TECHNICAL EDUCATION QUALITY IMPROVEMENT

PROGRAMME Phase II

Sub Component 1.1

11th MEETING OF

THE BOARD OF GOVERNORS

MINUTES

Date:27 -06-2016

Time: 10.30 AM

Venue: Seminar Hall

COLLEGE OF ENGINEERING CHERTHALA

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

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AGENDA

Part 1-Procedural

Sl. No	Items
1.1	**Confirming the Minutes of the 10th Meeting of the Board of Governors held on 15-03-2016 at College of Engineering Cherthala, Alappuzha**
1.2	**Report on the action taken/action pending on the pertinent decisions in the 10th Meeting of the Board of Governors held on 15-03-2016 at College of Engineering Cherthala**

Part 2-Reports and Ratifications

Sl. No	Items
2.1	**Procurement Completed after the 10th BOG meeting**
2.2	**Packages for which Purchase action initiated.**
2.3	**In House Faculty and Staff Development Programmes conducted**
2.4	**Out Station Faculty and Staff Development Programmes**
2.4.1	**Outstation programme not completed**
2.5	**Conference attended/ Papers presented**
2.5.1	**Travel grant under ITSS**
2.5.2	**Paper publication in Journal**
2.6	**IIIC Programme conducted**
2.7	**Programmes conducted under EAP**
2.7.1	**Remedial Programmes**
2.7.2	**Soft Skill and other Training program to students**
2.8	**Internal Audit Report**
2.9	**Professional society Membership**
2.10	**Official TEQIP Programmes attended**

2.11	Report on the progress of HIT programmes
2.12	Report on the progress of International Conferences
2.12.1	International Conference on Signal Processing and Communication
2.12.2	International Conference on Information Science 2016 (ICIS 2016)
2.12.3	CEC International Conference on on Mechanical Sciences and Engineering-2016 (CEC ICMSEC-2016)
2.13	Status of IRG Accounts
2.14	Summary of Expenditure

Part 3-Discussions and Approvals

3.1	Action plan for the remaining project period
3.2	Planned Academic Programmes for the next three months
3.3	AMC & Insurance
3.4	Fixing the tentative date of the next BOG meeting

Part 4-Other items with the permission of the chair

Annexure

1	Minutes of the 10th BOG meeting held on 15.03.2016
2	Proposal under ITSS Scheme
3	Internal Audit report

Members present

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

2. Shri. Renjithkumar, Deputy.Sec.,Higher. Education, Government of Kerala.

3. Dr.Philip Kurien , Principal GISAT, Kottayam.

4. Shri.James Joseph, Joint Secretary, Finance , Govt.of Kerala.

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

6.   Dr.Jayasree V. K. HOD, Dept of Electronics and Communication Engineering

7.   Shri.Mohammed Illyas H , HOD , Dept of Computer Science& Engineering

The following persons were specially invited to attend the BOG meeting

1. Dr P Pratapachandran Nair, Hon'ble Mentor of C.E Cherthala

2. Dr. P Suresh Kumar , Director , IHRD , TVM

Others present in the meeting,

1. Prof.Sarakutty K J , TEQIP Coordinator

2. Dr. Rajesh V G, Academic Coordinator

3. Prof. Priyakumar T N, Coordinator, Civil Works Committee

4. Sri Sreekumar K, IIIC Coordinator

5. Smt.Radha Balakrishnan, , EAP Coordinator

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

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

1. Shri Jacob Mathew, Vice President , Idea Cellular

2. Shri Salim M K, MD, Assuretech, Technopark, Thiruvananthapuram

3. Dr.V.P.Devassia, Principal, Model Engineering college, EKM.

The meeting started with silent prayer at 10.30 AM. The Hon'ble Chairman brought the meeting to order. The Chairman in his introductory note welcomed the BOG members. He expressed satisfaction at the progress in TEQIP-II activities in the college. Thereafter, the Hon'ble Chairman invited the Principal to introduce the agenda for the 11TH BOG meeting. Principal Dr. Mini M.G. thanked the Hon'ble Chairman and presented the agenda for the meeting.

1.1 Confirmation of the Minutes of the 10th Meeting of the Board of Governors of CE Cherthala held on 15-03-2016

Decision:

The BOG confirmed the approved minutes of 10th Meeting of Board of Governors of CE, Cherthala held on 15-03-16.

