Minutes of 12th meeting of the Board of Governors of Vasavi College of Engineering held at 11.00 a.m. on 30.03.2015 (Monday) in the premises of Vasavi College of Engineering, Ibrahimbagh, Hyderabad – 500 031

Members present:

1	Prof. Mohammad Suleman Siddiqi Former Vice-Chancellor Osmania University, Hyderabad	:	Chairman
2	Sri P. Ramamohan Rao President, Vasavi Academy of Education, (Management Nominee)	:	Member
3	Prof. T.V. Subba Rao Vice President, Vasavi Academy of Education (Management Nominee)	:	Member
4	Sri M. Krishnamurty Secretary, Vasavi Academy of Education (Management Nominee)	:	Member
5	Sri P. V. Ratnam Treasurer, Vasavi Academy of Education (Management Nominee)	:	Member
6	Sri P. Balaji Member, Vasavi Academy of Education (Management Nominee)	:	Member
7	Dr. K. Jaya Sankar, HoD, ECE, VCE	:	Member
8	Dr. N. Vasantha, HoD, I.T, VCE	:	Member
9	Dr. M.R. Madhav Professor Emeritus, JNTU Visiting Professor, IIT-Hyderabad	:	Member
10	Sri Bommidala Srikrishna Murthy, Managing Director M/s. Bommidala International Pvt. Ltd., Guntur	:	Member
11	Dr. C. Mallesham Principal, Govt. Institute of Electronics West Marredpally, Secunderabad O/o. the Commissioner of Technical Education, Telangana State, Hyderabad.	:	Member
12	Dr. G.V. Ramana Murty, Principal, Vasavi College of Engineering	:	Member-Secretary

The following members of the Board of Governors could not attend the meeting:

1. UGC Nominee
2. Regional Officer, South Central Regional Office, AICTE, Hyderabad.
3. Prof. A. Venugopal Reddy, Dean Faculty of Engineering, O.U., Hyderabad
   O.U. Nominee

The Chairman welcomed the members to the meeting and the following items were taken up for consideration:

1. **Confirmation of the minutes of the 11th meeting of the Board of Governors of the College held on 17.11.2014:**

The Chairman informed that the minutes of the meeting of 11th BoG were circulated among the members and all the members have approved the same.

2. **Consideration and approval of Action Taken Report on the resolutions of previous BoG meeting held on 17.11.2014:**

The Principal explained the Action Taken Reports to the members on the following:

- The Self-Governance plan was prepared and submitted to NPIU.
- The Register of Interests was collected from some of the members.
- The Sub-Committee constituted for 'Risk Management' and 'Performance Appraisal of the Head of the Institution' could not meet. The Committee will meet in due course of time to deliberate on these issues.
- Good Governance document guidelines have been prepared and will be placed for discussion in the meeting.
- The college has submitted the revised Governance Self Review (GSR) to NPIU.
- The eligible first year first Semester PG students were identified for Teaching assistantships and the amount will be credited to their accounts after receiving funds from NPIU.
- Petty cash book and other relevant documents for cash transactions are being maintained for cash transactions under TEQIP-II funds.
- The approved annual report for the year 2013-14 has been uploaded to the college website.
- Various non statutory committees as part of fulfillment of autonomous requirement have been constituted informing the respective Member-Secretary/Chairman/Convener to conduct meetings and maintain the minutes of the meeting.
- The revised IDP (Institutional Development Plan) has been prepared and will be placed for discussion in this meeting for approval.
- The Action Plan for the period upto October, 2016 requesting additional funds from NPIU under TEQIP has been prepared and will be placed before the BoG for approval.

It was resolved to *approve the above activities initiated by the College.*

3. **Induction of new members:**

The Chairman informed the members that as per UGC guidelines for Autonomous Colleges, UGC and O.U nominees are required to be the members in the BoG. Nomination from UGC is awaited. The Chairman thanked Prof. P. Yadagiri Swamy, who has been serving BOG as a O.U. Nominee till date. In his place, Prof. A. Venugopal Reddy has been nominated by O.U. as its nominee after the obtaining autonomous status to the college from UGC.

The BoG noted the induction of new members.

4. **Ratification of 1/4 B.E. Programme 1st & 2nd Semester Syllabi under Autonomy:**

The Principal informed the members that new guidelines and curriculum had been devised for 1/4 B.E. Programme under autonomy and implemented from the academic year 2014-15. The minutes of the meeting of the Academic Council held on 23.03.2015 have been placed before the BoG. The Academic Council approved the Scheme of Instruction & Examination, and curriculum of 1/4 B.E. Programme of 1st & 2nd Semesters finalized by the respective Boards of Studies. The recommendations of the Academic Council in respect of B.E. Programme have been ratified by the BoG.

