

www.MINUTES OF FOURTH MEETING OF THE BOG
GOVT. ENGINEERING COLLEGE IDUKKI, PAINAVU
(SELECTED UNDER SUB-COMPONENT 1.1 OF TEQIP PHASE – II)

Date: 17.09.2012

Venue: GEC Idukki, Painavu

Time: 0900 hours

Members present

1. Dr. A. Veeraragavan, BOG Chairman
2. Dr. J. Letha, Director of Technical Education
3. Dr. K.P.P. Pillai, AICTE Nominee
4. Dr. R. Sathikumar, Principal
5. Dr. P.P. Sajith, TEQIP Coordinator
6. Dr. B. Jayanand, Financial Nodal Officer
7. Dr. R. Abhilash Suryan, Academic Nodal Officer
8. Prof. Sumesh Divakaran, Faculty Nominee
9. Prof. Lakshmi J. Mohan, Procurement Nodal Officer

The meeting started at 09:00 am.

Dr. A. Veeraragavan, Chairman, Board of Governors **presided** over the meeting.

The items as per the agenda note were taken for discussion.

Item No.1: Confirmation of the minutes of the third meeting of the BOG held on 11-06-2012.

The minutes of the meeting held on 11-06-2012 was confirmed.

Item No.2: Regarding training programs attended by the faculty, staff and students during the period June 2012 to September 2012 and feedback.

The members approved the various training programs and conferences attended by faculty, staff, and students as per the presentation made by the Principal. The list is attached in the **Annexure I**. The members suggested the following:

1. Suggested to participate in more training programs by the faculty and staff.
2. Faculties are suggested to attend training programs organized by IITs, IISc, IIM and other premier institutions.

3. Suggested to collect the feedback of the training programs from the participants and to make a brief presentation of the content of the training program and share the knowledge gained through their participation.

[Action: Academic Nodal Officer]

Item No.3: Regarding details of the training programs organized by the faculty members during the period June 2012 to September 2012 and feedback of the participants.

Meeting approved the various in house training program organized by faculty as per the presentation made by the Principal. The list is attached in the **Annexure I**. The members suggested the following:

1. Suggested to arrange more in-house training programs for the benefit of the faculty, staff and students.

[Action: Academic Nodal Officer]

Item No.4: Regarding the steps initiated for improvement of the employability and placement of students

The members appreciated the **Diagnostic Test** arranged for the first year students conducted on 13-09-2012 and the timely publication of the results. The members suggested the college to organize **remedial measures** starting from the first year, based on the test results. The members also suggested the college to compare the test marks with the corresponding marks scored in the Plus Two examinations.

[Action: Academic Nodal Officer]

Members also approved the proposed **Diagnostic Test for the Final Year Students**: The test will identify the weakness related to employability. The prior information regarding the test has to be communicated to the students well in advance for their preparations.

[Action: TEQIP Coordinator and Academic Nodal Officer]

Item No.5: Regarding the results of the MG University examinations held in June-July 2012 and the measures to improve the pass percentage.

The Members appreciated the **Special Training and Empowerment Program for underprivileged (STEP4U)** for academically weak Scheduled Caste (SC) / Scheduled Tribe (ST) students. The members

also appreciated Scholar support programs, GATE coaching programme and appointment of Faculty Advisers for every 20 students to establish a close relationship with these students for uplifting the academic ambience of the institution.

For improving the results, members suggested to arrange one **tutorial hour** per week for each and every subject. In tutorial classes, minimum two faculty members are to be assigned and the classes to be arranged preferably in two class rooms with student strength of approximately 30. The members also recommended the college authorities to utilize the service of M. Tech students in tutorial classes and consider it as a half time research cum teaching assistantship assignment.

[Action: Head of the Departments and Academic Nodal Officer]

Members appreciated the constitution of **class committees** and suggested to modify the weekly **feedback report** by the students as follows:

1. Collect the feedback report as per syllabus module basis instead of daily report.
2. Include effectiveness of teaching, interested portion in the module, understandability etc. in the feedback report.
3. Suggested on line feedback report generation.

[Action: Head of the Departments]

Members approved the **academic calendar** for the first year students and suggested to include faculty evaluation week in the academic calendar.

Item No.6: Regarding discussions on Procurement Status

Members suggested speeding up the procurement process.

[Action: Procurement Nodal Officer]

Item No.7: Regarding Guidance & Counseling Cell

Members suggested arranging training programs for staff advisors and mentors by inviting Professional Counselors.

[Action: TEQIP Coordinator]

The meeting ended with thanking the Chairman and other members of the BOG.