

**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME Phase II**

**Sub Component 1.1**



**21<sup>st</sup> MEETING OF  
THE BOARD OF GOVERNORS  
DETAILED AGENDA NOTES**

**Date: 3<sup>rd</sup> January 2020**

**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, the meeting 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 21<sup>st</sup> meeting of the BOG is being convened on 3<sup>rd</sup> January 2020.



**AGENDA****Part 1-Procedural**

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<b>1.1</b>	<b>Confirming the Minutes of the 20<sup>th</sup> Meeting of the Board of Governors held on 24.05.2019 at College of Engineering Cherthala, Alappuzha</b>	<b>9</b>
<b>1.2</b>	<b>Report on the action taken/action pending on the pertinent decisions in the 20<sup>th</sup> Meeting of the Board of Governors held on 24.05.2019 at College of Engineering ,Cherthala</b>	<b>9</b>

**Part 2-Reports and Ratifications**

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<b>3.1</b>	<b>Revised Budget for 2019-20 and Budget for 2020-21</b>	<b>24</b>
<b>3.2</b>	<b>Activities planned under Corpus fund</b>	<b>25</b>
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<b>3.4</b>	<b>Activities planned under Equipment Replacement fund</b>	<b>25</b>
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**Part 4-Other items with the permission of the chair**

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<b>Annexure II: Guidelines for 4 Fund Utilization</b>	<b>48</b>

**PART 1**  
**Procedural Items**





### Silent Prayer

#### 1.1 Confirmation of the Minutes of the 20<sup>th</sup> Meeting of the Board of Governors of CE Cherthala held on 24/05/ 2019

The Minutes of the 20<sup>th</sup> Meeting of Board of Governors of TEQIP Phase II of CE Cherthala held on 24-05-2019 was circulated among the BOG members and after incorporating their suggestions, sent to the Honorable Chairman 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 20<sup>th</sup> meeting.

#### 1.2 Action Taken Report on the pertinent decisions in the Minutes of the 20<sup>th</sup> Meeting of the Board of Governors of CE Cherthala held on 24/05/ 2019

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 19 <sup>th</sup> BOG	Decision Taken	Action Taken / current status	Reason for Non Compli ance
1.1	The BOG confirmed the approved minutes of the 20 <sup>th</sup> Meeting	For information	NA
1.2	Took note of the ATR and approved.	For information	NA
2.1.1, 2.1.2	BOG took note and ratified the expenditure for remedial programmes, placement training and expert talks and suggested to take more efforts to improve results	College has achieved 46 <sup>th</sup> position in the 2019 KTU results.	NA
2.1.3	BOG took note and ratified the expenditure made under other expenditures and directed to post expenditure related to repair and maintenance under EMF.	Being done	NA
2.2	BOG took note of the expenditure under faculty development fund, rejected the request for reimbursement of conference registration fee as affiliation is not shown and permitted to send faculty for FDP to nearby institutions other than NITs and IITs on specific recommendation from academic committee.	7 faculty attended FDP in nearby institutions	NA

2.3 - 2.5	The BOG took note and ratified the expenditure under equipment replacement fund and maintenance fund and approved the expenditure summary.	For information	NA
2.6.	The BOG approved the mission and vision of the institution	For information	NA
2.7	BOG reviewed the appointment of account staff and extended the service to next six months under the same terms and conditions.	For information	NA
3.1	BOG sanctioned the GST amount for NBA accreditation fee	Payment of Rs.30000 /- made and visit date fixed on 24 <sup>th</sup> and 25 <sup>th</sup> of Jan 2020	NA
3.2 to 3.3	BOG approved The budget and the activities proposed under corpus fund, faculty development fund ,maintenance fund and equipment replacement	Details of activities conducted are listed in section 2.3,2.4 and 2.5	NA

**Action sought:** BOG may consider the ATR for approval.

**PART 2**  
**REPORTS & RATIFICATIONS**



## 2.1 GUIDELINES FOR 4 FUND UTILISATION

BOG has approved guidelines for utilization of the 4 funds under various heads from time to time in previous meetings. But the SPFU Director in the last meeting has insisted that it must be consolidated for the proper implementation of the four funds. Hence the guidelines made in previous meetings are consolidated (See annexure II);

**Action Sought** :BOG may kindly approve the guidelines.

## 2.2 RESULTS & PLACEMENTS

The college has scored 46<sup>th</sup> position in the first passing out batch of KTU with a pass percentage of 47.67%. the details are given below in the table 2.2.1 and table 2.2.2 gives the semester wise result of even semester 2019.

**Table 2.2.1 Result of B.Tech 2015 admissions**

BRANCH/ COURSE	SANCTIONED INTAKE	NO OF STUDENTS		% OF FULL PASS
		APPEARED	WITH FULL PASS	
EC	120	76	36	47.36
CS	90	58	35	60.34
EE	60	38	11	28.94
<b>Total</b>	<b>270</b>	<b>172</b>	<b>82</b>	<b>47.67</b>

**Table 2.2.2. Semester-wise Result of B.Tech exam May 2019**

Semester	BRANCH/ COURSE	SANCTIONED INTAKE	NO OF STUDENTS		% OF FULL PASS
			APPEARED	WITH FULL PASS	
<b>VIII</b>	EC	120	76	59	77.6
	CS	90	58	47	81
	EE	60	38	30	78.94
	<b>Total</b>	<b>270</b>	<b>172</b>	<b>136</b>	<b>79</b>
<b>VI</b>	EC	120	62	21	33.8
	CS	90	69	47	68
	EE	60	41	18	41
	<b>Total</b>	<b>270</b>	<b>172</b>	<b>86</b>	<b>50</b>
<b>IV</b>	EC	120	39	10	26
	CS	90	66	27	41
	EE	60	33	13	36.66
	<b>Total</b>	<b>270</b>	<b>138</b>	<b>50</b>	<b>36.2</b>
<b>II</b>	EC	120	24	13	54.2
	CS	90	46	17	37.0
	EE	60	27	15	55.56
	<b>Total</b>	<b>270</b>	<b>97</b>	<b>45</b>	<b>46.4</b>

**Table 2.2.3 Placement details**

Dept	2019 pass out batch			2020 pass out batch		
	Total no of final year students	No of students placed	% placement	Total no of final year students	No of students placed	% placement
CS	58	45	77.58	69	30	43.47
EC	76	13	17	62	13	20.96
EEE	38	2	5.2	41	3	7.2
	172	60	34.88	172	46	26.7

**Action Sought :**BoG may kindly note.

### 2.3. EXPENDITURE MADE UNDER CORPUS FUND OF TEQIP-II

#### 2.3.1 Remedial Classes

**Table 2.3.1 Remedial classes**

Sl No	Subject	Resource person	Sem & Branch	No of students	No. of Hours & Dates	Expenditure In Rs.	No. of students passed
1	Basic Electrical Engineering	Sabah V S	S1 EEE	14	11 hrs , 23/05/2019 to 25/05/2019	4400	3
2	Digital Signal Processing	Abdul Kareem V, NIT , Calicut (Adhoc faculty)	S7EE E	26	12hrs, 23/11/19, 24/11/19 and 30/11/19	7200 (To be paid)	Result awaited
3	Electronic Devices & Circuits	Ajaynath Asst Prof. MEC	S3CS	26	12 hrs, 16/11/19, 23/11/19	7200 (To be paid)	Result awaited
4	Switching Theory and Logic Circuits	Jayakrishnan R Asst Prof	S3 CS	30	9 hrs 19/12/19, 20/12/19	3600 (To be paid)	Result awaited

**Action Sought :**BOG may kindly ratify the expenditure made.

#### 2.3.2. Placement training and bridge courses

Placement orientation by Pragmatix Learners was given to all final year students and 3 days programming workshop was conducted as part of the placement orientation programme. It was found that the programming skills of Electrical and Electronics students need improvement. Hence

it was decided to conduct C programming course for all S8 EEE and EC students during summer vacation. A one day workshop on the **basics of Mathematics** which are essential for engineering education, was conducted to first year computer science students. The experts are the engineers from IAIM institute Cochin. They have completed all the topics from differentiation and integration. The session was very useful to students. A counselling class was conducted for S3 and S5 students by Ms. Anju Lekshmi , Councillor of the college to S3 and S5 students, based on their request . The class concentrated on how to approach exams in an effective manner.

