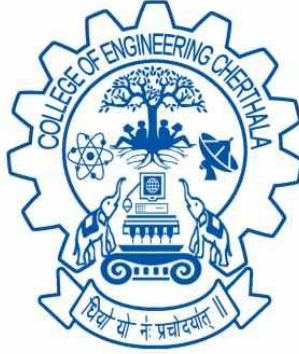


TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME

Phase II

Sub Component 1.1



**12th MEETING OF
THE BOARD OF GOVERNORS
DETAILED AGENDA NOTES**

Date: 4th October 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 12th meeting of the BOG is being convened on 4th October 2016.

AGENDA**Part 1-Procedural**

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1.1	Confirming the Minutes of the 11 th Meeting of the Board of Governors held on 27-06-2016 at College of Engineering Cherthala, Alappuzha	9
1.2	Report on the action taken/action pending on the pertinent decisions in the 11 th Meeting of the Board of Governors held on 27-06-2016 at College of Engineering Cherthala	9

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PART 1

Procedural Items

Silent Prayer

1.1 Confirmation of the Minutes of the 11th Meeting of the Board of Governors of CE Cherthala held on 27-06-2016

The Minutes of the 11th Meeting of Board of Governors of TEQIP Phase II of CE Cherthala held on 27-06-2016 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 11th meeting.

1.2 Action Taken Report on the pertinent decisions in the Minutes of the 11th Meeting of the Board of Governors of CE Cherthala held on 27-06-2016

The decisions taken by the Board as recorded in the Minutes of the 11th Meeting of the Board of Governors of CE Cherthala held on 27-06-2016 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 11 th BOG	Decision Taken	Action Taken / current status	Reason for Non Compliance
1.1	The BOG confirmed the approved minutes of the 11 th Meeting	For information	NA
1.2	Took note of the ATR and approved.	For information	NA
2.1	The BOG took note of the procurement completed after the 10 th BOG meeting and approved the expenditure made in this regard.	No action needed	N.A
2.2	The BOG took note of the packages initiated after the 10th BOG and ratified.	Purchase procedures are progressing	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 attended and ratified the expenditure.	No action needed	NA

2.4.1	The BoG directed the Principal to issue a memo to Dr.Rajesh V G to remit back the advance given to him for the FDP not completed.	It was reimbursed from the salary of Dr. Rajesh V.G for the month of July 2016	NA
	The BOG directed the principal to write a letter to SPFU to give a decision on this matter.	SPFU Director informed through e-mail that the supreme authority is the BOG and SPFU director has no role in this matter	
2.5	The BoG noted and ratified the expenditure made for paper presentation	No action needed	NA
2.5.1	The BoG sanctioned the payment of the expenditure incurred under ITSS scheme.	Payment of Rs.149449/- made	
2.5.2	The BoG decided to sanction the payment for publication of journal paper according to the provisions in PIP	The journal is an SCI indexed one. Payment was made	
2.6	The BOG took note of the IIC programmes conducted and ratified the expenditure.	No action needed	NA
2.7	The BoG took note of the EAP programmes conducted and ratified the expenditure.	No action needed	NA
2.8	The BoG took note of the internal audit report	For information	NA
2.9	The BoG ratified the expenditure made for professional society membership.	For information	NA
2.12	The BOG took note and ratified the payment for booking venue for the 2 conferences, sanctioned the 100% advance payment for publication with the condition that the advance can be given after making an agreement with Mcgraw Hill education and the total expenditure will not cross the budget already approved by BOG.	Agreement signed before payment.	NA
3.1	The BoG took note of the action plan for the remaining project period and approved	For information	NA
3.2	The BOG approved the list of planned academic activities for the next three months.	For information	NA
3.3	The BoG took note of and approved the proposal for taking AMC& insurance.	Not done yet	

Action sought: BOG may consider the ATR for approval.

PART 2
REPORTS & RATIFICATIONS

2. PROCUREMENT ACTIVITIES

2.1 PROCUREMENT COMPLETED AFTER THE 11TH BOG MEETING.

The following packages in the procurement plan have been completed after the 11th BOG meeting.

Table 2.1

Sl. No	Package Name	Package Code	Firm	Budgeted Amount (Rs.)	Actual Amount (Rs.)	Difference (Rs.)	% Difference
1	Canteen table with chair	TEQIP-II/KL/KL1G19/150	Aiswarya Furnishers Alappuzha	1,02,000	1,19,882	-17,882	-17.53
2	Double sided printer	TEQIP-II/KL/KL1G19/152	Viswas Computers Kunnankulam	2,00,000	1,83,800	16,200	8.1
3	High Quality Green Writing boards	TEQIP-II/KL/KL1G19/149	Avalon Systems Kottayam	64,000	74,240	-10,240	-16
TOTAL				366000	377922		

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

2.2 PACKAGES FOR WHICH PURCHASE PROCEDURE INITIATED

Table 2.2

Sl. No	Package Name	Package Code	Proc. Method	FIRM	Budgeted Amount (Rs.)	Actual Amount (Rs.)	Difference (Rs.)	% Difference
1	Licensed Antivirus software	TEQIP-II/KL/KL1G19/151	Shopping	ISYX Technologies India Pvt. Ltd, Cochin	30000	21942	8058	26.4
2	Solar Lightning System	TEQIP-II/KL/KL1G19/153	Shopping	Siret Energy Control Karukutty	1,00,000	1,10,000	-10000	-10
3	Multiwood Storage Cabinet	TEQIP-II/KL/KL1G19/164	Shopping	Aiswarya Furnishers Alappuzha	76,000	73,280	2,720	3.58
4	Sanitary pad burning machines	TEQIP-II/KL/KL1G19/163	Shopping	Max Care India Pvt Ltd Perumbavoor	74,000	73,600	400	0.54
Total					280000	278822		

XI meeting of the BOG sanctioned purchase of 5 items amounting to 5 lakhs approximately from the interest component and purchase procedures were initiated for these items. Later it was found that another 1.5 lakhs is available under interest component for procurement. Based on a request from the Institution Purchase Committee for items 3&4 in the above table, approval was sought through e mail from the BOG members and approval was given subject to ratification of the BOG in its next meeting. Quotations were invited for all the above items, the offers were tabulated and recommended and purchase orders were given to firms noted against each item.

Action sought:

1. BOG may kindly approve and ratify.
2. BOG may sanction the payment for the above items.

2.3 IN-HOUSE FACULTY AND STAFF DEVELOPMENT PROGRAMMES CONDUCTED

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 Graph Theory	Applied Science	27-29 July 2016	35	5	40	Sarakutty K J	2500	100180
2	FDP on Life skills	Applied Science	04.08.16-06.08.16	18	12	30	Radha Balakrishnan	9000	57710
Total									157890

Report on the Programmes

FDP on Graph Theory: The objective of the programme was to provide a comprehensive understanding of graph theory and to make them familiarize with the most fundamental graph theory topics and results. The sessions were handled by Dr.Umesh P, CE Aranmula, Dr.Anjali Kishore, Vimala College, Thrissur, Prof. Antar Bandopadhyay, Associate Professor, Indian Statistical Institute, Delhi, Prof. Narayan N, IIT, Chennai, Dr.Manoj Changat, Professor & Head,

Dept. of future studies, Kerala University, Prof. Bhavani Sankar Panda, Professor, Dept of Mathematics, IIT, Delhi.

FDP on Life Skills: Life skills is new course introduced by KTU for all streams. Teachers need an orientation for the same. ICT academy has taken up this challenge and gave an orientation in how to deliver the contents and how to evaluate the students. The sessions were handled by Dr. Manoj A.S, Ratheesh Pillai, Riji N.Das, K.V. Sreekumar, Sreekanth D and Prdeep S of ICT Academy, Kerala.

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

2.4 OUTSTATION FACULTY AND STAFF DEVELOPMENT PROGRAMMES

10 faculty attended course offered by Teaching Learning Centre, IIT, Chennai, 3 faculty members attended pedagogy conclave at IIT Gandhi Nagar, 56 faculty members attended 10 FDPs conducted by IHRD and 7 staff members attended FDP programme organized by ESCI, Hyderabad as detailed below.

Table 2.4

Sl No.	Name	Designation	Department	Programme Title	Duration & Date	Expenditure (Rs.)
1	Janu R Panicker	AP	CS	Pedagogy at teaching Learning Centre IIT Chennai	30.06.16-02.07.16	7633
2	Kannadas P K	AP	ME	„	„	7633
3	Rejin Joseph	AP	CS	„	„	6488
4	Sumitha Mathew	AP	EC	„	„	7633
5	Jibi John	AP	EC	„	18.08.16-20.08.16	10806
6	Anjana Devi	AP	EC	„	„	11343
7	Manju K	AP	CS	„	„	10806
8	Sreekumar K	AP	EC	Semiconductor Devices, Circuits & Systems - with a research perspective at IHRD, Trivandrum	04.07.16-09.07.16	37524
9	Ajay Nath S A	AP	EC	„	„	37509
10	Aswathy S S	AP	EC	Computer Simulation and Visualization tools at MEC, Thrikkakara	11.07.16-15.07.16	36902
11	Tintu Sebastian	AP	EC	„	„	36902
12	Anitha M A	AP	CS	„	„	36902

13	Asha Thomas	AP	CS	„	„	36902
14	Elizwa Laiju	AP	EE	„	„	36902
15	Jyothilakshmi	AP	EE	„	„	36902
16	Anju Thomas	AP	EC	Cyber Security- An Investigator's Perspective at Model Finishing school, Tvm	18.07.16-22.07.16	36952
17	Sareena P M	AP	EC	„	„	36952
18	Jyothi Zachariah	AP	EE	„	„	36952
19	Pramod Mathew Jacob	AP	CS	„	„	36952
20	Radha Balakrishnan	AP	Maths	Research Trends in Computing and Algorithms at MEC, Thrikkakara	25.07.16-29.07.16	37593
21	Jibi John	AP	EC	„	„	37593
22	Anjana Devi	AP	EC	„	„	37593
23	Sandhya P Gopal	AP	ME	„	„	37593
24	Manju K	AP	CS	„	„	37593
25	Rajeevan A K	AP	EE	„	„	36840
26	Santhikrishna M S	AP	CS	„	„	37640
27	Sreelakshmi Murali	AP	CS	„	„	37040
28	Neeba George	AP	EC	Essentials of Energy management, MEC, Thrikkakara	01.08.16-05.08.16	36953
29	Swathy Sebastian	AP	EC	„	„	36953
30	Christy Mary Jacob	AP	EE	„	„	37593
31	Mridula Sojan	AP	CS	„	„	37593
32	Kannadas P K	AP	ME	„	„	37593
33	Sooraj M Varghese	AP	EC	„	„	37593
34	Deepa S Dev	AP	EC	Current Trends in Non-conventional Energy Based Systems , CE, Chengannur	29.08.16-03.09.16	38912
35	Vasanthkumar S	AP	EC	„	„	38912
36	Jayadas C K	AP	EC	„	„	38912

37	Alphonsa K A	AP	Physics	„	„	38912
38	Fathima N	AP	CS	„	„	38912
39	Jeena John	AP	CS	EDA Tools and Advances in Signal Processing at MEC, Thrikkakara	22.08.16-26.08.16	36750
40	Jissy Raju	AP	CS	„	„	36750
41	Anjali R	AP	EC	„	„	37230
42	Deepika R	AP	EC	„	„	37230
43	Renju R	AP	EC	„	„	37230
44	Judy Ann Joy	AP	CS	„	„	36750
45	Ashida Muhammed	AP	EE	„	„	37230
46	Sandhya P Gopal	AP	ME	Advanced Pedagogy at IIT Gandhi Nagar	24.09.16-25.09.16	28352
47	Jayadas C K	AP	EC	„	24.09.16-25.09.16	27231
48	Sarakutty K J	AP	Applied Science	„	24.09.16-25.09.16	28352
Total						1568023
Programme attended but bills to be settled						
1	Joyce Jose	AP	CS	Virtual Instrumentation for Engineers at CE Chengannur	05.09.16-09.09.16	
2	Josna Jose	AP	CS	„	„	
3	Laila D	AP	EC	„	„	
4	Jagadeeshkumar P	AP	EC	„	„	
5	Vishnu V S	AP	ME	„	„	
6	Mitty George	AP	EC	„	„	
7	Mitty George	AP	EC	Pedagogy at Teaching Learning Centre, IIT, Chennai	29.09.16-01.10.16	
8	Jagadeeshkumar P	AP	EC	„	29.09.16-01.10.16	
9	Vishnu V S	AP	GENERAL	„	29.09.16-01.10.16	

10	Jibi John	AP	EC	Research Areas in Bio-Medical Engineering, MEC, Thrikkakara	26.09.16-30.09.16	
11	Sumitha Mathew	AP	EC	„	„	
12	Anjana Devi	AP	EC	„	„	
13	Radha Balakrishnan	AP	Applied Science	„	„	
14	Muhammed Ilyas H	AP	CS	„	„	
15	Preetha Theresa Joy	AP	CS	„	„	
16	Sreekumar K	AP	EC	Mechatronics, Automation and Robotics, CE, Chengannur	19.09.16-23.09.16	
17	Rajeevan A K	AP	EE	„	„	
18	Sandhya P Gopal	AP	ME	„	„	
19	Kannadas P K	AP	ME	„	„	
Staff development programmes						
1	Ancy Paul	Librarian	Office	Skill development Programme at ESCI Hyderabad	28.09.16-30.09.16	
2	Raji R Nair	Librarian	Office	„	„	
3	Smitha U	Administrative Staff	Office	„	„	
4	Regilakumari R	Administrative Staff	Office	„	„	
5	Ajithakumari P	Technical Staff	EC	Lab Management and Maintenance Programme, at ESCI Hyderabad	29.09.16 - 01.10.16	
6	Sundaresan V L	Technical Staff	ME	„	„	
7	George C Karamel	Technical Staff	EC	„	„	

Report of the Programmes

Pedagogy – Seven 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 main topics of the course were motivating the students, learning outcome, active cooperative learning, assessment and demonstration

Semiconductor Devices, Circuits & Systems - with a research perspective at IHRD, Thiruvananthapuram – This course aims at creating a special interest group in the areas of Semiconductor Devices, Circuits & Systems .Sessions were handled by Dr.Santanu Mahapatra, IISC, Bangalore, Dr.Anjan Chakraborty, IIT Madras, Dr.Ajayan K.R, CET, Dr.Sreelal S.Pillai,

VSSC, Tvm, Dr.Kuruvila Varghese, IISc, Bangalore, Dr.Premlet, TKM College of Engg, Kollam, Dr.Ramasubrahmoniam, NIT Calicut, Dr.Enakshi Bhattacharya, IIT, Madras and Dr.Sreepad Karmalkar IIT Madras covering Nano electronics, Analog VLSI, SiGe HBTs, MEMS, NEMS, FPGA, tunnel FET, low power VLSI etc.

