TEQIP – II

7th BOG MEETING

circulated to all depts /faculty & HOD k office
30/12

Govt. College of Engineering Bargur

Date: 30.12.2013

GOVERNMENT COLLEGE OF ENGINEERING,

BARGUR - 635104, KRISHNAGIRI.

MINUTES OF SEVENTH BOG MEETING

The **Seventh BOG Meeting** was held on **30.12.2013** at GCE, Bargur.

Following members attended the meeting:

1	Mr. K. Murugan NHK.F.Krishna India Automotive Seating Pvt. Ltd, Plot No:44, SIPCOT Industrial Part, Oragadam, Sriperumpudur TK, Kanchipuram DT Mobile: 7598221823.	Chairman-BoG,
2	Prof. P. M. Kavimani, Additional Director (Exams), Directorate of Technical Education, Chennai-600 025. Mobile: 9443219453	Eminent Educationalist - BoG Member
3	Mr. P. Thanikachalam, Managing Partner of Ideal Foundations, A10, Jayanagar, TNHB Colony, Kannagkurichi Main Road, Salem- 636 008. Mobile: 9486358872	Representative from Industry - BoG Member
4	Dr. S. Marshal Anthoni, Associate Professor, Department of Mathematics, Anna University Regional Centre, Coimbatore- 641 047 Mobile: 9894207162.	Nominee of University - BoG Member
5	Dr.P.K Jayadev, Principal (Retd), Govt. College of Engineering, Salem-636 011 Mobile: 9443056469	Eminent Educationalist - BOG Member

6	Mr.N.Arumugam, FA & CAO, Directorate of Technical Education, Chennai-600 025 Ph: 94444 98508 arumugamsectf@gmail.com	Nominee from finance wing of DOTE -BoG Member
7	Prof. K. Subathra, Principal (i/c), Govt College of Engineering, Bargur, Krishnagiri-635 104.	Principal(i/c) & BoG Member
8	Dr. M. Chandrasekaran, Prof. /ECE Govt College of Engineering, Bargur, Krishnagiri-635 104.	TEQIP Nodal Officer - BoG Member
9	Dr. V. Thirunavukkarasu, Asso. Prof / ECE, Govt College of Engineering, Bargur, Krishnagiri-635 104.	Academic Nodal Officer /TEQIP (Representative from Senior teaching Staff) - BoG Member

The Principal (i/c) welcomed all the members of BoG for the meeting. The following resolutions were approved by the committee after discussion.

Agenda: 7.1

1. Resolved to approve the sixth BOG meeting agenda and Minutes.

It is approved

Action Taken Report:

Following programmes were conducted

- FDP up to DEC 2013 – 21 in all departments
- SDP up to DEC 2013 – 11 in all departments
- Student development Programme - 39 in all departments
- Sports ground is made ready by Officer-in-charge of Sports Prof.Rakjumar AP/Mech, expenditure met from institution fund.
- The following faculty members completed their Ph.D during TEQIP-II period. Dr.V.Thirunavukkarasu, Dr.I.Rahamathulla, Prof. Suchithra (Thesis submitted)

Agenda: 7.2

- **TEQIP-II Procurement**

TEQIP procurement – Actual expenditure as on 30.12.2013 is Rs.3.60 crores approx.

The status of the following procurements mentioned in the 6th BOG is given below

1. Desktop computer   - i3, i5 Completed
2. UPS 10KVA   - 6Nos- orders placed
3. LCD projectors   - 25Nos – completed
4. Power quality analyzer   - 1No-completed
5. Digital insulation tester (5kV)- 2 Nos- completed
6. a) Digital storage oscilloscope-100MHZ   - completed
     b) Digital storage oscilloscope -200MHZ - completed
7. Software for CSE Dept. Rational rose   - completed
 8. Software for Mech. Dept. DELMIA, CATIA etc.- completed
9. Campus wide networking   - Order placed
10. Air conditioners - (1.5 ton split AC)   - Completed

Over and above the following items are added in procurement plan under TEQIP-II

BSNL Leased line 15 MBPS Band width   - Orders placed

Minor items like notice board, name board, pen drives, fire extinguishers, printer toner cartridges, Xerox machine toners, electrical switches, wires, etc. Quotations were already received for the above items, and the order was placed.

