TECHNICAL EDUCATION QUALITY IMPROVEMENT

PROGRAMMEPhase II

Sub Component 1.1

19th MEETING OF

THE BOARD OF GOVERNORS

DETAILED AGENDA NOTES

Date:21stAug2018

Time: 10.30 AM

Venue: Seminar Hall

COLLEGE OF ENGINEERING CHERTHALA

PALLIPPURAM P.O., CHERTHALA-688 541, KERALA

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Background

As per the Government order from MHRD,themeeting of Board of Governors is convened to monitor the utilization of the four special accounts of TEQIP-II namely Corpus fund,Faculty Development fund, Equipment replacement fund and Maintenance fund for the sustainability of TEQIP-II initiatives at CE Cherthala, with emphasis to activities related to student support, and to accord necessary approvals and clearances for the ongoing activities. The 19th meeting of the BOG is being convened on 21st August 2018

AGENDA

Part 1-Procedural

Part 2-Reports and Ratifications

Part 3-Discussions and Approvals of action plan for next 6 months

Part 4-Other items with the permission of the chair

Annexure I: Minutes of the 18th BOG meeting held on 29.11.2017

Annexure II: Various TEQIP committees

PART 1

Procedural Items

Silent Prayer

1.1   Confirmation of the Minutes of the 18thMeeting of the Board of Governors of CE Cherthalaheld on 29th Nov 2017

The Minutes of the 18thMeeting of Board of Governors of TEQIP Phase II of CE Cherthala held on 29-11-2017 was circulated among the BOG members and after incorporating their suggestions, sent to the Hon'bleChairman for his approval. A copy of the Minutes is appended as **Annexure I** for confirmation.

Action sought: BOG may consider and confirm the Minutes of the 18th meeting.

1.2   Action Taken Report onthe pertinent decisions intheMinutes of the 18thMeeting of the Board of Governors of CE Cherthalaheld on 29th Nov 2017

A report on the action taken and actions pending is presented in the Table given below.

Table 1.2

Item No in Minutes of the 18th BOG	Decision Taken	Action Taken / current status	Reason for Non Compli ance
1.1	The BOG confirmed the approved minutes of the 17th Meeting	For information	NA
1.2	Took note of the ATR and approved.	For information	NA
2.1	The BOG took note of the expenditure summary of the TEQIP-II fund and ratified the expenditure made after the last BOG.	For information	NA
2.2	The BOG took note of the status of IRG accounts.	For information	NA
2.3	The BOG took note and ratified the expenditure made under the four funds of TEQIP-II	For information	NA
3.1.1	The BOG has sanctioned the appointment of a part time accounts staff on daily wages with salary of Rs.650 per day limited to maximum of Rs.10000/- per month	Appointed Ms.Divyamol S as accounts staff	NA
3.1.2	The BoG approved the proposed remedial classes under corpus fund.	Carried out	NA

3.1.3	Decided to revise the remuneration for remedial classes for internal faculty as Rs.400/ - per hour and external faculty as Rs.600/- per hour	Implemented the revised remuneration	NA
3.1.4	Decided to stipulate the minimum number of students for remedial classes to be 15.	Being done	NA
3.1.5	The BoG approved other proposed activities under corpus fund and sanctioned an amount up to Rs.5000/- as seed money for student's projects	No proposals received so far	NA
3.1.6	The BoG decided to give financial assistance for Industrial visit to I year students to places within 100 kms from the colleges, identified by faculty handling classes in related subjects on recommendation of the academic committee.	Conducted an industrial visit to Neriamangalam power house for S2 EEE students	NA
3.2.1	BOG decided to sanction Rs 15,000/- per year per faculty for attending FDPs conducted by reputed institutions/ Paper presentations, including TA, course fee and other expenses.Also ratified the expenditure made under FDP fund	For information	NA
3.2.2	BOG sanctioned the actual amount involved for attending the training program on web site management conducted by DTE to Mr. MuhammedIlyas H	For information	NA
3.3.1	BOG decided to conduct call basis repair of projectors.	For information	NA
3.3.2	Decided to take AMC for work stations and UPS.	For information	
3.3.3	Since IHRD is a total service provider recognized by the Government, the BOG decided to entrust repair and maintenance works to IHRD as far as possible.	6 projectors were repaired by IHRD	
3.3.4	The BOG approved the networking cable laying work	Quotation invited	

Action sought: BOG may consider the ATR for approval.