**Table 2.3.2 Placement related programmes**

Sl. No.	Title of the Programme	Semester & batch	Duration & date	No. of participants	Expenditure (Rs.)
1	Placement Orientation program by Deepak Jose & Bimil Bose Trainers, Pragmatix Learning	Pre final Year Students of all branch	03/05/2019	114	7880
2	C Programming Workshop by Bavan Thomas Sr Engg Credence Technology & Jaimon Jacob ,Asst Prof in CSE, MEC	S8	25/03/19 to 26/03/19	45	11880
3	C Programming Workshop by Deepak Jose & Bimil Bose Trainers, Pragmatix Learning	Final Year Students all branch	10/07/19, 11/07/19, 16/07/19	65	21880
4	Workshop on basics of Mathematics by Jibin Mon K A & Irfan C K, Engineers ,IAIM Institute ,Kaloor	S1	12/10/19	59	8716
5	Counselling class	S3 all classes and S5 EC	1 day	150	3000
6	C programming workshop	Final year EC&EEE students	17 days in June and July 2019	45	To be paid
7	Interview training, group discussions, mock interview etc by Aesthetix	Final year students	21-29/10/2019	150	79760( To be paid)
<b>Total</b>					<b>53356</b>

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

**2.3.3. Other expenses****Table 2.3.3 Other expenses**

Sl.No.	Items	Expenditure
1	Expense for 20 <sup>th</sup> BoG meeting	30010
2	Salary to TEQIP staff	37860
3	NBA Accreditation GST	30000
<b>Total</b>		<b>97870</b>

**Action Sought** :BoG may kindly ratify the expenditure made.

**2.4 EXPENDITURE MADE UNDER FACULTY DEVELOPMENT FUND**

2 faculty were deputed to attend a training program on student induction conducted by AICTE. 7 faculty attended training programs in nearby institutions. One in house programme on outcome based education was conducted.

**Table 2.4.1 Faculty development fund**

Sl No.	Name of faculty	Designation	Details of programme	Date and duration	Expenditure in Rs.
1	Pradeep M,	Assoc Prof ECE	FDP on Student Induction, Mar Baselios Institute of Tecnology and Science, Kothamangalam	3 days 13 <sup>th</sup> to 15 <sup>th</sup> June 2019	3348
2	Greeshma N Gopal	Asst Prof in CSE	„	„	2848
3	Muhammad ilyas	Asst Prof in CSE	FDP on Advance in Machine Learning , SOE CUSAT	5 days, 26 <sup>th</sup> to 30 <sup>th</sup> Nov 2018	1000
4	Janu R Panicker,	Asst Prof in CSE	FDP on Teaching and Learning Methodologies in Engineering , Carmel College of Engineering and Technology, Punnapra	3 days, 11 <sup>th</sup> to 13 <sup>th</sup> July 2019	2500
5	JayaJohn	Asst Prof in CSE	„	„	2500
6	Jayakrishnan	Asst Prof in CSE	„	„	2500
<b>Total</b>					<b>14696</b>

**In-House programme**

Sl. No	Details of the program	Period	Resource persons	No of beneficiaries	Expenditure
1	Outcome based Education	18 <sup>th</sup> and 19 <sup>th</sup> December 2019	Dr.A, Praveen, Professor, Abdul Raof A, Associate Professor and Dr. Manju Manuel, Associate Professor , RIT Kottayam	All faculty	<b>23130</b>



The faculty development program for First year **student induction** was conducted at Mar Baselious Institute of Technology and Science Kothamangalam on 13-15 June 2019. The sessions were handled by Dr. Hari Kumar Voruganti, Associate Professor in Mechanical Engineering Department, NIT Warangal. During the program a general awareness was given on Universal Human Values. The main purpose of conducting such a program was to ensure

- Assimilation in the ethos and culture of the institution
- Exposure to a larger vision of life based on larger human good
- Bonding with students and teachers
- Learning a creative skill in arts
- Regular life style and professional discipline
- Overcoming weakness in some essential professional skills

A three day faculty development programme on “**Teaching-Learning Methodologies in Engineering**” held at Carmel College of Engineering and Technology, Punnapra, Alappuzha, co-sponsored by Indian Society for Technical Education, Kerala section, Conducted by Teaching Learning Centre, IIT Madras from 11 th July 2019 morning and concluded on 13th July 2019 evening. The course had been designed to provide SKILL to the faculty for helping the students to improve their learning ability. The course was mainly focused on Outcome Based Education rather than traditional methods of lecturing. The FDP programme received an overwhelming response with a lot of faculty from different colleges. The sessions were handled by Prof.(Dr) C.P Sunil Kumar ,National Executive Council Member, ISTE and former Dean and HOD Govt. Engg. College Thrissur , Prof.(Dr) Edamana Prasad, TLC-IITM , Prof.(Dr) Richa Varma, TLC-IITM.

A five day faculty development program on “**Advances in Machine Learning**” was organized by division of Computer Science , School of Engineering, CUSAT. The different topics covered during the course were basics of R programming and Social Network Analysis using R by Dr. P Murali, Introduction to Neural Network, conventional neural network, recurrent neural networks and its implementation with python program and basics of Tensor flow by Mr. Gopikrishnan Sasikumar and hands on training in all the above said topics was provided in the computer lab.

Outcome Based Education(OBE) is a student centric teaching and learning methodology where the course delivery, and assessment are planned to achieve stated objectives and outcomes. This FDP on outcome based education addresses the need to enhance the knowledge about the latest outcome based education and its implications in teaching, assessment and evaluation. The topics covered include creating a Learner centric environment, Assessment Tools, Active Learning Methods, OBE/NBA Guidelines, Learning Taxonomies, ,Moodle/MOOCs, - CO-PO Mapping and attainment case studies: Outcome Based Approach.

**Action Sought** : BOG may kindly note and ratify the expenditure.

## 2.5 EXPENDITURE MADE UNDER EQUIPMENT REPLACEMENT FUND

Licence of Tally ERP software was expired. It was renewed as per the recommendation of Institute Purchase Committee under equipment replacement fund. The total expenditure for this is Rs.9234/- including AMC.

