

**TECHNICAL EDUCATION QUALITY IMPROVEMENT
PROGRAMME Phase II**

Sub Component 1.1



**20th MEETING OF
THE BOARD OF GOVERNORS
DETAILED AGENDA NOTES**

Date: 24th May 2019

Time: 10.30 AM

Venue: Seminar Hall

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

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Background

As per the Government order from MHRD, the meeting of Board of Governors is convened to monitor the utilization of the four special accounts of TEQIP-II namely Corpus fund, Faculty Development fund, Equipment replacement fund and Maintenance fund for the sustainability of TEQIP-II initiatives at CE Cherthala, with emphasis to activities related to student support, and to accord necessary approvals and clearances for the ongoing activities. The 20th meeting of the BOG is being convened on 24th May 2019

AGENDA**Part 1-Procedural**

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PART 1
Procedural Items

Silent Prayer

1.1 Confirmation of the Minutes of the 19th Meeting of the Board of Governors of CE Cherthala held on 28/09/ 2018

The Minutes of the 19th Meeting of Board of Governors of TEQIP Phase II of CE Cherthala held on 28-09-2018 was circulated among the BOG members and after incorporating their suggestions, sent to the Honorable Chairman for his approval. A copy of the Minutes is appended as **Annexure I** for confirmation.

Action sought: BOG may consider and confirm the Minutes of the 19th meeting.

1.2 Action Taken Report on the pertinent decisions in the Minutes of the 19th Meeting of the Board of Governors of CE Cherthala held on 28/09/ 2018

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 19 th BOG	Decision Taken	Action Taken / current status	Reason for Non Compliance
1.1	The BOG confirmed the approved minutes of the 18 th Meeting	For information	NA
1.2	Took note of the ATR and approved. Permitted part time accounts staff appointed on daily wages to continue for another 6 months	For information	NA
2.1.1	BOG took note and ratified the expenditure for remedial programmes.	No. of students cleared the subjects after remedial programs is given in section 2.1	NA
2.1.to 2.3.	BOG took note and ratified the expenditure made under training program to students, women cell programme, industrial visits, attending official programmes, other expenditures, faculty development fund and maintenance fund.	For information	NA
2.4.	BOG took note of the expenditure summary.	For information	NA

2.5.	The BOG took note of the faculty position.	For information	NA
2.6.	The BOG took note of the report on ISO Certification.	ISO certification for current year obtained.	NA
3.1 to 3.4	BOG approved the activities and expenditure proposed under corpus fund, faculty development fund ,maintenance fund and equipment replacement	9 faculty members attended FDPs and Networking to the new building completed.	NA

Action sought: BOG may consider the ATR for approval.

PART 2
REPORTS & RATIFICATIONS

2.1 EXPENDITURE MADE UNDER CORPUS FUND OF TEQIP-II

2.1.1 Remedial Classes

Remedial classes were conducted for regular students as well as supplementary students during evening sessions and during study leave with help and support from all faculty members. Students were identified based on their performance in the two series tests and remedial classes were conducted for all the subjects for which there were 15 or more students who need remedial coaching. The classes were conducted during November before the odd semester exams, the details of which are given below;

Table 2.1 Remedial class details

Sl No.	Subject	Handled by	Sem & Branch	No of students	No. of Hours & Dates	Expenditure In Rs.	No. of students passed uty exam
1	Digital Signal Processing	Sreethu T Sasi	S8 CSE	45	11 hrs , 26/03/18- 28/03/18	4400	10
2	Electrical System Design	Jyothi Zachariah Asst Prof in EEE	S7 EEE	20	3hrs, 14/11/18	1200	20
3	DC Machines	Sabah V S Asst Prof in EEE	S3 EEE	19	6 hrs, 14/11/18, 15/11/18	2400	12
4	Linear Control System	Sabah V S Asst Prof in EEE	S5 EEE	15	2hrs, 19/11/18	800	11
5	ESD	Sabah V S Asst Prof in EEE	S7 EC	16	2hrs, 26/11/18	800	12
6	Microprocessor & Microcontroller	Swetha Saira Appoose Asst Prof in CS	S5 CS	15	3hrs, 15/11/18	1200	12
7	Programming Paradigms	Swetha Saira Appoose Asst Prof in CS	S7 EC	20	3hrs, 14/11/18	1200	17
8	System Software	Marina Crompton Asst Prof in CS	S5 CS	18	3hrs, 14/11/18	1200	11
9	Theory of Computers	Marina Crompton Asst Prof in CS	S5 CS	19	2 hrs, 19/11/18	800	17
10	Physics	Alphonsa K A Asst Prof in Physics	S1 EC, EEE, CS	54	6 hrs, 15/11/2018, 21/ 11/18, 26/11/18	2400	34
11	Advanced Electromagnetic Theory	Sreethu T Sasi Asst Prof in EC	S5 EC	44	3hrs, 8/11/18	1200	28
12	Control System	Sreethu T Sasi Asst Prof in EC	S7 EC	17	3 hrs, 14/11/18	1200	14

