

STRICTLY CONFIDENTIAL

**MINUTES OF THE
HUNDRED AND FIFTH MEETING OF THE
BOARD OF MANAGEMENT**

**VENUE : BOARD ROOM
ADMINISTRATIVE BLOCK
COIMBATORE**

DATE : 14 -10 -2016

TIME : 10.00 A.M.

Avinashilingam

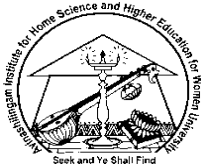
Institute for Home Science and Higher Education for Women

University

(Estd. u/s 3 of UGC Act 1956)

**Coimbatore - 641 043, Tamil Nadu, India
(Deemed University Under Category 'A' by MHRD)**

Re-accredited with 'A' Grade by NAAC



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MANAGEMENT HELD ON 14 -10-2016**

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AVINASHILINGAM

Institute for Home Science and Higher Education for Women

UNIVERSITY

COIMBATORE

MINUTES OF HUNDRED AND FIFTH (105TH) MEETING OF THE BOARD OF MANAGEMENT HELD ON 14 -10-2016 AT COIMBATORE

MEMBERS PRESENT:

1. Dr. (Mrs.) Premavathy Vijayan	Chairperson
2. Dr. M.V. Bharatha Lakshmi	Member
3. Dr. K.P.S. Unny	Member
4. Dr. G. Lokanandha Reddy	Member
5. Dr. K. Kulandaivel	Member
6. Dr. (Mrs.) Saroja Prabhakaran	Member
7. Dr. (Mrs.) G. Ramathilagam	Member
8. Dr. (Mrs.) A. Parvathi	Member
9. Dr. (Mrs.) K. Manimozhi	Member
10. Dr. (Mrs.) A. Venmathi	Non-Member Secretary

Mrs. Radha Devi expressed her inability to attend the meeting due to her pre-occupation.

The meeting started at 10.00 a.m. with prayer.

ITEM 1/BOM.2016/II

The Vice-Chancellor and the Chairperson extended a warm welcome to all the members of the Board of Management. She highlighted the various academic and development activities that have been carried out during the last nine months (from the last meeting of the BOM till this meeting). After the presentation by the Chairperson the agenda items were taken up for discussion and decision.

ITEM 2/BOM.2016/II

To confirm the minutes of the previous meeting of Board of Management.

The Board of Management considered and resolved to confirm the minutes of the 104th meeting of the Board of Management held on 6.1.2016.

ITEM 3/BOM.2016/II

To consider the action on the minutes of the 104th meeting of the Board of Management held on 6.1.2016.

The Board of Management considered and resolved to approve the report of the Institute on the action taken on the minutes of the 104th meeting of the Board of Management held on 6.1.2016. Also resolved to place action reports in details showing the nature of action taken in each resolution.

ITEM 4/BOM.2016/II

To consider and ratify the appointment of Dr. (Mrs.) A. Venmathi, Professor of Resource Management and Registrar i/c as Liaison Officer in connection with the Implementation of Reservation Policy for SC/ST/OBC/Minority Communities/PWD in this University.

After detailed discussion it was resolved to ratify the following staff members will be assisting Dr. A. Venmathi in connection with the Implementation of Reservation Policy and other matters regarding SC/ST/OBC/Minority Communities & PwD in this university for a period of two years w.e.f. 6.5.2016:

Sl.No.	Name and Designation	Implementation of Reservation Policy for
1	Dr. C.A. Kalpana, Associate Professor in Food Science and Nutrition	SC/ST
2	Dr.N.S.Rajeswari, Assistant Professor (SS) in Physics	OBC
3	Dr. Mrs, Raichel M. Sylus, Assistant Professor in English	Minority Committee
4	Mrs. V. Mrunalini, Assistant Profess (SS) in Special Education	PwD

Also resolved and ratified the appointment of Dr. Mrs. A. Venmathi, Professor of Resource Management and Registrar i/c as Liaison Officer and other above said staff members in connection with the Implementation of Reservation Policy for SC/ST/OBC/Minority Communities/PwD in this University with effect from 6.5.2016.

