

**MINUTES OF EIGHTEENTH MEETING OF THE BOARD OF GOVERNORS**

**LBS INSTITUTE OF TECHNOLOGY FOR WOMEN POOJAPPURA**

**(SUB-COMPONENT 1.1 OF TEQIP PHASE – II)**

**Date: 09.01.2018 Venue: Principal's Chamber Time: 03.00 hours**

**Members Present**

1. Dr. Devdas Menon, Professor in Civil Engineering, IIT Madras. (Chairman)
2. Dr. V. Radhakrishnan, Professor (Rtd), IIT Madras (Member)
3. Dr. K. R. S. Krishnan, Former Director, HLL Life Care Ltd., (Member)
4. Dr. Jayakumar, Director, SPFU, Govt. of Kerala (Ex-officio Convener)
5. Smt. Sreedevi M K, for Director, LBS Centre for Science and Technology (Ex officio member)
6. Dr. Jayamohan J, Principal (Ex-officio Convener)
7. Dr. R. Balachandran Nair, Institute Representative
8. Prof. Manojkumar G., Coordinator, TEQIP-II
9. Prof. Shiju P P., Procurement Coordinator, TEQIP-II

The following members did not attend the meeting:

1. Sri. Angelose G, Joint Secretary, Higher Education Dept., Govt. of Kerala (Ex-officio member)
2. Dr. Wilscy M, Professor (Rtd.), Department of Computer Science, University of Kerala (University Representative)
3. Dr. K P. Indiradevi, Director of Technical Education, Govt. of Kerala (Ex-officio Convener)
4. Sri. James Joseph, Joint Secretary, Finance Dept., Govt. of Kerala (Ex officio member)

Principal of the Institute Dr Jayamohan J 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 17<sup>th</sup> BoG meeting held on 02.05.2017.

The minutes of the BoG meeting held on 02.05.2017 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 17<sup>th</sup> Meeting of the Board of Governors held on 02.05.2017.

The Principal reported the actions taken/pending on the pertinent decisions in the minutes of the 17<sup>th</sup> meeting of the Board of Governors held on 02.05.2017.

The BoG made the following comments regarding the actions taken on the pertinent decisions in the minutes of the 17<sup>th</sup> meeting.

**Part-A of the minutes of 17<sup>th</sup>BoGmeeting**

**Item No. XVII-B6:** Chairman commented that placement must be improved by inviting core engineering companies. Also focus on new recruiters for in-campus placements at par with the recruitment statistics of other states by the recruiters, particularly in Civil Engineering. Placement details should be updated by including off-campus placements till date.

***(Action: Coordinator, CGPU / Principal)***

**Item No. C1:** Write a letter on behalf of BoG, appreciating the services rendered by previous officials and TEQIP staff.

***(Action: TEQIP Coordinator/Principal)***

**Item No. A3:** The proposed list of Nodal Officers for the four-fund program has been approved as given below:

1. Prof. Shiju P. P.: TEQIP-II Coordinator.
2. Dr. R. Balachandran Nair: Nodal Officer, Finance.
3. Prof. Sreeletha S. H.: Nodal Officer, Procurement.
4. Prof. Smitha Vas: Nodal Officer, Academic.
5. Prof. Suma Sekhar: Nodal Officer, Research and Consultancy.
6. Prof. Sumithra M. D.: Nodal Officer, Industry Institute Interaction Cell.
7. Prof. Kannan M.: Nodal Officer, Equity assurance.

**Part B of Minutes of 18<sup>th</sup> meeting of BoG meeting on 09.01.2018: Discussion,**  
**Approval and Ratification**

**Item No.XVIII-B1:** As the project period is over, the unspent amount in the TEQIP-II main account towards the refund of security deposits has to be transferred to one of the four funds (preferably Equipment Replacement Fund) and close the same with zero balance. The balance amount in TEQIP-II main account other than the security deposit (like interest component got accumulated) has to be transferred to Corpus Fund. Explore possibility of retaining the Four Funds amount as fixed deposit with multi option deposit for the retrieval of the money as and when required.

The four funds have to be updated by adding the contribution from LBS Centre for the financial year 2016-17.

*(Action: Director LBS Centre/Principal/TEQIP Coordinator)*

**Item No. XVIII- B2:** Detailed action plan has to be prepared for effective utilization of the four funds for the remaining four years.

**A. Corpus Fund:**

1. Enhancement of Research and Development of Institutional development activities ( for students):
  - Travel expenses and honorarium for experts delivering talks: As per State Steering Committee (SSC) norms for TEQIP-II.
  - Limited fund for organizing conferences on R & D topics: BoG has suggested to organize conferences and workshops by exploiting the funding of AICTE / KTU.
  - Expense on characterization of sample of R & D project undertaken by student and faculty: The actual expenses for preparation of DPR and prototype can be reimbursed to the supervising faculty for R & D student projects.
2. Presentation of paper in International Conferences/Seminars/ Symposiums ( for students):
  - Registration fee may be paid: The actual registration fee can be reimbursed subject to a maximum of Rs. 5000/- (Rupees Five Thousand only) per paper, provided the paper has been presented.
  - Travel expense: Not eligible for any TA/DA.

3. Support to student needs:
  - Honorarium to faculty and staff for bridge courses/ remedial classes: A maximum of Rs. 600/- per hour may be given for external experts and a maximum of Rs. 300/- per hour may be given for internal faculty/ staff handling such classes.
4. Honorarium, TA/DA for outside experts for specialized training/ Industrial experts participating in Industry-Institute Interaction/ Experts for skill development: As per State Steering Committee (SSC) norms for TEQIP-II.
5. Orientation of BoG Members: Actual expenses as per State Steering Committee (SSC) norms for TEQIP-II.
6. Incremental Operating Cost:
  - Stationery and other expenses: Permitted.
  - Organizing BoG meetings: Sitting fee for the members (other than Institutional) and TA / DA can be given as per the existing norms for TEQIP-II. The actual for other expenses can be met.