Computer Simulation and Visualization tools at MEC, Thrikkakara organized by IHRD was emphasized on various simulation tools for research. The course covered NS2, NS3 event simulators for network research handled by Mr.Santhosh Kumar and Deepu Benson of AJCE, Kanjirappilly data mining tool WEKA by Dr.Bindya M.Varghese of Rajagiri College and tools for cloud computing by Dr.Gaurav Kumar.

Cyber Security- An Investigator's Perspective at Model Finishing school, Tvm, a 5 day program organized by IHRD, Thiruvanthapuram emphasizing various concepts related to cyber security, cyber crimes, cyber laws, forensic challenges, security challenges and legal aspects in cloud computing etc. Sessions were handled by Scientists from CDAC and eminent faculty/researchers from educational institutions and firms practicing cloud computing.

FDP on Research Trends in Computing and Algorithms was a 5 day programme conducted by IHRD at MEC, Thrikkakara. The programme started with Dr.John Jose IIT, Guwahati discussing about research roadmap ahead in Computer architecture followed by discussions on Advanced shared memory model by Dr.Chitra, Thiagarajar College of Engg. Madurai, Cloud computing by Dr.Venkatesh, IIT, Guwahati, shared cache management by Dr.Tripti S., Warrior, Adishankara, Kalady, GPA and CUDA by Binu, RSET, big data architecture and machine learning by Vineeth Mohan and Deepak Krishna of Fact Weavers, cryptography by Dr.Sangeetha Jose, GCE, Idukki and trends in cryptography by Santhosh V.T. NIC, Tvm.

FDP on Essentials of Energy management at MEC, Thrikkakara was a 5 day program conducted by IHRD. The resource persons were Dr.Sathish Vasu Kailas, IISc, Bangalore, A.Sunil, Asst Exe. Engineer, KSEB, Mr.Madhavan Nampoothiri, Scientist, NPOL, Dr.Shouri P.V, MEC, Dr.Ashok S, NIT, Mr.Shanavas K.M, Productivity Council and Dr.Minu K.K, CE Kidangoor and Sri.Jayakumar C, Thanal, Trivandrum. The various topics handled include different aspects of sustainable energy, power system activities, profitability analysis, thermal energy management, energy auditing, energy environment and policies etc.

FDP on EDA Tools and advances in Signal Processing at MEC, Thrikkakara is a 5 day programme conducted by IHRD. The programme consisted of sessions on modern embedded tools by Mr.Bhooshan Iyer, Vice President, Electro System Associates & Embedded Solutions, Bangalore, HDL and Implementations by Geetha, CoreEl Technologies, Bangalore, Siemens

Automation Technologies by Mr. Niraj Godbole, Siemens Ltd, Thane, Boundary Scan Technology by George K.Thomas, Electro System Associates & Embedded Solutions, Bangalore and Sparse Signal Processing by Mr. Sudheesh N.George, NIT Calicut.

Pedagogical conclave:-Faculty from IIT , Gandhi Nagar discussed various topics like student engagement in large classrooms, concept builder, community learning, ICT enabled teaching learning etc.

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

2.5 CONFERENCES ATTENDED/PAPERS PRESENTED

Students presented many papers in the 2 conferences organized by the college in August 2016 SPAAC 16 and ICIS16. Ms.Sumitha Mathew, Associate Professor in Electronics Engineering has presented a paper titled ‘Reduced Cross polarization using sectoral slots in the ground plane of a sectoral patch antenna’ in the International Conference on Computing Communication and Signal Processing ICCSP 2016 conducted on 8-9 July 2016 by College of Engineering , Karunagappally. An amount of Rs. 5928/- was incurred as expenditure for the above.

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

2.6 IIC PROGRAMMES CONDUCTED

Table 2.6

Sl. No.	Details of the Programme	Coordinator	Duration	No.of participants	Expenditure
1	Workshop -Introduction to MATLAB to S3 EEE	Elizwa Laiju	06.06.16-07.06.16	39	19740
2	Workshop -Introduction to MATLAB & SIMULINK to S5EEE	Elizwa Laiju	02.06.16-04.06.16	51	33630
3	Workshop- Introduction to Pspice&Multisim to S3EEE	Elizwa Laiju	08.06.16-09.06.16	39	19856
4	Workshop on Advanced Network Administration for S6 CS students	Janu R Panicker	13.06.16-17.06.16	35	39003
5	Workshop on Network Administration and Web hosting for S4 CS students	Janu R Panicker	20.06.16-24.06.16	35	39084
6	Workshop on Advanced Java for S4 and S6 students	Greeshma N Gopal	06.06.16-10.06.16	36	43803.00
7	Workshop on career oriented software training for s6 and s4 CS	Muhammed Ilyas	28.06.16-01.07.16	36	36594.00

8	Workshop on Introduction to Pspice&Multisim for S3 EC students	ElizwaLaiju	23.06.16-24.06.16	35	19030.00
9	Workshop on Embedded System Programming for S7 EEE students	ElizwaLaiju	01.07.16-02.07.16	45	17805
10	Workshop on Embedded System Design for S7 EC students	Sreekumar K	20.06.16-25.06.16	100	52821
11	Workshop on Electronic simulation using Pspice for S3 EC students	Jayadas C K	27.07.16-29.07.16	30	14300
	Total				335666

Report on the programmes:

Workshop -Introduction to MATLAB Programming was conducted for 3rd sem EEE students for providing an awareness about MATLAB.The entire session was practical based. Training was given by resource persons from Walco Solutions , Cochin .

Workshop -Introduction to MATLAB & SIMULINK was conducted for 5th sem EEE students for providing an understanding of simulation tools. The training included theory and practical sessions on power electronic circuits and devices and renewable energy applications. Training was given by resource persons from Pantech ProEd Pvt Ltd, Chennai.

Workshop- Introduction to Pspice&Multisim was conducted for 3rd sem EEE students to provide an introduction on simulating softwares. The entire session was practical based and students simulated circuits they have studied in previous semesters. Training was given by resource persons from Walco Solutions, Cochin.

Workshop on Advanced Network Administration was conducted for S6 CS students to make them familiar about web development and related technologies. They were made to do a microproject in this area. The training was provided by Corona Institute of Technology, Kottayam.

Workshop on Network Administration and Web hosting conducted for S4 CS students to provide an understanding of network concepts and related technologies. The training was provided by Corona Institute of Technology, Kottayam.

Workshop on Advanced Java for S4 and S6 CS students to make them learn more about Java and doing projects in it. The resource persons were Mr.Sailesh S, Senior Software Engineer, Travancore Analytics, pvt ltd and Mr.Clifford P.V, Senior Software Engineer, Techgensia Technologies Pvt.Ltd.

Workshop on career oriented software training for s6 and s4 CS students to help them learn more about web development and related technologies. Resource persons were from Chizrinz Infoway Pvt. Ltd.

Workshop on Introduction to Pspice&Multisim conducted for S3 EC students to provide an introduction on simulating softwares. The entire session was practical based and students simulated circuits they have studied in previous semesters. Training was given by resource persons from Pantech ProEd Pvt Ltd, Chennai.

Workshop on Embedded System Programming conducted for S7 EEE students to provide them with a deep knowledge of embedded system programming using Micro C.

Workshop on Embedded System Design conducted for S7 EC students with resource persons from KITES Embedded Solutions , Cochin provided training on programming and interfacing with PIC microcontroller.

Workshop on Electronic simulation using Pspice for S3 EC students to provide awareness about simulating softwares.

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

2.7 PROGRAMMES CONDUCTED UNDER EAP

2.7.1 REMEDIAL CLASSES

TABLE 2.7.1

REMEDIAL CLASS FOR 1 ST /2 ND SEM SUBJECTS(supply students of KTU)						
Sl. no	Subject	Faculty	No.of hours	No. of participants	Duration	Remuneration
1	Engineering Mechanics	Devanand C N	24	11	18/06/16 – 29/06/16	14400
2	Engineering Physics	Alphonsa K A	24	8	18/06/16 – 29/06/16	14400
3	Engineering Chemistry	Alphonsa T N	24	8	18/06/16 – 29/06/16	14400
4	Engineering Graphics	Shine U P	24	14	18/06/16 – 29/06/16	14400
5	Basics of Mechanical Engineering	Rajesh V G	8	4	18/06/16 – 29/06/16	4800
6	Basics of Mechanical Engineering	Sandhya P Gopal	16	8	18/06/16 – 29/06/16	9600
7	Basics of Electrical Engineering	Meera E	24	8	18/06/16 – 29/06/16	14400
8	Differential Equations	Girish Chandra	24	9	18/06/16 – 29/06/16	14400
Other Expenses					1320	
Total Expenditure					102120	
Other subjects (CUSAT)						
1	Engineering Mechanics	Devanand C N	16	38	April-16	9600

2	DSP	Ajay Nath S A	14	15	26/07/16 – 05/08/16	8400
	Other Expenses				1920	
	Total Expenditure				19920	
BRIDG COURSES						
1	C Programming	MuhammedIlyas	24	50	16- 24/07/16	14400
		Joyce Jose	24			14400
2	Mathematics	Girish Chandra	12	65	09/08/16 – 12/08/16	7200
3	Mathematics	Anagha Raveendran	24	60+35		14400
	Other expenses				13888	
	Total Expenditure				64288	

2.7.2 Soft Skill and other Training program to students

Table 2.7.2

Sl. No	Title of the Programme	Semester & batch	Duration & date	No. of participants	Co-ordinator	Expenditure
1	Soft skill training	S ₈ EC	08/03/16 – 10/03/16	50	Dr.Jayasree V K	26368
2	Soft skill training	S ₈ &S ₆ EC,CS,EE	Nov -15	157	Greeshma N Gopal	56328
3	Socio Emotional Learning, an innovative technique	S5 EC	20/07/16	41	RadhaBalakrishnan	10540
4	Motivation and Counselling	First Year	03/08/16 – 06/08/16	170	Sarakutty K J	40390
	Total Expenses					133626

2.7.3. HIT programmes

As per decisions of previous BOGs, 3 High Intensity Training Programmes were conducted as detailed below in table. Since it is a procurement of services, the Quality and Cost Based Selection (QCBS) method is adopted for identifying the service provider. The selection process included preparation of terms of reference, cost & budget estimates, advertisement for expression of interest, evaluation of this to shortlist 6 firms, preparation and issuance of request for proposal, receipt ,

opening and evaluation of technical and financial proposals and negotiation and award of contract to the selected firm. The payment terms are fixed to be 75% of the contract amount on satisfactory completion of the programme and the rest after 6 months or 25% of the trained students getting placements whichever is later.

All the three programmes were completed successfully and 75% payment is made to 2 of the service providers as detailed below;

TABLE 2.7.3

Programme	Coordinator	Starting date & duration	No of participants	Contract amount	Expenditure made
HIT on Java & Androidg by Nest Information Technologies, Aluva	Janu R Panicker	Nov-15	34	592800	148200(II installment - 25%)
HIT on Industrial Automation by Walrus Marine and Engineering, Cochin	ElizwaLaiju	22/08/16 – 19/09/16	30	805000	603750(I installment - 75%)
HIT on Fiber Optic Technology by Nest Information Technologies, Aluva	Sreekumar K	22/08/16 – 22/09/16	36	995000	746250 (I installment - 75%)
HIT on Linux Server Administration by Clado Solutions, Cochin	Janu R Panicker	30/08/16 – 01/10/16	36	937080	Not settled
Total					14,98,200

Action Sought:

The BOG may kindly note and ratify the expenditure .

2.8 REPORT ON THE INTERNATIONAL CONFERENCES CONDUCTED**2.8.1. Report-International Conference on Information Science 2016 (ICIS 2016)**

The 2nd International Conference on Information Science 2016 (ICIS'16) was organized by the Department of Computer Science & Engineering, College of Engineering Cherthala, Kerala, in association with IEEE and financially been sponsored by Technical Education Quality Improvement Programme (TEQIP II). ICIS'16 was held during August 12th and 13th of 2016 at Le-Meridian Cochin, Kerala, India. The event was inaugurated in the esteemed presence of the Dr.

