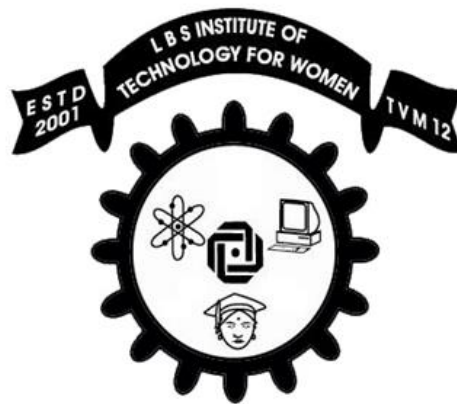


TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME
PHASE-II

Sub Component 1.1

L. B. S. Institute of Technology for Women, Poojappura.

XIX MEETING OF THE BOARD OF GOVERNORS



Date: 5th September 2019, Thursday

Time: 10.30 AM.

Venue: Principal's Chamber

LBSITW Poojappura, Trivandrum-12

MINUTES OF 19th MEETING OF THE BOARD OF GOVERNORS

LBS INSTITUTE OF TECHNOLOGY FOR WOMEN POOJAPPURA

(SUB-COMPONENT 1.1 OF TEQIP PHASE - II)

Date: 05.09.2019 Venue: Principal's Chamber Time: 10.30 hours

Members Present

1. Dr. V. Radhakrishnan, Professor (Rtd.), IIT Madras (Chairman).
2. Dr. R. Shivashankar, Professor, Dept of Civil Engineering, NITK Surathkal (Member).
3. Dr. K. Najeeb, Director, SPFU, Govt. of Kerala (Ex-officio Convener).
4. Dr. P. Sureshkumar, Director, LBS Centre for Science and Technology (Ex officio member).
5. Dr. J. Jayamohan, Principal, LBSITW, Poojappura (Ex-officio Convener).
6. Sri. L. R. Sajeev Kumar, Finance Officer, LBS Centre, Nominee, Finance Dept., Govt. of Kerala (Ex officio member).
7. Dr. R. Balachandran Nair, Dean (Administration), LBSITW, Poojappura (Institute Representative).
8. Dr. Shiju P. P., Coordinator, TEQIP-II Four-Funds.

The following members did not attend the meeting:

1. Sri. N. Jaisukhlal, Additional Secretary, Higher Education Dept. [Section (J)], Govt. of Kerala, in place of Joint Secretary, Higher Education Dept., Govt. of Kerala. (Ex-officio member).
2. Dr. K P. Indiradevi, Director of Technical Education, Govt. of Kerala (Ex-officio Convener).
3. Dr. Vrinda V. Nair, Dean (Research), APJ Abdul Kalam Technological University. (University Representative).

The following Nodal Officers for TEQIP-II Four-Funds and Academic Officials of LBSITW have attended the meeting as special invitees:

1. Prof. Sreeletha S. H., Nodal Officer (Procurement), TEQIP-II Four Funds, LBSITW, Poojappura.
2. Prof. Smitha Vas P., Nodal Officer (Academic), TEQIP-II Four Funds, LBSITW, Poojappura.
3. Prof. Anilkumar E. N., Nodal Officer (Equity Assurance), TEQIP-II Four Funds, LBSITW, Poojappura.

4. Prof. Suma Sekhar, Nodal Officer (Research and Consultancy), TEQIP-II Four Funds, LBSITW, Poojappura.
5. Dr. Sumithra M. D., Nodal Officer (Industry Institute Interaction Cell), TEQIP-II Four Funds, LBSITW, Poojappura.
6. Dr. S. Anithakumari, Dean (Academic), LBSITW, Poojappura.
7. Dr. Lizy Abraham, Dean (R&C), LBSITW, Poojappura.
8. Prof. Smitha E. S., Head, Dept. of Computer Science and Engineering, LBSITW, Poojappura.
9. Prof. Radhika Nair N. J., Head, Dept. of Civil Engineering, LBSITW, Poojappura.
10. Prof. Sreedhanya M. I., Head, Dept. of Electrical Engineering, LBSITW, Poojappura.

