**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME**

**Phase II Sub Component 1.1**

**13th MEETING OF**

**THE BOARD OF GOVERNORS**

### MINUTES OF THE MEETING

**Date: 25/05/2015 Time: 10:00 am**

**Venue: Conference Hall, Rajiv Gandhi Institute of Technology, Kottayam**

**RAJIV GANDHI INSTITUTE OF TECHNOLOGY**

**VELLORE P.O., KOTTAYAM-686501 KERALA**

**Phone: 0481-2505963 Fax: 0481-2506153**

**Minutes of the 13thBoG meeting held on 25/05/2015.**

Prof. (Dr) S Mohan**,** Professor, IIT, Chennai, the Chairman presided over the meeting.

The following members of the BoG attended the meeting:

Prof. (Dr.) R.V.G Menon, Member

Shri. N.R.V, Kartha, Member

Prof. Vidhya Sagar, Joint Director, representing DTE.

Prof. (Dr.) K P Indiradevi, Principal

Prof. (Dr.) Bino. I. Koshy, Member

Prof. Geetharenjin P R, Member

The meeting started with the welcome address by Prof. (Dr) K P Indiradevi, Principal.

Prof. (Dr) S Mohan ,Chairman, BoG, highlighted the need on the following.

* More enthusiastic participation by faculty members for timely utilization of balance fund especially ear marked for the academic and R&D activities.
* Directed to include Institution Development/action plan as an agenda item.
* The HoD’s should present the action plan to improve the score of self assessment report prepared in connection with Accreditation visit.
* The faculty members of each department should discuss and evolve ideas to improve R&D activities.
* The faculty members should be encouraged to visit institutions of national repute to acquire knowledge and familiarization facilities.

Prof. R.V.G Menon, stressed the need of involvement by faculty members on the following.

* The staff advisors should interact with students to motivate them and to find out the problems actually they are facing in academic/personal. Also they should advise / make solutions for the problems in consultation with HoD’s & Principal.
* Special training should be imparted to staff advisors for equipping them.
* System should be involved to get students feedback about their advisors.
* Feedback should be obtained from the external student counselor and major points should be brought to the notice of BoG.
* Testing facilities should be improved to attract external consultancies and the faculty members should offer consultancy in their expertise. Live projects like renewable energy/grid connectivity of KSEB can be addressed.

**Decisions on Agenda Items**

**A1. Confirming the Minutes of the 12th Meeting of the Board of Governors held on 13/03/2015 at Conference Hall, Rajiv Gandhi Institute of Technology, Kottayam.**

The draft minutes of the 12th Meeting of Board of Governors of TEQIP Phase II of RIT Kottayam held on 13/03/2015 at Conference Hall, Rajiv Gandhi Institute of Technology, Kottayam was sent to the Chairman with copy to the members. The Chairman approved the minutes. A copy of the Minutes is appended as **Appendix A1** for confirmation. Since there are no comments on the minutes from any member, the minutes of the 12th meeting of the BoG is approved.

**A2. Report on the action taken/action pending on the pertinent decisions in the Minutes of the 12th Meeting of the Board of Governors held on 13/03/2015 at Conference Hall, Rajiv Gandhi Institute of Technology, Kottayam**.

The decisions taken by the Board as recorded in the Minutes of the 12h Meeting of the Board of Governors of TEQIP Phase II held on 13/03/2015 is presented for information.

