TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMMEPhase II

Sub Component 1.1

22nd MEETING OF

THE BOARD OF GOVERNORS

DETAILED AGENDA NOTES

Date: 1st Dec 2020

Time: 2.30 PM

(Online mode)

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 22nd meeting of the BOG is being convened on **1st Dec 2020**

AGENDA

Part 1-Procedural

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1.2	Report on the action taken/action pending on the pertinent decisions in the 21st Meeting of the Board of Governors held on 03.01.2020 at College of Engineering ,Cherthala	9

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PART 1

Procedural Items

Silent Prayer

1.1 Confirmation of the Minutes of the 21st Meeting of the Board of Governors of CE Cherthala held on 03/01/ 2020

The Minutes of the 21st Meeting of Board of Governors of TEQIP Phase II of CE Cherthala held on 03-01-2020 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 21st meeting.

1.2 Action Taken Report on the pertinent decisions in the Minutes of the 21st Meeting of the Board of Governors of CE Cherthala held on 03/01/ 2020

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

Table 1.2

Item No in Minutes of the 19th BOG	Decision Taken	Action Taken/ current status	Reason for Non Compliance
1.1	The BOG confirmed the approved minutes of the 21st Meeting	For information	NA
1.2	Took note of the ATR and approved.	For information	NA
2.1	BOG approved the guidelines for four fund utilisation after incorporating the modifications suggested	Published the guidelines in website	NA
2.2	BoG took note of the result and placement details.	For information	NA
2.3	BoG ratified the expenditure made under corpus fund(remedial classes , placement training, …)	For information	NA
2.4	1. BOG took note and ratified the expenditure made under faculty development fund. 2. Decided to conduct at least 1 programme per semester per department 3. Decided to conduct one staff development programme each for technical and supporting staff.	Not conducted	Due to COVID-19
2.5,	BOG took note and ratified the expenditure made	For	NA

2.6,2.7	under equipment replacement fund, maintenance fund and expenditure summary.	information	
2.8	The BOG reviewed and decided to extend the service of account staff for a period of 6 months.	account staff is still continuing	N A
2.9	The BOG took note of the NBA accreditation preparations.	B.Tech CS got accredited for three years.	N A
2.10	1.The BOG took note on the official programs attended 2. Decided to reimburse the actual expense of accommodation to TEQIP Coordinator.	Not reimbursed	TEQIP coordinator has withdrawn the request
2.11	BoG took note on the other Programs Conducted/Attended	For information	N A
3.1	1.BOG approved the revised budget for 2019-20 2. Approved budget estimate for 2020-21 3. Sanctioned re appropriation of funds from equipment replacement fund to corpus fund on exhausting of corpus fund .	For information	N A
3.2	BOG approved the activities planned under Corpus fund.	Being carried out	N A
3.3	BOG approved the budget and the activities proposed under faculty development fund.	Not conducted	N.A
3.4	1. The BoG approved the replacement of 3 projectors 2.BoG has rejected the proposal for replacement of AMF panel	Not done since classes are conducted online	N A
3.5	1. BOG directed to check the possibility of replacement of UPS under buy back policy . 2. BOG approved the maintenance of laptops, printers etc under equipment maintenance fund	Maintenance of 3 latops , printers and photo copiers were done.	N A

Action sought: BOG may consider the ATR for approval.

PART 2

REPORTS &RATIFICATIONS

2.1. EXPENDITURE MADE UNDER CORPUS FUND OF TEQIP-II

2.1.1 Remedial Classes

Sl No.	Subject	Resource person	Sem& Branch	No of students	No.ofHours&Dates	Expenditure In Rs.	No. of students passed uty exam
1	Digital Signal Processing EE 407	Mr Abdul Kareem V	S7 EEE	26	12hrs on 23rd, 24th &30th Nov19	7200	17
2	Electronic Circuits &Devices	Ajay Nath S	S3 CS	26	12hrs on16th & 23rd Nov 2019	7200	6
3	Switching Theory and Logic Design	Jayakrishnan R	S3 CS	30	9hrs 19 th & 20th Dec19	3600	16
Total						**18000**	

2.1.2.Industrial Visit

A visit to Neriamangalam Power Station on 15.02.2020 was conducted for 101 first year students. A total amount of Rs.20,000/- was incurred for the same.

