**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME**

**Phase II Sub Component 1.1**

**15th MEETING OF THE BOARD OF GOVERNORS**

### MINUTES OF THE MEETING

**Date: 05/10/2015 Time: 02:30 pm**

**06/10/2015 09.00 am to 5.00 pm**

 **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 15thBoG meeting held on 05/10/2015.**

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

Mr.M Sherif , Additional Secretary, Higher Education Dept.

Dr. V Gopakumar, Director SPFU

Prof. Geetharenjin P R, Member

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

Prof. (Dr) Ruby Abraham, Principal.

The meeting started at 2:30 pm with the welcome address by Prof. (Dr) Ruby Abraham, Principal.

**Performance indicators have to be included in every meeting as agenda A2 item. The review of good governance plan should also be included in A2 as an Agenda item.**

Decisions on Agenda Items

Part A

A1. Confirming the Minutes of the 14th Meeting of the Board of Governors held on 07/08/2015 at Conference Hall, Rajiv Gandhi Institute of Technology, Kottayam.

The draft minutes of the 14th Meeting of Board of Governors of TEQIP Phase II of RIT Kottayam held on 07/08/2015 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 14th meeting of the BoG is confirmed.**

**A2. Status of Performance Indicators**

The status of Nine Performance Indicators are given below

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No | Performance Indicator | Expected Target | Status of RIT and Action Taken |
| 1 | Autonomy | Obtained/Applied to UGC with no objection from university and state government  | Applied to UGC with No Objection Certificate from Mahatma Gandhi University on 30th October 2013. Mr. Swapnesh S, had attended the UGC led session organized by NPIU, New Delhi on 14/07/2015.He informed that now our college is affiliated to Dr. A P J Abdul Kalam Kerala Technological University.  At present Dr. A P J Abdul Kalam Kerala Technological University has not become an autonomous body and hence is not in a position to grant autonomy. We are expecting a direction from SPFU in this regard. |
| 2 | Minutes of BoG Meeting  | (last 4 Months) published on institution's website (Yes/No) | Yes. Minutes of all BoG Meetings are available in the web site. (Published in www.rit.ac.in) |
| 3 | NBA Accreditation  | At least 55% programmes accredited+ applied for  | Applied for all eligible U.G courses- 5 Nos.(B.Tech in Civil Engg, Mechanical Engg, Electrical and Electronics Engg., Electronics & Communication Engg. and Computer Science & Engg) Visit by NBA expert team scheduled on 16 to 18th October 2015 |
| 4 | Governance development plan  | Approved by governing body and published on institutional website  | Yes(Published in www.rit.ac.in) |
| 5 | Revised IDP (Institutional Development Plan) | Published on the institution's website  | Yes(Published in www.rit.ac.in) |
| 6 | Statutory Audit  | Completed till 2013-14 | Completed for 2012-13and 2013-14.Audit of 2015 had conducted and expecting the report. |
| 7 | Completion of all data input into the MIS  | Completed | Completed up to 2014-15.Started Data Entry for 2015-16 |
| 8 | Procurement Plan  | To cover 100% procurement expenditure | Procurement Completed. Two payments are pending. 1**.Load Frame**  (TEQIP-II/KL/KL1G04/41) Commissioning is in progress.2.**Modification to CCF**(Centralized computing Facility**)**  (TEQIP-II/KL/KL1G04/102) Works completed and waiting for certification from PWD |
| 9 | Commitment of Funds | 100% of Funds Received  | Amount Spent-742.59 LakhsAmount Committed-28.14 Lakhs (As per FMR-September 2015) |

**BoG noted that necessary steps may be taken to get the status of Autonomy by SPFU as early as possible. BoG recommended that steps may be taken for proper utilization of funds and special emphasis has to be given for R&D projects. BoG made a recommendation that student projects with good research content may also be funded after evaluation by expert committee with at least an external member. There should be a proper research proposal submitted by faculty members up to a maximum amount of 2 Lakhs. The committee can also evaluate the amount to be granted and Principal Investigator should be a faculty. A final evaluation will be also evaluated and at the end, there should be a publication.**

A3. Report on the action taken on the pertinent decisions in the Minutes of the 14th Meeting of the Board of Governors held on 07/08/2015 at Conference Hall, Rajiv Gandhi Institute of Technology, Kottayam.