The above is ratified.

Agenda: 7.3

Training at other institutions

- NIT TIRUCHI - Four Faculty members are deputed for attending Teaching Methodology training from 18th Nov to 23rd Nov 2013

- ESCI, Hyderabad – Four Faculty members are deputed for "Power System Protection Relays and Numerical Relays" conducted by Power and Energy Division of ESCI, Hyderabad from 26th NOV to 30th Nov 2013.

- Eight Non-teaching and Office staff were deputed for training in "Personality Development Programme" at Goa from 14th Nov to 16th Nov.

- Six Non-teaching staff were deputed for training in "Capacity Building at Bangalore from 26th Nov to 29th Nov 2013.

- Two TEQIP –II officers and five faculty members deputed for training "Transformational Leadership & Change management" at Udaipur conducted by Jaipur Productivity Council from 19th – 22nd DEC 2013.

- Sixteen faculty members were deputed for "Innovative Teaching Research Learning& Accreditation Practices" jointly conducted GCE, Bargur and ESCI, Hyderabad.

- Six TEQIP-II Nodal officers and Four BOG Members attended "Strategic Planning for Institutional Development" workshop at Nepal and at Mysore During NOV and DEC 2013.

The above is ratified.

Agenda: 7.4

TEQIP II - Building Extension.

a) Extension of Laboratories - Eight bays of labs are being constructed with state budget; remaining six bays will be constructed with TEQIP funds as extension of labs; Plan and estimate got from PWD. Construction has to be started soon.

b) Construction of Percolation pond - work is in progress under TEQIP-II

c) In 2nd floor toilets and head room must be constructed; Plan and estimate requested from PWD to get the permission of CTE to do the work in institution fund; to complete 2nd floor totally and 2nd floor can be given for students use.

d) This institution thanked CTE for the approval given for modifying the area above Physics lab into CONFERENCE hall using Institution fund.

e) Proposals are requested from PWD to change the flooring of Physics Lab, Glass windows in Physics and Chemistry labs and in rooms in the wing below Principals' room from institution funds

The above is approved.

Agenda:7.5

Accreditation & Autonomy

- Total fees are paid for getting accreditation to NBA; HOD CSE completed the e-SAR work and the tentative date for Accreditation committee visit was also given.

- Autonomy – 2 (f) forms was obtained from Anna University, Chennai and sent to UGC for visit.

- A request letter was sent to Commissioner of Technical Education to quicken the process of getting Autonomy.

The above is ratified.

Agenda:7.6

Ph.D

Entrance examination for Ph.D was conducted on 8th OCT 2013 followed by interview. Mech- 1, EEE- 1, ECE-1 faculty are selected for doing Ph.D from Jan 2014. Faculties who have newly joined GCE, Bargur are also eligible for tution fees reimbursement for continuation of their Ph.D from the date of joining in GCE, Bargur.

The five faculty members already doing their research (ECE-2, EEE-1, CSE-1 & Mech-1, Maths-1, Physics-1)

The above is ratified.

Agenda: 7.7

National Network Championship -2014 with CISCO as TRAINER was conducted in CSE Dept at GCE Bargur (as Zonal center) in co-ordination with IIT, Delhi, during 19th and 20th DEC 2013. In continuation to this competition Network security workshop will be conducted by IIT, Delhi and CISCO. Competitions were conducted and the top winning students from all zones will be called for final round @ IIT, Delhi to win a Prize of Rs ONE LAKH. Four students of GCE Bargur are selected for final round of competition at IIT, Delhi. They may please be permitted to avail Travel and staying expenses from TEQIP-II R&D funds.Permission is requested for the above.

The above is approved.

Agenda: 7.8

Academic support for theory subjects are given with the remuneration of Rs 500/= per hour and for outstation experts DA of Rs 200/=.

Now students are asking for extra coaching in Data structures **lab classes** and extra coaching classes for computer practice **lab** and Engineering graphics for **FIRST years.** Hence the following remuneration may please be permitted to conduct the Lab classes.

Academic support for Lab classes

Rs.100/= per Hour for faculty &Rs.50/= per Hour for Non-teaching Staff

Permission is requested for the above.

The above is approved.

