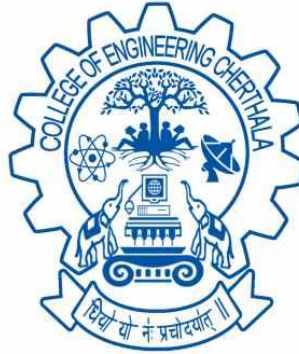


TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME

Phase II

Sub Component 1.1



**19th MEETING OF
THE BOARD OF GOVERNORS
MINUTES**

Date: 28th Sept. 2018

Time: 10.30 AM

Venue: Seminar Hall

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

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AGENDA**Part 1-Procedural**

Sl. No	Items
1.1	Confirming the Minutes of the 18th Meeting of the Board of Governors held on 29-11-2017 at College of Engineering Cherthala, Alappuzha
1.2	Report on the action taken/action pending on the pertinent decisions in the 18th Meeting of the Board of Governors held on 29-11-2017 at College of Engineering ,Cherthala

Part 2-Reports and Ratifications

Sl. No	Items
2.1	Expenditure made under Corpus fund
2.1.1	Remedial classes
2.1.2	Training programs to students
2.1.3	Women cell programs
2.1.4	Industrial visits
2.1.5	Official programs attended
2.1.6	Other expenses in Corpus fund
2.2	Expenditure made under Faculty development fund
2.3	Expenditure made under Maintenance fund
2.4	Expenditure Summary
2.5	Report on faculty position
2.6	Report on ISO certification

Part 3-Discussions and Approvals

3.1	Activities proposed under corpus fund
3.2	Activities proposed under Faculty development fund

3.3	Activities proposed under maintenance fund
3.4	Activities proposed under equipment replacement fund
	Annexure I: Minutes of the 18th BOG meeting held on 29.11.2017
	Annexure II: Various TEQIP committees

Members Present

- Dr C. P. Girijavallabhan, Hon. Chairman.
- Shri. James Raj , Joint Secretary , higher education Govt. of Kerala
- Dr. P Sureshkumar , Director , IHRD
- Dr. S Jayakumar , Director , SPFU
- Shri.Jacob Mathew , Vice President , Idea Cellular , Bombay
- Dr.J Sreekumar , Dean(Academic) A P J Abdul Kalam Technological University
- Dr. Mini M.G., (Principal)
- Dr.Preetha Teresa Joy. HOD, Dept of Computer Science& Engineering
- Dr. Sumitha Mathew , Asso. Prof. in Electronics Engineering

Others present in the meeting,

1. Smt. Sarakutty K J , TEQIP Coordinator
2. Shri Pradeep M , Finance Coordinator
3. Smt .Jibi John Academic Coordinator
4. Shri.JagadeeshkumarP ,Procurement Coordinator
5. Smt. Sindhu S , EAP Coordinator
6. Smt. Greeshma N Gopal, Coordinator, Finishing School
7. Shri. SreekumarK ,IIC Coordinator
- 8 Shri. Priyakumar T N , Civil Works Coordinator
- 9 Smt. Leena Timothy , HOD , Electrical Engineering

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

1. Dr.V. P Devassia , Principal MEC, Thrikkakkara
2. Dr.Ramesh Unnikrishnan Director AICTE , TVM Office

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 mentioned about the challenges that many Engineering Colleges are facing, and enquired about the situation regarding the admission at College of Engineering Cherthala. Principal informed the committee that admission is declining year by year and in the current year only 35% seats were filled whereas it was 48% in the previous year. She has also informed that the results and placements are showing an upward trend. The Chairman sought the suggestion of the BOG on how TEQIP can help to improve the situation. Thereafter, the Chairman invited the Principal to present the agenda of the 19th BOG meeting. Principal Dr. Mini M.G. thanked the Hon’ble Chairman and welcomed all the members to the BOG meeting. The principal started the presentation, reminding the members that even though this is the 19th meeting of the BOG, it is the first meeting after the reconstitution of the BOG and the second meeting for continuing of TEQIP activities with the 4 funds.

1.1 Confirmation of the Minutes of the 18th Meeting of the Board of Governors of CE Cherthala held on 29th Nov 2017

Decision: The BOG confirmed the approved minutes of the 17th meeting of Board of Governors of College of Engineering Cherthala held on 29/11/2017.

