

College of Engineering Cherthala
Minutes of Third Meeting of Board of Governors

Presided by

Hon'ble Chairman: Dr. C P Girijavallabhan

Venue: Conference Hall, C.E. Cherthala

Date: 4th December 2013

Time: 10:30 AM

Agenda Summary

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Procedural

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Members present

1. Dr C P Girijavallabhan, Hon. Chairman.
2. Shri. M Sherif , Addl. Sec. ,H. Edn, Government of Kerala (State Govt. Nominee)
3. Shri James Joseph, Jt. Sec, Finance, Government of Kerala (State Govt. Nominee)
4. Dr VP Devassia , Principal Model Engineering College
5. Dr. Philip Kurien, (University Nominee)
6. Sri Jacob Mathew, Vice President, Idea Cellular
7. Prof. Pradeep M, HOD, Electronics Engineering Dept.
8. Prof. Manilal D L, HOD, Computer Science and Engineering Dept.
9. Dr. P Suresh Kumar (Principal)

The following member of the BOG conveyed his inability to attend the meeting:

1. Shri Salim M K

The following persons were invited to attend the BOG meeting

1. Dr P Pratapachandran Nair, Hon. Mentor of C.E Cherthala
2. Prof. K Narayanan, consultant, TEQIP-SPFU, Kerala
3. Dr. P Sreejith, Director, IHRD

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 commended the efforts put in by the Principal and the TEQIP Cell of CE Cherthala for the implementation of TEQIP-II project at the institute. He expressed satisfaction at the progress in Procurement and the Academic activities. Sri Jacob Mathew, Vice President of Idea Cellular, Mumbai, was introduced by the Principal. The BOG sought

his help and suggestions in improving the academic activities and industry linkage at CE Cherthala. Sri Jacob Mathew assured all possible support.

The Hon'ble Chairman invited the Principal to introduce the agenda for the third BOG meeting. Principal Dr P Suresh Kumar thanked the Hon'ble Chairman and presented the agenda for the meeting.

1.1 Confirmation of the Minutes of the 2nd Meeting of the Board of Governors held on 29-10-2013 at CE Cherthala

The Minutes of the 2nd Meeting of Board of Governors of TEQIP Phase II of CE Cherthala held on 29-10-13 was approved by the BOG.

2.1 Ratification of expenditure incurred for procurement of goods

The procurement of the items as mentioned in the detailed agenda notes for the third BOG were approved. The justifications for the revisions were explained by TEQIP Coordinator Dr. Vinu Thomas and Procurement Coordinator Prof. Manilal D L. The justifications were already entered in the Procurement Plan through the Procurement Management Support Software (PMSS).

Hence the BOG unanimously approved the revisions of the Procurement Plan in view of the justifications.

2.2 Consideration of a procurement package for virtual class room for QEEE

The QEEE (Quality Enhancement in Engineering Education) programme envisaged by the MHRD was explained by the TEQIP Coordinator. He reported that the QEEE live lectures and live tutorials had to be included in the regular time table as per the instructions received. Dr. V P Devassia opined that it will be difficult to incorporate QEEE live lectures, tutorials and labs in the timetable, and they should be considered only as value addition programmes. Prof. K. Narayanan informed the BOG that QEEE is on MHRD's long term agenda. It is being introduced on a test basis to get the feedbacks from the participating institutions and observe the limitations in implementing the

programme. The BOG decided in principle, to participate in the QEEE programme, to the extent possible and to purchase the necessary equipment when quotes for the same are made available by the QEEE programme.

2.3 Ratification of the various in house FDP programs for the faculty, technical staff and administrative staff conducted

The Principal presented the report of various in house FDP programmes at the college as per the detailed agenda notes. The BOG approved the programmes conducted. The BOG directed that the revenue generated by such programmes should be included.

2.4 Ratification of the various EAP/IIIC programmes for the students and the expenditure incurred.

The Principal presented the report of various EAP/IIIC programmes at the college as per the detailed agenda notes. The BOG approved the programmes conducted.

2.5 Ratification of the various outstation training programs attended by faculty.

The Principal presented the report of various outstation subject domain and management capacity building programmes attended by the faculty and staff of the college as per the detailed agenda notes. The BOG approved the programmes conducted.

Sri M Sheriff and Sri James Joseph commented that whenever possible, the prior approval for conduct of academic programmes should be obtained from the BOG, and their estimated expenditure should be approved. Prof. Narayanan asked the Academic committee to revise TNA plan every six months and get the BOG approval.

Prof. Narayanan also opined that the faculty and staff maybe encouraged attending online certification programmes that have credibility, and that expenditure towards such programmes maybe met from TEQIP-II funds when the certificates are produced by the faculty/staff concerned.

