TEQIP – II
9th BOG MEETING

Govt. College of Engineering, Bargur

Date: 28.06.2014

GOVERNMENT COLLEGE OF ENGINEERING,

BARGUR - 635104, KRISHNAGIRI.

MINUTES OF NINTH BOG MEETING

The **Ninth BOG Meeting** was held on **28-06-2014** at GCE, Bargur.

Following members attended the meeting:

1   Mr. K. Murugan, Chief Operating Officer,
    NHK.F. Krishna India Automotive
    Seating Pvt. Ltd, Plot No: 44, SIPCOT   Chairman-BOG,
    Industrial Part, Oragadam
    Sriperumpudhur Tk, Kanchipuram DT
    Mobile: 7598221823

2   Prof. P. M. Kavimani,   *Expressed his inability to*
    Additional Director (Exams),   *participate in the meeting*
    Directorate of Technical Education,   -   Nominee from
    Chennai-600 025.   DOTE&
    Mobile: 9443219453   BOG Member

3   Mr. P. Thanikachalam,
    Managing Partner of Ideal Foundations&
    NH, IOCL Consultant& contractor   Representative from
    A10, Jayanagar, TNHB Colony,   Industry
    Kannagkurich Main Road,   -   BOG Member
    Salem- 636 008.
    Mobile: 9486358872

4   Dr. S. Marshal Anthoni,
    Associate Professor,
    Department of Mathematics,   Nominee of University
    Anna University Regional Centre,   -   BOG Member
    Coimbatore- 641 047
    Mobile: 9894207162.

5   Dr. P. K. Jayadev,
    Principal (Retd),
    Govt. College of Engineering,   Eminent Educationalist
    Salem-636 011   -   BOG Member
    Mobile: 9443056469

6	Mr.K. Arumugam, FA & CAO , Directorate of Technical Education, Channai-600 025, Mobile: 9444498508	*Expressed his inability to participate in the meeting* 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.

Action Taken Report:

- **No Objection Certificate for abroad travel:**
  - For those less than one year service faculty can apply for NOC for passport after April 2014. CTE will issue necessary orders for NOC.
  - For Associate Prof and above levels; the applications will be forwarded to Higher Education department by CTE.
  - Faculty members of GCE, Bargur thank the Commissioner of Technical Education for the efforts made by CTE.

- **Tamilnadu Science and Technology Centre** has sanctioned Rs.20, 000 to conduct workshop on stress management for CSE department.

- **Centre for Faculty Development, Anna University, Chennai** has sanctioned Rs.90, 000 to conduct FDP on **Signals and Systems** for **ECE** department.

- **Aeronautical Research and Development Board (AR&DB)** has sanctioned **Rs.13.23 lakhs to conduct sponsored research on "Application of** Simultaneous Localization and Mapping (SLAM) Technique for Three

Dimensional Reconstruction through Micro Air Vehicle platform". **This is a combined project of CSE& Mechanical Engineering.**

- **Campus wide networking** work has been completed. All the nodes (652 LAN& 36 Wi-Fi) are successfully configured and working satisfactorily. To improve the effectiveness and security of the network **it is proposed to purchase servers and implement the intranet and other data serving and mailing facilities.**

- **Bore well** of 950 feet was dug near administrative block **using alumni fund. The bore is yielding 25,000 liters per day.** All the electrical installations were completed and reported to the Commissioner of Technical Education. The expenditure was totally borne by alumni. **All the members of GCE, Bargur thank the Alumni and the commissioner of Technical Education for the fund and the permission to rig a bore in GCE, Bargur.**

- **All the procurement process (PMSS)** is completed and payment is given except minor items.

- **Total expenditure as on 31.05.2014 is Rs.7.95 Crores**

- FDP up to MAY 2014 – 38 in all departments Conducted inside institution

- FDP up to MAY 2014 – 98 in all departments (attended outside institution)

- SDP up to MAY 2014– 14 in all departments Conducted inside institution

- SDP up to MAY 2014– 10 in all departments(attended outside institution)

- Student Training Programme - 80 in all departments

- **Internal Revenue Generated from consultancy by Mechanical dept.& EEE upto 31.05.2014 is Rs. 1, 64, 450/-**

- **Internal Revenue Generated by conducting FDP (all departments) from 01.03.2014 to 31.05.2014 is Rs.1, 20, 500/-**

Agenda: 9.1

Resolved to approve the **Eighth BOG** meeting agenda and Minutes.

The above is approved.

Agenda: 9.2 Summer training using old computers:

Summer Training conducted by GCE, Bargur for Internal Revenue Generation. A Letter was written to CTE on requesting to conduct the programme and to give permission to take 60% for programme expenses and to deposit 40% as

internal revenue. (Final year students and Dept. Faculty members were used for the training).

CSE –Computer Training given to Govt. school students in C & C++, MS Word etc. Rs.9,150/=

EEE - Electronic Circuits Demonstration for Poly tech. Students- Rs.14, 600/=

Permission is requested to disburse 60% of the revenue to the department and remaining 40% into corpus fund.

The above is approved.

