

Minutes of the meeting of the Governing Body of Velagapudi Ramakrishna Siddhartha Engineering College, Autonomous, Vijayawada held at 10.30 a.m on 08-06-2013 in the chambers of the Principal, Velagapudi Ramakrishna Siddhartha Engineering College, Vijayawada – 520 007.

Sri N.Venkateswarlu, Chairman of the Governing Body & President, Siddhartha Academy of General & Technical Education, chaired the meeting and initiated the Proceedings with a warm welcome to all the members present.

Sri M. Rajaiah, Vice - President, Siddhartha Academy of General & Technical Education,

Dr. C. Nageswara Rao, Vice - President, Siddhartha Academy of General & Technical Education,

Sri P.Lakshmana Rao, Secretary, Siddhartha Academy of General & Technical Education,

Dr. D.R. Prasada Raju, UGC Nominee, Scientist – G / Advisor & Head(TMC), Govt. of India, Department of Science & Technology, New Delhi – 110 016.

Sri M. Seshagiri Rao, State Government Nominee, Principal, Government Polytechnic, Vijayawada,

Dr. S. Srinivasa Kumar, University Nominee, Professor of ECE, Director, Research and Development, JNTU Kakinada,

Sri. D.Rama Krishna, Industrialist, Managing Director, M/s. Efftronics, Pvt.Ltd, Vijayawada,

Dr.G. Sambasiva Rao, Principal, Velagapudi Ramakrishna Siddhartha Engineering College, Vijayawada,

Dr. K. Mohana Rao, Director, Velagapudi Ramakrishna Siddhartha Engineering College, Vijayawada and,

Dr. B. Panduranga Rao, Prof & HOD-CIVIL, Velagapudi Ramakrishna Siddhartha Engineering College, Vijayawada, attended the meeting.

Members absent:

Sri. N.Lalitha Prasad, Joint Secretary, Siddhartha Academy of General & Technical Education, could not attend the meeting.

The Governing Body unanimously passed the following resolutions.

Resolutions passed:

Item :1

The Governing Body resolved to ratify the Minutes of the previous meeting held on 28-07-2012 (presented in the Report page nos. 1 to 10).

Item : 2

Dr. G.Sambasiva Rao, Principal explained all the activities carried out since the last meeting until 31st March 2013 under TEQIP – II S.C.1.2. (presented in the report Page Nos: 11 to 13) - to mention a few important activities are:

- Change of Nodal officers for Academic, Monitoring & Evaluation and appointment of Additional TEQIP co-ordinator.
- Auditing of the accounts of TEQIP – II S.C. 1.2 for the year 2011-12 by certified auditors, two visits by Mentor and his reports, visit of performance and data auditors and their report.
- Payment of Accreditation fee to NAAC Rs. 1,96,630/-
- Release of 1 Crore out of project grant of four Crores as first installment by SPFU, Hyderabad.
- Reimbursement of Rs. 12,99,939/- to College from TEQIP funds which was advanced by the management for TEQIP – II S.C. 1.2 activities.
- Payment of PG Assistantships @ Rs. 8,000/- per month from the month of March 2013 to 25 M.Tech students who have been selected for award of PG Assistantship.
- Activities organized in the College and faculty participation in various programmes outside the institute and amount spent on the said activities from 1st April 2012 to 31st March 2013.

The Governing Body approved all the activities undertaken by the college under TEQIP – II S.C. 1.2

(presented in the report page No: 11 to 13)

Item: 3

- Dr. G.Sambasiva Rao, Principal explained elaborately, all the norms framed for sanction of various items of expenditure related to TEQIP – II, S.C. 1.2 funds according to the NPIU rules given in PIP (Presented in the report Page Nos 14 to 26)

The Governing Body considered and approved the following norms.

