

Annexure – A1

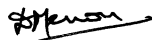

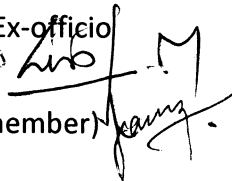
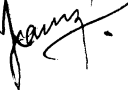





MINUTES OF TENTH MEETING OF THE BOARD OF GOVERNORS

LBS INSTITUTE OF TECHNOLOGY FOR WOMEN POOJAPPURA

(SUB-COMPONENT 1.1 OF TEQIP PHASE – II)

Date: 24-10-2014 Venue: Principal's Chamber Time: 10.00 hours

Members Present

1. Dr Devdas Menon, Professor in Civil Engineering, IIT Madras. (Chairman) 
2. Dr V. Radhakrishnan, Formerly Professor, IIT Madras (Member) 
3. Prof. V. Santhakumari, Joint Director of Technical Education (Representative of DTE)
4. Dr K. R. S. Krishnan, Director, HLL Lifecare Ltd., (Member)
5. Sri. Sheriff M., Additional Secretary, Higher Education Dept, Govt of Kerala (Ex-officio member) 
6. Sri. James Joseph, Joint Secretary, Finance Dept, Govt of Kerala (Ex-officio member) 
7. Sri. Sayeed Rashid, IPoS, Director, LBS Centre (Member)
8. Dr A. Mujeeb, Joint Director, LBS Centre (Special Invitee) 
9. Dr K.C.Raveendranathan, Principal (Ex-officio Convener) 
10. Dr R. Balachandran Nair, Institute Representative 
11. Sri. Anver S. R., Institute Representative 
12. Sri. Manoj Kumar G., TEQIP-II Coordinator 

The following members could not attend the meeting with prior intimation:

1. Dr V. Gopakumar, Director, SPFU, GoK
2. Dr Wilscy M., Professor and Head, Department of Computer Science, University of Kerala (University Representative)
3. Prof P. A. Saheeda, Joint Director, DTE (Special Invitee)

Principal of the Institute Dr K. C. Raveendranathan welcomed the members to the meeting. Chairman, Dr Devdas Menon presided over the meeting.

The items as per the agenda and notes were taken for discussion and approval.

Minutes

Part A: Procedural

Item No.A1: Approval of the minutes of the 9th meeting of the BoG held on 04-07-2014.

The minutes of the BoG meeting held on 04-07-2014 was read and approved.

Item No.A2: Report on the action taken/pending on the pertinent decisions taken as per the Minutes of the 9th Meeting of the Board of Governors held on 04-07-2014 at LBSITW.

The Principal reported the actions taken on the pertinent decisions in the minutes of the 9th meeting of the Board of Governors held on 04-07-2014.

The BoG had the following comments regarding the Budget of ICCSC-14 during Dec 17-18, 2014.

a) *The Institute is planning to meet the air travel expenses of two foreign delegates from other internal sources. Chairman and the board suggested that for funding of Conferences, agencies like AICTE, CSIR etc must be approached. For the next conference funds must be obtained from some Central Government agency such as AICTE, UGC, DST etc.*

(Action: Principal/Conference Committee)

b) *Chairman also suggested that keynote speakers and plenary speakers should be so chosen that they will be meeting their travel expenses themselves.*

(Action: Principal/Conference Committee)

c) *As per the directions of the Chairman the registration fees fixed for the students was reduced from Rs.6000/- to Rs.4000/-. CFP of the conference was communicated to Alumni. However no papers were received from alumni.*

Part B: Discussion, Approval and Ratification

Item No.B0: Report on Progress of Procurement activities.

The progress of procurement activities till date was presented as given in Annexure-B0. An amount of Rs 506.06 Lakhs was incurred as expenses and total committed payments

are for an amount of Rs **11.12 Lakhs**. 8 packages with net worth of Rs. 25.14 Lakhs are yet to be initiated. This includes procurement of e-journals and equipments for hardware lab. Invoice for e-journals can be obtained only by the end of Nov. 2014. BoG directed to proceed with further procurement activities.

(Action: Procurement Coordinator/Principal)

Item No.B1: Revised Procurement Plan.

The BoG discussed the proposal in detail and approved the list as per **Annexure- B1**.