Suresh Nair, Chair of IEEE Kochi Subsection under Kerala Section. ICIS'16 was aimed to provide a platform for academicians, practitioners, and researchers in Computer Science to communicate, exchange, and cooperate in the areas of Cloud Computing, Grid Computing, Networking & Communication, Security & Cryptography, Intelligent Computing, Data Mining, Parallel Programming, Natural Language Processing, and Digital Image Processing. We had four Key note sessions during the event. Dr. Neeraj Mittal – University of Texas, Dr. Kishor Trivedi – Duke University USA, Dr. Nildari Sekhar Dash - Indian Statistical Institute, Kolkata, Dr. Victor Govindaswami – Concordia University Chicago had made their auspicious Keynote session on various topics.

In total, 258 papers had been received for the Conference. From that, 56 papers were selected for presentation in which 3 were International papers. The proposed budget which had been sanctioned by BOG was **Rs. 16,47,100** and the actual expenditure was only about **Rs. 14,60,920**. Before the event, a good preparation was required which was started one year in prior. An IRG of **Rs. 3,22,062/-** has been achieved from this conference.

Rather than an area for presenting papers, the two day conference program has also opened an environment for many innovative ideas to young researchers which was presented by Keynotes and delegates. Moreover, students was also be able to interact with the delegates, and share their innovative ideas, motivating the students and young researchers to move further and deeper into their areas of research and technology. We had received a good response from young researchers from the session of Keynotes and interactive session with them. The conference in short was filled with innovative ideas which had fostered the young minds guiding deep into the research and development of new ideas.

TABLE 2.8.1

Item of expenditure	Approved budget	Actual expenditure
Venue	700000	690000
Printing of Brouchers	5000	14000
TA for resource person	375000	461098
Remuneration to resource person	100000	76000
Printing of Conference Proceedings	75000	70499
Conference Kit	75000	67500
Accommodation	100000	52469

Other Miscellaneous expenses	50000	29354
Technical sponsorship from IEEE	67000	
IEEE publication	100000	
Total	1647000	1460920

2.8.2 International Conference on Signal Processing and Communication

The International Conference on Signal Processing And Advanced Communication 2016(SPAAC'16) organized by EC Department of College of Engineering Cherthala was held on 10 and 11th of August 2016, at Le Meridien Convention Centre, Kochi. The event was sponsored by the Technical quality improvement programme(TEQIP II). The Inaugural ceremony was started at 10 am.

Shri Kedarnath Shenoy ,Director of NPOL inaugurated the function. Conference was held in two sessions at two venues,CMS Hall and Manappuram hall . By 11.15 am the first keynote address was delivered by Prof.Dr.Rajappa Papannareddy,Phd PR Light COM Broadband Solutions Private Limited. The talk was on optical fibre Communication systems and networks.

The afternoon Section was started with the keynote address by Dr. Elizabeth Elias, Department of ECE NIT Calicut on Multirate Systems And Applications of Filter banks and Prof .Xavier Fernando Director Of Ryerson university Canada on Radio over fibre systems for Wireless Communication.

The Paper Presentation was held as two sessions. The session 1 chaired by Prof.Dr.Rajappa Papannareddy was on Optical communication. Seven papers were presented and the paper "Single FBG All optical Demultiplexer for SCM ROF links" by Xavier Fernando and MK Dutta was selected as the best paper. The session 2 chaired by Dr.Wilsey was on Image processing. Twelve papers were presented and the paper "Double colour image compression Encryption using compressive sensing " by Surumy Backer and jayadasck was selected as the best paper.

The second day of Conference was started at 10 am with the key note address of Prof KJ Vinoy ,IISCBanglore on the topic R F Energy Harvesting for internet of things and Prof DeepaVenkitesh associate prof Department of EEE on the topic signal processing for high speed optical Communication.

The Paper Presentation was held as two sessions. The session 3 chaired by Dr. E .Gopinathan was on signal processing`. Seven papers were presented .The session 4 chaired by Dr.MeenaD was on

R F Communication. Five papers were presented and the paper “A Compact wideband square slot antenna with enhanced banded for 5.2/5.8 GHz WLAN applications“ by Muhammed Ameen ,Prakash K C ,Sumitha Mathew was selected as the best paper.

The afternoon Section was started with the keynote address of Dr Vinod A L,Intersil corporation ,UK on internet of things – growth engine for semiconductor industry.The session 5 chaired by Dr.Gopikakumari was on signal processing. five papers were presented .The session 6 chaired by Dr.Unnikrishnan was on biomedical Image processing. Twelve papers were presented and the paper “skin cancer detection through the lesion analysis “by Minusri T R and Jibi John was selected as the best paper.

Thus SPAAC 16 concluded with its closing ceremony conducted by the department of ECE, College of Engineering Cherthala.

TABLE 2.8.2

Item of expenditure	Approved budget	Actual expenditure
Venue	700000	690000
TA for resource person	410000	154830
Remuneration to resource person	75000	48000
Printing of Conference Proceedings	60000	98949
Conference Kit	68000	42200
Accommodation	92000	23071
Other Miscellaneous expenses	70000	16495
Total	1475000	1073545

Action Sought:

The BOG may kindly note and ratify the expenditure.

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. 3 faculty members of this institution have submitted proposals for reimbursement of 50% of amount paid by them for IEEE membership, which was reimbursed.

Table 2.9

Sl. No	Name	Designation	Membership fee paid	Amount reimbursed
1	Irshad Ali T.K	AP in EC	5076.66	2538
2	Janu R.Panicker	AP in CS	2550	1275
3	Greeshma N.Gopal	AP in CS	2550	1275
Total				5088

Action Sought:

The BOG may kindly note and ratify.

2.10 TUITION FEE REIMBURSEMENT

Rs.15010/- towards tuition fee for 3rd 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 and ratify.

2.11 MoU WITH ICT ACADEMY OF KERALA

ICT Academy of Kerala has submitted a proposal for renewal of MoU which expired on 30.09.2016. The objective of this Memorandum of Understanding is:

- a. To improve employability skills of the trainees (both Faculty and Students), Assessments and Certifications developed by ICTAK. This will be achieved through resources, regular workshops, training programs, capacity building and faculty development and Career Guidance & Placement support. Under this MoU, the ICTAK will ensure timely completion of training assessment and certification.
- b. ICTAK will ensure that training, assessment and certification which will be done by ICTAK approved Trainers.

Under this MOU, ICTAK provides the following:

- Three (3) Man-days of training for either Students or faculty inside the Member College Campus
- Free Assessment tests for students
- Facilitate the Students Development Program (SDP) using "Paatshala"

- Free entry to Industry - Institute Interaction even at regional level;
- The member institution can participate in the ICT Academy Awards, which will be announced later.
- ICTAK Partner Programme on mutually agreed terms of the Partner Organization.
- Any other programme that are mutually agreed upon.

The membership fee for 3 years is Rs.1,80,000/- with the total cost of Rs.2,07,000/- inclusive of tax.

Action Sought:

The BOG may kindly note and sanction.

2.12 REPORT ON ACREDITATION STATUS

NBA has informed that to implement the revised duration for award of accreditation, i.e., Provisional Accreditation of 2 years has been revised to 3 years and the full accreditation of 5 years to 6 years to the **UG Engineering Programs** being considered for accreditation under outcome based format(Tier I/Tier II), the Institutions which have applied for UG Engineering Programs and **have submitted or are filling the SAR in old format** are required to submit the pre-qualifiers before the expert team visit is conducted. Likewise, the prequalifiers were submitted. Now NBA has informed the following;

The Pre-Qualifiers have been examined in NBA and have been approved in respect of Electronics and Communication Engineering Programme and the updated SAR in respect of this Programme along with five slots of dates from October, 2016 onwards for the expert team visit is to be submitted.

As regards Computer Science and Engineering programme it is observed that in the programme, Faculty Student Ratio (FSR) is 1:23.22 against the maximum required FSR, i.e., 1:20. Therefore, the pre-qualifier of Computer Science & Engineering programme are not approved. Hence, either the programme may be withdrawn and the accreditation fee paid will be fully refunded or fulfil the minimum qualifiers within the period of 3 months from the date of this email failing which the programme will be treated as withdrawn. In that case 90% of the fee paid will be refunded.

Action Sought:

The BOG may kindly note.

2.13 REPORT ON FACULTY POSITION

Dr.Preetha Theresa Joy, Associate Professor in Computer Science, Ms.Manju K. Assistant Professor in Computer Science , Ms.Jibi John, Mr. Jagadeesh Kumar P., Ms.Anjana Devi and Ms.Metty George Assistant Professors in Electronics engineering joined after completing her tenure under sponsorship for M.Tech. Dr.Mini M.G , Dr.Jayasree V.K,Dr.Laila D and Dr.Preetha Theresa Joy were promoted as Professors and Dr.Jayasree V.K, and Dr.Laila D were posted in other IHRD institutions.

Consequent to the transfer of the above faculty members, the HODs, nodal officers and heads of various committees were changed as listed below; accordingly all the TEQIP committees are reconstituted (See annexure III) . Dr.Rajesh V.G who was the academic coordinator even though expressed his desire to step down ,was not permitted by the last BOG. Since he was unwilling to cooperate in TEQIP activities, it had become very difficult to carry out the activities and hence he was replaced, subject to the ratification of the BOG. The TEQIP cell coordinators and Head of the Departments are listed below;

TEQIP Coordinator	Ms.Sarakutty K.J.
Procurement Coordinator	Mr.Jagadeeshkumar P.
Academic coordinator	Ms.Jibi John
Finance coordinator	Mr.Jayadas C.K
IIC Coordinator	Mr.Sreekumar K.
Civil works	Mr.Priyakumar T.N
EAP Coordinator	Ms. Radha Balakrishnan
R&D Coordinator	Dr.Preetha Theresa Joy
Finishing School	Ms.Greeshma N.Gopal
HOD, Dept of Electronics Engg.	Mr.Jayadas C.K
HOD, Dept of Computer Science	Dr.Preetha Theresa Joy
HOD, Dept. of Electrical Engg	Mr.Rajeevan A.K

Action Sought:

The BOG may kindly note and ratify.

2.14 AUDIT REPORTS

1. Mentoring report is attached as Annexure II.
2. Statutory audit observations is attached as Annexure III .

3. The report of the internal audit conducted for second half of the year 2015-16 is attached as annexure IV.

Final performance audit of the institution was conducted during 28th-30th of August 2016

Action Sought:

The BOG may kindly note.

2.15 OFFICIAL TEQIP PROGRAMMES ATTENDED

Dr. Mini M.G, Principal in charge , and Dr. C.P.Girijavallabhan, Chairman BOG attended the good governance workshop conducted by NPIU at Habitat Centre, New Delhi on 30th August 2016. Principal and TEQIP coordinator attended the review meeting of 7th JRM at MASCOT hotel, Thiruvananthapuram on 27th September . Dr. Mini M.G, Principal in charge attended the review meeting on 27th July at Principal Secretaries Chamber, Thiruvananthapuram.

Action Sought:

The BOG may kindly note.

2.16 STATUS OF IRG ACCOUNTS

As of date, an amount of Rs.26,34,533/- has been deposited in the four Corpus Accounts for TEQIP-II of CE Cherthala. The split up is as in the following table:

Table 2.16

Particulars	Amount In Rs
SBT 67262515481 (Corpus Fund)	822424.00
SBT 67262515628 (Faculty Development Fund)	574741.00
SBT 67262516519 (Maintenance Fund)	618665.00
SBT 67262516586 (Equipment Replacement)	618703.00
Grand Total	2634533

Action Sought: The BOG may kindly note.

2.17 SUMMARY OF EXPENDITURE

The expenditure incurred after the 11thBOG is listed in the following table::

Table 2.17.1

Expenditure summary	
01.06.2016 to 30.09.2016	
Particulars	Amount in lakhs
Incremental Operating Cost	6.02
Procurement	3.78
Assistantships	5.67
Capacity Development	0
FSD	18.5
III Cell	3.35
R & D	21
Reforms	0
Student Support	19.41
Grand Total	77.71

Table 2.17.2

1-April-2013 to 30-Sep-2016

Particulars	Amount	
Incremental Operating Cost		4988354.79
Bank Charge	3680.79	
Consumables	535673.00	
Operation and Maintenance	2901000.00	
Salaries	1548001.00	
Procurement		55377872.00
Books & LR&S & Software	9889756.00	
Equipment	34669326.00	
Furniture	5917613.00	
Minor Civil Works	4852514.00	
Minor Items	48663.00	
Assistantships		8021245.00
Capacity Development		190461.00
FSD		8820839.00
III Cell		925201.00
R & D		2618463.00
Reforms		898880.00
Student Support		4041494.00
Grand Total		85882809.79

Action Sought: The BOG may kindly note.