1. Providing Teaching and Research Assistantships to increase enrolment in existing and new PG Programmes in Engineering disciplines.

a) Teaching Assistantship:

- It is resolved to approve the award of Teaching Assistantship @ Rs. 8,000/- to 25 PG (M.Tech) students who have been admitted in to M.Tech Programme from the academic year 2012-2013. It is decided to award PG Assistantship to two students in each of the 7 specializations which have 18 intake and to four students in each of the 2 specializations which have 36 intake. In addition, 2 for SC candidates and 1 for ST candidate are allotted as per the norms for the award of PG Scholarship.

Approved Guidelines for the award of PG Assistantships.

- The order of merit in PGE CET (PGE CET rank) – Category – A is the basis for identifying the PG students for the award of scholarship, in each programme.

- If the sufficient number of PGE CET qualified candidates are not available, the scholarship is extended to category - B candidates on the order of merit in each programme.

➤ All the students shortlisted for PG assistantship can avail themselves of the assistantship irrespective of fee reimbursement by Andhra Pradesh State Government, as per the guidelines of SPFU.

➤ All the students availing PG Scholarships under TEQIP – II, S.C 1.2 must adhere to terms, conditions, & guidelines stipulated for the continuation of PG assistantship.

b) Research Assistantship:

➤ It is resolved to approve the award of Research Assistantship to the candidates who register for Research Programme and pursue Ph.D at VRSEC on full time basis, as and when JNTUK grants, Research Centers and allot research scholars.

C) Foreign Fellowship:

➤ It is resolved to approve foreign fellowship for doctoral candidates who wishes to pursue research at research laboratories / Universities in foreign countries for a maximum period of 3 months with prior approval of BOG on production of acceptance letter signed by the professor guiding research. TA, DA & other charges are allowed as per the approved rates. Prior approval of SPFU and NPIU is necessary for the award of foreign fellow ship.

2. Enhancement of Research & Development and Institutional consultancy activities:

a) Securing sponsored projects and consultancy Assignment:

It is resolved to approve to pay TA & DA as per approved rates for the faculty who applied for sponsored projects and consultancy projects to visit the sponsoring / designated organization for technical discussions and presentations and payment of Rs. 5,000/- (Maximum) expenses for preparations on production of relevant bills.

b) Research Publications:

- It is resolved to approve to pay the publication expenses including paper charges to the Engineering Faculty whose research papers are published in Indexed and Peer Reviewed National and International Journals. The journals selected for publication are expected to have National/International reputation and should have Impact Factor by reputed agency or Citation Index. (covers the reference papers downloading price cited as reference in the publication). The payment of application charges are allowed for first author only subject to the recommendation of Institute R & D Committee.

c) Commercialization of Research Product:

- It is resolved to approve payment of commercialization charges for research product developed by a team of member or individual or an individual faculty with a group of B.Tech /M.Tech, students. A proposal needs to be submitted to institute R & D committee and on recommendation of the committee maximum amount of Rs. 1.00 crore may be granted.

d) Research Patenting:

- It is resolved to approve the payment of entire expenditure for patenting of research and innovation of a member or a group of faculty, or a group of UG/PG students under faculty wish(es) to patent their research findings. The proposal needs to be submitted to institute R & D committee for approval.

e) Expert lectures in R & D

- It is resolved to approve to pay the travel cost, honorarium and hospitality charges for delivering expert lecture as per the approved rates for the experts who are invited for delivering expert lectures for improving R & D activities. It is expected that there should be at least one such expert talk in each department in every semester.

f) R & D projects:

- It is resolved to pay sleeper class train fare or bus fare by shortest route and a daily allowance of Rs. 200/- and local conveyance to PG/UG students who voluntarily associate with R & D Project/ M.Tech major Project / publication oriented activities and are sent to industries for collection of data, recording observations, testing samples etc., subject to satisfactory report by Head of the department.

