

College of Engineering Cherthala
Minutes of Second Meeting of Board of Governors

Presided by

Hon'ble Chairman: Dr. C P Girijavallabhan

Venue: Conference Hall, C.E. Cherthala

Date: 29th October 2013

Time: 11:00 AM

Agenda Summary	
ITEM NO	DESCRIPTION
Silent Prayer	
Item No 1 / BOG 2 :	Approval of Minutes of the first BOG dated 28.05.2013
Item No 2 / BOG 2 :	Ratification of revisions of the Procurement Plan till date
Item No 3 / BOG 2:	Ratification of price variations of initiated packages in actual and estimated prices and approval of completed packages
Item No 4/ BOG 2:	Ratification of various academic programs conducted.
Item No 5 / BOG 2:	Ratification of appointment of project staff.
Item No 6 / BOG 2 :	Ratification of expenditure incurred under various components
Item No 7 / BOG 2:	Action plan for Procurement for the remaining project duration.

Item No 8/ BOG 2:	Action plan for Academic Programmes
Item No 9/ BOG 2:	Any other item with the permission of the Chair

Members present

1. Dr C P Girijavallabhan, Chairman.
2. Shri. M Sherif , Addl. Sec. ,H. Edn, Government of Kerala (State Govt. Nominee)
3. Shri James Joseph, Jt. Sec, Finance, Government of Kerala (State Govt. Nominee)
4. Dr VP Devassia , Principal Model Engineering College
5. Dr. Philip Kurien, (University Nominee)
6. Prof. Pradeep M, HOD, Electronics Engineering Dept.
7. Prof. Manilal D L, HOD, Computer Science and Engineering Dept.
8. Dr. P Suresh Kumar (Principal)

The following members of the BOG conveyed their inability to attend the meeting.

1. Shri Jacob Mathew
2. Shri Salim M K

The meeting started with silent prayer at 11.00 AM.

The Hon'ble Chairman brought the meeting to order. The Chairman in his introductory note commended the efforts put in by the Principal and the TEQIP Cell of CE Cherthala for the implementation of TEQIP-II project at the institute. He appreciated the progress achieved till date, in view of the extremely short time

available, being a second cycle institution. He expressed satisfaction at the progress in Procurement and the Academic activities.

The Hon'ble Chairman invited the Principal to introduce the agenda for the first BOG meeting. Principal Dr P Suresh Kumar thanked the Hon'ble Chairman and presented the agenda for the meeting.

Item No 1 / BOG 2 : Approval of Minutes of the first BOG

The BOG approved the minutes of the first BOG meeting held on 28.05.2013, without any amendment. Shri M Sheriff suggested that the minutes of the second BOG meeting be communicated in a week's time.

Hence the BOG decided that the minutes of all BOG meetings will be circulated to BOG members within a week.

Item No 2 / BOG 2 : Ratification of revisions of the Procurement Plan till date

The Procurement Plan of the College was approved by the NPIU on 4th July 2013. The NPIU has given permission to revise the procurement plan as and when required during the process of procurement till October 31 2013. The revisions made in the procurement plan with the consent of NPIU till date was presented before the BOG. Dr. V P Devassia enquired about the justifications for the addition of new packages and deletion of some packages. The justifications for the revisions were explained by TEQIP Coordinator Dr. Vinu Thomas and Procurement Coordinator Prof. Manilal D L. The justifications were already entered in the Procurement Plan.

Hence the BOG unanimously approved the revisions of the Procurement Plan in view of the justifications.

Item No 3 / BOG 2: Ratification of price variations of initiated packages in actual and estimated prices and approval of completed packages

The Principal presented the initiated packages, for which there were price variations between the budgeted and actual values. For all packages except two- TEQIP-II/KL/KL1G19/2- Power Supplies and TEQIP-II/KL/KL1G19/21- Video Conferencing Equipment, the actual price was lesser than the budgeted price. The price increase for the package Power Supplies from the budgeted value was 1.51% and for the package Video Conferencing Equipments, it was 17.66%. The TEQIP and Procurement Coordinators explained the justification for this price hike. In view of the justification and the fact that the price hike is less than 20 %, the BOG approved and ratified the price hike from the estimated value. The Hon'ble Chairman also informed that he had given prior approval for proceeding with the purchase of the package Video Conferencing Equipments, subject to ratification of the BOG. The BOG ratified the action of the Hon'ble Chairman.

Dr. V P Devassia enquired about the justification for reduction of actual price from the estimated values, in the packages TEQIP-II/KL/KL1G19/19 IC testers and Programmer and TEQIP-II/KL/KL1G19/11 Microwave Test Bench as they were relatively large. TEQIP Coordinator explained that for the packages IC testers and Programmer and Microwave Test Bench, the least quoting eligible firms selected for award of contract, were also technically responsive, which was verified after a demonstration of the same. The firms who gave the budgetary quotes also quoted lesser price. This was accepted by the BOG. Shri James Joseph enquired how the budget for the equipments in the Procurement Plan was prepared. The TEQIP Coordinator explained that the budget preparation for the equipments was done after obtaining budgetary quotes, and also referring to procurement plans of first cycle TEQIP-II institutions that were approved by NPIU. The Procurement Coordinator explained that in view of the competitive quoting, several firms quoted at a lower rate than the budgetary quote that they gave during preparation of the procurement

plan. Shri M. Sheriff and Shri James Joseph commented that it was better as the required specifications could be met at a reduced price.