Agenda: 9.3 TEQIP-II Cell Members Honorarium:

TEQIP-II Cell Members Honorarium Approved by CTE is being followed.

Sl. No	Post Held in TEQIP Cell	Honorarium per month in Rupees
1	Principal/Dean/Head of the TEQIP Institution	Rs.4000/-
2	TEQIP coordinator	Rs.3000/-
3	TEQIP Nodal Officer (Academic, Finance, Procurement & EAP each)	Rs.2000/-
4	TEQIP-Office Staff superintendent, Assistant including OA each	Rs.1000/-

The above is ratified

Agenda: 9.4   State Budget :

State Budget Allotment for Six months is given below.

Dept.	Non Consumable	Consumable	Maintenance
EEE	6.0 lakhs	0.75 Lakh	0.25 Lakh
ECE	6.0 lakhs	0.75 Lakh	0.25 Lakh
Mechanical	6.0 lakhs	0.75 Lakh	0.25 Lakh
CSE	6.0 lakhs	0.75 Lakh	0.25 Lakh
Science& Humanities	3.0 lakhs	0.50 Lakh	0.25 Lakh
Library	Cost of Books 3.5 lakhs	0.25 Lakh	0.25 Lakh

Equipment, consumables and maintenance files recommended by the respective HoDs will be purchased.

The above is permitted.

Agenda 9.5 FITR Spectrometer & PC, software and FITR accessories:

FITR Spectrometer for Rs 5 Lakhs & PC with software and FITR accessories for Rs 5 Lakhs has been permitted for purchase in Physics Dept. for doing project in Material structure study and internal revenue generation. Approval given by CTE for the above purchase.

The above is ratified

Agenda: 9.6

PWD Budget Allotment for the Year 2014-2015 was given below:

SI No	Head	Funds allotted
1	2059 PWM & RAS	Rs 22.65 Lakhs (80% for Civil Works and remaining 20% for Electrical works)
2	2203 Minor Works	Rs 2.80 Lakhs (80% for Civil Works and remaining 20% for Electrical works)

List of works given by each Dept. HoD was sent for approval of CTE.

The above is ratified.

Agenda: 9.7 Purchase of computers for Quality Improvement Cell and Digital Library:

Quality Improvement Cell and Digital Library was equipped with Computers purchased from Computer Charges Head of A/c of GCE, Bargur for viewing NPTEL material and Video lectures of MOOC etc. Computers were purchased under DGS &D in computer Charges Account in different Departments as given below:

SI. No	Department/Lab	Numbers	Total Amount in Rs.
1	ECE	25 (i3)	10, 50, 000/- Approved by CTE
2	EEE – computer lab	30 (i3)	12, 60, 000/- Yet to get CTE approval
3	EEE – DSP Lab	30 (i7)	17,45,100/- Approved by CTE
4	Digital Library, QEE cell	30 (i5)	11,25,000/- Approved by CTE

The above is permitted.

Agenda 9.8 Common Computer Centre:

CSE department proposed to purchase computers, UPS, Computer Tables for First Year Lab (**Lab in II Floor of Admin block constructed from TEQIP-II Funds**) and common computer center using computer charges account.

The above is permitted.

Agenda 9.9 Servers for campus wide networking:

Campus wide networking is established with 15 mbps internet connectivity. Now to restrict students accessing other websites, to maintain Database of students with their Examination marks and other related data, a server is required. Permission is requested to purchase servers, so that in future, expansion is possible.

The above is permitted.

Agenda 9.10 Academic Support given to the students during Jan 2014 to May2014 (including First Year)

The following subjects were offered under academic support during Jan-May 2014. (Results are awaited)

- Digital Logic Circuits – 2nd year EEE
- Control System – 2nd year EEE
- Electrical machines II– 2nd year EEE
- Design of Electrical Machines– 2nd year EEE
- Microprocessor and Microcontroller– 2nd year EEE
- Fundamentals of computing – 1st year arrear
- Computer practice I - 1st year
- Programming and Data structures -1st year
- Microprocessor and microcontroller – 2nd year CSE
- Advanced Computer Architecture – 3rd year CSE
- Control Systems – 2nd year ECE
- Engineering Graphics-1st year arrear

Anna University, Chennai has released rankings based in number of papers passed/appeared APR/MAY 2014. GCE, Bargur ranking is listed below.

- **Nov/Dec 2012 – 47th rank – 68.39%**
- **April/May 2013 – 16th rank – 82.80%**
- **Nov/Dec 2013 – 28th rank – 71.88%**

The above is ratified.