Agenda: 7.9

In CSE Dept. Faculty Development programme was conducted on "Exploiting Cloud Computing for Real Time Applications" from 18th Nov to 24th Nov 2013.

The response was very heavy and 56 participants were registered for the FDP. The approved expenditure for 30 participants for any 7 days FDP is Rs 2, 00,000/. There is a marginal increase in expenditure by Rs.40, 000/- due to the increase in number of participants from 30 to 56. Ratification is requested to allow the expenditure for this FDP to be Rs.2, 40, 000/=

The above is ratified.

Agenda: 7.10

Appointment of MIS Data Entry operator& Officer

To recruit Data entry operator and MIS Officer Advertisements were given and recruitment process is completed. A selection committee comprising three heads of Department and one external member was constituted for the selection process. A written test, lab session and personal interview were conducted to select the candidates. The appointment orders are enclosed herewith for approval. The selected candidates were asked to join the duty on 30th DEC 2013. Salary for Data Entry operator   Rs.10, 000/- (NPIU Norms) Mr.Janarthanan Salary for MIS Officer Rs.20, 000/- (NPIU Norms) Mr.Vadivelu

The above is ratified.

Agenda: 7.11

With **the Power Quality Analyzer - an equipment purchased under TEQIP –IIFaculties of EEE dept. started consultancy** in determining the harmonic content in HT Lines in Industry. As per the TANGEDCO / TNEB requirement the current harmonics should not exceed 7% and voltage harmonics not to exceed 12%.

Students are involved in this project (ie. in measurement and in software simulation to minimize harmonics). Students went to Coimbatore to measure the Harmonics. It is requested that industry BOG members can make use of this facility and recommend other industries also to use GCE Bargur for their Harmonic study.

Rs.1000/= per student (one time) may please be given for projects done in industry. This will be certified by the HOD and the Project supervisor. The expenditure will be booked under R&D head.

Permission is requested for the above.

The above is approved

Agenda: 7.12

Winter Vacation Training programmes for students to enhance employability.

During this winter vacation (DEC 2013) Third Year and final year student were given industry need based training on specific areas like,

2nd Year CSE – "Embedded Applications" for five days.

Final year CSE, ECE&EEE – "Remote Infrastructure Management Systems (RIMS)" for five days.

Final Mechanical – "NAFEMS- CAD, CAM& CAE for six Days.

Top 6 performers of RIMS& NAFEMS-CAE programme will be sent for advanced training in the same area and will be placed in the industries.

Ratification and permission is requested for the above.

The above is permitted.

Agenda: 7.13

Guidelines given by NPIU: The Institution may provide honorarium to officials/ staff working in TEQIP-II cell. Institution will lay down the norms in this regard. The expenditure may be booked under the activity head for which he/she is working under the TEQIP-II Cell or IOC head of expenditure.

Objective of giving Honorarium:

To encourage Faculty and staff towards better performance by giving some token amount as incentive to acknowledge work done over and above routine work.

PROPOSED HONORARIUM PER MONTH- FROM AUGUST 2013

Sl. No.	Name of Faculty involved in the activity	Category	Amount in Rs.	Expenditure Head
1	Prof.K.Subathra	Principal/ Director	5000	IOC
2	Dr.M.Chandrasekaran	TEQIP Co-ordinator	4500	IOC
3	Dr.V.Thirunavukkarasu	Academic Nodal Officer	4000	Capacity development/FDP
4	Prof.T.Govindan	Procurement Nodal Officer	4000	IOC
5	Prof.P.Thirumal	Equity& IIC Nodal Officer	4000	Weak students Training
6	Prof.S.Saravanan	Civil works Nodal Officer	2000	Civil works
7	Prof.Nafeesa Begaum	Finance Nodal Officer	4000	IOC
8	Dr.I.Thangaraju,EEE	Subcommittee member (Procurement)	1500	IOC
9	Prof.S.Selvi,CSE	Subcommittee member (Finance)	1500	IOC
10	Prof.Ananthakumar	Subcommittee member (Equity)	1500	Weak students training
11	Prof.Irin Dorothy	Subcommittee member (Academic)	1500	Capacity development/FDP
12	Prof.Satheeshpandian Prof.CMT.Karthikeyan CSE	MIS Co-ordinators (2 x 1500)	3000	IOC
13	Office staff	TEQIP cell office staff (6 members x 1000)	6000	IOC
14	Prof.A.Thangaraj, EEE Prof.Kulandaivel, Mech Prof.Manogaran,ECE Prof.B.Sivaranjani,CSE	IIC member faculty (4 members x 1500)	6000	Industry Academic collaboration
Total Monthly Expenditure shall not exceed Rs 60,000/=				