The Principal of the Institute, Dr. J. Jayamohan ~~has~~ introduced all members of the newly constituted Board of Governors and extended a hearty welcome to the meeting.

Chairman, Dr. V. Radhakrishnan ~~has~~ presided over the meeting.

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

Minutes

Part A: Procedural

Item No. XIX-(A1): Dr. Rajasree M. S., Principal, GEC Barton Hill has been nominated as a member of the BoG and later appointed as the Vice Chancellor of APJ Abdul Kalam Technological University by the Govt. Hence it has been decided to send a request letter to the Department of Higher Education, DTE and Director, SPFU for nominating a member to the BoG in place of Dr. Rajasree M. S.

(Action: Principal/ A O/ TEQIP-II Coordinator)

Item No. XIX-(A2): The minutes of the 18th BoG meeting held on 09.01.2018 ~~has been~~ was read and confirmed.

(No further Action)

Item No. XIX-(A3): The BoG approved the nomination of Prof. Anilkumar E. N., Assistant Professor, Dept. of Mechanical Engineering as the Nodal officer for the Equity Assurance Cell of TEQIP-II Four-Funds in place of Prof. Kannan M., who has been deputed to NIT Trichy for pursuing Ph.D. under QIP.

(No further Action)

Item No. XIX-(A3): Principal reported the actions taken/pending on the pertinent decisions taken as per the minutes of the 18th Meeting of the Board of Governors held on 09.01.2018.

The BoG made the following comments regarding the actions taken on the pertinent decisions in the minutes of the 18th meeting:

Part-B of the minutes of 18thBoG meeting

Item No. XVIII-B1:

1. The unspent amount in the TEQIP- II main account towards the refund of security deposit on expiry of the project period has been transferred to the Internal Revenue Generation account of TEQIP II and closed the main account with zero balance. (This process has been completed before the approval by circulation of the 18th BoG meeting minutes). The same has to be transferred to the Corpus Fund account in compliance with the decisions of the 18th BoG meeting.
2. Intimate the respective firms in writing to claim their Security Deposit (SD) within one month from the date of receipt of the intimation. Else the same amount has to be forfeited to the Corpus Fund on completion of two months from the date of dispatch of the letter.
3. Sent a reminder to the Director, L B S Centre for Science and Technology regarding the pending contribution to the Four-Funds corresponding to the recurring expenditure for the financial year 2016-2017. Further, follow-up the same.
4. Consolidate the revenue generated from various heads into a single account and the total may be reported as IRG for the financial year. The same may be audited.

(Action: Nodal officer, Finance/ TEQIP-II Coordinator/ AO/ Principal)

Principal presented the status of the Four-Funds at the beginning of the sustainability period of TEQIP-II as given in Table 1:

Table 1

Sl. No.	Name of account	Account No.	Balance as on 31 st August 2017
1	TEQIP Main Account	67170279400	1, 87, 584/-
2	Corpus Fund	67186551209	16,06,154/-
3	Faculty Development Fund	67186577760	16,06,835/-
4	Equipment Replacement Fund	67186577884	16, 06,568/-
5	Maintenance Fund	67186577964	16,06,066/-
6	Internal Revenue Generation (IRG)	67335256445	7,42,264/-
Total			73,55,471/-

The BoG has directed to prepare Common Internal Guidelines for the expenditure of the Four-Funds at par with other TEQIP_II institutions in tune with the action/ expenditure plan for the effective utilization of Four-Funds during the sustainability period from 2017 to 2022.