Agenda 9.11

a) Training programmes conducted / attended during April 2014 – May 2014

CONDUCTED IN INSTITUTION - FACULTY DEVELOPMENT PROGRAMME

Title of activity	Total No of Participants	No. of internal faculty Trained	Other attendees
1. TEQIP-II sponsored One Week Faculty Development Programme on "Nanotechnology in Electrical Power Systems and Sensor Applications" EEE(FDP1)28.04.14 -04.05.14:	42	12	30
2. TEQIP II sponsored one week faculty development programme on "Solar	37	10	27

photovoltaic system design, installation and maintenance)(EEE(FDP2)) 05.05.2014 to 11.05.2014			
3. TEQIP II sponsored one week FDP on "Recent MATLAB techniques to Engineering Applications" (EEE (FDP3)) 12.05.14 to 18.05.14.	59	11	48
4. TEQIP II sponsored FDP on "Green Energy for sustainable development and Environment"(EEE (FDP4)). 19.05.2014 - 25.05.2014	54	07	47
5. TEQIP-II sponsored One Week Faculty Development Programme on "Nanotechnology in Electrical Power Systems and Sensor Applications" EEE(FDP1)28.04.14 -04.05.14:	42	12	30
6. TEQIP II sponsored FDP on "MANET's- opportunities and challenges",(CSE) 19.05.2014 - 25.05.2014	29	07	22
7. TEQIP II sponsored FDP on " Research Issues In Computer Networks- Wired And Wireless ",(ECE(FDP1)) 19.05.2014 - 25.05.2014	25	10	15
8. TEQIP II sponsored FDP on " Modeling And Simulation In Mechanical Engineering ",(Mech) 19.05.2014 - 25.05.2014	29	14	15
9.TEQIP II sponsored FDP on " Electronic System Design ",(ECE(FDP2)) 26.05.14 -01.06.14	30	17	13
10.TEQIP II sponsored FDP on "Challenges and Opportunities in IndianPower scenario"(EEE(FDP5)) 26.05.14 –01.06.14	36	09	27

CONFERENCE AND WORKSHOPS ATTENDED OUTSIDE INSTITUTION

Title of activity with date	No. of faculty attended	Name of the organization
1.National Conference on "Recent advances in graph theory" 06.03.2014-07.03.2014	01	Periyar University ,Salem
2.Smart Grid-Technology and Applications10.03.2014-14.03.2014	03	Central Power Research Institute(CPRI),Bangalore
3. National seminar on "Perceptions and perspectives of women's writing in India " 21.03.2014	01	Bharathidasan University,Tiruchirapalli

4. National seminar on "American Literary Movements- A Reappraisal " 28.03.2014	01	Annamalai University.
5. National conference on "Trends in Technology for convergence "	01	Conducted by A V S Engineering College,Salem.
6.Robotics Workshop-e-Yantra 10.04.2014-11.04.2014	02	IIT,Bombay
7.ISTE Workshop on "Research Methodology" 29.04.2014-02.04.2014	09	Hotel Sandesh Palace,Mysore
8. Programme on IPR- Intellectual Property Rights	05	Conducted by SEED in Munnar

SUBJECT AREA TRAINING ATTENDED OUTSIDE THE INSTITUTION

Title of activity with date	No. of faculty attended	Name of the organization
1.Three Days Residential Workshop on "Essentials of Embedded Systems & Their Applications 05.03.2014 to 07.03.2014	04	GEM Port ,OOty
2.FDP on "Photo Voltaic technique" 26.05.2014 to 29.05.2014	02	Anna university,Chennai

PEDAGOGY TRAINING ATTENDED OUTSIDE THE INSTITUTION

Title of activity with date	No. of faculty attended	Name of the organization
1.Teaching Learning in Higher Technical Education 28.05.2014 to 29.05.2014	02	IIT ,Madras

INDUSTRIAL TRAINING ATTENDED OUTSIDE THE INSTITUTION

Title of activity with date	No. of faculty attended	Name of the organization
Embedded System design using Renesas RL 78 microcontroller workshop. 05.05.2014 to 09.05.2014	07	Conducted by Frontline Electronics Salem in Hotel Grand Palace,Yercaud

MANAGEMENT TRAINING ATTENDED OUTSIDE THE INSTITUTION

Title of activity with date	No. of faculty attended	Name of the organization
1. Effective Interpersonal Communication, Capacity Building and Time Management	10	Conducted by Edumatic Solutions in Bangalore

01.02.2014 – 03.02.2014		
2.NPTEL Training 25.02.2014	02	IIT,Madras
3. 3 days workshop on "Trends and Challenges in Engineering Education" 06.03.2014-09.03.2014	04	Organized by Edumatic Solutions in Radisson ,Shimla
4.QEEE REVIEW MEETING 13-03-2014	01	MHRD, India International Centre, Lodhi Road, Delhi.

STAFF DEVELOPMENT PROGRAMME ATTENDED OUTSIDE THE INSTITUTION

Title of activity with date	No. of faculty attended	Name of the organization
1.ISTE workshop on" Office Automation and Management" 02.04.2014-04.04.2014	07	Novotel Convection Centre,Hyderabad

The response to the FDPs conducted by EEE department was overwhelming.

