

**TECHNICAL EDUCATION QUALITY IMPROVEMENT
PROGRAMME Phase II**

Sub Component 1.1



**10th MEETING OF
THE BOARD OF GOVERNORS
DETAILED AGENDA NOTES**

Date: 15 -03-2016

Time: 10.30 AM

Venue: Seminar Hall

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

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The meeting of Board of Governors is convened to monitor the progress of TEQIP-II activities at CE Cherthala, under Sub component 1.1, with emphasis to procurement and academic activities, and to accord necessary approvals and clearances for the ongoing activities. The 10th meeting of the BOG is being convened on 15th of March 2016.

AGENDA**Part 1-Procedural**

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PART 1

Procedural Items

Silent Prayer

1.1 Confirmation of the Minutes of the 9th Meeting of the Board of Governors of CE Cherthala held on 03-12-2015

The Minutes of the 9th Meeting of Board of Governors of TEQIP Phase II of CE Cherthala held on 03-12-2015 was circulated among the BOG members and after incorporating their suggestions, sent to the Hon'ble Chairman for his approval. A copy of the Minutes is appended as **Annexure 1** for confirmation.

Action sought: BoG may consider and confirm the Minutes of the 9th meeting.

1.2 Action Taken Report on the pertinent decisions in the Minutes of the 9th Meeting of the Board of Governors of CE Cherthala held on 03-12-2015

The decisions taken by the Board as recorded in the Minutes of the 9th Meeting of the Board of Governors of CE Cherthala held on 03-12-2015 have been noted and actions have been initiated. 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 8 th BOG	Decision Taken	Action Taken / current status	Reason for Non Compliance
1.2	Took note of the ATR and approved.	No action needed	NA
2.1	The BOG took note of the procurement completed after the 8 th BOG meeting and approved all expenditure made in this regard.	No action needed	N.A
2.2	The BOG took note of the packages for which purchase orders were issued and ratified.	No action needed	N.A
2.3	The BOG took note of the in house faculty development programmes conducted and ratified the expenditure made in this regard.	No action needed	N.A
2.4	The BOG took note of the outstation faculty and staff programmes conducted and ratified the expenditure.	No action needed	NA

2.5	The BOG approved the MCEP attended at IIM, Bengaluru and ratified the expenditure in this regard.	No action needed	NA
	The transferred faculty who have attended Management capacity development programmes are to be invited on the day of the visit of IIM team	All of them attended the review meeting on 19 th and 20 th of January 2015	NA
	Ensure further association of the above faculty with the college.		
2.6	The BOG observed that 5 papers were presented / published after the 8 th BOG meeting and ratified the expenditure involved.	No action needed	NA
2.7	The BOG took note of the IIC programme conducted and ratified the expenditure made	No action needed	NA
2.8	The BOG took note of the EAP programmes conducted and ratified expenditure	No action needed	NA
2.9	BOG noted the ITSS proposals ratified the formation of screening committee and permission given for international travel and paper presentation.	No action needed	NA
	Decided that reimbursement shall be made only after getting NOC from the Government for international travel.	Reimbursement not yet made as NOC is not obtained.	NA
2.10	Sanctioned payment of training fee to KTU	Reimbursed the amount Rs.50,000/ paid to KTU	NA
	Decided to keep documentation of the details of faculty attending KTU training programmes.	Documentation started	NA
2.11	The BOG sanctioned the payment for the HIT programme on JAVA & Android	No action needed	NA
2.13	BOG noted the progress of the two conferences and approved the budget for the International Conference.	No action needed	NA
2.14	BOG ratified the reconstitution of various TEQIP committees & approved the appointment of TEQIP coordinator and various nodal officers.	No action needed	NA
3.1	The BOG noted the reasons for cancelling the packages and approved and decided to inform the cancellation by written communication.	Carried out	NA
3.2	The new packages proposed were approved.	Purchase Initiated.	NA

	Depending on the availability of funds, number of faculty cabins can be changed, subject to ratification in the next BOG meeting	30 no of faculty cabins were ordered at a total cost of Rs.749998.	NA
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Action sought: BOG may consider the ATR for approval.

PART 2
REPORTS & RATIFICATIONS

2. PROCUREMENT ACTIVITIES

Details of completed, committed, cancelled, and initiated packages are given below; The problems with PMSS software is not yet corrected and hence procurement procedures are done manually.

2.1 PROCUREMENT COMPLETED AFTER THE 9TH BOG MEETING.

The following packages (10 nos) in the procurement plan have been completed after the 9th BOG meeting.

Table 2.1

Sl.No	Package Name	Package Code	Firm	Budgeted Amount (Rs.)	Actual Amount (Rs.)	Difference (Rs.)	% Difference
1	Campus Automation Software	TEQIP-II/KL/KL1G 19/130-Shopping	Meshilogic, Calicut	500000	498750	1250	0.25
2	Platform & Lectern	TEQIP-II/KL/KL1G 19/114-Shopping	SIDCO Marketing Centre	520000	583950	-63950	-12.30
3	Chemistry lab Equipment and apparatus	TEQIP-II/KL/KL1G 19/144	M/s.Laboratory Equipment Store,Ernakulam	311782.5	252114	59669	19.14
4	Furniture for Chemistry and Physics lab	TEQIP-II/KL/KL1G19/145	Kairali Furnishers, Alappuzha	428000	470700	-42700	-9.98
5	Foundry Tools for Mechanical Workshop	TEQIP-II/KL/KL1G19/146	M/s.Heera, Trivandrum	35850	38987	-3137	-8.75
6	Equipment for Civil Workshop	TEQIP-II/KL/KL1G19/147	Scientific Enterprises, Cochin	12355	8270	4085	33.06
7	New Books	TEQIP-II/KL/KL1G19/148	Current Books Pvt Ltd, Kottayam	300000	323383	23383	7.79
8	Electronic video surveillance system	TEQIP-II/KL/KL1G19/150	eye Secure Technologies, B3 Ground Floor, Penta Estate, Palarivattom, Cochin	148640	144887	3753	2.52
9	Raspberry Pi Kit with Accessories	TEQIP-II/KL/KL1G19/151	Bitsforge Technologies Pvt Ltd, NGO Quarters, Trikkakara, Kochi	44000	43680	320	0.73

10	Gas connection	TEQIP-II/KL/KL1G19/153		5500	5880	-380	-6
TOTAL				2306128	2370601	-17707	-0.75

Action sought: BOG may kindly take note and ratify the expenditure incurred.

2.2 PACKAGES FOR WHICH PURCHASE ORDER HAS BEEN ISSUED

Purchase Orders has been issued for the following 2 packages, supply has been effected, payment to be done on satisfactory installation/testing.

Table 2.2

Sl.No	Package Name	Package Code	Budgeted Amount	Actual Amount	Difference	Firm
1	Test and Measuring Instruments	TEQIP-II/KL/KL1G19/152	155750.00	151793.00	3957	APLAB Limited, Chittoor Road, Kochi
2	Staff cabin with Accessories	TEQIP-II/KL/KL1G19/149	746070.00	749998.00	-3928	Aiswarya Furnishers, Bernad Junction, Kalavoor, Alappuzha
Total			901820	901791	29	

Action sought: BOG may kindly take note and approve.

2.3 IN-HOUSE FACULTY AND STAFF DEVELOPMENT PROGRAMMES CONDUCTED

7 FDPs- 2 each by CS and Mechanical departments 1 each by EC,EEE and General Department and 2 expert talks by EC department were conducted after the IX BOG. The details of the activities conducted are given below;

Table 2.3

Sl. No.	Title of the Programme	Dept	Duration & date	No. of participants			Coordinator	IRG in Rs/-	Expenditure (Rs.)
				Own Institute	Others (IRG)	Total			
1.	Conceptual Teaching	General	7th to 9th Dec 2015	29		29	Sarakuttiy K.J.		17728

2	Mathematical Applications in Engineering Field	EEE	4 days, 14 th to 17 th of December 2015	20	5	25	Eliswa Laiju	2500	55112
3	Design Engineering &	ME	5 days 28 th Dec to 1st Jan 2016	17	63	80	Dr. Rajesh V.G.	31500	244731
4	Hands on experience on Raspberry Pie programming	CS	5 days, 4 th to 8 th Jan 2016	43	7	50	Rejin	3500	77367
5	Expert talk on multirate signal Processing	EC	Jan 5 th 2016	50		50	Jayadas C.K.		5560
6	Planning for Quality Improvement in Technical Education Institutions- Methods and tools	ME	2 days, 29 th to 30 th Jan 2016	24	37	61	Rajesh V.G		55738
7	Estimation & Detection Theory	EC	3 days, 8 th to 10 th Feb 2016	32	18	50	Jayadas C K		61944
8	Network Simulators on Network Simulators NS2&NS3	CS	8 th to 10 th Feb 2016	39	3	42	Janu R Panicker	1500	47714
9	Paraunitary & QMF filter banks-expert talk	EC	8/2/2016	30		30	Jayadas C K		9570
Total									575464

Report of the Programmes

The FDP on concept coaching was conducted by ICT academy. It contained 4 Sessions on interactive teaching. The FDP on Mathematical Applications in Engineering Field discussed Applications of Calculus and transforms in Electrical Engg, Applications of social network in epidemiology, Cryptography and indistinguishable data transfer, Finite Element methods Applications and Probability theory applications, stochastic process and optimization

techniques. The resource persons were Dr.A Sreekumar.and Dr.Jayaprasad P.N, Dept of Mathematics, CUSAT, Dr.Deepak T.G, Dept of Mathematics, IIST,Tvm, Dr.Natarajan, IIST,TVM, Dr. Rejikumar , NSS College, Cherthala and Mr.Sajan Joseph, CUCEK.

The FDP on Design and Engineering was based on the KTU syllabus for the newly introduced paper, Design and Engineering for the 2nd semester B.Tech. The programme covered areas such as Concept development and concept selection, design & Engineering, Experimental learning approach, Intellectual Property rights, Innovation and Entrepreneurship on campuses, Design for manufacturing, Internet of things, Engineering design-role of risk & safety analysis, design optimization and reliable elements of design. The resource persons were Dr. T Asokan IITM, Prof.V. Radhakrishnan, KTU, Dr.K.V.Gangadharan, NITK, Dr.K.V.Nithyananda IIMT, Dr.Abha Rishi,BMTECH, Dr.P.S.Sreejith, CUCEK, Mr.Satish Babu, InApp, Dr.K.R.AnilKumar, Fluidyn, Dr.Rajan Verghese,(GECT Rtd.), and Dr.P.V.Shouri Model Engineering College, Thrikkakara. A very high participation from faculty of various engineering colleges all over Kerala was there.The programme was very much useful and informative.

The FDP on Hands on experience on Raspberry Pie programming provided an introduction to Python, Raspberry Pi,, Programming sessions, and guidance on installation and set up.

The FDP on Estimation & Detection theory dealt with Detection and decision theory and Hypothesis testing, classical estimation techniques, Neyman Pearson theorem, Bayes risk, practical applications of estimation. The classes were handled by Dr. Sameer, NIT , Calicut, Dr.Deepa P.Gopinath, CET,Dr A.Unikrishnan, NPOL(Rtd), and Dr. Rajesh Cherian Roy.

Sessions on the FDP on Planning for Quality Improvement in Technical Education Institutions-Methods and tools were handled by Dr.V.Gopakumar, Director, SPFU, Dr.Sukesh Kumar, SPFU, Dr.L.S.Ganesh, IIT, Chennai and Dr.V.P.Devassia, Principal , Model Engineering Colleges. The sessions were very useful for preparing strategic planning for institutions.

The FDP on workshop on network simulators NS2&NS3 is a 3 day programme that included introduction of network simulators, calculating the interaction between different network entities and Practice sessions on NS2 and NS3 handled by Mr.Santhosh Kumar and Mr.Deepu Benson, Dept of CS, Amal Jyothy College of Engineering, Kanjirappally.

Action sought: BOG may kindly take note and ratify expenditure.

2.4 OUTSTATION FACULTY AND STAFF DEVELOPMENT PROGRAMMES

13 contract faculty attended the advanced pedagogy course offered by Teaching Learning Centre, IIT, Chennai and 14 faculty attended FDP programme organized by different institutions as detailed below.

Table 2.4

Sl No.	Name	Designation	Department	Programme Title	Duration & Date	Expenditure (Rs.)
1	Ambily Mathew	AP	EEE	Advanced Pedagogy at IIT, Chennai	18th to 20th Jan2016	4280
2	Meera E	AP	EEE	Advanced Pedagogy at IIT, Chennai	18th to 20th Jan2016	4280
3	Josna Jose	AP	CS	Advanced Pedagogy at IIT, Chennai	18th to 20th Jan2016	4448
4	Joyce Jose	AP	CS	Advanced Pedagogy at IIT, Chennai	18th to 20th Jan2016	4448
5	Asha Thomas	AP	CS	Advanced Pedagogy at IIT	18th to 20th Jan2016	4448
6	Anoob B	AP	CS	Advanced Pedagogy at IIT	10th to 12th Feb 2016	4756
7	Manu Madhavan	AP	CS	Advanced Pedagogy at IIT	10th to 12th Feb 2016	4756
8	Athiramol	AP	EC	Advanced Pedagogy at IIT, Madras	10th to 12th Feb 2016	4756
9	Najmal	AP	EC	Advanced Pedagogy at IIT	10th to 12th March 2016	To be settled
10	Anjali R	AP	EC	Advanced Pedagogy at IIT	10th to 12th March 2016	To be settled
11	Deepika R	AP	EC	Advanced Pedagogy at IIT	10th to 12th March 2016	To be settled
12	Reshma	AP	EC	Advanced Pedagogy at IIT	10th to 12th March 2016	To be settled
13	Rijimol	AP	EC	Advanced Pedagogy	10th to 12th	To be

				at IIT	March 2016	settled
14	Eliswa Laiju	AP	EEE	Industrial familiarization programme for Engg faculty	2nd to 4th December	12332
15	Manu Madhavan	AP	EEE	Mechatronics, Robotics&MEMS at CE, Karunagappally	3rd to 5th December 2015	2614
16	Dr.Mini M.G.	Associate Professor	EC	Outcome Based Education and NBA Accreditation at CE, Kidangoor	10th -12th Dec 2015	16194
17	Veena Mathew	AP	EEE	Control Engg Analysis and design with MATLAB/SIMULINK, IIST, Tvm	15-18Dec 2015	6998
18	Sreekumar K	AP	EC	Symposium on Teaching Learning at IITM	22-23Jan 2016	9517
19	Kannadas P.K.	AP	Mech	Computer Aided Engineering; Applied CFD and Applied FEM ,IIT Mandi	18th to 24th Jan 2016	61405
20	Dr.Rajesh V.G	Associate Professor	Mechanica 1	„	„	63932
21	Kannadas P.K.	AP	Mech	CAD CAM Applications in CNCmachining with solid & surface modeling at IIT Kharagpur	22nd to 26th February 2016	To be settled
22	Dr.Rajesh V.G	Associate Professor	Mechanica 1	„	„	To be settled
23	Sreenivas P	AP	Mech	„	„	To be settled
24	Joyce Joseph	AP	CS	Recent trends in Adhoc& Wireless Networks St.Thomas College of Engg & Technology	26 th to 27 th Feb 2016	To be settled
25	Josna Jose	AP	CS	Recent trends in Adhoc& Wireless	26 th to 27 th	To be

				Networks	Feb 2016	settled
26	Radha Balakrishnan	AP	General	Mathematics as a Teaching aid at IIT , Roorkee	9 th to 12 th March 2016	To be settled
27	Sandhya P Gopal	AP	Mech	„	„	To be settled

Report of the Programmes

Pedagogy – Thirteen faculty members have attended the Pedagogy training at Teaching and Learning Centre, IIT Madras. The various sessions in the three day training program were handled by eminent faculty members from IIT Madras. The need of adopting various teaching methodology and the necessity of collecting feedback from the students were explained. Open discussions and group activities made the program very interesting and enlightening. The participants got a clear insight into the changes to be made in the class room teaching. The faculty decided to adopt the new techniques to make the learning process happening within the classroom itself so that the teaching becomes highly effective.

