



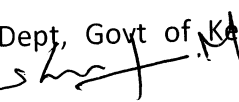

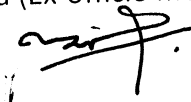



MINUTES OF TWELFTH MEETING OF THE BOARD OF GOVERNORS

LBS INSTITUTE OF TECHNOLOGY FOR WOMEN POOJAPPURA

(SUB-COMPONENT 1.1 OF TEQIP PHASE – II)

Date: 08-06-2015 Venue: Principal's Chamber Time: 09.30 hours

Members Present

1. Dr Devdas Menon, Professor in Civil Engineering, IIT Madras. (Chairman) 
2. Dr V. Radhakrishnan, Retired Professor, IIT Madras (Member) 
3. Dr K. R. S. Krishnan, Director, HLL Lifecare Ltd., (Member)
4. Dr V. Gopakumar, Director, SPFU, GoK
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. Dr A. Mujeeb, Director, LBS Centre (Ex-officio member) 
8. Dr K.C.Raveendranathan, Principal (Ex-officio Convener) 
9. Dr R. Balachandran Nair, Institute Representative 
10. Sri. Manoj Kumar G., TEQIP-II Coordinator 

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

1. Dr. K Vijayakumar, Director of Technical Education, Govt. of Kerala
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)
4. Dr. Jayamohan J, Institute Representative

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: Confirmation of the minutes of the 11th BoG meeting held on 03-03-2015.

The minutes of the BoG meeting held on 03-03-2015 was read and confirmed.

(Action: Principal/TEQIP coordinator)

Item No.A2: Report on the action taken/pending on the pertinent decisions taken as per the Minutes of the 11th Meeting of the Board of Governors held on 03-03-2015.



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The Principal reported the actions taken/pending on the pertinent decisions in the minutes of the 11th meeting of the Board of Governors held on 03-03-2015.

The BoG made the following comments regarding the actions taken on the pertinent decisions in the minutes of the 11th meeting.

Part B of Minutes of 11th meeting of BoG

Item No. B0: A Revised Institutional Development Proposal (IDP) is prepared and presented before BoG for approval.

➤ The IDP was thoroughly revised incorporating all the suggestions of the BoG members and circulated among them for comments. The final corrected version was presented in the present BoG for confirmation. *The Board made the following observations and comments in Annexure -7 of IDP (page 83)—Institutional Project Updated targets:*

1. *To revise the targets on last column to numbers to be achieved per year.*
2. *Item No.9 of the annexure has to be revised—based on the number of regular faculty and their respective qualifications.*
3. *Item No.10 of the annexure to be revised—the transition rate from I year to II year shown in the third column has to be corrected putting the actual rate of progress.*

(Action: Principal/TEQIP Coordinator)

Item No. B1: Report on Progress of Procurement activities.

(No further Action)

Item No. B3: Report on the activities of various in-house/external training programs for the faculty, technical staff and administrative staff.

The BoG suggested that in the case of consultancy work, the term "honorarium" must be replaced with "remuneration" or "consultancy share". Consultancy activities must be enhanced in CSE and ECE departments as well.

(Action: Principal/TEQIP coordinator/FSD Coordinator)

Item No. B4: The TNA prepared for faculty and staff development till October 2016.

a) The TNA was thoroughly revised incorporating the suggestions made by the BoG in its last meeting. Pedagogical training and induction training is included now in the TNA, as a fresh batch is expected to join the institute by first week of June 2015.

(Action: Principal/TEQIP coordinator/FSD Coordinator)

Item No. B5: Progress Report on the various in house training programs (EAP) for students



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The BoG commented that regarding the Peer Learning Group, the Students who are taking classes can be called as student mentors, and they can be paid Rs. 150/- per hour, but this should only be done under the direct supervision of a teacher and with proper selection process. Also the payment should not be self-defeating with other voluntary student mentors dropping out.

(Action: Principal/TEQIP coordinator/EAP Coordinator)

Item No. B6: The revised proposal of various in house training programs (EAP) planned for students.

The BoG noted the progress.

(No further Action)

Item No. B7 Progress of R&D activities.

The BoG commented that for project proposals above 30 lakh, presentation in person is very important. So Dr.Lizy Abraham and Dr.Jayamohan J. must be properly trained for it. They should be asked to present their Detailed Project Reports before the Research Guidance Committee. Dr K.R.S.Krishnan has kindly consented to offer help in this regard.

(Action: Principal/TEQIP coordinator/R&D Coordinator)

Item No. B8: Revised plan for R&D activities.

➤ Research Guidance Committee meeting was held on 27/03/15 and approved the following proposals for seed money projects.

Investigators: Dr Jayamohan. J and Ms.Radhika Nair N.J.

The BoG noted the progress.

(No further Action)

Item No. B9: Progress of IIIC activities.

The BoG noted the progress.

(No further Action)

Item No. B10: Revised plan under IIIC

The IIIC coordinator should take steps to bring in Women entrepreneurs to address the students and the faculty.

(Principal/IIIC Coordinator)

Item No. B11: Report on Result Analysis and Placement Details

The BoG noted the progress.