1. TEQIP-II sponsored One Week Faculty Development Programme on "Nanotechnology in Electrical Power Systems and Sensor Applications" EEE(FDP1)28.04.14 -04.05.14:	42 Participants
2. TEQIP II sponsored one week faculty development programme on "Solar photovoltaic system design, installation and maintenance)(EEE(FDP2)) 05.05.2014 to 11.05.2014	37 Participants
3.TEQIP II sponsored one week FDP on "Recent MATLAB techniques to Engineering Applications"(EEE(FDP3)) 12.05.14 to 18.05.14 .	59 Participants Expenditure: Rs. 2,50, 986
4.TEQIP II sponsored FDP on "Green Energy for sustainable development and Environment"(EEE(FDP4)). 19.05.2014 - 25.05.2014	54 Participants Expenditure:2,09, 006
5. TEQIP-II sponsored One Week Faculty Development Programme on "Nanotechnology in Electrical Power Systems and Sensor Applications" EEE(FDP1)28.04.14 -04.05.14:	42 Participants
6.TEQIP II sponsored FDP on "Challenges and Opportunities in Indian Power scenario"(EEE(FDP5)) 26.05.14 –01.06.14	36 Participants

The above is ratified.

b) Rs.500/- may be allowed for each programme to the office staff as remuneration for administrative works and other related documentation works.

The above is permitted.

Agenda 9.12 Internal audit report:

Audit for the period from October 2013 to March 2014 was conducted on may 9-10, 2014 .The internal Audit report is submitted in the annexure.

Internal Audit Report.docx

The above is ratified.

Agenda 9.13 Autonomy:

For getting Autonomy UGC requested affiliation letter 2013-2014 from Anna University, Chennai. BoG member Dr.S.Marshal Antony helped us to receive the affiliation order from Anna University. Dr.V.Thirunavukkarasu, Associate. Prof/ECE met the Registrar and the Vice- Chancellor and Director Affiliation on 30-04-2014 and got the affiliation letter for the period 2013-14. This letter has been forwarded to UGC on 02-05-2014 for getting Autonomy.

A letter has been sent to Anna Univ., Chennai through Commissioner of Technical Education requesting for permanent Affiliation from 2014-15 & onwards on 02-05-2014 for all the 4 UG Courses and Two PG courses applied and sent to Anna University (Regional Center) Coimbatore.

The above is ratified

Agenda 9.14

For getting AICTE approval for the Year 2014-15 online application is submitted on 20-05-2014 including two new PG courses in

1. Computer science and engineering

2. Power electronics and drives

Letters have been sent to Anna Univ. Chennai to give affiliation to the TWO New PG Courses.

And to Commissioner of Technical Education to get NOC from Govt. to start the two new PG courses at GCE, Bargur.

But the AICTE approval was given for only UG Courses for the Year 2014-15. The BoG requests the Commissioner of Technical Education to get NOC from Govt. at the earliest to start P.G courses at GCE, Bargur 2014-15 onwards.

The above is ratified.

Agenda 9.15 Accreditation:

NBA asked for Dates of Visit in the month of Aug & Sep 2014 also in addition to July 2014. Respective Dates are communicated and waiting for visit of the NBA Team.

1. July 26, 27 &28.
2. August 25, 26 &28.
3. September 12, 13 &14.
4. September 26, 27&28.
5. October 17, 18&19.

The above is ratified.

Agenda 9.16 Ph.D:

a) Nine Faculty members are already doing their Ph.D from Dec 2013 (ECE-2; EEE-2; Mech-2; CSE-1; Phy-1).

EIGHT more Faculty members (ECE- 4; EEE-1; CSE-2; MECH-1) have been selected for joining part time Ph.D from this May 2014 under supervisors in Anna University, Chennai. All the above faculty are eligible for reimbursement of tuition fees under TEQIP-II.

The above is ratified.

b) Motivation Incentive:

Faculty and the BoG members congratulate TWO Faculty members who completed their Ph.D - Prof.G.Saravanan AP,CIVIL; Prof.G.Suchithra, AP, ECE in the month of MAY 2014. It is proposed to give motivation incentives for those who completed Ph.D during TEQIP-II period. **Rs.3000/- may please be permitted as motivation incentive.**

The above is permitted.

Agenda 9.17 Appointment of Librarian:

The librarian who was working in this institute retired from the service on 31st May 2014. At present there is no librarian and library attender. Due to this from the academic year 2014-15 it will be very difficult to maintain and issue the books to the students. **The BoG requests the Commissioner of Technical Education to give special attention for posting a librarian and attender immediately.**

At present to cater to the needs of the students and especially for accreditation retired librarian can be appointed on temporary basis with a honorarium not more than Rs.10,000/- per month from institution fund.

The above is permitted.

Agenda 9.18 College bus:

A bus was transferred from GCT Coimbatore to this institute. The bus is well maintained and utilized for the industrial visits. **There is no sanctioned post for the bus driver and conductor cum attender.**

BoG requests the Commissioner of Technical Education to get sanction for the posts to maintain and utilize the bus effectively.

The above is permitted.

Agenda 9.19 Additional Teaching Post and Non-Teaching Posts creation as per AICTE norms:

It was observed that for the past 20 years GCE,Bargur has been working with very minimum faculty members , non-teaching staff , basic servants and office staff. D.O letters were written by Principal i/c for creating additional Teaching and Non-Teaching posts. **New colleges which were started recently were given 101 posts at the start of college where as GCE, Bargur after 20years of working has got only 52 posts.**

BoG requests the Commissioner of Technical Education to give priority to this issue and get sanction for all the teaching posts as per AICTE norms at one stretch to maintain quality of education in GCE, Bargur.