1.2 Action Taken Report on the pertinent decisions in the Minutes of the 18th Meeting of the Board of Governors of CE Cherthala held on 29th Nov 2017

The major decisions taken by the Board of Governors as recorded in the minutes of the 18th meeting of the BOG of CE Cherthala held on 29/11/2017 and their current status are listed below;

Table 1.2

Item No in Minutes of the 18 th BOG	Decision Taken	Action Taken / current status
1.1	The BOG confirmed the approved minutes of the 17 th Meeting	For information
1.2	Took note of the ATR and approved.	For information

2.1	The BOG took note of the expenditure summary of the TEQIP-II fund and ratified the expenditure made after the last BOG.	For information
2.2	The BOG took note of the status of IRG accounts.	For information
2.3	The BOG took note and ratified the expenditure made under the four funds of TEQIP-II	For information
3.1.1	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	Appointed Ms.Divyamol S as accounts staff
3.1.2	The BoG approved the proposed remedial classes under corpus fund.	Carried out
3.1.3	Decided to revise the remuneration for remedial classes for internal faculty as Rs.400/- per hour and external faculty as Rs.600/- per hour	Implemented the revised remuneration
3.1.4	Decided to stipulate the minimum number of students for remedial classes to be 15.	Being done
3.1.5	The BoG approved other proposed activities under corpus fund and sanctioned an amount up to Rs.5000/- as seed money for student's projects	2 proposals from M.Tech 4 th sem CS students received.
3.1.6	The BoG 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 on recommendation of the academic committee.	Conducted an industrial visit to Neriamangalam power house for S2 EEE students
3.2.1	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. Also ratified the expenditure made under FDP fund	For information
3.2.2	BOG sanctioned the actual amount involved for attending the training program on web site management conducted by DTE to Mr. MuhammedIlyas H	Reimbursed
3.3.1	BOG decided to conduct call basis repair of projectors.	Being done
3.3.2	Decided to take AMC for work stations and UPS.	Present condition of UPS evaluated
3.3.3	Since IHRD is a total service provider recognized by the Government, the BOG decided to entrust repair and maintenance works to IHRD as far as possible.	6 projectors were repaired by IHRD
3.3.4	The BOG approved the networking cable laying work	Quotation tabulated and recommended. Work order is to be given

Discussion: BOG discussed about the appointment of the office staff for TEQIP and suggested to continue Ms Divya mol S on daily wages at Rs 650/- per day for another 6 months.

Dr. J Sreekumar, Dean, KTU, discussed about the proposal regarding syllabus revision, minimum internal marks and year out scheme and said that the new syllabus and curriculum will be more students friendly and institution friendly. He pointed out that these modifications will be done only on the basis of suggestions from senior faculties of KTU. He also suggested to have an analysis of the recent examination results, especially supplementary results, for evaluating the impact of remedial classes.

BOG also suggested to issue the certificates of appreciation to the leader of peer group of students who help other students in special classes.

Decision: BOG took note of the ATR and approved.

2.1 EXPENDITURE MADE UNDER CORPUS FUND OF TEQIP-II

2.1.1 Remedial Classes

S1 No.	Subject	Handled by	Sem& Branch	No of students	No.of Hours& Dates	Expenditure In Rs.
1	Power Electronics	Ansal Basheer	S5 EEE	15	5 hrs , 25/11/17	2000
2	Introduction to Electrical Engg.	Ashida Mohammed	S1EEE	16	2 hrs , 29/11/17	800
3	Engg Graphics	Mahesh V Kumar	S1 EEE	16	2 hrs , 28/11/17	800
4	C Programming	Joyce Jose	S3 EEE	15	9 hrs , 25/11/17 & 3/12/17	3600
5	Object Oriented Programming	Anima R	S6 EC	23	10 hrs , 21,22,23/03/18	4000
6	Antenna wave & Propagation	Meera R Panicker	S6 EC	22	6 hrs , 26,27/03/18	2400
7	Electro Magnetic Theory	Ansal Basheer	S6 EEE	18	6 hrs, 4,10,11/4/18	2400
8	Electric Drives	Jyothi Zachariah	S6 EEE	18	6 hrs , 22, 27/3/18, 3/4/18	2400
9	Computer Organisation& Architecture	Reshma S Babu	S4 CS	24	11 hrs , 21,22, 23,26/3/18	4400
10	Operating System	Josna Jose	S4 CS A	17	9hrs , 27/3/18, 3,10,11/4/18	3600
11	Signals &Systems	Anaswara V Nath	S4 EC	26	9 hrs,21,22,23/3/18	3600