**TABLE A2.1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Decision Item** | **Action Taken** | **Observations by BoG** |
| **1** | Progress of Civil Works | Discussed with PWD authorities and work is progressing. | Detailed report should be submitted in the next BoG. |
| **2** | New P.G courses | Draft Scheme and Syllabus prepared. | * Status should be reported in the next BoG after the Cluster Meetings. * Proposals should be initiated for starting/ conducting nanotechnology related  course/ workshops/training  or PG course  in ECE Dept. |
| **3** | The BoG approved Twelve STTP/Workshop to be attended by faculty members (**Out side the Institution).**  (CE-6, ME-1, EEE-3, CSE-2) | Attended -6 (CE – 1, EEE-3, CSE-2)   * No of programmes scheduled for June-2 (CE) * Papers not accepted -3(CE) * Not selected – 1(ME) | * In future permission from BoG will be granted only on acceptance of papers. However, for attending STTP prior permission may be obtained by Chairman BoG which will be placed for ratification in the next BoG. |
| **4** | International conference | Shri. Anish K John requested to drop the proposal as there is no sufficient time for getting necessary sanction from MHRD. | Noted |
| **5** | The BoG approved Five STTP/Workshop proposed by various faculty/staff members.  (CE-1, ME-1, EEE-1, ECE-1, CSE-1) | * Sanctioned for June/July 2015.   The coordinators for the course proposed in CSE is changed and the date to 2nd week of July 2015 due to transfer of one coordinator (Principal) | Noted.  The Coordinators for the course proposed in CSE need not be changed. Shri. Umesh A.C, Asst. Prof. ECE is also nominated as a Coordinators.  Dr. Indiradevi may continue to support the course by giving the lectures which were originally planned and TA/DA for her is approved. |
| **6** | The BoG Approved 16 expert lectures to be organized by III Cell. | * Organized -2 * Scheduled for June and July - 14 | Noted. |

**A3. Status of Good Governance Plan**

The Good Governance Plan revised in the 12th Meeting of the Board of Governors held on 13/03/2015 at Conference Hall, Rajiv Gandhi Institute of Technology, Kottayam is presented for approval.

The BoG approved the Revised Good Governance Plan

**Part B**

**Items for Discussion, Consideration, Ratification and Approvals**

|  |  |
| --- | --- |
| **Sl. No** | **Items** |
| **B1** | **Revised project budget for consideration and approval(Annexure I)** |
| **B2** | **Consideration of the various programs for the next Four months.**  **Details given in Annexure II** |

**Annexure I**

An amount of Rs.1000 Lakhs was sanctioned to the institution under TEQIP Phase II. The period of project is now extended up to October 2016. Considering the proposed programmes, the budget is revised as detailed below.

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| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Activities** | **Amount as per IDP**  **( in Lakhs)** | **Revised Allocation**  **( in Lakhs)** | **Amount spent/ Committed as on 31/03/14** | **Amount to be utilised in the remaining months** |
| 1 | Infrastructure improvement for teaching, Training & Learning | 550 | 547.13 | 547.13 | 0 |
| 2 | Providing Teaching and Research Assistantships | 100 | 40.00 | 22.68 | 17.32 |
| 3 | Enhancement of R&D and institutional consultancy Activities | 20 | 20.00 | 3.33 | 16.67 |
| 4 | Faculty and Staff Development | 100 | 170.00 | 86.98 | 83.02 |
| 5 | Enhanced Interaction with Industry | 40 | 40.00 | 12.86 | 27.14 |
| 6 | Institutional Management Capacity Enhancement | 30 | 30.00 | 5.44 | 24.56 |
| 7 | Implementation of Institutional Reforms | 20 | 30.00 | 19.9 | 10.1 |
| 8 | Academic Support for Weak Students | 40 | 40.00 | 11.23 | 28.77 |
| 9 | Incremental Operating Cost | 100 | 82.87 | 34.51 | 48.36 |
|  | **Total** | **1000** | **1000** | **744.06** | **255.94** |