(Action: All Nodal officers/ TEQIP-II Coordinator/ AO/ Principal)

Part B: Discussion, Approval and Ratification

(A) Equipment Replacement Fund:

Item No. XIX-B1: The BoG has proposed the following guidelines for replacement of the UTM box, Fortinet 300C by Fortinet 300E with buyback of existing 300C:

- 1) Obtain proper advice from the SPFU auditors.
- 2) Follow the Common Internal Guidelines for the expenditure of the Equipment Replacement Fund.
- 3) Negotiate for maximum benefit for the buyback option with explicit rate for the buyback product.
- 4) Upgradation should be done by product specific open tenders.

(Action: Nodal officer, Procurement/ TEQIP Coordinator/ Principal)

Item No. XIX-B2: The replacement of LCD projectors has to be done in different phases depending on the urgency and budgetary provisions for the expenditure of the Equipment Replacement Fund. As per the suggestions of the BoG, the replacement of faulty LCD projectors which are not supporting cost effective maintenance in three phases as listed below:

- 1) During financial year 2019-2020: 7 Nos.
- 2) During financial year 2019-2020: 5 Nos.
- 3) During financial year 2019-2020: 4 Nos.

(Action: Nodal officer, Procurement/ TEQIP Coordinator/ Principal)

Item No. XIX-B3: The BoG has strictly instructed to adhere to the replacement of equipments procured under TEQIP-II only utilizing the Equipment Replacement Fund. Further, it has been directed to prepare the list of PCs procured under TEQIP-II that are not working, indicating the cost of procurement and maintenance. Undertake cost effective maintenance only.

(Action: Nodal officer, Procurement/ TEQIP Coordinator/ Principal)

Item No. XIX-B4: The BoG has strictly instructed that replacement/ maintenance/ upgradation etc are possible only for procurements done under TEQIP-II and hence the proposal for updation of PLAXIS software has been rejected.

(No further Action)

(B) Corpus Fund:

Item No. XIX-B5: The honorarium and TA/ DA for experts delivering talks from outstation industries and other lead institutions have been revised as follows:

- Honorarium for experts from IITs: Rs. 5000/- per session of three hours.
- Honorarium for experts from other Institutions: Rs. 3000/- per session of three hours.
- TA/ DA for all outstation experts: As per Govt. of Kerala rules.

(Action: Nodal officer, Academic/ Nodal Officer, Finance/ TEQIP Coordinator)

Item No. XIX-B6: The TA/DA and honorarium for experts handling classes for bridge courses and remedial classes have been revised as follows:

- Honorarium for experts from other institutions: Rs. 600/- per hour.
- Honorarium for faculty of LBSITW: Rs. 500/- per hour.
- Honorarium for technical staff: Rs. 250/- per hour.

The result analysis before and after the remedial classes has to be done.

(Action: Nodal officer, Academic/ Nodal Officer, Finance/ TEQIP Coordinator)

Item No. XIX-B7: Permission has been accorded for reimbursement of registration fee for the students participating conferences/ symposia as presenting author and only one co-author of papers. **This is applicable only for students attending conferences organized by reputed Institutions/organizations on specific themes and not on general areas.**

(Action: Nodal officer, Academic/ Nodal Officer, Finance/ TEQIP Coordinator)

(C) Faculty and Staff Development Fund

Item No. XIX-B8: The BoG granted permission to organize a maximum of one conference per year and three FDPs per year (one per core department) utilizing funds under Faculty and staff development head.

(Action: Nodal officer, Academic/ Nodal Officer, Finance/ TEQIP Coordinator)

Item No. XIX-B9: The residential expenses of the external resource persons for conferences, workshops and FDPs have to be met as per the Common Internal Guidelines in tune with Govt. of Kerala guidelines. Further, the external resource persons have to be accommodated in Govt. Guest Houses as far as possible.

(Action: Nodal officer, Academic/ Nodal Officer, Finance/ TEQIP Coordinator)

Item No. XIX-B10: Permitted to refund examination fee of Swayam Certification courses for faculty on successful completion.

