

Meeting of Board of Governors, College of Engineering Cherthala on 28th May 2013 in the Conference hall at 11:00 AM, presided by Hon. Chairman Dr. C P Girijavallabhan

Agenda:

Silent Prayer

Item No 1 / BOG 1 : Report of institutional activities under TEQIP II

1.1 Selection and signing of M.O.U

As per letter number No. NSC/MHRD/TEQIP- II/13/2013 dated 9th February 2013 of the Central Project Advisor, TEQIP, College of Engineering Cherthala was formally inducted into TEQIP-II after the evaluation of its Institutional Development Proposal (IDP). The institute signed the MoU with the Govt. of Kerala on 16.02.2013 regarding TEQIP-II implementation. The copies of the selection intimation and the MoU are given as Annexure I and II.

1.2 Appointment of Mentor for College of Engineering Cherthala

The National Project Implementation Unit (NPIU) appointed Dr. P Pratapachandran Nair as the mentor for our institution as per order no: F. No. Mentors & Auditor/ TEQIP-II/2013 Dated : 9th May, 2013 of the Central Project Advisor TEQIP. On behalf of College of Engineering Cherthala, the BOG places on record its gratitude to Dr P. Pratapachandran Nair for consenting to mentor us in our TEQIP-II activities.

1.3 Formation of Institutional Level TEQIP-II committees

Various committees were constituted for implementation of TEQIP-II at the institutional level subject to the approval of the BOG as per the Project Implementation Plan (PIP) guidelines. **The various committees are included as Annexure III for approval.**

1.4 Submission of Proposal for autonomy

The College submitted a proposal for obtaining autonomous status, to the Cochin University of Science and Technology (CUSAT), to be forwarded to the UGC as per the directive of NPIU. **This maybe ratified by the BOG.** The acknowledgement of receipt from the University is included as Annexure IV.

1.5 Proposal of panel for Senior Research Advisor (SRA)

The institute proposed a panel of three eminent academicians as directed by the National Project Implementation Unit (NPIU) for the post of Senior Research Advisor, for guiding the research activities at the college as per email from Director SPFU dated 09.03.2013. The SPFU has also intimated that an amount of Rs. 5000/- per day maybe paid as honorarium for the SRA as per order No. 50/SPFU/GOK/2013 dated 29.04.2013 of Director, SPFU Kerala for each visit in addition to TA/DA. The panel is given as Annexure V. **The selection of the Senior Research Advisor from this panel for the college is to be decided by the first BOG meeting.**

1.6 Attending TEQIP –II meetings organized by the State Project Facilitation Unit (SPFU)

- The Principal, TEQIP, Finance and Monitoring & Evaluation (M&E) coordinators attended the orientation program conducted by the SPFU on 22.2.2013 at Mascot Hotel Thiruvananthapuram, where the orientation program was led by the Central Project Advisor Prof. A.U. Digraskar.
- The Principal and the Procurement Coordinator attended the meeting of the IHRD level procurement committee for TEQIP at the IHRD Head Quarters Thiruvananthapuram on 13.03.2013.
- Prof. D L Manilal, Procurement coordinator, Shri Sreekumar K, Assistant Professor in Electronics and Industry Institute Interaction Cell (IIIC) Coordinator and Shri Devanand C N, Assistant Professor, Mechanical Engineering, Alumni officer, attended the meeting conducted by the SPFU on Industry Institute Interaction at Govt. College of Engineering Kozhikode, on 17.03.2013 & 18.03.2013.
- The Principal, TEQIP, Finance, Procurement, Academic and the M&E coordinator attended the 3rd Joint review meeting of TEQIP-II institutions in Kerala held at the IMG Hall TVM on 11.04.2013.
- The College hosted the consultant and former Director of the SPFU, Prof. Narayanan, on 9th May 2013, for the institutional level orientation workshop.
- The Principal, TEQIP, Procurement, Academic and M&E coordinators as well as the nodal officers for IIIC, R&D and Equity Action Plan (E A P) attended the review meeting held at CGPU hall, College of Engineering Thiruvananthapuram, on 15th May 2013. A further meeting on the same is scheduled for the 15th of June at CUSAT.
- The TEQIP and Procurement Coordinators Dr. Vinu Thomas and Prof. Manilal D.L attended a training programme on PMSS at Hyderabad, on the 23rd and 24th of May 2013.

