

MINUTES OF FOURTEENTH MEETING OF THE BOARD OF GOVERNORS

LBS INSTITUTE OF TECHNOLOGY FOR WOMEN POOJAPPURA

(SUB-COMPONENT 1.1 OF TEQIP PHASE – II)

Date: 09-03-2016 Venue: Principal's Chamber Time: 10.00 hours

Members Present

1. Dr Devdas Menon, Professor in Civil Engineering, IIT Madras. (Chairman) *Dr Menon*
2. Dr V. Radhakrishnan, Retired Professor, IIT Madras (Member) *V. Radhakrishnan*
3. Sri. Dilip Khan A, ~~Joint~~ Secretary, Higher Education Dept, Govt of Kerala (Ex-officio member) *Dilip Khan*
4. Sri. James Joseph, Joint Secretary, Finance Dept, Govt of Kerala (Ex-officio member) *James Joseph*
5. Dr. K Vijayakumar, Director of Technical Education, Govt. of Kerala *K Vijayakumar*
6. Dr Wilscy M, Professor and Head Department of Computer Science, University of Kerala (University Representative) *Dr Wilscy M*
7. Rosemnia Jacob K, Director i/C, LBS Centre (Ex-officio member) *Rosemnia Jacob K*
8. Dr K.C.Raveendranathan, Principal (Ex-officio Convener) *K.C.Raveendranathan*
9. Prof. Saheeda P A, Dean Academics (Special Invitee) *Saheeda P A*
10. Dr R. Balachandran Nair, Institute Representative *R. Balachandran Nair*
11. Dr Jayamohan J, Institute Representative *Jayamohan J*
12. Sri. Manoj Kumar G, TEQIP-II Coordinator *Manoj Kumar G*

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

1. Dr K. R. S. Krishnan, Director, HLL Lifecare Ltd., (Member)
2. Dr V. Gopakumar, Director, SPFU, GoK, (Ex-officio member)

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 13<sup>th</sup> BoG meeting held on 26-11-2015.  
*The minutes of the BoG meeting held on 26-11-2015 was read and confirmed*

*(No further Action)*

**Item No.A2:** Report on the action taken/pending on the pertinent decisions taken as per the Minutes of the 13<sup>th</sup> Meeting of the Board of Governors held on 26-11-2015.

*Handwritten signatures and initials at the bottom of the page, including 'SAS', 'Dr Menon', 'Dilip Khan', 'James Joseph', 'K Vijayakumar', 'Dr Wilscy M', 'Rosemnia Jacob K', 'K.C.Raveendranathan', 'Saheeda P A', 'R. Balachandran Nair', 'Jayamohan J', 'Manoj Kumar G', and a large 'X' mark.*

The Principal reported the actions taken/pending on the pertinent decisions in the minutes of the 13<sup>th</sup> meeting of the Board of Governors held on 26-11-2015.

The BoG made the following comments regarding the actions taken on the pertinent decisions in the minutes of the 13<sup>th</sup> meeting.

Part A of Minutes of 13<sup>th</sup> meeting of BoG

**Item No.XIII-B1:** Report on the activities of various in-house/external training programs for the faculty, technical staff and administrative staff.

Noted.

(No further Action)

**Item No.XIII-B2:** The proposed programmes of faculty and staff development for next 3 months.

1. *Revise the training plan for ministerial staff limiting one person to conduct one training programme. Two programmes are being planned to be organized by Senior Superintendent and Head Accountant as coordinators*

The BoG noted the proposal

(Action: SS/HA/Principal)

2. *There are a lot of misconceptions about Information Technology and Applied Electronics & Instrumentation branches of study. Take steps to publish articles in leading newspapers by eminent personalities to resolve this issue. A write-up on promoting Information Technology and Applied Electronics & Instrumentation branches among engineering aspirants to be published in leading newspapers by May 2016 (before first year UG admission).*

The BoG noted the proposal and suggested to conduct an internal review on IT and AE branches and a report must be presented in the next BoG. The BoG commented that the advertisements about the Institute must be given to News Papers. Mr. Ramachandran, Workshop Superintendent is entrusted with this work. He should take initiative to publish an exclusive feature about our Institute in the Hindu, Education Plus. Expenses in this regard to be met by LBS Centre. Bridge/remedial classes to be conducted for AEI and IT branches to improve results.

(Action: Dean Academics /CGPU Coordinator/Principal)

**Item No.XIII-B3:**

Reported and Approved

(No further Action)

**Item No.XIII-B4:** The proposed programmes of internal training programs (EAP)

Principal presented that a Literary and Debating club was inaugurated by noted Malayalam Short Story writer, Mr Satheshbabu, Payyanur on 10-02-2016

The Chairman suggested to continue efforts for improving communication skills by conducting debates, inter-department competitions etc.