The course on Computer Aided Engineering; Applied CFD and Applied FEM by IIT Mandi had been designed to provide skill to the students/faculty/ industry engineers on industry standard tools and practices using applied CFD and FEM. Speakers from IIT Mandi and industries were there . At the end of the course every participant could learn the theory as well as quality meshing and analysis techniques various types in FEM, CFD platform.

The FDP conducted by CE, Kidangoor on Outcome Based Education and NBA Accreditation provided a very good idea about preparation of Self Assessment Report for accreditation; particularly the preparation of Course/ Programme Outcomes, Programme Educational and Programme Specific Outcomes etc.

Action sought: BOG may kindly take note and ratify expenditure.

2.5 CONFERENCES ATTENDED/PAPERS PRESENTED

The following faculty published /presented papers in International journals/Conferences as detailed below;

Table 2.5

Sl. No	Details of paper	Expenditure
1	M.G.Mini, Aryadevi P.S, “Enhancement technique for PET images using Stationary Wavelet Transform and high boost filtering”, International Journal of Electronics & Commn Engg(IJECE),Vol 5, Issue 1, Dec-Jan 2016, pp-55-66	6000/-
2	Jibi John, M.G.Mini, “Multi level Thresholding based Segmentation and Feature Extraction for Pulmonary Nodule detection”, International Conference on Electronics, Signal Processing and Communication Engg (E-SPACE 2015)GEC , Trichur, December 9-11, 2015	8000/-
3	Aparnadevi P.S, M.G.Mini , “An Iris Texture Feature Based Radial Basis Neural Network Classifier with Enhanced Performance”, International Conference on Electronics, Signal Processing and Communication Engg (E-SPACE 2015)GEC , Trichur, December 9-11, 2015	8000/-
4	Joseph George K.N & Jayasree V.K , “An Intensity modulation transmission system for underwater channel modeling and Communication”, International conference on Electronics, Signal processing & Communication Engg (E-SPACE 2015) under the aegis of the 4th Biennial International conference on Emerging trends in Engg, Science and technology (ICETEST- 2015) held at GCE, Thrissur from Dec 9-11 2015. Published by Science Direct Procedia Technology	8000/-
	Total	30000/-

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

2.6 IIIC PROGRAMMES CONDUCTED

An Industrial visit at Pallivasal Power generation plant on 16th January 2016 was conducted for the IV semester EEE students. The total expenditure for the above was Rs.32550/-. Mr.Rejin Joseph with 2 students who are placed at IVTL Technologies, Chennai attended an Industrial visit to IVTL Technologies, Chennai.9 programmes were conducted Post IX BOG. The table below gives the details of IIIC programmes conducted.

Table 2.6

Sl.No	Name of faculty	Designation & Dept	Details of the programme	Duration & Date	Expenditure
1	Eliswa	10th to 12th Dec 2015	Microprocessors & microcontrollers	48 students of EEE	29730
2	Sreekumar K Rijimol Mathew	28th Dec to 2nd Jan 2016	PCB Designing using PSPICE and ORCAD	S4EC A&B 90 students	51282

3	Ilyas	28th Dec to 2nd Jan 2016	Android Programming	S8CS A&B	50414
4	Janu R Panicker	4th to 9th Jan 2016	Android UI programming	S6CS -39	47515
5	Sreekumar	11th to 16th Jan 2016	workshop on Labview	103 students of VI sem EC	64390
6	Ilyas H	16th to 18th Jan 2016	Java Programming	S4 CS students -50	24960
7	Sreekumar	18th to 20th, 23rd to 25 th Feb 2016	MATLAB	S6EC	To be settled
8	Janu	19th to 21 st Feb 2016	Android UI Programming	S4CS	To be settled
9	Rejin Joseph		Industrial visit to IVTL Technologies, Chennai	12 th Feb 2016	6540
Total					43284

Report on the programmes: Workshop on Microprocessors & microcontrollers was conducted for the benefit of VIII semester EEE students. The workshop handled by Nair Harish Venugopal, Automation Engineer in WFP industries , CSEZ and Agnes Stanley, Engineer of Walrus Marine & Engg Co. provided a detailed knowledge of embedded system design and programming of microprocessors and microcontrollers.

PCB Designing using PSPICE and ORCAD programme was conducted for 2nd and 3rd year EC students, which provided hands on experience in PCB designing software, schematic, layout, foot print creation, current considerations ac.dc isolation, heat sink considerations etc.

For CS students a workshop on Android programming was conducted which had helped the students to develop Android apps. For S4 CS students an interactive course on JAVA Programming was given by a Arun C Mohan , & Neethu Vijayan, Android developers at D2N Technologies.

For S6 EC students a workshop on Labview was conducted which Introduced the concept of Labview, basics of graphical programming and methods to determine data flow and order of execution , Identification and trouble shooting of errors and Software designing. This was

conducted by Jiyo Mathew, Field appln Engineer at Tridenttechlabs, Bangalore, and Rahul Nath R, Trident techlab, Chennai.

Action Sought: The BOG may kindly note and ratify.

2.7 PROGRAMMES CONDUCTED UNDER EAP

REMEDIAL CLASSES

Table 2.7

REMEDIAL CLASS FOR 1 st SEM SUBJECTS						
Sl.no	Subject	Faculty	No.of hours	No. of participants	Remuneration	Date
1	EC/BME	Devanand C N	6	51	3600	Dec.15
2	CS/Engg.Chemistry	Haridas K A	12	21	7200	Dec.15
3	CS/Calculus	Mariya Tresa Thomas	6	44	3600	Dec.15
4	EC/Calculus	Mariya Tresa Thomas	6	43	3600	Dec.15
5	EE/Calculus	Mariya Tresa Thomas	6	34	3600	Dec.15
6	EC/Sustainable Engg.	Askar Ali P	6	31	3600	Dec.15
7	CS/Introduction to computing	Muhammed Illyas	6	39	3600	Dec.15
8	EE/Introduction to Electrical	Elizwa Laiju	6	25	3600	Dec.15
Total Expenditure					32400	
FOR 6 th SEM SUBJECTS(for special supplementary)						
1	Control System	Veena Mathew	5	18	3000/-	Jan.16
2	DSP	Ajay Nath S A	11	17	6600/-	Jan.16
3	Computer Networks	Joyce Jose	5	15	3000/-	Jan.16
Other Expenses					1840	
Total Expenditure					14440	
FOR 2 ND SEM SUBJECTS						
1	EC/Engg.Chemistry	Haridas K A	20	65	12000/-	Feb.16
2	CS/Engg.Physics	Alphonsa K A	10	58	6000	Feb.16
3	EE/Engg.Physics	Alphonsa K A	10	34	6000	Feb.16
Total Expenditure					24000	

Soft Skill and other Training program to students

Table 2.8

Sl. No.	Title of the Programme	Semester & batch	Duration & date	No. of participants	Co-ordinator	Expenditure
1	Soft skill training	S2 EC	25/02/16	67	Sarakutty K.J	3320/-
2	Soft skill training	S2 CS	04/03/16	62		3320/-
3	Soft skill training	S2 EE	08/03/16	29		3320/-
4	Personality development	S2 CS	01/02/16	64	Sreekumar K	98781/-
5	Motivation and Counselling	S2 CS	03/02/16	64		
6	Career orientation and	S2 CS	04/02/16	64		

	induction					
7	Personality development	S2EE	02/02/16	39		
8	Motivation and Counselling	S2EE	05/02/16	39		
9	Career orientation and induction	S2EE	06/02/16	39		
10	Personality development	S2EC	01/02/16	74		
11	Motivation and Counselling	S2EC	02/02/16	74		
12	Career orientation and induction	S2EC	03/02/16	74		
13	Personality development	S2EC	08/02/16	74		
14	Personality development	S2EC	09/02/16	74		
15	Training for CTS Drive	Final years	14/12/15	85	Greeshma N Gopal	To be settled
16	Training for Amcat reassessment	Final years	3,4,5/03/16	100	Greeshma N Gopal	To be settled

The above training program was aimed for motivating the first year students towards career developments, learning etc and for shedding our their fear towards engineering study. The total span of the program was 8 days .The session personality development was handled by Binu K Thomas, H R Trainer, Kannamthanam and associates , Kottayam . The classes under motivation and counseling were handled by Anoopkumar K V Psychologist Wellness Hospital EKM and the session under Career orientation and induction were handled by Jerald Thomas & Karthik Vasudev, Pragmatix Learning , EKM.

Action Sought:

The BOG may kindly note and ratify the expenditure

2.8 TRAINING ATTENDED AT KTU

APJ Abdul Kalam Kerala Technological University is conducting many subject domain courses for faculty members. 4 faculty members have attended these programmes the details of which is attached herewith;

Table 2.9

Sl.No	Name of faculty	Details of training	Date& Duration
1	Dr.Sureshkumar P	Workshop on Academic Credit System and Affiliation Process at diamond Jubilee hall . TVM	28 th Feb 2015
2	Devanand	Sustainable Engineering	
3	Sandhya Gopal	Sustainable Engineering	
4	Kannadas P.K	Design & Engineering	2 days, 30 th and 31 October 2015

Action Sought:

The BOG may kindly note.

2.9 MENTORING REPORT

The report of the mentoring visit conducted during 8th and 9th September 2015 and 18th and 19th February 2016 are attached as Annexure II.

Action Sought:

The BOG may kindly note.

2.10 TUITION FEE REIMBURSEMENT

RS.31495/- towards tuition fee for 1st and 2nd semester of M.Tech is reimbursed to Mr.Irshad Ali, Assistant Professor in Electronics who is doing M.Tech in Department of Electronics , Cochin University .

Action Sought:

The BOG may kindly note.

2.11 REPORT ON THE VISIT OF IIMK TEAM

Prof. Omkumar Krishnan and Prof. Sumit Mitra of IIMK visited the institution on 19th and 20th January 2015 to conduct case Study on the effectiveness of Management Capacity Enhancement Programmes (MCEPs -TEQIP-II) at IIMs. They had conducted Interview with Principal, Meeting and discussion with trained faculty/Staff at IIMs and faculty not trained at IIMs also , Questionnaire filling up by faculty and staff and Meeting with Students. All faculty who were transferred from this institutions after attending training at IIMs attended the meeting with IIM team. They have not communicated any report on the visit so far.

Action Sought:

The BOG may kindly note.

2.12 PURCHASE OF CONSUMABLES UNDER IOC

Head of Department of Electronics has submitted proposals for the purchase of Digital ICs for IV semester Digital lab and Electronic components for various labs of the Department. HOD, Electrical department also has submitted a proposal for the purchase of Digital ICs for their IV semester Digital lab. Since these items are urgently required for the smooth conduct of the current semesters, purchase procedures were initiated by inviting quotations for the

purchase of digital ICs and Electronic components limiting the total amount of each of the above to Rs.50,000/-

Action Sought:

The BOG may kindly note and ratify.

2.13 ENHANCING SCHOLARSHIP TO PG STUDENTS

Director, SPFU through order no.199/SPFU/GOK/2012 dtd 30th Jan 2016 has directed to disburse the M.Tech scholarship at the enhanced rate of Rs.8000/ per month with effect from 1st December 2015. Hence the scholarship at the enhanced rate is disbursed from 1st Dec 2015 onwards.

Action Sought:

The BOG may kindly note and ratify.

2.14 PROFESSIONAL SOCIETY MEMBERSHIP

As per the minutes of the VI State Steering Committee it was decided to reimburse the membership fee paid to Professional bodies by faculty members of project institutions under TEQIP II, restricting the same to half the fee subject to a maximum of Rs.5,000/-paid as one membership fee per financial year. Mr.Sreekumar K, A.P has submitted a proposal for reimbursement of Rs.1200/-, 50% of Rs.2400/ paid by him for IEEE membership , which was reimbursed.

Action Sought:

The BOG may kindly note and ratify.

2.15 GOVERNANCE GUIDELINE DOCUMENT

The Governance Guidelines Document of the institution for the year 2015-16 submitted to the NPIU is attached as Annexure III.

Action Sought:

The BOG may kindly note and approve.

2.16 SUIT FOR REALIZATION OF MONEY ON CANCELLATION OF PACKAGE _ WATER PURIFIER

The VIII BOG meeting has decided to cancel the package Water Purifier System (TEQIP-II/KL/KL1G19/ 123- Shopping at a total cost of Rs. 196940 from M/s Nila International,

Cherthala) since the supply was not effected within the stipulated time and the supplied item was not confirming to the required specification. The cancellation order was sent to the supplier on 8th December 2015 which was not received by the supplier. It was again sent on 19th December 2015. The supplier had launched a complaint against the college, to the Sub Inspector of Police , Cherthala on 25/12/2015 and we have given a reply to the SI on 28/12/2015 on enquiry by the SI. Later on 28th January a lawyers notice was issued by Advocate Mathew Alexander, Cherthala on the above matter. Reply to this was sent through the IHRD standing counsel Adv V.A. Muhammed on 28th February 2016. Now the supplier has filed a suit for realization of money (OS No.132/2016) at Cherthala Muncif court .

Action Sought:

The BOG may kindly note and give directions

2.17 OFFICIAL TEQIP PROGRAMMES ATTENDED

Dr. Suresh Kumar P, Principal, attended the sensitizing workshop for TEQIP III conducted by SPFU at Thiruvananthapuram on 21st January 2016.

Action Sought:

The BOG may kindly note.

2.18 RECONSTITUTION OF VARIOUS COMMITTEES

Consequent to the promotion and posting of Dr.SureshKumar P, Principal as Director, IHRD , Dr.Mini M.G who was the TEQIP coordinator and Head of Department of Electronics was given full additional charge as Principal. Hence Smt. Sarakutty K.J was given charge as TEQIP coordinator and Dr. Jayasree V.K, was made HOD, Electronics. Various committees are reconstituted as shown in annexure IV.

Action Sought:

The BOG may kindly note and approve.

2.19 STATUS OF IRG ACCOUNTS

As of date, an amount of Rs.2193344/- has been deposited in the four Corpus Accounts for TEQIP-II of CE Cherthala. The split up is as in the following table:

Table 2.10

Particulars	Amount In Rs
SBT 67262515481 (Corpus Fund)	697197
SBT 67262515628 (Faculty Development Fund)	498715
SBT 67262516519 (Maintenance Fund)	498717
SBT 67262516586 (Equipment Replacement)	498715
Grand Total	2193344

Action Sought: The BOG may kindly note.