12	Analog Communication Engg	Sreedhu Sasi	S4 EC	26	9 hrs , 26, 27/3/18,4/4/18	3600
13	Introduction to Computing and Problem Solving	Jayakrishnan R ,	S2 CS	14	5 hrs , 16/4/18	2000
14	Software Engg& Project Management	Swetha Saira Appose	S6 CS	16	8 hrs , 21,22, 24/3/18 , 4/4/18	3200
15	Computer Design	SanthikrishnaM S	S6 CS	16	8 hrs , 23,26, 27/3/18,10/4/18	3200
16	Linear Algebra & Complex Analysis	Girish Chandra , CUSAT	S3 EC &EEE	52	12 hrs , 29/11/17 , 2/12/17	7200
17	Logic Circuit Design , Switching Theory & logic Design	Tossy Thomas , MEC	S3 EC&CS	28	18 hrs , 25,27,28/11/17	10800
Total						60,000

Discussion: Dr J Sreekumar enquired about the impact of remedial classes to supplementary examination results. Also he commented that the results of S₂ supplementary results are poor, like most of the other colleges. The Principal replied that the above said remedial classes were conducted for the students preparing for regular examinations held during Dec/Jan2018(odd semester) and May/June2018(even semester). Dr J Sreekumar also advised to take actions to improve the results at any cost; as the future of the institution is mainly dependent on good results. The other members of the BOG suggested that impact of remedial classes shall be documented.

Decision:

1. BOG took note and ratified the expenditure.
2. To present a list of students who have cleared the subjects for which they have attended remedial programs.

2.1.2. Other Training Programs to Students:

A 5 day Motivational program on “Knowing Yourself” was taken for S₂ (all students) and S₈(EC) students by Mr.Muhammed Ikan , Educator & softskill expert from Lakshadweep , who is a human resource consultant specialising in creating and implementing solutions for organisations and educational institutions . The total expenditure made on this was **Rs.18040/-**

Decision :BoG took note and ratified the expenditure.

2.1.3. Women cell programs:

A workshop on “Self defence for women” was conducted for girl students of the institution on 17/02/18 with a total expenditure of **Rs.2038/-**.

Decision :BoG took note and ratified the expenditure.

2.1.4. Industrial Visits:

An industrial visit to Neriamangalam Hydro Electric Project , Kallarkutty P.O. , Idukki , was carried out for S2 EEE students on 19/01/2018 to make students aware about how various activities related to power generation and distribution are going on and give them a feel of engineers as soon as they start their course. The 28 students who have accompanied by 3 staff members have got the real idea about the working of a power house after this visit. An amount of **Rs.10000/-** has been spent towards the expense of this industrial visit.

Decision :BoG took note and ratified the expenditure..

2.1.5. Official Programs attended:

The Principal and the TEQIP Coordinator attended the Post Procurement Review at Jasola Vihar , New Delhi on 17/04/2018 . An amount of **Rs.40436/-** has been made towards the expenditure.

Decision :BoG took note and ratified the expenditure.

2.1.6. Other expenses:

An amount of **Rs.138175.50/-** has been spent as per the following details:

Sl.No.	Items	Expenditure
1	Expense on 18 th BoG meeting	43,823
2	Salary to TEQIP staff	67614
3	Stationary (cash book)	2400
4	Others(battery water etc)	4950
5	Bank Charge	88.50
6	Notice board purchased(as part of ISO audit)	19,000
Total		1,38,175.50/-

Decision :BoG took note and ratified the expenditure

2.2 EXPENDITURE MADE UNDER FACULTY DEVELOPMENT FUND

Mr.Muhammed Ilyas H has attended a 10 days program on “Website Design using PHP Framework-Level I “ which aims at providing an opportunity to enable the participants to design

and develop well engineered website in compliance with “:Guidelines for Indian Government Website (GIGW)”. The expenditure towards the T.A. and registration fees was **Rs.31,132/-**

Mr. Jagadeeshkumar P had presented a paper titled “An NBTI aware Real Time scheduler for Multi Core processors” in the international conference on Science, Technology and Management, which was held at The institution of Electronics and Telecommunication Engineers, Osmania University Campus , Hyderabad on 15th Oct.2017.

The expenditure made towards this item was **Rs.13,199**

Decision :BoG took note and ratified the expenditure.