PART 3
DISCUSSIONS AND APPROVALS

3.1 PLANNED ACADEMIC PROGRAMMES FOR THE NEXT FOUR MONTHS

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

Table 3.1.1 In house programs

Sl. No.	Title of the Programme	Dept	date	No. of participants			Coordinator	Expenditure (Rs)
				Own Institute	Others (IRG)	Total		
1	Internet of Things	EC & CS	Oct-16	35	5	40	Dr. Preetha Theresa Joy & Jagadeesh kumar P	150000
2	Advanced Wireless Communication Systems	EC	Oct-16	26	4	30	Anjanadevi S	85000
3	VLSI Hardware Design	EC	Nov-16	24	6	30	Jagadeesh kumar P	75000
4	Robotics & Artificial Intelligence	EC	Nov-16	25	5	30	Sreekumar K	100000
5	Opto-Electronics & Communication Techniques	EC	Dec-16	24	6	30	Jibi John	120000
6	FOSS Research & Scientific Computing	EC	Dec-16	27	3	30	Sreekumar K	105000
7	Information & Cyber Security	EC	Jan-17	25	5	30	Jayadas C K	95000
8	MEMS & NEMS	EC	Jan-17	25	5	30	Mitty George	110000
9	Obtaining Research Funding	CS	Oct-16	26	4	30	Manju K	100000
10	Outcome Based Education and NBA Accreditation	CS	Nov-16	25	5	30	Anitha M A	115000
11	Computer architecture and Parallel processing	CS	Nov-16	25	5	30	Janu R Panicker	125000
12	Big Data Analytics	CS	Dec-16	25	5	30	Greeshma N Gopal	150000
13	Forensics on Image and Video samples	CS	Dec-16	24	6	30	Muhammed Ilyas H	100000
14	Mathematical modeling	App. SC	16-Nov	25	5	30	Radha balakrishnan	100000
Total								1530000

Table 3.1.2 outstation programmes

No.	Name	Designation	Organisation providing training	Programme Title	Duration & Date	Expenditure (Rs.)
1	Radha Balakrishnan	Associate Professor	NIT Warangal	Mathematical modelling and advanced numerical techniques	2-7 Dec'16	40000
2	Sandhya P Gopal	Assistant Professor	NIT Warangal	Mathematical modelling and advanced numerical techniques	2-7 Dec'16	40000
3	Sandhya P Gopal	Assistant Professor	IIT Kharagpur	Fluid drive and alternative driven and control in aerospace actuation systems	9-13 Dec'16	40000
4	Sarakutty K.J	Associate Professor	NITTR Chandigarh	Student centered method	24-28 Oct'16	30000
5	Priyakumar T N	Assistant Professor	NITTR Chandigarh	Student centered method	24-28 Oct'16	30000
6	Sandhya P Gopal	Assistant Professor	NITTR Chandigarh	Student centered method	24-28 Oct'16	30000
7	Radha Balakrishnan	Associate Professor	NITTR Chandigarh	Computer based production management	17-21 Oct'16	30000
8	Sarakutty K.J	Associate Professor	NPC, Portblair	Effective office administration & Financial management	07-11 Nov'16	40000
9	Dr.Mini M.G	Associate Professor	NPC, Portblair	Effective office administration & Financial management	07-11 Nov'16	40000
10	Rajeevan A K	Assistant Professor	NPC, Portblair	Effective office administration & Financial management	07-11 Nov'16	40000
11	Soorej M Varghese	Assistant Professor	IITM	Pedagogy	Oct-16	4500
12	Vasanthkumar	Assistant Professor	IITM	Pedagogy	Oct-16	4500
13	Sareena	Assistant Professor	IITM	Pedagogy	Oct-16	4500
14	Anju Thomas	Assistant Professor	IITM	Pedagogy	Oct-16	4500
15	Swathy Sebastian	Assistant Professor	IITM	Pedagogy	Oct-16	4500

16	Neeba George	Assistant Professor	IITM	Pedagogy	Oct-16	4500
17	Tintu Sebastian	Assistant Professor	IITM	Pedagogy	Oct-16	4500
18	Renju R	Assistant Professor	IITM	Pedagogy	Oct-16	4500
19	Deepa S Dev	Assistant Professor	IITM	Pedagogy	Oct-16	4500
20	Anjali Suresh	Assistant Professor	IITM	Pedagogy	Oct-16	4500
21	Meera E	Assistant Professor	MEC	Power system drivers and control	3-7 Oct'16	40000
22	Jayadas C K	Professor	MEC	Power system drivers and control	3-7 Oct'16	40000
23	Anjali Suresh	Assistant Professor	MEC	Power system drivers and control	3-7 Oct'16	40000
24	Sreekumar S	Assistant Professor	IIT Kharagpur	Analysis and Implementation of Dielectric Resonator Antennas	21-26 Nov'16	40000
25	Rajeevan A K	Assistant Professor	NIT bhopal	Power system transient stability analysis	5-9 Dec'16	40000
26	kannadas P.K		IIT Gandhinagar	Fuel technology	5-9 Dec'16	40000
27	Muhammed Ilyas H	Assistant Professor	NIT bhopal	Advance Java programming	5-9 Dec'16	40000
						685000

Table 3.1.3 Student Training Programme

	Topic	Student Batch	Coordinators		Dates	No Of Days	Expenditure
1	PHP and My SQL	S3CS	Greeshma N Gopal	Josna Jose	October 4-9	6	60000
2	Robotics	S7 CS	Janu R Panicker	Fathima N	October 17-22	6	100000
3	Awareness on Linux OS	S1 CS	Manju K	Judy Ann Joy	October 25-28	4	40000
4	Web page development	S3 CS	Manju K	Joyce Jose	Nov 1-4	4	40000
5	Internet of Things	S7 CS	Dr. Preetha Theresa Joy	Asha Thomas	November 7-8	2	20000
6	Python Programming	S7 CS	Mohammed Ilyas H	Chithira	November 8-11	4	70000

7	Raspberry Pi	S5 CS	Mohammed Ilyas H	Jeena John	November 15-18	4	70000
8	Big Data Analytics	S5 CS	Greeshma N Gopal	Mridula Sojan	November 21- 26	6	100000
9	Software Engineering Tools for project design	S5 CS	Anitha M A	Jissy Raju	November 21-22	2	15000
10	Introduction to R Programming	S7 CS	Anitha M A	Sreelakshmi Murali	Nove 28-30, Dec 1-3	6	100000
11	Java Script	S5 CS	Dr. Preetha Theresa Joy	Santhi Krishna M S	Dec 5-10	6	70000
12	J Query and Ajax	S5 CS	Janu R Panicker	Dhanya Dharmajan	Dec 12-17	6	70000
13	Introduction to Workshop on LaTeX	S7 EC	Sreekumar	Ajaynath	Nov-16	6	60000
14	Familiarization of Signal processing tool box- MATLAB and DSP trainer kits	S5EC.	Jayadas C K	Sareena P M	November 2016	6	70000
15	Industry Visit	S3EC	Jibi John	Mitty George	November 2016	1	35000
16	Industry Visit	S5EC	Jagadeeshkumar P	Tintu	November 2016	1	35000
17	Software Tools for VLSI Design	S6 EC	Jagadeeshkumar P	Anju Thomas	December 2016	8	75000
18	Familiarization of MATLAB-The Scientific Computing Tool.	S4EC	Anjali R	Deepa S Dev	December 2016	6	70000
19	HDL Simulation of Logic Circuits.	S4EC	Anjana Devi	Neeba George	December 2016	6	70000
20	Career Planning and Entrepreneurial Practices	S8EC.	Jayadas C K	Sooraj Varghese	November 2016	4	50000
21	Familiarization of PSpice	S4EC	Mitty George	Renju R	November 2016	6	70000
Total							1290000

Action Sought:

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

3.2 ACADEMIC ACTIVITIES PROPOSED IN COLLABORATION WITH IIT GANDHINAGAR

To enhance the academic expenditure of the project institutions, MHRD has taken up the initiative and conducted a meeting with IIT Gandhinagar and IIT Gandhinagar has prepared a proposal of

various academic activities for the project institutions. NPIU has sent this proposal to all project institutions through SPFU. The copy of the e-mail and the proposal are attached as annexure –4

Hence CE Cherthala has prepared the following proposal :

Table 3.2

Activity	Duration	No of participants	Total cost
Soft Skill Workshop for students	5 days	16	250000
Symposium for students	2 days	12	120000
Lab visit	1 day	40	250000
Symposium for faculty	2 days	10	400000
Leadership Exposure for faculty	5days	4	350000
Skill development for staff	3 days	5	130000
TOTAL			1500000

Action Sought:

The BOG may kindly approve the conduct of the above academic programs

3.3 HIT on ELECTRONIC CHIP LEVEL TRAINING

One of the key activities of EAP under the aegis of finishing school is conducting high intensity training (of at least 4-weeks duration) for development of soft and professional skills in the students that graduate but fail to secure any employment. The HIT programme is also open to students of other colleges. No fee is to be collected from the students for this purpose.

It is understood on discussions with experts from industry that there will be requirement of Engineering Graduates who are skilled in ‘Electronic Chip Level Training’, for the next few years. The students from both EC and CS departments can be participated in this HIT. In these circumstances, the EAP cell of CE Cherthala is proposing a High Intensity Training programme on Electronic Chip Level Training, which is to be initiated as a service on the Procurement Management Support System (PMSS). The Coordinator for the above HIT is Ms.Sandhya P Gopal,

Assistant Professor in Mechanical Engineering. The Terms of Reference of the said proposal is attached as Annexure

3.4 Fixing the tentative date of the XIII 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 XI BOG

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**

www.cectl.ac.in

Phone: +91 478 2553416

AGENDA**Part 1-Procedural**

Sl. No	Items
1.1	Confirming the Minutes of the 10 th 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 10 th 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 10 th 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	IIC 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 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 8 th BOG	Decision Taken	Action Taken / current status
1.1	The BOG confirmed the approved minutes of the 10 th 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 10 th 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	10th to 12th	4537

				at IIT	March 2016	
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	26 th to 27 th Feb 2016	2807
9	Josna Jose	AP	CS	..	26 th to 27 th Feb 2016	2807
10	Radha Balakrishnan	AP	General	Mathematics as a Teaching aid at IIT , Roorkee	9 th to 12 th 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 Finishing School Palayam	25.04.2016-29.04.2016	37200
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	5 th to 7 th May 2016	10428
49	Dr.Laila D	Associate Professor	EC	Advanced Pedagogy	5 th to 7 th May 2016	10428
50	Sundareshan V L	Foreman	Mechanica 1	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 23 rd to May 27 th 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	750

		session	
3	Muhammed Ilyas	A Survey on Sybil attack 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 to 20th, 23rd to 25 th Feb 2016 for S6EC	53494
2	Muhammed Ilyas	AP, CS	Android UI Programming	19th to 21 st Feb 2016 for S4CS	26935
3	Elizwa Laiju	AP, EEE	Student Training Program on Designing of Electrical Machines	18.03.2016 for 8 th Sem EEE students	10554
4	Elizwa Laiju	AP, EEE	PIC Microcontrollers with Micro C & Proteus	17 th to 18 th February 2016 for 6 th 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	5,6,12,19,20,26,2 7/9/15,3,4/10/15	327	Greeshma N Gopal	41460
2	Soft skill training	S ₈ EC,CS,EE	3,4,10,11,17,18,2 4,25,31/10/15,1, 2/11/15	157		67940
3	Soft skill training	S ₈ &S ₆ EC,CS,EE	5,6,12,19,20,26,2 7/9/15,3,4/10/15	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		11,17,18,24,25,3 1.10.15 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 programmes 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
Consumables	104026.00
Operation and Maintenance	88245.00
Salaries	153710.00
Procurement	
Books & LRs & Software	323383.00
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. Girija Vallabhan 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	July 2016	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 Analysis	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

Chairman

Dr.Mini M G

Principal

Annexure II- Mentors report

MENTOR'S REPORT FORM (1)

NAME OF MENTOR: Dr. P. Pratapachandran Nair

DATES OF MENTORING VISIT: 04th and 05th August 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 31.07.2016, Rs.799.96 lakhs was spent out of Rs.10 crore allotted. 5 in house faculty development programmes were conducted after my visit in February 2016. 77 members of faculty attended various training programmes outside the institution. There are 5 research publications in National/International journals. Several students training programmes were arranged under III cell. Remedial classes for students in all even semester were conducted. Soft skill training was conducted 34 U. G students got placement offers from MNCs, like Infosys, Wipro, CTS, IBS, MPhasis etc	For the second semester students under KTU, the pass percentage was 46%. Improvement is noted compared to 1 st semester(39%). For the senior semester students under CUSAT, there is improvement in the pass percentage. Transition rate is 67% after the supplementary exam. There is a slight decline in the placement offers compared to last year.
1.2	SCALING UP POSTGRADUATE EDUCATION AND DEMAND-DRIVEN RESEARCH, DEVELOPMENT AND INNOVATION	Two PG programmes are conducted one in the Electronics stream and the other in Computer Science & Engineering	Laboratories are set up. Compared to last year, there are lesser number of students admitted in the P G programme.
1.2.1	ESTABLISHING CENTRES OF EXCELLENCE	Not applicable.	
1.3	FACULTY DEVELOPMENT FOR EFFECTIVE TEACHING(PEDAGOGICAL TRAINING)	4 new faculty attended pedagogical training at IIT, Madras in March 2016.	Progress is seen.
COMPONENT 2: IMPROVING SYSTEM MANAGEMENT			

2.1	CAPACITY BUILDING TO STRENGTHEN MANAGEMENT	Nobody could be sent for training.	NA
2.1.1	IMPLEMENTATION OF GOOD INSTITUTIONAL GOVERNANCE	11 BoG meetings were conducted so far.	Progress is seen.
2.2	PROJECT MANAGEMENT, MONITORING AND EVALUATION	Governing Body takes active interest in the implementation of the project. Monthly review meetings are held by SPFU Kerala for monitoring the progress of the project	Good progress is observed.