5. **Ratification of M.E./M.Tech curriculum:**
The Academic Council approved the Scheme of Instruction & Examination, and curriculum of M.E./M.Tech. Programmes finalized by the respective Boards of Studies. The recommendations of Academic Council in respect of M.E/M.Tech. Programmes have been ratified by the BoG.

6. **Ratification of MCA curriculum:**
The Academic Council approved the Scheme of Instruction & Examination, and curriculum of MCA Programme finalized by the respective Boards of Studies. The recommendations of Academic Council in respect of MCA Programme have been ratified by the Board of Governors.

7. **Approval of examination and Evaluation System (Internal & External examinations):**
The BoG has ratified the recommendations of the Academic Council regarding new guidelines of Examination & Evaluation System (Internal & External) under autonomy. The following observations have been made by the BoG for taking further action:

- The Grading System proposed in the Academic Council should be re-looked at and a Committee constituted to arrive at appropriate Letter Grading System for both UG and PG Programmes.

- The internal assessment shall comprise 3 assignments and 3 quizzes as against the recommendation of Academic Council (2 assignments & 2 quizzes). The quiz may be conducted based on the syllabus of the respective assignments. However, every student shall submit the assignments and for each submission there must be minimum marks. The average marks for three assignments and three quizzes will be considered as part of sessional marks which are to be added to average of marks obtained in the two internal examinations. The total marks for 3 assignments and 3 quizzes shall be for 10 marks as already followed for semester-I.

  The academic council suggested introduction of letter grades to M.E./M.Tech projects. However, the Board of Governors decided to award excellent/satisfactory/unsatisfactory to the projects. The Board of Governors has appreciated the Academic Council resolution on publication of project work of M.E students as a research publication in a journal. If the time is not sufficient to publish the work in a journal, it can be presented in a conference/seminar.

- The Board of Governors has ratified 30% marks for internals and 70% marks for semester examinations for both UG and PG. programs.

  The Board of Governors has ratified the Examination and Evaluation System with above amendments.

8. **Conduct of Bridge course for lateral entry students to be admitted in the academic year 2015-16:**
The Board of Governors is of the opinion that a committee shall be constituted to look into the matter of conduct of Bridge Course to lateral entry students admitted under autonomous status from the academic year 2015-16. The designated sub-committee will recommend the courses in which qualifying tests are to be conducted to lateral entry students to assess the their knowledge levels. The recommendations are to be placed before the academic council and the BOG for approval and ratification respectively.

9. **Appointment of Controller of Examinations, Additional Controllors and other staff in Examination Cell:**
The Board of Governors has been informed about the appointment of Controller of Examinations, Additional Controllers and other staff. The Chairman said that permanent employees must be appointed wherever possible in the confidential section of the exam branch.

The Board of Governors has ratified the appointments of Controller of Examinations, Additional Controllers and other staff in the examination cell.

10. Remuneration for Examination related works:

The examination remuneration rates to paper setters, moderators, evaluators, coding and decoding staff and other examination related activities have been finalized by the Academic Council.

The proposed remuneration rates have been ratified by the Board of Governors as given below:-