PART 2

REPORTS &RATIFICATIONS

2.1   EXPENDITURE MADE UNDER CORPUS FUNDOF TEQIP-II

2.1.1 Remedial Classes

Sl No.	Subject	Handled by	Sem& Branch	No of students	No.ofHours&Dates	Expenditure In Rs.
1	Power Electronics	AnsalBasheer,CEC herthala	S5 EEE	15	5 hrs , 25/11/17	2000
2	Introduction to Electrical Engg.	Ashida Mohammed , CE Cherthala	S1EEE	16	2 hrs , 29/11/17	800
3	Engg Graphics	Mahesh V Kumar , CE Cherthala	S1 EEE	16	2 hrs , 28/11/17	800
4	C Programming	Joyce Jose	S3 EEE	15	9 hrs , 25/11/17 &3/12/17	3600
5	Linear Algebra & Complex Analysis	Girish Chandra , CUSAT	S3 EC &EEE	52	12 hrs , 29/11/17 , 2/12/17	7200
6	Logic Circuit Design , Switching Theory & logic Design	Tossy Thomas , MEC	S3 EC&CS	28	18 hrs , 25,27,28/11/17	10800
7	Object Oriented Programming	Anima R , CE Cherthala	S6 EC	23	10 hrs , 21,22,23/03/18	4000
8	Antenna wave & Propagation	Meera R Panicker , CE Cherthala	S6 EC	22	6 hrs , 26,27/03/18	2400
9	Electro Magnetic Theory	AnsalBasheer , CE Cherthala	S6 EEE	18	6 hrs , 4,10,11/04/18	2400
10	Electric Drives	Jyothi Zachariah , CE Cherthala	S6 EEE	18	6 hrs , 22,27/3/18, 3/4/18	2400
11	Computer Organisation& Architecture	Reshma S Babu , CE Cherthala	S4 CS A&B	24	11 hrs , 21,22,23,26/3/18	4400
12	Operating System	Josna Jose , CE Cherthala	S4 CS A&B	17	9hrs , 27/3/18,3,10,11/4/ 18	3600
13	Signals &Systems	Anaswara V Nath , CE Cherthala	S4 EC	26	9 hrs , 21,22,23/3/18	3600
14	Analog Communication Engg	SreedhuSasi , CE Cherthala	S4 EC	26	9 hrs , 26,27/3/18,4/4/18	3600
15	Introduction to Computing and Problem Solving	Jayakrishnan R , CE Cherthala	S2 CS	14	5 hrs , 16/4/18	2000
16	Software Engg&Project	SwethaSairaApppose , CE Cherthala	S6 CS	16	8 hrs , 21,22,24/3/18 ,	3200

	Management				4/4/18	
17	Computer Design	Santhikrishna M S , CE Cherthala	S6 CS	16	8 hrs , 23,26,27/3/18,10/4/18	3200
Total						**60,000**

Action Sought :BoG may kindly note and ratify the expenditure

2.1.2. Other Training Programs to Students:

A Motivational talk on "Knowing Yourself" was taken for S2 (all students) and S8(EC) students by the Resource person Mr.MuhammedIkan , Educator &softskill expert from Lakshadweep , who is a human resource consultant specialising in creating and implementing solutions for organisations and educational institutions . The total expenditure made on this 5 day program was **Rs.18040/-**
Action Sought :BoG may kindly ratify the expenditure made.

2.1.3.Women cell programs:

The workshop on "Self defence for women" was conducted for girl students of the institution on 17/02/18. The session was handled by Ms.Sulekha,the in-charge of the 'Women cell' , Alappuzha unit, which is an independent body under the state govt. Police department. She gave an introduction to the program by citing various day to day incidents in life depicting the atrocities against the weaker section of the society. She focused on the need for creating self-awareness among the female community and the relevance of learning self-defence techniques as one of the solutions to such problems faced by the weaker section in the current social scenario. This was followed by a theory session in which certain situations of female youngsters are being exploited unknowingly or un expectedly in their peer circle were highlighted. In such helpless situations the only way out is to be self-equipped with certain physical self defence techniques. The sensible points in the male and female body and the strong areas in the female body were clearly pointed out. The theory session which lasted for one and a half hours was followed by a demo session in which the entire participants were divided in to small groups and practical counter attacking methods in situations like chain snatching , sudden attack from back side etc were demonstrated by the team consisting of 7 members . The need for good presence of mind and continuous practice was emphasised during the demo session.

20 students and 10 teaching and non-teaching staff members have attended the program. The feedback from the participants was very positive and they demanded for more such workshops for additional training and practice of physical defence techniques.The total expenditure made towards this program was **Rs.2038/-.**

Action Sought :BoG may kindly note and ratify the expenditure.

2.1.4. Industrial Visits:

An industrial visit at Neriamangalam Hydro Electric Project , Kallarkutty P.O. , Idukki , was carried out for S2 EEE students on 19/01/2018.The main objective behind the visit was to make students aware about how various activities related to power generation and distribution are going on and give them a feel of engineers as soon as they start their course. The 28 students who have accompanied by 3 staff members have got the real idea about the working of a power house after this visit. An amount of **Rs.10000/-** has been spent towards the expense of this industrial visit

Action Sought :BoG may kindly note and ratify the expenditure.

2.1.5. Official Programs attended:

The Principal and the TEQIP Coordinator attended the Post Procurement Review at JasolaVihar ,NewDelhi on 17/04/2018 . An amount of Rs.**40436/-** has been made towards the expenditure.

Action Sought :BoG may kindly note and ratify the expenditure.

2.1.6. Other expenses:

An amount of Rs**.111400.50/-** has been spent as per the following details:

Sl.No.	Items	Expenditure
1	Expense on 18thBoG meeting	43,823
2	Salary to TEQIP staff	67614
3	Stationary (cash book)	2400
4	Others(battery water)	4950
5	Bank Charge	88.50
6	Notice board purchased(as part of ISO audit)	19,000
Total		**1,38,175.50/-**

Action Sought :BoG may kindly note and the above.

2.2 EXPENDITURE MADE UNDER FACULTY DEVELOPMENT FUND

Mr.MuhammedIlyas H has attended a 10 days program on "Website Design using PHP Framework-Level I " which aims at providing an opportunity to enable the participants to design and develop well engineered website in compliance with ":Guidelines for Indian Government Website (GIGW)". The topics 'Web interfaces for transferring data to other web portals' , 'Communication via e-mail and SMS from the portal' , Incorporate multilingual facility' , 'Maintain the website (updation ,back-ups,recovery etc..)' , 'Website Security' were discussed during this 10 days program . The ultimate goal of this program was study of Free and Open Source Software(FOSS) , to liberate everyone in Cyber space and make all cooperate with each other for the sharing of knowledge. Over the last two decades, FOSS has shown that it is an alternative approach to software and knowledge that upholds the values of freedom,participation,transparency, and user rights and also it is cost effective and robust. Kerala state played a pioneering role in adopting and promoting FOSS in both public and private spheres.