2.1.3. Placement Training and Other Training Programmes

Sl. No.	Title of the Programme	Semester & batch	Duration & date	No. of participants	Expenditure (Rs.)
1	3 day workshop using Python with Raspberry Pi and Cloud	8thsem EC	16th to 18th Jan 2020	32	13374
2	C Programming workshop	8th Sem EC & EEE	19th June 19 -27thJuly 19 (17 days)	24	40800
3	Placement Training programme in group discussion and interview	Final Year Students	06th Dec 2019 to 25th Jan 2020	117	78880
4	Expert talk on the topic Cyber Security	8th sem EC students	12th Feb 20	42	5284
Total					**138338**

2.1.4.Other Expenses

Sl.No.	Items	Expenditure
1	Expense for 21st BoG meeting	33349
2	Salary to TEQIP staff	76535
3	TA paid for performance review of TEQIP	4100
4	Miscellaneous(TDS Data Processing Charge, hospitality charge etc)	4153

Total	118157

Total Expenditure under Corpus Fund after last BOG till 31st October 2020 is **Rs. 2,94,495/-**

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

2.2 EXPENDITURE MADE UNDER FACULTY DEVELOPMENT FUND

Sl. no.	Name of faculty	Designation	Details of the program	Date and duration	Expenditure
	In-house programs				
1	Dr.Shouri P V	Asso. Prof ME	NBA Preparatory Class	22nd Jan 2020	5348
2	Dr.Priya S	HoD,CS	Webinar on 'Intellectual Property Rights and Patent process, '	31st October 2020	3000
	Out- station programs				
Sl. no.	Name of faculty	Designation	Details of the program	Date and duration	Expenditure
1	Manju K	Asst. Prof CS	Short term course on Deep Learning for Natural Language Processing at IIT Guwahati	18th to 22nd November 2019	15000
2	Dr.Sumitha Mathew	Asso. Prof EC	One week workshop on Frontiers in RF Communication and Circuit Design at CUSAT	27th Feb to 04th March 2020	4000
3	Judy Ann Joy	Asst. Prof CS	FDP on Emerging Trends in Embedded Systems, IOT and Applications at CUSAT	03rd Feb to 8th Feb 2020	1000
4	Greeshma N Gopal	Asst. Prof CS	Workshop on Graphs & Complex Networks at CUSAT	03RD Feb to 07th Feb 2020	6936
				Total	**32284**

Detailed report of the above programmes :

1. In connection with NBA inspection scheduled during 24-25 January 2020, a **preparatory session on NBA visit** was arranged on 22nd January 2020. Dr V P Devassia, Member BoG and Professor & Head, Department of Electronics and Communication Engineering,St Joseph College of

Engineering & Technology, Palai (Former Principal, Model Engineering College, Thrikkakara) was the resource person. The programme consisted of a session on outcome based education and key aspects of NBA accreditation procedure, based on his experience as an NBA expert committee member. Various components of the SAR prepared by the Computer Department was also discussed in detail.

2. A Webinar on 'Intellectual Property Rights and Patent process', was conducted on 31st October 2020, as online mode. The topics were how to conduct Patent Search, Patent Process, filing, publication and granting, so as to provide an idea of patent procedure , beneficial for PhD scholars and faculty doing research. Dr. K K Baseer , Coordinator, Intellectual Property Rights Cell(IPRC), SVEC , Tirupati was the resource person

Out station programs

1. The program **"Deep Learning for Natural Language Processing"** was conducted by the department of Computer Science ,IIT Guwahati. The main topics covered during the 5 days were introduction to NLP , NLP in real life, Basic Tools and Resources needed for NLP, Data Mining methods for NLP, Neural Language Models, Speech Processing dialogue on Humanitarian concerns and NLP, Learning Vector Representation, data structures for representing natural language text, Sentiment analysis, network embedding models, Analysis of song Lyrics, Handwriting Recognition Visualization of unstructured sports data. Also there were hands on sessions on how tools can be used to build Neural net models, CNN/RNN models. The resource persons were Prof.AshishA. ,Dr.Guha ,Dr. S B Nair, Prof. Awekar, Dr. P K Das , Prof. D Basu, Dr. D Kesh, Dr. S Sundaram, Dr. V Saradhi n, faculties of IIT Guwahati.

2. The workshop **"Frontiers in RF communication and circuit design"**was held at the Department of Electronics auditorium, CUSAT. The sessions included keynote address on Analysis of Phased Array antennas by the eminent scientist Dr.Arun K.Bhattacharya,Lockhead Martin Corporation, USA, technical talks on EMC in spacecraft by Mr.Vaddi Raghavaiha from ISRO , Antenna array Synthesis by Dr.Soumya Adhikari from PES University Bangalore, Beam Synthesis in Phased arrays by Prof.Arun K.Bhattacharya , Trends and Technologies in Avionics and Electronic Warfare by Gp.Capt. Babu Joseph, technical Consultant for IAF, Bangalore, hands-on session on

the Agilent ADS software handled by Technical persona from Agilent Technologies Bangalore, Automotive EMC by Mr.Vinesh S, Valeo, Chennai , hands-on session on ADS , the next generation communication software for system design on USRP platform and NI AWR circuit design, 5G system design by Mr.Praveen Kumar from Intel Bangalore ,Simulation of Electrically Large Problems by Sumith S Pillai from Designtech Systems Ltd Bangalore, Overview and Future Trends in 5G over Skype platform by Prof.K.J.Vinoy from IISc Bangalore and a talk on Innovation Engineering by Dr.T,J.Aprenfrom SFO tech Trivandrum.