2.3 EXPENDITURE MADE UNDER MAINTANANCE FUND

An amount of **Rs.59990.50/-** has been spent under maintenance fund as per the following details:

Sl.No.	Item details	Expenditure
1	Projector service-6 nos.	36462
2	Catridge purchase-2 nos.	7600
3	Bank Charge	88.50
4	A.C. Service	14160
5	UPS Service	1680
Total		59,990.50

Discussion : Dr J Sreekumar pointed out that as per the external auditor’s comment, the ICT enabled teaching is fair only, even though so many projectors are serviced. But Principal informed that almost all teachers are using projectors during their lecture classes.

Decision :BOG took note and ratified the expenditure.

2.4 EXPENDITURE SUMMARY

TEQIP-II : 4 Funds		
Group Summary-01/11/2017 to 31/08/2018		
Corpus Fund		2,68,389.50
Remedial Class	60000.00	
Motivation class	18040.00	
Women Cell Programme	2038.00	
Industrial Visit	10000.00	
TA - PP Review	40436.00	
Others	138175.00	

Bank Charge	88.50	
Faculty Development Fund		52,259.50
TA-Colloquim atTVM (before 18 th BoG meeting)	7840.00	
TA &Reg Fees (FDP & Conference)	44331.00	
Bank Charge	88.50	
Equipment Replacement Fund		88.50
Bank Charge	88.50	
Maintenance Fund		60639.50
Others (Catridge Purchased)	4100.00	
Camera Service charge(before 18 th BoG meeting)	649.00	
Black Toner Purchased	3500.00	
projector maintenance	36462.00	
A.C.Service	14160.00	
UPS Service	1680.00	
Bank Charge	88.50	
Grant Total		3,81,377.00

Decision :BoG took note of the expenditure summary.

2.5 REPORT ON FACULTY POSITION

A detailed report on the present faculty position, consequent to the general transfer 2018 and changes in nodal officers and TEQIP committee members were presented before the BOG.

Decision:

The BOG took note of the faculty position

2.6 REPORT ON ISO CERTIFICATION

Surveillance audit for ISO certification is due. Actions are being taken for the same by the coordinator Ms.Leghima P.M and deputy coordinator Ms.Jasleena C

Decision:

The BOG took note of the report of the ISO Certification

3. ACTIVITIES PROPOSED UNDER THE FOUR FUNDS

3.1 CORPUS FUND

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

Sl.No.	Items	Anticipated Expense
1	Salary for TEQIP staff	40000
2	Expenditure on BoG meeting	50000
3	Remedial classes and other student support activities	30000
4	Placement Training for final year students	50000
5	For Library(binding of books)	10000
TOTAL		1,80,000

Discussion: Director, IHRD, Dr.P Sureshkumar suggested to conduct as many remedial classes as possible to improve the results. Director , SPFU suggested that the amount involved for binding of books can be met from the maintenance fund.

Decision : BOG took note and approved the activities and expenditure for next six months.

3.2 FACULTY DEVELOPMENT FUND

The following faculty members have submitted the proposal for attending short term training programs as per the following details:

Sl. No	Name & designation of faculty	Topic	Institute	Date & No.of days
1	Pradeep M, Asso.prof. in Electronics	Tailoring Rural Technology	IIT Guwahatti	Oct-29 th to Nov-2 nd , 5 days
2	Jibi John, Asso.prof. in Electronics	Matlab application in Engineering	NITTTR Kolkata	Oct-29 th to Nov-2 nd , 5 days
3	Shaija P J, Asst.Prof. in Electrical Engg	Matlab application in Engineering	NITTTR Kolkata	Oct-29 th to Nov-2 nd , 5 days
4	Sarakutty K J, Asso.prof. in Mathematics	Matlab application in Engineering	NITTTR Kolkata	Oct-29 th to Nov-2 nd , 5 days
5	Sindhu S, Asso.prof. in Mathematics	Matlab application in Engineering	NITTTR Kolkata	Oct-29 th to Nov-2 nd , 5 days
6	Jimmy John, Asst.Prof. in Mechanical Engg	Tailoring Rural Technology	IIT Guwahatti	Oct-29 th to Nov-2 nd , 5 days

Discussion: Since all proposed courses were during the same period , the committee showed its concern in whether this will affect the normal functioning of the institution. Principal assured that the maximum number of faculty from a department is 2 and they will adjust the classes before

they go. The committee opined that the principal can decide how many faculties can be spared at a time without affecting the regular functioning of the institution.