(Action: Staff coordinator, Literary & Debating club)

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Item No.XIII-B5 to B10:

Reported and Approved

(No further Action)

Item No.XIII-B11: Salary Revision of Clerk cum Junior Accountant (TEQIP Staff) with respect to 8<sup>th</sup> SSC minutes

- i. As per the 7<sup>th</sup> SSC minutes dated 29 January 2014, Item no SSC-K7 other item no 2, the consolidated pay for Clerk cum Junior Accountant was fixed as consolidated pay of ₹15000/- per month. Further in 8<sup>th</sup> SSC minutes dated 25 April 2015, the qualification for Clerk cum Junior Accountant was amended (Item No SSC-K-8.4) as 'B.Com with certification in Tally'. Our Clerk cum Junior Accountant is having B.Com with certification in TALLY. Hence she is eligible for the above consolidated pay. Permission is required for disbursing salary arrears with effect from 29th January 2014.

The BoG approved the proposal subject to concurrence from Director SPFU, regarding the date of effect of the revision of salary.

(Action: TEQIP Co-ordinator/Finance Co-ordinator/Principal)

- ii. According to the 7<sup>th</sup> SSC Minutes item No SSC-K-7, other item no 2, regarding enhancement of rate of remuneration of TEQIP II daily wages staff in Project Institutions, a clarification regarding qualification of Data Entry Operator/ Data Processing Assistant was given as Diploma in Computer Science/Engineering/Commercial Practice or equivalent, with experience in externally aided projects. The present incumbent is having MA, certificate in word processing from DTE, Kerala and certification in type writing (English & Malayalam) higher and lower. She is working in the project since July 2012 and has rendered exceptional service in the completion of procurement process. Hence she may be considered for enhancement of consolidated remuneration @ ₹15,000/- per month.

The BoG did not approve the proposal for enhancement of consolidated remuneration on the ground that the qualifications are not commensurate with the minutes. However she is allowed to continue on daily wages.

(No further Action)

Item No.XIII-B12 to B17:

Reported and Approved

(No further Action)

Item No. C1:

Reported and BoG noted the fund status

(No further Action)

Item No. D1 - D4:

Reported

(No further Action)

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Other items in 13<sup>th</sup> BoG Meeting

1. A detailed report of current QEEE programs attended by students and faculty were presented as Annexure XIV-QEEE

The chairman commented that the QEEE videos can be made available to other faculty and students as they are available in recorded form. Details of the programme should reach all faculty and students. A feedback should be taken and presented at the next BoG.

Part B of 14<sup>th</sup> Meeting of BoG on 26-11-2015: Discussion, Approval and Ratification

**Item No.XIV-B1:** Report on the activities of various in-house/external training programs for the faculty, technical staff and administrative staff. The details were given in Annexure – XIV-(B1)

- Newsletter with gist of programmes organized/attended was presented before the BoG

The BoG made the following comments:

- I. The faculty/staff who attended the programmes should share their experiences with others in the department/institute
- II. A proper record and statistics to be maintained at the respective departments
- III. Training programmes should be conducted for faculty on new topics
- IV. More faculty members must participate in the internal training programmes conducted at the Institute

*(Action: Faculty/Staff/HoDs)*

**Item No.XIV-B2:** The revised plan prepared for faculty and staff development. The details were given in Annexure – XIV-(B2)

*The BoG approved the proposal and the National Conference on "Geotechnical Engineering and Modelling (GEM-2016)" being planned to be organized on 17-18 June 2016 by the Civil Engineering department, with a total budget of ₹3.00 lakhs. (Action: HoD (CE)/FSD Coordinator/Principal)*

**Item No.XIV-B3:** Progress Report on the various in house training programs (EAP) for students. The details were given in Annexure – XIV-(B3)

*The BoG noted the progress.*

*(No further Action)*

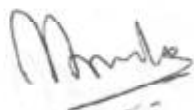
**Item No.XIV-B4:** The revised proposal of various in house training programs (EAP) for students planned. The details were given in Annexure – XIV-(B4)

*The BoG made the following comments:*

- I. *Communication Skills to be improved by providing personalized attention on a regular basis and utilizing the extra hour on each day*
- II. *Conduct expert talks on Ethics and Integrity ("Responsible Engineering")*
- III. *Effectiveness of the expert lectures organised for students must be assessed and presented before BoG*

*(Action: HoDs/Dean Academics/Principal)*

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**Item No.XIV-B5:** Progress Report on the various R&D activities. The details were given in Annexure – XIV-(B5)