**Action Sought :** BOG may kindly note and ratify the expenditure.

## 2.6 EXPENDITURE MADE UNDER MAINTANANCE FUND

**Table 2.5.1 maintainance fund**

Sl.No.	Item details	Expenditure
1	Repairing charges for Photocopier & printer,incinerator, UPSand AC	25232
2	Battery Water	4500
3	Electrical work	25805
<b>Total</b>		<b>55537</b>

**Action Sought :**BOG may kindly note and ratify the expenditure

## 2.7 EXPENDITURE SUMMARY

**Table2.7.1 Expenditure summary**

Type of fund	Funds received from IRG	Interest received as on 31 <sup>st</sup> Dec	Total Funds	Expenditure made				Balance fund available
				2017-18	2018-19	2019-20 Till Dec 31st	Total during project period	
Corpus Fund	<b>912233</b>	69083	<b>975891</b>	154891	352848	176087	<b>683826</b>	<b>297490</b>
Faculty Development Fund	697462	54512	<b>743252</b>	52259.5	94516	32647	<b>183681</b>	<b>568292</b>
Equipment Replacement Fund	700898	58661	<b>759559</b>	88.5	123892	0	<b>123980</b>	<b>635578</b>
Equipment & Civil Maintenance Fund	700816	52697	<b>753513</b>	4837.5	233654	71708	<b>310199</b>	<b>443313</b>
<b>Total</b>	<b>3011408</b>	<b>220169</b>	<b>3246361</b>	<b>212076</b>	<b>804910</b>	<b>280442</b>	<b>1301687</b>	<b>1944676</b>

**Action Sought:**

The BOG may kindly note and approve.

## 2.8. EXTENSION OF TEQIP ACCOUNT STAFF

BOG in its 20<sup>th</sup> meeting has extended the service of TEQIP account staff for a period of 6 months and decided to review it in the next meeting.

**Action Sought:** The BOG may kindly review and extend the service of account staff.

## 2.9 NBA ACREDITATION

The college has applied for accreditation of 2 UG programmes in 2013 and paid the fee from TEQIP. But now, since the student strength has decreased drastically, B.Tech in EC could not satisfy the pre-qualifier conditions. B.Tech in CS has qualified for accreditation and the e-SAR was submitted. Now NBA has given the dates for accreditation on 24<sup>th</sup> and 25<sup>th</sup> of Jan 2020.

**Action sought:** BOG may please note.

## 2.10 Official programs attended

The principal and the TEQIP coordinator attended the 4 funds performance review conducted by SPFU on 7/12/2019 at Hotel Chaithram Trivandrum. As the meeting starts at 9.00 am, the TEQIP coordinator has stayed at KTDC Hotel Chaithram, Trivandrum on 6/12/2019 and the hotel bill for accommodation was Rs.2208/-. Now the finance coordinator objected to reimburse the accommodation bill.

**Action Sought:** The BOG may kindly review and give advice.

## 2.11 Other Programs Conducted/Attended.

The BOG chairman Dr. C P Girijavallabhan has delivered a talk on **“Happiness through science and technology in engineering education”** to first year B.Tech students during their induction program on 24/07/2019. The class was well approved by all students

A one week training program on **Block Chain Technology** was conducted under AICTE ATAL scheme by the Computer Science department.

Dr. Mini M.G attended a one week study tour to Dudley College, London under the AICTE-UKIERI **Leadership Development programme**.

Mr.Sreekumar K and Mr. Reju John, Asst Professors, Department of Electronics attended an FDP on **Recent Advances in Sensors and Actuators** at College of Engineering Chengannur, during 9<sup>th</sup> December 2019 to 20<sup>th</sup> December 2019.

Ms.Jasleena C, Asst Professors, Department of Electronics attended an FDP on **Deep learning and Machine Learning approaches and its applications** at NIT, Kozhikkode, during 9<sup>th</sup> December 2019 to 13<sup>th</sup> December 2019.





**PART 3**  
**DISCUSSIONS AND APPROVALS**



### 3.1 REVISED BUDGET FOR 2019-20 and BUDGET FOR 2020-21

**Table 3.1.1 Budget**

(Head of expenditure)	Sub-Activity	Amount	Expenditure till 31 <sup>st</sup> Dec	Revised budget for 19-20	Budget for 20-21
<b>CORPUS FUND Academic support for students</b>	Expenditure on research projects taken by UG/PG students	5000	0	5000	15000
	Expenditure on research publications	10000	0	5000	5000
	Remedial Class	50000	34996	75000	75000
	Visiting Faculty	20000	27693	100000	100000
	Industry Institute Interaction	20000	0	20000	50000
<b>Incremental operating cost</b>	Salary	120000	45335	95335	120000
	BoG meetings	80000	30010	70000	80000
	Stationary and other expenses	10000	420	4665	5000
<b>Total</b>		<b>315000</b>	<b>174850</b>	<b>375000</b>	<b>450000</b>
<b>FSD</b>	Expenditure on faculty training in subject domain, pedagogical training, organising in house subject area training, on participation by faculty in external seminars/conferences/workshops etc	175000	32647	75000	200000
	Expenditure on staff development	25000	0	15000	50000
<b>Total</b>		<b>200000</b>	<b>32647</b>	<b>90000</b>	<b>250000</b>
<b>ERF</b>	Equipment, Books, Software, Furniture	50000	9234	50000	<b>200000</b>
<b>ECMF</b>	Equipment Maintenance, Civil Works	<b>200000</b>	<b>72408</b>	<b>125000</b>	<b>200000</b>
<b>Total</b>		<b>765000</b>	<b>288869</b>	<b>640000</b>	<b>1100000</b>

**Action sought:** 1. BOG may approve the revised budget for 2019-20 and budget for 2020-21  
 2. Sanction may be granted for reappropriating funds from equipment replacement fund to corpus fund



### 3.2 ACTIVITIES PLANNED UNDER CORPUS FUND

1. Remedial classes
2. Industrial visit for 1<sup>st</sup> year students
3. Workshop under IIIC for final year students- workshop on Deep learning for final year CS students
4. Expert lecture on Advanced Communication Systems, Opto Electronics and Low Power VLSI, Embedded System Design Perspective, Signal processing and Control Systems in System Design

**Action sought:** BOG may kindly approve the activities planned

### 3.3 ACTIVITIES PLANNED UNDER FACULTY DEVELOPMENT FUND

Smt. Jasleena C, Asst.Prof. in Electronics and communication has submitted a proposal for conducting an in-house faculty development program on “VLSI & Embedded Systems” from 20<sup>th</sup> April to 22<sup>nd</sup> April 2020. The approximate cost for conducting the program is Rs. 60,000/-.

**Action sought:** BOG may kindly approve the above.

### 3.4 ACTIVITIES PLANNED UNDER EQUIPMENT REPLACEMENT FUND

**Proposals for replacement are listed below;**

Sl No	Description	Package Name & No	Estimated cost ( INR )	Actual Cost
1	Replacement of Projector EPSON EBX 14 -3Nos, Bulb and Mother Board damaged	TEQIP-II/KL/KL1G19/91 Multimedia projectors & interactive boards	90000	33205
2	AMF Control Panel Replacement - Auto Mains Failure Panel Damaged	TEQIP-II/KL/KL1G19/23 Diesel generator	100000	665727
<b>Total</b>			<b>190000</b>	

### 3.5 ACTIVITIES PLANNED UNDER EQUIPMENT MAINTANANCE FUND

The details of activities proposed under Equipment maintenance fund are as follows;

