MINUTES OF SPECIAL GOVERNING BODY MEETING

A Special Meeting of the Governing Body was held on **18 October 2014** at **02:00P.M** in the Presidents Chambers Gokaraju Rangaraju Institute of Engineering & Technology, Hyderabad.

The following were present.

1.	Sri G.V.K. Ranga Raju	Vice President
2.	Smt A Vani	Member
3.	Prof. P.S.Raju	Member
4.	Prof S Ramamurthy	Member
5.	Dr. S.V. Jaya Ram Kumar	JNTU Nominee
6.	Dr. Jandhyala N Murthy	Member Secretary

S.No	Agenda	Resolution
1	Update on Good Governance	Principal has attended TEQIP-II: Good Governance, Leadership and Management Workshop: 16th -17th October 2014 at the Metropolitan Hotel, Near Bangla Sahib Gurudwara Road, New Delhi organized by MHRD/NPIU-World Bank. He explained about the Good practices followed by two Institutions B.V.B. College of Engineering and Technology (BVBCET), Hubli and College of Engineering Pune. He circulated the documents of the workshop proceedings to all the members for their perusal. The following highlights were stressed by him for immediate action by BoG members: • Thorough review of Good Governance documents given by TEQIP by all members of GRIET BoG. • Distribution of responsibilities as per the interests of BoG members. Area wise responsibilities like Industry Institute Interaction, Academic Activities, Financial

		Activities, Placement Activities, Research Activities, etc. • 360^0 Evaluation of the Head of the Institution. • Preparing a Register of Interests for BoG members. • A procedure to do the Risk Analysis for future major decisions of the Institute. Chairman has requested all members to review and assimilate all the good practices and suggestions on Good Governance so that review can be done in the next BoG meeting. Chairman has directed the principal to form a committee with a senior HoD as a chairman to decide the feedback format on the performance evaluation of the head of the Institution.
2	To approve revised guidelines for Council member TA/DA	1) It is recommended to provide remuneration and TA/DA for the Governing Council members and is as follows: a) Sitting allowance of Rs.3,000/- per sitting. b) Local conveyance by Car. c) Actual boarding & lodging expenditure. d) TA & DA as per Institute TA/DA rules. However, for the Chairman/external Member may be permitted to travel by Air/rail wherever applicable, is permitted.
3	To approve revised guidelines for the Remedial classes for first year students under Equity Action Plan (EAP)	1) It is approved to provide academic support for weak students to improve the student's transition, from first year to second year of UG programs by conducting remedial classes after the college hours. 2) The teachers may be drawn from in-house faculty or faculty from outside. 3) They may be paid the following remunerations: a) Remuneration of Rs.500/- per session of 1hr for the College or Outside faculty only. b) TA & DA will be given only for out station faculty as per Institute TA/DA rules on production of original tickets.

| 4 | To approve revised Guidelines and financial support to organize workshops/ seminars/ conferences within the Institute | • Workshops/ seminars/ conferences approved in TNA are eligible to utilize TEQIP funds. In the case of unplanned Workshops/ seminars/ conferences prior approval from BOG is to be taken.
• Concern coordinator should submit the proposal one month prior to the workshop/ seminar/ conference dates clearly mentioning the objectives, outcomes and budget.
• The honorarium and TA/DA to be provided for resource persons for various training programs / workshops/ conferences/ seminars/ expert lectures is as follows:
   a) Honorarium of Rs.3,000/- per session of 1hr. 30 min. However, for the resource persons drawn from reputed institutions (like IITs, IIMs, NITs and other institutions of national repute) honorarium of Rs.5000/- per session of 1 hour. 30 min is permitted.
   b) Local conveyance of maximum Rs.1000/- per day.
   c) Actual boarding, lodging & hospitality expenditure subject to a maximum of Rs.2,500/- per day.
   d) TA & DA as per Institute TA/DA rules.
• The expenditure towards registration kits (comprising of a bag or a folder, pen, notebook, etc., should not exceed @ Rs 150 per participant), banners, stationery, postage and photocopy charges not exceeding Rs.10000/- can be met from TEQIP-II funds.
• Lunch and Tea (for all participants and concerned workshop team members not exceeding 5) up to Rs 200 per day can be met from TEQIP-II funds.
• Expenditure towards procurement of equipment, devices, mementos, photographer, and petrol bills is not permitted under TEQIP.
• The total actual expenditure less the receipts in the form of donations, sponsorships, the delegation/ course fee of the participants may be paid from the TEQIP-II funds.
• Printing of proceedings/abstracts can be done with standard publishers who can provide ISBN Number.
• The advance amount of Rs.10,000/- will be paid |

		to the concerned HOD to meet the petty expenditure. • The remaining expenditure will be paid by cheque to the concerned HOD subsequent to certification of the expenses by concerned HOD & programme coordinator. • Workshop coordinator through the HOD should settle the advance amount and submit a report along with documentary evidence on the programme within 7 days after completion of the programme to TEQIP office.
5	To approve faculty for conferences/workshops	Members after deliberations have approved the expenditure for the following programmes. 1) Mr. P. Vivekananda Rao and Mr. A.M.S. Ramakrishnam Raju, Librarians from the department of Library duly recommended by the selection committee for grant of total expenses (Registration, TA/DA etc) amounting Rs: 6,000/- under TEQIP-II to attend an International Conference on Sustainability of Digital Libraries(ICSDL-14) at JNTU, Hyderabad in September 2014 2) Mr. M. Kiran and Mr. K. Jamal, Associate Professors from the department of Electronics and Communication Engineering duly recommended by the GRIET selection committee for grant of total expenses (Registration, TA/DA etc) amounting Rs: 25,000/- under TEQIP-II to attend a program on "Management Capacity Enhancement Programme" at IIM Indore in Oct 2014. 3) Dr. Jandhyala N Murthy, Principal from the department of Mechanical Engineering duly recommended by the GRIET selection committee for grant of total expenses (Registration, TA/DA etc) amounting Rs: 12,000/- under TEQIP-II to attend a Workshop on "Good Governance workshop" at Metropolitan hotel, New Delhi in Oct 2014. 4) Mr. D. Sidhu Ramulu, Assistant Professor from the department of Civil Engineering duly recommended by the GRIET selection committee for grant of total expenses (Registration, TA/DA etc) amounting Rs: 1,000/- under TEQIP-II to attend a 3-day National Workshop on "Reinforced Earth-Concepts, Applications & Practices in Geo Technical Engineering (RECAPGTE-2014)" VNR Vignana

Jyothi Institute of Engineering & Technology in Oct 2014.