3. The programme**"Emerging Trends in Embedded Systems, IOT and Applications"**aims at providing an opportunity to enrich the knowledge and skill in developing various solutions for solving engineering problems in the society. The sessions were an introduction to IoT, Protocols and Networking by Mr. Jayasuryan V.C CEO,CKT Infrastructure Pvt Ltd,Kochi ,hands on training on IOT by Srishti Robotics, Embedded Systems Basic Concepts by Thomas S CEO, Digital core Technologies Pvt. Ltd, Cloud Computing by Ms. Maya Menon Network Consultant, StartG, Kochi, Linux in Embedded systems, Linux kernel porting and Tool chain development by Mr, Jagadeesh Kumar P, Assistant Professor, College of Engineering, Cherthala, LoRaWAN. by Mr. Aiju Thomas, GPTC Perumbavoor, Real Time Operating System by Dr. P. Shanmuga Raja, Professor, Annamalai University and Deep Neural Network Architectures and Accelerating CNNs on Hardware by Ms. Kala S, IIITK Kottayam.

4. The Workshop on **Graphs and Complex Networks 2020 (WGCN-2020)** sponsored by the National Board for Higher Mathematics (NBHM) organized by the Department of Computer Applications, CUSAT was held during February 03-07, 2020.The programme gave a beautiful introduction about the application of graphs in various disciplines like Biology, Physics, Social Networks etc by Dr.Ambat Vijayakumar, introduction about the complex network and its properties by Dr. B. Kannan , Hate speech analysis and detection in Social media by Dr.Animesh Mukharjee ,Network Centralities by Dr. Rishi Ranjan Singh Hierarchical Type Set Systems, Transit Functions with Applications to Clustering by Dr.manoj Changath design of Games on Complex Networks by Dr.Sasidevan V. ,application of the graph in Digital image processing by Dr.Bino Sebastion. graph embeddings in natural language processing by Smt. Anuraj Mohan, Financial Network through Video Conferencing by Dr.Anindya Rummaging through structural

graph theory by Dr.Sharad and information diffusion and virality in networks by Dr.Yayati Gupta .

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

2.3 EXPENDITURE MADE UNDER MAINTANANCE FUND

Sl.No.	Item details	Expenditure
1	Catridge for Photocopier,printers	14038
2	Library Book Binding Charge	3680
3	Refilling & Replacing of Fire Extinguishers	11008
4	Laptop Service Charge	10648
5	Servicing of Digital Trainerkit	4200
6	Battery Water purchased	10140
7	Servicing of Air conditioner	700
8	Repairing of Revolving chairs	8550
9	TALLY ERP 9 License renewal charge	9234
Total		**72198**

Action Sought :BOG may kindly note and ratify the expenditure

2.4 EXPENDITURE SUMMARY

Type of fund	Funds received from IRG	Interest received as on 31st Oct	Total Funds	Expenditure made				Total during project period	Balance fund available
				2017-18	2018-19	2019-20	2020-21 Till 31st Oct		
Corpus Fund	912233	72256	**984489**	154891	352848	335732	134850	**978321**	**6168**
Faculty Development Fund	697462	65986	**763448**	52259.5	94516	83926	7936	**238637**	**524810**
Equipment Replacement Fund	700898	72466	**773364**	88.5	123892	0	0	**123980**	**649384**
Maintenance Fund	700816	61685	**762501**	4837.5	233654	105634	32272	**382397**	**380103**
Total	**3011409**	**272393**	**3283802**	**2120765**	**804910**	**525292**	**165958**	**1723336**	**1560465**

Action Sought: The BOG may kindly note and approve.

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2.5. EXTENSION OF TEQIP ACCOUNT STAFF

BOG in its 21st 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.

2.6 RESULTS & PLACEMENTS

The college has scored 40th position in the current year with a pass percentage of 49.7%. The branch wise details are given below in the table 2.1.1

Table 2.6.1   Result of B.Tech 2016 admissions

BRANCH/ COURSE	SANCTIONED INTAKE	NO OF STUDENTS		% OF FULL PASS
		APPEARED	WITH FULL PASS	
EC	120	61	20	32.78
CS	90	68	42	61.76
EE	60	40	22	55
Total	**270**	**169**	**84**	**49.7**

Table 2.6.2. Placement details

	2020 pass out batch		
Dept	**Total no of final year students**	**No of students placed**	**% placement**
CS	68	30	44.12
EC	61	20	32.78
EEE	40	4	10
	169	54	31.95

Action Sought :BoG may kindly note.

2.7 FACULTY POSITION

Due to transfer and posting some of the faculty members left the institution and new members joined. Institutional member of BOG amd Hod of CS department Dr. Preetha Theresa Joy got

transferred. Dr. Priya S has taken the charge of HoD CS. The present faculty position is given below;

Table 2.7

Department	Professor	Associate Professor	Assistant Professor	Total
ECE	1	2	6	9(3 are on leave for study purposes)
CSE	1	1	6	8 (one on leave for study purposes & one on LWA)
EEE	-	-	1	1
ME	-	-	2	2
Applied Science	-	3	-	3
Total	2	6	15	23

Academic coordinator Ms. Jibi John and purchase coordinator Mr. Jagadeesh Kumar were got transferred. Dr. Sumitha Mathew, Associate Professor EC is assigned the charge of academic coordinator and Mr. Jimmy John , A.P, ME is assigned the charge of purchase coordinator. All the TEQIP committees are restructured. Details attached as annexure II.