**Table 3.5.1 Maintenance activities**

SI No	Description	Estimated cost ( INR )	Actual Cost	Remarks	Submitted By
<b>1</b>	<b>Servicing of printers</b>				
	Servicing of the HP Laser Jet P1007 Printer with Mechanical HoD	2000	-	Printer not functioning, possible reason for failure is wear and tear	Dr. Shouri P V, HoD, ME
	Servicing of the duplicating (cyclostet) machine - RICOH make Gestetner DX2430 Copy printer with exam cell ( Printers and copiers - TEQIP-II/KL/KL1G19/14)	22000	123900	Printer which is 4 years old, not functioning, possible reason for failure The possible reasons for failure are faulty motor, ink pump malfunctioning and belt failure.	Dr. Shouri P V, Chairman, Exam Cell
	Servicing of printer, HPLaser JET P1108	4000	-	Catridge replacement of the printer currently being used in SP Lab	Smt. Aparna Devi, Asst Prof EC
	Servicing of printer, RICOH SP200 ( Printers and copiers - TEQIP-II/KL/KL1G19/14)	4000	15000	Catridge replacement of the printer at HoD EC room	
	<b>Total</b>	<b>32000</b>			
<b>2</b>	<b>Servicing of UPS</b>				
	Servicing of 5 KVA UPS NUMERIC with SI No. 1140202356 ( UPS - TEQIP-II/KL/KL1G19/6)	30000	140500	Control Board not working	Sri. George C Karamel, Demonstrator EC
	Servicing of 5 KVA UPS NUMERIC with SI No.	25000	140500	Charging and Inverter board not	

	1140202359 ( UPS - TEQIP-II/KL/KL1G19/6)			functioning	
	Servicing of 5 KVA UPS NUMERIC with SI No. 1140202363 ( UPS - TEQIP-II/KL/KL1G19/6)	20000	140500	Charging not functioning	
	<b>Total</b>	<b>75000</b>			
3	<b>Laptops</b>				
	Servicing of Lenovo Thinkpad Laptop ( Computers - TEQIP-II/KL/KL1G19/6)	8000	48132	Replacement of the keypad and battery	Sri. Jagadeesh Kumar P, Asst Prof, EC
	Servicing of Lenovo Thinkpad Laptop ( Computers - TEQIP-II/KL/KL1G19/6)	4000	48132	Replacement of the keypad	Smt.Sarakutty K J TEQIP Coordinator
	<b>Total</b>	<b>12000</b>			
4	62.5KVA Diesel generator DES9A Controller (Diesel Generator -TEQIP-II/KL/KL1G19/23)	20000	665727	Controller for sensing load, engine oil etc.	Smt. Leena Thimothy, HoD EE
5	Servicing Digital trainer kit 6 nos @ 700 (Trainer Kits - TEQIP-II/KL/KL1G19/20)	4200	7312	Repairing of the trainer kit	„
6	<b>Annual Maintenance Contract</b>				
	6KVA UPS for servers ( UPS - TEQIP-II/KL/KL1G19/6)	33000	144000	AMC for three years	Dr. Preetha Theresa Joy, HoD CS
	5KVA UPS for servers ( UPS - TEQIP-II/KL/KL1G19/6)	30000	140500		
	3KVA UPS for servers ( UPS - TEQIP-II/KL/KL1G19/6)	18000	78000		
	62.5 KVA diesel generator	15000	665727	AMC	Smt. Leena Thimothy, HoD EE
	<b>Total</b>	<b>96000</b>			

**PART 4**

**OTHER ITEMS WITH THE PERMISSION OF THE CHAIR**



**ANNEXTURE-I**  
**MINUTES OF 20<sup>th</sup> BoG Meeting**



**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME**

**Phase II**

**Sub Component 1.1**



**20<sup>th</sup> MEETING OF  
THE BOARD OF GOVERNORS  
MINUTES**

**Date: 24<sup>th</sup> May 2019**

**Time: 10.30 AM**

**Venue: Seminar Hall**

**COLLEGE OF ENGINEERING CHERTHALA  
PALLIPPURAM P.O., CHERTHALA-688 541, KERALA**

**[www.cectl.ac.in](http://www.cectl.ac.in)**

**Phone: +91 478 2553416**





**AGENDA****Part 1-Procedural**

<b>Sl. No</b>	<b>Items</b>
<b>1.1</b>	<b>Confirming the Minutes of the 19<sup>th</sup> Meeting of the Board of Governors held on 28.09.2018 at College of Engineering Cherthala, Alappuzha</b>
<b>1.2</b>	<b>Report on the action taken/action pending on the pertinent decisions in the 19<sup>th</sup> Meeting of the Board of Governors held on 28.09.2018 at College of Engineering ,Cherthala</b>

**Part 2-Reports and Ratifications**

<b>Sl. No</b>	<b>Items</b>
<b>2.1</b>	<b>Expenditure made under Corpus fund</b>
<b>2.1.1</b>	<b>Remedial classes</b>
<b>2.1.2</b>	<b>Placement Training &amp; Expert talk</b>
<b>2.1.3</b>	<b>Other expenses under Corpus fund</b>
<b>2.2</b>	<b>Expenditure made under Faculty development fund</b>
<b>2.3</b>	<b>Expenditure made under Equipment Replacement fund</b>
<b>2.4</b>	<b>Expenditure made under Maintenance fund</b>
<b>2.5</b>	<b>Expenditure Summary</b>
<b>2.6</b>	<b>Approval of Mission and Vision</b>
<b>2.7</b>	<b>Extension of TEQIP Account Staff</b>

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

<b>3.1</b>	<b>NBA Accreditation</b>
<b>3.2</b>	<b>Budget for 2019-20</b>
<b>3.3</b>	<b>Activities planned under Faculty Development fund</b>

**Part 4-Other items with the permission of the chair****Annexure I: Minutes of the 19<sup>th</sup> BOG meeting held on 21.08.2018****Members Present**

- Dr C. P. Girijavallabhan, Hon. Chairman.
- Dr. P Sureshkumar , Director , IHRD
- Dr. K Najeeb , Director , SPFU
- Dr. V P Devassia , Rtd Principal , Model Engineering College , Thrikkakkara
- Dr.J Sreekumar , Dean(Academic) A P J Abdul Kalam Technological University
- Dr. Mini M.G., (Principal)
- Dr.Preetha Teresa Joy. HOD, Dept of Computer Science& Engineering
- Dr. Sumitha Mathew , Asso. Prof. in Electronics Engineering

***Others present in the meeting,***

1. Smt. Sarakutty K J , TEQIP Coordinator
2. Shri Pradeep M , Finance Coordinator
3. Smt .Jibi John Academic Coordinator
4. Smt. Sindhu S , EAP Coordinator
5. Smt. Greeshma N Gopal, Coordinator, Finishing School
- 8 Shri. Priyakumar T N , Civil Works Coordinator
- 9 Smt. Leena Timothy , HOD , Electrical Engineering

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

1. Dr.Ramesh Unnikrishnan Director AICTE , TVM Office
2. Shri. Jacob Mathew , Vice President , Idea Cellular , Bombay

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 all and invited the Principal to present the agenda of the 20<sup>th</sup> BOG meeting. Principal Dr. Mini M.G. thanked the Hon'ble Chairman and presented the agenda before the BOG.

**1.2 Confirmation of the Minutes of the 19<sup>th</sup> Meeting of the Board of Governors of CE Cherthala held on 28/09/ 2018**

**Decision:** The BOG confirmed the approved minutes of the 19<sup>th</sup> meeting of Board of Governors of College of Engineering Cherthala held on 21/09/2018.