BoG requests the Commissioner of Technical Education to give special attention to create cadre wise teaching post and other posts as the institution is going for accreditation. Early action is requested on this agenda.

The above is permitted.

Agenda 9.20 Career Advancement:

Career Advancement Scheme (CAS) for the Asst. Professor to Asst. Professor (Senior Grade), Asst. Professor (Senior Grade) to Asst. Professor (Selection Grade) and Associate Professor are due for the faculty members from the Year 2011. This problem is common for all the faculty of Govt. Engineering Colleges.

BoG requests the Commissioner to implement the CAS for the faculty members who are eligible immediately to boost the morale of all the faculty members of all Govt. Engineering Colleges.

The above is permitted.

Agenda 9.21 Institutional Governance Self Review Plan:

Given in Annexure

Governance Self review modified.docx

The above is ratified.

Agenda 9.22 ATM machine inside the campus

Karur Vysya Bank has come forward to install an ATM machine inside the campus near admin block compound. Principal has requested Asst.Exe.Engineer(PWD) to give detailed estimate for the ATM room. It is requested that building cost may be met with development funds.

The above is permitted.

Agenda 9.23 Foreign Travel Permission

The following faculty members have applied for abroad travel permission from Govt. to present papers in various conferences. The permission of the BoG is also requested for the same.

Sl. No.	Name of the Faculty	Title of the Conference	Country& Date
1	J.Nafeesa Begum	International Conference on Communication and technology and Application (CTA2014)	Beijing, China. August 19-20, 2014
2	C.Satheesh Pandian		
3	R.Bakkiyaraj	40th COSPAR Scientific Assembly	Moscow, Aug 2-10, 2014
4	Dr.M.Chandrasekaran	International Congress on Sensor Networks 2014 [ICSN2014]	Bangkok, 17 – 24 November 2014
5	T.Govindan	The International Congress of Mathematicians	Seoul, Korea 13-21, August, 2014
6	Dr.V.Thirunavukkarasu	International conference on Information and Technology 2014	Hong Kong 2-4 October2014

BoG requests the Commissioner of Technical Education to honor the MoU signed for TEQIP-II project and necessary orders may please be issued in this regard.

The above is permitted.

Agenda 9.24 International certifications

Faculty members are encouraged to take international certifications on emerging technologies on their field. On successful completion of the certification the total fees will be reimbursed from TEQIP-II fund.

The above is permitted.

Agenda 9.25 Membership in Professional Bodies.

Faculty members can apply for professional bodies like IEEE, CSA, ASME, ASHRAE, IE, IETE and SAE etc. For international bodies 50% of the membership fees and for national bodies 100% membership fees will be reimbursed from TEQIP fund. It is limited to one international & one national professional bodies.

The above is permitted.

Agenda 9.26 Project assistant for AR&DB Project.

One project assistant will be recruited for the implementation of AR&DB project. The monthly honorarium is fixed Rs.20000 as per DRDO norms. Permission is requested to recruit the same for the project period.

The above is permitted.

Agenda 9.27 NBA visit consumable expenditure.

The expenditure for the all the consumables required for the NBA team visit may permitted to be booked under Incremental Operating Cost of TEQIP-II.

The above is permitted.

Agenda 9.28 Certificate Verification

Qualification verification of passed out students is done with consultation fees paid by the consulting companies. 60% of the above fees may be given to the respective department giving the verification certificate; remaining 40% will be deposited in the corpus fund. From the academic year 2014-15 the fees for verification will be Rs.1000/- per student.
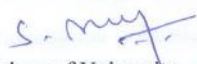
The above is permitted.

Agenda 9.29 Seed Grant.

To increase R&D activities and innovation among faculty members it is proposed to give seed grant to the maximum of one lakh rupees. Proposals will be invited from faculty members and will be scrutinized by the Senior Research Adviser& external committee. Selected projects will be awarded seed grants. At the end of the project the awardees should publish or patent the projects.

The above is permitted.

The meeting came to end by 1.30 PM. The Principal thanked all the Members.

1	Mr. K. Murugan, Chief Operating Officer, NHK.F. Krishna India Automotive Seating Pvt. Ltd, Plot No: 44, SIPCOT Industrial Part, Oragadam Sriperumpudhur Tk, Kanchipuram DT Mobile: 7598221823	Chairman-BOG,
2	Prof. P. M. Kavimani, Additional Director (Exams), Directorate of Technical Education, Chennai-600 025. Mobile: 9443219453	*Expressed his inability to attend the meeting* - Nominee from DOTE& BOG Member
3	Mr. P. Thanikachalam, Managing Partner of Ideal Foundations& NH, IOCL Consultant& contractor A10, Jayanagar, TNHB Colony, Kannagkurich 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.K. Arumugam, FA & CAO , Directorate of Technical Education, Channai-600 025, Mobile: 9444498508	*Expressed his inability to attend the meeting* 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