2.20 SUMMARY OF EXPENDITURE

The expenditure incurred after the 9thBOG is listed in the following table::

Table 2.11

Expenditure summary after 9th BOG	
Dec 1st 2015 to March 10 2016	
Particulars	Amount
Incremental Operating Cost	
Operation and Maintenance	243335
Salaries	216581
Consumable	7161
Procurement	
Equipment	2041979
Assistantships	1360000
FSD	835255
IIC	308939
Student Support	711674
Grand Total	5724924

The summary of the expenditure incurred till date is as follows:

Table 2.12

Expenditure summary	
01.04.2013 to 29.02.2016	
Particulars	Amount
Incremental Operating Cost	4031195
Procurement	53759963
Assistantships	6465825
Capacity Development	190461
FSD	4907501
III Cell	471120
R & D	185259
Reforms	898880
Student Support	1840474
Grand Total	72750678

Action Sought: The BOG may kindly note.

PART 3
DISCUSSIONS AND APPROVALS

3.1 ACTION PLAN FOR THE REMAINING PROJECT PERIOD

Head-wise action plan for the remaining project period from 01st March 2016 to 31st October 2016 is attached as annexure V.

Action Sought:

The BOG may approve

3.2 PLANNED ACADEMIC PROGRAMMES FOR THE NEXT THREE MONTHS

The academic activities planned for the next quarter is as follows.

Faculty Development Programme – In-house –planned

Table 3.1

Sl. No.	Title of the Programme	Department	Duration & date	No. of participants Expected			Co-ordinator	Expected Expenditure (Rs.)
				Own Institute	Other Institutes	Total		
1	Optimization Techniques	Maths	21 st to 23 rd March 2016	30			Sarakutti K.J	60000
2	Research trends in Electrical & Electronics	EEE	14 th to 16 th april 2016	25	5	30	Eliswa Laiju	30000
3	Internet of Things	EC	April 2016	35	3	38	Jayadas C.K	60000
4.	Image Processing and Fractals	EC	April 2016	40	5	45	Sreekumar K	60000
5	Robotics and AI	EC	May 2016	40	5	45	Sreekumar K	60000
6	Electrical system design	EEE	12 th to 14 th June2016	25	5	30	Eliswa Laiju	30000
7	Tools for Computer Forencics Analysis	CS	May 2016	35	5	40	Greeshma N Gopal, Vimal Vinod	1.2 lakh

8	VLSI Hardware	EC	3 days May 2016	40	5	45	Jayadas C.K, Anoob B	60000
9.	CISCO Networking Expertise	CS	June 2016	35	5	40	Janu R Panicker, Josna Jose	1 lakh
10	Electrical drives and control	EEE	June 2016				Eliswa Laiju	40000
11	Opto Electronics	EC	4 days May 2016	35	5	40	Jayasree V.K, Anjali R	60000

Faculty Development Programme – Outstation –planned

Table 3.2

Sl. No	Name	Designation	Department	Host Institute	Programme Title	Duration & Date	Expenditure (Rs.)
1	Jayadas C.k	Associate Professor	EC	IIT, Guwahati	Visual Display Design	14 th to 16 th March	30000
2	Muhammed Illyas H	Assistant Professor	CS	IIT, Guwahati	Visual Display Design	14 th to 16 th March	30000
3.	Rajesh V.G..	Associate Professor	ME	IIM Lucknow	Management Capacity Development	April 2016	50000
4.	Kannadas P.K	Assistant Professor	ME	IIT Chennai	Pedagogy	April 2016	20000
5.	Eliswa Laiju	Assistant Professor	EEE	IIM	MCEP	May 2016	35000

6	Dr.Mini M.G	Associate Professor	EC	IIM		May 2016	35000
7.	JayadasC. K.	Associate Professor	EC	IIT Kharagpur	Short term Course on Research Methods & Data Analysis	June 2016	35000
8.	Sarakutty K.J	Associate Professor	Applied Science	IIM	MCEP	May 2016	35000
6..	Vishnu	Assistant Professor	Mech	IIT, Chennai	Pedagogy	April 2016	3000
7..	Vasanth Kumar	Assistant Professor	EC	IIT	Pedagogy	April 2016	3000
8.	Judith	Assistant Professor	EC	IIT	Pedagogy	April 2016	3000
9.	Janu R.Panicker	Assistant Professor	CS	IIT	Pedagogy	May 2016	9000
10.	Rejin Joseph	Assistant Professor	CS	IIT	Pedagogy	May 2016	9000
11.	Dr.Laila D	Associate Professor	EC	IIT	Pedagogy	May 2016	9000

Action Sought:

The BOG may approve the list of planned academic activities for the next three months.

3.3 PROPOSAL FOR CONDUCTING INTERNATIONAL CONFERENCE

Dr.Rajesh V.G, Associate Professor in Mechanical Engineering has submitted a proposal for conducting an International Conference: CEC International Conference on Mechanical Sciences and Engineering-2016 (CEC ICMSEC-2016) during Oct 27-28, 2016. A Pre-conference workshop is planned on 26th Oct. AN, 2016. The objective of organizing the conference is to bring together leading academicians, scientists, researchers and research scholars from all over the world and give the opportunity to exchange ideas and experience, and research results about all aspects of Mechanical Sciences and Engineering, Energy

Engineering, Industrial Automation and Mechatronics. It also provides an interdisciplinary forum for the participants to present and discuss their most recent innovations, trends, and concerns, practical challenges encountered and the solutions adopted in their respective fields. The Venue proposed is Le Meridian / Crown Plaza/ Lulu Convention Centre Bolgatty. 16 International and 150 delegates are expected to participate in the conference Total expenses anticipated for the above is Rs. 21,83,700.00, detailed split up is shown below.

Table 3.3

Venue charges; inclusive of food, hall arrangements and publicity in and around the venue	8,60,000.00
Registration kit	1,50,000
Conference Proceedings	1,52,000
Website charges	24,000.00
Brochure charges	27,000
Keynote speakers' travelling expenses	6,40,000
Keynote speakers' food and accommodation	56,000
Session chairs' food and accommodation	22,000
TA for session chairs'	1,72,000
Honorarium for Keynote speakers and session chairs	45,000
Printing charges	3000
Postage	3300
Local travel	4000
Office stationary	5000
Photo and video	12000
Media and publicity charges	3600
Software	4800
Total	2183700

Action Sought:

The BOG may kindly approve.

3.4 Fixing the tentative date of the XI BOG meeting

Action Sought:

The BOG may kindly fix a tentative date for the conduction of the next BOG meeting.

PART 4

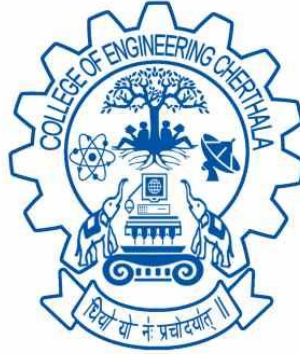
OTHER ITEMS WITH THE PERMISSION OF THE CHAIR

ANNEXURE 1- Minutes of IX BOG

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME

Phase II

Sub Component 1.1



**9th MEETING OF
THE BOARD OF GOVERNORS
MINUTES**

Date: 03-12-2015

Time: 10.30 AM

Venue: Seminar Hall

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

www.cectl.ac.in

Phone: +91 478 2553416

AGENDA

Part 1-Procedural

Sl. No	Items
1.1	Confirming the Minutes of the 8 th Meeting of the Board of Governors held on 20-08-2015 at College of Engineering Cherthala, Alappuzha
1.2	Report on the action taken/action pending on the pertinent decisions in the 8 th Meeting of the Board of Governors held on 20-08-2015 at College of Engineering Cherthala

Part 2-Reports and Ratifications

Sl. No	Items
2.1	Procurement Completed after the 8 th BOG meeting
2.2	Packages for which Purchase order has been issued.
2.3	In House Faculty and Staff Development Programmes conducted
2.4	Out Station Faculty and Staff Development Programmes
2.5	Management Capacity Development Programmes
2.6	Conference attended/ Papers presented
2.7	IIC Programme conducted
2.8	Programmes conducted under EAP
2.9	ITSS for paper presentation in International Conference
2.10	Training fee paid to KTU
2.11	Progress of the HIT programme on Java & Android
2.12	Report on status of campus automation software
2.13	Report on the progress of proposed International Conferences

2.14	Report on the statistics of E-Book usage
2.15	Report on the statistics of use of the ID Card printer
2.16	Report on Faculty position
2.17	Official TEQIP Programmes attended
2.18	Ind Statutory Audit of TEQIP-II
2.19	Status of IRG Accounts
2.20	Summary of Expenditure

Part 3-Discussions and Approvals

3.1	Procurement Packages proposed to be cancelled
3.2	New Procurement Packages proposed to be added
3.3	Planned Academic Programmes for the next three months
3.4	PG scholarship
3.5	Seed money scheme
3.6	Fixing the tentative date of the IX BOG meeting

Part 4-Other items with the permission of the chair

Members present

1. Dr C P Girijavallabhan, Hon. Chairman.
2. Shri. M Sherif , Addl. Sec. ,H. Edn, Government of Kerala (State Govt. Nominee)
3. Dr V P Devasia, Principal, Model Engineering College Thrikkakara
4. Dr.Philip Kurien
5. Dr. Mini M.G, HOD, Dept of Electronics Engineering .

6. Mr. Muhamed Ilyas, HOD, Dept of Computer Science and Engineering .
7. Dr. P Suresh Kumar (Principal)

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

1. Shri James Joseph, Joint Secretary, Finance, Government of Kerala (State Govt. Nominee)
2. Shri Salim M K, MD, Assuretech, Technopark, Thiruvananthapuram
3. Sri Jacob Mathew, Vice President, Idea Cellular

Dr. Prathapachandran Nair P, Mentor attended the meeting as a special invitee.

The meeting started with silent prayer at 10.30 AM followed by two minutes silence in memory of the two students passed away recently.

The Hon'ble Chairman brought the meeting to order. The Chairman in his introductory note welcomed the BOG members. He expressed satisfaction at the progress in TEQIP-II activities in the college and expressed his concern in the acute shortage of permanent faculty in the college. Thereafter, the Hon'ble Chairman invited the Principal to introduce the agenda for the 9th BOG meeting. Principal Dr. P Suresh Kumar thanked the Hon'ble Chairman and informed the BOG that the entire TEQIP team has changed consequent to the transfer of IHRD employees in the current year. Principal introduced the new TEQIP Coordinator Dr. Mini M.G and other team members to the BOG and presented the agenda.

1.1 Confirmation of the Minutes of the 8th Meeting of the Board of Governors held on 20-08-2015 at CE Cherthala

Decision:

The BOG confirmed the approved minutes of 8th Meeting of Board of Governors of CE, Cherthala held on 20-08-15.

1.2 Report on the action taken/action pending on the pertinent decisions in the 8th Meeting of the Board of Governors held on 20-08-2015 at College of Engineering, Cherthala.

Following are the pertinent decisions and corresponding actions taken post of the IX BOG meeting.

Item No in Minutes of the 8 th BOG	Decision Taken	Action Taken / current status
1.2	The ATR was approved.	For information
	Annual Report on the performance of the Institution will be prepared and presented in a forthcoming BOG meeting	Preparation started
	Master Plan for CE Cherthala will be prepared and presented in a forthcoming BOG meeting	Preparation started
	The Draft Brochures for the proposed International Conferences were approved	For information
	Steps are to be taken to enlist resource persons from R&D institutions for the conduct of the conferences.	Contacted
	Hire a Chartered Accountant to audit expenditure for the proposed International Conferences	For information
	BOG approves to give prize money for various student contests proposed along with the conferences.	For information
	The BOG decided to include an expert from Industry, Mr. Shaiju MS, Senior Developer Mobility, Cognizant, an expert in the area of Java and Android in the committee for making the Technical Evaluation for the HIT on Java and Android	Included
2.1	The BOG took note of the procurement completed after the 7 th BOG meeting and approved all expenditure made in this regard.	For information
	The statistics of E-Book usage and utilization of the ID Card printer is to be reported in the next BOG meeting	Report prepared
	The Principal will instruct the Librarian to keep utilization records of all E-Journals and E-books updated, which are to be obtained from the publisher.	Instructed
2.2	The BOG took note of the packages for which purchase orders were issued and ratified the changes mentioned in the agenda.	For information
	The Principal will report the status of the Campus Automation Software package in the next BOG meeting.	Reported
2.3	The BOG took note of the in house faculty and staff programmes conducted and ratified the expenditure made in this regard.	For information
	Decided to commemorate the International Year of Light 2015 with an expert talk on the same, to be delivered by the Hon'ble Chairman.	Conducted on 16 th Nov as keynote of FDP on research methodologies

	Decided to reimburse 50% of the expenditure incurred for taking membership in Professional Bodies to all faculty including contract faculty.	Initiated
2.4	The BOG took note of the outstation faculty and staff programmes conducted and ratified the expenditure	For information
2.5	The BOG took note of the IIC programme conducted	For information
2.6	The BOG took note of the EAP programmes conducted and ratified expenditure	For information
2.7	The BOG took note of the current faculty position.	For information
2.9	The BOG took note of the conduct of the Second Statutory Audit and instructed to present the report in the next BOG meeting.	Will be presented
3.2	The package Chemicals for Chemistry lab is to be purchased using IOC Component.	Carried out
	The package Information Display System is to be reinstated in its place.	Not reinstated as the item with required spec is not available in the local market
	The new packages proposed were approved, after noting the above two modifications	For information
3.5	The BOG decided to revise the salary with effect from the date of the 8 th Meeting of State Steering Committee of TEQIP-II as per the minutes of the 8 th Meeting of State Steering Committee of TEQIP-II.	Done with effect from 25 th April 2015
3.6	The BOG decided to reimburse the tuition fees, exam fees and all other Academic related fees for four Faculty members of the Electronics Department.	No claim received so far
3.7	The BOG congratulated the rank holders	A public function was conducted with the Honourable VC of CUSAT Dr.J.Letha as Chief guest

Decision:

The BOG took note of the Action Taken Report (ATR) and approved.

2.1 Procurement Completed after the 8th BOG meeting

The following are the procurement completed after 8th BOG;

Sl. No	Package Name	Package Code	Firm	Amount (Rs.)
1	Stabilizer for AC	TEQIP-II/ KL/KL1G19/101	Frank Sudhachand & Co Pvt Ltd, Cochin	78043
2	Interactive visualiser	TEQIP-II/KL/ KL1G19/134	HIND Digital Solution, Kottayam	80377
3	Audio System Smart Class Room & Auditorium	TEQIP-II/KL/ KL1G19/106	HIND Digital Solution ,Kottayam	459711
4	Telephone	TEQIP-II/KL/ KL1G19/139	Nevus Telesystems	28250
5	Fire Wall	TEQIP-II/KL/ KL1G19/116	ISYX Technologies, Cochin	461810
6	Microsoft Open value Education Solution	TEQIP-II/KL/ KL1G19/132	Smart Soft ,Vyttilaa	157723
7	Cut Sections of Machine	TEQIP-II/KL/KL1G19/106-Shopping	Elmatics Enterprises, Kochi	65035.
8	Electrical demonstrator & Trainer Module	TEQIP-II/KL/KL1G19/121-Shopping	Elmatics Enterprises, Kochi	128985
9	Physics lab Apparatus	TEQIP-II/KL/ KL1G19/143	Holmarc Opto Mechatronics Pvt Ltd,Kochi	254984
TOTAL				1714918

Decision:

The BOG took note of the procurement completed after the 8th BOG meeting and ratified all expenditure made in this regard.

