

MINUTES OF SIXTH MEETING OF THE BOARD OF GOVERNORS

LBS INSTITUTE OF TECHNOLOGY FOR WOMEN POOJAPPURA

(SUB-COMPONENT 1.1 OF TEQIP PHASE – II)

Date: 08-11-2013 Venue: Principal's Chamber Time: 14.00 hours

Members Present

1. Dr. Devdas Menon, Professor in Civil Engineering, IIT Madras. (Chairman)
2. Dr. V. Radhakrishnan, Former Professor, IIT Madras. (Member)
3. Dr. V. Gopa Kumar, Director, SPFU (Ex-officio member)
4. Dr Wilsy M., Professor and Head, Department of Computer Science, University of Kerala (University Representative)
5. Prof. P.A. Saheeda, Joint Director (Special Invitee)
6. Prof. K. Narayanan, SPFU Advisor (Special Invitee)
7. Sri. Sheriff M., Additional Secretary, Higher Education, Govt. of Kerala. (Ex-officio member)
8. Sri. James Joseph, Joint Secretary, Finance, Govt. of Kerala. (Ex-officio member)
9. Sri. Sayeed Rashid IPoS, Director, LBS Centre (Ex-officio member)
10. Dr. A. Mujeeb, Joint Director, LBS Centre (Special Invitee)
11. Dr. K.C.Raveendranathan, Principal (Ex-officio Convener)
12. Dr. R. Balachandran Nair, Institute Representative.
13. Sri. Manoj Kumar G., TEQIP Coordinator.

Principal of the Institute Dr K.C.Raveendranathan welcomed the members of the BoG 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 fifth meeting of the BoG held on 01-08-2013.

Saheeda P.A.
H.K.

P.K.K. Sheriff M. 1/6

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The minutes of the BoG meeting held on 01-08-2013 was read and approved.

Item No.A2: Report on the action taken/pending on the pertinent decisions taken as per the Minutes of the 5th Meeting of the Board of Governors held on 01-08-2013 at LBSITW.

The Principal reported the actions taken on the pertinent decisions in the minutes of the 5th meeting of the Board of Governors held on 01-08-2013.

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.339.90Lakhs was spent for procurement, till date. The problems in initiating and completing the purchase of packages due to paucity of funds was brought before the Board. In this regard, the institute needs an amount of Rs.100.93Lakhs for procurement urgently, for meeting pending payments.

Item No.B1: Revised Procurement Plan.

The BoG discussed the proposal in detail and approved the list as per the 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.

Item No.B3: Detailed plan for training programs under FSD for next 3 months.

The BoG approved the training programs for the faculty and staff as per the Annexure B3. It was also decided to permit faculty and staff to undergo online courses useful for enhancement of subject knowledge!

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 BoG members reminded to strengthen the remedial class and ensure students attend classes regularly. The Chairman

commented that faculty and all other stake holders should ensure the success of the bridge and remedial classes conducted.

Item No.B5: Revised plan for in-house training programs for students under EAP for the next 15 months.

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

Item No.B6: Ratification for remuneration to Faculty (EAP).

The remuneration for faculty engaging remedial lab classes at Rs 450/- per hour was approved with retrospective effect.

Item No.B7: Progress of R&D activities.

The progress of R&D activities as per Annexure-B7 was presented. Chairman suggested that proactive steps must be taken to enhance research activity of faculty. One way of doing this is to take up an interdisciplinary project and make faculty from the different departments responsible for doing a part of the project. Before the next BoG, a brain storming session should be arranged on how to increase the research activities of faculty. Proposals originated from brain storming sessions can be presented before Research Guidance Committee for further action. The Director and Joint Director, LBS Centre stated that the centre is taking steps to motivate the research guides and students from the centre level. A meeting of all the research guides and the PhD scholars under LBS research centre was convened at the centre and formulated some guidelines in this respect. It is also suggested that all Ph.D. holders in LBS ITW may be asked to take up guide-ship ^{for guiding} of Ph.D. students under University of Kerala. UG students may be offered incentives to come up with innovative ideas by starting activities like innovation club.

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

The revised plan for R&D activities was presented as shown in Annexure-B8. BoG members suggested that Plan of R&D activities for the remaining of the project period should be revised. Also, steps to be taken to motivate all faculty to get involved in R&D activities.