Item No 2 / BOG 1: Ratification of approval of Institutional Development Proposal (IDP)

- The IDP was prepared by College of Engineering Cherthala and submitted to the NPIU through SPFU, subject to ratification by the BOG, for the award of TEQIP-II grant. The IDP was considered favourably by the Ministry of Human Resources Development (MHRD) under subcomponent 1.1, following which a grant of Rs 10 crores was awarded to the institute. The IDP submitted is being placed for ratification by the BOG.

Item No 3 / BOG 1: Report of academic activities under TEQIP II

3.1 External Faculty & Staff Development Programs (FSDP) attended.

- Submissions were received from Shri Mohammed Illiyas H, Smt. Anitha M A and Smt. Greeshma N. Gopal, Assistant Professors in Computer Science and Engineering to undergo the three day training program on Network Security at the Engineering Staff

College of India (ESCI), Hyderabad during 19.03.2013 to 22.03.2013, with TEQIP-II grant. They also requested to travel by air, in view of the fact that otherwise more number of working days would be lost. The academic committee which met on 18.03.2013 and the finance committee which met on 18.03.2013 approved the same subject to the ratification by the BOG. Hence it is requested that the BOG may kindly ratify the above and **release actual traveling expenses, Dearness allowance and course fee as per TEQIP norms. A total of Rs. 91305/- is incurred in this activity for the training programme and travel expenses. The details are shown in item no. 5.1.** (Travel by air is permitted by TEQIP –II for officers with Academic Grade Pay (AGP) of Rs 6000/- and above.- Annexure 15)

- Submissions were received from Dr. Vinu Thomas, Associate Professor in Electronics, Shri Sreekumar K and Shri Irshad Ali T K, Assistant Professors in Electronics and Shri Sreenivas P, Assistant Professor in Mechanical Engineering to undergo the three day TEQIP –II sponsored training programme on LABVIEW organized by the College of Engineering Vadakara and Chip Integrated Ltd., Banglore at their training facility in Bangalore during 22-24 March 2013. The academic committee which met on 19.03.2013 and the finance committee which met on 20.03.2013 approved the same subject to the ratification by the BOG. Hence it is requested that the BOG may kindly ratify the above and **grant actual traveling expenses, Dearness allowance and course fee as per TEQIP norms. A total of Rs.95920/- is incurred in this activity for the training programme and travel expenses. The details are shown in item no. 5.1.**
- Submission was received from Smt. Lakshmi V R, Technician Grade II, to attend the training program for technicians on 20.05.2013 to 23.05.2013 at K R Gouramma College of Engineering, Thuravoor. The academic committee which met on 03.05.2013 and the finance committee which met on 17.05.2013 resolved to approve the same subject to the ratification by the BOG . Hence it is requested that the BOG may kindly ratify the above and **grant actual traveling expenses, Dearness allowance and course fee as per TEQIP norms. A total of Rs. 950/- is incurred in this activity for the training programme and travel expenses. The details are shown in item no. 5.1.**

3.2 Faculty & Staff Development Programs conducted in-house

- Submission was received from Dr. Jobymol Jacob, Associate Professor in Electronics to conduct a three day training programme on ARTIFICIAL NEURAL NETWORKS – A DESIGN PERSPECTIVE, during 6th to 8th May 2013. **The academic committee which met on 03.05.2013 and the finance committee which met on 03.05.2013 approved the program subject to ratification by the BOG. The BOG is requested to ratify the program and to grant actual expenditure incurred as per TEQIP norms. The academic committee also decided to allow Post Graduate students in Signal Processing to attend the training programme.** The expenditure statement for the above course is given as Annexure 6.
- Submission was received from Sri. Sreekumar K, Assistant Professor in Electronics to conduct a four day training programme on DIGITAL IMAGE PROCESSING – APPLICATIONS & ADVANCEMENTS, during 22nd to 25th May 2013. **The academic committee which met on 03.05.2013 and the finance committee which met on 17.05.2013 approved the program and to release an advance of Rs 25000 /- subject to ratification by the BOG. The BOG is requested to ratify the program**

and to grant actual expenditure incurred as per TEQIP norms. The academic committee also decided to allow Post Graduate students in Signal Processing to attend the training programme. The expenditure statement for the above course is given as Annexure 7.