1.2 Packages For Which Purchase Order Has Been Issued**Discussion:**

The following table gives the list of items for which purchase order has been issued and purchase is yet to be effected. The BOG took note of the packages for which purchase orders

were issued. The BOG enquired about the purchase procedure as PMSS is stalled and was informed that NPIU has given permission to carry out the purchase procedures manually and it is to be uploaded as and when PMSS is ready.

Sl.No	Package Name	Package Code	Amount	Firm
1	Campus Automation Software	TEQIP-II/KL/KL1G19/130- Shopping	4,98,750.00	Meshilogic, Calicut
2	Lightning Arrester for Protection	TEQIP-II/ KL/ KL1G19/112-Shopping	790390.00	M C Mathew
3	Water Purifier System	TEQIP-II/KL/KL1G19/123- Shopping	196940.00	Nila Trading International
4	Platform & Lectern	TEQIP-II/KL/KL1G19/114-Shopping	583950.00	SIDCO Marketing Centre
5	Chemistry lab Equipment and apparatus	TEQIP-II/KL/KL1G19/144	252114	M/s.Laboratory Equipment Store,Ernakulam
6	Furniture for Chemistry and Physics lab	TEQIP-II/KL/KL1G19/145	470700	Kairali Furnishers, Alappuzha
7	Foundry Tools for Mechanical Workshop	TEQIP-II/KL/KL1G19/146	38987	M/s.Heera, Trivandrum
8	Equipment for Civil Workshop	TEQIP-II/KL/ KL1G19/147	8270	Scientific Enterprises, Cochin
9	New Books	TEQIP-II/KL/ KL1G19/148	323383	Current Books Pvt Ltd, Kottayam
Total			2842751	

- Purchase of packages having serial no from 5 to 9 were approved in the last BOG meeting

Decision:

The BOG took note of the packages for which purchase orders were issued after the 8th BOG and ratified.

2.3 In House Faculty and Staff Development Programmes Conducted

Discussion:

The BOG took note of the programmes conducted and enquired about the participation from other institutions. It was informed that in some of the FDPs there was external participation, but generally it

is difficult to get external participation since there are a large number of FDPs conducted in all the colleges.

Decision:

The BOG noted the in-house programmes conducted and ratified the expenditure in this regard.

Sl. No.	Title of the Programme	Dept	Duration & date	No. of participants			Coordinator	IRG in Rs/-	Expenditure (Rs.)
				Own Institute	Other Institutes (IRG)	Total			
1.	Expert talk on Optical Sensors	EC	1 day 4/9/2015	23	0	23	Dr. Jobymol Jacob		7470
2	Expert talk on Human Motion Identification from video clips	CS	1 day 11/09/2015	37		37	Greeshma N.Gopal		15843
3	FDP on Research Methodology for Science & Engg	EC, CS	2days 12/11/2015 - 13/11/2015	48	2	50	Dr.Jayasree V.K.	1000	39717
4	FDP on Linear Algebra for Engineers	EC	3 days 24 th to 26 th Nov 2015	48	2	50	Jayadas C.K	1000	66225
Total									129255

3.4 Outstation Faculty And Staff Development Programmes

Discussion:

The BOG took note of the programmes attended. It was informed that some of the faculty, who have attended outstation programmes have not yet submitted their claims and hence that expenditure is not included.

Decision:

The BOG took note of the outstation faculty and staff programmes conducted and ratified the expenditure made in this regard as listed below;

Sl No.	Name	Designation	Department	Programme Title	Duration & Date	Expenditure (Rs.)
1	Dr.Rajesh V.G	Associate Professor	ME	Micro manufacturing at IIT Kanpur	31/8/2015 to 04/09/15	29281
2	Ajay Nath S.A	AP	EC	Advanced Pedagogy at IIT, Chennai	2 nd to 4 th Sept 2015	2211
3	Biju P	AP	EC	Advanced Pedagogy at IIT, Chennai	2 nd to 4 th Sept	2211
4	Lomin Joy	AP	CS	Advanced Pedagogy at IIT, Chennai	2 nd to 4 th Sept	2211
5	Muhammed Ilyas	AP	CS	Network simulator 3 at CE, Kidangoor	17 th to 18 th September 2015	2440
6	Joyce Jose	AP	CS	Network simulator 3 at CE, Kidangoor	17 th to 18 th September 2015	2440
7	Josna Jose	AP	CS	Network simulator 3 at CE, Kidangoor	17 th to 18 th September 2015	2440
8	Sreekumar K	AP	EC	Introduction to LATEX at CE, Kidangoor	28 th -30 th Sept 2015	To be settled
9	Ajaynath S.A	AP	EC	Introduction to LATEX at CE, Kidangoor	28 th -30 th Sept 2015	To be settled
10	Veena Mathew	AP	EEE	Pedagogy at IIT, Chennai	28 th to 31 st October 2015	To be settled
11	Kannadas P.K	AP	ME	Design & Engineering by KTU	30 th to 31 st October 2015	To be settled
12	Sreedhu T.Sasi	AP	EC	Pedagogy at IIT Chennai	16 th to 18 th November 2015	To be settled
13	Anaswara V.Nath	AP	EC	Pedagogy at IIT Chennai	16 th to 18 th November 2015	To be settled
14	Greeshma K .V	AP	EC	Pedagogy at IIT Chennai	16 th to 18 th November 2015	To be settled
15	Meera E	AP	EEE	Smart Grid and Renewable Energy	26 th to 27 th November	To be settled

				(SGRE) at Power System Division, CPRI, B'lore	2015	
16	Rani T.R	AP	EEE	Smart Grid and Renewable Energy (SGRE) at Power System Division CPRI, B'lore	26 th to 27 th November 2015	To be settled
17	Manu Madhavan	AP	EEE	Smart Grid and Renewable Energy (SGRE) at Power System Division, CPRI, B'lore	26 th to 27 th November 2015	To be settled

2.5 Management Capacity Development Programmes

Discussion:

BOG took note of the programme attended. The Principal informed the BOG that NPIU has selected the college for reviewing the management capacity development programmes conducted by different IIMS. The other institution selected for the same from Kerala is College of Engineering Kozhikode. IIM Kozhikkode is conducting the review and they will be visiting the college during the last week of December or 1st/2nd week of January to meet the faculty who have participated in management capacity development programmes. But unfortunately, almost all those faculty are got transferred. The committee decided that they will be asked to come to the college to meet the IIM delegates and provide feedback.

Decision:

The BOG approved the action taken by the Principal to depute Dr.Vinu Thomas, Associate Professor , Electronics Engineering to attend the MCEP conducted by IIM, Bengaluru during 7th to 11th September 2015 and ratified the expenditure of Rs.12835/-made in this regard.

The transferred faculty who have attended Management capacity development programmes are to be invited on the day of the visit of IIM team

Action shall be taken to ensure further association of the transferred faculty who have attended management capacity development programmes with the college.

2.6 Conference attended / Papers presented

Decision:

The BOG observed that 5 papers were presented / published as listed below after the 8th BOG meeting and ratified the expenditure involved.

Sl.No	Details of publication	Expenditure
1	Muhammed Ilyas, "A modified broadcast algorithm for multihop relay networks", V International Conference on advances in Computing and Communication held at Rajagiri School of Engg & Tech 3 rd to 5 th sept 2015	7500
2	Janu R.Panicker, "Clustering DNA Sequences using Incremental multiple methods", V International Conference on advances in Computing and Communication held at Rajagiri school of Engg & Tech. 3 rd to 5 th sept 2015	7500
3	Muhammed Ilyas, "Energy Efficient Encryption Scheme for Network coded Mobile AdHoc Networks ", 15 th International Conference on Algorithms and Architectures for Parallel Processing (ICA3PP 2015) at Zhangjiajie, China, November 18-20,2015	44046*
4	Greeshma N.Gopal, " Privacy preserving Personalization in Probabilistic Search", 15 th International Conference on Algorithms and Architectures for Parallel Processing (ICA3PP 2015) at Zhangjiajie, November 18-20,2015	44046*
5	Janu R.Panicker, "Multiple Secret Sharing. using Natural Language Letter based Visual Cryptography Scheme", 15 th International Conference on Algorithms and Architectures for Parallel Processing (ICA3PP 2015) at Zhangjiajie, November 18-20,2015	44046*

2.7 IIC Programmes Conducted

Decision:

1. The BOG took note that 4 faculty members from EEE department attended the IIC programme- Industry familiarization for Engg faculty conducted by PETARC, KSEB, Moolamattom and ratified the expenditure of Rs.43284/- incurred in this regard.
2. The BOG also approved the IIC programme conducted for M.Tech SP students on Digital Signal Processors and ratified the expenditure of Rs.21776/- incurred for the same.

2.8 Programmes Conducted Under EAP

Discussion:

BOG took note of the remedial programmes and placement training programmes conducted under EAP. BOG enquired about the mode of conduct and about beneficiaries of placement

training programme. The Principal informed that the programmes are conducted as per the directives of the SPFU and all weak students are eligible to attend the programmes.

Decision:

The BOG took note of the EAP programmes conducted and ratified expenditure as detailed below;

Remedial classes FOR 5TH SEM SUBJECTS						
Sl.no	Subject	Faculty	No.of hours	No. of participants	Remuneration	Date/ duration
1	Digital signal processing	Dr.Vinu Thomas	5	77	3000	Aug.15
2	Digital signal processing	Ajaynath S A	13	56	7800	Oct /nov 2015
3	Digital signal processing	Vasanth kumar	3	32	1800	Oct.15
4	Analog Integrated Circuits	Dr.Jobymol Jacob	20	37	12000	Sept.15
5	Engineering Mathematics IV	Gireesh Chandra R	18	73	10800	Oct/nov. 201515
6	Microprocessor (EE)	Jagadeesh	6	46	3600	Oct.15
		Other expenses			12384	
		Total			51384	
REMEDIAL CLASS FOR 3RD SEM SUBJECTS						
Sl.no	Subject	Faculty	No.of hours	No. of participants	Expenditure	Date
1	CS / PPL	Manilal D L	6	53	3600	SEPT/15
2	Engineering Mathematics II	Gireesh Chandra R	25	64	15000	Oct/nov. 15
3	Probabilty & Random Process	Anaswara V Nath	18	12	10800	Nov.15
		Other expenses			5712	
		Total			35112	
REMEDIAL LAB FOR VSEM ELECTRONICS						
Sl.no	Subject	Faculty	No.of hours	No. of participants	Expenditure	Date
1	Electronics circuits lab-II	Vasanthkumar Ajaynath S A		17	10200	Oct/Nov 2015
Placement training programmes						
Sl. No.	Title of the Programme	Semester & batch	Duration & date		No. of participants	Expenditure (Rs.)
1	AMCAT assessment test by Aspiring minds	2016 B.Tech & M.Tech batch	26th & 27th October 2015		178	142400
2	Softskills training program by Pragmatix learning resources, Kochi	B.Tech S7 students	4/11/2015		80	9880
Soft skill training						
Sl. No.	Title of the Programme	Semester & batch	Duration & date	No. of participants	Coordinator	Expenditure (Rs.)
1	Soft skill training	I years	Nov/15	62+100	Sarakuttiy K.J	6640
Women Cell programme						

Sl. No.	Title of the Programme	Semester & batch	Duration & date	No. of participants	Coordinator	Expenditure (Rs.)
1	Good health habits and personality development	First years girls	10/11/15	73	Sarakutti K.J	12860

2.9 ITSS for Paper Presentation in International Conference

Discussion:

Principal explained the ITSS scheme for paper presentation for the best performing institutions. Based on that a screening committee for ITSS was formed with the approval of the chairman subject to the ratification of BOG with the following members;

1. Prof.Jyothi John, Principal, CE ,Chengannur
2. Dr.Asha Elizabeth Daniel, Associate Professor, Electrical Dept, SoE, CUSAT
3. Dr.Manoj V.J, Associate Professor, Electronics Dept, SoE, CUCEK
4. Dr.Shouri P.V Associate Professor, Mechanical Dept, MEC, Thrikkakara
5. Principal , CE, Cherthala

The screening committee for ITSS scrutinized and evaluated the proposals on 19th October and gave a score of 9 out of 10 for each of the proposals. (Minimum required score for qualification is 7). Since, there was not enough time to convene a BOG meeting, the proposals were sent to the Chairman for approval. The Chairman has approved the proposals subject to ratification of the BOG. The proposals are attached as Appendix. The faculty members have attended the International Conference and presented their papers. The bills are yet to be submitted.

Decision:

1. BOG noted the ITSS proposals submitted by the three faculty members of Computer Science Department
2. BOG ratified the formation of screening committee
3. BOG ratified the permission given for international travel and paper presentation to the three faculty members of Computer Science Department
4. Decided that reimbursement shall be made only after getting NOC from the Government for international travel.

2.10 Training Fee Paid to KTU

APJ Abdul Kalam Kerala Technological University is conducting many subject domain courses for faculty members, towards which the institution has to pay Rs.100000/- online in two equal installments. Accordingly an amount of Rs.50,000/- has been paid from the institution account.

Decision:

1. Sanctioned payment of RS.1,00,000/- to KTU as training fee.
2. Decided to keep documentation of the details of faculty attending KTU training programmes.

2.11 Progress of the HIT Programme on JAVA & ANDROID**Discussion:**

The BOG noted the progress of the HIT programme. The Principal informed that 34 students completed the training and 4 of them are already placed in NEST. The BOG enquired about the mode of advertising of HIT programme and whether feedback is collected from the participants. The principal informed that the programme was advertised in leading dailies as well as in the college website. Feedback was collected and the rating obtained was high.

Decision:

The BOG sanctioned the payment.

2.12 Report on the Status of Campus Automation Software**Discussion:**

The supplier has supplied the item, installed it in the institution and given training on it to faculty and staff. The testing of the same by the Department of Computer Science is progressing. BOG noted the report on campus automation software. Dr. V.P. Devassia enquired whether customization and training are finished and whether office automation is possible. The Principal informed that data entry is in progress, training finished, customization is done and admin can do any further customization needed and 3 years support and updation facility is available. Currently it is running on a local server and BSNL portal is requested for the same.

Decision:

The BOG noted the report on campus automation software.

2.13 Report on the Progress of Proposed International Conferences

- i. International Conference on Signal Processing and Communication** - The brochure for the conference was presented in the last BOG meeting. Negotiation is going on with the IEEE Cochin chapter to get the conference sponsored by IEEE &

have it on consecutive days with the conference being conducted by the CS dept. The application for the same will be sent in two days as per the advice received from the secretary of the Kochi chapter. The key note speakers were identified earlier & two of them, Dr Praveen kumar & Dr Vinoy have confirmed their participation & the remaining persons have been contacted & their replies are yet to be received. The venue is finalized & the various committee members are being contacted to get their final confirmation. By the 3rd week of December all the deadlines, tracks, chairs & dates will be finalized.

ii. **International Conference on Information Science 2016 (ICIS 2016)** -The IEEE Conference Activity Board has approved the request for technical co-sponsorship of the International Conference in Information Science '2016 (ICIS 2016). Dr. G Santhosh Kumar, CUSAT, member CAB has been designated as the adviser to the conference. The conference will be charged a flat fee of \$1000 for Technical co-sponsorship and \$15 per paper submitted to IEEE Xplore, by IEEE as per the advice from the Head Quarters. This will cost around 67,000 INR for conference sponsorship and 1000 INR for paper publication. As per this there will be a change in the total expected amount. We are expecting to receive 200 papers and acceptance rate may be less than 50%. The total publication cost will come around Rs. 170000/-

Table 2.12

Budget of International Conference	
Venue	700000
Technical Sponsorship from IEEE	67000
IEEE Publication (100 x 1005)	100500
Printing Conf. Proceeding	75000
Conference kit	75000
Accomadation	100000
Certifcate	5000
Other Miscellaneous	50000
TA for resource persons	375000
Honorarium for resource persons	100000
Total	1647000

Decision:

1. BOG noted the progress of the two conferences.
2. BOG approved the budget for the International Conference on Information Science 2016 (ICIS 2016)

2.14 Report on the Statistics of E-book Usage**Decision:**

The BOG took note of the statistics of e-book usage.