In view of the above, the BOG decided to ratify all price revisions from the budgeted amounts of the initiated packages.

Dr V P Devassia suggested that proper utilization records for the procured equipments should be maintained. The Principal informed the BOG that this system was already in place. The Principal also explained how the budgeting for the works was done incorporating the services of the Asst. Executive Engineer (Civil) of IHRD for the civil works and Shri Arun Prasad, Asst. Professor in Electrical Engineering, Model Engineering College Thrikkakara for the electrification work.

Item No 4/BOG 2: Ratification of various academic programmes conducted.

The Principal presented the report of various academic programmes at the college.

Shri M Sheriff commented that the number of external participants in the programmes were small and enquired why it was so. The Principal replied that it was because of the location of the college in an interior area and the lack of facilities for accommodation. Also the SPFU had given directions for the amount that could be spent by a participant from a TEQIP institute for programmes within the state only recently. Dr V P Devassia also opined that it could also be due to the fact that there were many courses offered simultaneously at several places.

Shri M Sheriff asked to explore possibility of conducting such courses at a centrally located and accessible location. He also emphasized that all faculty be sent for training programmes, without affecting the conduction of classes.

The BOG ratified the academic programmes conducted and directed that the revenue generated by such programmes should be included.

Item No 5/BOG 2: Ratification of appointment of project staff.

The BOG ratified the appointment of Shri Rahul S, Smt. Divyamol CA and Smt. Joyal Michael as MIS Officer, Junior Accountant/Clerk and Data Entry Operator respectively as per the NPIU guidelines The BOG directed to include the educational qualifications of the staff appointed. The qualifications are as under,

Sl. No.	Name of Officer appointed	Qualifications
1	Rahul S	MCA
2	Divyamol C A	B.Com, Tally Certification
3	Joyal Michael	B.Sc, COPA, Tally Certification

Item No 6/BOG 2 Ratification of expenditure incurred under various components

The Principal presented the expenditure incurred till date under various components.

The BOG ratified the expenditure incurred and directed that from the next BOG onwards, the Tally statement of expenditure should be presented.

Item No 7/ BOG 2: Action plan for Procurement for the remaining project duration.

The Principal presented the action plan for completing procurement within the stipulated time. The BOG examined the plan and gave its approval. The BOG directed to stick to the time schedule of the action plan as far as possible.

Item No 8/ BOG 2: Action plan for Academic Activities for the remaining project duration.

The Principal presented the action plan for academic activities for the rest of the project period, under FSDP, IIC, EAP, Management Capacity Building etc. The BOG examined the plan and gave its approval. The BOG emphasized that such programmes should be conducted without affecting regular classes.

Item No 9/ BOG 2: Any other item with the permission of the Chair

- The Principal reported that 23 students of II year PG (SP-15 and CS&IS-8) and 13 students of I year PG are recipients of TEQIP Scholarship. The BOG directed that such students should be assigned TEQIP related duty.
- The Principal reported the acute shortage of permanent faculty in the institute and the absence of senior faculty in the cadre of Professor and the shortage of senior faculty at the Associate Professor level. This may affect the TEQIP-II activities and adversely affect NBA Accreditation process. The BOG unanimously expressed their serious concern in this regard and decided to present this matter before the Govt. of Kerala and IHRD.
- The BOG also commented on the lack of sufficient built-up space. The Principal said that an academic block with NABARD grant was sanctioned, and that the work was awarded to the state PWD. However the PWD is yet to initiate the work. Shri James Joseph, Jt. Secretary, Finance, Govt. of Kerala, assured that he will definitely look into it.
- The Principal reported that as per the IDP submitted to MHRD, two new PG programmes, in Mechanical and Electrical Engineering are to be started at the college as part of the TEQIP -II project. Shri M Sheriff opined that UG programmes in Mechanical and Civil Engineering should also be started. The Hon'ble Chairman opined that when the new courses are started, the college is

likely to face acute shortage of faculties. In this context he suggested that contract faculty should be appointed on longer duration contracts of at least 3 year duration, to ensure the continuity of the teaching staff.

- The Principal reported that the College is facing problems in undertaking research activities, as it was not a recognized research centre of CUSAT, though it had two persons who were research guides. The Hon'ble Chairman opined that the efforts should be made to make College of Engineering Cherthala a research centre of CUSAT, as for NBA Accreditation, research activities were important. The BOG decided to write to the Govt. and University for this purpose.

The BOG meeting took note of the all the above points. The date of the next BOG meeting was fixed as November 28.

The Hon'ble Chairman of the BOG called the meeting to end at 1.20 PM.

Dr. C.P Girijavallabhan,
Chairman



Dr. P Suresh Kumar,
Principal