S No.		Name of the item	Proposed rates (Rs.)
Payable by students for B.E /M.E/MCA courses			
1		Semester examination fee (for all subjects)	1,500.00
2		Semester examination fee (upto 3 subjects)	800.00
3		Revaluation fee per subject	500.00
4		M.E/M.Tech –IV Sem Project Viva	3,000.00
5		Medical condonation fee	700.00 per Sem.
6		Autonomous infrastructure fee (payable only in I-Year of the course)	2,000.00
7		Providing photocopy of the answer script	1,000.00 per paper
	Payable by College to Examiners and staff for B.E /M.E/MCA courses		
8	a)	Remuneration for setting one question paper (Theory)	1,500.00
	b)	Key/Solution preparation per question paper	500.00
	c)	Moderation of question paper per question paper (30% of remuneration will be paid to HOD of the department concerned and 70% to the subject expert).	500.00
	d)	If Key/Solution is not provided by the Question Paper Setter, amount payable for key preparation per question paper	500.00
9		Theory evaluation per script (main, supplementary and revaluation) per script (per script with a Min. of Rs.100)	20.00
		M.E/M.Tech Project Viva	
	a)	External examiner	800.00
	b)	HoD	200.00
	c)	Chairman, BoS	200.00
	d)	Supervisor	200.00
	e)	T.A for local Lab Examiners/Valuers per day	200.00
10		Post Exam. confidential work & Remuneration for valuation of answer scripts:	
	a)	Coding charges per script	1.00
	b)	Decoding charges per script	1.00
	c)	Scrutinizer charges per script	1.00
	d)	Tabulation charges per candidate	8.00
Theory Examinations for B.E /M.E/MCA courses			
11	a)	Remuneration to Chief Superintendent per session	150.00
	b)	Remuneration to one confidential invigilator and 2 Addl. Invigilators at Control Room in addition to room invigilators irrespective of the strength allotted per session to each member.	125.00
	c)	Remuneration to Invigilators per session (@ 1:20 candidates)	125.00
	d)	Remuneration to ministerial staff and accounts staff per session per person • 4 members of Exam Branch and 2 member of Accounts Section up to 500 strength. • 6 members of Exam branch and 3 members of Accounts Section above 500 strength	40.00
	e)	Remuneration to Scriber per session (@ 1:1 candidate)	200.00
	f)	Remuneration to Electrician per session (@ one for centre)	25.00

S No.		Name of the item	Proposed rates (Rs.)
	g)	Remuneration to Plumber per session (@ one for centre)	25.00
	h)	Remuneration to Day Watchman & night Watchmen per session	25.00
	i)	Remuneration to Class-IV Water Bearers per session (@ 1:50 at exam halls)	25.00
	j)	Remuneration (per session) to Class-IV employees at Control Room, towards question paper printing, packing and sealing of the scripts • For above 500 candidates – 3 Class-IV • For below 500 candidates – 2 Class-IV	35.00
Laboratory Examinations for B.E /M.E/MCA courses			
12	a)	Remuneration to external and internal examiners (per script with a minimum of Rs.100), including question paper setting & Viva-Voce	15.00
	b)	Remuneration to lab assistants (1 for each lab)	4.00 per presentee student (with a minimum of Rs.60)
	c)	Remuneration to lab technician/DEO/ Store Keeper (any one is permitted per lab)	3.50 per presentee student (with a minimum of Rs.40)
	d)	Remuneration to lab attendant/Kamati/ Peon (any one is permitted per lab)	3.00 per presentee student (with a minimum of Rs.25)
	e)	Remuneration to Chief Superintendent per session	150.00
	f)	Remuneration to Additional Invigilators per session	75.00
	g)	Remuneration to Peon per session	25.00

11. <u>Ratification of institution of Gold Medals and other academic awards to meritorious students:</u>

The list of Gold Medals instituted and other academic awards to meritorious students as approved by the Academic Council has been placed before the Board of Governors.

The members suggested instituting more number of Gold Medals and other awards to encourage students.

The Board of Governors ratified the award of Gold Medals and academic awards.

S No.	Name of the Gold Medal	Eligibility
1	**Sri.Pendekanti Venkata Subbaiah** Memorial Gold Medal for the best student.	Best student amongst all branches passing out, who got highest marks in the University Exams.
2	**Smt.Kanakamma Venkata Subbaiah** Gold Medal for Best girl Student.	Best girl student amongst all branches passing out, who got highest marks in the University Exams.
3	**Dr.K.V.Subba Rao** Gold Medal	Best student amongst all branches passing out, who got highest marks in the University Exams
4	**Prof. G.Lakshmi Narayana** Gold Medal-Civil Engg.	For the student who got highest marks in the Univ. Examinations amongst the Civil Eng. Students.
5	**Sri. G.Narayana Chetty, IAS (Retd)** Gold Medal.	For the student who got highest marks in the Univ. Examinations among the Mechanical Engg. Students.