1.2 Action Taken Report on the pertinent decisions in the Minutes of the 10th Meeting of the Board of Governors of CE Cherthala held on 15-03-2016

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

Table 1.2

Item No in Minutes of the 8th BOG	Decision Taken	Action Taken / current status
1.1	The BOG confirmed the approved minutes of the 10th Meeting	For information
1.2	Took note of the ATR and approved.	For information
2.1	The BOG took note of the procurement completed after the 10th BOG meeting and approved all expenditure made in this regard.	No action needed
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
2.4	The BOG took note of the outstation faculty and staff programmes conducted and ratified the expenditure.	No action needed
	The BoG directed to present the details of programmes which were conducted before Xth BOG but expenditure not yet settled in the next BoG meeting.	All the expenditure incurred but not settled before the previous BOG is presented
2.5	The BoG noted and sanctioned the payment for the 4 conferences attended /papers presented	No action needed
2.6	The BOG took note of the IIIC conducted and ratified the expenditure and directed to present the programmes whose expenditure not yet settled in the next BoG meeting..	All the expenditure incurred but not settled before the previous BOG is presented
2.7	The BoG took note of the EAP programmes conducted and ratified the expenditure.	No action needed
2.8	The BoG took note of the training attended by faculty members at KTU	For information

2.9	The BoG took note of the report of the two mentoring visits	For information
2.10	The BOG took note of the payment of tuition fee to Mr.Irshad Ali who is undergoing M.Tech	For information
2.11	The BOG took note of the report on visit of IIMK team	For information
2.12	The BoG directed to proceed the purchase of consumables under IOC as per TEQIP norms	Purchase carried out
2.13	The BoG took note of enhancing of PG scholarship and ratified the expenditure	No action needed
2.14	The BoG took note of payment of professional society membership and ratified the expenditure	No action needed
2.12.2	The BOG approved the budget for conducting an International Conference: CEC International Conference on Mechanical Sciences and Engineering-2016 (CEC ICMSEC-2016) during Oct 27-28, 2016 with a comment that the expenses given should be more realistic and advised to cut short the expenses.	Not complied with
	The BOG observed that as there is no provision under TEQIP to give cash awards and grants to students, student design competition and student travel awards can be implemented if the organizers could find out sponsorship for the two schemes .	

Decision:

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

2. PROCUREMENT ACTIVITIES

2.1   PROCUREMENT COMPLETED AFTER THE 10TH BOG MEETING.

The table below gives the details of procurement completed after 10th BOG

Table 2.1

Sl.No	Package Name	Package Code	Firm	Amount (Rs.)
1	Test and Measuring Instruments	TEQIP-II/KL /KL1G19/ 152	APLAB Limited, Chittoor Road, Kochi	151793.00
2	Staff cabin with Accessories	TEQIP-II/KL /KL1G19/ 149	Aiswarya Furnishers, Bernad Junction, Kalavoor, Alappuzha	749998.00
			TOTAL	901791.00

Decision:

The BOG took note of the above packages and ratified the expenditure.

2.2   PACKAGES FOR WHICH PURCHASE PROCEDURE INITIATED

As per the direction of SPFU, 55% of the interest amount earned shall be used for procurement, for TEQIP purposes during the TEQIP period itself. During the TEQIP coordinators meeting held on 2nd May 2016 the SPFU director has directed all TEQIP institutions to complete all procurement activities including the interest component by 30th June 2016. Since the procurement is to be done immediately a short agenda note was circulated among the BOG members and based on their recommendations, the Chairman approved the following list of items for initiation of procurement subject to the ratification of BOG.

Table 2.2

Sl. No	Package Code and Name	Quantity	Approximate Cost	Justification
1	**TEQIP-II/2016/KL1G19/ Shopping / Green writing Boards**	8	Rs. 64,000	For using in the class rooms of the new building built under NABARD scheme
2	**TEQIP-II/2016/KL1G19/ Shopping/ 132 Canteen Table with Chair**	10	Rs. 1,02,000	Since the new building is ready for occupation, there will be enough space to start a canteen in the existing building and hence it is planned to start the canteen from next academic year onwards
3	**TEQIP-II/2016/KL1G19/ Shopping/133 Double Sided Printer**	2	Rs. 2,00,000	For KTU exam purposes
4	**TEQIP-II/2016/KL1G19/ Shopping/134 Licensed Antivirus Software**	25	Rs. 30,000	Protection from virus attack to the system purchased under TEQIP
5	**EQIP-II/2016/KL1G19 /Shopping/138 Solar Lighting System**	4	Rs. 1,00,000	To provide lighting in the night on the road to the main building
		Total	**Rs 496000**	

Decision:

The BOG took note of the packages initiated after the 10th BOG and ratified.

2.3 IN-HOUSE FACULTY AND STAFF DEVELOPMENT PROGRAMMES CONDUCTED

Details of in-house FDP programmes conducted post X BOG is 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.	FDP on Optimization Technique	Applied Science	21.03.2016 - 23.03.2016	40	12	52	Sarakutty K J	6000	141808
2	FDP on Renewable energy and Smart Grid	EEE	07.04..16-08.04.16	30	0	30	Elizwa Laiju -	0	40484
3	FDP on Mathematics of signal processing	Applied Science	25.04..16-27.04.16	30	4	43	Radha Balakrishnan	2000	143703
Total									**325995**

Decision:

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

2.4   OUTSTATION FACULTY AND STAFF DEVELOPMENT PROGRAMMES

Details of outstation FDP programme attended by faculty members post X BOG is given below.