13	Microwave & Radar Engg	Sreethu T Sasi Asst Prof in EC	S7 EC	21	2hrs,19/11/18	800	15
14	Computer Communication Network	Sreethu T Sasi Asst Prof in EC	S7 EC	18	2hrs,22/ 11/18	800	15
15	Data Structures	Santhikrishna M S , Jayakrishnan R Asst Prof in CS	S3CS	55	7hrs,14/11/18,1 9/11/18	2800	40
16	Electrical System Design	AnsalBasheer Asst Prof in EEE	S7 EEE	18	3hrs,15/11/18	1200	18
17	Circuits & Networks	AnsalBasheer Asst Prof in EEE	S3 EEE	15	2hrs,19/11/18	800	11
18	Switching Theory & Logic Designs	Jayakrishnan R Asst Prof in CS	S3CS	51	5 hrs, 15/11/18,26/11/ 18	2000	39
19	Calculus	Jayakrishnan R Asst Prof in CS	S1 CS, EC,EEE	67	3 hrs, 29/11/18, to 2/12/18	1200	33
20	Digital Signal Processing	Akhila K J, Judith Mishal P Asst Prof in EC	S5 EC	26	10 hrs, 14/11/18, 15/11/18	4000	17
21	Data Structures	Asst Prof in CS	S3CS	26	2HRS,21/1/18	800	10
22	Solid State Device	Judith Mishal P Asst Prof in EC	S3 EC	36	5 Hrs,15/11/18,1 9/11/18	2000	7
23	Basic Electrical Engineering	Judith Mishal P Asst Prof in EC	S1 EC	20	3hrs,22/11/18	1200	8
24	Digital Image Processing	Jeshmol P J Asst Prof in CS	S7 CS	18	3hrs,19/11/18	1200	16
25	Electronic Communication	Lakshmi Suresh Asst Prof in EC	S7 EEE	16	2hrs,19/11/18	800	12
26	Electronic Circuits	Lakshmi Suresh Asst Prof in EC	S3EC	16	2hrs,21/11/18	800	3
27	Power Electronics	Lakshmi Suresh Asst Prof in EC	S5 EC	16	3 hrs,22/11/18	1200	12
28	Basic of Electronics Engineering	Anju Thomas Asst Prof in EC	S1 EC	16	2hrs,19/11/18	800	7
29	Electronics Device & Circuits	Anju Thomas Asst Prof in EC	S3 CS	17	3 hrs,22/11/18	1200	4
Total						42400	

Action Sought :BOG may kindly note and ratify the expenditure

2.1.2. Placement Training & Expert talk

Placement training was given to all final year students throughout the year for 3 hours per week .38 students; 25 from CS,12 from EC and 1from EEE are already placed in various companies from the current final year students.

Table 2.1.2 Placement Training

Sl. No.	Title of the Programme	Semester & batch	Duration & date	No. of participants	Expenditure (Rs.)
1	Placement Training program by Akhil Shan Trainer,Aesthetix Kollam &ArunShan,IBS,Trivandrum	S7CS EEE&EC	06/10/18 to 16/10/18	110	51880

Smt. Mitty George Assistant Professor in Electronics Department conducted an expert talk on NANO ELECTRONICS for final semester Electronics students on 21/03/2019.The talk is handled by Smt.Nelsa Abraham Assistant Professor in Electronics Department,Government Engineering College,Barton Hill,Trivandrum.The Talk was scheduled to give the basics of quantum mechanics which is the backbone of Nano electronics and quantum size effects.The speaker also discussed the recent characterization tools used & research trends in the field of nanotechnology.The feedback obtained from the participant showed that almost 99% felt that the overall rating of the session was very good. Total expenditure incurred for the same is Rs.4933/- and 36 students attended the programme.