ITEM 4.2/BOM.2016/II

To consider and ratify the relieving of Dr. G.P. Jeyanthi, the Controller of Examination (in-charge) and to appoint Mrs. J. Radhikarani as Assistant Controller of Examinations (in-charge) from 1.7.2015 to 31.5.2016.

After detailed discussion, it was resolved and ratified the relieving of existing Controller of Examinations in-charge on the afternoon of 31.5.2016 and she in the parent department with effect from 1.6.2016 and also for Mrs. J.

Radhikarani, Assistant Controller of Examinations assumed position as in -charge of Controller of Examinations as an additional charge from 1.6.2016 to 6.9.2016.

ITEM 4.3/BOM.2016/II

To consider and ratify the appointment of Dr. G.P. Jayanthi, Director of Research and Consultancy.

It was resolved to ratify the appointment Dr. G.P. Jayanthi, Professor of Biochemistry as Director of Research and Consultancy as an additional charge for a period of 2 years w.e.f. 1.6.2016 without any financial commitment to the Institute .

ITEM 4.4/BOM.2016/II

To consider and ratify the continuance of Finance Officer till 31.12.2016 in this University.

After detailed discussion it was resolved to ratify that No Objection Letter (letter dated 25.7.2016) in relation to Thiru S. Nagarajan who is on deputation as Finance Officer from 6.6.2014 sent to the Director, Local Fund Audit, Chennai stating that the University has no objection to continue Mr. S. Nagarajan's service till the date of his retirement (i.e. on 31.12.2016), even if he is promoted as Joint Director. Also resolved to initiate action to appoint the Finance Officer after 31.12.2016 as per UGC norms .

ITEM 4.5/BOM.2016/II

To consider and ratify the appointment of Controller of Examinations.

A circular was sent through email and hand delivery to eight member of the Board of Management on 17.8.2016. The ninth member being the Vice -chancellor, and the other one being non -voting member. Based on the replies received and quorum obtained, Dr. (Mrs.) K. Manimozhi is appointed as Controller of Examination with effect from 7.9.2016 forenoon for a period of five years with a lien in her present post of Associate Professor in Resource Management, Faculty of Home Science.

The Board of Management after discussion resolved and ratified the circular sent by email/ speed post/ hand delivery to eight members of Board of Management, the nine being the Vice -Chancellor, and one being non -voting member and the replies consolidated.

The Board of Management resolved and ratified to appoint Dr. (Mrs.) K. Manimozhi, Associate Professor, Department of Resource Management as Controller of Examinations in -charge initially for a period of six months with effect from 1.9.2016 and extendable for further period till the post of Controller

of Examinations is sanctioned and filled as per usual selection procedure whichever is earlier. She will continue to draw the same emoluments as she was getting in her substantive post as Associate Professor. She is authorized to sign in the student's documents as Controller of Examinations.

ITEM 4. 6/ BOM.2016/ II

To consider and accept the withdrawal of voluntary retirement of Dr. (Ms.) M. Arulmozhi, Assistant Professor (SS), Department Education

Resolved the decision is deferred for want of additional information and place before the next meeting of Board of Management .

ITEM 4. 7/ BOM.2016/ II

To consider and ratify the minutes of the meeting of Selection Committee constituted for the appointment of candidates as Laboratory Assistant in B.Voc . Vocational Stream.

After detailed discussion, it was ratified and approved the selection of the following candidates for the post of Laboratory Assistant in B.Voc. Vocational Stream Programme as per UGC norms:

- 1. Ms. P. Depika, appointed as temporary Laboratory Assistant on a consolidated salary of Rs.16,000/ - p.m. from 07 -03-2016 forenoon to 31.3.2017 afternoon .**
- 2. Mrs. D. Rajeswari, deputed as temporary Laboratory Assistant on a consolidated salary of Rs.16,000/ - p.m. from 01.03.2016 forenoon to 31.3.2017 afternoon. After completion of deputation period, she will be revered to parent department in the capacity of temporary Laboratory Assistant, Faculty of Engineering with the pay, which she has already drawing in the parent department.**

ITEM 4.8/ BOM.2016/ II

To consider and ratify the appointment of candidates selected by the Selection Committee for Teaching and Non-teaching posts in the Faculty of Engineering.