The decisions taken by the Board as recorded in the Minutes of the 14h Meeting of the Board of Governors of TEQIP Phase II held on 07/08/2015 is presented for information.

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| Sl. No | Decision Item | Action Taken | Observations by BoG |
| 1 | The BoG approved Six STTP/Workshop to be attended by faculty/staff members (Outside the Institution).(CE-1, ME-2, EEE-2, ECE-1)  | Scheduled on October 2015 - 1  (EEE-1) Scheduled on November 2015- 3 ( ME-2, ECE-1)Course Cancelled – 2 (EEE - 1, CE – 1) (Appendix A1) | **Faculty members should be encouraged to attend international conferences.** |
| 2 | The BoG approved Four STTP/Workshop proposed by faculty/staff members. (CE-1, ME-2, CSE -1) | Conducted – 1 (ME -1)Postponed to October 2015 - 1(ME - 1)Scheduled on November 2015 - 1(CSE - 1)Scheduled on December 2015- 1(CE -1)(Appendix A1) | **Seek the reason for postponement of STTP/Workshop.** |
| 3 | The BoG Approved 14 expert lectures to be organized by III Cell. (CE- 5, ME -4, EEE-2, ECE-2, CSE - 1) | Organized -4(ME -1, EEE-2, CSE-1)Scheduled on October 2015 - 7(CE-3,ME-2, ECE – 2)Postponed to November 2015-1(ME-1)In connection with Silver Jubilee Inauguration of RIT- 2 (CE -2 )(Appendix A1) | **No need to club Expert sessions with Silver Jubilee celebrations. The same may be conducted in November. Permission is granted for replacing experts in case of non –availability of experts during November.** |
| 4 | Equity Assurance Plan - 18 (CE -5,ME-4, EEE-4, ECE-1, CSE-4)  | Details are to be given(Appendix A1)  | **BoG enquired about problem with conduct of remedial classes. BoG recommended that efforts may be made to conduct remedial classes. Discussion was done regarding the conduct of remedial classes and permission was granted for conduct of remedial classes by identifying weak students based on the first internal examination or appropriate method of assessment, the same may not be conducted during semester breaks prior to the beginning of the semester. If any other student is also interested they may also be permitted to attend based on the decision of the faculty. In case of large number of students, parallel classes can also be arranged. The pedagogy should be different from that of regular classes. In case of insert external faculty can also be invited. Feedback should be taken after each class.** |
| 5 | Institutional Information bulletin. | In progress. | **BoG enquired about delay in the preparation of Information bulletin and recommended that it should be urgently completed. BoG was informed that it is in the final stage of preparation and will be available within a week.**  |
| 6 | Dr. George Joseph, HoD& Asst. Prof. in department of Physical Education has requested to give permission to conduct the Yoga classes.  | Started and Continuing  |  |

**BoG made a note of the status of performance indicators.**

Steps should be taken for organizing pedagogical programme for all faculties. BoG recommended that all faculty members should be trained in pedagogy. SPFU Director informed that SPFU would conduct the training on pedagogy with the help of IIT Madras

Part B

Items for Discussion, Consideration and Approvals

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| Sl. No | Items |
| B1 | Accreditation –Institutional level Presentation by Principal |
| B2 | Discussion on Accreditation Preparedness  |
| B3 | Consideration of the various academic programs for the next 4 months. |
| B4 | Industry Institute Interaction Cell (III Cell) |
| B5 | Teaching Assistantship under TEQIP Phase-II |
| B6. | Ratification of the various activities permitted by the Chairman |

B1. Accreditation –Institutional level Presentation by Principal

**Principal presented an Institutional level power point presentation in BoG and necessary modifications were suggested.**

B2. Discussion on Accreditation Preparedness

**BoG critically evaluated the preparedness of accreditation done by each department and made suggestions for improving the preparedness for accreditation. The committee appreciated the Principal and staff for the efforts taken for accreditation scheduled during 16-18 October 2015.**

B3. Consideration of the various academic programs for the next 4 months.