MENTOR'S REPORT FORM (2)

NAME OF MENTOR: Dr. P. Pratapachandran Nair

DATES OF MENTORING VISIT: 04th and 05th August 2015

NAME OF INSTITUTION WITH LOCATION: College of Engineering, Cherthala

No.	LIST OF INTERVIEWS	KEY DISCUSSION SUMMARY POINTS
1.	UNDERGRADUATE STUDENTS	Performance evaluation of students is transparent. Even though faculty evaluation by students is made on line, only one feedback is taken, that too at the end of the semester. I have suggested to take at least two feedbacks, one may be after a few classes have been taken and the other at the end of the semester. I understand that based on the students feedback corrective action is taken by the respective HoDs/Principal. Mentoring of the students is to be made more effective. At least 3 staff advisors may be nominated for a class of strength 60. Students may be encouraged to take projects from industry. More interaction with industry is required for the same. More toilets to be provided. I understand that when the NABARD block is made functional the same can be achieved. Sick room for girls to be provided. Students may be motivated to become members in Professional societies like IEEE, CSI, IE(I), ISTE, IETE etc. More books pertaining to KTU syllabus to be procured in the library. Canteen facility to be improved.
2.	POSTGRADUATE STUDENTS	Students are satisfied with the academic ambience. Industry visits to be arranged. Curriculum may be modified in order that students can take project work from Industry. (At present in the third semester they have two theory subjects). At present staff evaluation by students is done off line. It should be made on line and at least two feedbacks is to be taken. Students may be asked to become members in Professional societies like IEEE, CSI, IETE, IE(I) etc. GATE coaching to be imparted to both PG & U G students.
3.	FACULTY	4 members of faculty are undergoing M Tech programme and 3 are pursuing Ph. D and 3 more are to register for Ph.D this semester. No faculty has given a viable research proposal to avail seed money. They may be motivated to take research programme. There is no funded project. More interaction with industry is required. Nobody has taken any consultancy work. Even though TEQIP funding is available to become members

		in professional society, only the Principal of this college has made use of this offer.
4.	STAFF	In house programmes for supporting staff to be arranged. Since there is acute shortage of staff, they are not able to attend programmes conducted outside the institution.
5.	SENIOR MANAGEMENT	<p>The different modules in the campus automation package is being implemented. Two international conferences are planned. One in signal processing and advanced communication engineering during 10th & 11th August 2016 organized by the ECE dept and the second on 'Information systems' during 12th & 13th August 2016 organized by the CSE dept. Many experts from abroad are expected.</p> <p>Three High Intensity Training programmes are being conducted.</p> <ol style="list-style-type: none"> 1. Fibre Optics Technology- 20 days duration- 35 participants. 2. Lynux server administration-45 days- 38 participants. 3. Industrial Automation- 20 days-40 participants.
6.	MEMBERS OF THE GOVERNING BODY	External members were not available.
7.	INDUSTRY REPRESENTATIVES	Not available
8	HEAD OF THE INSTITUTION	Even though the construction of the academic block (NABARD funded) is completed, the electrification is yet to be carried out. More regular faculty is to be inducted, 40 lady students are accommodated in a private hostel nearby the institution under the control of the College. Academic collaboration with IITs/NITs to be established. M.O.Us with industries to be signed.

MENTOR'S REPORT FORM (3)

NAME OF MENTOR: Dr. P. Pratapachandran Nair

DATES OF MENTORING VISIT: 04th and 05th August 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 the cadre ratio as per AICTE norms.	The Director IHRD could transfer some faculty from other institutions. At present there are 28 regular faculty. More recruitment is expected soon.	NA
2.	Accreditation of the courses.	More effort from top management is required.	NA
3	Lack of an auditorium	PTA has taken interest in this regard.	NA
4	Lack of hostels for girls and boys	A private building is hired situated near by the institution to accommodate 40 girl students. No such building was available for the boys.	NA

Annexure III- Statutory Auditors Observations

COLLEGE OF ENGINEERING CHERTHALA**STATUTORY AUDIT OBSERVATIONS FY 2015-16**

- PROCUREMENT**

SL No	OBSERVATIONS	MANAGEMENT REPLY
1	<p>The institution incurred Rs 82,000/- as cost for purchasing ID card printer. As per Project Implementation Plan <i>“Procurement of Goods [equipment; furniture; books & LRs, softwares; and minor items] and minor civil works that may be required under the Project for improvement in teaching, training and learning facilities”</i>. How the above item improve teaching, training and learning facilities. Since the above item doesn't improve teaching, training and learning facilities it will leads to disallowance of Rs 82,000/-.</p>	<p>Discipline is an integral part of teaching learning process and ID card is one of the tools for insisting discipline. Moreover many of the facilities procured under TEQIP is accessible by producing ID cards, particularly during outside office hours. For timely supply of ID cards a card printing machine is very necessary in the college .The purchase of ID card machine is carried out after getting sanction from the BOG and observing all other formalities. Hence this objection may be dropped.</p>
2	<p>During the year the institution procured the package “Staff Cabin with accessories” through PMSS. The installation was not fully completed till the end of the FY 2015-16. However the full cost of Rs 7,49,998/- was paid on the request of the contractor.</p>	<p>The staff cabin was purchased for the new building which is supposed to be operational from the current academic year. As per NPIU guidelines, payment should not be delayed more than one month if the items were received in good condition and as per the desired specification. Since there was a slight delay in completing the construction work by March 2016, the staff cabins were temporarily fixed in the space available in the main building and payment was made on the condition that it will be refixed in the new staff rooms by the supplier without charging any additional costs. Accordingly the cabins were fixed in the new staff rooms by the</p>

		supplier in the last week of July 2016.
3	<p>During the course of our verification it was observed that in respect of the following packages dates are not mentioned in the quotation form :</p> <ol style="list-style-type: none"> 1. TEQIP-II/KL/KLIG19/149 – Staff Cabin 2. TEQIP II /KL/145 - Furniture for Physics ,Chemistry Lab <p>As a result we can't ensure that the quotations were received before the due date for receipt of quotation.</p>	<p>The date and time of receipt of the quotations were marked on the sealed cover when the same is received in the office, signed by the procurement coordinator. The same is also recorded in the quotation register. Only upon opening the quotations , we could see that the dates are not mentioned and there is no provision for rejecting the quotations which does not contain dates.</p>

• **ACADEMIC SUPPORT FOR WEAKER STUDENTS**

SL No	OBSERVATIONS	MANAGEMENT REPLY
1	<p>During the year the institution conducted "HIT on Java & Android" by Nest Information Technologies Private Limited. Total expenditure for the programme was 5,92,800/- and the institution paid 75% of the expenditure (ie, 4,44,600/-) during the year without deducting TDS. As per Sec. 194J of the Income Tax Act 1961 "Every person who is responsible for paying to a resident any sum by way of fees for professional service in excess of Rs 30,000/- shall deduct tax @ 10% from such payment".</p>	<p>The HIT programme was conducted under contract with the firm Nest Information Technologies Private Limited. TDS @ 2% should have deducted from the firm at the time of payment. Now the firm has agreed to give the above amount with the admissible fine, which will be paid at the earliest.</p>
2	<p>During the year the institution incurred Rs 10,258/- as expenditure for conducting Motivation & Counseling for First Year students. The suggested activity under this head doesn't cover such type of programmes. Hence Rs 10,258/- is ineligible.</p>	<p>Most of the students coming to this college is in the range of 20,000 to 55,000 range of entrance ranks. In order to increase the transition rate from 1st year counseling and motivation classes are very much needed. Hence the objection may be dropped.</p>

• **PROVIDING ASSISTANTSHIPS FOR INCREASED ENROLMENT IN EXISTING AND NEW PG PROGRAMMES IN ENGINEERING DISCIPLINES**

SL	OBSERVATIONS	MANAGEMENT REPLY
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No		
1	Documentation lapses were found under the head Assistantship. It was observed that only statements showing list of students and amount granted are attached. And a register signed by PG coordinator & HoD is maintained which certifies that the students are eligible for assistantship.	Requests were received from the students for assistantship when they join the college. Attendance statement and details of teaching assistantship done by the students are recorded and kept. A register signed by PG coordinator & HoD and acquittance register are maintained which certifies that the students are eligible for assistantship. If any further things are needed please inform us so that we can maintain the same.

• **RESEARCH AND DEVELOPMENT**

SL No	OBSERVATIONS	MANAGEMENT REPLY
1	<p>During the course of our audit it was observed that an amount of Rs 1,32,138/- was incurred by the institution as registration fee for paper presentation by the following faculties in international conference “ICA3PP-2015” at china :</p> <ol style="list-style-type: none"> 1. Muhammed Ilyas – Rs 44,046/- 2. Janu R – Rs 44,046/- 3. Greeshma N – Rs 44,046/- <p>In respect of which only mail confirmation is attached with the vouchers and other supporting are not available for our verification. Non production of supporting evidences will leads to disallowance of Rs 1,32,138/-.</p>	Copies of all supporting documents are attached.

• **FACULTY AND STAF DEVELOPMENT**

SL No	OBSERVATIONS	MANAGEMENT REPLY
1	During the year the institution incurred Rs 6,374/- as expenditure in connection with one day motivation and orientation programme. As per PIP guidelines such types of	This was an expert talk conducted for the faculty on the topic ‘ How to excel in your profession’ and hence admissible. Hence the objection may be dropped.

	programmes are not allowable under this head. Hence Rs 6,374/- is ineligible.	
--	--	--

- INCREMENTAL OPERATING COST**

SL No	OBSERVATIONS	MANAGEMENT REPLY
1	During the year the institution incurred Rs 1,42,400/- as expenditure for conducting employment eligibility test, by Aspiring Minds, for final year students. Since it is in the nature of consultancy services it should have been procured through PMSS. However the institution doesn't procure it through PMSS the amount of Rs 1,42,400/- will become ineligible.	On July 29 th , 2014, The SPFU Director directed through email that the college should proceed for engaging the service of Aspiring Minds/NASSCOM or any other reputed career company to conduct employability assessment test. Proposals from Aspiring minds and ICT Academy were forwarded by SPFU and based on that Aspiring Minds was decided as the firm suitable for aptitude test. Hence the objection may be dropped.
2	The institution accounted Rs 5,000/- on 18.11.2015 as expenditure for the purchase of "ID card Holder with Tag" under this head. It is not an eligible expenditure under this head.	ID card holder with TAG is the consumable item required for the ID card printer. Since purchase of consumables are permissible under TEQIP IOC, this objection may be dropped.
3	The institution accounted Rs 8,700/- on 28.01.2016 as expenditure for the purchase of "Light" for institution under this head. It should be met from institution fund rather than from Teqip fund. It is not an eligible expenditure under this head.	The item light corresponds to LED bulbs purchased for labs and class rooms. Since it is a consumable item the objection may be dropped.

- OTHERS**

SL No	OBSERVATIONS	MANAGEMENT REPLY
1	During the course of our audit it was observed that the institution doesn't maintain TDS ledger in the books of accounts maintained in Tally. As a result non accounting of data in books	During 2013-14, TDS ledger were entered in cash book as well as tally records. First audit team from SPFU directed that such entries are not required. But as per the direction of the statutory auditor, Started

	of accounts occurred and it will affect the reliability of the books of accounts.	maintaining TDS ledger from July 2016 onwards.								
2	<p>During the year the following negative balances were observed in cash account :</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>24.11.2015</td> <td>10 562.00</td> </tr> <tr> <td>28.01.2016</td> <td>52 893.00</td> </tr> <tr> <td>29.01.2016</td> <td>35 893.00</td> </tr> </tbody> </table> <p>Negative balance indicates that expenses without receipt of cash.</p>	Date	Amount	24.11.2015	10 562.00	28.01.2016	52 893.00	29.01.2016	35 893.00	Already corrected
Date	Amount									
24.11.2015	10 562.00									
28.01.2016	52 893.00									
29.01.2016	35 893.00									
3	<p>During the course of our audit the following differences were observed in the bank balances as on 31.03.2016 :</p> <p>1. <u>SBT Corpus Fund 67262515481</u></p> <p>As Per Confirmation 6,99,572/- As Per Tally 6,97,572/- Difference 2,000/-</p> <p>2. <u>SBT Maintenance Fund 6762516519</u></p> <p>As Per Confirmation 4,97,092/- As Per Tally 4,99,092/- Difference 2,000/-</p>	An amount of Rs.2000/- was remitted in corpus fund instead of maintenance fund, by mistake from bank side.Steps are being taken to correct this mistake.								

Annexure IV- Internal Auditors report

COLLEGE OF ENGINEERING,**PALLIPURAM, CHERTHALA****INTERNAL AUDIT REPORT****TECHNICAL EDUCATION QUALITY IMPROVEMENT PROJECT (TEQIP)****Phase II****Part A: Brief Details of the Auditee & Audit**

- | | |
|--|--|
| a. Name & Address of the Audited | :College Of Engineering, Pallippuram,
Cherthala |
| b. Names of the office Bearers | :Principal: Dr.Mini M.G

Co-ordinator: Mrs. Sarakkutty S. J |
| c. Name/s of Audit Team Members | :Partner: Jolly Peter

Articled Assistants

Mr. Lino George, Mr. Sabari Krishnan K. |
| d. Days of audit | :2 Days (13th June 2016 - 14th June 2016) |
| e. Period covered in the previous audit | :1st April 2015 to 30st September 2015 |
| f. Period covered in the current audit | :1st October 2015 to 31th March 2016 |

Part B: Executive Summary

- | | |
|-------------------------------|---|
| a. Objectives of Audit | <ul style="list-style-type: none"> i) To evaluate the adequacy of internal control systems and management of funds. ii) To ensure the compliance of the laid down policies and procedures as documented in the Project Implementation Plan and Financial Management |
|-------------------------------|---|

Manual of the project.

b. Methodology of audit

: Vouching of all bank and cash transactions, Ledger scrutiny, analysis of fixed assets register, cash book, advance register, checking of bank reconciliation statement, scrutiny of all documents relating to purchase of fixed assets.

c. Status of implementation of financial management system.