**1.3 Action Taken Report on the pertinent decisions in the Minutes of the 19<sup>th</sup> Meeting of the Board of Governors of CE Cherthala held on 21/09/ 2018**

The major decisions taken by the Board of Governors as recorded in the minutes of the 19<sup>th</sup> meeting of the BOG of CE Cherthala held on 21/09/2018 and their current status are listed below;

**Table 1.2**

<b>Item No in Minutes of the 19<sup>th</sup> BOG</b>	<b>Decision Taken</b>	<b>Action Taken / current status</b>
1.1	The BOG confirmed the approved minutes of the 18 <sup>th</sup> Meeting	For information
1.2	Took note of the ATR and approved. Permitted part time accounts staff appointed on daily wages to continue for another 6 months	For information
2.1.1	BOG took note and ratified the expenditure for remedial programmes.	No. of students cleared the subjects after remedial programs is given in section 2.1
2.1.to 2.3.	BOG took note and ratified the expenditure made under training program to students, women cell programme, industrial visits, attending official programmes, other expenditures, faculty development fund and maintenance fund.	For information
2.4.	BOG took note of the expenditure summary.	For information
2.5.	The BOG took note of the faculty position.	For information
2.6.	The BOG took note of the report on ISO Certification.	ISO certification for current year obtained.
3.1 to 3.4	BOG approved the activities and expenditure proposed under corpus fund, faculty development fund ,maintenance fund and equipment replacement	9 faculty members attended FDPs and Networking to the new building completed.

**Decision:** BOG took note of the ATR and approved.

## **2.1 EXPENDITURE MADE UNDER CORPUS FUND OF TEQIP-II**

### **2.1.1 Remedial Classes**

The details of remedial classes conducted and no of students passed who had attended the remedial programs after the 19<sup>th</sup> BOG meeting are given below;

**Table 2.1 Remedial class details**

Sl No.	Subject	Handled by	Sem & Branch	No of students	No. of Hours & Dates	Expenditure In Rs.	No. of students passed uty exam
1	Digital Signal Processing	Sreethu T Sasi	S8 CSE	45	11 hrs , 26/03/18-28/03/18	4400	10
2	Electrical System Design	Jyothi Zachariah Asst Prof in EEE	S7 EEE	20	3hrs,14/11/18	1200	20
3	DC Machines	Sabah V S Asst Prof in EEE	S3 EEE	19	6 hrs,14/11/18, 15/11/18	2400	12
4	Linear Control System	Sabah V S Asst Prof in EEE	S5 EEE	15	2hrs,19/11/18	800	11
5	ESD	Sabah V S Asst Prof in EEE	S7 EC	16	2hrs,26/11/18	800	12
6	Microprocessor& Microcontroller	SwethaSairaAppoose Asst Prof in CS	S5 CS	15	3hrs,15/11/18	1200	12
7	Programming Paradigms	SwethaSairaAppoose Asst Prof in CS	S7 EC	20	3hrs,14/11/18	1200	17
8	System Software	Marina Crompton Asst Prof in CS	S5 CS	18	3hrs,14/11/18	1200	11
9	Theory of Computers	Marina Crompton Asst Prof in CS	S5 CS	19	2 hrs,19/11/18	800	17
10	Physics	Alphonsa K A Asst Prof in Physics	S1 EC, EEE,CS	54	6 hrs, 15/11/2018, 21/11/18,26/11/18	2400	34
11	Advanced Electromagnetic Theory	Sreethu T Sasi Asst Prof in EC	S5 EC	44	3hrs,8/11/18	1200	28
12	Control System		S7 EC	17	3 hrs,14/11/18	1200	14
13	Microwave & Radar Engg		S7 EC	21	2hrs,19/11/18	800	15
14	Computer Communication Network		S7 EC	18	2hrs,22/ 11/18	800	15
15	Data Structures	Santhikrishna M S , Jayakrishnan R Asst Prof in CS	S3CS	55	7hrs,14/11/18,19/11/18	2800	40

16	Electrical System Design	AnsalBasheer Asst Prof in EEE	S7 EEE	18	3hrs,15/11/18	1200	18
17	Circuits & Networks		S3 EEE	15	2hrs,19/11/18	800	11
18	Switching Theory & Logic Designs	Jayakrishnan R Asst Prof in CS	S3CS	51	5 hrs, 15/11/18, 26/11/18	2000	39
19	Calculus		S1 CS, EC,EEE	67	3 hrs, 29/11/18, to 2/12/18	1200	33
20	Digital Signal Processing	Akhila K J, Judith Mishal P Asst Prof in EC	S5 EC	26	10 hrs, 14/11/18, 15/11/18	4000	17
21	Data Structures	Asst Prof in CS	S3CS	26	2HRS,21/1/18	800	10
22	Solid State Device	Judith Mishal P Asst Prof in EC	S3 EC	36	5 Hrs, 15/11/18, 19/11/18	2000	7
23	Basic Electrical Engineering	Judith Mishal P Asst Prof in EC	S1 EC	20	3hrs,22/11/18	1200	8
24	Digital Image Processing	Jeshmol P J Asst Prof in CS	S7 CS	18	3hrs,19/11/18	1200	16
25	Electronic Communication	Lakshmi Suresh Asst Prof in EC	S7 EEE	16	2hrs,19/11/18	800	12
26	Electronic Circuits		S3EC	16	2hrs,21/11/18	800	3
27	Power Electronics		S5 EC	16	3 hrs,22/11/18	1200	12
28	Basics of Electronics Engineering	Anju Thomas Asst Prof in EC	S1 EC	16	2hrs,19/11/18	800	7
29	Electronics Device & Circuits	Anju Thomas Asst Prof in EC	S3 CS	17	3 hrs,22/11/18	1200	4
<b>Total</b>						<b>42400</b>	

**Discussion:** The BOG enquired about the result of the college for the odd semesters. The principal presented the results and the Board suggested that it should be included in the agenda notes. Hence it is presented below; the members enquired about the position of the college in the state level and whether the results are above or below state average. The principal replied that the university is not publishing the state average and KTU Representative Dr. J.Sreekumar informed that he will try to make it available to the principals.

RESULT STATISTICS -B.Tech exams Dec 2018					
Semester	BRANCH/ COURSE	SANCTIONED INTAKE	NO OF STUDENTS		% OF FULL PASS
			APPEARED	WITH FULL PASS	
<b>VII</b>	EC	120	77	48	62.3
	CS	90	57	32	56.1
	EE	60	38	10	26.3
	<b>Total</b>	<b>270</b>	<b>172</b>	<b>80</b>	<b>46.5</b>
<b>V</b>	EC	120	62	20	32.3
	CS	90	70	42	60.0
	EE	60	40	17	42.5
	<b>Total</b>	<b>270</b>	<b>172</b>	<b>79</b>	<b>45.9</b>
<b>III</b>	EC	120	39	8	20.5
	CS	90	66	24	36.4
	EE	60	33	14	42.4
	<b>Total</b>	<b>270</b>	<b>138</b>	<b>46</b>	<b>33.3</b>
<b>I</b>	EC	120	24	6	25.0
	CS	90	46	17	37.0
	EE	60	27	7	25.9
	<b>Total</b>	<b>270</b>	<b>97</b>	<b>30</b>	<b>30.9</b>

Dr. J Sreekumar and Dr. V P Devassia appreciated the effort taken by the institution for conducting remedial classes and commented that the results of those subjects are good, except for some 6 subjects. The SPFU director Dr. K Najeeb suggested that the remedial classes will become more effective if different faculty for different subjects were assigned and more number of hours were given for a subject, especially in S1 and S3 classes. The Principal replied that remedial classes were conducted as per the request from students' side and during remedial classes, only important questions based on previous university question papers were discussed and fewer hours were given due to lack of time. Dr. Najeeb enquired why visiting faculty scheme is not implemented and the principal replied that the amount available under the 4 funds is limited. The BOG members expressed their satisfaction about the outcome of remedial classes. SPFU director suggested that more effective methods should be devised for the conduct of remedial classes.