**BoG Decision : Discussed and Approved**

**Annexure II**

**B2**. **Consideration of the various academic programs for the next 4 months.**

**B2.1. STTP/Conference for Faculty/Staff Outside the Institution (FSD)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl No** | **Name of faculty** | **Designation** | **Dept** | **Topic** | **Institution** | **Date** | **Amt**  **(Rs.)** | **BoG Decision** |
|  | Dr. Biju Augustine P | Associate Professor | ME | Supply Chain Management for Sustainable Performance | Delhi Technological University | 06-10  July 2015 | 40,000 | Approved |
|  | JoyVarghese V M | Assistant Professor | ME | Solid Modeling using Pro-E | NITTTR Bhopal | 29 June 2015 to 05 July 2015 | 17,000 | Approved |
|  | JoyVarghese V M | Assistant Professor | ME | Welding and Inspection | Welding Research Institute (WRI), BHEL Trichy | 27 July 2015 to 01 August 2015 | 32,400 | Not Approved |
|  | Rajesh K | Assistant Professor | EEE | Static and Digital Energy Meters, Design, Functions and Application | Engineering Staff College of India, Hyderabad | 28-30 July 2015 | 26,000 | Approved |
|  | Shinoj K. Sukumaran | Assistant Professor | ECE | Practical Electromagnetics for Modern Antennas, RF & MW Designs using ANSYS HFSS | Entuple Technologies , Bangalore | 5 days  August 2015 | 60,000 | Approved |
|  | Sreeletha T | Assistant Professor | CE | Training on Pavement Engineering Laboratory Practices | Central Road Research Institute New Delhi | 26 th May  2015 | 11,000 | Approved |
|  | Dhanya BS | Assistant Professor | CE | Prefabricated Structures Planning design and Construction | ESCI Hyderabad | 18-20 Aug  2015 | 30,000 | Approved |
|  | Bineesh R | Tradesman | EEE | Power Systems Reliability | Power Systems Training Institute, Bangalore | 21-26 June 2015 | 40,000 | Approved |
|  | Balachandran C L | Tradesman | EEE | Power Systems Reliability | Power Systems Training Institute, Bangalore | 21-26 June 2015 | 40,000 | Not  Approved |
|  | Bindu P. | Tradesman | EEE | Power Systems Reliability | Power Systems Training Institute, Bangalore | 21-26 June 2015 | 40,000 | Not  Approved.  It was decided to send one person for the trainings |
|  | Thomas Cherian | Trade Instructor | CE | Testing of Civil Engineering Material | ESCI Hyderabad | 04-07 August 2015 | 25,000 | Approved |
|  | Gopakumar | Trade Instructor | CE | Testing of Civil Engineering Material | ESCI Hyderabad | 04-07 August 2015 | 25,000 | Not  Approved  It was decided to send only one person for the training programme |

**B2.2. STTP/Workshop to be Conducted in the Institution**

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| **Sl No** | **Name of faculty** | **Designation** | **Department** | **Topic** | **Date** | **Amt(Rs.)** | **BoG Decision** |
| 1 | Sabu K.T  Vipin G Krishna | Assistant Professor , Instructor | ME | Theory and Practice in CNC Machining (Short term training programme for technical staff) | 5 days  2-8  June 2015 | 67,000 | Approved |
| 2 | Dr. Bino I Koshy  Dr. Bindhu BK | Professor  Asst.Prof | CE | Intelligent Transportation System for Road Safety (for faculty/professionals) | Two day  July 2015 | 70000 | Approved |

**B2.3. International Conference to be Conducted inside the Institution**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl No** | **Name of Coordinator** | **Designation** | **Dept** | **Topic** | **Date** | **Amt(Rs.)** | **BoG Decision** |
| 1 | Dr. Prince A & Dr. David Solomon George | Associate Professors | EEE , ECE & CSE | International Conference on Electrical Machine, Communication and Computing (ICEmC2) | 07-09 July 2016 | 10,00,000 | Deferred (specific justification on topic required ) |

**B2.4. Industry Institute Interaction Cell (III Cell)**

**B2.4.1. Expert Lecture**

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| **Department of Mechanical Engineering** | | | | | | | | | |
| **Sl No** | **Topic** | **Name of Coordinators** | **Industry** | **Prob Date of Programme** | **No of Days** | **Target Audience** | **No of Participants** | **Appx Amount** | **Expected Outcome** |
| 1 | CAD Application in automotive Industry | Antony J K, Asst. Prof | Vinith Vijayan, Project Engg, Jaguar UK (8 Yrs Experince) | July, 2015 | 1 | UG (S3) | 65 | 9000 | Students will be motivated to pursue the field of CAD |
| 2 | CFD using Ansys | Antony J K, Asst. Prof | Pedda Peeriah, Scientist C,VSSC ( 5 yrs of CAE Experience) | 19-20 June | 2 | UG (S7) | 70 | 19000 | Students will be equipped for doing Industrial Projects |
|  |  |  |  |  |  |  |  |  |  |
| 3 | CAE using Ansys | Antony J K, Asst. Prof | Jinu Varghese, Project Engineer, NPOL Kochi, DRDO Lab (5 yrs of CAE Experience) | 15-16  June | 2 | UG (S7) | 60 | 15000 | Students will be equipped for doing Industrial Projects |
| 4 | ERP | Antony J K, Asst. Prof | Manoj Kumar A. G, Project Engineer AMMROC Aviation UAE (4 yrs of ERP Experience , 5 Yrs in HAL and 3 Yrs in Oracle) | July 2015 | 1 | UG (S7) & PG | 80 | 7000 | Students will be familiarized with the use of ERP packages in industry. |
| 5 | Workshop on Entrepreneurship | Anish K John & Swapnesh S, Asst. Profs | Mr. Thambi Kurian, Industrialist based in USA, Alumni of Harvard | 21st August | 1 |  | 45 | 13000 | Students will be understand the basis of Entrepreneurship. Students will get a feel of opportunities & challenges in industry. |

