Minutes of Fifth Meeting of the Board of Governors

(Under TEQIP Phase II)

Date :3rd December, 2012   **Venue : Conference Hall**

Time :11.30 am   **GECBH**

Members Present :

1. **Prof. V. G. Idichandy**
   Deputy Director, IIT Chennai,
   (Chairperson)

2. **Prof. KurianIssac,**
   Senior Prof. & Head, Dept. Aerospace Engineering,
   IIST, Trivandrum

3. **Prof. Narayanan,**
   Director, SPFU

4. **Smt. R S PushpaKumari,**
   Additional Secretary, Finance Department, GoK.

5. **Sri. M Sherif,**
   Additional Secretary, Higher Education Department, GoK.

6. **Prof. (Dr) Sheela S,**
   Principal, GECBH

7. **Dr. Jayaprakash,**
   Coordinator, TEQIP

8. **Dr. G. Ramachandran,**
   Coordinator Finance, TEQIP

9. **Prof. Balu John**
   Procurement Coordinator, TEQIP

10. **Prof. Amby A K**
    Academic Coordinator, TEQIP

Meeting started with a silent prayer. Prof. V. G. Idichandy, Chairman in his introductory note congratulated authorities for good progress on TEQIP activities.

Principal in her remarks briefed about the actions taken in connection with decisions taken in the 4thBOG and the major activities happened after last BoG.

Report of Actions Taken:

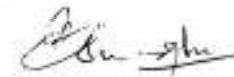| SI No		Action Taken
1	Procurement of equipment to setup research lab for the ADAM/Mechatronics lab in the TEQIP project	Reported about the release of funds from DTE and Government regarding the setting up of research lab for the ADAM/Mechatronics lab.
2	Application for autonomy status to UGC and for including the institution under UGC section 12(B) /2(f) status	Prof. Narayanan has reported that the report from College has been forwarded to the Government and decision is still waiting.
3	Training courses in the institute	Meeting discussed about the bridge course designed for first year students. Since statistics for the same was missing, the same will be included in the coming BoG.

Decisions Taken

1. BoG suggested having a serious look into the possibility of Changing Information Technology Branch to Computer Science Engineering. The same can be one of the topics for discussion in the next BoG.
2. Meeting discussed about the procurement done under TEQIP. Meeting raised concerns over the lack of finishing scheduled procurements. The issues in procedural discrepancy from SPFU were raised and discussed during the meeting. BoG agreed to follow the guidelines formulated in institution level.

3. Meeting discussed the changes required in the current Procurement Plan. The following decisions were taken

Package No.	Item	Decision Taken
35	Computer Chair	Cancel the proposal and reinitiate the process
	Computer Table	
5	Thin Clients	Cancel the proposal and reinitiate the process
113	FEA Software	Decided to purchase Hyperworks software. Entrusted the concerned department to see whether the price variation can be made within the maximum allowable 20%. If not cancel the proposal and reinitiate the process
86	EEML1 DC Motor Generator Set	Meeting decided to cancel the current proposal and resubmit by merging items 86 &87 .
87	EEML2 Alternator-DC/AC Motor Set	
88	EEML3 Induction Motors with Speed Control	Cancel the current proposal and resubmit
89	EEML4 3 Phase Rectifier Unit	Decided to remove the package
	Modernization of Class rooms by introducing smart boards, computers and other peripherals for setting up of Virtual classroom through V-SAT	Check the feasibility of this package and total expenditure required for implementing this. If fund are available then include this proposal in procurement plan
37	Refurbishment - Electrical Machines Lab	Stick on with current price of Rs.6,00,000/- (Rupees Six lakhs only)
53	Digital manometer	Cancel the current proposal and reinitiate the process

4. The meeting discussed in detail about the letter received from NPIU regarding the foreign travel of the faculty for attending the conference/seminar/training programmes. In this regard principal was entrusted to prepare a detailed letter and the same to be sent to NPIU and copy of the same to be forwarded to SPFU.

5. Meeting discussed about the request from Prof. Gopakumar and Prof. Anu Mohammed, for the monthly expenditure in connection with the accommodation for undergoing six months Industrial Training at Mercedes Benz, Pune. Since the request can be considered under Faculty Staff Development scheme of TEQIP, meeting decided to grant the same.

6. For the procurement of items with proprietary certificate, the faculty from the department in which the proposal is initiated should certify giving sufficient technical reasons that this is only firm that manufactures the proposed item, for which the proprietary certificate is included.

7. Principal reported about the transfer of Academic coordinator from this Institute to GEC Idukki. Meeting entrusted Principal to find a new Academic coordinator.

8. Meeting approved the proposals submitted for conducting the short term courses and in house training courses in the institute.

The meeting ended at 2.30 PM.

Prof. V. G. Idichandy,
CHAIRPERSON