**Decision:**

1. BOG took note and ratified the expenditure.
2. BOG suggested taking more effort to improve the results.

**2.1.2. Placement Training & Expert talk**

Placement training was given to all final year students throughout the year for 3 hours per week. 38 students; 25 from CS, 12 from EC and 1 from EEE are already placed in various companies from the current final year students. Details of placement training and expert talks given are listed below;

Sl. No.	Title of the Programme	Semester & batch	Duration & date	No. of participants	Expenditure (Rs.)
1	Placement Training program by	S7CS EEE	06/10/18 to	110	51880

	Akhil Shan, Trainer, Aesthetix Kollam&ArunShan,IBS,Trivandrum	& EC	16/10/18		
2	Expert talk on NANO ELECTRONICS	S8EC	21/03/2019	36	4933

**Discussion:** Dr. K Najeeb suggested conducting the placement training by more professional people. He also said that the outcome of every academic program should be noted in the academic minutes register. The Principal clarified that the placement trainings were carried out by so many professional trainers during TEQIP-II period and arrived at a conclusion from the feedback of students that the above said trainers are better than the others. The BOG members commented that under the present scenario, the number of placement in the current year is rather good. They have also suggested that more number of expert talks shall be conducted, as the college is planning to go for NBA accreditation.

**Decision:** BOG took note and ratified the expenditure.

**2.1.3. Other expenses:**

An amount of Rs.1, 51,489/- has been spent under other expenses.

**Discussion:** The BOG members opined that the expenditure made for repair and maintenance shall be made under EMF of the four funds. The principal informed that since this was posted under Corpus fund in the MFMR, the college is not in a position to correct it and requested the SPFU Director to take necessary steps to permit change of heads. The BOG also suggested that the details of the expenditure shall be presented in an appropriate way. Considering the suggestions of BOG expenditure made under other expenses is detailed as given below;

**Table 2.1.3 Other expenses**

Sl.No.	Items	Expenditure
1	Expense for 19 <sup>th</sup> BoG meeting	38816
2	Salary to TEQIP staff	57850
3	Book Binding Charge	11000
4	Stationary for TEQIP office	2405
5	Repair and maintenance charge (printer, ac, computers)	25100
6	ISO Surveillance Audit Expenses	7818
7	Miscellaneous	8500
<b>Total</b>		<b>151489</b>

**Decision:** BOG took note and ratified the expenditure and decided to post expenditure related to maintenance and repair under EMF in future.

**2.2 EXPENDITURE MADE UNDER FACULTY DEVELOPMENT FUND**

Ms.Leena T Timoty,Asst Professor in EEE has submitted a proposal to the 18<sup>th</sup> BOG meeting for attending IEEE Life Science Conference at Sydney, Australia from 13<sup>th</sup> to 15<sup>th</sup> December 2017 for



presenting a paper “Cross Recurrence Quantification Analysis of Mild Cognitive Impairment EEG under Working Memory Condition”. But at that time she didn’t have NOC from government. Anyway she had attended the conference and presented the paper and now she got the NOC .So she requested to reimburse the admissible amount as per BoG decision as registration fee. The registration fee was Rs.28,288/-.

The BOG has earlier decided to permit faculty members to attend FDPs conducted by institutions of national repute like NITs and IITs. Now some faculty members have attended FDPs in CUSAT and other nearby institutions and submitted proposals for reimbursement of TA and course fee.

Details of programmes attended by faculty are given below;

**Table 2.2 FDP Details**

SI No.	Name of faculty	Designation	Details of programme	Date and duration	Expenditure in Rs.
1	Jyothi Zachariah	Asst Prof in EEE	FDP on “Power Systems Lab” organized by UKF Engineering college, Parippally, Kollam,	2 days , 3 <sup>rd</sup> to 4 <sup>th</sup> Aug.2018	2258
2	Diana Shaji	„	„	„	2258
3	Pradeep M	Assoc.Prof in ECE	Tailoring technologies for rural sector: development and dissemination at IIT Guwahati	6 days	15000
4	Jimmy John	„	„	„	15000
5	Smt Sarakutty K J	Assoc.Prof in Maths	FDP on MATLAB & SIMULINK conducted by the department of Electrical Engineering, NITTR Chandigarh	5 days	15000
6	Jibi John	Assoc.Prof in ECE	„	„	15000
7	Janu R Panicker	AP in CS	„	„	15000
8	Shaija PJ	AP in EEE	„	„	15000
9	Muhammed Ilyas H	AP in CS	Advance in Machine Learning organized by Division of Computer Science School of Engineering, CUSAT	5 days,from 26 <sup>th</sup> to 30 <sup>th</sup> November 2018.	
<b>Total</b>					<b>94516</b>

**Discussion:** Dr. K Najeed suggested to conduct more number of in-house programmes so that there will be more beneficiaries at less expenditure. He was of the opinion that with the amount incurred for sending one faculty member to an out station programme , an in house programme that will be useful to 20 faculty can be conducted. The principal informed the SPFU Director that the BOG has decided to permit each faculty to avail a maximum amount of Rs. 15,000/- per year to attend one or more FDPs and it may include course fee , TA and DA .All FDPs attended were as per this

guideline and also with permission from BOG . All other members of the BOG supported the principal and commented that exposure to institutions of national repute will do them good .Dr. K Najeeb has suggested conducting as many FDPs by Computer Science department as it will be very credible during NBA Accreditation visit.

The BOG advised the faculty who have attended Tailoring technologies for rural sector: development and dissemination at IIT Guwahati, to submit proposal for setting up a rural development centre at the college to funding agencies.

The SPFU Director asked to prepare the four fund utilization guidelines and publish it in the website. The Principal replied that the guidelines are prepared as per the directions given from SPFU, the BOG approved it and this is there in the 18th BOG meeting minutes, which is published in the college website as well as SPFU website.

Considering the request from Ms. Leena Timothy for reimbursement of registration fee for paper publication, the BOG members enquired whether the affiliation given in the paper is that of CE, Cherthala. Ms. Leena Timothy who was present in the meeting confirmed that it is not and hence the BOG informed that it is not possible to reimburse the amount .The BOG advised that the academic committee need to review and verify all proposals before bringing it to BOG.

Regarding the request from faculty for permission to attend FDPs conducted by institutions other than NITs and IITs, the BOG observed that if the course is useful to the faculty and students, the academic committee can decide to send the faculty. They have to verify the need of the concerned course and based on the recommendation the principal can depute the faculty. Such deputation can be ratified in the next BOG meeting.

#### **Decision :**

1. BOG took note and ratified the expenditure.
2. Rejected the request from Ms.Leena Timothy to reimburse the registration fee as the affiliation shown in the paper is not ‘College of Engineering, Cherthala’.
3. Decided to send faculty members to nearby institutions (other than NITs and IITs also) for attending FDPs on the recommendation of the academic committee after verifying the need of the concerned course in the academic committee meeting.

### **2.3 EXPENDITURE UNDER EQUIPMENT REPLACEMENT FUND**

An amount of Rs.23892/- was spent towards labour charge and purchase of consumables for extending the existing networking to the new academic block.