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| **Department of Electrical Engineering** | | | | | | | | | |
| **Sl No** | **Topic** | **Name of Coordinators** | **Industry** | **Prob Date of Programme** | **No of Days** | **Target Audience** | **No of Participants** | **Appx Amount** | **Expected Outcome** |
| 1 | Operation and Control of Thermal Power plants | Dr. Prince A, Assoc. Prof | Mr. Praveen, Asst. Manager, NTPC Chennai | Aug, 2015 | 1 | UG (S7) | 60 | 25500 | Inspiring students and making awareness how to get into core electrical industries and scope of electrical engineers in NTPC |
| 2 | Load Scheduling operation and control of Thermal Power station | Dr. Prince A, Assoc. Prof | General Manager NTPC Ltd  (20 yrs Experience)  Dadri, UP | Sept, 2015 | 1 | UG (S7) | 60 | 42000 | Inspiring students and making awareness.  scope of electrical engineers in NTPC.  Load scheduling and operation of national grid through HVDC link |

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| **Department of Electronics and Communication Engineering** | | | | | | | | | |
| **Sl No** | **Topic** | **Name of Coordinators** | **Industry** | **Prob Date of Programme** | **No of Days** | **Target Audience** | **No of Participants** | **Appx Amount** | **Expected Outcome** |
| 1 | Best Practices in project management | Sujitha mol Asst. Prof | Mr. Jaya krishnan D, Principal consultant, Kinnovates, Bangalore (30 yrs Experience in R&D )  Deepak Simon , System Engineer , Kinnovates | June, 2015 | 3 | UG (S7) | 60 | 60000 | Students will be exposed to complete project development process in embedded systems |
| 2 | Overview of Indian Remote Sensing Satellite and scientific machines | Sujitha mol Asst. Prof | Mrs. Litty Jose ,Scientist ISRO , Bangalore (8 Yrs Experience) | Aug, 2015 | 1 | UG (S5) | 60 | 25000 | Students will get an outlook into Space missions of ISRO |

**BoG Decision - Approved**

**B2.5. Professional Skill Development Programme**

1. A Professional Skill Development Programme is proposed to be conducted for 5 days during the first week for the current S8 Mechanical B.Tech Students. The Programme aims at imparting additional skills in addition to the knowledge and expertise acquired during their course as part of normal curriculum. This includes training for students on topics like “Computer Aided Manufacturing, Advanced Surface design using Catia & its customization & Geometrical Dimensioning & Tolerancing etc.” Coordinators are Antony J K & Manoj Kumar M, Asst.Profs ME. The estimated financial expenditure is Rs.65000/-

The details of the programme is given below.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Topics | Faculty | Outcome |
| 08 June | Computer Aided Manufacturing | Internal | Expect students to acquire knowledge in generating NC code automatically and interface it with CNC Machines. |
| 09 June | GD & T | A Reghunath , Scientist , CMTI (30 Yrs Experience in Central Manufacturing Training Institute) | Students are expected to get the concepts of geometrical dimensioning & Tolerancing |
| 10 June | GD & T |
| 11 June | Advanced Surface Design using Catia | Bernard Raja Senior Engineer @ Axis CADES, Bangalore , VSSC ( More than 12 Yrs) | Students will be trained to use the advanced features of surface design |
| 12 June | Customization of CAD packages | Students will be trained customize a CAD software according to the industry needs |