(No further Action)

Item No. B12: Extension of contractual appointment of MIS Officer – Ratification

The BoG ratified the extension.

(No further Action)

Item No. B13: Ratification of Air travel of faculty having an AGP of `6000/- and above.



The BoG ratified the air travels.

(No further Action)

Item No. B14: Clarification regarding the remuneration, TA and DA for Expert talks to students under EAP.

The TA/DA should be disbursed judiciously. However, arrangements for local transport of the expert to be made.
(Principal/EAP Coordinator)

Item No. B15: An audited account statement on the conduct of International Conference on Computational Systems and Communications – ICCSC 2014.

(No further Action)

Item No. C1: The status of fund position.

Regarding the Four funds, BoG is concerned at the shortfall in the four funds. The chairman suggested that LBS Centre has to find a solution to meet the TEQIP requirement and to honour the MoU with World Bank.

(Action: Principal/TEQIP coordinator/Finance coordinator/Director LBS Centre)

Part B: Discussion, Approval and Ratification

Item No.XII-B1: A Revised Institutional Development Proposal (IDP) (as Annexure XII-(B1-a)) and Governance Development Plan (GDP) (as Annexure XII-(B1-b)) are prepared and were presented before BoG for approval.

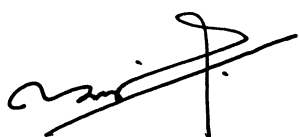
a) Regarding the IDP, the BoG commented that the typographical errors should be corrected in the IDP. The targets should be on an yearly basis. If placement details given are for campus placement alone, give a footnote mentioning that the other students will be placed through off-campus recruitments and in other fields. Regarding number of faculty having M.Tech./Ph.D. degrees either include contract faculty also or specify the total number of regular faculty.

b) Regarding the GDP, the BoG opined that all the points can be taken up at the next BoG. The chairman suggested that the Director SPFU may review points like performance of BoG members.

(Action: Principal/TEQIP coordinator/All Nodal officers/Director SPFU)

Item No.XII-B2: Report on the activities of various in-house/external training programs for the faculty, technical staff and administrative staff. The details are given in Annexure – XII-(B2).

a) The BoG suggested to encourage all faculty to take up research activity leading to Ph.D. degree. LBS Director commented that all pending requests for change in AGP will be considered only after the incumbents register for Ph.D.



b) The BoG commented to present the progress of QEEE activity in the next meeting of the BoG. **(Action: Principal/TEQIP coordinator/FSD coordinator)**

Item No.XII-B3: The revised plan prepared for faculty and staff development is placed in **Annexure – XII-(B3)**.

The BoG approved the revised proposal as per Annexure – XII-(B3) and also commented that the principal should ensure that the activities are as per TEQIP norms.

(Action: Principal/FSD Coordinator)

Item No.XII-B4: Progress Report on the various in house training programs (EAP) for students is given in **Annexure – XII-(B4)**.

The BoG noted the progress.

(No further Action)

Item No.XII-B5: The revised proposal of various in house training programs (EAP) for students planned is prepared and placed in **Annexure – XII-(B5)**.

The BoG approved the revised proposal as per Annexure – XII-(B5). **(Action: Principal/EAP Coordinator)**

Item No.XII-B6: Progress Report on the various R&D activities is given in **Annexure – XII-(B6)**.

The BoG noted the progress.

(No further Action)

Item No.XII-B7: The revised budget of various R&D activities planned has been prepared and placed in **Annexure–XII-(B7)**.

The BoG approved the revised proposal as per Annexure – XII-(B7).

(Action: Principal/R&D Coordinator)

Item No.XII-B8: Progress Report on the various IIC activities is given in **Annexure – XII-(B8)**.

a) The BoG suggested to invite eminent and inspiring persons like Dr E Sreedharan, Advisor, KMRC to deliver lectures. Every department should prepare a panel of such experts and present in next BoG. **(Action: Principal/TEQIP coordinator/IIC Coordinator)**

b) To inaugurate the 20 day EDP program, invite an eminent person, preferably a woman entrepreneur.

(Action: Principal/TEQIP coordinator/IIC Coordinator)

Item No.XII-B9: The revised proposal of various IIC activities planned has been prepared. The proposal is placed in **Annexure–XII-(B9)**.

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The BoG approved the revised proposal as per Annexure – XII-(B9). (Action: Principal/IIC Coordinator)

Item No.XII-B10: Report on Result Analysis and Placement Details are given in **Annexure – XII-(B10)**.

The BoG commented that when presenting academic performance, do not compare between institutions. If possible do an evaluation regarding our position in the university. Replace the terminology “passout” with “graduated”. In the case of students pursuing higher studies, obtain the number of students pursuing higher studies in national level institutions.

(Action: Principal/TEQIP coordinator/FSD Coordinator)

Item No.XII-B11: Sumithra M D, Asst Professor in CSE to take charge of IIC activities & LBT-TBI.

- The present IIC co-ordinator **Mr.Anilkumar E N** has got Ph.D. admission through QIP. He is to be relieved from his duties with effect from July 2015. **Ms.Sumithra M D**, Asst Prof. in CSE will act as IIC Coordinator in future.