The above is permitted

Agenda: 7.14

State budget

Year	2012-13	2013-14	2014-15 (Proposed)
Budget including Recurring and Non-Recurring Expenditure	315 Lakhs	320 Lakhs	370 Lakhs

The above is permitted

Agenda: 7.15

Revised norms FDP, SDP, STP& Academic Support.

7 Days - Faculty Development Programme: Budget - Rs.2, 00,000/-

1. Resource person honorarium – Rs.1500/- per session (90 Mins)
2. Travelling Allowance – Rs.8/- per km from origin to GCE, Bargur   (If travelled by air actual air fare economy class)
3. Coordinator honorarium – Rs.4000/-
4. Co-coordinator honorarium – Rs.2000/-
5. Remuneration for FDP non-teaching staff -Rs.500/- each for 2 Members to conduct the FDP
6. Postal expenses as actual certified by the Head of the Department (Max.Rs.1000).

Staff Development Programme (Technical/Teaching/Administrative) per day Budget – Rs.40, 000/-

1. Resource person honorarium – Rs.1500/- per session (90 Mins)
2. Travelling Allowance – Rs.8/- per km from origin to GCE, Bargur   (If travelled by air actual air fare economy class)
3. Coordinator honorarium – Rs.4000/-
4. Co-coordinator honorarium – Rs.2000/-
5. Remuneration for SDP non-teaching staff -Rs.500/- each for 2 Members to conduct the SDP
6. Postal expenses as actual certified by the Head of the Department (Max.Rs.1000).

Student Training Programme (Technical / Soft skill/ Industry Demand& Product Development Workshops) per day Budget – Rs.50, 000/- for Batch size: 70

1. Resource person honorarium – Rs.1500/- per session (90 Mins)
2. Travelling Allowance – Rs.8/- per km from origin to GCE, Bargur (If travelled by air actual air fare economy class)
3. Coordinator honorarium – Rs.4000/-
4. Co-coordinator honorarium – Rs.2000/-
5. Remuneration for SDP non-teaching staff -Rs.500/- each for 2 Members to conduct the SDP
6. Working lunch can be provided to boost the student participation (Max. Rs.100/- per lunch).
7. Consumables required for the product development/ course materials/ hand books or standard practices reference books can be issued to the students based on the training need.

Academic Support for Weak Students Training Programme (Theory/Lab/ GATE Coaching)

1. Resource person honorarium – Rs.500/- per session (60 Mins)
2. Dearness Allowance (DA) – Rs.200/- per day (only for out station resource persons)
3. Resource person honorarium **Lab** – Rs.100/- per session (60 Mins)
   Dearness Allowance (DA) **Lab** – Rs.200/- per day (only for out station resource persons) As per state steering committee norms.

Maximum 20 Hours per subject.

The above is approved

Agenda: 7.16

First Performance Audit report is submitted for the BoG approval **(Annex-1)**

The above is approved

Agenda: 7. 17

To improve the R&D culture among the students the following workshops and trainings were conducted.

CANSAT – Students will build a small satellite and it will be flown with the help of inert gas balloon.

RC Aircraft – Students will build an air craft and the same will be flown in the air with remote control.

RIMS (Remote Infrastructure Management Systems) – Students of ECE, CSE & EEE will be trained in this employable area and will do a project for the final semester.Permission requested to conduct these workshops

The above is approved

Agenda: 7.18

QEEE Cell – With IIT Delhi, GCEB has expressed interest to form QEEE cell. They will implement the pilot program for improving the quality of engineering education. The infrastructure required for the above (ie. Video conference system, Projector, Interactive Board and Laptop, Internet connection) will be established. Permission requested to implement the same.

The above is approved

Agenda: 7.19

NPIU has advised the TEQIP-II institutions to create a *"Design Centre"* in the campus so that students can conceptualize, design and produce the new products and projects.