Finance Management System was implemented in the project Institution under the Board of Governance headed by the Chairman. Different Committees and sub- committees formed for the implementation of the project under the scheme TEQIP Phase II.

d. Status of compliance of previous audit reports, including major audit observations pending compliance

(Refer Part C)

e. Key areas of weakness that need improvement

i. Disallowance of expenditure as per the World Bank Rules

Nil

ii. Procedural Lapse

No.	Observations	Implications with risk involved	Recommendations for improvement	Management Response
1.	<p>Registration fee paid for participating in International conference Rs. 1,32,138</p> <p>It is observed that an amount of Rs. 132138/- was booked under the head R&D as 'registration fee paid for International conference'</p>	<p>Due to insufficient supporting documents, we are unable to comment</p>	<p>All the supporting documents should be attached along with the</p>	<p>All the supporting documents are attached</p>

	(Rs.44,046/- each for 3 persons). This was incurred in connection with the research paper presentation at an international conference held at Zhangjiajie, China from 18-20, November, 2015. But no supporting documents viz invitation, Submissions, Minutes, Approval of BOG chairman, Screening committee minutes, are available for our verification other than the order of the college principal to disperse the amount.	on the reliability and authenticity of the said expense.	payment voucher	
2.	Non receipt of Security Deposit As part of the purchase order (Ref. No: TEQIP-II/2015/KL1G19/Shopping/128) made to Kairali Furnishers , Kalavoor for supply of furniture for physics chemistry lab, the latter was to furnish a security deposit of Rs.23,535 by D.D in favour of the principal, COE Cherthala payable at SBT Cherthala. However, the supplier submitted only a 'Cash certificate' for the same amount in his own name, made with Federal Bank, Kalavoor and not in favour of The Principal, COE Cherthala . In effect, the college is now a mere custodian of the C.D, and hadn't received any security deposit.	This amounts to violation of norms prescribed in the Procurement manual	Steps have to be initiated to obtain the Security Deposit by way of D.D. We recommend following the norms as laid down in the Procurement Manual.	Informed the supplier to submit a security deposit by way of DD instead of cash certificate.
3.	Advances, Deposits and other Current assets:			

	<ul style="list-style-type: none"> • <u>Interest on Advance:</u> As per the Government Order number G.O(P) No.419/11/Fin, interest at 18% per annum is to be collected on advances given to parties for project purposes which are not settled within a period of three months. During the course of audit, it was observed that no interest was being collected from the parties even if the advances were not settled within three months. But since no proper records are being maintained for the submission of final bills and dates of repayment we are unable to quantify the same. • <u>Advances not settled:</u> The following advances were found to be outstanding for more than one year. 	<p>This amounts to violation of Government order no. G.O(P) No.419/11/Fin dated 04/10/2011.</p>	<p>It is recommended that the advances are settled within a reasonable time and interest at the rate of 18% per annum be charged in cases where the advances are not settled within three months.</p>	<p>All the advances so far were settled before three month. The advance in question was issued only on 19.02.16</p>						
<table border="1"> <thead> <tr> <th data-bbox="181 1570 400 1599">FACULTY NAME</th> <th data-bbox="587 1570 847 1599">DATE OF ADVANCE</th> <th data-bbox="995 1570 1174 1599">AMOUNT(Rs.)</th> </tr> </thead> <tbody> <tr> <td data-bbox="181 1641 357 1671">Dr. Rajesh V G</td> <td data-bbox="587 1641 711 1671">19/02/2016</td> <td data-bbox="995 1641 1070 1671">20,000</td> </tr> </tbody> </table>					FACULTY NAME	DATE OF ADVANCE	AMOUNT(Rs.)	Dr. Rajesh V G	19/02/2016	20,000
FACULTY NAME	DATE OF ADVANCE	AMOUNT(Rs.)								
Dr. Rajesh V G	19/02/2016	20,000								
4.	<p>Maintenance of Fixed assets, Library books and other tangible assets:</p> <ul style="list-style-type: none"> • <u>Electronic Video Surveillance System</u> Upon verification of the Fixed assets it 			<p>All the cameras are in working condition .It may be due to loose contact, one camera was found not</p>						

	<p>was found that out of the 22 cameras purchased for Electronic Surveillance System, one of them was not working.</p> <ul style="list-style-type: none"> • <u>Campus Automation System</u> We are unable to verify the library module of the Campus Automation System since the server in which it was installed was down during the period of our audit. 	Proper control over assets cannot be maintained.	Management should initiate steps to repair the item within the guarantee period.	<p>working during verification</p> <p>Presently server is working perfectly</p>
5.	<p>Physical Verification of Fixed Assets by Management</p> <p>It is observed that physical verification of fixed assets is not carried out by the management at reasonable intervals of time.</p>	Verification of fixed assets by the management is an important measure of internal control to ensure that the assets purchased are actually put to use and are functioning properly. Non verification of the same indicates a weakness in the system of internal control system.	It is recommended that physical verification of all Fixed Assets be conducted by the Teqip department at reasonable intervals of time so as to exercise proper control over the assets.	Physical Verification is Scheduled
6.	<p>Fixed assets register</p> <ul style="list-style-type: none"> • The Fixed Asset Register doesn't contain all the 	Non-recording of the location of the assets in the Fixed Asset Register	Location wise details of each fixed asset is to be	

	<p>relevant details of the assets purchased such as the location of the assets</p> <ul style="list-style-type: none"> It is also noted that the department registers are not maintained and updated properly. 	<p>makes it to difficult to verify the items purchased.</p>	<p>recorded.</p> <p>Department registers are to be updated.</p>	<p>Carried out</p> <p>Steps are taken</p>
7.	<p>Unique Identification Number to Fixed assets</p> <ul style="list-style-type: none"> Unique identification number is given by way of sticker pasted on it. The Identification code was not affixed on all assets purchased after September,2015 	<p>Possibility of numbers being erased away.</p> <p>In the absence of proper identification numbers it will be difficult to identify and confirm the actual existence of the respective assets recorded in</p>	<p>Numbers should be affixed by painting on the asset or by other modern methods</p> <p>It is recommended that the Fixed Assets be properly numbered in accordance with the identification numbers generated in by the PMSS.</p>	<p>Carried out</p>

		fixed assets register.					
8.	<p>Refund of Security deposits</p> <p>During the course of our audit ,it was observed that several security deposits, the tenure of which has expired and which are supposed to be refunded to the parties concerned are not yet refunded and appearing in the books of accounts. We are informed that that the intimation letter from the suppliers has not yet been received and hence the same has not yet been refunded.</p>	Current assets and current liabilities are overstated.	It is recommended that necessary steps may be taken to refund the security deposits at the earliest.	Being done			
9.	<p>Difference in balance as per bank pass book and Tally</p> <p>There is an excess reporting of Rs. 0.02 lakhs in the bank a/c 67262516519 as per Tally and a short reporting of Rs. 0.02 lakhs in the bank a/c 67262515481 as per Tally.</p>						
Amounts in lakhs							
	<table border="1"> <thead> <tr> <th>Particulars (Bank A/C No.)</th> <th>Bank balance as per Tally</th> <th>Bank balance as per Pass Book</th> <th>Difference</th> <th>Response</th> </tr> </thead> </table>	Particulars (Bank A/C No.)	Bank balance as per Tally	Bank balance as per Pass Book	Difference	Response	
Particulars (Bank A/C No.)	Bank balance as per Tally	Bank balance as per Pass Book	Difference	Response			

SB a/c No. 67262516519	4.99	4.97	+0.02	The registration fees collected from the participants has been remitted equally to four IRG accounts. In this case an amount of Rs.2000/- has been remitted to the A/c No.67262515481 which have been credited to bank to A/c No.67262516519 instead of A/c No.67262515481.The matter have already been informed the bank but not yet reversed
SB a/c No. 67262515481	6.97	6.99	-0.02	

ii. Accounting books & records not maintained:

No.	Observations	Implications with risk involved	Recommendations for improvement	Management Response
1.	<p>Non-Accounting of TDS</p> <p>The amounts of tax deducted from parties and payments made to government are not separately accounted, even though TDS has been correctly deducted and paid.</p>	<p>Non-accounting of TDS implies the lack of control over the proper deduction and remittance of the same to the concerned authorities.</p>	<p>Separate account for tax deducted from parties has to be created and the payment of TDS needs to be routed through this account.</p>	<p>Being done from 1st july onwards</p>
2.	<p>Non-Accounting of other income</p> <p>Upon verification of the receipt books, it was found that a sum of Rs.6000/- collected as registration fee for various Workshops conducted is yet to be booked in Tally under the head 'Other Income'.</p>	<p>It implies the lack of control over proper accounting of other income collected and chances for misappropriation.</p>	<p>All receipts have to be booked in Tally.</p>	<p>Will be complied with</p>

Part C: Compliance of previous Audit Reports:

- **Internal Audit Report**

Observation	Description	Management Response	Status Of Implementation
<p>Accounting of TDS</p> <p>TDS Ledger is not maintained in Tally software.</p>	<p>TDS ledger is not maintained in Tally. Hence it is difficult to trace whether TDS has been properly deducted and remitted.</p>	<p>The suggestion will be complied with.</p>	<p>Not yet complied with.</p>
<p>Unique Identification to Fixed assets</p> <p>Unique identification number is given by way of sticker pasted on it.</p>	<p>Possibility of numbers being erased away.</p>	<p>The suggestion will be complied with.</p>	<p>Not yet complied with.</p>
<p>Surprise Verification System</p> <p>We did not find the existence of any surprise verification system or procedural audit.</p>	<p>Surprise verifications need to be conducted.</p>	<p>This is scheduled to be conducted.</p>	<p>Not yet complied with.</p>
<p>Physical Verification of Fixed Assets</p> <p>It is observed that physical verification of fixed assets is not carried out by the management at reasonable intervals of time. A Fixed Asset Register is maintained and the assets purchased are entered in the register and also the department for which the assets are purchased is mentioned. Physical verification is carried out by the concerned</p>	<p>Verification of fixed assets by the management is an important measure of internal control to ensure that the assets purchased are actually put to use and are functioning properly. Non verification of the same indicates a weakness in the system of internal control system</p>	<p>Noted</p>	<p>Not yet complied with.</p>

<p>department head randomly and not by TEQIP department.</p>			
<p>Registration fee paid for participating in International conference Rs. 27,121 being ineligible.</p>	<p>It is observed that an amount of Rs. 27,121/- was booked under the head R&D as 'registration fee paid for International conference.' This was incurred in connection with the research paper presentation at an international conference held at Bangkok, Thailand. 'Expenditure for publication of research papers in referred journals' is a permissible expenditure; however there is no evidence that the paper in question has been selected for publication in any journals. . Hence in our opinion, the above mentioned expense is an ineligible item of expenditure</p>	<p>Eventhough there is no provision for the expenditure incurred on organising conferences for R & D Topics under the head R & D for 'registration fee paid for International conference'; there is provision for the same under the subhead of "Expenditure on participation by faculty in seminar/ conferences/ workshop etc." in FSD. Hence this may be booked under the FSD head.</p>	<p>Not yet booked under FSD</p>
<p>Refund of Security deposits</p> <p>During the course of our audit ,it was observed that several security deposits, the tenure of which has expired and which are supposed to be refunded to the parties concerned are not yet refunded and appearing in the books of accounts. The management has claimed that the intimation letter from the suppliers has not yet been received and so the same has not yet been refunded.</p>	<p>Current assets and current liabilities are overstated.</p>	<p>Refund will proceeded as per the request from the firm.</p>	<p>One Security deposit has been refunded during the audit period, upon the request of the supplier.</p>

<p>Maintenance of Pass books</p> <p>It is found that the pass book for the SBT A/C 67218419542- "TEQIP FUND College Of Engineering" was missing.</p>	<p>Duplicate passbooks from the bank should be obtained as early as possible</p>	<p>Steps have already been taken to obtain duplicate passbook.</p>	<p>Certified statements from the bank had been arranged instead of the duplicate passbook.</p>

- **Statutory Audit**

- **General Observations**
NIL
- **Incremental Operating Cost**

Observation	Description	Management Response	Status Of Implementation
Expenditure Incurred for conducting Performance Audit (Voucher No: 189).	Since the Expenditure for performance audit is reimbursable from SPFU, the Expense claimed for performance audit Rs. 79,141/- is disallowed.	Institution will write to SPFU Kerala for reimbursing the expenditure incurred on Performance Audit.	The expenditure incurred on Performance Audit has been reimbursed.
<ul style="list-style-type: none"> ○ Assistantship 			
Observation	Description	Management Response	Status Of Implementation
Documentation lapses were found under the head Assistantship	It was observed that only statements showing list of students and amount granted are attached. And a register signed by PG co-ordinator & HoD is maintained which certifies that the students are eligible for assistantship.	The list of students is attested by the PG Coordinator and the Concerned HOD certifying that the students are eligible for assistantship based on their attendance and the teaching assistantship hours which are clearly indicated. It is not clear from this observation what else has to be included. This was not observed in the first statutory audit. A declaration from the student concerned can be obtained from the next month onwards if it is suggested by the auditor. Else other steps to be taken maybe specified.	Not complied with.