Action sought:

1.BOG may approve one institution member for BOG

2. BOG may approve the TEQIP committees and coordinators

2.8 INSPECTION REPORT

An Inspection of the utilization of TEQIP 4 funds for the period 01.08.2017 to 31.12.2019 was conducted on 17th January 2020 by the SPFU team. Copy of inspection report is attached as annexure III.

Action sought: BoG may take note.

PART 3

DISCUSSIONS AND APPROVALS

3.1   REVISED BUDGET FOR 2020-21

BOG , in previous meetings has instructed to present the utilization as per budget in each meeting. The expenditure made till 31st October in the current year against budget allotment is shown below;

Table 3.1 Budget

(Head of expenditure)	Sub-Activity	Amount	Expenditure till 31st Oct 2020	Revised budget for 2020-21
CORPUS FUND Academic support for students	Expenditure on research projects taken by UG/PG students	15000	0	5000
	Expenditure on research publications	5000	0	5000
	Remedial Class	75000	0	40000
	Visiting Faculty	100000	78880	230000
	Industry Institute Interaction	50000	20000	20000
Incremental operating cost	Salary	120000	52485	105000
	BoG meetings	80000	0	40000
	Stationary and other expenses	5000	3480	7000
	Total	**450000**	**154845**	**452000**
FSD	Expenditure on faculty training	200000	7936	75000
	Expenditure on staff development	50000	0	15000
	Total	**250000**	**7936**	**90000**
ERF	Equipment, Books, Software, Furniture	**200000**	0	50000
ECMF	Equipment Maintenance, Civil Works	**200000**	**38272**	**100000**
	Total	**1100000**	**161053**	**642000**

Action sought: BOG may take note and approve the revised budget for 2020-21

3.2   ACTIVITIES PLANNED UNDER CORPUS FUND

Placement cell is planning to conduct a training programme on Python for all S7 students aiming to improve the placements.EEE and CS departments are submitted proposals for training programmes for students which are tabulated below; It may be noted that the corpus fund is exhausted and fund transfer from Other funds are essential for conducting the activities proposed under corpus fund and meting the other requirements of the TEQIP cell

Table 3.2

Sl.No	Details of programme	Coordinator	Amount	Targeted beneficiaries
1.	7 days Python training	Ms. Greeshma N.Gopal, placement coordinator	42000/-	S7 students
2	5 Days hands on workshop on IOT, Machine Learning and Artificial Intelligence	Smt. Elizwa Laiju ,HoD, Electrical department	60,000	final year EEE& ECE students
3	2 days hands on workshop on MATLAB (Programming and circuit simulation)	Smt. Elizwa Laiju ,HoD, Electrical department	12,500	pre final year EEE students
4	2 days hands on workshop on Embedded programming (Python)	Smt. Elizwa Laiju ,HoD, Electrical department	12500	for second year EEE students
5	C and Frontend Web Development	CS dept	12500	Second year CS students
6	Python and Django	,,	12500	Third year CS students
7	Workshop on Django, cloud interface for web applications	EC dept	30,000	For EC students
8	Expert talk on advanced Communication Systems, Embedded System Design	,,	15,000	''
		Total	**197000**	

Action sought:

1.   BOG may approve the activities planned under corpus fund.
   2.   BOG may permit to transfer Rs.3.5 lakhs from equipment maintenance fund to Corpus fund**.**

3.3   ACTIVITIES PLANNED UNDER FACULTY DEVELOPMENT FUND

Dr.Priya S HoD,CS has submitted a proposal for conducting a Webinar on 'Intellectual Property Rights and Patent process, 'which describes how to conduct Patent Search, Patent Process, filing, publication and granting, so as to provide an idea of patent procedure , beneficial for PhD scholars and faculty doing research. The approximate expenditure for conducting the program is Rs. 3,000/- The above programme was conducted on 31st October 2020.

Action sought: BOG may kindly approve the above.

3.4 ACTIVITIES PLANNED UNDER EQUIPMENT REPLACEMENT FUND

A proposal for replacing the batteries of UPS with 2 sets of VRLA battery 65 AH-20 nos with an estimated cost of Rs 1,20,000/- is received from Electronics department .

Action sought: BOG may kindly approve the above.

3.5 ACTIVITIES PLANNED UNDER EQUIPMENT MAINTANANCE FUND

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

Table 3.5 Maintenance activities

Sl No	Description	Estimated cost (INR)	Actual Cost	Remarks	Submitted By
1	Renewal of the Mi-Power license	85000		Package code TEQIP-II/KL/KL1G19/35	Smt.ElizwaLaiju , HoD ,EEE dept
2	Maintenance of various measuring instruments (Voltmeter, Ameeter, Wattmeter etc)	10000		Package code TEQIP-II/KL/KL1G19/45	,,

Action sought: BOG may kindly approve the above.