Action Sought :BoG may kindly ratify the expenditure made.

2.1.3. Other expenses:

An amount of Rs.1,51,489/- has been spent as per the following details:

Table 2.1.3 Other expenses

Sl.No.	Items	Expenditure
1	Expense for 19 th BoG meeting	38,816
2	Salary to TEQIP staff	57850
3	Book Binding Charge	11000
4	Stationary for TEQIP office	2405

5	Printer service,Toner refilling	9450
6	Others(battery water, mouse)	15500
7	AC repairing charge	150
8	ISO Surveillance Audit Expenses	7818
9	Digging charge for Networking	8500
Total		1,51,489/-

Action Sought :BoG may kindly note and the above.

2.2 EXPENDITURE MADE UNDER FACULTY DEVELOPMENT FUND

Ms.Leena T Timoty,Asst Professor in EEE has submitted the proposal to the 18th BOG meeting for attending IEEE Life Science Conference at Sydney, Australia from 13th to 15th December 2017 for presenting a paper “Cross Recurrence Quantification Analysis of Mild Cognitive Impairment EEG under Working Memory Condition”. But at that time she didn’t have NOC from government. Anyway she had attended the conference and presented the paper and now she got the NOC .So she requested to reimburse the admissible amount as per BoG decision as registration fee . The registration fee was Rs.28,288/-.

The BOG has earlier decided to permit faculty members to attend FDPs conducted by institutions of national repute like NITs and IITs. Now some faculty members have attended FDPs in CUSAT and other nearby institutions and submitted proposals for reimbursement of TA and course fee.

Details of programmes attended by faculty are given below;

Table 2.2 FDP Details

SI No.	Name of faculty	Designation	Details of programme	Date and duration	Expenditure in Rs.
1	Jyothi Zachariah	Asst Prof in EEE	FDP on “Power Systems Lab” organized by UKF Engineering college, Parippally, Kollam,	2 days , 3 rd to 4 th Aug.2018	2258
2	Diana Shaji	„	„	„	2258
3	Pradeep M	Assoc. Prof in ECE	Tailoring technologies for rural sector: development and dissemination at IIT Guwahati	6 days	15000
4	Jimmy John	„	„	„	15000
5	SmtSarakutty K J	Assoc. Prof in Maths	FDPon MATLAB & SIMULINK conducted by the department of Electrical Engineering,	5 days	15000

NITTR Chandigarh					
6	Jibi John	Assoc. Prof in ECE	„	„	15000
7	Janu R Panicker	AP in CS	„	„	15000
8	Shaija PJ	AP in EEE	„	„	15000
9	MuhammedIlyas H	AP in CS	Advance in Machine Learning organized by Division of Computer Science School of Engineering, CUSAT	5 days, from 26 th to 30 th November 2018.	
Total					94516

FDP on “Power Systems Lab” was intended to impart deep knowledge and hands on training in simulation & high voltage hardware experiments in power system lab. The course is planned in accordance with KTU syllabus of EE431- power system lab which includes high voltage experiments and simulation using Matlab&MiPower.

“TAILORING TECHNOLOGIES FOR RURAL SECTOR: DEVELOPMENT AND DISSEMINATION “at IIT Guwahati, was arranged in 10 lecture sessions followed by lab visits and field visits as part of innovation beyond labs. Dr.SudipMitra of CRT delivered introductory talk on rural development and role of science and technology in Indian scenario. He shared his experience with Swami Nathan foundation, TERI, and ZEF Germany in improving agriculture productivity and environment. Dr. SidharthaSinha of CRT handled next session and elaborated on various technologies developed for the rural people like paddy trans planter, Mitty cool refrigerator etc. He also stressed the need for water resources rejuvenation and the process for soil health regaining. Professor LathaRangan Department of Biosciences and Bioengineering IIT Guwahati talked about her research findings related to bio resources of north -east India. The speaker Dr. Ajay Kalamdhad, Associate professor Civil Engg Department IIT Guwahati is in real love with bacteria and he says bacteria are a real source of wealth for him. Two faculties.Prof.A.K Das and Prof. CharuMonga from Design Department of IIT G presented their contribution to centre for rural technology. Prof.S.K.Kakoty, Head Department of Mechanical Engg. IITG had a brain storming session on need based appropriate technology and participatory development for the rural sector. Prof Vasudev Singh, Chief Scientist (Retd.) CFTRI had a session on grain processing in India. He gave an introduction to rice varieties existing in the country and different rural technologies available for