Part D : Serious Observations:

- **Registration fee paid for participating in International conference Rs. 1,32,138/-**

It is observed that an amount of Rs. 132138/- was booked under the head R&D as 'registration fee paid for International conference' (Rs.44, 046/- for 3 persons). This was incurred in connection with the research paper presentation at an international conference held at Zhangjiajie, China from 18-20, November, 2015. But no supporting documents viz invitation, Submissions, Minutes, Approval of BOG chairman, Screening committee minutes, are available for our verification other than the order of the college principal to disperse the amount.

Part E: Other Observations.

- **Physical Verification of Fixed Assets**

Physical verification of fixed assets is not carried out by the management at reasonable intervals of time

- No control exists for many assets bought during TEQIP phase II. Hence, it is recommended that a log book be maintained for such assets purchased for monitoring the functioning and efficiency of the same. It is also recommended that all the Major assets bought must be insured to cover such assets from loss due to fire or any other damages.

Statement of Utilisation for the period under audit

Particulars		Amount in Rs.
Opening Cash Balance as on 01.10..2015	(A)	1,31,94,445
Opening Unspent balance as per the last audit report as on 01.10.2015	(B)	1,21,17,426
Amount received during the period		25159385
Other Income if any (other than bank interest)- sale of bid documents		71136
Total	(C)	25236521
Security Deposit/EMD received during the period		143788
Statutory Deductions (to be remitted)		0
Total Receipt	(H)	25380309
Total expensed during the period (eligible)		9399522
Total Expensed during the period (ineligible)		0
Total Expenses on cash basis	(D)	9399522
Closing unspent balance as on 31.03.2016	(B+C-D)	27954425
Interest		
Interest received in the account as at the beginning of the period under audit		706831
Interest received on the Bank balances during the period	(E)	278699
Advances		

Advances remaining unsettled at the beginning of the period		0
Advances issued during the period	(F)	1270451
Advances settled during the period	(G)	1160951
Advances remaining unsettled at the end of the period		109500
Security deposits released	(I)	47668
Closing Cash Balance as on 31.03.2016	(A+H-D+E-F+G-I)	29296763

Annexure V- Proposal IIT Gandhi Nagar

e-mail from NPIU

Greetings from SPFU-KERALA

Dr. S.JAYAKUMAR
DIRECTOR, SPFU KERALA

----- Forwarded message -----

From: **Rajiv Mishra** <rajiv.mishra.teqip@gmail.com>

Date: Thu, Sep 1, 2016 at 12:35 PM

Subject: Proposal of IIT Gandhinagar

Sir,

1. As you all know that TEQIP-II project is scheduled to be concluded by 31st October 2016 and the expenditure activities of the institutions till date on academic sectors are not matching with the pace of expenditure expected/required.

2. Hence, to enhance the academic expenditure of the project institutions, MHRD has taken up the initiative & conducted collaboration meeting between IIT Gandhinagar & Project institutions of Gujarat, Madhya Pradesh & Rajasthan on 4th August, 2016 for finding out the ways and means and listing out new academic activities (within the permissible limits) vide which the academic expenditure of the project institutions can be enhanced.

3. IIT Gandhinagar has listed out various academic activities for the project institutions vide their attached proposal which is also supported with financing structure.

4. The activities proposed by IIT Gandhinagar are not only useful for the institutions of the above States but are also useful for the rest of the project institutions. The activities proposed in the proposal can be implemented by the TEQIP institutions immediately, after examining the proposals & obtaining due approvals in accordance with the existing rule position.

5. In view of the above, it is suggested that all SPFU's may inform project institutions under their jurisdictions to go through the IIT Gandhinagar proposal in totality & in case of any doubt, may contact **Mr Amit Prashant, Professor Civil Engineering, IIT GN (Mob-08511360509, e-mail-ap@iitgn.ac.in)**. Further, they can also approach to the NPIU Academic Division or Officials responsible, for necessary guidance on the subject matter.

6. SPFU's are kindly requested to disseminate the above information to all project institutions **immediately** & monitor the matter on **MOST URGENT basis**. A feedback or update on the action initiated by the project institutions, may be given to NPIU within 07 days for onward submission to competent authority.

with regards,

--

...

Rajiv K. Mishra

Consultant-Administration

National Project Implementation Unit

(A Govt of India-MHRD Unit for World Bank Assisted Programmes on Technical Education)

4th Floor, EdCIL House

18A, Sector 16A, Film City

Noida-201301, Uttar Pradesh

Ph 0120-2512346, Fax 0120-2512485

www.npiu.nic.in

ANNEXTURE –I(b)

Proposal for Activities under TEQIP-II at IIT Gandhinagar

Date: 19 August 2016

Preamble: The NPIU of TEQIP-II at MHRD, Govt. of India had called a meeting of state institutions from Gujarat, Madhya Pradesh and Rajasthan with IIT Gandhinagar on 4th August 2016; the TEQIP institutions of all the three states attended the meeting. During the meeting, detailed presentations were made by the TEQIP institutions that covered fund allocation, progress of current expenditure, expenditure commitments, action plans and difficulties for project completion etc. Subsequently, a brief presentation was made by IIT Gandhinagar addressing the difficulties faced by the TEQIP institutions and suggested various solutions on how these institutes can achieve the targets of TEQIP by adhering a few policies. In consultation with the representatives of the TEQIP institutions, a number of activities were suggested that can be conducted by IIT Gandhinagar. These institutions expressed keen interest in participating in these activities, before completion of the project, and urged IITGN to design these activities for benefit of their faculty, staff and students. It was also highlighted during the meeting that financial approvals for attending the workshops is often a time taking process and a single window operation will be preferred. To this end it was suggested that the TEQIP institutes could individually send a lump sum amount to IIT Gandhinagar against a tentative budget for payment of fee, travel, etc for a particular activity. IIT Gandhinagar will then use this fund to pay the fee and reimburse the travel expenses of the participants as per the actuals. At the end of all the activities, IIT Gandhinagar will provide a utilization certificate and return any unspent amount back to the respective TEQIP institutes.

Proposed Activities: Keeping in mind the completion date of the TEQIP-II project (31st October, 2016), IIT Gandhinagar has designed the following activities, during the remaining period of the

project, to facilitate maximum value addition to the TEQIP institutes. In addition, these TEQIP activities have been designed to be conducted with due consideration to the specific needs of the leadership, faculty, staff and students of TEQIP institutes.

1. Pedagogical Conclaves: In order to review the pedagogy in Engineering Institutes, IITGN will conduct, two pedagogical conclaves, each for duration of 2-Days. First conclave will focus on teaching and learning experiences in the programs related to Electrical sciences (Electrical Engineering, Electronics Engineering, Information Technology, Communication, Computer Science, Instrumentation, etc.) while the other one will focus on teaching and learning experiences in the programs related to Mechanical Sciences (Civil Engineering, Chemical Engineering, Mechanical Engineering, Automobile Engineering and Material Science and Metallurgy). These conclaves will be designed to explore the student centric pedagogical aspects in different types of courses like Theoretical/Mathematical type courses, Descriptive or Information based courses, Laboratory sessions and Project Advising. The conclaves will have several brainstorming sessions to bring out the possible strategies for providing a more effective learning environment to students from their point of view. These conclaves will be open to participation from faculty and senior PhD students of TEQIP institutions and thus it will provide a platform for these stakeholders to learn from each other.

2. Leadership Exposure Workshop (Study Tour) at an NIT and an IIT: There is always some resistance to change in any system, and the leadership of the institutions play a strong role in changing its academic culture. It is, therefore, essential for the leadership of these institutes to get exposure of the functioning of good institutes from the systems perspective. IIT Gandhinagar is coordinating a six day program in which the participants from TEQIP institutes will visit MNIT Jaipur and IIT Kanpur. The workshop will emphasize on how create systems, policies and culture for gradually building an institute towards excellence by virtue of its future leaders not only in a management side but also in academic side. During the workshop period the participants will be exposed to various academic systems and skill sets needed for becoming of modern leader. The workshop will also have a variety of discussion sessions for collecting suggestions on local issues in TEQIP institutes. The participation in this workshop will be open to HODs, Professors, Assoc. Professors and the academic personnels who are seen as future leaders.

3. Symposiums on various themes: A series of two-day symposia have been planned on the following themes: 1) Data Science & Machine Learning, 2) Semiconductor Device & Circuits, 3) Electrical Machines & Power Electronics, 4) Signal Processing & Communication, 5) Infrastructure Development: Safety & Sustainability, 6) Control Systems and Current Applications. During these symposia, particular research teams including faculty members of TEQIP institutions will be invited. The subject matter experts from IITs/NITs will be invited and a series of interaction sessions will be organized. The objective of these symposia is to seed the possibility of future research collaborations between participants, IIT Gandhinagar and invited speakers from IITs/NITs.

4. Skill Development Workshop for Staff: In order to enhance the capacity and efficiency of the staff from the TEQIP institutes, a staff training workshop will be conducted for a period of 3 days. One of the focus of this workshop is to improve communication skills so that the

interaction between the staff with other stakeholders of the institute (including students) becomes friendly. Besides this, the workshop will cover computing skills, purchase procedures, handling RTI, etc. The expected participation is mainly from the non-teaching staff.

5. **Soft Skills Workshop for Students:** IIT Gandhinagar has planned to conduct a special program on soft skills for PG & UG students wherein the various aspects other than in-class academics will be covered. The workshop is designed to bring in subject matter experts who will explain, in details, about the reforms by which the students can excel, not only in academics but also as a person. Professional personality development session will also be part of it, where modern methods for improving soft skills will be demonstrated to the participants. Besides going through the activities in the workshop, the participants will have meetings and discussions with the students of IIT Gandhinagar on self-governance and how they contribute in the growth of the institute towards achieving excellence.

6. **Laboratory Visits of Students:** In this activity, the technical faculty, students (IV yr. B-Tech /M-Tech/PhD), lab technicians and visiting contractual faculty of the TEQIP institutions will organize the visit to IIT Gandhinagar’s Labs. Besides learning various experimental techniques, the participants will be exposed to various demonstrations of the laboratory experiments. The strategies for maintaining the labs in a usable condition and discussions on specifications, operations and maintenance of various equipment will be facilitated.

Proposed Budget based on expected participation from each TEQIP institute:

Proposed Activities and Budget: Faculty and Staff participation:							
Sr.	Activity	Tentative date	Duration	Tentative Fee	Travel Cost	Expected participants	Total per activity
1	Pedagogical Conclaves (1 & 2)	9-10 Sep	2 days	15000	15000	8	240000
	Leadership Exposure Workshop	26 Sep-01					
2	@ an NIT and an IIT	Oct	6 days	45000	40000	4	340000
3	Symposium@IITGN - A	23-24 Sep	2 days	15000	15000	4	120000
4	Symposium@IITGN - B	23-24 Sep	2 days	15000	15000	4	120000
5	Symposium@IITGN - C	16-17 Oct	2 days	15000	15000	4	120000
6	Symposium@IITGN - D	16-17 Oct	2 days	15000	15000	4	120000
7	Symposium@IITGN - E	16-17 Oct	2 days	15000	15000	4	120000
8	Symposium@IITGN - F	16-17 Oct	2 days	15000	15000	4	120000
9	Thematic Workshop - A	27-29 Oct	3 days	22500	15000	4	150000
10	Thematic Workshop - B	27-29 Oct	3 days	22500	15000	4	150000
	Skill Development Workshop						
11	for Staff	12-14 Sep	3 days	15000	8000	5	115000
						Total	1715000
Proposed Activities and Budget: Student participation							
Sr.	Activity	Tentative date	Duration	Tentative Fee	Travel Cost	Expected participants	Total per activity

Sr.	Activity	date		Fee	Cost	participatio	activity
1	Pedagogical Conclaves (1 & 2)	9-10 Sep	2 days	6000	3000	4	36000
	Soft Skills Workshop for						
2	students	17-21 Oct	5 days	12500	3000	16	248000
3	Symposium@IITGN - A	23-24 Sep	2 days	6000	3000	4	36000
4	Symposium@IITGN - B	23-24 Sep	2 days	6000	3000	4	36000
5	Symposium@IITGN - C	16-17 Oct	2 days	6000	3000	4	36000
6	Symposium@IITGN - D	16-17 Oct	2 days	6000	3000	4	36000
7	Symposium@IITGN - E	16-17 Oct	2 days	6000	3000	4	36000
8	Symposium@IITGN - F	16-17 Oct	2 days	6000	3000	4	36000
9	Laboratory Visit - A	16-17 Sep	1 days	3000	3000	20	120000
10	Laboratory Visit - B	16-17 Sep	1 days	3000	3000	20	120000
11	Thematic Workshop - A	27-29 Oct	3 days	12000	3000	4	60000
12	Thematic Workshop - B	27-29 Oct	3 days	12000	3000	4	60000
						Total	860000
Tentative Budget for Fee Component (in Rupees) =					₹ 1,499,000		
Budget for Travel Cost (in Rupees) =					₹ 1,076,000		
Total Budget of the proposed activities (in Rupees) =					₹ 2,575,000		

Twenty Five Lakh Seventy Five Thousand Only

Notes:

- Minor changes in these activities are possible, which will be confirmed at the time of announcement of each of the activity. There may be some additional activities in addition to those listed above.
- The tentative amount of program fee is according to the DoPT rates prescribed by the NPIU-TEQIP. It includes cost of resource persons, resource material, food, accommodation and Administrative expenses and Overheads etc. The actual fee will be according to the approval by the Institute as per the procedure, which will be within DoPT rates.
- The budget of Travel is an approximate amount that is calculated based as an average cost per participant. It is expected that the actual expenses of travel (including travel by train or road) will be on the lower side in most of the cases. Each participant will be reimbursed as per actuals. The participants are supposed to travel by keeping in mind the eligibility of travel modes as per the Institute norms, which will be communicated to them during their registration in the events.
- Institute overheads of IIT Gandhinagar are included in the proposed budget and will be charged as per norms of IITGN.
- The overall amount sent by the TEQIP institute will be adjusted based on actual expenses of the fee and travel for participants of that institute during various activities.
- In some cases, the support of paying the fee can be given from the TEQIP funds provided by the MHRD directly to IIT Gandhinagar, while the travel and accommodation can be paid from the funds deposited by the TEQIP institute.
- The numbers of expected participants are given, in general and actual participation may differ from this number. Confirmation of registration to different activities will be subjected to availability of seats in the activity and availability of funds. The effort will be made to extend the opportunity to maximum number of requests.