Item No.B9: Progress of IIIC activities.

The progress of IIIC activities was presented as shown in Annexure-B9. Experts can be paid for undertaking training programmes under III cell following TEQIP rules. For audited courses, expenses can be met as per norms for procurement of services through PMSS. In case of private firms credibility should be verified.

Item No.B10: Revised plan for the IIIC activities for next 15 months.

Approved the revised plan of IIIC, as given in Annexure-B10. Also, the Board approved two audited courses to be conducted by IIIC, on (i) Robotics and (ii) Antenna Design Using HFSS. Plan for Entrepreneurship Development Cell (EDC) was also approved.

Item No.B11: Approval/Ratification of Air Travel of Faculty/staff

Air travel should be as per Government norms only. Only those having an AGP 6000/- and above are eligible for Air Travel. The Board ratified the air travel of the faculty as shown in Annexure-B11.

Item No.B12: Report on Progress of other Key Performance Indicators (KPI).

- a) **Transition rate:** *The Chairman suggested that the results should be analyzed and steps to improve the transition rate should be initiated.*
- b) **Publications:** *The total number of publications of faculty (department-wise) should be presented in next BoG meeting. Steps to enhance the number of publications by faculty are to be taken up. Motivate and ensure each faculty to produce at least one publication a year. Online and paid journals should not be considered.*
- c) **Campus placement:** *The graph should indicate the total number of students in a particular year, number of eligible candidates in that year, and students who got placements.*
- d) **Autonomy/Accreditation:** *Reported the progress of Autonomy and Accreditation activities of the Institute. The application for Academic Autonomy was forwarded to UGC from University of Kerala on 30 October 2013. Applications for 12(B) and 2(f) status are to be reprocessed and forwarded to UGC. Accreditation of the four eligible UG programmes is being pursued.*

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Part C
Status Reports

Item No. C1: The status of fund position as on 05.11.2013.

The Principal explained the status of fund position as on 05-11-2013, and also presented category wise expenditure. Against the allotted amount of Rs.400.00Lakhs, a sum of Rs.405.86Lakhs (including advances made) has been utilised as on 05-11-2013 and additional funds to the tune of Rs.109.98Lakhs was requested, for making the pending payments of Procurement, and granting advances/settlement for FSD, EAP, IIC activities. Taking into consideration the delay in getting additional funds from SPFU, the Director LBS Centre promised to release a refundable advance of Rs.109.98Lakhs (till further funds are made available by SPFU) from LBS Centre, on the basis of the minutes of the BoG meeting held on 08-11-2013.

Item No. C2: The status of faculty position as on 08.11.2013.

The Principal presented the status of faculty position as on 08-11-2013. The Director LBS Centre commented that steps are being taken to appoint more permanent faculty by December 2013, at Assistant Professor level. One of the major criteria for the accreditation of the courses is availability of senior faculty. In this regard, the Director LBS Centre has promised to transfer two senior faculty in Computer Science and Engineering from LBS College of Engineering Kasargode. The Chairman suggested to expedite the above procedures.

Part D

Other items with the permission of the Chair

- 1) **Fund position:** On a query regarding change permitted under various heads, the Director SPFU opinionated that the amount allocated under FSD and EAP are minimum permitted amounts which cannot be reduced. If necessary it can only be increased.
- 2) **FSD:** The Director SPFU suggested that faculty should be encouraged to undergo online courses with certification in technical domain, the fees for the same can be reimbursed from TEQIP.
- 3) For technical staff, the amount spent on qualification up-gradation is not to be reimbursed under TEQIP. Only they can undergo training programs.
- 4) **Teaching Assistantships:** The Board recommended that the students who are awarded Assistantships from TEQIP, who fail to clear all the papers in the previous examination, should not be given further assistantship.

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5) **Honorarium to faculty:** For experts engaging sessions under FSD and IIIC activities from IITs/IISc and other equivalent institutions an honorarium of Rs.5000/- per day can be given, based on the merits of experts, subject to the approval of the Chairman *BoG of Prof* via email. In the case of other experts from AICTE/UGC approved institutes/R&D organizations/industry an amount of Rs.3000/- per day can be given which is to be ratified in the next meeting of the BoG.

~~Prof~~

SS

MS

PK

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