GOVERNMENT COLLEGE OF ENGINEERING, BARGUR.
INTERNAL AUDIT REPORT FOR THE HALF YEAR ENDING 30th SEP2013

Part A: Auditee and Audit

a. Name and address of the Auditee : Government College of Engineering, Bargur.

b. Name of office bearers : Prof. Subathra-Principal
Prof. Nafeesa Begum-Coordinator

c. Name/s of Audit Team Members : CA.G.Velavan(Chartered Accountant)
S.Ganesh (Article Assistant)

d. Days of audit : 1(28.02.2014)

e. Period covered in the previous audit: Upto 31.03.2013

f. Period covered in the current audit : 01st April 2013 to
30th September 2013

Part B: Executive Summary

a. **Objectives of audit:**
   1. To evaluate adequacy of Internal control system and to give suggestion for improvement if any.
   2. To ensure compliance of laid down policies and procedures as documented in Financial Management Manual of the project.

b. **Methodology of audit:**
   1. Verified the books of accounts and vouchers, bank statements, bank reconciliation statements, stock registers, BOG minutes, Procurement and other scheme files.
   2. Verified the procedures adopted for each transactions in compliance with the laid down procedures in the manuals.
   3. Verified the existence and adequacy of the internal control systems.

c. **Status of implementation of the Financial Management system**
   Books of accounts are maintained in Double Entry Book Keeping System in Tally Accounting Software. Cash System of Accounting is followed.

d. **Status of compliance of previous audit reports, including major audit observations pending compliance:**

   Previous Internal Audit was not done by Qualified Chartered Accountants. The Co-ordinators of other TEQIP Colleges had done the Internal audit of the previous year. There are no material observations pending compliance.

e. **Key areas of weaknesses that need improvement, classified into the following areas:**

   1. Disallowance of expenditure as per the World Bank rules:Nil

   2. Procedural Lapse: There are inordinate delays in the settlement of advances. It is suggested to take necessary steps to get the advances settled within the reasonable time limit.

Explanation given: One circular has been sent to faculty to settle the bills. However noted only for future reference.

3. Accounting Lapse: All the advances are treated as expenditure on the date of advance itself instead of the date of settlement of advances.
   Tax Compliances are not fulfilled. No TDS has been deducted from the payments made to Contractors and professional charges.
   Explanation given: TDS cannot be done at Institution

4. Accounting books & records not maintained: Necessary statutory records are maintained.In addition to that we suggest to maintain registers for Invitation for Quotations, Tender Fee, Bid Security and Performance Security.

Explanation given: Quotations received by courier or registered posts are entered in separate register. However a separate register will be maintained for TEQIP Quotations.

f. **Recommendations for improvements:**

See details as given in the Executive Summary and Suggestions/ Recommendations in Part F.

Part C: Compliance to previous audit reports

There are no material issues pending to be complied against the previous internal audits.

Part D: Serious observations: Nil

Part E: Other Observations

1. **Procurement**

   a. A sum of Rs.178040/- was paid to Center for Faculty Development, Anna University, Chennai and Rs. 321960/- to M/s HCIL Contel Ltd. Bangalore towards Anna Edusat Facility. The relevant bills/receipts were not produced to audit.

   Explanation given: A letter has been written to Anna Univ., Chennai to get the Receipts.

   b. In some of the procurement files the details of erection and commissioning, testing and training details are not available. We are informed that the details are available with the concerned user departments. We suggest that the copies of the same may be made available in the concerned procurement files.
   c. **Explanation given: The Training details will be enclosed in the respective files.**
   Respective files.

   d. dot of equipments were procured before 31/03/2013 but the payments were cleared during August 2013. The details are as under:

Item	Party	Amt (Rs.)	Bill no& Date	Cheq.No.& Date
Zig bee Technology Trainer	Asian Tools&Instruments Co.	86,100	050/16.1.13	224021/2.8.13
Telephone Trainer	Asian Tools&Instruments Co.	8,453	035/15.12.12	224029/27.8.13

Explanation given: First installment of 2crores was spent fully up to Nov 2012. 2nd installment was allotted only in August 2013. Hence the bills were settled in August 2013.

Noted for future reference

2. **Expenses paid from development charges account during 2012-13**

The following expenses were made during January to March 2013 from Development Fund Account and not included in the last year audited accounts.
a. Faculty& Staff development :Rs. 17,61,811
b. Industry Institute Interaction :Rs.2,40,557
c. Institutional Management Capacity :Rs.2,312
d. Academic support for weak students:Rs.2,80,060
e. Incremental Operating cost :Rs. 1,79,991
Total:Rs.31,35,731

The institution should have transferred the fund from the Development charges account to TEQIP bank account. Instead they had spent the money directly from the Development Fund account. Hence it is not reflected in the books of accounts in the previous year.
Explanation given: Development fund is institution fund. Since there was in ordinate delay in the 2nd allotment up to Aug 2013. We don't want to loose time, hence the training and Academic support courses were conducted using Institutional Development fund. As per norms it should not be done. But for the benefit of Students & Faculty the risk of spending from Institution fund was taken. Since it is Institution fund it was not transferred to TEQIP – II account.