3. Faculty and Staff Development for improved Competence based on Training Needs Analysis (TNA):

a) Enhancing Development of faculty: Up Gradation of faculty:

- It is resolved to approve to pay annual/semester tuition fee to faculty enrolled for Ph.D. in any recognized university/institution from this academic year 2013-14 and also it is approved to pay the tuition fee to the faculty registered for Ph.D earlier on part time basis and continuing research provided that registration is valid.
- It is resolved to approve to pay the amount spent by the faculty pursuing research on consumables used exclusively for carrying out experimentation on production of the required bills supported by the letter of confirmation by the research supervisor (Maximum of Rs. 10,000 /-). If the expenditure is above Rs. 10,000/-, BOG approval is required.
- It is resolved to reimburse the tuition fee to the faculty with B.Tech qualification enrolled in other institutions for pursuing M.Tech in the year 2013-14, subject to the condition that they must be qualified in GATE / PGECET.
- It is approved to reimburse thesis writing expenses up to a maximum of **Rs. 20,000/-** on production of the valid proofs and bills for the faculty and also approved to pay full course fee & travel

expenses, for the faculty who attended for the mandatory course work on part of their Ph.D work.

b) Improving Competence in Teaching, Training, R & D, Linkages, etc.,

It is resolved to approve to pay travel, travel, boarding & lodging and sundry expenses / allowance as per the approved rates for the following activities.

- Interaction with peer groups within India and abroad for knowledge sharing on R & D activities, for preparation of combined proposals to submit to funding agencies. If the interaction is in abroad, the approval of BOG and SPFU / NPIU is mandatory.
- For discussions to establish linkage with industries, academic and research institutions.
- For improving competence in research and consultancy

c) Deputation of faculty to Seminars / Conferences for presentation of Research papers.

- It is resolved to approve to pay Conference / Seminar fee, travel expenses, boarding and lodging and other sundry expenses/ allowance per approved rates for the faculty for presentation of papers at conferences / seminars held within India or abroad which are sponsored / organized by reputed Universities / Institutions, and bodies like. IEEE, ASME etc.,
- **Travel Abroad** : For participation in Workshops, Presentation of Papers in Conferences, Joint R & D, Development of Joint Proposals, faculty need to take approval from SPFU/NPIU. They need to apply with all relevant proofs, to the SPFU through Institutional TEQIP

unit. It is resolved to reimburse the expenses and daily allowances as per the applicable norms.

d) Organizing Subject Area Training Programmes, Workshops, Seminars and Conferences: (within India)

- It is approved to conduct subject training for 2 to 3 days with a maximum of 3 experts in that area. The maximum expenditure is allowed for a 2- day programme is Rs. 50,000/- and 3- day programme is Rs.75,000/-

- It is approved to conduct one week/two week faculty development programme on Domain Knowledge. The maximum expenditure on one week programmes is Rs. 2.00 Lakhs and 2-week programme is Rs. 4.00 Lakhs which includes:
 - Hospitality and honorarium to participants.
 - Venue and logistical arrangements
 - Replication of printed training material
 - Publication of proceedings
 - Travel, boarding & lodging for experts invited
 - Pre- FDP expenses

- Minimum number of participants for all above programmes should be 20.

- It is proposed to spend maximum amount of Rs. 50,000/- for conducting one day Workshop/Seminar to impart training or latest technologies related to specific domain, to provide hands on training on latest software and equipment etc., Minimum Number of participants should be 20.

❖ **Conference:**

- It is resolved to approve to incur a maximum expenditure of Rs. 5.00 lakhs to conduct National Conference and Rs. 10.00 Lakhs an International Conference on up coming technologies. Prior approval is BOG is required to organize National / International conferences.

e) Enhancing Staff development:

- It is resolved to approve to pay the course fee travel expenses, boarding, lodging, and sundry expenses as per approved rates when the technical / support / Administrative staff are deputed outstation to another Institution/Organization for Training in their functional areas, operation and routine maintenance of new and existing equipment.
- It is approved to organize in house training programmes for Technical & Administrative staff.