Table 2.4

Sl No.	Name	Designation	Department	Programme Title	Duration & Date	Expenditure (Rs.)
1	Najmal	AP	EC	Advanced Pedagogy at IIT	10th to 12th March 2016	4537
2	Anjali R	AP	EC	Advanced Pedagogy at IIT	10th to 12th March 2016	4537
3	Deepika R	AP	EC	Advanced Pedagogy at IIT	10th to 12th March 2016	4537

4	Reshma	AP	EC	Advanced Pedagogy at IIT	10th to 12th March 2016	4537
5	Rijimol	AP	EC	Advanced Pedagogy at IIT	10th to 12th March 2016	4537
6	Kannadas P.K.	AP	Mech	CAD CAM Applications in CNC machining with solid & surface modeling at IIT Kharagpur	22nd to 26th February 2016	26720
7	Sreenivas P	AP	Mech	,,	,,	27984
8	Joyce Joseph	AP	CS	Recent trends in Adhoc& Wireless Networks St.Thomas College of Engg & Technology	26th to 27th Feb 2016	2807
9	Josna Jose	AP	CS	..	26th to 27th Feb 2016	2807
10	Radha Balakrishnan	AP	General	Mathematics as a Teaching aid at IIT , Roorkee	9th to 12th March 2016	16565
11	Sandhya P Gopal	AP	Mech	,,	,,	16565
12	Jayadas C K	Associate Professor	EC	National Workshop on Visual Display Design: Scientific way of Representation IIT Guwahati	14.03.2016 to 16.03.2016	31620
13	Muhammed Ilyas	AP	CS	,,	14.03.2016 to 16.03.2016	31620
14	Reshma Mary Jose	AP	EC	Recent Advances in Computing organized by IHRD at MEC Thrikkakara	18.04.2016-22.04.2016	37390
15	Vasanth Kumar	AP	EC	,,	,,	37390
16	Lomin Joy	AP	CS	,,	,,	37390
17	Meera M	AP	CS	,,	,,	37390
18	Rijimol	AP	EC	,,	,,	37390

19	Sareena P M	AP	EC	,,	,,	37390
20	Lekha N K	AP	CS	,,	,,	37390
21	Asha Thomas	AP	CS	,,	,,	37390
22	Judy Ann	AP	CS	,,	,,	37390
23	Sumitha Mathew	Associate Professor	EC	,,	,,	35000
24	Deepika R	AP	EC	,,	,,	37390
25	Anjali R	AP	EC	FDP on Recent Advanced Linux Administration organized by IHRD Model Finishing School Palayam	18.04.2016-22.04.2016	37120
26	Najmal A	AP	EC	,,	,,	37120
27	Anoob B	AP	EC	,,	,,	37120
28	Aswathy V.Shaji	AP	CS	,,	,,	37120
29	Vishnu V.S.	AP	Mech	,,	,,	37120
30	Femina P T	AP	EC	FDP on Control and Optimization Techniques organized by IHRD, MEC Thrikkakara	25.04.2016-29.04.2016	37390
31	Judith Mishal	AP	EC	,,	,,	37390
32	Manu Madhavan	AP	EE	,,	,,	37390
33	Veena Mathew	AP	EE	,,	,,	37390
34	Ambily Mathew	AP	EE	,,	,,	37390
35	Meera E	AP	EE	,,	,,	37390
36	Lidiya Augustine	AP	CS	,,	,,	37390
37	Vimal Vinod	AP	CS	,,	,,	37390
38	Sreenivas P.	AP	Mech	,,	,,	35000
39	Veena Vasudevan	AP	CS	FDP on Advances in automation & computing organized by IHRD -Model	25.04.2016-29.04.2016	37200