**Discussion:** The BOG observed that the above matter was placed before the BOG in a previous meeting and the work is carried out after the approval of the BOG.

**Decision:** BOG took note and ratified the expenditure.

### **2.4 EXPENDITURE MADE UNDER MAINTANANCE FUND**

An amount of **Rs.1,86,600/-** has been spent under maintenance fund as per the following details:

Sl.No.	Item details	Expenditure
1	Purchase Rubber mat etc for Electrical lab, Locks for Solar Battery Box	26432
2	CRO Repairing Charge	9900
3	Replacement of batteries	97320
4	Printer repairing/toner purchase	11100
5	UPS repair	14500
6	Chair Weaving Charge	17500
7	Computer Service charge (IHRD PMD)	4248
8	A.C.Service	5500
<b>Total</b>		<b>186600</b>

**Decision:** BOG took note and ratified the expenditure.

## 2.5 EXPENDITURE SUMMARY

Type of fund	Funds received from IRG	Interest received as on 20 <sup>th</sup> May	Total Funds	Expenditure made				Balance fund available
				2017-18	2018-19	2019-20 Till May 20th	Total during project period	
Corpus Fund	<b>912233</b>	59842	<b>972075</b>	154891	352848	20303	<b>528041</b>	<b>444034</b>
Faculty Development Fund	697462	40803	<b>738265</b>	52259.5	94516	0	<b>146775</b>	<b>591489</b>
Equipment Replacement Fund	700898	43823	<b>744721</b>	88.5	123892	0	<b>123980</b>	<b>620740</b>
Equipment & Civil Maintenance Fund	700816	41184	<b>742000</b>	4837.5	233654	8748	<b>247239</b>	<b>494760</b>
<b>Total</b>	<b>3011408</b>	<b>185652</b>	<b>3197060</b>	<b>212076</b>	<b>804910</b>	<b>29051</b>	<b>1046037</b>	<b>2151023</b>

**Decision :**BOG took note and approved the expenditure summary.

## 2.6. APPROVAL OF MISSION AND VISION

The college has applied for accreditation of B.Tech in Computer Science and Engineering. For this purpose the vision and mission are modified and was circulated among the BOG members for approval. The finalized mission and vision are;

**Vision: To contribute profusely to the society through excellence in technical education, sustainable innovation and quality research.**

**Mission: To provide state of the art educational and research facilities to enable holistic development of students and society.**

**Discussion:** The BOG members enquired whether the procedures for modifying the vision and mission are followed and whether the minutes of meetings conducted are recorded. The HOD, CS informed that meetings were conducted with various stake holders and minutes of the meetings are recorded for verification by NBA team. The BOG suggested that the details of these meetings may be made available for review in the next BOG meeting.

**Decision:** BOG ratified the approval of mission and vision

## 2.7. EXTENSION OF TEQIP ACCOUNT STAFF

BOG in its 19<sup>th</sup> meeting has extended the service of TEQIP account staff for a period of 6 months and decided to review it in the next meeting.

**Decision:** BOG has reviewed and extended the service of account staff till the next meeting on the same terms and conditions.

### 3.1 NBA ACREDITATION

The college has applied for accreditation of 2 UG programmes in 2013 and 2 PG programmes in 2017 under TEQIP II and paid a total amount of Rs.8.99 lakhs for the same. On 5<sup>th</sup> October 2018 NBA has informed that our applications are disposed off. They have also informed that 20% of the fee paid (excluding the registration fee of 1 lakh and service charge paid) will be forfeited and remaining amount of Rs. 5.6 lakhs can be adjusted on future payments for accreditation. Presently the college meets the criteria for accreditation only for B.Tech in Computer Science and hence we have applied for accreditation of B.Tech CS and fee to be paid is Rs. 5 lakhs plus GST of 18%. Now they have informed that the GST amount cannot be adjusted from the amount available with them and it is to be paid directly.

**Discussion:** The BOG members demanded an explanation on the disposing off of the previous application for NBA accreditation. The principal informed the BOG that due to some clerical mistake on the data provided in the prequalifier for CS, approval was not given for B.Tech CS. For B.Tech EC even though approval was given, as there were no faculty with Ph.D at that time, except the principal in charge, the college was not in a position to go for accreditation. When a faculty got Ph.D in 2018, the college approached NBA for accreditation and NBA informed that since the application was made a long time ago it is disposed off and no further communication will be allowed in the matter. Only thing we can do is to apply afresh for accreditation and the fee will be adjusted against the amount available with NBA. But as per the present pre-qualifiers of NBA the college is eligible to apply for CS only, as the average no of students in EC for last three years is less than the prescribed minimum of 50% of sanctioned seats and no faculty has Ph.D in EEE (there is only one regular faculty in EEE and only 2 regular posts exist).The BOG suggested that detailed explanatory note may be presented before the BOG in this type of cases.

Some of the BOG members pointed out that accreditation is very much necessary for the progress of the institution. The BOG asked about the confidence level of the CS department for facing accreditation. The CS HOD affirmed and hence the BOG permitted to go ahead.

**Decision:** BOG sanctioned the payment of GST amount of Rs.90000/- from Corpus fund.

### 3.2 BUDGET FOR 2019-20

The details of activities proposed under Equipment maintenance fund are as follows;

Sl.No.	Item	Qty	Approx. Amt
1	A.C. Repairing	10	20000
2	Computer i3 machine	20	25000
3	UPS repairing and maintenance	14	40000
4	Laptops	20	50000
5	Electrical work in new computer lab		25000
6	Furniture repairing and painting		40000
<b>Total</b>			<b>200000</b>

**Discussion:** The BOG scrutinized the budget proposal and noted that no amount is allocated under equipment replacement fund. They suggested adding some amount under this head and the budget proposal is modified accordingly.

(Head of expenditure)	Sub-Activity	Amount
<b>CORPUS FUND Academic support for students</b>	Expenditure on research projects taken by UG/PG students	5000
	Expenditure on research publications	10000
	Remedial Class	50000
	Visiting Faculty	20000
	Industry Institute Interaction	20000
<b>Incremental operating cost</b>	Salary	120000
	BoG meetings	80000
	Stationary and other expenses	10000
<b>Total</b>		<b>315000</b>
<b>FSD</b>	Expenditure on faculty training in subject domain, pedagogical training, organising in house subject area training, on participation by faculty in external seminars/conferences/workshops etc	175000
	Expenditure on staff development	25000
<b>Total</b>		<b>200000</b>

<b>ERF</b>	Equipment, Books, Software, Furniture	<b>50000</b>
<b>ECMF</b>	Equipment Maintenance, Civil Works	<b>200000</b>
<b>Total</b>		<b>765000</b>

**Decision:** BOG has approved the budget and activities planned

### 3.3 ACTIVITIES PLANNED UNDER 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	Approx. expenditure
1.	Sri Pradeep M, Asso. Prof. in Electronics	Fault-tolerant Embedded Systems	IIT Guwahati	5 days, 27-31 july2019	15000
2	Smt.Jibi John, Asso. Prof. in Electronics	Advanced Matrix Algebra and applications	IIT, Kharagpur	5 days, 18-22 sept.2019	15000
3	Smt.Sindhu S, Asso. Prof. in Mathematics	Advanced Matrix Algebra and applications	IIT, Kharagpur	5 days, 18-22 sept.2019	15000
4	Sarakutty K J Asso. Prof. in Mathematics	Advanced Matrix Algebra and applications	IIT, Kharagpur	5 days, 18-22 sept.2019	15000

**Discussion:** BOG suggested that the academic committee shall review all proposals and give specific recommendation after verifying the need of the concerned course in the academic committee meeting.