PART 4

OTHER ITEMS WITH THE PERMISSION OF THE CHAIR

ANNEXTURE-I

MINUTES OF 21st BoG Meeting

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME Phase II

Sub Component 1.1

21st MEETING OF

THE BOARD OF GOVERNORS

MINUTES

Date: 3rd January 2020

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 20ᵗʰ Meeting of the Board of Governors held on 24.05.2019 at College of Engineering Cherthala, Alappuzha**
1.2	**Report on the action taken/action pending on the pertinent decisions in the20ᵗʰ Meeting of the Board of Governors held on 24.05.2019 at College of Engineering ,Cherthala**

Part 2-Reports and Ratifications

Sl. No	Items
2.1	**Guidelines for 4 fund utilization**
2.2	**Results & Placements**
2.3	**Expenditure made under Corpus fund**
2.3.1	**Remedial classes**
2.3.2	**Placement Training & Expert talk**
2.3.3	**Other expenses under Corpus fund**
2.4	**Expenditure made under Faculty development fund**
2.5	**Expenditure made under Equipment replacement fund**
2.6	**Expenditure made under Maintenance fund**
2.7	**Expenditure Summary**
2.8	**Extension of TEQIP Account Staff**
2.9	**NBA Accreditation**
2.10	**Official Programs Attended**
2.11	**Other Programs attended/conducted**

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

3.1	**Revised Budget for 2019-20 and Budget for 2020-21**
3.2	**Activities planned under Corpus fund**
3.3	**Activities planned under Faculty Development fund**
3.4	**Activities planned under Equipment Replacement fund**
3.5	**Activities planned under Equipment Maintenance fund**

Part 4-Other items with the permission of the chair

Annexure I: Minutes of the 20th   BOG meeting held on 24.05.2019

Annexure II: Guidelines for 4 Fund Utilization

   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.JSreekumar , Dean(Academic) A P J Abdul Kalam Technological University

- Sri. Jaisukhulal, Additional Secretary , Higher Education

- Sri. Rejikumar P , Finance Officer , Collectorate , Alappuzha

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

- Dr. SumithaMathew ,Asso. Prof. in Electronics Engineering

- Dr. Mini M.G., (Principal)

Others present in the meeting,

1. Smt. Sarakutty K J , TEQIP Coordinator
2. ShriPradeep M , Finance Coordinator
3. Smt .Jibi John Academic Coordinator

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4. Smt. Sindhu S , EAP Coordinator
5. Smt. Greeshma N Gopal, Coordinator, Finishing School
8 Shri. Priyakumar T N , Civil Works Coordinator
9 Shri. Jagadeeshkumar P, Procurement coordinator

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

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

The meeting started with silent prayer at 11.30 AM. The Hon'ble Chairman brought the meeting to order. The Chairman in his introductory note expressed his happiness in the participation of Director IHRD in the meeting and also in the improved pass% of CEC. Then he welcomed all the members and invited the Principal to present the agenda of the 21st BOG meeting. Principal Dr. Mini M.G. thanked the Hon'ble Chairman and presented the agenda before the BOG.

2.3 **Confirmation of the Minutes of the 20th Meeting of the Board of Governors of CE Cherthala held on 24/05/ 2019**

Decision: The BOG confirmed the approved minutes of the 20th meeting of Board of Governors of College of Engineering Cherthala held on 24/05/2018.

1.2 Action Taken Report on the pertinent decisions in the Minutes of the 20th 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 19th BOG	Decision Taken	Action Taken / current status	Reason for Non Compli ance
1.1	The BOG confirmed the approved minutes of the 20th 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 46th position in the 2019 KTU results.	NA
2.1.3	BOG took note and ratified the expenditure made	Being done	NA

	under other expenditures and directed to post expenditure related to repair and maintenance under EMF.		
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 modified 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 24th and 25th 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

Decision: BOG took note of the ATR and approved.

2.1 GUIDELINES FOR 4 FUND UTILISATION

Discussion: BOG reviewed the consolidated guidelines presented and suggested some corrections and additions in the guidelines. BOG suggested reimbursement of fee paid for swayam courses on successful completion of the course for both faculty and students. BOG also suggested that GoK rules should be followed as far as possible for 4 funds implementation. The Guidelines are modified including all suggestions/ corrections of the BOG (See annexure 1).
Decision: 1.BOG approved the guidelines with the modifications suggested.