Expected Expenditure:

|  |  |  |
| --- | --- | --- |
| **Sl No** | **Expense Type** | **Amount(Rs.)** |
|  | Remuneration, TA/DA and Accommodation of resource person | 40000 |
|  | Refreshment | 12500 |
|  | Stationary | 7500 |
|  | Miscellaneous | 5000 |
|  | **Total Expected Expenditure** | **65000** |

1. A Professional Skill Development Programme on Electrical CAD is proposed to be conducted for 5 days during September 2015 for S8 Electrical B.Tech Students. Coordinators are Ann Mary Joshua & Haseena K , Asst.Profs EEE. The estimated financial expenditure is Rs.82000/-

|  |  |  |
| --- | --- | --- |
| **Sl No** | **Particulars of Expenditure** | **Amount(Rs.)** |
|  | Honorarium to faculty | 30000 |
|  | TA/DA to external faculty | 30000 |
|  | Accommodation expenditure | 10000 |
|  | Course /Workshop/Conference material | 5000 |
|  | Preparation of teaching aid /proceedings | - |
|  | Light refreshment and working lunch | 5000 |
|  | Consumables | 1000 |
|  | Contingencies | 1000 |
|  | **Total** | **82000** |

**BoG Decision - Approved Rs.65000**

**B2. 6 Ratification of Conducted programmes**

The following programmes were conducted after getting approvals from academic and III committee respectively and approved by Chairman BoG .BoG may please ratify.

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| --- | --- | --- | --- | --- | --- | --- |
| **Sl No** | **Name of Coordinators** | **Designation** | **Department** | **Topic** | **Date** | **Amt(Rs.)** |
| 1 | Premson Y,  Rezuana Bai J | Assistant Professor | ECE | VLSI Design Using TANNER | 3 days  22-24 April 2015 | 52,035 |
| 2 | Dr. Manju Manuel, Anu George | Assistant Professor | ECE | Expert Talk on Xilinix System Generator under III cell  By Mr. Vidyasagar MK, Product Manager, and Mr. Balachander, Manager FAE, Coreel Technologies Bangalore | 2 Days  23 and 24th April 2015 | 38,000 |

**BoG Decision - Ratified**

**Part C**

**Reports**

**C1. Status of fund position as on 30/04/2015**

Fund Received – Rs. 750 Lakhs

Bank Interest - Rs. 7.7 Lakhs

**TOTAL - Rs. 757.7 Lakhs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Activity** | **Budget Provision (Lakh)** | **Amount spent (Lakh)** | **Committed** | Remarks |
| 1 | Procurement of Goods & Civil Works | 550 | 513.96 | 33.17\* | \*DG Set Load Frame  Modification to CCF |
| 2. | Teaching & Research Assistantship | 40 | 22.08 | 1.80 | M Tech non GATE Scholarship -11 Students |
| 3. | R&D | 30 | 0.83 | 5.00 |  |
| 4 | Faculty & Staff Development | 140 | 84.19 | 7.20 |  |
| 5 | III Cell | 40 | 11.86 | 1 |  |
| 6 | Management Capacity Enhancement | 30 | 5.39 | 0.00 |  |
| 7 | Institutional Academic reforms | 30 | 19.90 | 0.50 |  |
| 8 | Academic support for weaker students | 40 | 8.23 | 1 |  |
| 9 | Incremental Operating Cost | 100 | 34.29 | 1 |  |
| **TOTAL** | | **1000.00** | **700.73** | **50.67** |  |

Amount Spent as on 30/04/2015 – **Rs.700.73 Lakh**

Committed expenditure as on 30/04/2015 - **Rs. 50.67 Lakh**

**BoG Decision - Noted**

**Part D**

**Any other item with the permission of the Chair**

* **Scheme and Syllabus of newly formed Kerala Technological University**

Prof. R.V.G Menon described the role of faculty members in the evolution process of Scheme and Syllabus of newly formed Kerala Technological University**.**

The BoG permitted to organize workshop/meetings in the institution.

* **The next BoG meeting**

It is decided to conduct the next BoG meeting on **7th Aug 2015**

The meeting concluded at 2:30 P.M