				Fininshing School Palayam		
40	Josna Jose	AP	CS	,,	,,	37200
41	Joyce Jose	AP	CS	,,	,,	37200
42	Ajay Nath	AP	EC	,,	,,	37200
43	Anaswara V Nath	AP	EC	,,	,,	37200
44	Athiramol S	AP	EC	,,	,,	37200
45	Sreedhu T Sasi	AP	EC	,,	,,	37200
46	Biju P	AP	EC	,,	,,	37200
47	Sudhin S	AP	EEE	,,	,,	37200
48	Dr.Jayasree V.K	Associate Professor	EC	Advanced Pedagogy	5th to 7th May 2016	10428
49	Dr.Laila D	Associate Professor	EC	Advanced Pedagogy	5th to 7th May 2016	10428
50	Sundareshan V L	Foreman	Mechanical	advanced course on Welding Techniques & NDT CE Adoor	28.01.16-29.01.16	1531
Total						**1465180**
Programmes attended, but bills to be settled						
1	Rejin Joseph	AP	CS	Recent trends in Data mining techniques organized by IHRD at MEC, Ernakulam	May 23rd to May 27th 2016	
2	Muhammed Ilyas	AP	CS	,,	,,	
3	Greeshma N Gopal	AP	CS	,,	,,	
4	Janu R Panicker	AP	CS	,,	,,	
5	Sumitha Mathew	Assoc.Prof	EC	,,	,,	
6	Sreenivas P	AP	Mech	,,	,,	

Decision:

The BoG took note of the outstation faculty and staff programmes conducted and ratified the expenditure in this regard.

2.4.1 OUTSTATION PROGRAMME NOT COMPLETED

Dr.Rajesh V.G was permitted to attend a short time course on CAD CAM application in CNC machining with solid and surface modeling conducted by IIT , Kharagpur during 22nd to 26th February 2016 and he has taken an advance of Rs.22,000/- on 19.02.2016 for the above. He has submitted a request dated 18.03.2016 along with his TA bill, participation certificate etc. for settling the advance taken and reimbursing the balance amount of Rs.10,472/- on 31.03.2016.On examining the certificate it was found that he had attended the course only from 22nd to 24th and then left the course to attend an interview. His request for reimbursement is kept pending till the decision of BOG.

Discussion:

After discussing this matter Dr.Girijavallabhan directed this to the government representative to give a suitable decision as per govt. rules. Shri.James Joseph (joint secretary, finance) questioned that how it can be possible to give T.A. bills for incomplete courses as it is only personal choice whether to complete the course or to go for an interview. Dr.Sureshkumar suggested that partial payment may be considered as he did 60% of the course. But Dr. Girijavallabhan , Dr.Prathapachandran and Shri Renjith kumar commended that enjoying both the benefits at a time is not permissible. Both the government nominees suggested to direct Dr.Rajesh V.G to return the advance amount taken and then refer this issue to SPFU for further clarification.

The BoG chairman Dr.Girijavallabhan circulated a letter given by Dr. Rajesh V G, regarding the above matter and other issues , to all members. In response to his willingness to step down from the duties of Academic Coordinator (TEQIP-II), Shri James Joseph commended that nobody can step down from duties without permission as there is a discipline to be followed by all and if not willing to cooperate, then shouldn't enjoy the benefits of this project. Also he commended that the tone of the letter given by Dr. Rajesh V G was not befitting a subordinate.

Decision:

1. The BoG directed the Principal to issue a memo to Dr.Rajesh V G to remit back the advance given to him.
2. The BOG directed the principal to write a letter to SPFU to give a decision on this matter.

2.5   CONFERENCES ATTENDED/PAPERS PRESENTED

The details of papers presented by faculty members inside the country are given below;

Table 2.5

Sl. No	Name of faculty	Title of paper	Expenditure
1	Asha Thomas	A survey on duty cycled mac protocols and opportunistic routing protocols in WSN	3666
2	Janu R Panicker	A survey on interpreting search objectives of a user using feedback session	750
3	Muhammed Ilyas	A Survey on Sybil attachk detection in VANET: a unique approach	750
4	Muhammed Ilyas	A Survey on secure hierarchical framework design for Adhoc wireless network	750
5	Lomin Joy	Survey on detection and estimation of selfish node using neighbor nodes	750
6	Joyce Jose	Survey on knn query processing and caching techniques in manet	750
7	Veena Vasudevan	A survey on medication recommendation system based on clinical documents	750
8	Josna Jose	Survey on Secure energy efficient transmission scheme for network coded mobile adhoc networks	750
9	Ms.Greeshma N . Gopal	Continuous user identity verification using typing error classification	33386
		Total	**4230 2**

Decision:

The BoG noted and ratified the expenditure made.

2.5.1   TRAVEL GRANT UNDER ITSS

Dr.Mini M.G, Principal in charge has submitted a request for travel support under the International Travel Support Scheme for presentation of the paper "A Regression Neural Network based Glaucoma Detection System using Texture Features" which has been accepted for publication and Oral presentation in the International Conference on Computing Techniques and Mechanical Engineering (ICCTME'2016) June 8-9, 2016 New Jersey (Near NEW YORK).The proposal was submitted under the ITSS scheme of TEQIP and it was approved by both the internal and external screening committees. IHRD and Government sanction has been obtained for travel abroad and paper presentation. A short agenda note was

sent to all the BOG members for approval and based on the recommendations from the BOG members the honourable chairman approved the proposal subject to the condition that the BOG ratifies this in its next meeting. The total expenditure incurred is detailed below;

TA including that for visa interview: Rs. 88848

Visa fee   :10880

Registration fee   : 20010

DA & accommodation charges   : 29711

Total   :149449

Discussion:

BoG congratulated and appreciated Dr.Mini M G for winning the best paper award in the international conference.