#### **Decision:**

1. BOG Decided that Faculty can be sent for attending FDPs on specific recommendation from the academic committee.
2. Approval and Expenditure for attending FDPs shall be ratified in the next BOG meeting

#### **Conclusion:**

The Honorable Chairman in his concluding remarks thanked all the members for attending the meeting and contributing to it and called the meeting to an end at 1.30 P.M.

**Dr . C P Girijavallabhan**

**Dr. Mini M G**



**Annexure II**  
**GUIDELINES FOR TEQIP IV FUNDS UTILIZATION**





## COLLEGE OF ENGINEERING ,CHERTHALA

### Selected under Sub Component 1.1 Technical Education Quality Improvement Programme Phase II

## GUIDELINES FOR THE EFFECTIVE UTILISATION OF FOUR FUNDS

### 1. SUMMARY OF AVAILABLE FOUR FUNDS AND ITS UTILISATION

#### Corpus fund

- Conducting BOG meetings -minimum two in each year
- Salary expenses of contract staff in the post clerk cum Accountant (One post) –Part Time accountant staff on daily wages with salary of Rs.650/day limited to a maximum of Rs. 1000/month.
- TEQIP Office Expenses
- TA/DA for attending meetings
- Hiring professional services for TDS filing, financial auditing
- Student Support activities including remedial and bridge programs, placement training, expert lectures etc.
- One day Industrial visit for first year students
- Seed money for UG/PG projects
- Paper presentation in conferences/seminar

#### Faculty Development Fund

- Expenditure on faculty members attending training in subject domain, pedagogy, attending seminars/conferences/workshops etc
- Expenditure on organizing in-house subject area and pedagogical training Programs, Workshops/ seminars/symposium /conferences.
- Expenditure on short term programs with industry.

#### Equipment Replacement Fund

- Replacement of obsolete furniture and equipment including computers and related devices.
- Upgradation of software purchased under TEQIP-II.

#### Equipment Maintenance Fund

- Maintenance of furniture and equipment including computers and related devices.

- Purchasing of consumables
- AMC and repair for items procured under TEQIP II
- Entrust the repair and maintenance work to IHRD as far as possible, since IHRD is a total service provider for the Govt of Kerala,
- All maintenance work shall be done after getting the concurrence of maintenance/purchase committee and necessary documentation shall be done.

## **2. GUIDELINES FOR THE CONDUCT OF FSD PROGRAMMES USING FOUR FUNDS**

### **In-house Program**

- The program proposal with the activity plan and brochure must be submitted through the department, with clear recommendations indicating the experts, expected benefits and beneficiaries of the program. The program proposal will be verified and approved by the Academic committee and Finance Committee before submitting to the BoG for approval/ratification. The decision of the BoG will be final.
- The minimum qualification of experts for the programs will be (i) PhD/M Tech for those from academic institutions and (ii) For resource persons from industries: designated as Manager or above in the working industry or has minimum 5 years of industrial experience in the related area with basic engineering degree OR (iii) a distinguished professional as recommended by the Academic committee. However, the academic committee can decide the qualifications/experience judiciously for the academic and industrial experts wherever necessary, subject to the ratification of BoG.
- The TA/DA for experts will be as per GoK/TEQIP-II norms.
- Settlement of the programs must be done within one month by the coordinator; failing interest will be levied from the coordinator as per the Government of Kerala (GoK) rules.
- It is desirable that at least 50% of the participants of the programs are from other institutions. The fee to be collected can be fixed by the coordinator and the department, with approval from academic committee.

### **External Programs**

- Importance of course should be scrutinized by concerned departments. (Justification by HoD/ Department Committee needed) While selecting courses, courses from premier institutions shall be preferred. Academic Committee has to evaluate the relevance of the program and give directions on how the course can be made beneficial for other faculty and staff in the institution. However, faculty can be sent to nearby institutions also, if the department strongly recommends the program stating the benefits to the students, department and the institution and academic committee recommends it.
- The number of programs that can be attended by a faculty is limited to one per semester and by a staff to one per annum. However, in cases when a faculty/staff is deputed by the institution under special circumstances, that course is not counted to the number of permissible courses.

- The principal can decide the number faculty members that can be sent at a time to external programs, without affecting the normal functioning of the institution.
- The total expenditure including registration fee, TA/DA for attending program etc per program using Faculty development fund is limited to Rs.15,000/- for faculty and Rs.7,000/- for staff. This includes course fee if any, travel charges, accommodation charges, registration fee in case of conferences etc. The support received from TEQIP-II FOUR FUNDS must be acknowledged in the paper presented. Only oral presentations in the conferences will be funded. The citation of the institution in the paper is mandatory for this funding.
- The TA/DA for the faculty and staff to attend programs will be as per GoK/TEQIP II rules and subject to the actual produced.

### **3. GUIDELINES FOR THE CONDUCT OF STUDENT SUPPORT PROGRAMMES- REMEDIAL/BRIDGE COURSE, STUDENTS TRAINING PROGRAMS, INTERNSHIP, CONFERENCE, ETC.**

- The number of students in a class getting benefitted using remedial classes should be at least 10. However, the EAP committee can make a judicious decision, based on the recommendations of the HoD wherever the number of students is less, subject to the ratification of BoG. The attendance of students enrolled for the program must be compulsory and monitored by the HoD.
- The department has to monitor the results of the benefitted students and the HoD has to submit a report to the TEQIP office as and when the results are published.
- Bridge courses may be conducted in mathematics for Lateral Entry (LET) students, and for computer programming subject to a maximum of 10 hours.
- External subject experts can be hired for conducting remedial / bridge classes at Rs.600/hour, if found necessary. For internal experts the amount is limited to Rs.400/hour. No TA/DA will be admissible for the experts.
- Remedial classes shall be arranged only for helping the students in understanding difficult topics, which was already covered by the Instructor. The maximum number of remedial hours is limited to 15% of the total number of hours as per the university curriculum.
- Counseling experts can be invited to the campus for interacting with needy students. The expert TA/DA will be as per GoK/TEQIP-II rules and as per the norms under FSD program. The expert selected must be a reputed person with a minimum experience of 5 years in the area of counseling. However, the EAP committee can make a judicious decision on the experience of the expert available and recommend to the Principal. The effectiveness of the program should be reported to the TEQIP office for every 6 months, by the program coordinator.
- Coaching classes for appearing in competitive examinations like GATE, CAT, MAT, etc can be conducted subjected to a maximum of 20 hours per branch per year, recommended by EAP committee.
- Students attending reputed conferences for oral presentation can be funded through this scheme. The maximum amount payable is Rs. 2000/-. The support received from TEQIP-II

FOUR FUNDS must be acknowledged in the paper presented. The citation of the institution in the paper is mandatory for this funding.

- Training programs / workshops from industries, placement related training programmes may be conducted by the approval of the academic committee and the subsequent approval of BoG. For training programmes/workshops from industries, The expert should be an engineering graduate with minimum five years experience or a post graduate with three years experience in the relevant area.
- Financial support may be granted to a maximum of two R & D projects in each department, with the recommendation of the HoD and approval from R&D committee. The permissible support will be decided by the committee, subject to a maximum of Rs.5000/- as seed money per project.
- Industrial visit is permitted for first year students , within a distance of 100km from the institution. The industry to be visited shall be selected by staff advisor or department committee.