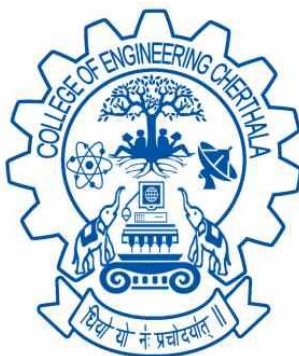


**TECHNICAL EDUCATION QUALITY IMPROVEMENT
PROGRAMME Phase II**

Sub Component 1.1



**18th MEETING OF
THE BOARD OF GOVERNORS
MINUTES**

Date: 29th Nov 2017

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 17th Meeting of the Board of Governors held on 17-07-2017 at College of Engineering Cherthala, Alappuzha
1.2	Report on the action taken/action pending on the pertinent decisions in the 17th Meeting of the Board of Governors held on 17-07-2017 at College of Engineering, Cherthala

Part 2-Reports and Ratifications

Sl. No	Items
2.1	Summary of Expenditure of TEQIP-II fund
2.2	Status of IRG Accounts
2.3	Expenditure made under the four Funds
2.3.1	Corpus Fund
2.3.2	Faculty Development Fund
2.3.3	Maintenance Fund

Part 3-Discussions and Approvals of action plan for next 4 months

Activities proposed under the four funds	
3.1	Expenditure under Corpus fund
3.2	Faculty Development fund
3.2.1	Paper presentation in International Conferences
3.2.2	Attending short term training programme
3.3	Maintenance Fund
3.3.1	Annual Maintenance Contract
3.3.2	Networking cable laying

Part 4-Other items with the permission of the chair

Members Present

- Dr C. P. Girijavallabhan, Hon. Chairman.
- Dr.V. P Devassia , Principal MEC, Thrikkakkara
- Shri. James Raj , Joint Secretary , higher education Govt. of Kerala
- Dr. S Jayakumar , Director , SPFU
- Shri.JacobMathew , Vice President , Idea Cellular , Bombay
- Dr. Mini M.G., (Principal)
- Dr.Preetha Teresa Joy. HOD, Dept of Computer Science& Engineering
- Shri.Jayadas C K , HOD , Dept of Electronics & Communication Engineering

Others present in the meeting,

1. Smt. Sarakutty K J , TEQIP Coordinator
2. Smt .Jibi John Academic Coordinator
- 3 Shri.JagadeeshkumarP ,Procurement Coordinator
- 3 Smt. RadhaBalakrishnan, , EAP Coordinator
4. Smt. Greeshma N Gopal, Coordinator, Finishing School
5. Shri. SreekumarK ,IIC Coordinator

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

1. Shri.Anil Kumar, Joint Secretary, Finance, Government of Kerala 3.
- 2 Shri. Philip Kurian , Principal , ISAT , Kalamassey
3. Shri. Salim, Assuretech

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 and commented on the successful completion of TEQIP-II project. Also on behalf of BOG, he requested Dr .Jayakumar , the SPFU Director to bring in the TEQIP –III fund for the further benefit of the college. Dr. Jayakumar informed that 50 mentor institutions for TEQIP –III has been already decided and only 25 remain to be fixed . Having autonomy is the most important factor in getting TEQIP assistance. He also suggested that the Director of IHRD can work on at least getting a GO regarding autonomy as IHRD is an autonomous institution. The chairman informed that he will speak directly to the IHRD Director on the issue of getting autonomy. The SPFU Director cautioned that if anything is being done, it shall be done immediately as the selection for the remaining mentor institutions will be done before April 2018. Thereafter, the Chairman invited the Principal to present the agenda of the 18th BOG meeting. Principal Dr. Mini M.G. thanked the Hon'ble Chairman, once again welcomed all the members. She has started the presentation with a question on whether this meeting be called the 18th meeting or 1st meeting as the TEQIP phase II is already over and this is the first meeting mainly intended for continuing of TEQIP activities with the 4 funds. All the members opined that this be called the 18th meeting as the BOG is the same and the activities concerned are extension of the TEQIP activities. Hence the principal presented the agenda of the 18th BOG meeting.