B3.1. STTP/Conference for Faculty/Staff Outside the Institution (FSD)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No | Name of faculty | Design.& Dept. | Topic | Institution | Date | Amt (Rs.) | Remarks |
|  | Dr. A Praveen | Prof.CE | Lead Auditors Course on Environmental Management Systems as per (IS/ISO 14001) | Bureau of Indian Standards, at Mumbai | 11-15 Jan 2016 | 55500/- |  **Approved** |
|  | Bindurani P | Asst. Prof.CE | Building Information Modeling using REVIT architecture  | NITTTR Chennai | 7-12- Dec 2015 | 22000/- | **Approved** |
|  | Jomy Thomas | Asst. prof. CE | Intelligent Transportation Systems for Smart Cities | Engineering Staff College of India, Hyderabad | 06-08 Jan 2016 | 38000/- | **Approved** |
|  | Dr. G. Venugopal | Assoc. Prof.ME | MEMS and NEMS (Design and Fabrication) | IIT Hyderabad | 14-18 Dec 2015 | 16000/- | **Approved** |
|  | Joy Varghese V M | Asst. ProfME | Secure IT User Training | IIIT MK, Trivandrum | 2-6 Nov 2015 | 14000/- | **Approved** |
|  | RejithR Chandran | Asst. ProfEEE | Renewable Energy Sources and Grid Integration | PSTI, Bangalore | 14-19 Dec 2015 | 42664/- | **Approved** |
|  | Kavitha N | Assoc. Prof. CSE | Cloud Computing | NITTR, Chennai | 16-20 Nov 2015 | 35000/- | **Approved for Rs.22000 only.** |
|  | Nisha K K | Asst. Prof., CSE | Cloud Computing | NITTR, Chennai | 16-20 Nov 2015 | 35,000 | **Approved for Rs.22000 only** |
|  | Susamma V | Computer Progrmr, CSE | Certified Ethical Hacking | IIITM-K, Techno park, Trivandrum | 19-27 Nov 2015 | 20000/- | **Approved** |
|  | Preetha P | Trade Instructor, CSE | Secure IT User Training | IIIT M K, Trivandrum | 2-6 Nov2015 | 10000/- | **Approved** |
| Conferences |
| 1 | Sreelatha T | Asst.prof, CE | Conference of Transportation Research group (CTRG 2015).(Title: laboratory evaluation of viscosity grade bitumen for their compliance properties for performance grade bitumen ) | TRG, The Lalit Great Eastern, Kolkata | 17-20 Dec 2015 | 34000/- | **Approved** |
| 2 | Joy Varghese V M | Asst.prof, ME | International Conference on Emerging Trends in Engineering, Science and Technology- (ICETEST) (Title: Three Dimensional simulation of residual substances developed during TiG welding of S.S pipe) | Govt. Engineering College, Trichur | 14-18 Dec 2015 | 16000/- | **Approved** |
| 3 | Dr.Leena Mary | Prof.& HoD, ECE | IEEE International conference on Control, Communication and Computing India 2015. (Title:Pair-wise Language Discrimination Using Phonotactic Information) | CET, Trivandrum | Nov 19-21, 2015 | 5500/ (Registration fee only) | **TA/ DA is also permitted** |
| 4 | Dr.Renu Jose | Asst.Prof., ECE | IEEE International conference on Control, Communication and Computing IndiaTitle: Performance comparison of compressive spread spectrum communication system using different reconstruction algorithms) | CET, Trivandrum | Nov 19-21, 2015 | 7000/- (Registration fee only) | **TA/ DA is also permitted** |
| 5 | Dr. George Joseph | HoD, Physical Education | International Congress of Sports Psychology (ICSP-2015) | Benaras Hindu University, Varanasi | 27/11/2015 to01/12/2015 | 31000/- | **Not Approved as there is no paper presentation** |