Item No.B2: Report on in-house/external training programs under FSD:

The report on the in-house/ external training programs for the faculty as per the **Annexure- B2** was presented.

a) It was observed that the number of technical staff who attended various training programmes is very less. Principal informed the board that recently a MoU has been signed with IIT Roorkee. The Chairman advised that IIT Roorkee is conducting several training programmes for technical staff which should be pursued.

(Action: FSD Coordinator/TEQIP Coordinator/Principal)

b) **Item No.B3:** TNA prepared for faculty and staff development till May 2015 was presented. The BoG approved the TNA for the faculty and staff as per the Annexure B3.

(Action: Principal/FSD Coordinator/TEQIP Coordinator)

c) When a faculty returns after attending some training programme, the Principal must enquire him about the programme so that the faculty gets more motivated.

(Action: Principal/FSD Coordinator/TEQIP Coordinator)

d) Eminent women speakers to be invited to deliver talks to the students and faculty.

(Action: Principal/FSD Coordinator/TEQIP Coordinator)

Item No.B4: Progress Report on in-house training programs for students (EAP).

The progress of the in-house training programs for the students under EAP as per the Annexure- B4 was presented. The Board made the following suggestions:

a) In the various training programmes conducted under EAP, academically brilliant students may be encouraged to teach weaker students. Certificates must be issued to academically brilliant students who help the weaker students. A plan must be prepared for peer learning process and it must be presented in the next meeting of BoG. Dr V. Gopakumar, Director, SPFU suggested that they are preparing a plan to encourage peer learning. Chairman directed to explore the peer learning plan.

(Action: Principal/EAP Coordinator/TEQIP Coordinator)

b) As suggested by the BoG, four interactive programmes has been conducted to improve the skills of the talented students of the institution.

c) As suggested by the Chairman, an expert lecture by Dr. L.S. Ganesh, IIT Madras on Strategic Governance Plan is scheduled to be held by end November. Principal reported that Dr G. Chandramohan and Prof. Sini V Pillai from Department of Business Administration, College of Engineering Trivandrum co-ordinated a one day workshop to reformulate vision and mission statement of the institution on 09-10-2014. After the next BoG meeting, Prof. Devdas Menon and Prof. V. Radhakrishnan will meet the faculty of the institution to discuss about the vision and mission. The Principal must co-ordinate the meeting.

(Action: Principal/EAP Coordinator/TEQIP Coordinator)

Item No.B5: Revised plan for in-house training programs for students under EAP for the next 7 months.

The BoG approved the revised plan of in-house training programs for the students under EAP as per the Annexure-B5.

(Action: Principal/EAP Coordinator/HoDs/TEQIP Coordinator)

Item No.B6: Report on Progress of R&D activities.

The progress of R&D activities as per **Annexure-B6** was presented. The BoG noted that Civil Department is preparing a proposal on "Measurement of interface stresses in layered soils by Photo elasticity" with Dr. Jayamohan as Principal Investigator and Dr. A. Mujeeb, Joint Director, LBS Centre as Co-investigator as a major funded research project. BoG directed that other departments also should prepare similar proposals. The Board also suggested that Ms. Lizy Abraham, Assistant Professor in ECE Department should prepare a proposal for major funded research project and present it before the next BoG, since she has availed International travel assistance twice.

(Action: Principal/R&D Coordinator/HoDs/TEQIP Coordinator/Ms. Lizy Abraham)

Item No.B7: Revised plan for R&D activities.

The revised plan for R&D activities was presented as shown in **Annexure-B7**. The Board approved the revised plan.

(Action: Principal/R&D Co-ordinator/ TEQIP Coordinator)

a) The Chairman also suggested that each department should explore the possibility of obtaining externally funded big research projects (above 50 lakh) in collaboration with Professors from IITs and other similar Institutions.

(Action: Principal/R&D Co-ordinator/ TEQIP Coordinator)

a) Regarding payment of Publication charges: The BoG was of the opinion that proper checks have to be done to ensure the quality of the Journals. Further, preference to be given to publish in journals which do not demand payment of publication charges. However, faculty are permitted to publish papers in open source journals, approved by Kerala University, by paying the required publication charges.