Decision:

The BoG took note of the above and sanctioned the payment of the expenditure incurred.

2.5.2. PAPER PUBLICATION IN JOURNAL

Mr. Rajeevan A. K., AP in Electrical Engineering has requested for reimbursement of publication charges of US$ 480.00 paid for the publication of his research paper titled "Arima based wind speed modelling for wind farm reliability analysis and cost estimation" in Journal of Electrical Engineering and Technology.

Decision:

The BoG decided to sanction the payment according to the provisions in PIP

2.6   IIIC PROGRAMMES CONDUCTED

The table below gives the details of the 1 IIIC programme conducted after X BOG and details of the 3 programmes conducted prior to X BOG but expenditure claimed after that.

Table 2.6

Sl.No	Name of faculty	Designation & Dept	Details of the programme	Duration & Date	Expenditure
1	Sreekumar	AP, EC	MATLAB	18th to20th, 23rd to 25th Feb 2016 for S6EC	53494
2	Muhammed Ilyas	AP,CS	Android UI Programming	19th to 21st Feb 2016 for S4CS	26935

3	Elizwa Laiju	AP,EEE	Student Training Program on Designing of Electrical Machines	18.03.2016 for 8th Sem EEE students	10554
4	Elizwa Laiju	AP,EEE	PIC Microcontrollers with Micro C & Proteus	17th to 18th February 2016 for 6th Sem EEE students	20892
				Total	**111875**

The following programmes were conducted but the bills are yet to be settled.

Programme	Name of Coordinator	Programme Date	No of Participants
Workshop on Introduction to MATLAB for S3 EEE students	Elizwa Laiju	06.06.2016 -07.06.2016	39
Student Training Program on Introduction to MATLAB & SIMULINK for S5 EEE students	Elizwa Laiju	02.06.2016-04.06.2016	51
Workshop on Introduction to Pspice & Multisim for S3 EEE students	Elizwa Laiju	08.06.2016-09.06.2016	39
Workshop on Advanced Java for S4 and S6 students	Greeshma N Gopal	06.06.2016- 10.06.2016	36
Workshop on Embedded System Design	Sreekumar K	20.06.2016 25.06.2016	90

Decision:

The BoG took note of the programme and ratified the expenditure in this regard.

2.7   PROGRAMMES CONDUCTED UNDER EAP

2.7.1   REMEDIAL CLASSES

REMEDIAL CLASS FOR 1ST SEM SUBJECTS(supply students of KTU)						
Sl.no	Subject	Faculty	No.of hours	No. of participants	Remuneration	Starting Date
1	EC/Calculus	MariyaTresa Thomas	24	23	14400	June.16
2	Introduction to Electronics engg	Anju Thomas	24	13	14400	June.16
3	Introduction to Electrical engg	ElizwaLaiju	24	13	14400	June.16
4	Introduction to Computing &problem solving	Josna Jose	24	15	14400	June.16
	Other Expenses				4664	
Total Expenditure					62264	
FOR 1st yearsubjects(for supplementary students of CUSAT)						
1	Engg.Maths(batch 1)	Girish Chandra R	28	24	14400	June.16
2	Engg.Maths(batch 2)	Girly Antony	29	24	14400	June.16

3	Engg.Mechanics	Devanand C N	14	30	18000	June.16
4	Engg.Graphics	Askar Ali P	13	24	14400	June.16
5	Engg.Maths	Sarakutty K J	39	18	10800	May .16
	Other Expenses				**10736**	
	Total Expenditure				**82736**	
FOR 4th SEM REGULAR AND SUPPLY STUDENTS						
1	Engg.Maths	Girish Chandra R	35	25	15000/-	April.16
2	CS/ALC	Joyce Jose	25	15	9000	April.16
	Other expenses				**5580**	
Total Expenditure					**29580**	

2.7.2   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	S_8&S_6 EC,CS,EE	5,6,12,19,20,26,27/9/15,3,4/10/15	327	Greeshma N Gopal	41460
2	Soft skill training	S_8 EC,CS,EE	3,4,10,11,17,18,24,25,31/10/15,1,2/11/15	157		67940
3	Soft skill training	S_8&S_6 EC,CS,EE	5,6,12,19,20,26,27/9/15,3,4/10/15	327		64084
4	Soft skill training	S_8 EC,CS,EE	14/12/15	50	Jayasree V K	9880
	Total Expenses					**183364**
Programmes for which bills are to be settled						
1	Softskill training program for final year		11,17,18,24,25,31.10.15 1,2,3,4,28,29.11.15	157	Greeshma N Gopal	
2	Conducting placement training program	Final year students	08.03.2016-10.03.2016	50	Dr. Jayasree V K	