1.1 Confirmation of the Minutes of the 17th Meeting of the Board of Governors of CE Cherthala held on 17th July 2017

Decision : The BOG confirmed the approved minutes of the 17th meeting of Board of Governors of College of Engineering Cherthala held on 17/07/2017.

1.2 Action Taken Report on the pertinent decisions in the Minutes of the 17th Meeting of the Board of Governors of CE Cherthala held on 17th July 2017

The decisions taken by the Board of Governors as recorded in the minutes of the 17th meeting of the BoG of CE Cherthala held on 17/07/2017 have been noted and actions have been initiated.

Table 1.2

Item No in Minutes of the 16th BOG	Decision Taken	Action Taken / current status
1.1	The BOG confirmed the approved minutes of the 16 th Meeting	For information
1.2	Took note of the ATR and approved.	For information
2.1	The BOG took note of the outstation faculty development programmes attended and ratified the expenditure.	For information
2.2	The BOG took note of the Research colloquiums conducted and ratified the expenditure made in this regard.	For information
2.3	The BOG took note and ratified the expenditure on reimbursement of Tuition fee.	For information
2.4	The BOG took note of the IIC programmes conducted and ratified the expenditure.	For information
2.5	The BOG took note of the EAP programmes conducted and ratified the expenditure made.	For information
2.6	The BOG took note of the report on ISO certification	For information
2.7	The BOG took note of the official TEQIP programs attended	For information
2.8	The BOG took note of the audit reports and mentoring reports	For information
2.9	The BOG took note of the faculty position	For information
2.10	The BOG took note of the status of IRG Accounts	For information
2.11	The BOG took note of the summary of Expenditure	For information
3.1	The BOG approved the Project Completion Report	For information

Discussion : Dr. V P Devassia enquired about the progress in procedural matters regarding ISO .The Principal replied that the procedure are being followed in all activities and there will be surveillance audits and the next audit will be in June 2018.

Decision: BOG took note of the ATR and approved.

2.1 EXPENDITURE SUMMARY OF TEQIP-II FUND**Table 2.1.2 Expenditure Summary 1-Apr-2013 to 31-Oct-2017**

Particulars	Amount in lakhs	
Incremental Operating Cost		72.29713
Bank Charge	0.534304	
Consumables	6.40642	
Operation and Maintenance	42.22891	
Salaries	23.60837	
Procurement		558.80517
Books & LRs & Software	100.16710	
Equipment	349.71737	
Furniture	59.90893	
Minor Civil Works	48.52514	
Minor Items	0.48663	
Assistantships		95.49245
Capacity Development		3.40237
FSD		150.08204
III Cell		14.86210
R & D		32.50344
Reforms		11.60380
Student Support		78.85005
Grand Total		1017.89855

After the 17thBoG meeting, an amount of Rs.1,24,047/-has been spent from the head “Incremental Operating Cost” as per the following details :

Table 2.1.1 Expenditure Summary from 7-july-2017 to 31-Oct-2017

Sl.No.	Item	Expenditure in lakhs
1	Expense on 17 th BoG meeting	0.43054
2	Induction program for first year students	0.05333
3	Salary for TEQIP Staff	0.67410
4	Festival Allowance for TEQIP Staff	0.08250
TOTAL		1.24047

Decision:

The BOG tooknote and ratified the expenditure made after the 17th BOG..

2.2 STATUS OF IRG ACCOUNTS

As per the direction from MHRD, an amount of Rs.30,11,408/- was deposited in the four funds, of which an amount of Rs.9,76,760/- was generated through international conferences, Research Colloquiums and faculty and staff development programs conducted.The details of the four funds are given below:

Table :2.2.1

Particulars	Amount in Rs
SBT 67262515481 (Corpus Fund)	912233.50
SBT 67262515628 (Faculty Development Fund)	697461.50
SBT 67262516519 (Maintenance Fund)	700815.50
SBT 67262516586 (Equipment Replacement)	700897.50
Grand Total	3011408.00

Decision:The BOGtook note of the IRG Accounts.