B3.2. STTP/Workshop to be conducted within the Institution

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| --- | --- | --- | --- | --- | --- | --- |
| Sl No | Name of Coordinators | Design. & Dept. | Topic | Date | Amt(Rs.) | **Remarks** |
|  | Dr.G.Venugopal &Dr.Ciby Thomas | Assoc. Profs, ME | Theoretical and Applied Computational Flow and Heat Transfer | 7-11 Dec 2015 | 140500/- | **Approved** |
|  | Lekshmi Mohan &Sohan Placid John | Asst. Profs, EEE | Real Time System Design using LabVIEW | 11-15 Jan 2016 | 146000/- | **Explore possibility of bringing experts from National Instruments Company** **Bangalore.** |

B 4. Industry Institute Interaction Cell (III Cell)

B4.1. Expert Lecture

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| Department of Mechanical Engineering |
| Sl No | Topic | Name of Coordinators | Details of Industry Experts | Prob Date of Pgm. | No of Days | Target | No of Participants | Approx. Amt(Rs) | Expected Outcome | BoG Decision |
| 1 | CAD Application in Aerospace Industry | Antony J K | Sathish P / GanapathSenior Manager , Axis Cades India Ltd Bangalore | Nov 2015 | 1 day | S7 M | 60 | 24500 | Motivating students towards CAD Application in Aerospace Industry through experience sharing and highlighting job roles | **Approved** |

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| Department of Electrical Engineering |
| Sl No | Topic | Name of Coordinators | Details of Industry Experts | Prob Date of Programme | No of Days | Target | No of Participants | Approx Amt(Rs) | Expected Outcome | BoG Decision |
|  | Advances in Drives | Dr. Dolly Mary A , Assoc.Prof EEE | Er. Hariprasad, Bosch, Bangalore | Nov 2015 | 1 day | S7 B.Tech/ PG | 62 | 20000 | Students will have awareness about industrial trends in IT and its applications | **Approved** |
|  | IT in Electrical Engg. | Dr.Prince.A, Assoc. Prof EEE | Er. Anpu Ajith Thampi, Infosys, Trivandrum | Oct 2015 | 1 day | S5/S7 B.tech/ PG | 63 | 15000 | Students will have awareness about industrial trends in IT and its applications | **Approved****Observed that outcomes of both the courses are same** |
|  | New Trends in Substation Practices | Rajesh K, Asst. Prof, EEE | Er. Lawerance, KSEB, Trivandrum | Oct2015 | 1 day | S3/S5 B.tech | 60 | 12000 | Students will have awareness about the latest trends in Substation Practices | **Approved** |

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| Department of Electronics and Communication Engineering |
| Sl No | Topic | Name of Coordinators | Details of Industry Experts | Prob Date of Prog. | No of Days | Target  | No of Participants | Appx Amt | Expected Outcome | BoG Decision |
| 1 | Embedded system design for Automotive Industry  | Sujithamol S, Asst.Prof, ECE | Mr.Ben John JacobSenior Application Engineer, Oracle,Tvm | Nov 2015 | 1 day | S7/ S5B.Tech | 60 | 16000 | Students will have awareness about the embedded system design for automotive industry. | **Approved** |