Discussions:

Dr. Pratapachandran Nair asked about comparatively low result of second semester and Shri. Renjithkumar advised to concentrate on the result as ranking goes down will affect the new admission. Also he suggested advertising and trying to develop marketing techniques using the achievements in placements making a platform for placed students to share their experiences with the juniors. The chairman of BOG inquired whether the leading companies have hesitation in approaching rural colleges and Dr.Jayasree, placement officer agreed to this fact.

Decision:

The BoG took note of the programmes and ratified the expenditure in this regard.

2.8   INTERNAL AUDIT REPORT

Decision:

The BoG took note of the report.

2.9   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. Dr.Mini M.G has submitted a proposal for reimbursement of Rs.2759/-, 50% of Rs.5518/ paid by her for IEEE membership , which was reimbursed.

Decision:

The BoG took note and ratified the amount.

2.10   OFFICIAL TEQIP PROGRAMMES ATTENDED

Dr. Mini M.G, Principal, along with Ms.Eliswa Laiju, Assistant Professor EEE and Ms. Greeshma P.Gopal Assistant Professor ,CS attended the review meeting of Elementary strategic plan   for TEQIP III conducted by SPFU at Thiruvananthapuram on 2016.Ms.Sarakutty K.J,TEQIP coordinator attended the review meeting of TEQIP coordinators at SPFU, Thiruvananthapuram on 2nd May . Dr.Jayasree V.K and Ms.Sarakutty K.J attended the TEQIP review meeting on 2nd June at Mascot hotel, Thiruvananthapuram.

Decision:

The BOG took note of the above.

2.11   REPORT ON THE PROGRESS OF HIT PROGRAMMES

Previous BOG meetings had accorded sanction for HIT progrmmes in the areas of LINUX administration, Opto Electronics and Embedded systems . Ms.Janu R.Panicker, Mr.Sreekumar K and Ms.Eliswa Laiju were identified as the coordinators of the program and steps are initiated to carry out the programmes under QSBS.Now, Ms.Eliswa Laiju has reported that Industrial automation is an emerging area which is having very promising career opportunities compared to Embedded systems and hence it is better to conduct the HIT programme in Industrial Automation.

Decision:

The BOG took note of the above and ratified the change in name of the programme.

2.12 REPORT ON THE PROGRESS OF PROPOSED INTERNATIONAL CONFERENCES

2.12.1 International Conference on Signal Processing and Communication

An advance amount of Rs1.5 lakhs has been paid for booking the venue.

A total of 112 papers were received & after double blind peer review 47 papers have been shortlisted. The registration process is almost completed. The camera ready papers will be received by 27th June. Further for publishing the conference proceedings an agreement has to be signed with Mcgraw Hill Education, Delhi at the earliest possible.

For publishing the conference proceedings the following are the conditions/ quotes provided by Mcgraw Hill Education, Delhi as given below;

200 copies in Paperback @ INR 525/- per copy

250 copies in Paperback @ INR 455 /- per copy

The price includes: (a) cover designing cost, (b) print-ready files (PDFs) handling charges and (c) paper, printing and binding. For the copies that are proposed to be bought from Mcgraw Hill education, 100% Advance Payment has to be made. Also there will not be any Royalties payable, and delivery (freight) charges will have to be borne by the conference convener. Also, after the final PDFs are submitted a minimum of 4 to 5 weeks' time is needed for the stock to be delivered to college.

Decision:

1. The BOG took note and ratified the payment for booking venue.
2. The BOG sanctioned the 100% advance payment for publication with the condition that the total expenditure will not cross the budget already approved by BOG.
3. BOG reminded the coordinator that 100% payment in advance can be given after making an agreement with Mcgraw Hill education.

2.12.2. International Conference on Information Science 2016 (ICIS 2016)

A total of 240 papers were received & after double blind peer review 55 papers have been shortlisted. The registration process is almost completed. An advance amount of Rs1.5 lakhs has been paid for booking the venue.

Decision:

The BOG took note and ratified the payment for booking venue.

2.12.2 CEC International Conference on Mechanical Sciences and Engineering-2016 (CEC ICMSEC-2016)

The coordinator of the above conference has expressed his desire to step down from the coordinatorship and no other member of the executive committee is willing to take up the same. Hence it is decided to cancel the conference.

Discussion:

Shri James Joseph asked an explanation for stepping down to the coordinator, Dr.Rajesh V G and he answered that it was due to some administrative blocks. Dr.Pratapachandran Nair asked that why there were no such complaints from the coordinators of EC and CS international conferences.