*The BoG noted the progress and commented that senior faculty should associate junior faculty members with them in research projects and publications*

*(Action: R&D Coordinator/HoDs/Principal)*

**Item No.XIV-B6:** The revised proposal of various R&D activities planned. The details were given in Annexure – XIV-(B6)

*The BoG approved the proposal and suggested to postpone the International Conference to October 2016*

*(Action: R&D Coordinator)*

**Item No.XIV-B7:** Progress Report on the various IIC activities. The details were given in Annexure – XIV-(B7)

*The BoG noted the progress.*

*(No further Action)*

**Item No.XIV-B8:** The revised proposal of various IIC activities planned. The details were given in Annexure – XIV-(B8)

*The BoG approved the proposal and commented that detailed estimates to be included in the proposals.*

*(Action: IIC Coordinator/Principal)*

**Item No.XIV-B9:** Report on Result Analysis and Placement Details. The details were given in Annexure – XIV-(B9)

The BoG noted the report and commented that minimum, maximum and median CGPA to be included in the analysis. It is observed that the academic results of M.Tech students are poor. Remedial classes should be arranged immediately to help the academically weak M.Tech students

*(Action: CGPU Coordinator/EAP Coordinator)*

**Item No.XIV-B10:** Ratification of Air travel after 26-11-2015. The details were given in Annexure – XIV-(B10)

*The BoG ratified the proposal.*

*(Action: Finance Coordinator)*

**Item No.XIV-B11:** Report on action taken on the pending issues as per the report NBA accreditation visit. The details were given in Annexure – XIV-(B11)

The BoG made the following comments:

- I. The Principal and Director LBS Centre to initiate steps for issuing Government orders to create permanent posts of faculty/staff in various departments
- II. Mr Jayachandran K, Computer Programmer, CSE department is nominated as the liaison officer to follow-up the above matter

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- III. The BoG suggested to initiate steps for increasing the financial powers of the Principal and to delegate financial powers to HoDs
- IV. With regards to construction of hostel, Principal informed that Rs 3 crores has been allocated in the Budget. Principal and Director LBS Centre to follow up this matter so that the construction will be completed by the end of December 2016.
- V. Principal reported that in the meeting of former Directors/Principals held on 14-02-2016, it was proposed to construct an additional seven storied building in the campus. The BoG suggested to expedite the process.
- VI. More consultancy projects are to be taken up by all faculty.
- VII. Steps to be taken to improve the faculty cadre ratio as early as possible.
- VIII. HoDs should take initiative to revise the syllabus incorporating latest innovations

*(Action: TEQIP coordinator/HoDs/Principal/Director LBS Centre)*

**Item No.XIV-B12:** Ratification of expenses towards filing appeal-applications for AE/IT branches.

*The BoG ratified the proposal*

*(Action: Finance Coordinator/Principal)*

**Item No.XIV-B13:** Report on National Conference - NCACICT 2016

*The Second National Conference on Advances in Computational Intelligence and Communication Technologies-2016 (NCACICT-16) was conducted during 25-26 Feb 2016. There were 7 invited speakers from various IITs/IISc including Dr Lekshmi Narasimhan from University of East Carolina, USA. The conference proceedings was published by M/s Hikey Media, Chennai with ISBN: 978-93-82570-74-5. The board commented that selected papers from the conference should be published in refereed journals.*

*(Action: FSD Coordinator/Principal)*

### Part C: Status Reports

**Item No. C1:** The report on status of fund position as on 29.02.2016.

- *The Principal explained the status of fund position as on 29.02.2016, and also presented category wise expenditure. The total expenditure as on 29.02.2016 is ₹779.19 lakhs.*

*The BoG noted the fund status.*

*(No further action)*

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- Dr. Jayaram
- ABU
- PK
- Dr. J. B.

Part D: Other items with the permission of the Chair

a) Increment of Teaching assistantship from ₹6000/- to ₹8000/- per month

As per the minutes of the 9<sup>th</sup> SSC meeting held on 17<sup>th</sup> November 2015, it was decided to enhance the teaching assistantship of M.Tech. students from ₹6000/- to ₹8000/- with effect from December 2015. The BoG approved the proposal.

(Action: Finance Coordinator/Principal)

b) Ratification needed for Honorarium paid (₹ 5000/-) to Dr Lekshmi Narasimhan, Professor in CSE, East Carolina University, USA for delivering an expert talk on "How to do Research" on 25-02-2016. The BoG ratified the proposal.

(Action: Finance Coordinator/Principal)

The tentative date for convening the XV meeting of the Board was decided as on June 2016.

The meeting came to an end at 12.30PM.

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(Saheda P.A)

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