A design center for new products will be setup using TEQIP-II (R&D) fund. This will have 3D printing machine (Rapid Prototype), Machines for PCB making. Students will be first trained in these machines and will be open for all the year students to think and create new products.

Permission requested to crate the Design center.

The above is approved

Agenda: 7.20

The 3rd mentor visit and Evaluation study from Administrative Staff College is completed. The mentor report is submitted for the BoG approval.**(Annex-2)**

The above is approved

Agenda:7.21

Faculty members have submitted research papers in International Conferences in China, Singapore and Thailand. No objection certificate and permission is applied for the same. The expenses for presenting the paper will be met by TEQIP funds as per NPIU guidelines.

Permission is requested for the faculty to travel abroad with TEQIP-II funds.

The above is approved

Agenda: 7.22

Governance Self-Assessment – GCE, Bargur

INSTITUTIONAL GOVERNANCE REVIEW TEMPLATE	
A PRIMARY ACCOUNTABILITIES	
SELF-REVIEW QUESTIONS	*ASSESSMENT*
Has the Governing Body approved the institutional strategic vision, mission and plan - identifying a clear development path for the institution through its long-term business plans and annual budgets?	Before starting the project SWOT analysis was conducted with Student, Faculty members, HOD and Principal. Based on the SWOT analysis draft institutional development plan was finalized. Draft IDP was placed in BoG and got improved and finalized in 2012-13. For 2013-14 again IDP was revised in BoG and got approved in BoG. State budget, TEQIP procurement, Faculty and staff training activities and all other academic activites are planned and placed before BoG for discussion and got approved.
Has the Governing Body ensured the establishment and monitoring of proper, effective and efficient systems of control and accountability to ensure Financial sustainability (including Financial and Operational controls, risk assessment and management clear procedures. For Managerial and physical human resources)	Yes. All the subcommittee decisions are placed in BoG for approval and process. The activities of institution are monitored by the BoG; on every BoG meeting an action taken report is placed based on the previous minutes.
Is the Governing Body monitoring institutional performance and quality assurance arrangements? Are these benchmarked against other institutions (including accreditation, and	BoG is informed in each meeting about; 1. Academic Results and transition rate. 2. External funding obtained from other research agencies.

alignment with national and international quality assurance systems) to show that they are broadly keeping pace with the institutions they would regard as their peers or competitors to ensure and enhance Institutional reputation?	3. Testing and consultancy services and IRG generated. 4. Training programmes for faculty, technical staff, and students. 5. Industry need based training for students and industry projects taken by the students. 6. Comparing the output with top institutions based on Anna University results in each semester. 7. Adopting the best practice in the leading institutions. 8. In every BoG meeting, action taken report placed based on previous BoG meeting minutes. 9. Mentor's report & Performance Auditor's report is placed in BoG. 10. SPFU review report approved by Commissioner of technical education is placed in BoG
Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance?	Yes. Monitoring is based on completion of BoG agenda. Mentor's report on the performance of Head of Institution is given to BoG chairman after every visit. BoG Chairman will record the action taken report of the previous BoG minutes in every meeting.

INSTITUTIONAL GOVERNANCE REVIEW TEMPLATE	
B OPENNESS & TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES	
SELF-REVIEW QUESTIONS	**ASSESSMENT**
Does the Governing Body publish an annual report on Institutional performance?	Yes. One year report is published for 2012-13. **(Annex-3)** Annual report for 2013-14 is being prepared and will be placed in next BoG.
Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?	Yes. Every time members are asked to record their feedback about the meeting in the visitor's register. A separate register of interest is also maintained.
Is the Governing Body conducted in an open a manner, and does it provide as much information as possible to students, faculty, the general public and	Yes. After the meeting the minutes of the meeting is circulated to the departments and the same is published in the web

potential employers on all aspects of institutional activity related to academic Performance, finance and Management?	site.