Decision :BoG has approved the above said activities

3.3 MAINTANENCE FUND

Ms.Shaija P J, Assistant Professor in Electrical Engineering has submitted a proposal for purchase / repair of certain items in the electrical lab as well as the maintenance of electrical items in college premises. The details are given below:

Table 3.3.1

Sl.No.	Item	Specifications	Qty	Rate	Amt	Remarks
1	Insulation grade rubber mat	450V, 1m x 2m	6	6000	36000	For safety of students in Electrical Machines Lab
2	Bare Cu Wire	10 SWG	25 M	500/kg	1000	Providing proper earthing in Lab
3	Insulation Tape	R, Y, B & Black	10	20	200	Maintenance
4	First Aid Box	Dettol, Cotton, Betadine, scissors, band-aid, tape, etc	1set	LS	300	For Lab
5	Cable socket	2.5 sq. mm Cu	50	7	350	Ele Machines Lab
6	Cable Socket	4 sq mm Cu	40	10	400	Ele Machines Lab
7	Aluminium Ladder	8 feet Al ladder	1	7000	7000	Maintenance of fittings/Fan
8	Fluorescent Tube	40 W	10	100	1000	Maintenance
9	3 core 1.5 sq. mm sheathed cable	3 core 1.5 sq. mm	20 M	50	1000	For labs
10	Fan Capacitor	2.5 MuF, electrolytic	20	30	600	Maintenance
11	Tube Light fittings	Twin tube, 40 W	4	1500	6000	College
12	Fan Repair	Rewinding	20	600	12000	Maintenance
13	Flexible Cu wire	4 sq mm	40 M	80	3200	Maintenance
Total					69,050	

Smt.Ancy Paul , Librarian Grade I and Prof.(Dr.) Preetha Theresa Joy, HOD CS has submitted proposals for Purchase of tonners/refilling as detailed below;

Table 3.3.2

Sl.no	Item description	No	Amount(Approx.)
1	Richo Toner Filling	2	1400
2	Hp laser jet printer refilling	2	800
3	Canon A3 colour inkjet printer refilling	1	3000
4	Tonner for the Photostat machine	3	13500
5	Changing the cleaning unit of the Photostat machine	1	5800
	Total		24,500

Dr.Preetha Teresa Joy, HOD of Computer Science department has submitted the proposal for repair and replacement of certain items in their department as per the following table

Sl.no	Equipment Repair/Replacement	No	Amount(Approx.)
1	Epson flatbed scanner repair	1	2000
2	AC stabilizer repair	1	1000
3	Computer i3 machines repair	9	18000
4	Optical fibre duplex cable	5	10000
5	USB Mouse	10	5000
6	10 KVA UPS Battery 40 ah	20	120000
	Total		1,56,000

Discussion: Dr.S Jayakumar suggested that the use of fund for the purchase of new equipments can be diverted to maintenance fund, if needed. The committee opined that all maintenance activities shall be done after getting concurrence from the maintenance committee / purchase committee and relevant documentation shall be done.

Decision :BoG has approved the activities .

3.4. EQUIPMENT REPLACEMENT FUND

The BOG in its 18th meeting sanctioned networking in the new academic block , to provide 30 points in computer lab, 25 points in staff rooms and HOD rooms plus 10 wifi points and to

incorporate OFC& Intercom (10 points) plus wifi devices at an approximate cost of Rs. 2 lakhs. Hence, quotations were invited for the same and tabulated the three quotations received. The institution purchase committee reported that on scrutinizing the tabulated statement it is observed that the rate quoted for digging 300 meter length channel for laying the pipe by all the three firms are higher than the nominal cost. Hence the committee suggested to do the digging of the channel as casual work, and recommended to issue work order except for the digging and laying, to the lowest quoted firm Top Notch Communications, Bangalore, at a total cost of 120044/- .

Decision :BOG has approved the above .

Conclusion:

The Honorable Chairman in his concluding remarks thanked all the members for attending the meeting and contributing to it. He has opined that eventhough the decline in intake is a rather depressing issue, we can be optimistic considering the increased results and placements. He has also wished that engineering will regain its popularity among parents and students within a short span of time and attract more students to the college. With these motivating words the Honorable Chairman called the meeting to an end at 12.30 P.M.

Dr . C P Girjavallabhan

Dr. Mini M G

Chairman