(Action: Principal/R&D Co-ordinator/ TEQIP Coordinator)

Item No.B8: Progress of IIIC activities.

The progress of IIIC activities was presented as shown in **Annexure-B8**.

Item No.B9: Revised plan for IIIC activities.

The revised plan for IIC activities was presented as shown in Annexure-B9. Board approved the revised plan.

Item No.B10: Report on Progress of other Key Performance Indicators (KPI).

a) As suggested by the Chairman the activities other than academics conducted by each department was presented by Principal. The Chairman suggested that students also must be encouraged to involve in the development of website of the institution, and other activities.

(Action: Principal/TEQIP Coordinator/HoDs)

b) The Board reviewed the academic results of various branches. It was observed that the result of Information Technology branch is poor. The Chairman suggested that ways and means to be devised to improve the same.

(Action: Principal/TEQIP Coordinator/Director, LBSCST)

c) In future the academic performance of the institute must be compared with that of College of Engineering Trivandrum (CET) and must be presented in the meeting of BoG. The academic performance of CET must be chosen as a bench mark to assess the performance of our Institute.

d) The Chairman pointed out that the number of students who get placed after passing out should also be included in the statistics of placement details. To get these details the CGPU coordinator was entrusted to properly track alumni. Principal reported that the institute now has a facebook account for the same. The Chairman suggested that LITAA co-ordinator should report various activities undertaken by Alumni Association in the next BoG meeting. A senior Alumni should be identified as President of LITAA and should be invited to share their experiences. The Director and Principal must identify a suitable faculty member who can assist Mr R. Ramachandran in the activities of CGPU.

(Action: Principal/TEQIP Coordinator/Placement Officer)

Item No.B11: Report of Performance Auditor Visit on 26-05-2014 and 27-05-2014.

Principal presented the action taken report on the recommendations given by Prof. M.R.Madhav, during Performance audit. The Chairman made the following suggestions.

- a) *Training/ mentoring programmes for all faculty to improve communication and other soft skills by eminent trainers from IIM, ASCI, MDI, Gurgaon.*
- b) *To improve the quality of M.Tech theses, every department to formulate a PG curriculum committee. The interaction between the students and the thesis supervisors must be monitored. Principal should review it periodically.*
- c) *Every faculty should propose prospective research topics to students.*
- d) *Internship of graduate students in industry /R&D to be furthered.*
- e) *Achievements of faculty should be properly documented and presented before next BoG.*
- f) *Visits to local industry /R&D organizations to be carried out on regular basis.*
- g) *Meritorious faculty should be properly rewarded based on Faculty Academic Profile (FAP) and student feedback. Rewards should be given to faculty who publish papers in quality research journals.*
- h) *The Board suggested to decentralise the administrative work load of the Principal by appointing Deans for R&D, Consultancy, Academics, Student Affairs, Placement etc. The proposal should be placed before the next BoG.*
- i) *The faculty members who have availed the benefit of QIP for doing Ph.D. must register as research guides after the award of their Ph.D. degree.*

Part C: Status Reports

Item No. C1: The status of fund position as on 23.10.2014.

The Principal explained the status of fund position as on 23.10.2014, and also presented category wise expenditure. Against the allotted amount of Rs.800 Lakhs, a sum of Rs. 633.66 Lakh (including advances made) has been utilised as on 23-10-2014.

- a) *The Principal informed that the TEQIP period is likely to be extended by another two years and if the available money is spent in a timely manner, more money would be allocated to the Institute. The Chairman advised to prepare concrete proposal for Rs. 10 Crores.*

(Action: TEQIP-II Nodal officers/Principal)

Part D: Other items with the permission of the Chair

The BoG approved/ratified the following air travel by the faculty and officials of the Institute for various TEQIP related activities.

1) Approval of Air Travel

- a) Ms.Sreeletha S H, Associate Professor in IT, is attending a STTP on "Image processing using SciLab" conducted by NITTTR Chandigarh on 27-31 October, 2014. Permission for air travel requested for Rs.10000/-
- b) Ms. Lizy Abraham, Assistant Professor in ECE, is attending ASPRS International Remote Sensing Symposium (PECORA 19) on "Sustaining Land Imaging: UAS to Satellites", conducted by ASPRS, NASA, ISPRS, IAG and the U.S. Geological Survey at Renaissance Denver Hotel, Denver, Colorado, USA from 17 to 20 Nov 2014 for presenting a paper. Permission for air travel requested for Rs. 5,26,970.00/-. She has taken approval from SPFU subject to approval from BoG.