4. Enhanced Interaction with the Industry:

- It is resolved to approve to pay the travel cost, hospitality and honorarium as per approved rates for industry experts participated in the institution for:
 - Curriculum Development
 - Curriculum revision
 - Student assessment
 - Delivering expert lectures
 - Participation in BOS, Academic Council and BOG
 - Participation in faculty recruitment
 - Any other issues related to the development of the academic system which include students, faculty and academics.

- It is approved to pay the entire hospitality charges for industry experts visiting the campus during Campus Interviews-.
- It is approved to pay the expenditure for providing entrepreneurial training specialized skills training, and training in Soft Skills required by Industry.

5. Institutional Management Enhancement Capacity:

- a) It is resolved to approve provide Training of Institutional Officials and Senior Faculty on
 - Implementation of reforms – outcome based education etc.,
 - Training on Managerial Skills.
 - Study the systems adopted by various prestigious Institutions in India and Abroad to improve internal and external efficiencies of the institution.

It is approved to pay the course fee, travel , boarding, lodging and sundry expenses in India, and abroad as per the approved rates for the items mentioned above.

- b) It is approved to pay costs incurred on providing orientation of BOG members .
- c) It is proposed to sponsor the study tours, allowed in both in India and abroad as per norms of SPFU/NPIU.

6. Implementation of Academic Reforms:

- It is resolved to approve travel cost, hospitality and Honorarium as per the approved rates for the industry experts participated in curriculum revision.
- It is approved to pay honorarium for the faculty from other institution delivering the lectures and providing training in continuing education programmers as per approved rates.
- Accreditation:

It is approved to pay additional accreditation fee to NBA for reaccreditation of UG programs and accreditation of PG programs in addition to the payment which was already made.

7. Academic support for academically weak students.

It is resolved to approve to conduct the following programmes to academically weak students for academic support.

- To improve academic performance of SC/ST/OBC and academically weak, students following programs are proposed.

- Bridge Courses- Entry into first year, lateral entry into second year

- Remedial Teaching Classes for First year students

- Skill Development training in Soft Skills

- Finishing School (High intensity training) for outgoing students

- Employability training for pre-final and final year students.

It is resolved to approve to pay Rs. 300/- per hour for conducting Bridge course, Remedial teaching classes, Soft Skill development and finishing schools, if the training is by in- house faculty.

It is resolved to approve to pay Rs. 300/- as honorarium per hour and Rs. 200/- for local conveyance in a day for outside experts from Vijayawada and surrounding places engaged for finishing schools.

TA & DA and local hospitality may be granted to experts from outstation as per applicable norms .

8. Incremental operating Cost:

It is resolved to incur the expenditure to conduct the following activities / Programmers.

- The total expenditure on Governing Body, Academic Council and Board of Studies Meetings conducted in the College.
 - The total expenditure on training the faculty and staff attending NPIU, SPFU and World Bank training programmes.
 - Printing of student training material for Soft Skills and high intensity training programmes.
 - It is resolved to pay the vehicle hiring charges for TEQIP – II, S.C.1.2 project related work to TEQIP Co-ordinator and Nodal Officers.
 - Expenditure to TEQIP office operation like stationery, postage, telephone, other sundry expenses etc.,
 - The cost incurred on preparing student manuals, material for promoting outcome based education.
 - To pay the external financial auditor expenses and expenses involved in Mentor Visits – as per the norms of SPFU.
 - It is resolved to pay Rs. 3,000/- per visit on each local audit.
 - It is resolved to pay AMC and Calibration for key equipment which contribute to Key Performance Indicators.
- 9.** It is resolved to approve the Abroad Travel Grant application of Mrs. K.Suvarna Vani, Associate Professor CSE department for presentation of her Research paper in U.S.A. scheduled to be held from 4th – 9th August 2013. It is approved to pay registration fee, economy air fare and daily charges as per the norms and approved to forward the application to SPFU, Hyderabad for approval at their end.