	IEEE									
	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	July-15	Aug-15	Sept-15	Oct-15
Total for all Types	7950	672	1117	232	240	35	61	4168	659	766
IET Conferences	17	2	5	1	0	0	0	9	0	0
IEEE Conferences	210	23	19	9	1	3	2	102	18	33
IET Journals	26	0	0	1	1	0	0	20	0	4
IEEE Journals	7606	634	1086	214	237	31	59	3982	640	723
TUP Journals	73	9	7	1	1	1	0	47	1	6
	SPRINGER									
	45	25	32	28	4	1	89	31	95	64
	SCIENCE DIRECT									
Requests for full-text documents	266	200	65	187	34	9	1,454	484	276	266
Requests for all pages	1,319	801	225	661	119	35	6,596	1,821	1,098	982
Total Searches Run (incl. Federated Search)	72	35	13	31	4	0	852	195	88	65

2.15 Report on the Statistics of Usage of ID Card Printer

The ID card printer of the institution is used to print the ID card of all 178 B.Tech students and 22 M.Tech students joined in the current year.

Decision:

The BOG took note of the statistics of usage of ID card printer.

2.16 Report on Faculty Position.

Dr.Ashok Kumar T, Dr. Vinu Thomas, Dr. Jobymol Jacob and Sri Pradeep M. , Associate Professors in Electronics engineering, Sri. Manilal D.L, Associate Professor in Computer Science, Smt. Sony P., Assistant Professor in Computer Science, Sri.Devanand Assistant Professor in Mechanical Engineering were transferred to various IHRD institutions under IHRD general transfer. Dr.Mini M.G and Dr.Jayasree V.K, Associate Professors in Electronics engineering and Mr.Kannadas, Assistant

Professor in Mechanical Engineering joined this institution. Sri Rajeevan A.K, Asst. Professor in Electrical Engineering has rejoined after completing his tenure under sponsorship for Ph.D

Consequent to the transfer of the above faculty members, the HODs, TEQIP coordinator, nodal officers and heads of various committees were changed as listed below; accordingly all the TEQIP committees are reconstituted (See annexure III)

TEQIP Coordinator	Dr Mini M.G
Procurement Coordinator	Dr.Jayasree V.K.
Academic coordinator	Dr.Rajesh V.G
Finance coordinator	Mr.Jayadas C.K
HOD, Dept of Electronics Engg.	Dr.Mini M.G
HOD, Dept of Computer Science	Mr.Muhammed Illias
HOD, Dept. of Electrical Engg	Ms.Eliswa Laiju

Decision:

1. The BOG took note of the current faculty position.
2. BOG ratified the reconstitution of various TEQIP committees.
3. Approved the appointment of TEQIP coordinator and various nodal officers

2.17 Official TEQIP Programmes Attended

Dr. Suresh Kumar P, Principal, TEQIP Coordinator and Head Department of Electronics Engineering, Dr Mini M.G, Procurement Coordinator, Dr.Jayasree V.K., Academic coordinator, Dr.Rajesh V.G, Finance coordinator Mr.Jayadas C.K, EAP coordinator Ms. Sarakutty K.J, Heads of Departments of Computer Science and Electrical engineering Mr.Muhammed Illias and Ms.Eliswa Laiju attended the QRM conducted by SPFU at Hotel Mascot , Thiruvananthapuram on 13th and 14th October 2015.

Decision:

The BOG took note of the programmes.

2.18 Second Statutory Audit Of CE Cherthala

Decision:

The BOG took note of the report of the Second Statutory Audit

2.19 Status Of IRG Accounts

Decision:

The BOG took note of the status of the four IRG accounts given below and directed to present the reason for difference in the amount in Corpus fund in the next meeting.

Particulars	Amount In Rs
SBT 67262515481 (Corpus Fund)	680038
SBT 67262515628 (Faculty Development Fund)	481556
SBT 67262516519 (Maintenance Fund)	481558
SBT 67262516586 (Equipment Replacement)	481556
Grand Total	2124708

2.20 Summary of expenditure**Decision:**

The BOG took note of the expenditure incurred after the 8th BOG meeting and the total expenditure incurred till date and ratified.

Expenditure summary after 8th BOG		
20-Aug-2015 to 30-Nov-2015		
Particulars	Debit	Credit
Incremental Operating Cost		509974.00
Operation and Maintenance	353376.00	
Catridge & Toner for Printers and Photostat Machines	129800.00	
Salaries	26798.00	
Consumable (Installing new Switch Rack)		1714918.00
Procurement	1714918.00	
Books & LRs & Software (E-Books)		902711.00
Equipment		197963.00
Assistantships		147138.00
FSD		46074.00
R & D		12835.00
Student Support		87290.00
Grand Total		3618903.00

Expenditure summary	
01.04.2013 to 30.11.2015	
Particulars	Amount
Incremental Operating Cost	3640690.00
Procurement	51726920.00
Assistantships	5105825.00
Capacity Development	190461.00
FSD	4163638.00
III Cell	168721.00
R & D	185259.00
Reforms	898880.00
Student Support	1143240.00
Grand Total	67223634.00

3.1 Procurement Packages proposed to be cancelled

Discussion:

The BOG noted the reasons for cancelling the packages as given in the table below and approved. Dr.V.P.Devassia enquired whether it is possible to black list the contractor for implementation of the lightning arrester who had not complied to the conditions agreed upon and whether he was an A class contractor. He also enquired provisions for penalty clause/blacklisting of the supplier of water purifier. Principal informed that no such clauses were there in TEQIP purchase.

Sl. No	Package Name	Package Code	Budgeted Amount	Actual Amount	Firm	Reason for cancellation
1	Lightning Arrester for Protection	TEQIP-II/KL/KL1G1 9/ 112-Shopping	800000	790390	M C Mathew, Saj Electric & Control, Ramankary	Purchase order given on July 22 nd , delivery period was 30 days, bank guarantee submitted on 7 th Sept, but item was not installed till date.
2	Water Purifier System	TEQIP-II/KL/KL1G1 9/ 123-	200000	196940	Nila Trading International	The supplied item is not conforming to the specification as per the

		Shopping				purchase order
Total			1000000	987330		

Decision:

1. The BOG noted the reasons for cancelling the packages and approved
2. It was decided to inform the cancellation by written communication (by registered post) to the respective suppliers.

3.2 New Procurement Packages proposed to be added**Discussion:**

The BOG noted the new packages for procuring goods and in view of the justification presented, approved their purchase as listed below;

Sl.No	Package Name	Proc. Method	Budgeted Amount (Rs.)	Justification
1	Faculty Cabin with accessories	Shopping	746070	As per the guidelines for NBA accreditation it is mandatory to have staff cabins and two of the departments EC & CS are going for accreditation this year.
2	Surveillance camera system	Shopping	148640	For security reasons and for proper conduct of examinations
3	Raspberry pi2 kit with necessary accessories	Shopping	44000	For doing different student project work and research activities with dedicated applications for CS,EC,and EEE students in the college and also for R&D implementation of different projects
4	Test and Measuring Instruments	Shopping	155750	More number of lab set ups can be arranged in the basic labs so that no of students per batch can be reduced thereby provide more hands on experience in basic labs to each student
Total			1094460	

The BOG further decided that as the purchase activities are to be finished by December 31st, the number of faculty cabins can be changed depending on the availability of funds. If any such change is made, it is to be ratified in the next meeting.

Decision:

1. The new packages proposed were approved.

2. Depending on the availability of funds, number of faculty cabins can be changed, subject to ratification in the next BOG meeting

3.3 Planned Academic Programmes for the next three months

Decision

The BOG noted the planned outstation and In house Academic programmes for the next three months and approved.

In house programmes

Sl. No.	Title of the Programme	Department	Duration & date	No. of participants Expected			Co-ordinator	Expected Expenditure (Rs.)
				Own Institute	Other Institutes	Total		
1	Pedagogy	Applied Science	7 th to 9 th December 2015	50	0	50	Sarakuttiy K.J	30000
2	Research trends in Electrical & Electronics	EEE	14 th to 16 th December 2015	25	5	30	Eliswa Laiju	30000
3	Estimation Theory	EC	17 th to 20 th December	35	5	40	Jayadas C.K	60000
4.	Hand on Experience with Raspberry Pi		28-12-2015 to 01-01-2016	35	5	40	Rejin Joseph, Joyce Jose	1.2 lakh
5	Design & Engineering		28 th to 1 st Jan 2016	30	20	50	Dr.Rajesh V.G.	2.12
6	Electrical system design		12 th to 14 th Jan2016	25	5	30	Eliswa Laiju	30000
7	Tools for Computer Forencics Analysis	CS	18-01-2016 to 21-01-2016	35	5	40	Greeshma N Gopal, Vimal Vinod	1.2 lakh
8	Application of DSP in electrical	EEE	28 th to 30 th Jan 2016	35	5	40	Eliswa Laiju	40000

	engineering							
9.	CISCO Networking Expertise	CS	08-02-2016 to 11-02-2016	35	5	40	Janu R Panicker, Josna Jose	1 lakh
10	Electrical drives and control	EEE	16 th to 19 th February 2016				Eliswa Laiju	40000
11	Opto Electronics	EC	4 days February 2016	35	5	40	Jayasree V.K, Anjali R	60000
12	VLSI Hardware	EC	2 days March 2016	40	5	45	Jayadas C.K, Anoob B	60000

Out station programmes

Sl. No.	Name	Designation	Department	Host Institute	Programme Title	Duration & Date	Expenditure (Rs.)
1.	Rajesh V.G..	Associate Professor	ME	IIT Mandi IIM Lucknow	Applied CFD and Applied MEM Management Capacity Development	Jan 18-24 ,2016 Feb 2016	40000 50000
2.	Kannadas P.K	Assistant Professor	ME	IIT Mandi IIT Chennai	Applied CFD and Applied MEM Pedagogy	Jan 18-24 ,2016 Feb 2016	40000 20000
3.	Eliswa Laiju	Assistant Professor	EEE	KSEB , Moolamattom IIM	Industrial familiarization programme for engineering faculty MCEP	2/12/2015 to 4/12/2015 Jan 2016	12000 35000

	Dr. Mini M.G	Associate Professor	EC	CE, Kidangoor IIM	Outcome Based Education and NBA Accreditation	10-12 dec Jan 2016	15000 35000
4.	Jayadas C.K.	Associate Professor	EC	IIT Khargapur	Short term Course on Research Methods & Data Analysis	Feb 2016	35000
5.	Sarakutty K.J	Associate Professor	Applied Science	IIM	MCEP	Feb 2016	35000
6..	Anoob B	Assistant Professor	EC	IIT, Chennai	Pedagogy	Dec 2015	3000
7..	Vasanth Kumar	Assistant Professor	EC	IIT	Pedagogy	Dec 2015	3000
8.	Najmal	Assistant Professor	EC	IIT	Pedagogy	Dec 2015	3000
9.	Joyce	Assistant Professor	CS	IIT	Pedagogy	Jan 2016	3000
10.	Jaisy	Assistant Professor	CS	IIT	Pedagogy	Jan 2016	3000
11.	Rani	Assistant Professor	EEE	IIT	Pedagogy	Feb 2016	3000

3.4 PG Scholarship

5 students of M.Tech SP students who were availing TEQIP PG assistance were not able to clear all subjects of their I semester and 1 student from M.Tech CSIS was unable to write her I semester exam due to health reasons. Hence their PG assistance was not issued from the last semester onwards. As per PIP the sanction of TEQIP PG assistance is done based on the norms set for PG GATE scholarship by AICTE. GATE scholarship is issued even if a student fails in one semester, on the basis of an undertaking from the student that he/she will clear the failed subjects in the next available chance. The above students have requested to extend this to TEQIP assistance also.

Decision:

The BOG decided to disburse the PG scholarship to failed students also on condition that they will pass the failed subjects in the immediate available chance.

3.5 Seed Money Scheme

Proposals were received from three of the faculty members of this college for seed money scheme and the proposals were sent to the SRA for evaluation and approval. Regulations and application form for the above is attached as annexure IV for consideration and approval by the BoG

Decision:

The BOG approved the regulations and application form for seed money scheme.

3.6 Fixing the tentative date of the IX BOG meeting

Decision:

The BOG decided to meet on a convenient date in the last week of February 2015.

The Hon'ble Chairman in his concluding remarks appreciated the quality of the deliberations of the IXth BOG meeting. He thanked all the members for attending the meeting and contributing to it by their valuable suggestions and comments. He once again commended the Principal and the TEQIP Cell of CE Cherthala for their good work. He hoped that this good work would continue and some of the major concerns will be taken care of so that the full objective of the project may be met. The Hon'ble Chairman called the meeting to end at 2.30 PM.

Dr C P Girjavallabhan

Chairman

Dr P Sureshkumar

Principal

ANNEXURE

College of Engineering Cherthala**TEQIP – II****Research Seed Money.****Guidelines**

1. The objective of this scheme is to provide financial assistance to faculty members to initiate research in frontier areas of engineering and technology under R &D.
2. Grant will be released to the Principal Investigator of the project.
3. The maximum duration of the project will be one year from the date of start of the project.
4. Assistance will be given to secure sponsored research and consultancy projects from other funding agencies or industries.
5. The maximum amount of seed money will be Rs. 1 lakhs per Principal Investigator.
6. Proposals for financial assistance will be screened and approved by the Research Guidance Committee (RGC).
7. The investigators shall make a presentation of the outcome of the research before RGC.
8. The maximum amount permissible to each Principal Investigator for the Research Assistance, eligibility, terms and conditions etc will be finalized by the RGC.
9. The progress report and utilization of funds shall be reported every three months.
10. The monitoring and evaluation of the research shall be carried out by the RGC.
11. The final report and statement of expenditure shall be submitted after successful completion of the project.
12. The whole or part of the granted money remaining unutilized within the prescribed time limit should be refunded.
13. Seed money can be used:
 - To meet travel expenses, boarding and lodging charges and sundry expenses/allowances of investigators as per applicable norms and rules.
 - To pay fees charged for availing research facilities (other than parent institution).
 - For buying consumables necessary for doing research.
 - To meet the expenses for preparing the project proposals to be submitted to funding agencies.
14. The investigator should submit at least one proposal to funding agencies like AICTE, DST etc. based on the research carried out using seed money.
15. The other outcomes of the project may be publication of research papers and obtaining patents.
16. A soft copy and four hardcopies of the proposal should be submitted.