preparation of processed rice flakes etc. He also mentioned about the Njavara, a kerala based rice used for Ayurveda treatment of neural problems.

The course MATLAB & SIMULINK was in collaboration with M/s.Mathworks,Banglore and Design Tech New Delhi.Er.Akhilesh Kumar &Er.Jitender Kumar,Senior engineer,Technical Support Design Tech Systems Ltd took a detailed session on the various concept of variables and commands in matlab and their usage and in depth session on analysis and visualization with vectors. Another session was handled by DrPoonamSyal,Associate Professor in Electrical Engineering Department.She gave detailed discussion on the various aspects of doing a research and the current research trends.DrLini Mathew gave brief theoretical foundation of neural networks,fuzzy systems and deep learning.

The programme Advance in Machine Learning aims at providing an opportunity to enrich the knowledge and skills in latest trends of Machine Learning Techniques and Methodologies,DeepLearning,Classification using latest technologies like Tensor Flow,R and Python etc.

Action Sought :

1. BoG may kindly note and ratify the expenditure.
2. BOG may kindly decide whether the registration fee can be reimbursed to Ms.Leena Timothy.
3. BOG may kindly decide whether faculty can be sent to nearby institutions for attending FDPs.

2.3 EXPENDITURE UNDER EQUIPMENT REPLACEMENT FUND

An amount of Rs.23892/- was spent towards labour charge and purchase of consumables for carrying out networking to the new academic block.

Action Sought :BOG may kindly note and ratify the expenditure

2.4 EXPENDITURE MADE UNDER MAINTANANCE FUND

An amount of **Rs.1,86,600/-** has been spent under maintenance fund as per the following details:

Sl.No.	Item details	Expenditure
1	Purchase Rubbermat etc for Electrical lab, Locks for Solar Battery Box	26432
2	CRO Repairing Charge	9900.00

3	Replacement of batteries	97320
4	Printer repairing/toner purchase	11100
5	UPS repair	14500.00
6	Chair Weaving Charge	17500.00
7	Computer Service charge (IHRD PMD)	4248.00
8	A.C.Service	5500.00
Total		186600.00

Action Sought :BOG may kindly note and ratify the expenditure

2.5 EXPENDITURE SUMMARY

Type of fund	Funds received from IRG	Interest received on 20 th May	Total Funds	Expenditure made				Balance fund available
				2017-18	2018-19	2019-20 Till May 20th	Total during project period	
Corpus Fund	912233	59842	972075	154891	352848	20303	528041	444034
Faculty Development Fund	697462	40803	738265	52259.5	94516	0	146775	591489
Equipment Replacement Fund	700898	43823	744721	88.5	123892	0	123980	620740
Equipment & Civil Maintenance Fund	700816	41184	742000	4837.5	233654	8748	247239	494760
Total	3011408	185652	3197060	212076	804910	29051	1046037	2151023

Action Sought:

The BOG may kindly note and approve.

2.6. APPROVAL OF MISSION AND VISION

The college has applied for accreditation of B.Tech in Computer Science and Engineering. For this purpose the vision and mission are modified and was circulated among the BOG members for approval. The finalized mission and vision are;

Vision: To contribute profusely to the society through excellence in technical education, sustainable innovation and quality research.

Mission: To provide state of the art educational and research facilities to enable holistic development of students and society.

Action sought: The BOG may kindly note and approve

2.7. EXTENSION OF TEQIP ACCOUNT STAFF

BOG in its 19th meeting has extended the service of TEQIP account staff for a period of 6 months and decided to review it in the next meeting.