Dr.Sureshkumar explained the current situation of IHRD and advised that with less number of staffs everyone should cooperate and make use of such funds for growth of institutions. He also mentioned that experienced and capable faculties like Dr.Rajesh V G should not step down for simple issues and should reconsider the matter by thinking about a national conference. Dr.Girija Vallabhan opined that mechanical Engineering department may grow up in this institution with attractive activities which Dr.Rajesh V G is capable of taking up and advised to stick on the conduct of conference. But Dr.Rajesh V G was not willing to take up and he informed that he will be coordinating a faculty development programme in the month of October.

Decision:

The BOG took note and approved the cancellation of the conference.

2.13 STATUS OF IRG ACCOUNTS

As of date, an amount of Rs.22,35,638/- has been deposited in the four Corpus Accounts for TEQIP-II of CE Cherthala. The split up is as in the following table:

Table 2.13

Particulars	Amount In Rs
SBT 67262515481 (Corpus Fund)	710182
SBT 67262515628 (Faculty Development Fund)	508491
SBT 67262516519 (Maintenance Fund)	508474
SBT 67262516586 (Equipment Replacement)	508491
Grand Total	**2235638**

Decision:

The BOG took note of the four IRG accounts

2.14 SUMMARY OF EXPENDITURE

The expenditure incurred after the 10thBOG is listed in the following table::

Table 2.14.1

15-Mar-2016 to 23-Jun-2016

Particulars	Amount	
Incremental Operating Cost		
Bank Charge	116.79	**346097.79**
Consumables	104026.00	
Operation and Maintenance	88245.00	
Salaries	153710.00	
Procurement		
Books & LRs & Software	323383.00	**1231051.00**
Equipment	157670.00	
Furniture	749998.00	
Assistantships		**988021.00**
FSD		**1796425.00**
III Cell		**111875.00**
R & D		**333666.00**
Student Support		**391904.00**
Grand Total		**5199039.79**

Table 2.14.2

Expenditure summary	
01.04.2013 to 31.05.2016	
Particulars	**Amount in lakhs**
Incremental Operating Cost	43.94
Procurement	550
Assistantships	74.54
Capacity Development	1.9
FSD	69.72
III Cell	5.9
R & D	5.19
Reforms	8.99
Student Support	21
Grand Total	**781.97**

Decision:

The BoG took note and ratified.

3.1 ACTION PLAN FOR THE REMAINING PROJECT PERIOD

Month-wise action plan for the remaining project period from 01st June 2016 to 31st October 2016 is shown below.

Table 3.1

MONTH WISE ACTION PLAN							
							Funds in INR Lakh Rupee
S. No.	Activities	Category of expenditure (Head of expenditure)	Cumulative Expenditure Till May 2016	Expenditure for JUNE 2016	Expenditure for JULY 2016	Expenditure for AUGUST 2016	Expenditure for SEPTEMBER 2016	Expenditure for OCTOBER 2016
1	Procurement of goods (equipment, furniture, books, LRs, software and minor items) and civil works for improvement in teaching, training and learning facilities	Procurement	549.9995	0	0	0	0	0
2	Provide Teaching and Research Assistantships to increase enrolment in existing and new PG programmes in Engineering disciplines	Assistantships	72.65825	1.28	1.28	1.28	1.28	1.28
3	Enhancement of R & D and institutional consultancy activities	R&D	8.18925	0.5	0.5	32	0.5	1
4	Faculty and staff development for improved competence	FSD	71.17556	18.25	9.65	8.65	12.95	10
5	Enhanced interaction with Industry	I-I-I- Cells	5.89535	5.75	4.91	3.95	3.9	4
6	Institutional Management Capacity enhancement	Capacity development	1.90461	1.5	1.5	1.5	0	0
7	Implementation of Institutional academic reforms	Reforms	8.9888	0	0	0	0	10
8	Academic support for weak students	Student support	22.04262	4	3	3	27	3
9	Incremental operating cost	IOC	45.04082	7	7	7	7.7	8
	TOTAL		785.89476	38.28	27.84	57.38	53.33	37.28
	Gross Total		1000.00476					

Discussion:

Dr.Mini M G expressed her concern over the practicality of meeting the expected monthly expenditure in each section of item 3.1. Dr.GirijaVallabhan expressed his willingness to deliver a talk under R & D.

Decision:

The BoG took note of the action plan for the remaining project period and approved.