3.   BOG suggested to publish it in the website.

2.2   RESULTS & PLACEMENTS

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
Total	**270**	**172**	**82**	**47.67**

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	
	EC	120	76	59	77.6
	CS	90	58	47	81
	EE	60	38	30	78.94
VIII	**Total**	**270**	**172**	**136**	**79**
	EC	120	62	21	33.8
	CS	90	69	47	68
	EE	60	41	18	41
VI	**Total**	**270**	**172**	**86**	**50**
	EC	120	39	10	26
	CS	90	66	27	41
	EE	60	33	13	36.66
IV	**Total**	**270**	**138**	**50**	**36.2**
	EC	120	24	13	54.2
	CS	90	46	17	37.0
	EE	60	27	15	55.56
II	**Total**	**270**	**97**	**45**	**46.4**

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

Discussion: Dr Sreekumar enquired whether the revaluation results are added in the consolidated pass percentage and he informed that after revaluation results are published , the state average of pass percentage is increased from 35% to 55%. The principal replied that the results are updated with the revaluation results, but pass % is not improved much. Also Sreekumar sir suggested to take necessary steps to improve the pass % to 70% in the next results. The SPFU Director advised to include the average, maximum and minimum compensation details and higher studies details along with placement details.

Decision: BoG took note of the result and placement details.

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	S7 EEE	26	12hrs, 23/11/19,24/11/19 and 30/11/19	7200 (To be paid)	Result awaited
3	Electronic Devices & Circuits	AjaynathAsstProf.MEC	S3 CS	26	12 hrs, 16/11/19, 23/11/19	7200 (To be paid)	Result awaited
4	Switching Theory	Jayakrishnan R Asst Prof	S3 CS	30	9 hrs 19&,20/12/19	3600 (To be paid)	Result awaited

Decision: BOG took note and ratified the expenditure.

2.3.2. Placement training and bridge courses

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 SrEngg 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)
Total					**53356**

Discussion :SPFU director suggested to include the outcome attainment /expected attainment and to add one more column for results made as the impact of placement trainings.

Decision: BOG took note and ratified the expenditure.

2.3.3.Other expenses
Table 2.3.3 Other expenses

Sl.No.	Items	Expenditure
1	Expense for 20thBoG meeting	30010
2	Salary to TEQIP staff(May-19 to nov-19)	37860
3	NBA Accreditation GST	30000
Total		**97870**

Decision :BoG ratified the expenditure made.

2.5 EXPENDITURE MADE UNDER FACULTY DEVELOPMENT FUND
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 13th to 15th 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,26th to 30th 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,11th to 13th July 2019	2500
5	JayaJohn	Asst Prof in CSE	,,	,,	2500
6	Jayakrishnan	Asst Prof in CSE	,,	,,	2500
Total					**14696**
In-House programme					
Sl. No	**Details of the program**	Period	Resource persons	No of beneficiaries	Expenditure
1	Outcome based Education	18th and 19th December 2019	Dr.A, Praveen, Professor, Abdul Raoof A, Associate Professor and Dr. Manju Manuel, Associate Professor , RIT Kottayam	All faculty	**23130**

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Discussion: The BOG observed that the participation of Faculty in FDPs is very less and advised to increase the participation especially from Electrical Engineering department.Director, IHRD suggested to conduct staff development programmes for supporting staff also.

Decision : 1.BOG took note and ratified the expenditure.

2. Decided that at least 1 programme per semester per department shall be conducted.

3. Decided to conduct one staff development programme for technical staff and one for supporting staff

2.6 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.

Decision : BOG took note and ratified the expenditure.

2.7 EXPENDITURE MADE UNDER MAINTANANCE FUND

Discussion: The BoG suggested to include package number also to ensure that the items repaired under this head are those purchased under TEQIP-II .

Table 2.5.1 maintanance fund

Sl.No.	Item details	Expenditure
1	Repairing charges for Photocopier & printer, incinerator, UPS and AC	25232
2	Battery Water	4500
3	Electrical work for reinstallation of computers in the new computer lab.	25805
	Total	**55537**

Decision : BOG took note and ratified the expenditure.

2.8 EXPENDITURE SUMMARY

Table2.7.1 Expenditure summary

Type of fund	Funds received from IRG	Interest received as on 31st Dec	Total Funds	Expenditure made				Balance fund available
				2017-18	2018-19	2019-20 Till Dec 31st	Total during project period	

Corpus Fund	**912233**	69083	**975891**	154891	352848	176087	**683826**	**297490**
Faculty Development Fund	697462	54512	**743252**	52259.5	94516	32647	**183681**	**568292**
Equipment Replacement Fund	700898	58661	**759559**	88.5	123892	0	**123980**	**635578**
Equipment & Civil Maintenance Fund	700816	52697	**753513**	4837.5	233654	71708	**310199**	**443313**
Total	**3011408**	**220169**	**3246361**	**212076**	**804910**	**280442**	**1301687**	**1944676**

Decision: BOG took note and approved the expenditure summary.

2.8. EXTENSION OF TEQIP ACCOUNT STAFF

BOG in its 20th 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: The BOG reviewed and decided the reinduction of the service of account staff for a period of 6 months.

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 24th and 25th of Jan 2020.

Decision:The BOG took 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/-.