The expenditure towards the T.A. and registration fees was **Rs.31,132/-**

Mr. Jagadeeshkumar P had presented a paper titled "An NBTI aware Real Time scheduler for Multi Core processors" in the international conference on Science, Technology and Management, which was held at The institution of Electronics and Telecommunication Engineers, Osmania University Campus , Hyderabad on 15th Oct.2017.

The expenditure made towards this item was **Rs.13,199**

Action Sought :BoG may kindly note and ratify the expenditure

2.3 EXPENDITURE MADE UNDERMAINTANANCE FUND

An amount of **Rs.44,150.50/-** has been spent under maintenance fund as per the following details:

Sl.No.	Item details	Expenditure
1	Projector service-6 nos.	36462
2	Catridge purchase-2 nos.	7600
3	Bank Charge	88.50
4	A.C. Service	14160
5	UPS Service	1680
Total		**59,990.50**

Action Sought :BoG may kindly note and ratify the expenditure

2.4   EXPENDITURE SUMMARY

TEQIP-II : 4 Funds		
Group Summary-till 18/08/2018		
Corpus Fund		**2,68,389.50**
Remedial Class	60000.00	
Motivation class	18040.00	
Women Cell Programme	2038.00	
Industrial Visit	10000.00	
TA - PP Review	40436.00	
Others	138175.00	
Bank Charge	88.50	
Faculty Development Fund		**52,259.50**
TA-ColloquimatTVM(before 18thBoG meeting)	7840.00	
TA &Reg Fees (FDP & Conference)	44331.00	
Bank Charge	88.50	
Equipment Replacement Fund		**88.50**
Bank Charge	88.50	
Maintenance Fund		**60639.50**
Others (Catridge Purchased)	4100.00	
Camera Service charge(before 18thBoG meeting)	649.00	
Black Toner Purchased	3500.00	
projector maintenance	36462.00	
A.C.Service	14160.00	
UPS Service	1680.00	
Bank Charge	88.50	
Grant Total		**3,81,377.00**

Action Sought :BoG may kindly note the expenditure summary.

2.5   REPORT ON FACULTY POSITION

Dr.Rajesh V.G, HOD and Associate Professor in Mechanical Engineering, Mr. Jayadas C.K,HOD and Associate Professor in Electronics and Finance coordinator TEQIP, Mr.Kannadas P.K, Ms. Remya S,. Assistant Professor in Mechanical Engineering and Electronics respectively and Ms.RadhaBalakrishnan, A.P in Maths got transferred during general transfer 2018-19Computer Scienceand Mr.Pradeep M, and Dr.ShouriP.V Associate Professors in Electronics and Mechanical Engineering respectively, Mr.Reju John and Mr. Joseph George, Assistant Professors in Electronics

engineering Mr. Jimmy JohnAssistant Professors in Mechanical Engineering andMs.Sindhu S. Associate Professor in Mathsjoined .

Consequent to the transfer of the above faculty members, the HODs, nodal officers and heads of various committees were changed as listed below; accordingly all the TEQIP committees are reconstituted (See annexure II) . The TEQIP cell coordinators and Head of the Departments are listed below;

TEQIP Coordinator	Ms.Sarakutty K.J.
Procurement Coordinator	Mr.Jagadeeshkumar P.
Academic coordinator	Ms.Jibi John
Finance coordinator	Mr.Pradeep M
IIIC Coordinator	Mr.Sreekumar K.
Civil works	Mr.Priyakumar T.N
EAP Coordinator	Ms. Sindhu S
R&D Coordinator	Dr.Preetha Theresa Joy
Finishing School	Ms.GreeshmaN.Gopal
HOD, Dept of Electronics Engg.	Mr.Pradeep M
HOD, Dept of Computer Science	Dr.Preetha Theresa Joy
HOD, Dept. of Electrical Engg	Ms.Leena timothy
HOD, Dept .of Mechanical Engg	Dr. Shouri P.V.
HOD, Applied Science	Ms. Sarakutty K.J

Action Sought:

The BOG may kindly note and ratify**.**

2.6   REPORT ON ISO CERTIFICATION

Surveillance audit for ISO certification is due.Actions are being taken for the same by the coordinatorMs.Leghima P.M and deputy coordinator Ms.Jasleena C

PART 3

DISCUSSIONS AND APPROVALS

ACTIVITIES PROPOSED UNDER THE FOUR FUNDS

3.1 CORPUS FUND

The total anticipated expenditure from corpus fund for the next four months is given below;

Sl.No.	Items	Anticipated Expense
1	Salary for TEQIP staff	40000
2	Expenditure on BoG meeting	50000
3	Student support scheme	50000
4	For Library(binding of books)	10000
TOTAL		**1,50,000**

Action Sought:

The BOG may kindly approve the activities and expenditure for next six months.