2.3 EXPENDITURE MADE UNDER THE FOUR FUNDS

Director, SPFU has informed that balance amount in project fund is to be deposited to Corpus fund and the expenditure on any activity for the benefit of students and General Incremental Operating cost, Governance etc can be taken from Corpus fund. Similarly expenditure on any activity for the benefit of faculty is to be taken from Faculty Development fund, any activity related to purchase is to be taken from Equipment Replacement Fund and any activity related to maintenance, repair, AMC, Minor Civil work etc to be met from Equipment Maintenance fund.It was also informed that the money from the first two funds ie. Corpus fund and Faculty Development fund could not be diverted in any case. But if there is a scarcity of fund for activities, money from the third and fourth can be re appropriated and used for the first two activities. ie.Money from Equipment Replacement Fund and Equipment Maintenance fund can be re appropriated to the Corpus fund and Faculty Development fund with prior permission of the BOG and the reverse is not permitted in any

case as we already have spent 65% of the project fund for the procurement. Based on the above guidelines, the following expenditures were met from the four funds as detailed below;

2.3.1 Corpus fund

An amount of **Rs.9806/-** was spent towards salary for TEQIP staff for the month of October.

2.3.2 Faculty Development fund

Four faculty members attended a colloquium on “Challenges and Opportunities in Engineering Education- Kerala Perspectives in National Scenario “, conducted by SPFU, Trivandrum at Hotel Apollo Dimora Trivandrum on 05.10.2017.

This program was arranged for the benefit of policy makers in the State and Principals and HODs of TEQIP institutions (24 Nos) in the State of Kerala. The introductory remarks were given by Dr. Usha Titus IAS, Secretary Higher Education followed by a talk on “New initiatives of the APJ Abdul Kalam Technological University like Cluster Autonomy, Start-ups, minor in Engineering etc. by Dr. Kuncheria P Isaac – Vice Chancellor. Then the topic “Impact of TEQIP on Engineering Education in India “ was delivered by Dr. P.M. Khodke, Central Project Advisor, National Project Implementation Unit, MHRD, New Delhi and the session on “Role of AICTE in Facilitating Technical Educations to Promote Development” was taken by Dr. Ramesh Unnikrishnan, Director, S-W Region, AICTE. The contributions of IHRD, CAPE and LBS to the Engineering Education of the State of Kerala was delivered by Dr. P. Suresh Kumar, Director IHRD, Dr. RSasi Kumar, Director, Co-operative Academy of Professional Education and Dr. Baiju Senadhipan, Director, LBS.

An amount of **Rs.7840/-** was spent to meet the expenditure on the above said program.

2.3.3 Maintenance fund

An amount of **Rs.649/-** was spent towards the repair charge of one camera of the video surveillance system purchased under TEQIP II.

Decision:

The BOG took note and ratified the expenditure made.

ACTIVITIES PROPOSED UNDER THE FOUR FUNDS

3.1 CORPUS FUND

Appointment of a contract staff

As per GO (Rt) No.1578/HEDN /2017 dtd 25/08/17 guidelines were issued for the utilization of the 4 funds. As per this the service of a contract staff, full time or part time can be hired depending on the volume of the transactions, with the prior approval of BOG for handling the clerical and accounting work related to fund utilizations. The expenditure for this can be booked under corpus fund.

Student support activities

Remedial classes for the current semester are planned as detailed below;

Table 3.1.1

Sl .No.	Semester/batch	Subject	No.of hours	Expenditure
1	S1 EC/CS/EE	Engineering graphics	12	7200
2	S3 EE	Computer programming	10	6000
3	S3 EC	Linear Algebra and Complex Analysis	10	6000
4		LCD	10	6000
5		EDC	10	6000
6	S3 CS	Switching Theory and Logic Design	10	6000
7	S5 EE	Power Electronics	10	6000
8		Microprocessors	10	6000
9	S5 EC	Microprocessors	10	6000
10		DSP	10	6000
11		DSD	10	6000
12	S5 CS	Microprocessors and Micro Controllers	10	6000
Total Expenditure				73,200

The anticipated expenditure from corpus fund for the next four months is given below;