5) Mr. M. Srikanth and Mr. D.S. Naga Raju are duly recommended by the GRIET selection committee for grant of total expenses (Registration, TA/Da etc) amounting Rs: 3,000/- under TEQIP-II to attend a Training program at Vennar Ceramics Ltd, Bhimavaram in Oct 2014.

6) Mr. L. Jaya Hari, Associate Professor from the department of Mechanical Engineering duly recommended by the GRIET Selection committee for grant of total expenses (Registration, TA/DA, Travel etc) amounting Rs: 21,000/- to attend a short term course on "NANOMATERIALS " NITTR, Chandigarh in Nov 2014.

7) Dr. Swadesh Kumar Singh, Professor from the department of Mechanical Engineering duly recommended by the GRIET selection committee for grant of total expenses (Registration, TA/DA etc) amounting Rs: 13,000/- under TEQIP-II to attend a Conference on "Sheet Metal Forming Research Association(SWFRA)" at IIT Bombay in Nov 2014.

8) Mr. Y. J. Nagendra Kumar Associate Professor from the department of Information Technology duly recommended by the GRIET selection committee for grant of total expenses (Registration, TA/DA etc) amounting Rs: 3,750/- under TEQIP-II to attend a 1st International Conference on Rough Sets and Knowledge Technologies (ICRSKT-2014) at JNTU, Hyderabad in Nov 2014.

9) Dr. Jandhyala N Murthy and Dr. J. Praveen, Professors are duly recommended by the GRIET selection committee for grant of total expenses (Registration, TA/DA etc) amounting Rs: 18,620/- under TEQIP-II to attend a 2-day Seminar on "Twenty First Century, the dawn of Digital Era: Pedagogical Issues of Technical Teachers" at Aditya Institute of Technology and Management, Tekkali in Nov 2014.

10) Mr. V.Vijaya Rama Raju, Dr. N. Sunil Kumar, Mr. M. Kiran, Mr. Ch. Mallikarjuna Rao and Mr K. Jamal are duly recommended by the GRIET selection committee for grant of total expenses (Registration, TA/DA etc) amounting Rs: 2,600/- under TEQIP-IIto

		attend "the Skill development Session in the Aero and Defence Industry Summit" on 14th Nov 2014 at Novotel Airport, Hyderbad.
		11) Ms. Bhanu Teja, Assistant Professor from the department of Mechanical Engineering duly recommended by the GRIET selection committee for grant of total expenses (Registration, TA/DA etc) amounting Rs: 300/- under TEQIP-II to attend an 2-day National Workshop on "Advances in Thermal Engineering (ATE-2014)" at CBIT, Hyderabad in Nov 2014.
		12) Mr. Y. J. Nagendra Kumar Associate Professor from the department of Information Technology duly recommended by the GRIET selection committee for grant of total expenses (Registration, TA/DA etc) amounting Rs: 28,730/- under TEQIP-II to attend a 3-days Workshop on .NET Frame Work3.0 & 4.0 CSI Mumbai chapter, Mumbai in Nov 2014.
		13) Ms. V.N. Rama Devi, Assistant Professor from the department of Basic science duly recommended by the GRIET selection committee for grant of total expenses (Registration, TA/DA etc) amounting Rs: 11,754/- under TEQIP-II to attend an International Conference on "Statistics and Information Technology for a Growing Nation" at Sri Venkateshwara University, Tirupatiin Dec 2014.
		14) Ms. C. Lavanya, Assistant Professor from the department of Civil Engineering duly recommended by the GRIET selection committee for grant of total expenses (Registration, TA/DA etc) amounting Rs: 9,700/- under TEQIP-II to attend Indian Geotechnical Conference at JNTUK, Kakinada in Dec 2014.
		15) Mr. Ch. Mallikarjuna Rao, Assoc. Professor from the department of Computer Science Engineering duly recommended by the GRIET selection committee for grant of total expenses (Registration, TA/DA etc) amounting Rs: 12,000/- under TEQIP-II to attend "sharing experiences and good practices on improving the transition rate of students" at Thiruvananthapuram, Kerala.
6	To approve pay revision of TEQIP staff	1) The two staff members Mr. P. Jaya Krishna & Mr. N. Suman of GRIET TEQIP-II are henceforth designated as MIS staff and Accountant respectively.

| | | 2) Mr. N. Suman appointed as Accountant has successfully completed one year by 13 Nov 2014 , TEQIP cell suggested that his salary may be increased Rs 10000/- pm from Rs 8500/-, which was approved by the BOG. The same is accounted under Incremental Operating Cost. |
| | | 3) Mr. P.Jaya Krishna appointed as MIS staff is about to complete two years by 17 Dec 2014 , TEQIP cell suggested that his salary may be increased to Rs 13500/- pm from Rs.11500/-, which was approved by the BOG. The same is accounted under Incremental Operating Cost. |

Place: Bachupally

Date: 18 Oct 2014

Member Secretary