3.2 FACULTY DEVELOPMENT FUND

The following faculty members have submitted the proposal for attending short term training programs as per the following details:

Sl. No.	Name & designation of faculty	Topic	Institute	No.of days
1	Pradeep M Asso.prof. in Electronics	Mathlab application in Engineering	NITTTR Kolkata	5
2	Jibi John Asso.prof. in Electronics	Mathlab application in Engineering	NITTTR Kolkata	5
3	Shaija P J Asst.Prof. in Electrical	Mathlab application in Engineering	NITTTR Kolkata	5
4	Sarakutty K J Asso.prof. in Electronics	Mathlab application in Engineering	NITTTR Kolkata	5
5	Sindhu S Asso.prof. in Electronics	Mathlab application in Engineering	NITTTR Kolkata	5
6	Jimmy John Asst.Prof. in Mechanical	Mathlab application in Engineering	NITTTR Kolkata	5

Action Sought:

The BOG may kindly approve the above.

3.3 MAINTANENCE FUND

Ms.Shaija P J, Assistant Professor in Electrical Engineering has submitted a proposal for purchase / repair of certain items in the electrical lab as well as the maintenance of electrical items in college premises. The details are given below:

Table 3.3.1

Sl.No.	Item	Specifications	Qty	Rate	Amt	Remarks
1	Insulation grade rubber mat	450V, 1m x 2m	6	6000	36000	For safety of students in Electrical Machines Lab
2	Bare Cu Wire	10 SWG	25 M	500/kg	1000	Providing proper earthing in Lab
3	Insulation Tape	R, Y, B & Black	10	20	200	Maintenance
4	First Aid Box	Dettol, Cotton, Betadine, scissors, band-aid, tape, etc	1set	LS	300	For Lab
5	Cable socket	2.5 sq. mm Cu	50	7	350	Ele Machines Lab
6	Cable Socket	4 sq mm Cu	40	10	400	Ele Machines Lab
7	Aluminium Ladder	8 feet Al ladder	1	7000	7000	Maintenance of fittings/Fan
8	Fluorescent Tube	40 W	10	100	1000	Maintenance
9	3 core 1.5 sq. mm sheathed cable	3 core 1.5 sq. mm	20 M	50	1000	For labs
10	Fan Capacitor	2.5 MuF, electrolytic	20	30	600	Maintenance
11	Tube Light fittings	Twin tube, 40 W	4	1500	6000	College
12	Fan Repair	Rewinding	20	600	12000	Maintenance
13	Flexible Cu wire	4 sq mm	40 M	80	3200	Maintenance
Total					**69,050**	

Smt.AncyPaul , Librarian Grade I and Prof.(Dr.) Preetha Theresa Joy, HOD CS has submitted proposals for Purchase of tonners/refilling as detailed below;

Table 3.3.2

Sl.no	Item description	No	Amount(Approx.)
1	Richo Toner Filling	2	1400
2	Hp laser jet printer refilling	2	800
3	Canon A3 colour inkjet printer refilling	1	3000
4	Tonner for the Photostat machine	3	13500
5	Changing the cleaning unit of the Photostat machine	1	5800
	Total		**24500**

Action Sought:

The BOG may kindly approve the same.

3.4. Equipment replacement/Repair Fund

Dr.Preetha Teresa Joy, HOD of Computer Science department has submitted the proposal for repair and replacement of certain items in their department as per the following table

Sl.no	Equipment Repair/Replacement	No	Amount(Approx.)
1	Epson flatbed scanner repair	1	2000
2	AC stabilizer repair	1	1000
3	Computer i3 machines repair	9	18000
4	Optical fibre duplex cable	5	10000
5	USB Mouse	10	5000
6	10 KVA UPS Battery 40 ah	20	120000
	Total		**1,56,000**

Action Sought:

The BOG may kindly approve the same.

PART 4

OTHER ITEMS WITH THE PERMISSION OF THE CHAIR

ANNEXTURE-I

MINUTES OF 18th BoG Meeting

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMMEPhase II

Sub Component 1.1

18th MEETING OF

THE BOARD OF GOVERNORS

MINUTES

Date: 29thNov 2017

Time: 10.30 AM

Venue: Seminar Hall

COLLEGE OF ENGINEERING CHERTHALA

PALLIPPURAM P.O., CHERTHALA-688 541, KERALA

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AGENDA

Part 1-Procedural

Sl. No	Items
1.1	**Confirming the Minutes of the 17th Meeting of the Board of Governors held on 17-07-2017 at College of Engineering Cherthala, Alappuzha**
1.2	**Report on the action taken/action pending on the pertinent decisions in the17th Meeting of the Board of Governors held on 17-07-2017 atCollege of Engineering ,Cherthala**

Part 2-Reports and Ratifications

Sl. No	Items
2.1	**Summary of Expenditure of TEQIP-II fund**
2.2	**Status of IRG Accounts**
2.3	**Expenditure made under the four Funds**
2.3.1	**Corpus Fund**
2.3.2	**Faculty Development Fund**
2.3.3	**Maintenance Fund**

Part 3-Discussions and Approvals of action plan for next 4 months

Activities proposed under the four funds	
3.1	**Expenditure under Corpus fund**
3.2	**Faculty Development fund**
3.2.1	**Paper presentation in International Conferences**
3.2.2	**Attending short term training programme**
3.3	**Maintenance Fund**
3.3.1	**Annual Maintenance Contract**
3.3.2	**Networking cable laying**

Part 4-Other items with the permission of the chair

Members Present

•   Dr C. P. Girijavallabhan, Hon. Chairman.

