	Joint Secretary Higher Education. Department, Govt. of Kerala
7	Prof. Sumesh Divakaran	Principal in Charge & Faculty Representative
8.	Prof. Sangeetha Jose	Faculty Representative

Minutes

Part A

Procedural

Item No. A1: Confirmation of minutes of 15th Meeting of BoG held on 28-03-2017.

Minutes of the 15th BoG meeting held on 28-03-2017 were read and confirmed.

Item No. A2: Report on the action taken/action pending on the pertinent decisions in the Minutes of the 15th Meeting of the Board of Governors held on 28-03-2017 at GEC Idukki.

The final project report of TEQIP II was circulated to the members of BoG. Detailed list of procurement and academic activities conducted and the expenditure incurred under various heads were included in the report.

Item No. A3. Report on activities and achievements during the entire TEQIP period

Prof. SumeshDivakaran, Principal-in-charge presented the achievements of TEQIP II.

Major points of the presentations were

- One B Tech programme in Mechanical Engineering and four M Tech programmes were started during the project period
- Significant improvement in the number of publications by faculty
- Improvement in the strength of regular faculty and faculty with Ph D
- Significant improvement in the built up area with funding from the State Government
- Largest Central Computing Facility compared to other Government Engineering Colleges
- Significant improvement in the number of placements due to the increased number of training sponsored by TEQIP II
- Collaborative research jointly by GEC Idukki and institutions like IISC, IIT Guwahati, IIT Palakkad, IIT Banglore, Mathworks India Pvt Ltd.
- Obtained Newton Bhabha fund from the Royal Academy of Engineering London for a collaborative research project.
- Many M. Tech graduates joined for Ph D studies at Premier Institutions.
- MoUs signed with KELTRON, ICT Academy, CDAC, and MoU with TCS is under discussion.
- Improvement in results
- 4 new PG labs were set up under TEQIP II
- 2 National conferences and 1 symposium organized
- Improved Industry- Institute interaction
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The following comments were made during the presentation

- Prof. Abraham T. Mathews suggested to show the improvement in infrastructure to be quantified in terms of built up area (Sq. M)
- Chairman suggested to show the number of computers available in the CCF
- Dr. K. R. S. Krishnan suggested summarizing the outcome of the MoU signed with industries.
- Chairman and Prof. K. P. P Pillai also suggested publishing the research works in Science Citation journals as far as possible.

Part B

Discussion, consideration and ratification

Item No. B1: Ratification of the various training programmers conducted/ attended by the faculty, technical staff and administrative staff.

BoG ratified various training programs conducted / attended by the faculty, technical staff and administrative staff as per the details given in **Appendix B1**.

Chairman suggested forming a group mail of BoG members and communicating the details of programmes to get advance approval, when the programmes are to be conducted or to be attended before the next BoG meeting.

Item No. B2: Various in-house training programmes conducted for the students.

The BoG analyzed and appreciated the conduct of various in-house training programmes conducted for the students as given in **Appendix B2**.

Since we have only a limited amount of fund, refreshment shall not be given for the students' programme to be conducted.

Item No. B3: Various training programmes attended outside the Institution by faculty, technical and administrative staff.

The BoG discussed various courses undergone outside the Institution by faculty, technical and administrative staff as given in **Appendix B3**.

Chairman has suggested to conduct a presentation whenever a faculty member, technical and administrative staff undergo external training programmes, even if such programmes are not funded from TEQIP.

Item No. B4: Approval of the expenses incurred in various heads under TEQIP II

BoG approved the details of expenditure incurred in various heads given in **Appendix B4.**

Item No. B5: Approval of the proposal for re-appropriation of funds under the four TSB accounts

BoG discussed about the utilization of four funds, and suggested that Corpus Fund (CF), Maintenance Fund (MF) and Faculty Development Funds (FDF) are to be utilized at present. The re-appropriation of Equipment and Replacement Fund (E&RF) to CF and FDF can be considered only after the effective utilization of the first two funds (CF and FDF). It is decided that the funds shall be utilized to ensure equitable sharing.