Table 3.1.2

Sl.No.	Items	Anticipated Expense
1	Salary for TEQIP staff	40000
2	Expenditure on BoG meeting	60000
3	Student support scheme	75000
TOTAL		1,75,000

Discussion:

1. There was an active discussion on how to select a contract staff for carrying out the office work related with the four fund utilization of TEQIP-II project. Considering the limited amount in our IRG Accounts, we are not in a position to pay considerable monthly salary for the TEQIP Staff. Everyone was of the opinion that the staff may appointed on daily wages with a salary of Rs.650 per day limited to Rs.10000/- per month. Also it was suggested that this appointment is for a period of 6 months or 1 year and the college shall review this after 6 months. The BOG suggested that a contract account staff shall be appointed throughselectionprocess by giving preference to those having TEQIP experience.
2. Dr.SJayakumar suggested to conduct as many remedial classes as possible based on the demand of students and opined that the remuneration to faculty taking remedial classes may be reduced and he suggested conducting IIC programs to motivate students, placement activities and counseling to students. The teachers present in the BOG meeting suggested that remuneration for taking remedial classes by the internal faculty may be reduced to Rs.400/-. External experts may be given Rs. 600/- as in earlier times.

Dr.SJayakumar also suggested that minor research fund or project seed money shall be provided to the students. Academic committee shall evaluate projects of students and for worthy projects a maximum amount of Rs.5000/- may be given as seed money. It was also suggested that 5 projects may be selected for seed money this year.

The committee discussed that as a IIC program, the faculty handling a subject can suggest an industrial visit to the identified companies within 100 kms from the college, connected with that particular subject.

Decisions:

1. The BOG has sanctioned the appointment of a part time accounts staff on daily wages with salary of Rs.650 per day limited to maximum of Rs.10000/- per month.
2. The BOG approved the proposed activities under corpus fund.
3. The BOG decided to revise the remuneration for remedial classes for internal faculty as Rs.400/ - per hour and external faculty as Rs.600/- per hour.
4. BOG decided to stipulate the minimum number of students for remedial classes to be 15.
5. The BOG has sanctioned an amount up to Rs.5000/- as seed money for student's projects. The seed money can be given to 5 projects per year selected by the academic committee.

6. Decided to give financial assistance for Industrial visit to I year students to places within 100 kms from the colleges, identified by faculty handling classes in related subjects.

3.2 FACULTY DEVELOPMENT FUND

3.2.1 Paper presentation in International Conferences

Mr.Jagadeeshkumar P, A.P in Electronics has presented a paper ‘An NBTI Aware Real Time Scheduler for Multi Core Processors’ in the 2nd international conference on Science , Technology , & management at the Institution of Electronics and Telecommunication Engineers , Osmania University Campus , Hyderabad on 15th October 2017 and submitted a request for the reimbursement of TA and registration fee(Rs.2700/-) for the same . The total expenditure for the above is Rs.11,350/-

Ms.LeenaTimothy , AP in Electrical Engineering has requested for registration fee of Rs.28,288/- for her research paper selected for presentation in the IEEE Life Sciences Conferences , Sydney , Australia to be conducted from 13th to 15th December 2017.

3.2.2 Attending short term training programme

Mr.MuhammedIlyas has requested for permission to attend Short term training program on “website design using PHP framework training”,conducting by SPFU Trivandrum for a duration of 10 days from 27th November to 1st December and 11th to 15th December at Thiruvananthapuram. The course fee for the above programme is Rs. 15,000/- and total expected expenditure is Rs.29,000/-

Table 3.2

Sl.No	Program	Name of Faculty	Duration/Dates	Expenditure
1	Registration fee for Paper presentation abroad	Leena T Timothy	3 days , 13-15/12/2017	28,288
2	Registration fee & TA for Paper presentation	Jagadeeshkumar P	1 day , 15/10/2017	11,350
3	Short term training program on website management , Trivandrum	MuhammedIlyas H	10days , 27/11/17 to 1/12/17 & 11/12/17 to 15/12/17	29,000
TOTAL				68,638

Discussion:As we have a limited amount in faculty development fund, The BOG decided to sanction an amount of Rs.15000/- per year for each regular faculty for attending FDP's or paper presentation as T.A, D.A. and registration fee. It was also decided that flight fare can be given if it is within the limit, otherwise II AC train fare will be reimbursed. Also it was suggested that faculty will be sent for courses conducted by reputed institutions like IITs, NITs etc.