#### **B. Faculty Development Fund:**

1. Enhancement of Research and Development of Institutional development activities:
  - Travel expenses and honorarium for experts: As per State Steering Committee (SSC) norms for TEQIP-II.
  - Limited fund for organizing conferences on R & D topics: BoG have suggested to organize conferences, FDPs and workshops by utilizing the funding of KTU/ AICTE.
  - Expense on characterization of sample of R &D project undertaken by faculty: The actual expenses for preparation of DPR and prototype can be reimbursed to the faculty for non-funded R & D projects.
2. Presentation of paper in International Conferences/Seminars/ Symposiums:
  - Registration fee may be paid: The actual registration fee for training programs can be given for DTE/SPFU sponsored programs and it is limited to Rs. 5000/- (Rupees Five Thousand only) for other programs.
  - Travel expense: TA/DA for attending have to be reimbursed as per KSR norms. TA for the same is limited to III – tier AC fare.

3. Training programmes/ Workshops/ qualification upgradation programmes/ Seminars/ Conferences etc. for faculty and staff as planned through TNA:
  - Registration fee may be paid: The actual registration fee for training programmes can be given for DTE/SPFU sponsored programs and it is limited to Rs. 5000/- (Rupees Five Thousand only) for other programs.
  - Travel expense: TA/DA for attending faculty/staff development programmes have to be reimbursed as per KSR norms. TA for the same is limited to III – tier AC fare.
4. Expenditure on faculty members attend Pedagogical Training:
  - Registration fee may be paid: The actual registration fee for training programmes can be given for DTE/SPFU sponsored programs and it is limited to Rs. 5000/- (Rupees Five Thousand only) for other programs.
  - Travel expense: TA/DA for attending faculty/staff development programmes have to be reimbursed as per KSR norms. TA for the same is limited to III – tier AC fare.
5. Organizing in-house subject area training programs/ workshops/ Seminars/ Conferences etc.:
  - Promote attending external training than in-house training programs.
  - AICTE/KTU funds may be utilized for organizing in-house training / workshops/ Seminars/ Conferences etc. for faculty and staff. An amount of Rs 10000/- (maximum limit) can be used for meeting the shortfall expenses for the program.
5. Organizing STTP in collaboration with Industry: AICTE/KTU funds may be utilized for organizing in-house STTPs / workshops for faculty and staff. An amount of Rs 10000/- (up to maximum) can be used for meeting the fall expenses for the program.
6. Promote QIP programs for qualification upgradation of faculty and staff.

**C. Equipment replacement fund:**

- Renewal of licenses of softwares procured under TEQIP-II: Permitted as per SPFU guidelines.
- Procurement of Books allowed.
- Replacements can be done preferably for equipments procured under TEQIP-II. If absolutely required, other equipments can also be replaced.

- Procurement of furniture allowed.

**D. Equipment & Civil Maintenance Fund:**

- Annual maintenance contract of equipments procured under TEQIP-II: Permitted as per SPFU guidelines.
- Minor Civil works can be permitted in Equipment Maintenance Fund.
- Consumables can be purchased under Equipment Maintenance Fund.

*(Action: /Principal/TEQIP Coordinator/ Nodal Officers)*

**Item No.XVIII-B3:**

The Training Need Analysis (TNA) for the faculty and staff for the period from January 2018 to June 2018 has been reported and approved

*(Action: Nodal Officer Academic)*

**Item No.XVIII-B4& B5:**

Chairman declined the proposal for setting up and establishing of Teaching Learning Centre (TLC) and suggested to start a Training Centre for conducting various PSC approved certification courses. The required infrastructure has to be developed with the assistance of the plan fund. All certification courses can be conducted except PGDCA.

*(Action: Nodal Officer Academic)*

**Item No.XVIII-B6:**

The BoG has permitted to update the four funds by including the Internal Revenue Generated (IRG) by utilizing four funds. Other IRG funds should be in separate institution accounts.

*(Action: Principal/TEQIP Coordinator/ Nodal Officer Finance)*

**Item No. XVIII-(B7):**

- The guidelines for students attending conferences / seminars / workshops / symposia have been finalised as the rules for expenditure from Corpus Fund inItem No. XVIII-(B2).

- The guidelines for faculty attending conferences / workshops / symposia have been finalised as the rules for expenditure from Faculty Development Fund in Item No. XVIII-(B2).
- The guidelines for faculty and staff attending specialized area training as per TNA have been finalised as the rules for expenditure from Faculty Development Fund in Item No. XVIII-(B2).

**Item No. XVIII –B8:**

Reported and ratified

***(No further Action)***

**Item No. XVIII–B9:**

1. BoG suggested that, 5% (or 10%) of total revenue generated from consultancy can be used as respective department fundson Principal’s discretion. Hence the Principal has decided to stipulate the respective department share to 5% of the net profit from consultancy activity.
2. Permission granted for the license renewal for STAAD Pro software under Equipment Replacement fund.
3. Replacements can be done preferably for equipment procured under TEQIP-II. If absolutely required other equipment can also be replaced.
4. Consumables can be purchased under equipment Maintenance Fund.

***(Action: TEQIP Coordinator/Nodal Officer Finance/ Nodal Officer Procurement)***

**Item No. XVIII – C1:**

Update and maintain the status of funds separately.

***(Action: Principal/Nodal Officer Finance)***

The meeting came to an end at 5.30PM.