•   Dr.V. P Devassia , Principal MEC, Thrikkakkara

•   Shri. James Raj , Joint Secretary , higher education Govt. of Kerala

•   Dr. S Jayakumar , Director , SPFU

•   Shri.Jacob Mathew , Vice President , Idea Cellular , Bombay

•   Dr. Mini M.G., (Principal)

•   Dr.Preetha Teresa Joy. HOD, Dept of Computer Science& Engineering

•   Shri.Jayadas C K , HOD , Dept of Electronics & Communication Engineering

Others present in the meeting,

1. Smt. Sarakutty K J , TEQIP Coordinator

2. Smt .Jibi John Academic Coordinator

3 Shri.JagadeeshkumarP ,Procurement Coordinator

3 Smt. RadhaBalakrishnan, , EAP Coordinator

4. Smt. Greeshma N Gopal, Coordinator, Finishing School

5. Shri. SreekumarK ,IIIC Coordinator

The following members of the BOG conveyed their inability to attend the meeting:

1. Shri.Anil Kumar, Joint Secretary, Finance, Government of Kerala

2 Shri. Philip Kurian , Principal , ISAT , Kalamassey

3. Shri. Salim, Assuretech

The meeting started with silent prayer at 10.30 AM. The Hon'ble Chairman brought the meeting to order. The Chairman in his introductory note welcomed the BOG members and commented on the successful completion of TEQIP-II project. Also on behalf of BOG, he requested Dr .Jayakumar, the SPFU Director to bring in the TEQIP –III fund for the benefit of the college. Dr. Jayakumar informed that 50 mentor institutions for TEQIP –III has been already decided and only 25 remain to be fixed. Having autonomy is the most important factor in getting TEQIP assistance. He also suggested that the Director of IHRD can work on at least getting a GO regarding autonomy as IHRD is an autonomous institution. The chairman informed that he will speak directly to the IHRD Director on the issue of getting autonomy. The SPFU Director cautioned that if anything is being done, it shall be done immediately as the selection for the remaining mentor institutions will be done before April 2018. Thereafter, the Chairman invited the Principal to present the agenda of the 18th BOG meeting. Principal Dr. Mini M.G. thanked the Hon'ble Chairman, once again welcomed all the members and started the presentation with a question on whether this meeting be called the 18th meeting or 1st meeting as the TEQIP phase II is already over and this is the first meeting mainly intended for continuing of TEQIP activities with the 4 funds. All the members opined that this be called the 18th meeting as the BOG is the same and the activities concerned are extension of the TEQIP activities. Hence the principal presented the agenda of the 18th BOG meeting.

1.1   Confirmation of the Minutes of the 17thMeeting of the Board of Governors of CE Cherthala held on 17thJuly 2017

Decision: The BOG confirmed the approved minutes of the 17th meeting of Board of Governers of College of Engineering Cherthala held on 17/07/2017.

1.2   Action Taken Report onthe pertinent decisions intheMinutes of the 17thMeeting of the Board of Governors of CE Cherthalaheld on 17thJuly 2017

The decisions taken by the Board of Governors as recorded in the minutes of the 17th meeting of the BoG of CE Cherthala held on 17/07/2017 have been noted and actions have been initiated.

Table 1.2

Item No in Minutes of the 16th BOG	Decision Taken	Action Taken / current status
1.1	The BOG confirmed the approved minutes of the 16th Meeting	For information
1.2	Took note of the ATR and approved.	For information
2.1	The BOG took note of the outstation faculty development programmes attended and ratified the expenditure.	For information
2.2	The BOG took note of the Research colloquiums conducted and ratified the expenditure made in this regard.	For information
2.3	The BOG took note and ratified the expenditure on reimbursement of Tuition fee.	For information
2.4	The BOG took note of the IIIC programmes conducted and ratified the expenditure.	For information
2.5	The BOG took note of the EAP programmesconductedand ratified the expenditure made.	For information
2.6	The BOG took note of the report on ISO certification	For information
2.7	The BOG took note of the official TEQIP.programs attended	For information
2.8	The BOG took note of the audit reports and mentoring reports	For information
2.9	The BOG took note of the faculty position	For information
2.10	The BOG took note of the status of IRG Accounts	For information
2.11	The BOG took note of the summary of Expenditure	For information
3.1	The BOG approved the Project Completion Report	For information

Discussion : Dr.V P Devassia enquired about the progress in procedural matters regarding ISO .The Principal replied that the procedures are being followed in all activities and there will be surveillance audits and the next audit will be in June 2018.

Decision: BOG took note of the ATR and approved.

2.1   EXPENDITURE SUMMARY OF TEQIP-II FUND

Table 2.1.2 Expenditure Summary1-Apr-2013 to 31-Oct-2017

Particulars	Amount in lakhs	
Incremental Operating Cost		**72.29713**
Bank Charge	0.534304	
Consumables	6.40642	
Operation and Maintenance	42.22891	
Salaries	23.60837	
Procurement		**558.80517**
Books & LRs & Software	100.16710	
Equipment	349.71737	
Furniture	59.90893	
Minor Civil Works	48.52514	
Minor Items	0.48663	
Assistantships		**95.49245**
Capacity Development		**3.40237**
FSD		**150.08204**
III Cell		**14.86210**
R & D		**32.50344**
Reforms		**11.60380**
Student Support		**78.85005**
Grand Total		**1017.89855**

After the 17thBoG meeting, an amount of Rs.1, 24,047/-has been spent from the head "Incremental Operating Cost'' as per the following details:

Table 2.1.1Expenditure Summary from 7-july-2017 to 31-Oct-2017

Sl.No.	Item	Expenditure in lakhs
1	Expense on 17thBoG meeting	0.43054
2	Induction program for first year students	0.05333
3	Salary for TEQIP Staff	0.67410
4	Festival Allowance for TEQIP Staff	0.08250
TOTAL		**1.24047**

Decision:

The BOGtooknote and ratified the expenditure made after the 17th BOG.