It was ratified and approved the appointment of the following candidates for the teaching and non-teaching posts in the Faculty of Engineering met on 2.8.2012, 29.12.2015, 6.2.2016, 12.2.2016 and 29.3.2016 as per AICTE/ University norms:

- 1. Appointment of Dr. S. Malarvizhi, Associate Professor of Chemistry, Dept. of Science and Humanities as Associate Professor in Chemistry in the pay of Rs.37 400 in the pay band of Rs.37400 -67000 with Grade pay of Rs.9000 w.e.f. 17.2.2015 forenoon subject to the condition that she has to complete her Ph.D. on or before December 2013, since it is an essential**

qualification for the post of Associate Professor, but the candidate has fulfilled the eligibility only on 16.2.2015 and hence the date of effect of appointment is 17.2.2015 forenoon.

2. Appointment of Ms. P. Kalaiselvi as Temp. teaching staff on a consolidated salary of Rs.12,000/ - p.m. w.e.f. 25.2.2016 forenoon and relieved on 31.5.2016.
3. Appointment of Mrs. R. Vi veka as temporary teaching staff on a consolidated salary of Rs.10,000/ - p.m. w.e.f. 01.4.2016 forenoon and relieved on 31.5.2016.
4. Appointment of Mr. E.S. Raghunathan as temporary non-teaching staff on a consolidated salary of Rs.20,000/ - p.m. for a period of one year with effect from 05.02.20 16 forenoon.
5. Appointment of Mr. K. Sundramoorthy as temporary non-teaching staff on a consolidated salary of Rs.8,500/ - p.m. with effect from 4.1.2016 forenoon.
6. Appointment of Ms. M. Mahalakshmi as temporary Laboratory Assistant staff on a consolidated salary of Rs.6,000/ - p.m. with effect from 4.1.2016 forenoon.
7. Appointment of Ms. G. Pavithra as temporary Library Assistant on a consolidated salary of Rs.6,000/ p.m. with effect from 10.2.2016 forenoon.

ITEM 4.9/ BOM.2016/ II

To consider and ratify the appointment of candidates selected by the Selection Committee as Project staff under various Projects.

The Board of Management after detailed discussion considered and ratified the selection of candidates for the various projects as per the details furnished hereunder:

S.No.	Name of the Staff and department	Community	Date of joining	Name of the Project
1	Ms. S. Yogeswarie, Temp. Project Fellow	BC	Appointed on consolidated salary of Rs.12,000/ - plus 20% HRA per month w.e.f. 8.2.2016 forenoon	Efficacy of Thoppakaranam and Yoga for the Enhancement of Cognitive Abilities among Learning Disabled and Normal Girl Students – Dept. of Psychology
2	Ms. R. Saranya, Temp. Secretarial Staff	BC	Appointed on a consolidated salary of Rs.8,000/ - p.m. w.e.f. 1.4.2016 for enoon	Economic Costs of Demestic Violence against women in selected Rural and Urban Slum Areas in Coimbatore District, Tamil Nadu – Dept. of Economics

3	Ms. M.S. Sabeena, Temp. Field Worker	BC	Appointed on a consolidated salary of Rs.10,000/ - p.m. w.e.f. 1.4.2016 forenoon	-do-
4	Mrs. S. Deepa, Temporary Research Assistant	BC	Appointed on a consolidated salary of Rs.12,000/ - p.m. w.e.f. 11.7.2016 forenoon	Design and development of Computer Assitive technology system for differently abled students – Dept. of Computer Science
5	Ms. A. Sathiya Priya, Temporary Research Assistant	MBC	Appointed on a consolidated salary of Rs.12,000/ - p.m. w.e.f. 20.7.2016 forenoon	-do-

ITEM 4.10/ BOM.2016/ II

To consider and ratify on the request of resignation of Ms. Divya Sasidharan, Assistant Professor, Dept. of Home Science Extension Education.

It was resolved and ratified the acceptance of the request of Ms. Divya Sasidharan, Assistant Professor, Dept. of Home Science Extension Education with effect from the afternoon of 29.4.2016.

ITEM 5.1/ BOM.2016/ II

To consider and ratify the appointment which have been made since 19 91–92 in various programmes approved by the UGC after completion of 5 years.

The Board of Management considered and resolved to refer this matter to Finance Committee and to place the recommendations to the Board of Management for final decision.