College of Engineering Cherthala**TEQIP-II****Application format for Research Seed Money**

1. Title of the Research Proposal :
2. Name of Principal Investigator :
3. Designation and Department :
4. Scale of pay, pay and total pay :
5. Email :
6. Contact number :
7. Name of Co-Investigator (if any) :
8. Designation and Department :
9. Scale of pay, pay and total pay :
10. Email :
11. Contact number :
12. Duration of the project :
13. Broad Subject area / Field of
Classification :
14. Project type(s) (Basic Research/
Applied Research/Developmental) :
15. Objectives of the Project (300 ch) :
16. Abstract (500 ch) :
17. Details of state of the art in the research area, literature review and any preliminary
work done by the investigator :
18. Work plan/ Methodology :
19. Whether the project was submitted to any other organization for financial support, if
so, give details.
20. The sources of funding the research project including funds from other agencies from
which financial assistance is obtained/expected to be obtained:
21. Budget estimate of the project

Sl.No.	Particulars	Amount in Rupees
1	Consumables	
2	Equipments	
3	Travel	
4	Contingencies	
5	Others	
	Total	

22. Quantum of assistance expected from the TEQIP:

23. Whether grant under this scheme has been availed earlier by the investigator(s) :

(If so, provide details):

Declaration

Certified that the details furnished above are correct to the best of my knowledge and belief and that the amount of financial assistance, if granted, will be utilized for the purpose for which it is granted within the time prescribed by TEQIP-II. I also undertake to abide by the rules and other conditions prescribed by TEQIP-II.

Name and Signature of the Investigator(s)

Name and signature of Head of the Department

Department seal

Annexure II-Mentoring Reports

MENTOR'S REPORT FORM (1)

NAME OF MENTOR: Dr. P. Pratapachandran Nair

DATES OF MENTORING VISIT : 07 & 08 September 2015

NAME OF INSTITUTION WITH LOCATION: College of Engineering, Cherthala

No	SEVEN KEY ASPECTS	QUALITATIVE SUMMARY AND SUPPORTING EVIDENCE OF PROGRESS COMPONENT1: IMPROVING THE QUALITY OF EDUCATION	PROGRESS SINCE PREVIOUS VISIT
1.1	STRENGTHENING INSTITUTIONS TO IMPROVE LEARNING OUTCOMES AND EMPLOYABILITY OF GRADUATES	Out of the 7.5 crores allotted as on 31.08.2015 Rs.6.38 Crores is the cumulative expenditure. Only one faculty development programme of 4 day duration was conducted on programming skills and 4 one day expert talk was arranged after my previous visit in March 15. Twenty four faculty attended pedagogical training programme at IIT Madras. All classrooms have been made smart and students are happy with the functioning of the library. 9 soft skill training programmes were conducted and 120 students attended the same. 49 B.Tech students and 8 M.Tech students got placed in various MNCs.	B.Tech 8 th Semester pass percentage 59.44% is better compared to last year (57%). There is improvement in the placement of students compared to last year. For the final M.Tech in Signal Progressing 1 ST & 3 RD rank were achieved.
1.2	SCALING UP POSTGRADUATE EDUCATION AND DEMAND-DRIVEN RESEARCH, DEVELOPMENT AND INNOVATION	Not applicable	
1.2.1	ESTABLISHING CENTRES OF EXCELLENCE	Not applicable	

1.3	FACULTY DEVELOPMENT FOR EFFECTIVE TEACHING(PEDAGOGICAL TRAINING)	All the regular faculty (21) and 3 contract faculty attended pedagogical training at IIT ,Madras.	Very good progress.
COMPONENT 2: IMPROVING SYSTEM MANAGEMENT			
2.1	CAPACITY BUILDING TO STRENGTHEN MANAGEMENT	One senior member of faculty has undergone training in IIM Bangalore on “Management capacity enhancement”	Progress is seen
2.1.1	IMPLEMENTATION OF GOOD INSTITUTIONAL GOVERNANCE	8 B.O.G meetings were conducted till date.	Progress is observed.
2.2	PROJECT MANAGEMENT, MONITORING AND EVALUATION	Governing body is very active and gives valuable suggestions for the implementation of the TEQIP-II Project , Regular review meetings are held by SPFU Kerala for assessing the progress.	Progress is observed.

Mentors Report Form (2)

NAME OF MENTOR: Dr. P. Pratapachandran Nair

DATES OF MENTORING VISIT : 07 & 08 September 2015

NAME OF INSTITUTION WITH LOCATION: College of Engineering, Cherthala

No.	LIST OF INTERVIEWS	KEY DISCUSSION SUMMARY POINTS
1	UNDERGRADUATE STUDENTS	Students are happy with their performance evaluation by the faculty (both regular & contract). Evaluation of faculty by students is made online and two feedbacks are taken in a semester. Corrective action based on the student's feedback is carried out by the respective HODs/Principal. Industry institute interaction is to be improved. Canteen facility is yet to be improved. More expert lectures by industry personnel to be arranged. Bridge class for the first year students in 8 subjects was a success. Remedial classes for higher semesters are arranged. IEEE students' chapter is formed. Formation of CSI students chapter is in progress.
2.	POSTGRADUATE STUDENTS	3 M Tech students are undergoing the final year project at NAL, NPOL and ISRO. More industry projects is desirable. Placement drive for P.G students is to be improved. Qualifying in the GATE examination and appearing for Engineering Service Examination are suggested.
3.	FACULTY	All the 4 faculty with B Tech degree only are undergoing M Tech programme this year. 2 faculty are deputed for PhD programme under QIP. Research & Development is lacking. No application for seed money has been received. Effort is required in this aspect. Mentoring of students is to be improved. More research publication from the faculty is required.
4	STAFF	One Gr-I librarian attended a 3 day workshop on open source software GSDL- Basic. More training programme is to be arranged.
5	SENIOR MANAGEMENT	SAR for NBA accreditation has been uploaded. Academic collaboration with IIT Gauhati is in progress. Suggested to have tie up with IIT Madras also. More M.O.U.s with industries

		is required.
6.	MEMBERS OF THE GOVERNING BODY	External members were not available.
7	INDUSTRY REPRESENTATIVES	Not available
8.	HEAD OF THE INSTITUTION	The construction of the new academic block (NABARD funded) has started. Shortage of regular faculty is a big problem. Out of the 59 faculty only 17 regular faculty are in place. Cadre ratio is also to be maintained. Construction of hostels for boys and girls is a major issue. High Intensity Training for unemployed graduates for 20 days with the collaboration of NEST is to start on 16 th Sept 2015. More than 40 students have registered for the same. The institute needs special congratulations for the same. (first in the state)

Mentor's Report Form (3)

NAME OF MENTOR: Dr. P. Pratapachandran Nair

DATES OF MENTORING VISIT: 07 & 08 September 2015

NAME OF INSTITUTION WITH LOCATION: College of Engineering, Cherthala

No.	RECORD OF KEY POINTS (Discussed with Head of the Institution, Chair of the Governing Body)	INSTITUTIONAL RESPONSE	NOTE OF ANY FOLLOW-UP NEEDED BY MENTORS, SPFU,NPIU
1	Shortage of regular faculty and supporting staff. Maintaining cadre ratio as per AICTE norms	Several attempts were made to sort out this issue with the higher authorities. No action has taken place till date	Urgent follow-up at Govt level is necessary
2	Additional space requirement to offer new courses	The construction of the new Academic block funded by NABARD has just started. Truss work on the top floor of the administrative block is planned with the help of PTA.	Action from the Govt is required for the timely payment to the contractor of the NABARD block
3	Lack of hostels for girls & boys	Brought to the notice of IHRD	Follow up action from Govt is required
4	Pedagogical training for faculty	All the regular members of the faculty including 3 contract faculty have undergone training by IIT Madras	--

MENTOR'S REPORT FORM (1)

NAME OF MENTOR: Dr. P. Pratapachandran Nair

DATES OF MENTORING VISIT: 18th and 19th February 2016

NAME OF INSTITUTION WITH LOCATION: College of Engineering, Cherthala.

No.	SEVEN KEY ASPECTS	QUALITATIVE SUMMARY AND SUPPORTING EVIDENCE OF PROGRESS COMPONENT1: IMPROVING THE QUALITY OF EDUCATION	PROGRESS SINCE PREVIOUS VISIT
1.1	STRENGTHENING INSTITUTIONS TO IMPROVE LEARNING OUTCOMES AND EMPLOYABILITY OF GRADUATES	As on 31.01.2016, 7.23 cr was spent out of the 7.5 cr allotted. 9 Faculty Development Programmes and two expert talks were conducted after my visit to the institution in Sept 2015. 12 members of Faculty attended Pedagogical training at IIT, Madras. 14 members of faculty attended out station FDP. 9 students training programmes were arranged under III cell(Industry Institute Interaction Cell) 4 members of faculty attended training in industry. Remedial classes for students in different semesters were conducted . 41 U.G students and one P.G student got placement offer in MNCs like Infosys CTS, Wipro, IBS, Mphasis, Infoview Technologies etc.	Average first year result for the present 4 th semester students is 52.5 (better than corresponding to the last year) For the 1 st semester (under KTU) the pass percentage is 37.4 (39 th position out of 154 colleges) There is definite improvement in the transition rate. Placement of the students compared to last year is better.
1.2	SCALING UP POSTGRADUATE EDUCATION AND DEMAND-DRIVEN RESEARCH, DEVELOPMENT AND INNOVATION	Not applicable.	
1.2.1	ESTABLISHING CENTRES OF EXCELLENCE	Not applicable.	
1.3	FACULTY DEVELOPMENT FOR EFFECTIVE TEACHING(PEDAGOGICA	All the regular faculty attended pedagogical training. 12 contract faculty were also trained at IIT Madras.	Good progress.

	L TRAINING)		
COMPONENT 2: IMPROVING SYSTEM MANAGEMENT			
2.1	CAPACITY BUILDING TO STRENGTHEN MANAGEMENT	Nobody could be sent under this head	
2.1.1	IMPLEMENTATION OF GOOD INSTITUTIONAL GOVERNANCE	9 B.O.G meetings were conducted so far	Progress is seen
2.2	PROJECT MANAGEMENT, MONITORING AND EVALUATION	Governing body gives valuable instructions for the conduct of the project. Regular review meetings and training programmes are held by SPFU, Kerala for assessing the project.	Progress is observed.

MENTOR'S REPORT FORM (2)

NAME OF MENTOR: Dr. P. Pratapachandran Nair

DATES OF MENTORING VISIT: 18th and 19th February 2016

NAME OF INSTITUTION WITH LOCATION: College of Engineering, Cherthala

No.	LIST OF INTERVIEWS	KEY DISCUSSION SUMMARY POINTS
1.	UNDERGRADUATE STUDENTS	Students are satisfied with their performance evaluation by the faculty. (both regular and contract) Evaluation of faculty by students is made on line and only one feedback is taken in a semester. Corrective action based on the students feedback is carried out by the respective HoDs/Principal. More Industry visits to be arranged. There is only one staff advisor per class. 3 staff advisors is required for effective mentoring. To train the students in sports & games, since there is no physical education lecturer, coaches may be employed using TEQIP Fund. Canteen facility to be improved (only snacks & tea is available in the canteen). Toilets are not hygienic. There is no sick room for girls. More soft skill training programmes to be arranged. CSI chapter has been formed.
2.	POSTGRADUATE STUDENTS	Only 4 M Tech students (3 from ECE and 1 in CSE) are doing projects in Industry. Experts from Industry may be invited to deliver on selected topics. Students may be motivated to become members in professional societies like IEEE, CSI, IETE, IE(I), ISTE etc. Placement drive for the PG students is needed. Students may be encouraged to qualify in GATE and appear for Indian Engineering Service examination.
3.	FACULTY	4 members of faculty are undergoing M Tech programme and 3 are persuing Ph.D programmes. Mentoring of the students to be improved. At least 3 staff advisors are required in a class of strength 60. Student evaluation of staff should be conducted at least twice in a semester. Faculty may be motivated to undertake research programme and publish papers. More proposals for seed money is required. Consultancy work to be encouraged. More members of faculty should become members in professional societies.
4.	STAFF	Only one technical supporting staff attended a training programme in welding technology and 2 administrative staff had undergone training in 'Tally '. More in house training programmes to be arranged.

5.	SENIOR MANAGEMENT	A campus automation package has been purchased and the different modules are being implemented. Two International conferences are planned in August 2016. One more is under pipe line. More effort is required to get the courses accredited. More funding is required from the management for campus beautification.
6.	MEMBERS OF THE GOVERNING BODY	External members were not available
7.	INDUSTRY REPRESENTATIVES	Not available
8	HEAD OF THE INSTITUTION	The construction of the academic block (NABARD funded) is completed. But the electrical wiring is to be carried out. Shortage of regular faculty is the major concern. As per AICTE norms 80 faculty are required whereas only 14 are physically in place. Construction of hostels for boys and girls is another issue. Two more High Intensity Training programme is planned, one in Opto electronics and the other in Big data & Hadoop.

MENTOR'S REPORT FORM (3)

NAME OF MENTOR: Dr. P. Pratapachandran Nair

DATES OF MENTORING VISIT: 18th and 19th February 2016.

NAME OF INSTITUTION WITH LOCATION: College of Engineering, Cherthala

No.	RECORD OF KEY POINTS (Discussed with Head of the Institution, Chair of the Governing Body)	INSTITUTIONAL RESPONSE	NOTE OF ANY FOLLOW-UP NEEDED BY MENTORS, SPFU,NPIU
1.	Shortage of regular faculty and supporting staff. Maintaining the cadre ratio as per AICTE norms.	Even though several attempts were made to sort out this issue, no action has taken place so far.	Urgent follow up at Govt. level is required.
2.	Accreditation of the courses applied	Unless more regular faculty is recruited/ transferred from other Institutions, AICTE affiliation of the institution will be under threat (when the NBA team comes for the visit).	do
3	Lack of an auditorium	Management should initiate action	NA
4	Lack of hostels for girls & boys	Brought to the notice of the management	NA

Annexure III - GOVERNANCE GUIDELINE DOCUMENT

GOVERNANCE GUIDELINES DOCUMENT

2015-16

for

College of Engineering Cherthala,

Pallippuram PO, Alappuzha, Kerala, India

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Introduction

This document is for the Governance of College of Engineering Cherthala, Pallippuram PO, Cherthala, Alappuzha, Kerala, India. This document of Governance has been evolved and the provisions being practiced, based on;

1. Norms of AICTE, New Delhi.
2. Rules and Regulations by IHRD, Kerala.
3. TEQIP Good Practice Guide for Governing Bodies[1]
4. Best practices of institution at present

The document reflects the suggestions contained in TEQIP Good Practice Guide for Governing Bodies [3].

The main aim of bringing out this document on Governance is to put on record the structure and practices for Governance that have resulted in efficient functioning to provide benefits and satisfaction to all stake holders and hence lead to overall quality enhancement. Some indicative benefits are presented below (these are in consonance with [1]).