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 3.2

Sl. No.	Title of the Programme	Department	Duration & date	No. of participants Expected			Co-ordinator	Expected Expenditure (Rs.)
				Own Institute	Other Institutes	Total		
1	Research trends in Electrical & Electronics	EEE	July 2016	25	5	30	Eliswa Laiju	60000
2	Internet of Things	EC	July2016	35	3	38	Jayadas C.K	100000
3	Image Processing and Fractals	EC	August 2016	40	5	45	Sreekumar K	100000
4.	Robotics and AI	EC	Sept 2016	40	5	45	Sreekumar K	100000
5	Electrical system design	EEE	August 2016	25	5	30	Eliswa Laiju	90000
6	Tools for Computer Forencics Analysi s	CS	Sept 2016	35	5	40	Greeshma N Gopal,	1.5 lakh
8	VLSI Hardware	EC	July 2016	40	5	45	Jayadas C.K,	160000
9.	CISCO Networking Expertise	CS	Sept 2016	35	5	40	Janu R Panicker,	1 lakh

| 10 | Electrical drives and control | EEE | August 2016 | | | | Eliswa Laiju | 80000 |
| 11 | Opto Electronics | EC | 4 days Sept 2016 | 35 | 5 | 40 | Jayasree V.K, | 160000 |

Faculty Development Programme – Outstation –planned

Table 3.2.1

Sl. No	Name	Designation	Department	Host Institute	Programme Title	Duration & Date	Expenditure (Rs.)
1	Janu R.Panicker	Assistant Professor	CS	IIT	Pedagogy	July 2016	7000
2	Rejin Joseph	Assistant Professor	CS	IIT	Pedagogy	July 2016	7000
3.	Rajesh V.G..	Associate Professor	ME	IIM Lucknow	Management Capacity Development	July 2016	50000
4.	Kannadas P.K	Assistant Professor	ME	IIT Chennai	Pedagogy	July 2016	7000
5.	Eliswa Laiju	Assistant Professor	EEE	IIM	MCEP	July 2016	35000
6	Dr.Mini M.G	Associate Professor	EC	IIM	MCEP	August 2016	35000
7.	Sumitha Mathew	Associate Professor	EC	IIT	Pedagogy	July 2016	7000
8.	Sarakutty K.J	Associate Professor	Applied Science	IIM	MCEP	August 2016	35000

| 9. | Dr.Laila D | Associate Professor | EC | IIM | MCEP | Sept 2016 | 30000 |
| 10 | Sreekumar | A.P | EC | IHRD | VLSI | July 2016 | 40000 |

Discussion:- The Principal informed the committee that as there are very few permanent faculty members in the institution and guest appointment will be carried out only towards the end of June the TNA is not conducted and the planning for next three months is not complete.

Decision:

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

3.3 AMC& INSURANCE

The warranty period of some of the equipment has exhausted and hence the suppliers were contacted for AMC. The approximate cost of AMC for 3 years for the above items is given below;

Sl No.	Package No	Name	Actual Cost	AMC Amount
1	TEQIP-II/KL/KL1G19/91	Multi Media Projectors and Interactive Boards	47668.00	19500.00
2	TEQIP-II/KL/KL1G19/31	Transformer and Load	209264.00	24858.00
3	TEQIP-II/KL/KL1G19/32	AC Machines	733589.00	64070.00
4	TEQIP-II/KL/KL1G19/35	Electrical Measuring Instruments	236742.00	19249.00
5	TEQIP-II/KL/KL1G19/36	Bridges and Potentio Meter	110155.00	8810.00
6	TEQIP-II/KL/KL1G19/38	Power Electronics Trainer Kits	147934.00	14794.00
7	TEQIP-II/KL/KL1G19/37	Electrical Trainer Kits	327666.00	40177.00
Total			**1813018.00**	**191458.00**

Head, Department of Computer Science has requested to take AMC for 10 KVA and 3KVA UPS of the department. These were purchased before TEQIP II and warranty period is over. Approximate cost involved for one year is Rs.23,000/-. He has also requested to take AMC for the old computers of the department which were purchased before TEQIP II.

It is also recommended by the audit team that all the Major assets bought must be insured to cover such assets from loss due to fire or any other damages.

Discussion:

All the BOG members commented that the AMC for multi media projectors is high and hence advised to check the government rules before proceeding. They suggested that the AMC should include the lamp also. If the supplier is unwilling to include the lamp in the AMC, public quotation may be invited for the same.

Decision :

The BOG took note and approved.

3.4 Fixing the tentative date of the XI BOG meeting

Decision:

The BOG decided to convene the next meeting in the third week of September.

4.OTHER ITEMS WITH THE PERMISSION OF THE CHAIR

Dr.Jayasree V K and Shri .Mohammed Illyas coordinators of the proposed international conferences to be conducted during Aug 10 to 11 and 12 to13 invited all the BOG members to the respective international conferences.

Conclusion:

The Hon'ble Chairman in his concluding remarks appreciated the quality of the deliberations of the XIth 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 an end at 1.30 PM.

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

Chairman   **Principal**