ITEM 5.2/ BOM.2016/ II

To consider and ratify the appointments in Adult, Continuing Education and Extension & Field outreach/Lifelong and Extension during X, XI and XII Plan periods – discontinuance of Lifelong Learning and Extension during 6/2013 – Drawal of salary from Non–Plan head beyond 6/2013.

It was resolved to place the matter before the Finance Committee and then address to the UGC in detail and get their concurrence.

ITEM 5.3/ BOM.2016/ II

To consider and ratify the appointments in Computer Centre – Staff already appointed – to be absorbed and re–designated as per X Plan approved posts – salary paid to the staff from non–plan head.

The Board of Management resolved to redesignate the posts as per the UGC guidelines and also to inform the UGC on the basis of the UGC letters and resolved to appoint the Dean of Science as Director of Computer Centre.

ITEM 5.4 / BOM.2016/ II

To consider and permit to get ratification from the UGC for the appointment of various in the Office of the Controller of Examination in this Institute.

The Board of Management resolved and permitted to write to UGC and get ratification from the UGC for the appointment of various posts in the Examination Section of this Institute.

ITEM 5.5 / BOM.2016/ I To consider and permit to get ratification from the UGC for the continuation of appointment of Information Scientist under INFLIBNET in this Institute.

The Board of Management resolved to refer this matter to Finance Committee and also permitted to get ratification from the UGC for the continuation of post of Information Scientist under INFLIBNET of this Institute and to place the recommendation to the BOM for final decision .

ITEM 5.6 / BOM.2016/ II

To consider and get ratification of approval from the UGC for the appointment of Mr. S. Lakshmanan as Assistant Finance Officer in this Institute raised by LF Audit.

Since the LF Audit para was settled , the item is withdrawn and resolved.

ITEM 6.1 / BOM.2016/ II

To consider and approve reversion of Lab. Assistant to Record Clerk/Library Assistant and refix the pay of Mr. A. Kaliappan.

The Board of Management after detailed discussion resolved and permitted to refix the pay on par with reversion of post i.e. Record Clerk/Library Assistant and to revise the pension proposal as the eligibility of I/ II and III MACP as per rules with the approval of Finance committee of the Institute.

ITEM 6.2 / BOM.2016/ II

To consider and permit the sanction of two incentive increments to teachers for acquiring Ph.D. prior to 1996 and have not availed any incentive increments as per earlier Career Advancement Scheme.

The Board of Management discussed in detail and defer this item since not eligible for Ph.D. incentive increments.

ITEM 6.3 / BOM.2016/ II

To consider and ratify the appointment of temporary Assistant Professor on Contract basis for various departments during the academic year 2016 –17.

It was resolved to ratify the implementation of the UGC regulations regarding the appointment of temporary teachers on contract basis.

ITEM 6.4 / BOM.2016/ II

To consider the request of staff member to relieve from the HOD position.

After detailed discussion, it was resolved to accept the request of Dr. Mrs. S. Kalamani, Associate Professor of English to relieve her from the Headship with immediate effect.

ITEM 6.5 / BOM.2016/ II

To consider and permit for implementation of O.M.F.No.18/03/2015.Estt.(Pay.1), dated 2.3.2016.

It was discussed in detail and resolved to dispose the matter as per the directions of Hon'ble Supreme Court judgement and give a suitable reply to audit to drop the audit para.

ITEM 6.6 / BOM.2016/ II

To consider and approve to revise the ad -hoc bonus amount to the non -teaching staff for the accounting year 2014 –15 and 2015–16.

Resolved and permitted to disburse and report to the Finance Committee for information.

ITEM 6.7 / BOM.2016/ II

To consider and approve to implement the revised VII Pay Commission to fix the pay and payment of arrears w.e.f. 1.1.2016 to all the Non -teaching regular aided staff members.

It was resolved to wait till the receipt of the orders from UGC for teachers also and to refer the same to the Finance Committee for financial sanction.

ITEM 6.8 / BOM.2016/ II

To consider and approve to implement the revised VII Pay Commission to fix the pay and payment of arrears w.e.f. 1.1.2016 to all the Pensioners/Family Pensioners. members.

It was resolved to wait till the receipt of the orders from UGC for teachers also and to refer the same to the Finance Committee for financial sanction.