Item No. B6: Approval of the proposed rules for implementation of various schemes

- It is decided to divide the funds based on the student strength and faculty strength of each Department.
- It is decided to limit, if necessary, the number of courses attended by a faculty member to ensure equitable sharing of funds.
- Since we have only a limited amount, requests for refund of tuition fee by the faculty members pursuing Ph D, and refund of expenses in

connection with QIP are to be kept pending so as to give priority to the other FSD activities beneficial to all the faculty/staff of concerned departments in general.

- It is decided to give low priority for the in-house training programs except training programmes in connection with NBA accreditation.
- It is decided to constitute a three member committee to screen the application for attending FDPs. Funding shall be limited to attend training programmes, and meeting in connection with any collaborative research with IITs, IISc, IIITs, NITs and National Universities. Higher limit of TA is limited to II AC train fare for regular faculty members regardless of the cadre, and sleeper class train fare for guest faculty members. Amount to be sanctioned shall be based on the actual, regardless of the mode of conveyance used. Daily Allowance (DA) and Local conveyance can be given as per the Government of Kerala (GoK) rules. It is decided to limit the maximum registration fee for attending FDP to Rs. 5,000/-.

Maximum room rent:

Category	Within Kerala	Outside Kerala
Regular faculty member	1000	1500
Guest faculty member	500	500
Others	As per GoK rules	

Item No. B7: Approval of the plan for remedial classes.

BoG discussed the plan for remedial classes as given in **AppendixB7**. BoG provided the following guidelines to be followed.

A committee has to be formed for scrutinizing proposals for remedial classes and general rules for the same is decided as follows.

- It is decided that a 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.
- The minimum number of students required to claim an expense from TEQIP in 15% of the number of students in the concerned class.
- Remedial classes shall be arranged only for helping the students in understanding difficult topics, which was already covered by the Instructor. By considering the time constraints, the maximum number of remedial hours is limited to 15% of the total number of hours as per the university curriculum.

It is decided to extend the remedial class offered by the Basic Science department to all the departments

Item No. B8: Approval of the plan for GATE coaching classes.

It is decided to purchase books for GATE examination and to keep these books in the department library. The expenditure can be met from the fund for students' support.

Part C

Reports

Item No. C1: Status of the Faculty Position as on 24.10.2017.

The Principal-in-charge presented the faculty position as on 24-02-2017. BoG chairman suggested correcting the cadre 'Contract Faculty' to 'Guest Faculty' which was shown in activity report.

Item No. C2: Result Analysis

The Principal-in-charge presented the result analysis for B. Tech. Second, Fourth, Sixth and Eighth semester students as given in **Appendix C2**.

Part D

Miscellaneous

D1. Faculty Contributions

BoG discussed the publications and achievements of faculty as given in **Appendix D1.** BoG Chairman suggested publishing the research works in Science Citation journals as far as possible.

D2. Any other item with the permission of chair

- The BoG discussed the need for engaging an office staff for TEQIP, after December 15th 2017 to help in proper maintenance of office records in connection with the implementation of various activities in the extended TEQIP period. Formalities for staff appointment has to be completed before 15th December 2017. Qualification can be decided as Graduate in any discipline from a recognized university along with 4 years' of experience in TEQIP or any other World Bank projects.

- It is decided to engage experienced professional counselors having sufficient qualification. The payment shall be made from the appropriate fund (Corpus Fund) by following GoK rules for VFS.

- It is decided to organize a training programme for the staff advisors to identify the students who need counseling.

- It is decided to give financial assistance for maximum of two student projects in each department. Projects done using TEQIP Fund has to be duly acknowledged.

- It is decided to circulate the norms and rules for utilizing the funds among the staff members.

The following committees have been formed for screening the applications and proposals.

- Screening Committee for attending training programmes by faculty, technical staff and administrative staff
  - Dr. Leena Mary, Prof in ECE (Chairperson)
  - Prof. Ramasubramanian E. S., Assoc. Prof in ME (Member)
  - Dr. A. Dolly Mary, Asst. Prof in EEE (Member)
- Scrutinizing Committee for conducting students' training programmes, remedial classes and GATE coaching classes
  - Dr. A. Lekshmi, Asst. Prof in EEE (Chairperson)
  - Prof. Princy Ann Thomas, Asst. Prof. in CSE (Member)
  - Prof. Anoop S. K. M., Asst. Prof. in IT (Member)