10. Following are the approved norms and rates for payment of TA, DA and Lodging, and others sundry expenses under TEQIP –II S.C.1.2

a)Approved Norms for payment of TA, DA & Lodging of faculty and Staff

Sl. No	Designation	Travelling Allowance		Dearness Allowance & Lodging charges		Sundry Expenses
		Within India	International	Within India	International	Within India/International
1	Professor or , Principal, Director, Dean, Teqip Co-ordinator or equivalent	Air fare with Economy class , through shortest route or Train fare with A.C. I Class or Rs. 12/- per k.m. is allowed for their own car.	Air fare with Economy class and A.C. I Class within India	Lodging : Rs. 2,000/- per day or Actuals which ever is lower. DA: Rs. 500/- per day	Lodging: actuals not more than US\$ 100/- per day DA: US\$ 50/- per day	considered on case to case and finalised on production of relevant proofs .
2	Associate Professor or Equivalent	Train fare with II Tier A.C./ Bus fare if Train facility is not available.	Air fare with Economy class and Train fare with II Tier A.C. within India	Lodging : Rs. 1500/- per day or Actuals which ever is lower. DA: Rs. 400/- per day	Lodging: actuals not more than US\$ 100/- per day DA: US\$ 50/- per day	considered on case to case and finalized on production of relevant proofs .
3	Assistant Professor or equivalent	Train fare with III Tier A.C./ Bus fare if Train facility is not available	Air fare with Economy class and Train fare with III Tier A.C. within India	Lodging : Rs. 1000/- per day or Actuals which ever is lower. DA: Rs. 300/- per day	Lodging: Actuals not more than US\$ 100/- per day DA: US\$ 50/- per day	considered on case to case and finalised on production of relevant proofs .
4	Staff	Train fare with III Tier A.C./ Bus fare if Train facility is not available	Not permissible	Lodging : Rs. 1000/- per day or Actuals which ever is lower. DA: Rs. 300/- per day	Not permissible	considered on case to case and finalised on production of relevant proofs .

local conveyance : Auto / Taxi charges are allowed on production of actuals.

a) **Approved Norms for payment of TA, Lodging & Honorarium for the External Members from Industry and Academia**

	Attending for <i>delivering expert lectures and Workshops , Seminars, Motivational talks and other faculty Development Programmes</i>	Attending for <i>Governing Body, Academic Council, Board of studies and other meetings of joint research proposals.</i>
Travelling Allowance	Air fare with Economy class, or Train fare with A.C. I Class or Rs. 12/- per k.m. if travelled by own car or Rs. 16/- per k	Air fare with Economy class, or Train fare with A.C. I Class or Rs. 12/- per k.m., if travelled by own ca
Lodging charges	Lodging is to be provided in a decent Hotel	Lodging is to be provided in a decent Hotel
Honorarium	<ul style="list-style-type: none"> ➤ From IITs Govt. R&D departments/Industries – Rs. 5,000/- per Session ➤ NITs Rs. 4,000/- per session ➤ Universities - Rs. 3,000/- per session ➤ Session - 2 to 3 hours. <p>The maximum sessions allotted for each expert can't be more than Two per day.</p> <ul style="list-style-type: none"> ➤ No Honorarium for Internal faculty members 	<ul style="list-style-type: none"> ➤ Rs. 5,000/- per day for Governing Body and Academic Council members. ➤ Rs. 3,000/- per day for Board of studies members and other members who attended for joint research proposals.

Item: 4

Dr. G.Sambasiva Rao, Principal informed the Governing Body that AICTE has given its approval for all the existing courses for the year 2013-14. The total approved intake of all the courses is **1458**.

Item: 5

The Governing Body resolved to approve **1447** admissions made against approved intake of **1458** during the year 2012-13 in various disciplines.

Item : 6

The Principal of the College explained the Governing Body that college has submitted Re – Accreditation proposal to NBA, New Delhi for existing 7 UG programmes under May 2011, Tier – I and also the information regarding submission of application to NAAC, Bangalore for accreditation of the institution.