Regarding the course on website management program conducted by DTE, the committee was informed that it is a program arranged by SPFU for the benefit of member colleges.It is a two week program highly beneficial for the management of college website and the person attending the same is in charge of web site management of the college. Considering all these the BOG decided that the course fee, TA and boarding /lodging expenses can be paid in full.

Decision:

1. BOG decided to sanction Rs 15,000/- per year per faculty for attending FDPs conducted by reputed institutions/ Paper presentations , including TA, course fee and other expenses.
2. BOG sanctioned the actual amount involved for attending the training program on web site management conducted by DTE to Mr. MuhammedIlyas

3.3 MAINTANENCE FUND

3.3.1 Annual Maintenance Contract

Mr.MuhammedIlyas, AP Computer Scienceand Mr.Jayadas C.K, HoD Electronics has submitted requests for taking AMC for projectors, workstations, Computers, UPS etc and the Institutional Purchase Committee considering the availability of funds, recommended to take AMC for 23 nos of projectors for 3 years and for 2workstations and 13 no of UPS for one year at an approximate total cost of Rs. 3 lakhs.

Vide Govt order (MS) No.13/2000/ITD dated 28.07.2000 IHRD is designated as Total Solution Providers for implementation of IT projects in Govt department and rate approved as per the GO for AMC is 5% to 8% of total value of Computers and other related peripherals. Currently the PMD of IHRD is providing AMC to many govt. departments and other organizations.

3.3.2 Networking cable laying

Purchase of equipments and components for providing networking in the new building is being done under plan fund of IHRD. Since plan fund will not provide for laying of the cable, it is

requested to do the same under the TEQIP maintenance fund. It is planned to provide 30 points in computer lab, 25 points in staff rooms and HOD rooms plus 10 wifi points. It is also planned to incorporate OFC & Intercom (10 points) plus wifi devices. The approximate cost for the above is Rs. 2 lakhs.

The total anticipated expenditure under maintenance fund with details is given in the table below;

Table 3.3.1

Sl.No.	Activity	No.of units	Anticipated expenditure
1	AMC for projectors(3 year)	23	1,17,500
2	AMC for Work Station(1year)	2	14,400
3	AMC for UPS(1year)	13(6kv-1,5kv-9,3kv-3)	1,40,420
4	Networking –Laying works	N.A.	2,05,674
5	Catridge for ID Card printer	1	5,000
TOTAL			4,82,994

Discussion: The members enquired whether the consumables like bulbs are included in the AMC. The purchase coordinator informed that consumables are not included. The committee noted that in that case it is not economical to take AMC for projectors and it is better to adopt non-comprehensive call basis repair for projectors. Principal informed that IHRD is recognized as a total solution provider by the Government and IHRD can help us in matters related with AMC, repair, maintenance etc. The committee observed that the work stations and UPS require breakdown and preventive maintenance and visit schedule shall be formed such that frequent visits are ensured while taking AMC.

Decision :

1. BOG decided to conduct call basis repair of projectors.
2. BOG decided to take AMC for work stations and UPS
3. BOG approved all other proposed activities under maintenance fund.

Conclusion:

The SPFU Director said that “CEC is the first IHRD College to initialize the 4 funds utilization and hence can be a role model of the same” and he congratulated the Principal, TEQIP Coordinator and all other staff members who supported the TEQIP activities, for being proactive.

The Honorable Chairman in his concluding remarks thanked all the members for attending the meeting and contributing to it by theirs and comments. He once again congratulated the Principal and the TEQIP cell of CE Cherthala for their good work. The Honorable Chairman called the meeting to an end at 1.30 P.M.

Dr . C P Girjavallabhan
Chairman

Dr. Mini M G
Principal