- Submission was received from Smt. Anitha M.A., Assistant Professor in Computer Engineering to conduct a Six day Faculty Training Programme on Hand on Experience in Linux Kernel and Android Application Development Programming" from 27th May to 1st June 2013. **The academic committee which met on 03.05.2013 and the finance committee which met on 17.05.2013 approved the program and to release an advance of Rs 40000/- subject to ratification by the BOG. The BOG is requested to ratify the program and to grant actual expenditure incurred as per TEQIP norms. The academic committee also decided to allow Post Graduate students in Signal Processing to attend the training programme.**

3.3 External Faculty & Staff Development Programs planned for the next three months

- The external FSDP programs planned for the next three months are given as Annexure 8, and is submitted for the approval of BOG.

3.4 In House Faculty & Staff Development Programs planned for the next three months

- The in house FSDP programs planned for the next three months, given as Annexure 9, is submitted for the approval of BOG.

3.5 Remedial classes for first year students under Equity Action Plan (EAP)

- Tests were conducted to ascertain the competence of the current first year students in Mathematics, Physics, Chemistry, Computer Fundamentals and Communicative English. Based on the results of the above and the marks obtained by the students in the series examinations, students in need of remedial programmes in various subjects were identified and classes were started for them outside office hours from 8.30 AM to 9.30 AM and 4.30 PM to 5.30 PM. The subjects for which remedial classes were conducted are Engineering Graphics, Engineering Mechanics, Engineering Mathematics, Computer Fundamentals (C Programming) and Communicative English. Remedial classes were also conducted for the 4th semester and 6th. The details of the remedial classes conducted are shown as Annexure 10. **The Academic committee which met on 18.03.2013 and the Finance Committee which met on 20.03.2013 recommended that the faculty handling the remedial classes maybe given a remuneration of Rs 600/- per hour. The same is placed before the BOG for approval.**

3.6 Teaching Assistantship to PG students.

- **The Academic committee which met on 19.03.2013 recommended to provide assistantship of Rs 6000/- per month to non GATE students who are admitted from the next academic year onwards** as per item no. SSC-K 4.8 of the minutes of the 3rd review committee of the State Steering Committee of TEQIP-II, and to give publicity for the availability of such assistantship during the notification for the admission to the PG programs, through the college website and information brochure, as well as through the IHRD website. The finance committee which met on 03.05.13 concurred with the

decision. The same is being placed before the BOG for approval. Reference: Extract of the Approved Minutes of the 05th Meeting of the State Steering Committee held on 11th April 2013, to be taken note of by the Project Institutions of Kerala, specifically the foot note given below each item

- **The Academic committee which met on 19.03.2013 recommended to provide assistantship of Rs 4000/- per month to non GATE students who were admitted before the college joining TEQIP-II, with the sanction of the BOG, from the next semester onwards. The finance committee which met on 20.03.2013 concurred with the decision. The same is being placed before the BOG for approval. Reference: Extract of the Approved Minutes of the 05th Meeting of the State Steering Committee held on 11th April 2013, to be taken note of by the Project Institutions of Kerala, specifically the foot note given below each item**

3.7 Honorarium for resource persons for various training programs

- **The academic committee which met on 30.04.2013 and the finance committee which met on 03.05.2013 recommended that a honorarium of Rs 3000/- maybe given to resource persons from outside the institution who handle sessions for training programs, continuing education programs, workshops etc. The same is being placed before the BOG for approval.**