2.2   STATUS OF IRG ACCOUNTS

As per the direction from MHRD, an amount of Rs.30,11,408/- was deposited in the four funds, of which an   amount of Rs.9,76,760/- was generated through international conferences, Research Colloquiums and faculty and staff development programs conducted. The details of the four funds are given below:

Table :2.2.1

Particulars	Amount in Rs
SBT 67262515481 (Corpus Fund)	912233.50
SBT 67262515628 (Faculty Development Fund)	697461.50
SBT 67262516519 (Maintenance Fund)	700815.50
SBT 67262516586 (Equipment Replacement)	700897.50
Grand Total	**3011408.00**

Decision: The BOG took note of the IRG Accounts.

2.3   EXPENDITURE MADE UNDER THE FOUR FUNDS

Director, SPFU has informed that balance amount in project fund is to be deposited to Corpus fund and the expenditure on any activity for the benefit of students and General Incremental Operating cost, Governance etc can be taken from Corpus fund. Similarly expenditure on any activity for the benefit of faculty is to be taken from Faculty Development fund, any activity related to purchase is to be taken from Equipment Replacement Fund and any activity related to maintenance, repair, AMC, Minor Civil work etc to be met from Equipment Maintenance fund. It was also informed that the money from the first two funds ie. Corpus fund and Faculty Development fund could not be diverted in any case. But if there is a scarcity of fund for activities, money from the third and fourth can be re appropriated and used for the first two activities. ie. Money from Equipment Replacement Fund and Equipment Maintenance fund can be re appropriated to the Corpus fund and Faculty Development fund with prior permission of the BOG and the reverse is not permitted in any case as

we already have spent 65% of the project fund for the procurement. Based on the above guidelines, the following expenditures were met from the four funds as detailed below;

2.3.1 Corpus fund

An amount of **Rs.9806/-** was spent towards salary for TEQIP staff for the month of October.

2.3.2 Faculty Development fund

Four faculty members attended a colloquium on "Challenges and Opportunities in Engineering Education- Kerala Perspectives in National Scenario ", conducted by SPFU, Trivandrum at Hotel Apollo Dimora Trivandrum on 05.10.2017.

This program was arranged for the benefit of policy makers in the State and Principals and HODs of TEQIP institutions (24 Nos) in the State of Kerala. The introductory remarks was given by Dr. Usha Titus IAS, Secretary Higher Education followed by   a talk on"New initiatives of the APJ Abdul Kalam Technological University likeCluster Autonomy, Start-ups, minor inEngineering etc. by Dr.Kuncheria P Isaac – Vice Chancellor. Then the topic "Impact of TEQIP on Engineering Education in India " was delivered by Dr. P.M. Khodke, Central Project Advisor, National ProjectImplementation Unit, MHRD, New Delhi and the session on "Role of AICTE in Facilitating Technical Educations to Promote Development" was taken by   Dr. Ramesh Unnikrishnan, Director, S-W Region, AICTE.The contributions of IHRD , CAPE and LBS to the Engineering Education of the Stateof Kerala was delivered by Dr. P. Suresh Kumar, Director IHRD, Dr.RSasi Kumar, Director, Co-operative Academy of Professional Education and Dr. BaijuSenadhipan, Director, LBS.

An amount of **Rs.7840/-** was spent to meet the expenditure on the above said program.

2.3.3 Maintenance fund

An amount of **Rs.649/-** was spent towards the repair charge of one camera of the video surveillance system purchased under TEQIP II.

Decision:

The BOG took note and ratified the expenditure made.

ACTIVITIES PROPOSED UNDER THE FOUR FUNDS

3.1   CORPUS FUND

Appointment of a contract staff

As per GO (Rt) No.1578/HEDN /2017 dtd 25/08/17 guidelines were issued for the utilization of the 4 funds. As per this the service of a contract staff, full time or part time can be hired depending on the volume of the transactions, with the prior approval of BOG for handling the clerical and accounting work related to fund utilizations. The expenditure for this can be booked under corpus fund.

Student support activities

Remedial classes for the current semester are planned as detailed below;

Table 3.1.1

Sl .No.	Semester/batch	Subject	No.of hours	Expenditure
1	S1 EC/CS/EE	Engineering graphics	12	7200
2	S3 EE	Computer programming	10	6000
3	S3 EC	Linear Algebra and Complex Analysis	10	6000
4		LCD	10	6000
5		EDC	10	6000
6	S3 CS	Switching Theory and Logic Design	10	6000
7	S5 EE	Power Electronics	10	6000
8		Microprocessors	10	6000
9	S5 EC	Microprocessors	10	6000
10		DSP	10	6000
11		DSD	10	6000
12	S5 CS	Microprocessors and Micro Controllers	10	6000
Total Expenditure				**73,200**

The anticipated expenditure from corpus fund for the next four months is given below;

Table 3.1.2

Sl.No.	Items	Anticipated Expense
1	Salary for TEQIP staff	40000
2	Expenditure on BoG meeting	60000
3	Student support scheme	75000
TOTAL		**1,75,000**

Discussion:

1. There was an active discussion on how to select a contract staff for carrying out the office work related with the four fund utilization of TEQIP-II project. Considering the limited amount in our IRG Accounts, we are not in a position to pay considerable monthly salary for the TEQIP Staff. Everyone was of the opinion that the staff may appointed on daily wages with a salary of Rs.650 per day limited to Rs.10000/- per month. Also it was suggested that this appointment is for a period of 6 months or 1 year and the college shall review this after 6 months. The BOG suggested that a contract   account staff shall be appointed throughselection process by giving preference to those having TEQIP experience.