2) Ratification of Air Travel

- a) Dr.Jayamohan J, Associate Professor in Civil Engineering, attended an international seminar on "Geosynthetics India 2014" at New Delhi on Oct 15-17, 2014 conducted by Indian Chapter of International Geosynthetic Socceity. Ratification for air travel requested for Rs.19,230/-
- b) Dr. Shreelekshmi R, Procurement nodal officer and Mr.Sreejith S, CSE department coordinator had attended Training programmes on (i) Environment Management Framework and (ii) Procurement Practices to facilitate the TEQIP Institutions at Kolkata and organized by SPFU West Bengal on 4th & 5th July, 2014.The air fare expenses in this regard are Rs.39350/..
- c) Manoj Kumar G, TEQIP Coordinator and Jayalekshmi S, Academic Co-ordinator had attended Regional Workshop for Student, Faculty and Non-Teaching Staff Satisfaction Survey at M S Ramaiah Institute of Technology, M.S.R Nagar,

Bangalore on 22nd September, 2014. The air fare expenses in this regard are Rs.18514/-.

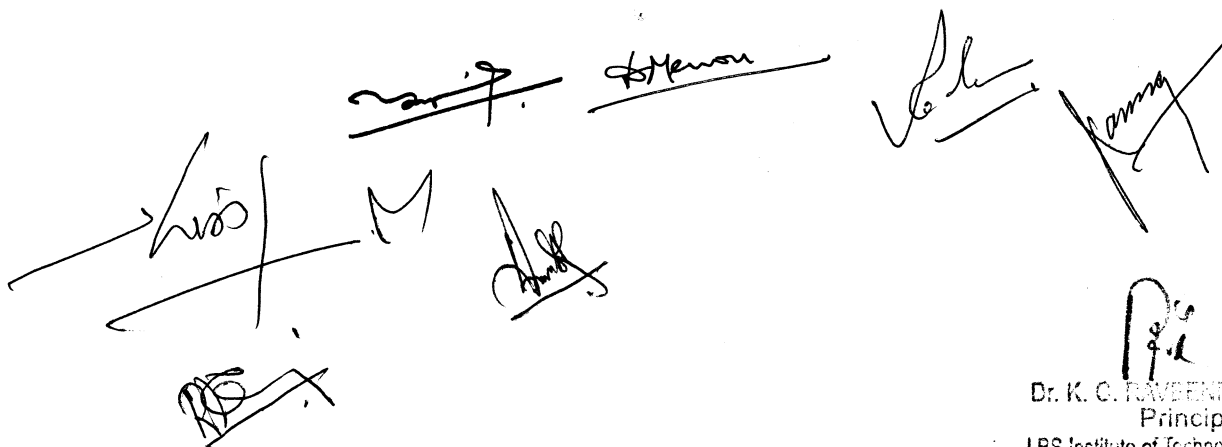
- d) Principal, Dr K C Raveendranathan was nominated to attend a workshop on Good Governance, Leadership and Management at New Delhi during 12-13 October 2014, organized by NPIU. The air fare expenses in this regard are Rs.17232/-.

The items (a) to (d) are ratified.

- 3) The BoG ratified the payment of honorarium of Rs. 5000/- to Prof.M.R. Madhav, for his talk on 'Creativity in Engineering' held on 27-05-2014.
- 4) Principal presented the budget for the International Conference on Computational Systems and Communications. The total budget excluding air travel expenses for foreign speakers is Rs.8.5 Lakhs. The expenditure of air travel of foreign speakers is approximately 3 Lakhs which will be met from other internal funds.
- 5) Principal pointed out that there are inadvertent delays in settling advances drawn by faculty and staff due to lack of clarity in rules. BoG commented that in such cases formal approval by BoG may be taken for granted while passing the bills.

The tentative date for convening the eleventh meeting of the Board was decided as before the second week of February.

The meeting came to an end at 1.30PM.



Dr. K. C. RAVEENDRANATHAN
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