3. **Difference between the expenses incurred as per books and the FMR Reports**
It is observed that there are differences between the actual expenses incurred as per the books and the expenses as reported in the monthly FMR Reports. It is suggested to rectify the same and submit a revised FMR Reports.
Explanation Given: This was mainly due to the difference in advance received and the actual expenditure. We rectify the same & submit a revised FMR reports

4. **Faculty and Staff Development Programs**
In most of the programs the details of the participants and their feedbacks are not available in the files. In many cases TDS is not deducted for the catering payments.
Explanation Given: In all programme details of participants and their feedbacks are available with the departments; they will be added in the missing bill settlement booklets.

Part F: Executive Summary and Suggestions/ Recommendations:

1. TDS Provisions are to be complied with.

Explanation Given: TDS cannot be done at Institution since this is a Govt. Institution

2. Advances are to be settled within the reasonable time limit.

Explanation Given: Noted for future reference

3. Expenses are to be booked only after the settlement of Advances

Explanation Given: Noted for future reference

4. Physical stock taking has to be conducted for all the assets purchased through the TEQIP funds.

Explanation Given: Every May – June 2013 stock verification of all goods is done and the report will be in the department stock registers

5. **Training in financial Management**

Item	Supplier	Amount	Bill No./Date	Voucher No./Date
RFID Training Kit	Asian Tools&Instruments Co.	60,900	048/16.1.13	224017/2.8.13
Bluetooth Technology Trainer	Asian Tools&Instruments Co.	74,340	049/16.1.13	224030/27.8.13
System Bus& Protocol Analyser	Asian Tools&Instruments Co.	72,450	034/15.12.12	224016/2.8.13
CDMA Mobile Communication Trainer	Goodwill Agencies	85,050	034/18.1.13	224031/27.8.13
Data Communication Trainer	Goodwill Agencies	48,300	031/14.12.12	224022/2.8.13
Mobile Telephony communication System	Goodwill Agencies	1,09,200	033/19.12.12	224019/2.8.13
Digital logic Trainer	Asian Tools&Instruments Co.	1,17,600	051/16.1.13	224020/2.8.13
GPS Technology Trainer	Goodwill Agencies	49,350	032/19.12.12	224018/2.8.13
Tonners	Deepika Communications	24,995	073/8.2.13	224026/5.8.13
Tonners	Deepika Communications	24,856	072/7.2.13	224025/5.8.13
Fully automatic compression tester	Sri Krithiya Enterprises	9,99,013	07-01-2013	224024/5.8.13
Direct shear Apparatus	Sri Krithiya Enterprises	1,77,030	1045/15.11.12	224023/5.8.13
Abacus software	EDS Technologies	7,47,995	1202333/26.9.12	224028/26.8.13
Dual Desk	Sarkar kolapatti gram seva sang	6,05,000	1748/8.1.13	224014/31.7.13
Tonners	Deepika Communications	25,675	77/15.2.13	224027/26.8.13
Split airconditioner	Kritiya Engineering Enterprises	2,09,535	1254/5.11.12	224015/31.7.13
Total		**35,25,842**		

The payments were cleared after a delay of around 8 months. Since the payments were cleared during August 2013 the above purchases are recorded in the current year books. The tonners purchased were included in the procurement of equipments instead of Incremental operating cost.

It is suggested that to give training in the areas of financial management, statutory compliance and the use of Accounting software to the staff concerned to improve the efficiency level.

6. **Procurement policy- Comparative statement**

As per the procurement policy the offers received in response to the invitation for bids are compared without the effect of the applicable sales tax. In India different states follows different tax structures. L1 rate arrived as per the procurement policy may not be L1 after considering the tax effect. Hence it is suggested to modify the procurement policy so as to consider the landed cost after considering the tax effect.

Explanation given:Its only WB norms which cannot be changed

Consolidated Management Letter

1. **Utilisation of funds :**

   The details of Grants received and utilized are as under:

	Upto 31.3.2013	From 1.4.2013 To 30.09.2013	Total
		(Rs. in Crores)	
Grants Received	2.00	2.00	4.00
Amount Utilised	2.05	1.63	3.68
Balance			0.38
Percentage Utilisation		92%	

   Note: The balance amount includes the Bank Interest.

   The detailed receipts and payments account is enclosed.

2. **Bank Reconciliation Statement:**

We have verified the Bank Reconciliation Statement as on 30th September 2013 and found to be in order. The Bank reconciliation statement as on 30.09.2013 is enclosed.

It was accepted and the final report was given with no disallowed items for GCE,Bargur.

Governance Self-Assessment – GCE, Bargur upto 31st March 2014

Government College of Engg., Comes under 1.1 Component of TEQIP-II
The Board of Governors is supported by the following sub committees /Monitoring committees
1. Finance sub committee
2. I-I-I sub committee
3. Procurement sub committee
4. Equity sub committee
5. Academic subcommittee
6. TEQIP-II 1.1 –SPFU Monitoring committee
7. TEQIP-II Finance Audit committees by SPFU(Internal Review-Finance)
Before deciding the agenda the sub-committee meeting and HOD meetings are conducted to finalise the BoG agenda.