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| Department of Computer Science Engineering |
| Sl No | Topic  | Name of Coordinators | Industry | Prob Date of Prog. | No of Days | Target  | No of Participants | Appx Amt | Expected Outcome | BoG Decision |
| 1 | Introduction to Theory and Practice of Parallel Progming | Shibu kumar K.B. Asst. Professor  CSE | Mr. Arjunlal B Member of Technical Staff, Engg Team, Bloomreach Technologies Pvt. Ltd., Bangalore | Nov 2015/ Jan 2016 | 2 | UG / PG | 80 | 30,000 | Students will get an outline how parallel pgm is applied | **Approved****Two days is not sufficient to cover the topic completely. Hence title should be Parallel Programming** |
| 2 | Entrepreneurship Development Scopes and aspects in Kerala  | Shibu kumar K.B. Asst. Professor CSE | Mr. Anoop P. AmbikaCEO , Kreara Solutions, TVPM | January 2016 | 1 | UG | 60 | 12,000 | Students will get to learn the experiences of a real Entrepreneurship | **Approved** |

B3.2 Placement cell

 Terms of reference (ToR) for inviting firms was circulated in the 14th BoG meeting . Permission may be granted for conducting programmes as per details in table below based on the ToR.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title | Schedule | No. of Days | Beneficiary | Approximate Expense | Remarks |
| Induction Training-1 | October 3rd week | 3 | First Year Batch1 | 35,000 | Rs. 10000 per day x 3 days + misl |
| Induction Training-2 | October 3rd week | 3 | First Year Batch 2 | 35,000 | Rs. 10000 per day x 3 days + misl |
| Induction Training-3 | October 4th week | 3 | First Year Batch 3 | 35,000 | Rs. 10000 per day x 3 days + misl |
| Induction Training-4 | October 4th week | 3 | First Year Batch 4 | 35,000 | Rs. 10000 per day x 3 days + misl |
| Communication Skills and confidence building -1 | November 1st week | 3 | Second year Batch 1 | 35,000 | Rs. 10000 per day x 3 days + misl |
| Communication Skills and confidence building -2 | November 1st week | 3 | Second year Batch 2 | 35,000 | Rs. 10000 per day x 3 days + misl |
| Communication Skills and confidence building- 3 | November 2nd week | 3 | Second year Batch 3 | 35,000 | Rs. 10000 per day x 3 days + misl |
| Communication Skills and confidence building- 4 | November 2nd week | 3 | Second year Batch 4 | 35,000 | Rs. 10000 per day x 3 days + misl |

Total – 280000/- (Rupees Two lakhs and Eight Thousand only)

**BoG Decision: Not Approved. Use internal faculty for training and start doing training in the first year itself.**

B5. Teaching Assistantship under TEQIP Phase-II

 Request for teaching assistantship for Non-GATE M.Tech Students has been received from students as per the list given below.

BoG may permit to grant the same.

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| Sl.No | Name | Department |
|  | Shifana S | Electrical Engineering  |
|  | Jisha Michael | Electronics & Communication Engineering |
|  | Anju Krishnan P | Electronics & Communication Engineering |
|  | Sneha Baby M | Electronics & Communication Engineering |
|  | Josy Joy | Electronics & Communication Engineering |
|  | Merin Philip | Electronics & Communication Engineering |
|  | Supriya S S | Electronics & Communication Engineering |
|  | Anand John | Mechanical Engineering |
|  | Vidhu Sankar | Mechanical Engineering |
|  | Joseph Chandy | Mechanical Engineering |
|  | Aslam Luqman | Mechanical Engineering |
|  | John Paul Jacob | Mechanical Engineering |
|  | Jewel Tom Mathew | Mechanical Engineering |
|  | Aneeskhan K S | Mechanical Engineering |
|  | Hareesh Mohan | Mechanical Engineering |
|  | Dani Dias | Mechanical Engineering |
|  | Deepak Cherian | Mechanical Engineering |
|  | Shelja Maria John | Mechanical Engineering |
|  | Joyal George Mathew | Mechanical Engineering |
|  | Aravind R Nair | Mechanical Engineering |