3.8 Amount to be spent on food , refreshment and course material for participants of various training programs

- **The academic committee which met on 30.04.2013 and the finance committee which met on 03.05.2013 recommended that an amount of not more than Rs 150/- per participant maybe spent for food, refreshments and course material for the various training programs per day.** It was also recommended to include Post Graduate students as participants in such programs if the academic committee deems that such programs are in their areas of study considering the fact that most of the PG students take up teaching career. **The same is being placed before the BOG for approval.**

Item No 4/BOG 1: Procurement /Minor Civil Works Plan of the institute

- The Procurement Committee of the college has prepared a procurement plan based on the inputs received from the H.O.Ds and the lab-in-charges. **The procurement plan is given as Annexure 11, for approval by the BOG.**
- The TEQIP Civil works committee received proposals from the Mechanical Engineering and Electrical Engineering H.O.Ds for extending the Mechanical and Electrical Engineering workshops respectively, as the existing space is insufficient for installing the proposed machinery and equipments to be procured under TEQIP. **Hence the Civil Works committee recommends that an amount of Rs 15 lakhs each may kindly be earmarked for the extension of the Mechanical and Electrical workshops respectively by the BOG.** Since the college does not have a Civil department, it is submitted that the BOG grants **permission to engage the Assistant Executive Engineer (Civil) of the IHRD, for the preparation of the detailed plan and estimate for the same.** No consultancy fee will be incurred for this purpose. This is included in the procurement/civil works plan (Annexure 11)

- The various H.O.Ds and lab in charges submitted proposals for electrical rewiring in the various labs. **A plan for the same was proposed by consultant engaged by the civil works committee Mr. Arun Prasad, Assistant Professor in Electrical Engineering of Model Engineering College Thrikkakara, at an estimated cost of Rs 8.5 lakhs. The civil works committee recommended the proposal and the same is being placed before the BOG for approval.** No consultancy fee was incurred for the purpose. This is included in the procurement/civil works plan (Annexure 11)

Item No 5/BOG 1: Expenditure incurred category wise

5.1 Expenditure incurred under FSDP

SL NO	PROGRAM	DURATION	COORDINATOR	TOTAL EXPENDITURE
1	In house Training programme on ARTIFICIAL NEURAL NETWORKS – A DESIGN PERSPECTIVE,	6.05.13 to 8.05.13	Dr. Jobymol Jacob	RS.46965/-
2	In house Training programme on DIGITAL IMAGE PROCESSING – APPLICATIONS & ADVANCEMENTS	22.05.13 to 25.05.13	Sreekumar K	RS.50585/-
3	Three day training program on Network Security at the Engineering Staff College of India (ESCI), Hyderabad	19.03.2013 to 22.03.2013	Shri Mohammed Illiyas H, Smt. Anitha M A and Smt. Greeshma N. Gopal, Assistant Professors in Computer Science and Engineering	Rs. 91305/--
4	Training programme on LABVIEW organized by the College of Engineering Vadakara and Chip Integrated Ltd., Banglore	22.03.2013 to 24.03.2013	Dr. Vinu Thomas, Shri Sreekumar K and Shri Irshad Ali T K and Shri Sreenivas P,	Rs.95920/-
5	Training program for technicians at K R Gouriamma College of Engineering, Thuravoor.	20.05.2013 to 23.05.2013	Smt. Lakshmi V R, Technician Grade II	Rs. 950/-
Total				2,85,725