The BoG approved the proposal.

(No further Action)

Item No.XII-B12: Clarification regarding DA/TA and accommodation of contract faculty in Assistant Professor level for attending training programs.

Assistant Professors on contract can be given all TA/DA and accommodation benefits applicable to a regular Assistant Professors with an AGP of Rs.6000/- except air travel. Associate Professors on contract can be given all TA/DA and accommodation benefits applicable to a regular Associate Professors with an AGP of Rs.8000/- including air travel. This will be applicable with retrospective effect from April 01, 2015.

(Action: Principal/TEQIP Coordinator/Finance Coordinator)

Item No.XII-B13: Enhancement of Teaching Assistantship of PG students without GATE score to `9000/-

- At present, the scholarship for M.Tech. students with valid GATE score is Rs.8000/- per month and for those who do not have a valid score card (TEQIP teaching assistantship) is Rs.6000/- per month. The former amount is enhanced to Rs.12400/- wef Dec 2014, vide Order No F.NO.17-2/2014-TS.I dated 18th February, 2015.

The BoG opined that it will be deferred now and will be taken up later as per decision of SSC.

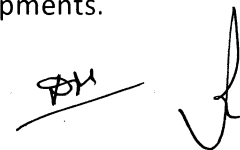
(Action: Principal/TEQIP Coordinator)

Item No.XII-B14: AMC for items purchased – Specific requirements.

- Total amount of Rs.7,11,400/- is needed for taking AMC of equipments.



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The BoG approved the proposal. (Action: Principal/TEQIP Coordinator)

Item No.XII-B15: Report on further Procurement Activities.

- So far procurements worth Rs.548.59Lakh were completed out of Rs.550.00 Lakh.

The BoG noted the progress.

(No further Action)

Item No.XII-B16: MoU with ICT Academy.

- It is planned to sign a MoU with ICT Academy. The membership Fee is `60,000/- plus service tax.

The BoG approved the proposal.

(Action: Principal/TEQIP Coordinator/IIIC Coordinator)

Item No.XII-B17: Presentation of Annual Report 2014-15.

- Annual Report for the year 2014 – 15 was prepared and presented as **Annexure-Annual Report.**

(No further Action)

Item No.XII-B18: Reporting of Sample survey for assessing the performance of the Head of the Institution.

- A sample of the survey is placed as **Annexure-Survey HOI.**

The BoG opined to modify and administer the questionnaire to all stakeholders, and consolidate and present the summary at the next meeting of the BoG. (Action: Principal/TEQIP Coordinator)

Item No.XII-B19: As part of Governance Development Plan, a Register of Interest of members of the Governing Body is being compiled.

The Board directed the principal to compile a register of interest and present it at the next meeting of the BoG. (Action: Principal/TEQIP Coordinator)

Item No.XII-B20: As part of Governance Development Plan, a formal mechanism for assessing the effectiveness of the BoG is to be evolved. A sample questionnaire for assessing the effectiveness of the BoG as per the guidelines given in Good Practice Guide for governing bodies is placed as **Annexure- BoG Effectiveness.**

Item No.XII-B21: As part of Governance Development Plan, Strategic Plan identifying a clear development path for the institution through its long term business plans for the Institute has to be formulated.

The principal informed the Board that the institute is seeking help from Prof G. Chandramohan, Head, Department of Business Administration, College of Engineering Trivandrum in this matter. Progress of the same will be reported in due course.

(Action: Principal/TEQIP Coordinator)



Item No.XII-B22: Ratification of AMC taken for 7 UPS.

- CSE – (20 KVA-1 No & 10 KVA-4 Nos), ECE – (10 KVA-1 No & 5 KVA-1 No). Details are attached as **Annexure XII-(B22)**.

The BoG ratified the AMC taken.

(No further Action)

Item No.XII-B23: Ratification of Air Travel. Details are placed as **Annexure -(B23)**.

The BoG Ratified the Air Travel expenses.

(No further Action)

Item No.XII-B24: Approval for 3 day training programme for Faculty on “**Communication Skills**” by IIM Calicut.

The BoG deferred on the conduct of the programme.

(No further Action)

Part C: Status Reports

Item No. C1: The status of fund position as on 31.05.2015.

- *The Principal explained the status of fund position as on 31.05.2015, and also presented category wise expenditure.*

The BoG noted the fund status.

(No further action)

Part D: Other items with the permission of the Chair

a) Ratification of training attended by Contract Faculty.

The BoG ratified the list.

(No further action)

b) Approval for attending Training programmes by TEQIP staff members.

The BoG approved the proposal subject to the condition that they will be deputed for only appropriate programmes.

(Action: Principal/TEQIP Coordinator)

c) The principal reported the functioning of LBT-TBI on 01-06-2015 with one company (Eminent IT Innovations and Development Pvt Ltd). The other company (Strava Technologies) will start their work from July onwards.

(No further action)

The tentative date for convening the XIII meeting of the Board was decided as before the first week of September 2015.

The meeting came to an end at 1.30PM.