Discussion: IHRD Director Dr. Suresh kumar explained that the expenditures including accommodation made on review meetings were met by SPFU during the active period of TEQIP-II. SPFU Director replied that since the TEQIP period is over no fund is available in SPFU and that was why it was directed to meet the expenditure from respective institutions from four funds of

TEQIP-II. He also informed that there is no provision for giving accommodation charges as per KSR rules. TEQIP coordinator informed the committee that on enquiry it was found that all other colleges have reimbursed the amount. Dr. Sreekumar suggested reimbursing the accommodation charges, as all other TEQIP institutions have already given the amount to the incumbent. Dr. Suresh Kumar opined that during the TEQIP period accommodation was usually arranged at Hotel , Chaithram for the participants of review meeting. Considering this precedence, the TEQIP coordinator has stayed there and hence the amount shall be reimbursed as a special case. He has also asked the SPFU Director that accommodation shall be provided by SPFU , otherwise it will be difficult for participants from long distances.

Decision: Considering this as a special case , BOG decided to reimburse the actuals.

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 9th December 2019 to 20th December 2019.
Ms.JasleenaC,Asst Professors, Department of Electronics attended an FDP on **Deep learning and Machine Learning approaches and its applications** at NIT, Kozhikkode, during 9th December 2019 to 13th December 2019.

Decision :BoG took note.

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 31st Dec	Revised budget for 19-20	Budget for 20-21
CORPUS FUND Academic support for students	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
Incremental operating cost	Salary	120000	45335	95335	120000
	BoG meetings	80000	30010	70000	80000
	Stationary and other expenses	10000	420	4665	5000
Total		**315000**	**174850**	**375000**	**450000**
FSD	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
Total		**200000**	**32647**	**90000**	**250000**
ERF	Equipment, Books, Software, Furniture	50000	9234	50000	**200000**
ECMF	Equipment Maintenance, Civil Works	**200000**	**72408**	**125000**	**200000**
Total		**765000**	**288869**	**640000**	**1100000**

Discussion: The Finance officer Sri Rejikumar P suggested to add the expenditure incurred during the previous year also in the budget proposal.BOG observed that the student based activities are carried out using corpus fund and corpus fund is nearing exhaustion. For proper functioning of student centered activities fund re-appropriation is necessary. Hence BOG suggested to take money from available funds to corpus fund as per the rules.

Decision: 1. BOG approved the revised budget for 2019-20 and budget estimate for 2020-21

2. Sanctioned re appropriation of funds from equipment replacement fund to corpus fund on exhausting of corpus fund .

3.2   ACTIVITIES PLANNED UNDER CORPUS FUND

1. Remedial classes

2. Industrial visits

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

Decision: BOG approved 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 20th April to 22nd April 2020. The approximate cost for conducting the program is Rs. 60,000/-.

Discussion: The SPFU Director insisted to conduct atleast one FDP by each department per one semester

Decision: BOG approved the above.

3.4 ACTIVITIES PLANNED UNDER EQUIPMENT REPLACEMENT FUND

Proposals for replacement are listed below;

Sl No	Description	Estimated cost (INR)
1	Replacement of Pojector EPSON EBX 14 -3Nos, Bulb and Mother Board damaged	90000
2	AMF Control Panel Replacement -Auto Mains Failure Panel Damaged	100000
	Total	**190000**

Discussion: TheBOG observed that thedetails given does not include the package number and actual cost of the equipments. This makes it difficult to decide whether the equipment be replaced or not. Hence the BOG suggested to modify the agenda notes by including the package number and actual cost of all equipment to be replaced .The BOG noted that the second item is not a replacement as it is only a part of the whole equipment. The BOG directed to circulate the corrected agenda notes and get approval from the chairman.

As per this the corrected details are given below;

3 projectors purchased under TEQIP-II is not working and on inspection it was found that they are irreparably damaged. Since projectors are indispensable for proper conduct of classes, it is requested that the damaged projectors may be replaced. Details of the projectors are given below;

Sl No	Items to be replaced	Description of problem identified	Estimated expenditure	Actual Cost/unit
1	TEQIP-II/KL/KL1G19/91 multimedia projectors and interactive boards. 3 nos of Projectors EPSON EBX 14	Bulbs and mother boards of three projectors damaged-Irreparable	90000	33205

Decision:

1. The BoG approved the replacement of 3 projectors with the advice that detailed report stating the reason for replacement and the package no .of the item purchased should be given in the agenda.
2. The BoG has not approved the second item .

3.5   ACTIVITIES PLANNED UNDER EQUIPMENT MAINTANANCE FUND

Discussion: TheBOG observed that thedetails given does not include the package number and actual cost of the equipments making it difficult to decide whether maintenance is required as in previous section. But since keeping the repair/maintenance activities pending till the next meeting may adversely affect the functioning of the equipments the BOG has directed to resubmit the notes to the BOG members by circulation and carry out activities after getting the approval of the chairman .

The BoG suggested that it is better to purchase new UPS by buy back policy. The SPFU director instructed that next time onwards, the coordinators of maintenance, procurement and academic committees should come with the minutes book for the BoG meeting.

The modified notes as per the direction of the BOG is submitted herewith for the consideration of the BOG.