2. Dr.SJayakumar suggested to conduct as many remedial classes as possible based on the demand of students and opined that the remuneration to faculty taking remedial classes may be reduced and he suggested conducting IIIC programs to motivate students, placement activities and counseling to students. The teachers present in the BOG meeting suggested that remuneration for taking remedial classes by the internal faculty may be reduced to Rs.400/-. External experts may be given Rs. 600/- as in earlier times.

   Dr.SJayakumaralso suggested that minor research fund or project seed money shall be provided to the students.Academic committee shall evaluate projects of students and for worthy projects a maximum amount of Rs.5000/- may be given as seed money. It was also suggested that 5 projects may be selected for seed money this year.

   The committee discussed that as a IIIC program, the faculty handling a subject can suggest an industrial visit to the identified companies within 100 kms from the college, connected with that particular subject.

Decisions:

1. The BOG has sanctioned the appointment of a part time   accounts staff on daily wages with salary of Rs.650 per day limited to maximum of Rs.10000/- per month.

2. The BOG approved the proposed activities under corpus fund.

3. The BOG decided to revise the remuneration for remedial classes for internal faculty as Rs.400/ - per hour and external faculty as Rs.600/- per hour.

4. BOG decided to stipulate the minimum number of students for remedial classes to be 15.

5. The BOG has sanctioned an amount up to Rs.5000/- as seed money for student's projects.The seed money can be given to 5 projects per year selected by the academic committee.

6. Decided to give financial assistance for Industrial visit to I year students to places within 100 kms from the colleges, identified by faculty handling classes in related subjects on recommendation of the academic committee.

3.2 FACULTY DEVELOPMENT FUND

3.2.1   Paper presentation in International Conferences

Mr.Jagadeeshkumar P, A.P in Electronics has presented a paper 'An NBTI Aware Real Time Scheduler for Multi Core Processors'in the 2nd international conference on Science , Technology , &management at the Institution of Electronics and Telecommunication Engineers , Osmania University Campus , Hyderabad on 15th October 2017 and submitted a request for the reimbursement of TA and registration fee(Rs.2700/-) for the same . The total expenditure for the above is Rs.11,350/-

Ms.LeenaTimothy , AP in Electrical Engineering has requested for registration fee of Rs.28,288/- for her research paper selected for presentation in the IEEE Life Sciences Conferences , Sydney , Australia to be conducted from 13th to 15th December 2017.

3.2.2   Attending short term training programme

Mr.MuhammedIlyas has requested for permission to attend Short term training program on "website design using PHP framework training",conducting by SPFU Trivandrum for a duration of 10 days from 27th November to 1st December and 11th to 15th December at Thiruvananthapuram. The course fee for the above programme is Rs. 15.000/- and total expected expenditure is Rs.29,000/-

Table 3.2

Sl.No.	Program	Name of Faculty	Duration/ Dates	Expenditure
1	Registration fee for Paper presentation abroad	Leena T Thimothy	3 days , 13-15/12/2017	28,288
2	Registration fee & TA for Paper presentation	Jagadeeshkumar P	1 day , 15/10/2017	11,350
3	Short term training program on website management ,Trivandrum	MuhammedIlyas H	10days , 27/11/17 to1/12/17 &11/12/17 to 15/12/17	29,000
TOTAL				**68,638**

Discussion: As we have a limited amount in faculty development fund, The BOG decided to sanction an amount of Rs.15000/- per year for each regular faculty for attending FDP's or paper presentation as T.A, D.A. and registration fee. It was also decided that flight fare can be given if it is within the limit, otherwise II AC train fare will be reimbursed. Also it was suggested that faculty will be sent for courses conducted by reputed institutions like IITs, NITs etc.

Regarding the course on website management program conducted by DTE, the committee was informed that it is a program arranged by SPFU for the benefit of member colleges. It is a two week program highly beneficial for the management of college website and the person attending the same is in charge of web site management of the college. Considering all these the BOG decided that the course fee, TA and boarding /lodging expenses can be paid in full.

Decision:

1. BOG decided to sanction Rs 15,000/- per year per faculty for attending FDPs conducted by reputed institutions/ Paper presentations, including TA, course fee and other expenses.

2. BOG sanctioned the actual amount involved for attending the training program on web site management conducted by DTE to Mr. MuhammedIlyas

3.3 MAINTANENCE FUND

3.3.1 Annual Maintenance Contract

Mr.MuhammedIlyas, AP Computer ScienceandMr.Jayadas C.K, HoD Electronics has submitted requests for taking AMC for projectors, workstations, Computers, UPS etc and the Institutional Purchase Committee considering the availability of funds, recommended to take AMC for 23 nos of projectors for 3 years and for 2 workstations and 13 no of UPS for one year at an approximate total cost of Rs. 3 lakhs.