Action Sought:The BOG may kindly review and extend the service of account staff.

PART 3
DISCUSSIONS AND APPROVALS

3.1 NBA ACREDITATION

The college has applied for accreditation of 2 UG programmes in 2013 and 2 PG programmes in 2017 under TEQIP II and paid a total amount of Rs.8.99 lakhs for the same. On 5th October 2018 NBA has informed that our applications are disposed off . They have also informed that 20% of the fee paid (excluding the registration fee of 1 lakh and service charge paid) will be forfeited and remaining amount of Rs. 5.6 lakhs can be adjusted on future payments for accreditation. Presently the college meets the criteria for accreditation only for B.Tech in Computer Science. Hence we have applied for accreditation of B.Tech CS and fee to be paid is Rs. 5 lakhs plus GST of 18% . Now they have informed that the GST amount cannot be adjusted from the amount available with them and it is to be paid directly.

Action sought: Sanction may kindly be given to pay the GST amount of Rs.90000/-

3.2 BUDGET FOR 2019-20

(Head of expenditure)	Sub-Activity	Amount
CORPUS FUND Academic support for students	Expenditure on research projects taken by UG/PG students	5000
	Expenditure on research publications	10000
	Remedial Class	50000
	Visiting Faculty	20000
	Industry Institute Interaction	20000
Incremental operating cost	Salary	120000
	BoG meetings	80000
	Stationary and other expenses	10000
Total		315000
FSD	Expenditure on faculty training in subject domain, pedagogical training, organising inhouse subject area training, on participation by faculty in external seminars/conferences/workshops etc	175000
	Expenditure on staff development	25000
Total		200000
ERF	Equipment, Books, Software, Furniture	10000
ECMF	Equipment Maintenance, Civil Works	200000
Total		715000

The details of activities proposed under Equipment maintenance fund are as follows;

Sl.No.	Item	Qty	Approx. Amt
1	A.C. Repairing	10	20000
2	Computer i3 machine	20	25000
3	UPS repairing and maintenance	14	40000
4	Laptops	20	50000
5	Electrical work in new computer lab		25000
6	Furniture repairing and painting		40000
Total			200000

Action sought: BOG may kindly approve the budget and activities planned

3.3 ACTIVITIES PLANNED UNDER 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	No.of days	Approx. expenditure
1.	Sri Pradeep M, Asso. Prof. in Electronics	Fault-tolerant Embedded Systems	IIT Guwahati	5 days, 27-31 july2019	15000
2	Smt.Jibi John, Asso. Prof. in Electronics	Advanced Matrix Algebra and applications	IIT, Kharagpur	5 days, 18-22 sept.2019	15000
3	Smt.Sindhu S, Asso. Prof. in Mathematics	Advanced Matrix Algebra and applications	IIT, Kharagpur	5 days, 18-22 sept.2019	15000
4	Sarakutty K J Asso. Prof. in Mathematics	Advanced Matrix Algebra and applications	IIT, Kharagpur	5 days, 18-22 sept.2019	15000

Action Sought:

The BOG may kindly note the above.

PART 4

OTHER ITEMS WITH THE PERMISSION OF THE CHAIR

ANNEXTURE-I
MINUTES OF 19th BoG Meeting

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.JSreekumar , 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. SumithaMathew ,Asso. Prof. in Electronics Engineering

Others present in the meeting,

1. Smt. Sarakutty K J , TEQIP Coordinator
2. ShriPradeep 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. LeenaTimothy , 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.RameshUnnikrishnan 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 18th 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 MsDivyamol 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

Sl No.	Subject	Handled by	Sem & Branch	No of students	No. of Hours & Dates	Expenditure In Rs.
1	Power Electronics	AnsalBasheer	S5 EEE	15	5 hrs , 25/11/17	2000
2	Introduction to Electrical Engg.	Ashida Mohammed	S1 EEE	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	AnsalBasheer	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	SreedhuSasi	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	SwethaSairaAppose	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.MuhammedIkan , 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 17/02/18with 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 JasolaVihar , 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.MuhammedIlyas 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-ColloquimatTVM (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
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		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.AncyPaul , 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.SJayakumar 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