Table 3.5.1 Maintenance activities

Sl No	Description	Estimated cost (INR)	Actual Cost	Remarks	Submitted By
1		**Repairing of printers**			
	Repairing of the duplicating (cyclostat) 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 arefaulty motor, ink pump malfunctioning and belt failure.	Dr.Shouri P V, Chairman, Exam Cell

	Repairing of printer, RICOH SP200 (Printers and copiers - TEQIP-II/KL/KL1G19/14)	4000	15000	Catridge replacement of the printer at HoD EC room	
	Total	**26000**			
2			**Repairing of UPS**		
	Repairing of 5 KVA UPS NUMERIC with Sl No. 1140202356 (UPS – TEQIP-II/KL/KL1G19/6)	30000	140500	Control Board not working	Sri. George C Karamel, Demonstrator EC
	Repairing of 5 KVA UPS NUMERIC with Sl No. 1140202359 (UPS – TEQIP-II/KL/KL1G19/6)	25000	140500	Charging and Inverter board not functioning	
	Repairing of 5 KVA UPS NUMERIC with Sl No. 1140202363 (UPS – TEQIP-II/KL/KL1G19/6)	20000	140500	Charging not functioning	
	Total	**75000**			
3	**Laptops**				
	Repairing 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
	Repairing of Lenovo Thinkpad Laptop (Computers – TEQIP-II/KL/KL1G19/6)	4000	48132	Replacement of the keypad	Smt.Sarakutty K J TEQIP Coordinator
	Total	**12000**			
4	62.5KVA Diesel generator DES9A Controller (Diesel Generator -TEQIP-II/KL/KL1G19/23)	20000	665727	Controller for sensing load, engine oil etc.	Smt. LeenaThimothy, HoD EE
5	Repairing Digital trainer kit 6 nos @ 700 (Trainer Kits - TEQIP-IIKL/KLIG19/20)	4200	7312	Repairing of the trainer kit	,,
6			**Annual Maintenance Contract**		
	6KVA UPS for servers (UPS – TEQIP-II/KL/KL1G19/6)	33000	144000	AMC for three years	Dr.Preetha Theresa Joy,

5KVA UPS for servers (UPS – TEQIP-II/KL/KL1G19/6)	30000	140500			HoD CS
3KVA UPS for servers (UPS – TEQIP-II/KL/KL1G19/6)	18000	78000			
62.5 KVA diesel generator	15000	665727	AMC		Smt. LeenaThimothy, HoD EE
	Total	96000			

Decision: **1.** BOG directed to check the possibility of replace of UPS under buy back policy

2. BOG approved the other activities proposed.

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 2.30 P.M.

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

ANNEXURE II : TEQIP COMMITTEES

College of Engineering, Cherthala –TEQIP – Phase II- Reconstitution of various TEQIP Committees – orders issued.

Order No.01/2020/TEQIP/Mis/2020
Dated : 23.10.2020

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 : Dr Sumitha Mathew

Research Coordinator : Dr Priya S

EAP Coordinator : Smt Sindhu S

Procurement Coordinator : Mr Jimmy John

Placement Coordinator :Smt Greeshma N Gopal

Institutional Procurement Committee

1. Mr Jimmy John (Convener)
2. Mr Muhammed Ilyas
3. Smt P M Laghima
4. Smt Elizwa Laiju
5. Smt Sarakutty K J
6. Smt Leena K K

Finance Committee

1. Mr Pradeep M   (Finance Coordinator)
2. Smt Sarakutty K J
3. Mr Jimmy John
4. Mr Priyakumar T N
5. Smt Beena Jacob

Procurement committee for purchase at Institutional Level

1. Mr Jimmy John (Convener)
2. Mr Priyakumar T N
3. Mr Reju John
4. Smt Sarakutty K J
5. Smt Leena K K

Department Procurement Committee of Computer Science

1. Dr Priya S (Convener)
2. Mr Muhammed Ilyas
3. Smt Greeshma N Gopal
4. Smt Janu R Panicker
5. Smt Anitha M A

Department Procurement Committee of Electronics

1. Mr Pradeep M   (Convener)

2.   Mr Joseph George

3. Mr George C Karamel

4. Smt Ajitha Kumari P

5. Mr Sreekumar K

6. Smt Jasleena C

Department Procurement Committee of Electrical

1. Smt Elizwa Laiju (Convener)

2. Mr Joshy Joseph

3. Mr George C Karamel

4. Mr Joseph George

Department Procurement Committee of Mechanical Engineering

1. Mr Joshy Joseph (Convener)
2. Mr Jimmy John
3. Mr Santhosh A J

Library Committee

1. Smt Leena K K (Convener)

2. Mr Pradeep M

3. Mr Joshy Joseph

4. Smt Elizwa Laiju

5. Smt Sarakutty K J

6. Smt Janu R Panicker

7. Smt Raji R Nair

8. Smt Anitha M A

Academic Committee

1. Dr Sumitha Mathew (Convener)
2. Smt Anitha M A
3. Smt Sindhu S
4. Smt Elizwa Laiju
5. Smt Jasleena C
6. Smt Greeshma N Gopal
7. Mr Joshy Joseph

ANNEXURE III: INSPECTION REPORT