S No.	Name of the Gold Medal	Eligibility
6	**Sri.K.R.Krishnaiah Chetty** Memorial Gold Medal	For the student who got highest marks in the Univ. Exams amongst the ECE students.
7	**Sri.K.R.Gupta** Memorial Gold Medal	For the student who got the highest marks in the Univ. exams amongst the CSE students.
8	**Dr.T.B.G.Tilak** Memorial Gold Medal	For the student who got highest marks in the Univ. exams amongst the EEE students.
9	**Sri Sikakollu Subba Rao** Memorial Gold Medal.	For the Best Student - who got highest marks in the Univ. exams amongst the I.T students.
10	**Sri K.Rosaiah** Gold Medal	for the Best Student - who got highest marks in the Univ. exams amongst the MCA students
Gold medals instituted by various organizations / individuals:		
11	**Sri P.Dharma Reddy** Gold Medal.	For the Best student amongst of all branches.
12	**Sri A.R.Ravi Kiran** Memorial Gold Medal.	For the student who got highest marks in the Univ. Examinations among the Mechanical Engg. Students.
13	**Sri Mohammed Mujeebuddin** Memorial Gold Medal Gold Medal.	For the student who got highest marks in the Univ. Examinations amongst the Civil Eng. Students.
14	**Sri A.Venkata Ramana** Memorial Gold Medal	For the best student who got the highest marks amongst the M.E (ES&VLSID) students
15	**Smt. & Sri Eskala Pedda Ratnaiah** Memorial Gold medal	For the best student who got the highest marks amongst the M.E (AD & M) students
16	**Prof.K.Venkataramaiah** Memorial Gold Medal.	For the student who got highest marks in the Univ. Exams amongst the M.Tech - CSE students.
17	**Sri D.Changal Raju** Memorial Gold Medal.	For the student who got highest marks in the Univ. Examinations amongst the M.E (CE & SP) Students.
Best Academic Awards instituted by the College:		
18	To encourage merit and competition among the students, **Best Academic Performance Awards** are given to top 3 students of each section, for all the courses, based on their performance in the University Examination in the preceding year.	
19	**Best Project Awards** are given for final year students to encourage innovativeness for the projects relevant to their respective fields of engineering.	
20	**Best Attendance Awards** are given to all those students who have secured 100%, 99% and 98% of attendance in the preceding academic year.	
21	In token of their all-round performance, **Young Leader Awards** are given to the 4th year students	

12. Ratification of Budget proposals for the year 2015-2016:

The budget estimates for the year 2015-2016 and the revised budget estimates for the year 2014-15 were prepared by the Finance Committee. The minutes of the finance committee have been placed before the Board of Governors for ratification.

The members have suggested admission of foreign students as per the existing rules of affiliating University so that additional funds may be generated.

The Board of Governors has suggested to taking up financial risk management and analysis for better utilization of funds.

The Board of Governors has ratified the revised estimates for 2014-15 and budget estimates for the year 2015-16.

13. Statement of Expenditure of TEQIP funds till end of February 2015:

The Expenditure of TEQIP funds till end of February 2015 is Rs. 307.18 Lakhs.

The Board of Governors has approved and ratified the Expenditure as shown below.

S No.	Activities	Cumulative expenditure upto 28.02.2015 (Rs. in lakhs)
1	Improvement in Teaching-Learning and learning facilities	102.56
2	Provide Teaching and Research Assistantships to increase enrollment in existing and new PG programmes in Engineering Disciplines	60.64
3	Faculty and staff development for improved competence	66.64
4	Enhanced interaction with industry	18.67
5	Institutional Management Capacity enhancement	3.35
6	Implementation of institutional academic reforms	14.16
7	Academic support for weak students (ASW)	12.53
8	Incremental operating cost	28.63
	Total	**307.18**

14. List of programmes attended by the faculty under TEQIP:

The list of programmes such as Conferences, Workshops, Seminars and other training programmes attended by the faculty and staff from 01.11.2014 to 28.02.2015 by utilizing TEQIP funds has been placed before the Board of Governors.

The members sought clarification on the outcomes of the programmes attended by the faculty and staff under TEQIP funds. These outcomes must be measured on parameters like paper publications in National/International journals, attending and presenting research papers in the conferences and obtaining minor and major research projects from funding agencies like UGC, DST, DRDO, AICTE and from industry.

The members also suggested deputation of the faculty members to IITs during summer vacation to pursue their research work and attend training programmes. They also suggested sending the students to the institutions of excellence for summer schools.

The TEQIP Coordinator has informed the Board of Governors that faculty members are publishing research papers in Journals and attending conferences. Four minor projects have been awarded to the faculty members in the Department of Physics, Chemistry, Civil and Mechanical Engineering by UGC. Some research projects are ongoing and some are in pipeline for onward submission to the funding agencies.

The Board of Governors have noted and approved.

15. Result Analysis of BE First Semester for the year 2014-2015:

The result analysis of BE 2/4, 3/4 and 4/4 for the 1st semester has been placed before the Board of Governors.

Members of Board of Governors felt that the pass percentage of students of some branches in BE 2/4, 3/4 and 4/4 is not satisfactory when compared to other well performing branches. Hence they suggested making extra efforts to enhance pass percentage in those branches where pass percentage is less.