2.6 Ratification of utilizing the services of the Technical Consultants –

The BOG ratified the decision to utilize the services of Shri Sreekumar N, Asst. Executive Engineer IHRD and Mr. Noushil P M, Asst. Engineer IHRD for the civil works packages (no.s 85, 86, 87, 89, 90) and Mr. Arun Prasad, Assistant Professor, Model Engineering College, Thrikkakara, for the Electrification package (no. 88) under Procurement Plan of C E Cherthala, as the sanction from IHRD has already been obtained.

2.7 Remedial Classes and Bridge Course conducted and Ratification of expenditure incurred

The BOG approved the list of remedial classes conducted and the bridge courses conducted for the first year students at the college, presented by the Principal.

On a pertinent note, Professor Narayanan commented on the less number of remedial classes conducted for certain subjects, and reminded that remedial classes under EAP was a major component of TEQIP-II. He suggested that all measures, including running extra schedules of the College Bus, and conducting remedial classes outside the college, should be tried to attract students, and that expenditure for the same maybe met from TEQIP-II funds. Remedial classes can be conducted for theory as well as laboratory subjects. He also emphasized the fact that remedial classes are to be conducted for academically weaker students, who should be identified through quizzes, diagnostic tests and assignments, at the beginning of the semester itself. He instructed the Academic Committee to take note of this and comply, and the same maybe reported in the next BOG. Professor Narayanan also remarked that the services of a professional student counselor maybe made available for the students, and the expenditure for the purpose maybe booked under the Equity Action Expenditure.

Sri. M. Sheriff opined that the best faculty maybe identified for remedial classes. Reputed and competent faculty from outside the institute maybe invited, and that individual attention must be given to the students.

Shri M Sheriff asked to explore possibility of conducting such courses at a centrally located and accessible location. He also emphasized that all faculty be sent for training programmes, without affecting the conduction of classes.

The BOG took note of the above points and approved.

3.1 Summary of expenditure as on 30-11-2013

The BOG took note of the expenditure summary as per MFMR, presented by the Principal and commented favourably about the progress of the procurement activities.

3.2 Status of NCB Packages

The BOG took note of the progress in the NCB packages, presented by the Principal, as per the detailed agenda notes.

3.3 Status of the Construction projects as on 30-11-2013

The BOG took note of the progress in the civil construction activities as per the minor civil works plan of the College, presented by the Principal.

3.4 Report on the meeting for pilot implementation of Quality Enhancement in Engineering Education at New Delhi

The details of the QEEE programme were already presented under section 2.2.

3.5 Accreditation status of the eligible programs

The BOG took note of the status of applying for accreditation, and requested the Director of IHRD, to take steps to facilitate the accreditation process, by appointing sufficient number of permanent faculty and to take steps to provide sufficient built up space for the college.

3.6 Report on steps taken to improve infrastructure and faculty positions

The BOG took note of the steps taken to improve infrastructure and faculty positions at College of Engineering Cherthala, in the meeting convened in the Chamber of the Hon. Secretary of Higher Education, Govt. of Kerala, where a presentation for the purpose was made by the DTE and the SPFU Director. Professor Narayanan asked the TEQIP Coordinator to present the salient features of the PowerPoint presentation for the benefit of the BOG. The TEQIP Coordinator presented the status of faculty positions, built up area etc, and other factors that are to be addressed to enable the college to undergo process of accreditation, and also achieve the deliverables of TEQIP-II. The Director of IHRD informed that steps have been initiated to fill up regular faculty vacancies, and that work on the new academic block utilizing the NABARD grant will be started shortly by the PWD.

4.1 Other Items – permission to start IRG Accounts for maintaining four corpus funds

The BOG gave permission to start the accounts for maintaining the corpus funds. Professor Narayanan informed that separate bank accounts are to be started for each of the funds and that the IRG generated by the institute be equally deposited in these four accounts.

4.2 Any Other Item with the permission of the chair

With the permission of the Hon. Chairman, the rank holders in CUSAT from CE Cherthala were invited to the meeting. The BOG congratulated Smt. Remya Haridas, First rank holder in B.Tech Electronics and Communication, Smt. Samitha T, First rank holder in M.Tech Signal Processing and Sri. Hari T R, Third rank holder in MTech Signal Processing, for their commendable achievement.

The 4thBOG meeting was tentatively scheduled for 6th of February 2014.

The Hon'ble Chairman of the BOG called the meeting to end at 12.30 PM.

Dr. C.P Girjavallabhan

Chairman

Dr. P Suresh Kumar

Principal