- Integrity at all levels of individuals, systems and organization in relation to external and internal related activities of the college.
- Processes in place for monitoring and improving the quality of teaching and learning, and within institutions for improving that quality with appropriate student involvement
- Processes in place to deliver improvements in research quality
- Processes in place to develop entrepreneurship eco-system.
- Robust and transparent financial systems, especially regarding procurement, and strong internal and external audit
- Effective student support arrangements
- Contribution to better performance in accreditation
- Focused awareness of institutional outputs, especially increased employability
- Processes to help follow compliances of rules and regulations.
- Upgradation of facilities in order to provide top quality infrastructure support.
- Setting up of CAD labs & central computer centre.
- Up gradation of library facility and setting up of digital library.
- Imparting faculty training, encouraging participation and interaction with peer group and industry.
- Setting up of central workshop facility.
- Setting up of a media centre.
- Computerization of campus activities.
- Molding the curriculum according to the demands of the Industry.
- Obtaining Quality Certification

The document is structured into five sections. **Section 1:** discusses institution's vision, mission, organizational structure and roles and responsibilities of key positions, including the differences between governance and management. **Section 2:** covers the role of Governing Council. **Sections 3, 4, and 5** respectively, discuss roles and responsibilities of members, delegation of authority to different functionaries, and frequency and processes for the conduct of Governing Council meetings.

The Governing Council recognizes the need for self-review of its functioning, and provision has been made to undertake rigorous evaluation of its own effectiveness and that of its committees at least once in 5 years, and ensure that a parallel review is undertaken of the functions of senate/academic board and its committees. Effectiveness is measured against both the institution's statement of primary accountabilities and its compliance with these guidelines. Structures and processes will be revised accordingly, as part of the Governing Council's ongoing regular review processes.

This document has drawn considerably from "TEQIP Good Practice Guide for Governing Bodies December 2012".

The institution and the Governing Council places on record its appreciation for the guidance provided and thanks the authors responsible for it.

References

[1] Enhancing the Capabilities of Technical Education Institutions in India TEQIP Good Practice Guide for Governing Bodies December 2012. A Government of India, Ministry of Human Resources Development and World Bank Initiative In partnership with State Governments of India

Section 1: Institution

College of Engineering Cherthala is one among the leading technical institutions in Kerala since its venture in 2004. Within a short span of time since its emergence CEC has become successful in establishing itself as a leading premier professional educational institution by providing its excellence in the field of science and technology. The College is affiliated to Cochin University of Science and Technology (CUSAT) and approved by All India Council for Technical Education(AICTE). From 2015 onwards, the college is affiliated to Kerala Technical University (KTU). It is one among the engineering colleges in Kerala selected by Govt. of India for the Technical Education Quality Improvement Programme (TEQIP).

Through industry oriented highly demanding new generation courses, we are offering quality exposure to the enchanting world of new generation technologies. Apart from mere education, we are molding professionals to face the challenges in the future world.

Discipline, hard work, positive thinking, and commitment to excellence are the guiding principles that propel the college to its vision of emerging as a Centre of Excellence in technical education in the country. Value systems such as eco-friendliness, quality consciousness and work ethics are also being instilled through the special work culture and campus life existing in the college.

The college aims to provide an education that WORKS! – an education that helps the students in ensuring a challenging and satisfying career after the course. The Placement and Training cell of the college renders various services such as arranging campus recruitment, providing information on career opportunities and higher study facilities within India and abroad, training for job interviews and competitive examinations, arranging practical training for students in industries, etc. We aim to achieve 100% results in examinations and a challenging and rewarding career for all our students.

1.2 Vision and Mission of the College

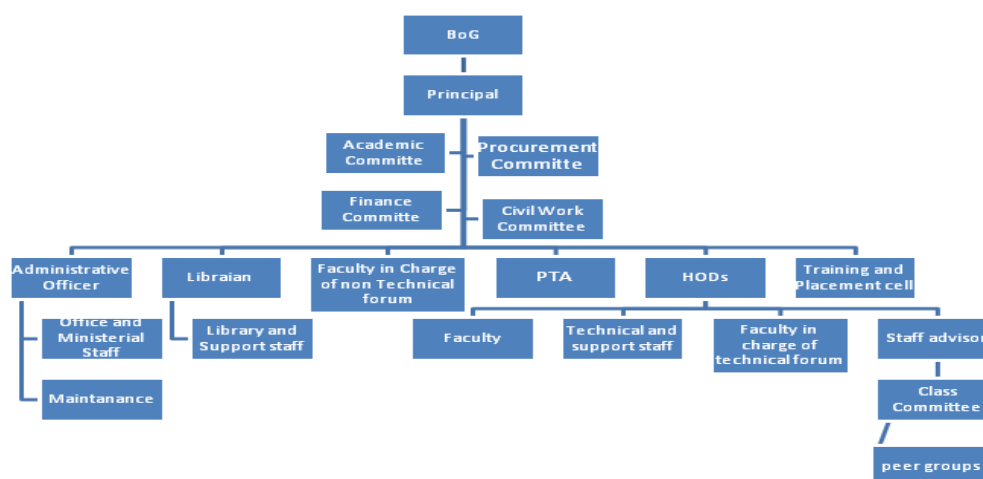
Vision

To evolve into a contributing centre of excellence in knowledge and technology, creating globally competitive professionals who would contribute profusely to the society.

Mission

To create professionals with competency and values who will be the forerunners in technology, contributing to the society and the country.

1.2 Organizational Structure



Committee Responsibilities

1. **Academic Committee** : Academic Plan, Implementation of Institutional reforms, etc
2. **Finance Committee** : Financial Plan, Fund allocation, Audit etc.
3. **Purchase Committee** :To make purchase of goods, works and services as per Procurement guidelines
4. **Civil Works Committee** : Prepare, plan and coordinate Civil Works
5. **Monitoring & Evaluation committee**: Monitoring of Targets for deliverables
6. **Library Committee** : Plan for digital library, books & LR's, Journals, softwares needed etc.
7. **Research & Development Committee**: Promotion of research and consultancy, giving R & D, guidance, planning R & D projects and UG/PG sponsored project
8. **Faculty & Staff Development Committee**: Training Plan based on TNA, Short Term, Long Term Trainings, Seminars, Workshop etc.
9. **Continuing Education Programmes Committee**: Plan and conduct CEP programmes as per needs. Conducting skill development programmes for society
10. **Committee for Weaker Students** : Identify weaker students, conduct bridge courses, etc as per PIP
11. **Career Advancement Monitoring Committee** : Planning & Implementing Career advancement programmes Conduct of Finishing schools
12. **Industry-Institute Interaction Committee** :Arranging Lectures by industrial experts Collaborative projects, Field studies Tutoring by Industry experts for Campus , Faculty visits to industry, Memoranda of Understanding with industries Instituting Scholarships /fellowships and Awards by industries for students and Faculty
13. **Equity Assurance Committee**: Equality for gender and cast Equal opportunities to staff, faculty, Departments and students

The Nodal Officers for various subcommittees.

1. **Head** Principal Dr. P Suresh Kumar :
Overall Implementation under the guidance of BOG. Will be the chief executive officer
2. **Coordinator** Dr. Mini M G Associate Professor:
Overall Monitoring, Monitoring of Performance
3. **Nodal Officer (Procurement)** Dr. Jayasree V K Associate Professor :
Institutional Procurement plan Procurement Arrangements Procurement audit
4. **Nodal Officer(Finance)** Prof Jayadas CK Associate Professor
Financial Plan Fund Allocation Finance Audit
5. **Nodal Officer (Academic)** Dr. Rajesh V G Associate Professor
Academic Plan Implementation of institutional reforms
6. **Nodal Officer (Equity Assurance)** Prof. Sarakutty K J Associate Professor
Equality for gender and cast, equal opportunities to faculty, staff, students and departments
7. **Nodal Officer (Civil works)** Prof. Priyakumar T N Associate Professor
Monitoring of Civil works

PARENT TEACHER ASSOCIATION

Parent Teacher Association (PTA) has been formed at College of Engineering Cherthala with the following objectives in the year 2007

- To work for the welfare of Students, Teachers and for the Development of the Institution
- To foster and promote good relationship among the members of the Teaching staff, student and parent/guardians of the students
- To assist students coming from socially and economically backward group financially or otherwise to complete Engineering education successfully
- To promote the activities of the Training and Placement Cell and to conduct Seminars and Technical/Training programmes for the students to achieve technology oriented skills/jobs
- To institute scholarships, prizes, medals, endowments etc to benefit students showing a high proficiency in their studies and co-curricular activities.

Activities completed by PTA

- Conducted Personality Development course for sixth semester students by Mr. Binu Kannamthanam of ACE training center, Kochi.
- Constructed a Bus Shelter and Car shed in the college Campus Renovated Seminar Hall with sound system ,Mounted Projector and Venician Blinds.
- Renovated First year class rooms
- Provided TA for College Bus Drivers.
- Provided financial assistance for Women Cell activities.
- Provided remuneration for visiting faculties of PG course
- Financial assistance for students to participate in University Arts and Sports Festival is provided

SENATE

Senate is the supreme student body of the college. All activities of students and student organizations are sponsored by the Senate. The Senate has two elected representatives from each class.

The objectives of Senate include:

- To train the students of the college in their duties, responsibilities and rights.
- To promote opportunities for personality development , leadership, knowledge and the spirit of service.
- To organize debates, seminars, Group Discussions, work squads, tours etc.
- To encourage sports, arts and other social, cultural and recreational activities.

Section 2: Role of Governing Council

A. Primary accountabilities

The Governing Council is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved.

Management of the college

In order to ensure the proper utilization and management of the academic, financial and administrative freedom that will be entrusted upon the college, statutory bodies will be created in the areas of academics, finance and general administration. The Governing body, being the supreme administrative authority of the college will be perform functions such as ratifying the decisions of Academic Council, recommending to Academic Council for suitable action on any academic proposals, passing / modifying the results, disposal of appeals and disciplinary matters etc. While the academic council and the board of studies will attend to the academic needs of the college, the general administration and financial affairs of the college will be managed by the Governing body of the college. Moreover, non- statutory committees such as the finance committee, planning and evaluation committee, examination committee, grievance appeal committee, admission committee, student welfare committee, extracurricular activities committee, research advisory committee and library committee also will formed to address the different issues related to the smooth functioning of the college.

Academic council

The Academic Council will be exclusively responsible for all academic matters such as framing of academic policy, approval of courses, regulations and syllabi, etc. The council will involve faculty, experts from outside, representatives of the university and the government. The decisions taken by the Academic council will not be subject to any further ratification by other statutory bodies of the university. The composition and the functions of the Academic council are given below:

1. Composition:

1. The Principal(Chairman)

2. All the heads of departments in the college
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college
4. Four experts from outside the college representing Industry, Research and development organizations in Engineering / Technology, nominated by the governing body.
5. Three nominees of the university.
6. A faculty member nominated by the Principal (member secretary).

II. Terms of Members:

The term of the nominated members is two years.

III. Meetings:

The Principal shall convene a meeting of the Academic council at least once in a year.

IV. Functions: The Academic Council will have powers to:

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) Make regulations regarding the admission of students to different programmes of study in the college.
- (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) Recommend to the Governing Body proposals for institution of new programmes of study.
- (e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.

(g) Perform such other functions as may be assigned by the Governing Body.

3.4 Board of studies

The Board of Studies will attend to the basic academic needs in the college such as framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system, etc.

I. Composition:

1. Head of the department concerned (Chairman)
2. The entire faculty of each department
3. Two experts in the subject from outside the college, nominated by the Academic council
4. One expert, nominated by the vice-chancellor, from a panel of six recommended by the college Principal.
5. One representative from industry/corporate sector/ allied area relating to placement.
6. One postgraduate meritorious alumnus, nominated by the Principal.

The chairman, Board of studies, may with the approval of the Principal of the college, co-opt:

- (a) Experts from outside the college whenever special courses of studies are to be formulated.
- (b) Other members of staff of the same faculty.

II. Term:

The term of the nominated members shall be two years.

III. Meetings:

The Principal of the college shall give the schedule for meeting of the Board of studies for different departments. The meeting may be scheduled as and when necessary, but at least once in a year.

IV. Functions:

The Board of Studies of each department in the college shall be responsible for the:

- (a) Preparation of syllabi for various courses offered by the department, keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- (b) Suggestion of methodologies for innovative teaching and evaluation techniques;
- (c) Suggestion of panel of names to the Academic Council for appointment of examiners; and
- (d) Coordination of research, teaching, extension and other academic activities in the department/ and in the college as a whole.

Other committees:

Examination committee:

The examination cell will be headed by Controller of examination who will be a permanent faculty nominated by the Principal on the basis of potential of the person. The Principal of the college shall be the chief controller of Examinations.

The controller of examination will create his/her own team with the approval of the Principal of the college .The team will consist of deputy controllers/assistant controllers and the number of persons to be nominated shall depend on the quantum of work in the examination cell. The term of the nominated members shall be three years. They will continue doing their teaching work as scheduled by the college

There shall be a team of office assistants , computer programmers , data entry operators and other helpers in the examination cell.

The examination cell will have appropriate printing unit also for printing of question papers and other relevant confidential materials.

All part time /fulltime functionaries of the examination cell shall be paid honorarium for the extra work being done by them apart from their usual work. Such honoraria shall be proposed by the finance committee and shall be approved by the governing body.

Governing body may also approve appointment of full time office staff in the examination cell on contractual basis on the recommendation of finance committee. The salary of such staff will also be decided by the same mechanism.

There shall be continuous, comprehensive evaluation of students through internal and external examinations.

In order to motivate students to be free of learning by rote, various mechanism of internal evaluation shall be adopted such as group discussion, paper reading, home assignments and viva voce.

Remuneration for examination work will be decided by the finance committee and will be approved by the Governing body. In no case it will be less than that paid by the parent university.

Admission committee:

This committee is responsible for ensuring a fair and transparent process during admissions to various courses conducted by the different departments of the college as per the rules. This includes straightforward admissions decisions, screening of late applicants, identify candidates for various scholarships, and final decisions on any pending applications.

Library Committee:

The Library Committee will look into the library needs of the college and advise the governing body regarding the Library budget, the formulation of Library policies ensuring healthy relation between the stakeholders, allocation of space, procurement of other facilities for the library and the apportionment of funds. It also include preparation of annual report on financial problems, allocation of space, facilities for research in campus libraries, and any other matters within its jurisdiction.

Student Welfare Committee:

The duties of this committee will be to consider and advise the Governing Body on policy matters relating to student welfare. This includes consideration of individual cases as and when the need arises according to policy agreed by the Governing Body, to report annually to Governing Body on relevant policy issues. The details of all individual cases shall be treated in strict confidence. The committee shall include one graduate student and two undergraduate students. Following are the main objectives of the committee:

- This committee shall review the conditions that contribute to the academic success, personal development and well-being of students, including available forms of

financial aid. It may seek the opinion of the Senate on such matters and make recommendations.

- The committee shall assess and evaluate new schemes which may be introduced for the benefit of students community. The committee may operate these schemes as a permanent activity of the committee
- The committee may organize special activity such as charity shows, donation drives , etc. for making additional fund available for student welfare.
- The committee shall have liaison with the counseling unit ,and render its services as and when desired for the benefit of the student community.

Extra-Curricular Activities Committee:

This committee will be in charge of the design and management of extra-curricular activities of the students, thus providing them a platform to grow and develop their extracurricular talents. They will take care of the various clubs and extracurricular activities in the college related to arts and sports competitions at the college, university and other levels, quiz competitions, NSS, nature club and debate club. The main objectives are:

- To diversify the interests of students and to help them develop their abilities and aptitudes in different aspects of intelligence and learning.
- To provide physical and aesthetic skills and learning experience to students.
- To educate students in the areas of moral, intellectual, physical and social development, as well as to encourage them to appreciate creative arts and culture.
- To enrich the college life of students so as to make them enjoy learning.
- To develop leadership qualities among students.
- To promote self-confidence and self-esteem within students through various tailor-made performances and activities.