5.2 Expenditure incurred under EAP

SL NO	PROGRAM	DURATION	COORDINATOR	TOTAL EXPENDITURE
-------	---------	----------	-------------	-------------------

1	REMEDIAL CLASSES FOR 1 ST YEAR STUDENTS	74 hrs	Smt. Sarakkutty	Rs.44400/-
Total				Rs. 44400/-

5.3 Expenditure incurred under IOC

SL NO	PROGRAM	DATE	PARTICIPANTS	TOTAL EXPENDITURE
	Orientation meeting at Mascot Hotel, Thiruvananthapuram	22.2.2013	Principal, TEQIP, Finance and Monitoring & Evaluation (M&E) coordinators	Rs 6280/-
	IHRD level procurement committee at IHRD HQ	13.03.2013.	Principal, Procurement Coordinator	Rs 4160/-
	Joint Review meeting at IMG Hall Thiruvanthapuram	11.4.2013.	Principal, TEQIP coordinator, Procurement Coordinator, Academic coordinator, Finance Coordinator, M&E Coordinator	Rs. 10,200/-
	IIC workshop at GCE , Kozhikkode	17.03.2013 & 18.03.2013.	Procurement coordinator, IIC Coordinator, Alumni officer	Rs 9450/-
	Expenditure incurred for lunch and refreshments for orientation workshop at C E Cherthala	9.05.2013	50 Faculty/staff members	Rs 3000/-
	review meeting on Academic activities held at College of Engineering Thiruvananthapuram,	15 th May 2013	Principal, TEQIP, Procurement, Academic and M&E coordinators, the nodal officers for IIC, R&D and Equity Action Plan (E A P)	Rs 17,600

	Printing Expenditure			Rs 2000/-
	Training program on PMSS at JNTU Hyderabad	23-24 May 2013	TEQIP Coordinator, Procurement Coordinator	Rs 50,154/-
	Total			Rs 1,02,844/-

Total Expenditure incurred till date: Rs. 4, 32,969/-

Item No 6/BOG 1: Permission to appoint Data Entry Operator and Clerk cum Junior Accountant on daily wages

As per Item No. 3.14 of Minutes of the Third meeting of State Steering Committee, Kerala held on 2nd February 2012 at 02:00 pm at Melody Hall of Mascot Hotel, Thiruvananthapuram, SPFU has given permission to the Project Institutions to appoint Data Entry Operator (One) and Clerk cum Junior Accountant (One) on daily wages as per State Govt. Norms (Rs 350/- per day) for the duration of the project. This is attached as Annexure 12. The concerned GOs are included as Annexure 13 and 14. The TEQIP finance committee of the college proposes the qualifications as any Bachelor degree and COPA, with knowledge in Tally as desirable, for the post of data entry operator, and B.Com degree and working knowledge of Tally software for the post of Clerk/Junior Accountant. **The BOG may kindly grant permission to appoint suitable persons to these posts through a fair recruitment process as per the recommendations of the TEQIP finance committee.**

Item No 7/BOG 1: Delegation of adequate financial powers to Principal

- **The Principal maybe empowered by the BOG to sanction financial advance for coordinators** of in-house programs and official TEQIP programs and to participants from the institute who attend external training programs and TEQIP related official programs for the course fee and travel and lodging expenditure etc. that maybe incurred.

Item No 8/ BOG 1: Norms for travel by air and norms for Boarding/Lodging and T.A for outstation TEQIP programs

- As per the GO (Rt.) No: 2113/2012/H.Edn dated Thiruvananthapuram 04.10.2012, included as Annexure 15, all officers drawing grade pay Rs 6000/- and above are entitled for air travel. **All institutional TEQIP officers who draw grade pay as above maybe permitted to attend training programs related to TEQIP-II implementation, if the travel by train to the destination exceeds 8 hours.**

- It is proposed that faculty who draw grade pay as above maybe permitted to attend training Faculty Development Programmes under TEQIP, with the concurrence of the Academic committee if the travel by train to the destination exceeds 8 hours.
- The Rail and Road travel expenses as well as Boarding/Lodging allowances for such officers may also be granted as per the above order.

The above are placed before the BOG for the ratification.

Item No 9/ BOG 1: Permission to revise procurement plan as and when necessary with the consent of the Chairman, to be approved in the next BOG

- The TEQIP committee of the college may kindly be given powers to revise the procurement plan as and when required and to initiate the procurement for the items with the permission of the Hon. Chairman of the BOG, to be approved in the following BOG.

Item No 10/ BOG 1: Permission to revise TNA plan in the IDP as and when necessary with the consent of the Chairman, to be approved in the next BOG

- The TEQIP committee of the college may kindly be given powers to revise the Training Need Analysis plan as and when required with the permission from the Hon. Chairman of the BOG, to be approved in the following BOG.

Item No 11/ BOG 1: Any other item with the permission of the Chair