Vide Govt order (MS) No.13/2000/ITD dated 28.07.2000 IHRD is designated as Total Solution Providers for implementation of IT projects in Govt department and rate approved as per the GO for AMC is 5% to 8% of total value of Computers and other related peripherals. Currently the PMD of IHRD is providing AMC to many govt. departments and other organizations.

3.3.2 Networking cable laying

Purchase of equipments and components for providing networking in the new building is being done under plan fund of IHRD. Since plan fund will not provide for laying of the cable, it is

requested to do the same under the TEQIP maintenance fund. It is planned to provide 30points in computer lab, 25 points in staff rooms and HOD rooms plus 10 wifi points. It is also planned to incorporate OFC& Intercom (10 points) plus wifi devices. The approximate cost for the above is Rs. 2 lakhs.

The total anticipated expenditure under maintenance fund with details is given in the table below;

Table 3.3.1

Sl.No.	Activity	No.of units	Anticipated expenditure
1	AMC for projectors(3 year)	23	1,17,500
2	AMC for Work Station(1year)	2	14,400
3	AMC for UPS(1year)	13(6kv-1,5kv-9,3kv-3)	1,40.420
4	Networking –Laying works	N.A.	2,05,674
5	Catridge for ID Card printer	1	5,000
	TOTAL		**4,82,994**

Discussion: The members enquired whether the consumables like bulbs are included in the AMC. The purchase coordinator informed that consumables are not included. The committee noted that in that case it is not economical to take AMC for projectors and it is better to adopt non-comprehensive call basis repair for projectors. Mr. Jacob Mathew pointed out the importance of implementing ISO procedures in repair and maintenance and the college TEQIP cell has agreed to do it accordingly.Principal informed that IHRD is recognized as a total solution provider by the Government and IHRD can help us in matters related with AMC, repair, maintenance etc. The committee observed that the work stations and UPS require breakdown and preventive maintenance and visit schedule shall be formed such that frequent visits are ensured while taking AMC.

Decision :

1. BOG decided to conduct call basis repair of projectors.

2. BOG decided to take AMC for work stations and UPS.

3. Since IHRD is a total service provider recognized by the Government, the BOG decided to entrust repair and maintenance works to IHRD as far as possible.

4. BOG approved all other proposed activities under maintenance fund.

Conclusion:

The SPFU Director said that "CEC is the first IHRD College to initialize the 4 funds utilization and hence can be a role model of the same" and he congratulated the Principal, TEQIP Coordinator and all other staff members who supported the TEQIP activities, for being proactive.

The Honorable Chairman in his concluding remarks thanked all the members for attending the meeting and contributing to it by theirs and comments. He once again congratulated the Principal and the TEQIP cell of CE Cherthala for their good work. The Honorable Chairman called the meeting to an end at 1.30 P.M.

Dr . C P Girijavallabhan   **Dr. Mini M G**

Chairman

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ANNEXTURE-II

TEQIP COMMITTEES

TEQIP –II Committees

Consequent to the general transfer, various TEQIP Committees are reconstituted with new members as detailed below :

TEQIP Coordinator : Smt.Sarakutty K J

Finance Coordinator : Mr.Pradeep M

Academic Coordinator : Smt.Jibi John

Research Coordinator : Dr.Preetha Theresa Joy

EAP Coordinator : Smt.Sindhu (wef from her joining date)

Procurement Coordinator : Mr.Jagadeeshkumar P

Placement Coordinator :Smt.Greeshma N Gopal

Institutional Procurement Committee

1. MrJagadeeshkumar P (Convener)
2. MrMuhammedIlyas
3. DrSumitha Mathew
4. SmtShaija P J
5. SmtSarakutty K J
6. SmtAncy Paul

Finance Committee

1. MrPradeep M   (Finance Coordinator)
2. Smt.Sarakutty K J
3. MrJagadeeshkumar P
4. MrPriyakumar T N
5. Dr.Shouri P V
6. Mr Rajesh C D

Procurement committee for purchase at Institutional Level

1. MrJagadeeshkumar P (Convener)
2. MrPriyakumar T N
3. DrSumitha Mathew
4. SmtSarakutty K J
5. SmtAncy Paul

Department Procurement Committee of Computer Science

1. DrPreetha Theresa Joy (Convener)
2. ShriMuhammedIlyas
3. Smt.Greeshma N Gopal
4. ShriMadhusudanaKurup S.P
5. Smt.Janu R Panicker

Department Procurement Committee of Electronics

1. MrPradeep M (Convener)
2. MrJagadheeshkumar P
3. Mr. George C Karamel
4. Smt. AjithaKumari P
5. Mr.Sreekumar K

Department Procurement Committee of Electrical

1. Smt.LeenaTimothy (Convener)
2. Smt.Shaija P J
3. Shri.George C Karamel
4. Shri. Joseph George

Department Procurement Committee of Mechanical Engineering

1. DrShouri P V (Convener)
2. ShriJimmy John
3. ShriJoshy Joseph
4. ShriRadhakrishnan N S

5. ShriSanthosh A J

Library Committee

1. SmtAncyPaul (Convener)

2. MrPradeep M

3. Dr. Shouri P V

4. Smt. LeenaTimoty

5. SmtSarakutty K J

6. SmtJibi John

7. Smt.Raji R Nair

8.SmtManju K

Academic Committee

1. SmtJibi John (Convener)
2. MrJagadeeshkumar P
3. ShriMuhammedIlyas
4. SmtSindhu
5. SmtShaija P J
6. SmtSarakutty K J
7. Shri.Sreekumar K
8. SmtGreeshma N Gopal
9. DrShouri P V

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