Academic Audit Committee:

This committee will exclusively be responsible for the implementation, management and monitoring of the academic quality enhancement policies and strategies of the college. The responsibilities include monitoring programmes of internal reviews of learning and teaching, advise the academic council on any changes to the University's academic rules and regulations, to coordinate with other University officers and committees on matters relating to academic audit.

Planning and evaluation committee:

This committee will look after the functions including the planning of the infrastructural needs of the college and their finalization, advice matters relating to various plan schemes, preparation of plan budget, evaluation of work in respect of various plan schemes and preparation of progress reports, monitoring the progress of annual plan. **Also** this Committee shall plan and evaluate the matters related to academic and administrative affairs and the committee also suggest the assimilation of the implementation of new courses, infrastructural facilities, extension activities, consultancy service etc ...

Grievance appeal committee:

This committee will be responsible to advise the governing body on matters for resolving disputes among the staff and students of the college and also to determine which disputes shall be carried to negotiation or dropped, keeping in mind that an unsatisfactory resolution of a particular grievance can establish precedents detrimental to other cases. The committee could also advise on the requirement assistance of legal counsel.

B. OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES

Transparency

In order to ensure transparency, the college takes the following measures.

Academic and Administrative Transparency:

- All the members of faculty are the members in the Board of studies.
- All the issues are discussed in the meetings of the Heads of Departments, which are held periodically the minutes of which are circulated to all the departments.
- The decisions taken and the issues discussed in meetings of the Heads of Departments are informed to the faculty in the department level meetings
- All the decisions taken by the Statutory bodies pertaining to particular items are informed to all the staff
- All the important pieces of information are sent to the faculty, staff and students
- There are Notice Boards in all the Blocks through which information is made available to the staff and students and very significant circulars are sent to the
- classrooms.

- Student Attendance has to be posted every month by the respective members of faculty on the College website which gets consolidated and placed in the notice boards for information to the students
- Academic Results and all the important items are placed on the College website
- The Mandatory Disclosure is presented on the website including the academic regulations and syllabus.
- All the information about the college is made crystal clear through the college website.
- Every parent can get information about his/her ward's attendance and performance.

Availability and dissemination of information through the Internet

- University marks
- Attendance
- Previous Papers
- Syllabus
- Course Structure
- Department News
- View Notices
- Staff Details
- Alumni Details

The college has arranged web mail facility to the entire faculty with individual Ids for faster and more accurate information. Uploading college information related to extension of approval by the AICTE etc.

Right to Information Act

College of Engineering, Cherthala has implemented the Right to Information Act 2005. Citizens who wish to get information related to the college or permitted documents as per the provisions of this Act can contact the Public Information Office of the college.

How to get Information:

Citizens can seek information about the activities of the college by submitting a written request with details like Name, Address, Contact telephone number and particulars of the information sought. (printed form can be obtained from the Public Information Officer). The reason for seeking information need not be given. The request may be addressed to the Public

Information Officer, College of Engineering, Cherthala. If the reply is not received in time or if the information is not at all received, one can appeal to the Appellate Authority.

Fees: Those who are seeking information have to remit a fee of Rs.10/-that can be paid in cash at college office cash counter. Demand Draft from nationalized banks, drawn in favour of the Principal College of Engineering, Cherthal, payable at Cherthala will also be accepted. Copies of documents will be charged according to the rate fixed by the State Information Commission, Kerala.

Appellate Authority – Principal

Public Information Officer - Sri. Rajesh N. A. (9446387989)

Assistant Public Information Officer - Sri. Priyakumar T. N. (9446539221)

14

C. KEY ATTRIBUTES OF GOVERNING BODIES

Board of Governors

Government of Kerala Via G.O. (Ms.) No: 473/2012/H.EdnDated, 28.09.2012 has constituted a Board of Governors (B.O.G) as per the guidelines of UGC/AICTE. All stakeholders are adequately represented in the Board of governors. There are representatives from the statutory bodies, Government, faculty and industry. The composition of the B.O.G is as below.

Sl. No	Name of Member of BoG	Qualification and position in the current engagements	Position in the BoG	Category	Nature
1	Dr. C .P. Girijavallabhan	PhD Professor Emeritus, International School of Photonics, Cochin University of Science & Tech., Cochin - 22, Kerala, India	Chairperson	Educationist	Nominated by the State Government.
2	Jacob Mathew	B Tech, MBA Vice-President, Idea Mobiles India Ltd	Member	Industrialist	
3	Dr. V. P. Devassia	PhD Principal, Model Engineering College, Thrikkakara, Kochi	Member	Educationist	
4	Pradeep M	M Tech Associate Professor and Head of Electronics Department	Member	Educationist	Nominated by the Institution
5	Manilal D L	M Tech Associate Professor and Head of Computer Science Department	Member	Educationist	

6	Salim.M.K	B. Tech, MBA Managing Director, Assure Tech Business Solution Pvt Ltd ,Thejaswamy, Technopark , Thiruvananthapuram	Member	Professional	Nominated by the Institution
7	Sherif M	Additional Secretary, Higher Education, Govt. of Kerala	Member		State Government Nominee
8	James Joseph	Joint Secretary, Finance, Govt. of Kerala	Member		State Government

- The Board of Governors will meet as required to take all-important policy decisions.
- Various committees under the **Board of Governors** will implement institutional level development plan.

The following sub-committees are formed under the respective nodal officers for the effective implementation of the development plan.

Frequency, Processes and rules for conduct of Governing Council meetings

The BOG meetings has been organized at least four times a year.

The following processes is followed for the conduct of BOG meeting.

- In consultation with the Chairman of Governing Council the date, time, venue and agenda for the Governing Council meeting shall be fixed by the Principal of the institution who is also the Member Secretary of the Governing Council.
- The meeting notice to attend the meeting along with agenda for the meeting is sent to all members and invitees by the TEQIP coordinator at least two weeks earlier to the date of the meeting.
- Pre-agenda notes shall be sent to all members by the TEQIP coordinator so as to reach earlier to the meeting. This shall contain the minutes of the earlier Governing Council meeting, the action taken report on the resolutions of the earlier Governing Council meeting, and notes on action agenda and information agenda of the present meeting.
- On the day of meeting the above information in the pre-agenda notes along with notes on table agenda is made available to all members. Fresh table agenda may also be included by the permission of the Chairman at the time of the meeting by any of the member.
- The minutes of the meeting is finalized and then uploaded in the college website.

D. EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES

Induction and Development

The seniors faculties are send to various Management skill development programmes that helps in management skills as well as implementation of TEQIP-II project. Adequate staff development programmes are conducted for obtaining accreditation and institutional autonomy with experts from IITs and IIMs.

Performance review of the Governing Council in meeting strategic goals and objective of the institutions

The Governing Council shall review their effectiveness regularly. Effectiveness of the Governing Council and that of the committees shall be measured against meeting strategic goals and objectives of the institution once in 5 years. The review process may result in revision of its structure or processes as the case may be.

The Governing Council may also wish to engage persons independent to the institution to assist in the process of review of its effectiveness as well as other internal boards and committees.

E. REGULATORY COMPLIANCE

To ensure the compliance of regulatory bodies

The Governing Council shall ensure the compliance with statutes, ordinances and provisions regulating the institution, such as AICTE, UGC, State Government and affiliating university; and, subject to these, take all final decisions on matters of fundamental concern to the institution. This will be ensured through the report by the Head of the institution, on a regular basis to the Governing Council.

The Governing Council shall also ensure the 'not-for-profit' purpose of the institution and accreditation by national/ international professional bodies to assure quality to all its stakeholders.

Annexure IV Reconstitution of various committees

COLLEGE OF ENGINEERING, CHERTHALA

PROCEEDINGS

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

Order No.10/2015/TEQIP/Mis/2015

Dated : 05.03.2016

Consequent to the transfer of Principal as Director IHRD and TEQIP Coordinator , Dr.Mini M G taking charge as Principal TEQIP Committees are reconstituted with new members as on date noted against them.

Institutional Procurement Committee

1. Dr Jayasree V K (Convener)
2. Shri Muhammed Ilyas
3. Prof Priyakumar T N
4. Dr.Laila D with effect from 05.03.2016
5. Prof Jayadas C K
6. Smt Elizwa Laiju
7. Smt Sarakutty K J
8. Smt Ancy Paul

Finance Committee

1. Prof Jayadas C K (Finance Coordinator)
2. Dr Laila D with effect from 05.03.2016
3. Dr Jayasree V K
4. Prof Priyakumar T N
5. Dr.Rajesh V G
6. Shri Rajesh N A

Procurement committee for purchase at Institutional Level

1. Dr Jayasree V K (Convener)
2. Dr Laila D with effect from 05.3.2016
3. Prof Priyakumar T N
4. Prof Jayadas C K
5. Smt Sarakutty K J
6. Smt Ancy Paul
7. Bibin Raj
8. Telin Tom

Department Procurement Committee of Computer Science

1. Muhammed Ilyas (Convener)
2. Greeshma N Gopal
3. Madhusudana Kurup S.P.
4. Rejin Joseph
5. Janu R Panicker

Department Procurement Committee of Electronics

1. Dr.Jayasree V K (Convener)
2. Prof Jayadas C K
3. Shri George C Karamel
4. Smt. Ajitha Kumari P
5. Shri.Sreekumar K

Department Procurement Committee of Electrical

1. Elizwa Laiju (Convener)
2. George C Karamel
3. Kannadas P K
4. Sandhya P Gopal

Department Procurement Committee of Mechanical Engineering

1. Dr Rajesh V G (Convener)
2. Shri.Kannadas P K
3. Smt Sandhya P Gopal
4. Shri.Sundaresan V L
5. Shri Santhosh A J

Library Committee

1. Smt Ancy Paul (Convener)
2. Prof. Jayadas C.K
3. Dr. Rajesh V G
4. Dr. Laila D with effect from 05.03.2016
5. Smt. Elizwa Laiju
6. Prof. Sarakutty K J
7. Smt.Raji R Nair
8. Bibin Raj
9. Telin Tom

Academic Committee

1. Dr Rajesh V G (Convener)
2. Dr.Jayasree V K
3. Shri Muhammed Ilyas
4. Prof Jayadas C K
5. Smt Elizwa Laiju
6. Smt Sarakutty K J
7. Smt Greeshma N Gopal
8. Shri.Sreekumar K

Principal

To,

1. HODs
2. All TEQIP Committee Coordinators
3. The staff concerned
4. Accountant -TEQIP
5. SF/OC

Annexure V- Action Plan for remaining project period

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP) PHASE-II

ACTION PLAN FOR THE PERIOD FROM MARCH 2016 - OCTOBER 2016

Financial figures to be furnished in Rs. Lakh

Activities	Sub-Activities	Mar-16		Apr-16		May-16		Jun-16		Jul-16		Aug-16		Sep-16		Oct-16		Total	
		Physical Target (Nos.)	Financial Estimate (Rs. Lakh)	Physical Target (Nos.)	Financial Estimate (Rs. Lakh)	Physical Target (Nos.)	Financial Estimate (Rs. Lakh)	Physical Target (Nos.)	Financial Estimate (Rs. Lakh)	Physical Target (Nos.)	Financial Estimate (Rs. Lakh)	Physical Target (Nos.)	Financial Estimate (Rs. Lakh)	Physical Target (Nos.)	Financial Estimate (Rs. Lakh)	Physical Target (Nos.)	Financial Estimate (Rs. Lakh)	Physical Target (Nos.)	Financial Estimate (Rs. Lakh)
Procurement	ICT enabled learning, related softwares & hardware.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	New laboratory for new PG programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	New laboratory for existing PG programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Library i.e. books, e-books, journals, e-journals course specific softwares	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	membership of online journals & consortium	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Digital/Virtual learning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Equipments for Institutional TEQIP unit.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Civil Work	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Others																		
		Sub-total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistantships	Masters students enrolled with TEQIP teaching assistantship	38	3.04	38	3.04	16	1.28	16	1.28	16	1.28	16	1.28	16	1.28	16	1.28	172	13.76

	PhD students enrolled with TEQIP research assistantship	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0
	Others							0	0.00										
	Sub-total	38	3.04	38	3.04	16	1.28	16	1.28	16	1.28	16	1.28	16	1.28	16	1.28	172	13.76
R&D	Research projects taken by UG /PG students	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0
	Seed grants for research by faculty	1	0.50	1	0.50	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2	1
	Research publications in engineering in refereed journals	2	0.10	3	0.50	3	0.50	2	0.10	2	0.10	2	0.10	2	0.10	3	0.40	19	1.9
	Organising conferences on R&D topics	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2	34.00	0	0.00	1	20.00	3	54.00
	Patenting of technologies	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	Others																		
	Sub-total	3	0.60	4	1.00	3	0.50	10	2.10	2	0.10	4	34.10	2	0.10	8	34.30	24	56.90
FSD	Enrollment of faculty with BTech for MTech degree	0	0.00	0	0.00	0	0.00	0	0.32	0	0.00	0	0.00	0	0.00	0	0.00	0	0.32
	Enrollment of faculty with MTech for PhD degree	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	Faculty training in subject domain	3	1.80	3	1.80	4	2.40	4	2.40	3	2.00	3	2.00	3	1.80	3	1.80	26	16.00
	Faculty training in pedagogy	3	0.15	3	0.15	4	1.00	4	1.00	3	0.15	3	0.15	3	0.15	3	0.15	26	2.90
	Organising inhouse training workshops in teaching/research subjects	3	4.50	4	7.00	4	8.00	3	4.00	3	6.00	4	6.00	3	4.00	3	4.50	27	44.00

	Participation of faculty in outstation seminar/ conferences/ workshops etc	2	1.00	2	1.00	2	1.00	2	6.00	1	0.50	0	0.00	0	0.00	0	0.00	9	9.50
	Training/Development of technical/support staff	1	1.00	1	1.00	2	1.50	2	1.50	0	0.00	1	0.50	0	0.00	1	0.50	8	6.00
	Others																		
	Sub-total	12	8.45	13	10.95	16	13.90	15	15.22	10	8.65	11	8.65	9	5.95	10	6.95	96	78.72
Industry Institute Interactions	Collaborative academic programs: BTech/MTech/PhD with industry	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	Short term workshops with industry	3	1.20	0	0.00	0	0.00	3	1.20	4	1.70	3	1.50	3	1.50	3	1.50	19	8.60
	Academic networking with industry/research institutions including industry-exposure to teachers and students	1	0.25	1	0.25	5	1.50	5	1.50	1	0.25	1	0.25	1	0.25	1	0.25	16	4.50
	Campus placements of graduates (UG & PG)	2	0.05	0	0.00	0	0.00	1	0.05	3	0.20	2	0.10	1	0.05	6	0.30	15	0.75
	Students internship at industry	0	0.00	0	0.00	50	0.50	100	1.00	0	0.00	0	0.00	0	0.00	0	0.00	150	1.50
	Joint activities with industry	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	Others	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	Sub-total	6	1.50	1	0.25	55	2.00	109	3.75	8	2.15	6	1.85	5	1.80	10	2.05	200	15.35