INSTITUTIONAL GOVERNANCE REVIEW TEMPLATE

C KEY ATTRIBUTES OF GOVERNING BODIES

SELF-REVIEW QUESTIONS	ASSESSMENT
Are the size, skills, competences and experiences of the Governing Body, such that it is able to carry out its primary accountabilities Effectively and efficiently, and ensure the confidence of its Stake holders and constituents?	Yes. BoG is constituted as per NPIU guidelines and approved by State Government. BoG Chairman has evaluated the expertise and competencies of BoG members.
Are the recruitment processes and procedures for governing body members rigorous and transparent? Does the Governing Body have actively involved independent members and is the institution free from direct political interference to ensure academic freedom and focus on long- term educational objectives?	BoG does not have any member with political influence and its constitution is based on NPIU guidelines. The appointment of BoG member and Chairman is transparent. BoG consists of industry persons and senior academicians only.
Are the role and responsibilities of the Chair of the Governing Body, the Head of the Institution and the Member Secretary serving the governing body clearly stated?	Yes
Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively?	The project started in July 2012 and till October-2013 **6** times BoG meetings were conducted and the minutes of the meeting were published in the institution web site.

INSTITUTIONAL GOVERNANCE REVIEW TEMPLATE

D- EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES

SELF-REVIEW QUESTIONS	ASSESSMENT
Does the Governing Body keep their effectiveness under regular review and in reviewing its performance reflects on theperformance of the institution as a whole in meeting its long- term strategic objectives and its short-term indicators of performance/ success?	In every meeting the action taken report on previous BoG minutes is discussed to ensure the complete implementation of BoG decisions. The BoG reviews and makes suitable suggestions for further development. In the BoG meeting as the last agenda BoG itself making the assessment in the institutional governance template.
Does the Governing Body ensure that new members are properly inducted, and	Being Govt. institution, academic members from the college get

existing members receive opportunities for further development as deemed necessary?	transferred.
	New members are appointed replacing the transferred faculty members in the immediate next BoG meetings itself. The appointments of new BoG members are subjected to the approval of the committee.

INSTITUTIONAL GOVERNANCE REVIEW TEMPLATE	
E – REGULATORY COMPLIENCE	
SELF-REVIEW QUESTIONS	ASSESSMENT
Does the Governing Body ensure regulatory compliance* and, subject to this, take all final decisions on matter of fundamental concern to the institution.	Yes. Based on TEQIP guidelines – PIP and State Govt. Policy
Does the regulatory compliance include demonstrating compliance with the 'not-for- profit' purpose of education institutions	Yes. As per State Govt. Policy
Have there been accreditation and/or external quality assurance by a national or professional body? If so, give details: name, status of current accreditation etc.	Already applied for Accreditation by NBA and expecting the Accreditation team within two month time.

The above is approved
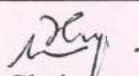
Agenda: 7.23

The Govt. has accorded permission to utilize the college fund for the TWAD-Combined water service scheme and sought the details of storage facility, recurring water charges, amount of water to be supplied by TWAD and college fund position to meet the expenses. A letter was sent to Executive Engineer, Tech. Edn(Division) Vellore to get the details as a follow up action.
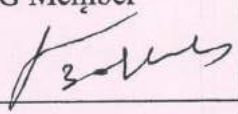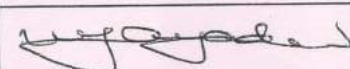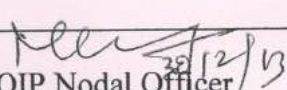
The BoG members thank the Commissioner of Technical Education and Govt. for giving permission for the water scheme considering the water scarcity in the campus.

The above is approved

The meeting came to end by 1.00 PM. The Principal thanked all the BoG Members and all GCEB members wish a "Very Happy& Prosperous New Year 2014"

1	Mr. K. Murugan NHK.F.Krishna India Automotive Seating Pvt. Ltd, Plot No:44, SIPCOT Industrial Part, Oragadam, Sriperumpudur TK, Kanchipuram DT Mobile: 7598221823/9791921227	Chairman-BoG,

2	Prof. P. M. Kavimani, Additional Director (Exams), Directorate of Technical Education, Chennai-600 025. Mobile: 9443219453		Eminent Educationalist - BoG Member
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9	Dr. V. Thirunavukkarasu, Asso. Prof / ECE, Govt College of Engineering, Bargur, Krishnagiri-635 104.		Academic Nodal Officer /TEQIP (Representative from Senior teaching Staff) - BoG Member