**BoG Decision: Approved.**

Part C

Reports

C1. Status of fund position as on 30/09/2015

 Fund Received – Rs. 850 Lakhs

 Bank Interest - Rs. 8.79Lakhs

TOTAL - Rs. 858.79 Lakhs

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| --- | --- | --- | --- | --- | --- |
| Sl. No | Activity  | Budget Provision (Lakh) | Amount spent (Lakh) | Committed  | Remarks  |
| 1 | Procurement of Goods & Civil Works  | 550 | 531.86 | 15.27 | \* Load Frame on testing and commissioning stage\*Modification to CCF completed |
| 2.  | Teaching & Research Assistantship | 40 | 25.20 | 0.6 | M Tech non GATE Scholarship -10 Students |
| 3.  | R&D | 30 | 0.85 | 5 |  |
| 4 | Faculty & Staff Development | 140 | 93.51 | 1.84 |  |
| 5 | III Cell | 40 | 14. 85 | 1 |  |
| 6 | Management Capacity Enhancement | 30 | 5.45 | 0.00 |  |
| 7 | Institutional Academic reforms | 30 | 21.06 | 1.43 |  |
| 8 | Academic support for weaker students | 40 | 11.11 | 1 |  |
| 9 | Incremental Operating Cost | 100 | 38.69 | 2 |  |
| TOTAL | 1000.00 | 742.59 | 28.14 |  |

 Amount Spent as on 30/09/2015 – Rs.742.59 Lakh

Committed expenditure as on 30/09/2015 - Rs. 28.14 Lakh

**BoG observed the following:**

1. **Steps need to be taken for enhancing spending in III. Industrial visits should be promoted.**
2. **Senior and middle level faculty who has not attended management capacity enhancement programme may be encouraged to attend and steps may be taken to ensure that faculty is attending the same. In-house programme may also be arranged.**
3. **Regarding reforms one workshop of curricular reforms may be arranged and make proper recommendation to university.**
4. **Regarding Academic support for weak students. A report based on analysis on status of improvement after conduct of remedial classes need to be reported prior to next BoG meeting.**

Part D

Any other item with the permission of the Chair

1. Request has been received from Christina Soju, B.Tech student, ECE for reimbursing the registration fee of Rs.2000/- for presenting paper on “ A Robust and Rotational – invariant , Wavelet Transform based License Plate Recognition System” in the international conference on “Recent Innovations in Technology and Management” at Mount Zion Engineering College, Pathanamthitta on 04th July 2015.

 **BoG Decision : Approved.**

1. Publication of Journal of Recent Innovation in Technology, Edition 1, issue 2 to be published in December 2015. Expense comes around of Rs 35000/- only (Proposal attached). –

**BoG Decision : Approved as a special case for next issue**.

 **Second issue should have invited participations and most of the papers should be external papers. Brochure to be circulated to**

 **other engineering colleges.**

 **BoG recommended that there should be a self sustaining mechanism so that the publication can be done beyond TEQIP period.**

 **Possibility of generating revenue through subscription has to be explored.**

1. Proposal of International Conference on Next Generation Intelligent Systems (ICNGIS)

**BoG Decision : Approved the proposal based on the following remarks :-**

* **There should be Specific orientation towards international participants.**
* **Brochure should be prepared in a professional manner.**
* **The conference should be focused**
* **At least four professors from outside to present papers in key areas.**
* **Title and topics are not matching.**
* **Two experts from outside may be brought**
* **The draft brochure has to be prepared and mailed to Chairman for approval.**
* **Experts from the institute should sit together and converge towards specific topics.**

It was also suggested that **Prof. B. Yegnanarayana** may be invited to deliver expert lecture and his help may be sought for preparing a

 good brochure. Once the brochure is ready it can be sent to the Chairman BoG for approval.

1. Two day workshop on Environmental Impact Assessment

**BoG Decision : Approved.**

1. Date of next BoG meeting. – **January 11th 2016**

 Meeting came to close at 6:15 P.M with vote of thanks by the Principal.

Place : RIT Kottayam Dr. S Mohan

Date : 06/10/2015 The Chairman