A PRIMARY ACCOUNTABILITIES

SELF-REVIEW QUESTIONS	Score	ASSESSMENT	Development Plan
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?	2	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 activities are planned and placed before BoG for discussion and got approved.	Institutional plan will be revised for improvement based on the needs and requirements of the stake holders. A review with all Faculty and students can be done in every six months in Institutional Plan for refining each activity to achieve a precise Institiutional plan.This review must check whether we are moving in the correct direction to achieve Institutional plan.
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	1	Yes. All the subcommittee decisions targeting to improve teaching and research outcomes are placed in BoG for approval for implementation. The activities of institution are monitored by the BoG; on every BoG meeting an action taken report is placed based on the previous minutes.	Action taken report will be placed in the BoG. Once in three years DTE finance audit is conducted. Once in five years AG audit is conducted.Every year stock verification(hardware&consummables & books) is conducted by the college

management clear procedures For Managerial and physical human resources)			Faculty internally.External funding like AICTE-MODROBS, Anna University-FDP etc. are subjected to the third party audit.
Is the Governing Body monitoring institutional performance and quality assurance arrangements? Are these benchmarked against other institutions (including accreditation, and 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?	2	Yes. BoG is informed in each meeting about; 1. Academic Results and transition rate. 2. External funding obtained from other research agencies. 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 along with measures for improving various teaching learning and other activities suggested in the reports. 10. SPFU review report approved by Commissioner of technical education is placed in BoG	The results and placement will be compared with top institutions. Best practices from leading institutions will be adopted. 100% Accreditation will be done for all the eligible courses. A special committee consisting of peers or our competitors can review our performance every academic year in tems of 1. Result and Transition Rate 2. Faculty Publications 3. External Funding got 4. Testing and Consultancy 5. Patents generated 6. Innovative project works of Students 7. Placement 8. etc(which can be included depending on the progress) The committee must indicate the area in which we are lacking and must help us to overcome our constraints(both mental and Physical). The committee must appreciate our achievements and must point out our shortcomings. The achievement can be taken

			as, that we are keeping in pace with our peers.
Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance?	2	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.	BoG Chairman will record the action taken report of the previous BoG minutes in every meeting. Commissioner of Technical Education is recording a confidential report on Principal's performance. Performance is evaluated based on university rankings & results, Placement percentage; Faculty Publications in peer reviewed journals and external funding from R&D institutions.

INSTITUTIONAL GOVERNANCE REVIEW TEMPLATE			
B OPENNESS & TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES			
SELF-REVIEW QUESTIONS	Score	ASSESSMENT	Development Plan
Does the Governing Body publish an annual report on Institutional performance?	1	Yes. One year report is published for 2012-13. Annual report for 2013-14 is placed in BoG.	The same procedure will be followed.
Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?	2	Yes. Every time members are asked to record their feedback about the meeting in the visitor's register	A separate register for interest will be maintained.
Is the Governing Body conducted in an open a manner, and does it provide	2	Yes. After the meeting the minutes of the meeting is circulated to the departments and the same	Sub-committee meetings, HOD meetings will be conducted to finalise the agenda for BoG meeting.

SELF-REVIEW QUESTIONS			
as much information as possible to Students, faculty, the general public and potential employers on all aspects of institutional activity related to academic Performance, finance and Management?		is published in the web site.	In future class committee meeting reports will also be placed in BoG.

INSTITUTIONAL GOVERNANCE REVIEW TEMPLATE

C KEY ATTRIBUTES OF GOVERNING BODIES

SELF-REVIEW QUESTIONS	Score	ASSESSMENT	Development Plan
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?	2	Yes. BoG is constituted as per NPIU guidelines and approved by State Government and G.O has been released. BoG Chairman has evaluated the expertise and competencies of BoG members.	After obtaining autonomous status students members, Industrial experts and more faculty members will be added in the Governing Council. Special invitees from our peers /competitors will also be included in the Governing council.
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	1	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	List of BoG members is displayed in the college website. Board of Governors are free from political interference. The status will be maintained.

political interference to ensure academic freedom and focus on long-term educational objectives?		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?	2	Yes	After the grant of autonomy the roles and responsibilities of all the governing council members will be clearly stated as per AICTE,UGC & Anna University regulations.
Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively?	1	The project started in July 2012 and till March-2014 **8 times** BoG meetings were conducted and the minutes of the meeting were published in the institution web site. Governing body members, Nodal officers of TEQIP-II and Administrative staff attend all the BoG meeting; their attendance is recorded and maintained in separate register.	The current status will be continued.

INSTITUTIONAL GOVERNANCE REVIEW TEMPLATE			
D- EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES			
SELF-REVIEW QUESTIONS	Score	ASSESSMENT	Development Plan
Does the Governing Body	2	In every meeting the action taken report on	The existing practice will be

Does the regulatory compliance include demonstrating compliance with the 'not-for- profit' purpose of education institutions	1	Yes. As per State Govt. Policy	Being Govt. institution, this will remain as "not-for-profit "organization.
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.	2	Already applied for NBA Accreditation and expecting the visit of Accreditation team before July 2014.	In future we have to try for international accreditation for the institution.