ITEM 7.1 / BOM.2016/ II

To consider and audit of accounts by Chartered Accountant.

The Board of Management discussed in detail and resolved to entrust the audit of this Institute to Thiru Alagirisamy, Chartered Accountant and to prepare financial statements as per revised format of MHRD. As per the approved format made by MHRD the annual and financial statements of account may be prepared and audited from the year 2013.2014.

ITEM 7.2 / BOM.2016/ II

To consider and note the information on the Audit objections dropped by the Local Fund Audit.

The Board of Management noted all the dropped Audit Objections as per Annexure appended in Agenda.

ITEM 8/ BOM.2016/ II

To consider and ratify the visits made by the teaching staff members on personal reasons.

It was discussed in detail and resolved to ratify the permission granted to the following teachers to abroad:

- 1. Mrs. S. Radha Devi, Associate Professor, Dept. of Food Science and Nutrition**
- 2. Dr. V. Bhuvanewari, Professor, Dept. of Biochemistry**
- 3. Dr.G. Vasanthamani, Professor and Head, Dept. of Food Service Management and Dietetics**
- 4. Dr.M.Chandravathana, Asst. Professor (SG), Dept. of Education**
- 5. Dr.U.Jerinabi, Professor and Dean, Faculty of Business Administration**
- 6. Dr.Visalakshi Rajeswari, Professor and Head, Dept. of Resource Management**

ITEM 9.1 / BOM.2016/ II

To consider and ratify the sanction of study leave sanctioned to the staff members.

It was discussed and ratified the study leave sanctioned to the following teaching staff members:

- 1. Mrs. Priya, M. Assistant Professor, Dept. of Human Development – from 8.2.2016 to 6.3.2016.**

2. Mrs. Jayasree, A, Assistant Professor (SS), Dept . of English – from 2.7.2016 to 1.5.2017

ITEM 9.2 / BOM.2016/ II

To consider and ratify the sanction of Sabatical leave sanctioned to the staff member.

It was discussed and ratified the study leave sanctioned to Mrs. A. Vijayarani, Associate Professor – from 15.7.2016 to 14.12.2016.

ITEM 10 / BOM.2016/ II

To consider and approve the earned leave for those who are working in Vacation Department deputed to Non-vacation Department.

It was considered and resolved that the Institute is following CCS rules and give earned leave credit to the eligible staff as per rules

ITEM 11 / BOM.2016/ II

To consider and approve the Annual Report for the year 2014 –15.

The Board of Management considered resolved to approve the Annual Report for the year 2014 -15 and also resolve to highlight the important events to the Board of Management in future.

ITEM 12 / BOM.2016/ II

To consider and approve the Minutes of the 34th Finance Committee meeting held on 28.4.2016.

The Board of Management considered and resolved to approve the minutes of the 34th Finance Committee meeting held on 28.4.2016.

ITEM 13 / BOM.2016/ II

To consider and approve the Minutes of the 36th Academic Council held on 28.5.2016.

It was discussed in detail and approved the minutes of the 36th meeting of the Academic Council held on 28.5.2016.

ITEM 14 / BOM.2016/ II

To consider and approve the stepping up of pay of senior employees – Junior getting more pay than the senior.

It was discussed in detail and permitted to process the step up of the pay of senior staff on par with Junior staff from the eligible dates of each as per CCS rules.

ITEM 15/BOM.2016/II

To consider the payment for various courses offered under Choice Based Credit System.

The Board of Management noted the information.

ITEM 16/BOM.2016/II

To consider and approve to open a Net Banking facility in the Bank .

The Board of Management considered and resolved to approve to open a Net Banking facility in our Indian Bank for further transactions with UGC. Also resolved to delegate the power for the users access to accounts, permission to put through the transactions in the following hierarchy:

1. The Vice -Chancellor
2. The Registrar
3. The Finance Officer

ITEM 17/ BOM.2016/ II

To consider and ratify the revision of Examination fees and remuneration rates.

It was resolved to ratify the revision of Examination fees and the revision of remuneration rates.

ITEM 1 8/BOM.2016/II

To consider and permit to re -constitute the BOM as per UGC's 2016 regulations.

The Board of Management resolved to permit to reconstitute the Board of Management as per UGC Regulations, 2016 before the ensuing meeting of Board of Management.