8. A TEQIP institute may alternatively decide to sanction only the amount only for the Fee component and not the travel part. In that case, the travel cost of their participants will have to be borne by the TEQIP institute.

It is to be noted that the budgeted amount is only indicative of the expected cost. The TEQIP funds from MHRD, which have been directly provided to IIT Gandhinagar, will also be utilized for paying fee of some of the participants. Hence, the TEQIP institute may decide to sanction an amount lower than the proposed Total Budget. For instance, they can sanction a lump sum amount of ₹ 20,00,000/- or ₹ 16,00,000/-. The sanctioned amount can be sent to IIT Gandhinagar at the account details given in Annexure-I. Along with the sanction letter, the filled up form given at Annexure – II has to be sent to the undersigned by email or by Post.

At the end of the project, the payments made through the sanctioned amount (as per actuals) by the TEQIP institute will be duly audited and IIT Gandhinagar will issue a utilization certificate. The unutilized amount will be transferred back to the TEQIP institute.



Amit Prashant
Dean of Academic Affairs and,
Professor in Civil Engineering
Indian Institute of Technology Gandhinagar
Palaj, Gandhinagar – 382355
Phone: +918511360509; Email: ap@iitgn.ac.in

Annexure – I

The sanctioned amount can be paid by crossed Demand Draft drawn in favor of "IIT Gandhinagar Project & Consultancy Account" and mailed directly to the signatory above. Alternatively, the amount may be transferred online to the following Account information and the information be sent to the signatory above.

Account holder	Indian Institute of technology Gandhinagar
Account holder's address	Indian Institute of technology Gandhinagar Palaj, Gandhinagar - 382 355, Gujarat
Bank Name	Canara Bank
Branch Name	IITGN Branch
Bank Account Name	IIT Gandhinagar Project & Consultancy Account
Account Type	Saving Account
Bank Account No	1414132000011
IFS Code	CNRB0005159

Annexure – II

Indian Institute of Technology Gandhinagar

**Collaboration with IIT Gandhinagar for TEQIP-II activities****Details of the TEQIP Institute:**

Name of the TEQIP Institute :	
Name of the Contact Person :	
Designation :	
Mailing Address :	
Phone 1 :	
Phone 2 :	
Email 1 :	
Email 2 :	

Funding Details:

Sanctioned Total Amount :	
Current Transaction Amount :	
Transaction Reference :	
Date of Transaction :	
This Funding covers for :	<input type="checkbox"/> Fee and Travel both <input type="checkbox"/> Only Fee

This institute is interested in collaborating with IIT Gandhinagar for TEQIP-II activities in reference to the proposal submitted by them through NPIU-TEQIP, MHRD. The above mentioned transaction has been done with an intention to cover for the expenses related to participation from this institute in TEQIP-II activities being organized by IIT Gandhinagar.

(Signature of the Principal or Contact person)

Please email scanned copy or post it to:
 Dr. AmitPrashant
 Dean of Academic Affairs and,
 Professor in Civil Engineering
 Indian Institute of Technology Gandhinagar
 Palaj, Gandhinagar – 382355
 Phone: +918511360509; Email: ap@iitgn.ac.in

Annexure VI –Terms of Reference(HIT)

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME**Phase - II****Terms of Reference (ToR)****For**

Selection of Training Providers in Certified

“Electronic Chip level training”

Under

Technical Education Quality Improvement Program - Phase-II

October 2016

College of Engineering Cherthala
Pallippuram P.O.

Terms of Reference (ToR) for Technical Selection of Training Providers in Electronic Chip level training Under Technical Education Quality Improvement Programme - Phase-II

1. BACKGROUND

The Ministry of Human Resource Development (MHRD), Government of India in the year 2002 conceived and designed the Technical Education Quality Improvement Programme (TEQIP) as a long term Programme for implementation in 2 to 3 phases over duration of 10-12 years for systemic transformation of the technical education system. TEQIP Phase-I commenced in March 2003 and was successfully completed in March, 2009, covering 127 institutions. Encouraged by the highly significant achievements of Phase-I of the Programme, the Government of India has decided to implement Phase-II of the Programme through MHRD. A key component of the Phase-II Project is the support to weak students under Equity Action Plan. Under this plan, it is considered important that focused efforts be made by institutions to improve the academic performance of SC/ST/OBC academically weak students through innovative methods such as remedial teaching in professional subjects and soft skills development for increasing transition rate, pass rate and employability.

For increasing institutional focus on providing academic and guidance support to the SC/ST/OBC/ academically weak students, all project institutions are required to constitute a Finishing School with a senior faculty as coordinator. The key activities under the aegis of the Finishing School will be:

- a) Conducting remedial teaching throughout academic sessions for improving transition rate and pass rate of students,
- b) Conducting specialized soft skills and professional skills development training during semester-breaks and vacations (preferably starting from 5th Semester onwards) for increasing employability,
- c) Conducting high intensity training (of at least 4-weeks duration) for development of soft and professional skills in the students that graduate but fail to secure any employment, and
- d) Organizing campus interviews and making other efforts to secure employment for graduate engineers that complete the training under activity (c) above.

The Finishing School activities are to be conducted using the existing infrastructure, laboratories, workshops, computer centers, library and the existing faculty. Expertise from outside the institution and from employer organizations can also be used. There will be no course fee for students for either activity at (a) or (b) or (c). The benefit of activity at (c) of the Finishing School can be extended to graduate-engineers from other institutions in the vicinity who fail to secure employment. All students attending training under activity (c) will be responsible for their boarding and lodging arrangements and expenditure.

The activities of the Finishing School will be regularly supervised and monitored by the respective SPFUs and the NPIU, especially in respect of the number of students participating in the 20 days training and the percentage of these participants securing employment within 6

months of completion of training.

2. OBJECTIVES OF HIGH INTENSITY TRAINING ON ELECTRONIC CHIP LEVEL TRAINING

The main objectives of TEQIP-II project are Strengthening Institutions to improve Learning Outcomes and Employability of Students. Many organizations visiting campuses for recruitment point out that the employability of students are not as expected due to poor communication and professional skills.

The broad objectives of high intensity training on “Electronic Chip level training” are

- a) To provide students with the necessary skills and abilities to work as a trained professional Chip Level Service Provider.
- b) To make the participant completely knowledgeable in the emerging trends in the electronics chip level service industry and to provide an in-depth coverage on chip-level troubleshooting of laptop, motherboards and other logic and power electronic circuits.
- c) To assist the Placement Cell of the College for placement drives.

3. SCOPE OF WORK

- a) The Project provides for hands on training of BTech passed out students in Electronics, Computer Science, Information Technology and Electrical Stream.
- b) The training is to be imparted in-situ (at the institution) in 120 hours (20 days @ 6 hours per day) of Electronic Chip level training and certification exam. The venue of the certification exam shall be arranged at College of Engineering Cherthala, if feasible; or any other venue as suggested by the Provider.
- c) The details of the modules in terms of the elements of training are given at Annexure-1. The program aims to train 20-30 B.Tech. passed out students.
- d) Training is to be imparted at College of Engineering Cherthala in one batch of 20-30 candidates.
- e) The training providers will need to ensure coverage of all the elements identified for the course.
- f) The training providers are free to add more elements in main module that will be covered during the training, provided that these additional elements and additions to the contents can be covered within the stipulated duration of the training. The additional elements and contents are to be declared in the proposal submitted.
- g) The training providers are also free to suggest alternates to the suggested modes of training of various elements.
- h) To qualify for being selected, a training provider will need to demonstrate capability for the Electronic Chip level training and agree to provide the same at the institution and according to schedules as agreed with the College.
- i) The training provider shall include the Electronic Chip level training certified students from CE Cherthala in the placement drives that are conducted or facilitated by them.

4. ELIGIBILITY AND CAPABILITY OF TRAINING PROVIDERS

1. Public and private training organizations are eligible to provide training.
2. The training provider should meet the following benchmarks:
 - ✓ Should be an Authorized Training Centre (ATC) of EC-Council
 - ✓ Minimum 3 years experience in providing “Electronic Chip level training” (please provide the copies of the credentials/ self-certificate for the last three years 2013-14, 2014-15, 2015-16; Ref. Annex-II,III).
 - ✓ All the training personnel should be Electronic Chip level training certified.
 - ✓ In addition to this, the firm should have at least 2 experienced resource persons (full-time or otherwise) with at least a Bachelor’s Degree. Brief experience profile of at least 5 of the resource persons in the format given at Annexure-III must be provided.
 - ✓ The training provider will need to demonstrate that it possesses the capacity to impart training to about 2 batches of students in a year.
 - ✓ An undertaking (self-certificate) is to be submitted that there has been no outstanding bankruptcy, judgment or pending legal action that could impair operating as a going concern.
 - ✓ An Undertaking (Self Certificate) is to be submitted that the organization hasn’t being black listed by any Central/State Government Department/Central Government Funded Organizations/State Government Funded Organization/World Bank, or other World Bank Organizations (including the UN Organizations) and is not under investigation by Government or UN Member State Government.

5. SELECTION OF TRAINING PROVIDERS

A list of technically qualified Institutions will be finalized, following the procurement norms of TEQIP II. This process will involve short-listing all qualified institutions that responds to the Request for Expressions of Interest (EoI), inviting technical proposals from the short listed agencies, technical evaluation of proposals submitted by shortlisted agencies and final selection of agencies on the basis of technical competencies for the assignment.

6. PAYMENT TO TRAINING PROVIDERS

Training will take place at the institutions as per the schedule. The training of students

will be followed by a feedback session and a post-training assessment. The aggregated results of these will be made available to the respondents, Head of Institution and the training provider.

The contracted cost for any training package will cover training in all the elements, contents and modes as quoted in the proposal submitted to the College. The payment of this cost will be made in two installments. The first installment will be 75% of the contracted cost which will be paid after the successful completion of all the training modules. The second installment (25%) will be paid after six months of completion of the training program under the condition that 25% of students undergone training got placed within six months with a minimum starting salary package of Rs.12000/-.

7. COPIES OF RESPONSE

Respondents must submit one hard copy and one soft copy in CD, of their response to this invitation to the designated point of contact by the date and time specified in the invitation.

8. ESTIMATED COST (NOT TO BE INCLUDED IN THE ToR)

Approximate cost per student for 120hours (20days @ 6 hours per day) is Rs.30000/- (Rupees Twenty Seven Thousand Only) (including tax) (includes course materials, mock interviews, placement assistants etc....)

Total estimated cost is Rs.9,60,000/- (Rupees Nine Lakhs sixty thousand Only)

9. DESIGNATED POINT OF CONTACT

The Principal
College of Engineering, Cherthala
Pallipuram P.O, Alappuzha-688541

Annexure I-Syllabus

Electronic Chip Level Training

- **Introduction to Electronics**
- Power electronic components
- Familiarization with the tools and Power Supply
- Laptop Chip level Servicing
- Troubleshooting of different Hardware components using tools
- Motherboard Servicing

Personality Development Training Module

- Leadership
- Communication
- Listening skills
- Logical thinking

Annexure-II

Format for providing details of experience and resources of training provider

1. Name :
2. Address and Contact details:
3. Relevant Work Experience (experience related to providing Training on Electronic Chip Level Training)

Sl. No	Requirement	Please provide the relevant information summary in this format
1	No. of years into providing training in Electronic Chip Level Training	
2	No. of engineers trained so far and in how many batches	
3	No. of trainers engaged along with their CVs	

4. An undertaking (self certificate) is to be submitted that there has been no outstanding bankruptcy, judgment or pending legal action that could impair operating as a going concern.
5. An Undertaking (Self Certificate) is to be submitted that the organization has not been black listed by any Central/State Government Department/Central Government Funded Organizations/State Government Funded Organization/World Bank, or other World Bank Organizations (including the UN Organizations) and is not under investigation by Government or UN Member State Government.

Annexure III

Format for experience profile of resource persons on the training provider's team

1. Name:
2. Address and contact details:
3. Educational Qualifications:
4. Present Employment, if any:
5. Past Employment record (employer, period of service, designation of the post occupied)
6. Relevant Work Experience (experience related to providing training in Electronic Chip Level Training to be given in the tabular format given below)

Sl. No	Duration	No. of students Trained	No. of Students Certified

Annexure IV

Format for the list of firms which recruited trainees of Electronic Chip Level Training and details of trainees who were placed.

Sl. No	Name of the Firm	Name of the Employee	Address of the Employee	Position in the Firm	Approximate Salary