(Action: Nodal officer, Academic/ Nodal Officer, Finance/ TEQIP Coordinator)

(D) Equipment Maintenance Fund

Item No. XIX-B11: AMC for the equipments procured under Equipment Replacement head on completion of the guarantee period can be considered later as and when required.

(No further Action)

Item No. XIX-B12: For all maintenance, for which permission was requested; prepare a detailed list citing the cost of the equipment at the time of purchase along with the estimated cost for maintenance to make sure cost-effective maintenance. The maintenance proposal for LIBSOFT software for the library has to be kept pending and meanwhile explore the possibility for using freeware for the library. The revised schedule for maintenance is attached as Table 2.

Sl. No.	Equipment	Qty.	Unit cost at the time of Procurement (Rs.)	TEQIP-II procurement file No.	Fault	Estimated cost of Maintenance (Rs.)	Location
1	Lenovo PC	11	45,071.00	TEQIP II/54/CSE/19/i5	RAM	25,000	Computing Lab
2	Dell i5 PC	1	36,818.25	TEQIP II/76/CSE/33/Delli5	Mother Board Complaint	10,000	CCF
3	Lenovo i7 PC	3	45,071.00	TEQIP II/54/CSE/19/i7	Mother Board Complaint	30,000	
4	HP i5 Laptop	1	35,519.25	TEQIP II/2012/Direct Contract/47	Keypad Complaint	2,000	
5	Dell Keyboard	1	600.00	TEQIP II/76/CSE/33/Delli5	Keyboard Complaint	600	
6	1TB External	1	5,607.00		USB Port	1,000	

	HDD (Seagate)				Broken		
7	Blue Star Air Conditioner (3Ton)	2	65,068.00	TEQIP II/67/CSE/27/AC	Service	6,000	
8	HP i5 Laptop	1	35,519.25	TEQIP II/2012/ Direct Contract/47	Hard Disc Replacement	5,000	Hardware Lab
9	HP i5 Laptop	1	35,519.25	TEQIP II/2012/ Direct Contract/47	Service	2,000	Programming Lab
10	Micro controller Kit	15	5,933.00	TEQIP II/2014/ KL1G08/Shopping/158	Service	14,500	Hardware Lab
11	Microprocessor Kit	4	8,157.00	TEQIP II/2014/ KL1G08/Shopping/158			
12	VBMB-002	5	2,499.00	TEQIP II/2014/ KL1G08/Shopping/158			
13	VBMB-003	2	1,887.00	TEQIP II/2013/ KL1G08/Shopping/121			
14	Stepper Motor	5	2,606.00	TEQIP II/2013/ KL1G08/Shopping/121			
		5	2,865.00	TEQIP II/2014/ KL1G08/Shopping/158			
15	Air conditioners	5	38,133.00	TEQIP II Stock Register (Sl. No. 33 on Page 56)	Maintenance	42,000	Multimedia Lab, Micro Controller Lab & Project Lab
16	UPS	1	115000.20	TEQIP II Stock Register (Sl. No. 34 on Page 57)	Maintenance	3,570	Project Lab
Approximate Total cost for maintenance in Rs.						1,41,670/-	

Part C

Item No. XIX – (C): Current status of the four-funds and TEQIP main account as on 31-08-2019.

Sl. No.	Name of account	Account No.	Balance as on 31 st August 2019
1	TEQIP Main Account	67170279400	Closed with zero balance.
2	Corpus Fund	67186551209	17,42,218/-
3	Faculty Development Fund	67186577760	17,20,909/-
4	Equipment Replacement Fund	67186577884	17,22,727/-
5	Maintenance Fund	67186577964	17,17,369/-
6	Internal Revenue Generation (IRG)	67335256445	9,52,293/-
Total			78,55,516/-

(Action: Nodal Officer, Finance/ A O/ Principal)

The meeting came to an end at 12.45PM.