Item: 7

It is resolved to approve the appointments, promotions and resignations of the faculty and staff between 01-07-2012 and 30-04-2013 (presented in the report page nos: 31 to 36)

Item: 8

Dr. G.Sambasiva Rao, Principal explained Research & Development activities of the faculty and Research & Development projects obtained, completed during the year 2012-13.

Item : 9

The Governing Body resolved to approve the audited statement of accounts for the period 01-04-2012 to 31-12-2012 (Presented in the report in page Nos: 50 to 55).

Item : 10

The Principal presented a report of activities of the year 2012- 2013 before the Governing Body (presented in the report in page Nos: 56 to 94).

Item : 11

It is resolved to ratify all the steps under taken during 2012-2013 for up gradation of Library .

Principal of the College presented the examination results of 2012-13 B.Tech, MBA, MCA programmes and 2011-12 out going batch results before Governing Body (Presented in the report in page Nos: 95 to 104).

Item : 12

The Governing Body resolved to confirm the minutes of the meetings held between 01-08-2012 to 30-04-2013 of Statutory and Non – Statutory Committees concerned to College (Presented in the report in page Nos: 105 to 128).

Item: 13

It is resolved to ratify the application submitted by department mechanical engineering for grant of 185 Lakhs for improving R & D facilities with the title of the project ‘Center of excellence in composite Materials’ under ‘FIST’ programme of DST on 27-05-2013.

Dr. D.R. Prasada Raju, UGC Nominee, Scientist – G / Advisor & Head(TMC), Govt. of India, Department of Science & Technology, New Delhi – advised that the R & D activity shall be increased multifold. He expressed satisfaction over current state of affairs. However, he is of the opinion that the college has the potential to increase R & D activity since the institution is a long standing one. He also advised that eminent academicians of international standing may be invited to improve research and innovation further.

He advised that audit courses in Communication skills & Research Methodology for the students of M.Tech may be introduced in order to enable them to publish the year technical findings in better way and to see that the students acquire sustainable life skills.

Dr. S. Srinivasa Kumar, University Nominee, Professor of ECE, Director, Research and Development, JNTU Kakinada, suggested that the number of international journals of high repute may be increased and the students & faculty may be encouraged to utilize such sources in a better and more fruitful manner.

He suggested that the 'Logo' of the colleges shall be registered as trade mark in order to elevate the brand image and to prevent from unwarranted use of it.

In addition, he appraised the significance of establishing IPR centre in the college enlisting cooperation from the MSME.

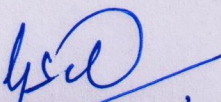
He suggested that special activities for SC & ST students including Finishing school has to be conducted.

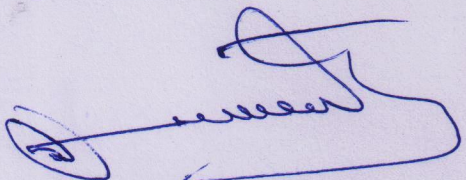
Sri M. Seshagiri Rao, State Government Nominee, Principal, Government Polytechnic, Vijayawada, put forward the suggestion that there shall be more MOUs with industries.

Sri. D.Rama Krishna, Industrialist, Managing Director, M/s. Efftronics, Pvt.Ltd, Vijayawada, suggested that little modifications to the basic learning may be taken up while effecting changes to the syllabus. He explained the importance of deputing faculty to the international technical exhibitions. He also suggested that faculty may be deputed to industry in order that processes of real time operations are understood. Such understanding enables the faculty to teach in a more insightful manner.

He suggested that Incubation centres in CSE, ECE & IT departments may be started seeking funding from MSIPS & DIET.

Sri. N.Venkateswarlu, Chairman, Governing Body of the college thanked all the members for their active participation.


(Dr. G. SAMBASIVA RAO)
Member-Ex - Offcio
Governing Body & Principal
Velagapudi Ramakrishna
Siddhartha Engineering College


(N.Venkateswarlu)
Chairman
Governing Body
Velagapudi Ramakrishna
Siddhartha Engineering College