ITEM 1 9/BOM.2016/II

To consider and approve the revision of TA/DA allowances payable to the various authorities, teaching and non -teaching staff of the University.

It was discussed in detail and approved the TA/DA allowances payable to the various authorities, teaching and non -teaching staff of the University as in ANNEXURE -I.

ITEM 20/BOM.2016/II

To consider and approve the result of the Ph.D. degree examinations held from April 2016–October 2016.

The Board of Management considered and approved the result of the Ph.D. degree examinations for 18 candidates as in **ANNEXURE -II**

ITEM 21/BOM.2016/II

To consider and approve the teaching staff members' visit to abroad.

The Board of Management considered and resolved to permit the following staff to visit abroad for their personal reasons:

1. Mrs. S. Radha Devi, Associate Professor of Statistics, Dept. of Food Science and Nutrition – from 4.11.2016 to 17.11.2016.
2. Dr. (Mrs.) A. Venmathi, Registrar i/c – from December 2016 for a period of six months.

ITEM 22.1 & 22.2 /BOM.2016/II

The Board of Management noted the Gazetted UGC notifications came into applicability from the date of its publications and resolved to implement the aspects given in the UGC Regulations.

- UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations.
- UGC (Institutions Deemed to be Universities) Regulations, 2016, gazette on 11.7.2016.
- UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016.
- UGC in its letter No. D.O. No. F.1 -122/ 2016(VIP/ PS) dated, informed that the appointments of teachers and other academic staff through Direct Recruitment shall be governed by the UGC Regulations, 2010 along with their amendment notified at the time of issuance of the advertisement and subject to the following conditions:
 - i) The University concerned has followed the UGC Regulations on Minimum Qualifications for Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of the Standards of Higher Education, 2010 along with their Amendments notified the time of issuance of the advertisement.

- ii) The advertisement for the post(s) was published before the notification of the subsequent amendments.
- iii) Due selection criteria/ process as prescribed in the UGC Regulations and their Amendments, in operation on the date of advertisement was followed.
- iv) No modification was made subsequently in the original advertisement.

ITEM 23/BOM.2016/II

To consider and approve the appointment of BOM nominee for constitution of Selection Committee for the post of Registrar.

The Board of Management discussed and detail and resolve the following the constitution of Committee for selection of the post of Registrar for this Institute:

- | | |
|---|-------------------------|
| 1. Vice-Chancellor | Chairperson |
| 2. One Nominee of the Chancellor | Dr. M. Chandramani |
| 3. One Nominee of the BOM | Dr. K. Kulandaivel |
| 4. One expert appointment by the Board of Management
who is not an employee of the Institute | Dr. L. Jeyalakshmi |

ITEM 24/BOM.2016/II

To consider the information on the existing vacant posts of teaching and non -teaching positions as on 30.09.2016 and permission to fill up the vacant posts.

The Board of Management considered and resolved to initiate the process of filling up of the 34 teaching and 34 non -teaching staff vacancies caused due to superannuation/resignation/deputation till 30.09.2016.

ITEM 25/BOM.2016/II

To consider and approve the minutes of meeting of the Disciplinary Committee meeting constituted to enquire the staff members.

The Board of Management discussed in detailed and resolved as follows:

The Minutes of the meeting [**ANNEXURE III**] of the Disciplinary Committee is accepted in principle and implement the decision of the minutes submitted by the committee. A warning letter be issued to all the 5 staff members. If they repeat severe disciplinary action will be initiated against them as per rules and viewed seriously in future.

ITEM 26/BOM.2016/II

To consider and approve the appointment of Head of Department of Computer Science in rotation according to seniority among the Professors in the Department as per UGC regulations.

It was resolved and approved to appoint Dr. V. Radha who is senior as Head of the Department of Computer Science.

ITEM 27/BOM.2016/II

It was resolved to that the Vice Chancellor has the authority to appoint management teaching post every year based on the work load of the department.

To conclude the Board of Management members recorded the appreciation for the excellent performance of the authorities to settle the long pending issues and related matters.

COIMBATORE

14-10-2016

**Dr. PREMAVATHY VIJAYAN
Vice-Chancellor**

**Dr. A. VENMATHI
Registrar i/c .**