16. Submission of UG and PG NBA SARs:

The Principal informed the Members of Board of Governors about the status of NBA accreditation. He informed that the college had already submitted application for two eligible PG programme in Engineering and NBA expert teams visit is awaited. He also stated that the NBA accreditation of all UG programmes would end in the month of September 2015. Hence the college is working on submission of UG NBA SARs for renewal of accreditation.

Noted and approved.

17. Approval for sanction of teaching assistantship for PG students:

It is proposed to recommend sanction of 4 (four-*SC : 1; ST : 1; OC : 1 & BC : 1 as per Equity action plan*) teaching assistantships per Branch to III-Semester students of PG programmes.(2013-15)

It is resolved to approve the above proposal.

18. Ratification of staff appointments during the period from 01.11.2014 to 17.03.2015:

The list of staff and faculty members appointed during the period from 01.11.2014 to 17.03.2015 has been placed before the Board of Governors for ratification.

The Board of Governors has noted and ratified the appointments made during the period.

19. Approval for issuance of recruitment notification:

Approval has been sought to issue notification for recruitment of the faculty members in various departments to fill the vacancies at various levels as per norms, for the academic year 2015-2016.

The Board of Governors has approved the proposal to issue recruitment notification.

20. To note various activities conducted and proposed to conduct:

The Principal informed the members about the various activities such as TechFest-2015, Annual Day (Euphoria-2015) and Sports day. He informed that Euphoria will be organized during 16th and 17th April 2015.

The Board of Governors has noted and approved the above activities.

21. Campus Placements:

The Principal informed the details of campus placements and said that 496 students have been placed in various companies during the campus recruitment process for the year 2014-15 as on 30.03.2015.

The Board of Governors congratulated the Management, Principal, faculty and the students for a good number of placements achieved.

22. Approval of Action plan for the period up to October 2016:

As per TEQIP requirements, an action plan showing detailed expenditure on various heads has to be submitted before 31st March 2015 to seek additional funds from the NPIU under TEQIP over and above sanctioned funding of Rs. 400 Lakhs.

Action plan is placed before the Members of Board of Governors for perusal and decision. The Board of Governors has approved the action plan for an additional funding of Rs.200 lakhs and suggested uploading the plan to NPIU.

23. Approval for submission of Good Governance Guidelines document:

Good Governance guidelines document has been prepared as per the requirements of TEQIP following the Good Governance Green book after necessary discussions. The document has been placed before the Board of Governors for deliberations, suggestions and modifications.

The Board of Governors has approved the document and accorded permission to submit it to NPIU.

24. Approval of Submission of Revised IDP:

The Revised IDP has been prepared to submit it to NPIU along with the action plan for seeking additional funds.

The Board of Governors has approved Revised IDP and accorded permission to upload it to NPIU.

25. Change of guidelines for International Travel:

The NPIU and SPFUTS have sent a email informing the new guidelines to be followed by the Vasavi College of Engineering for sending the faculty members to attend international conferences abroad. As per the new guidelines of international travel, a scrutiny committee shall be constituted at the college level with senior faculty members to scrutinize the applications of the faculty members to attend international conferences abroad. Further, the recommendations of scrutiny committee are to be submitted along with the recommendations of the TEQIP Coordinator to the external expert committee. Based on the recommendations of external expert committee the Chairman of Board of Governors will give approval for International Travel.

The Board of Governors noted and approved the proposal to constitute internal scrutiny committee for making its recommendation for international travel.

The meeting concluded with a vote of thanks to the Chair.

(Prof. Mohammad Suleman Siddiqi)
Chairman, BoG

(Sri P. Ramamohan Rao)
President, VAE &
Member, BoG

(Prof. T.V. Subba Rao)
Vice President, VAE &
Member, BoG

(M. Krishnamurty)
Secretary, VAE &
Member, BoG

(P.V. Ratnam)
Treasurer, VAE &
Member, BoG

(P. Balaji)
Member, VAE &
Member, BoG

(K. Jaya Sankar)
HoD-ECE &
Member, BoG

(N. Vasantha)
HoD-IT &
Member, BoG

(M.R. Madhav)
Professor Emeritus, JNTU
Member, BoG

(Sri Bommidala Srikrishna Murthy,)
Member, BOG

(Dr. C. Mallesham)
CTE Nominee
Member, BOG

(Dr. G.V. Ramana Murty)
Principal, VCE &
Member-Secretary, BoG