TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME Phase II

Sub Component 1.1

22nd MEETING OF

THE BOARD OF GOVERNORS

MINUTES

Date: 1st Dec 2020

Time: 2.30 PM

(Online mode)

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 21st Meeting of the Board of Governors held on 03.01.2020 at College of Engineering Cherthala, Alappuzha**
1.2	**Report on the action taken/action pending on the pertinent decisions in the 21st Meeting of the Board of Governors held on 03.01.2020 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	**Industrial visits**
2.1.3	**Placement Training &other training programs**
2.1.4	**Other expenses under Corpus fund**
2.2	**Expenditure made under Faculty development fund**
2.3	**Expenditure made under Maintenance fund**
2.4	**Expenditure Summary**
2.5	**Extension of TEQIP Account Staff**
2.6	**Results & Placements**
2.7	**Faculty position**
2.8	**Inspection Report**

Part 3-Discussions and Approvals of action plan for next 6 months

3.1	**Revised Budget for 2020-21**
3.2	**Activities planned under Corpus fund**
3.3	**Activities planned under Faculty Development fund**
3.4	**Activities planned under Equipment Replacement fund**
3.5	**Activities planned under Equipment Maintenance fund**

Part 4-Other items with the permission of the chair

Annexure I: Minutes of the 21st BOG meeting held on 03.01.2020

Annexure II: TEQIP Committees

Annexure III: Inspection Report(Attachment)

Members Present

- Dr C. P. Girijavallabhan, Hon. Chairman.
- Dr. P Sureshkumar , Director , IHRD
- Dr. Vrinda V Nair , Director , SPFU
- Dr. V P Devassia , Rtd Principal , Model Engineering College , Thrikkakkara
- Dr. RameshUnnikrishnan Director AICTE , TVM Office
- Sri. Ajayan C, Additional Secretary , Higher Education
- Sri. Shiju Jose , Finance Officer , Collectorate , Alappuzha
- Shri. Jacob Mathew , Vice President , Idea Cellular , Bombay
- Dr. SumithaMathew ,Asso. Prof. in Electronics Engineering,CEC
- Dr. Mini M.G., (Principal)

Dr. Sreekumar J,Dean (Academic),APJ Abdul Kalam Technological University, was not present as he was relieved from his duty as dean and the new member is not allotted yet.

Others present in the meeting,

1. Smt. Sarakutty K J , TEQIP Coordinator
2. Dr.Priya S, HOD, Dept of Computer Science& Engineering
3. Shri.Pradeep M , Finance Coordinator
4. Smt. Sindhu S , EAP Coordinator
5. Smt. Greeshma N Gopal, Coordinator, Finishing School
8 Shri. Priyakumar T N , Civil Works Coordinator
9 Shri. Jimmy John, Procurement coordinator

The meeting started at 2.30 pm . Principal Dr. Mini M.G. introduced all members as the SPFU Director Vrinda V Nair and the additional secretary from higher education Sri Ajayan C were new members and welcomed all members to the 22nd BOG meeting. The Hon'ble Chairman brought the meeting to order , welcomed all the members and invited the Principal to present the agenda of the 22nd BOG meeting. Principal thanked the Hon'ble Chairman and presented the agenda before the BOG.

1.1 Confirmation of the Minutes of the 21st Meeting of the Board of Governors of CE Cherthala held on 03/01/ 2020

Decision: The BOG confirmed the approved minutes of the 20th meeting of Board of Governors of College of Engineering Cherthala held on 24/05/2018.

1.2 Action Taken Report on the pertinent decisions in the Minutes of the 21st Meeting of the Board of Governors of CE Cherthala held on 03/01/ 2020

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 19th BOG	Decision Taken	Action Taken/ current status	Reason for Non Compliance
1.1	The BOG confirmed the approved minutes of the 21st Meeting	For information	NA
1.2	Took note of the ATR and approved.	For information	NA
2.1	BOG approved the guidelines for four fund utilisation after incorporating the modifications suggested	Published the guidelines in website	NA
2.2	BoG took note of the result and placement details.	For information	NA

2.3	BoG ratified the expenditure made under corpus fund(remedial classes , placement training, …)	For information	NA
2.4	1. BOG took note and ratified the expenditure made under faculty development fund. 2. Decided to conduct at least 1 programme per semester per department 3. Decided to conduct one staff development programme each for technical and supporting staff.	Not conducted	Due to COVID-19
2.5, 2.6,2.7	BOG took note and ratified the expenditure made under equipment replacement fund, maintenance fund and expenditure summary.	For information	NA
2.8	The BOG reviewed and decided to extend the service of account staff for a period of 6 months.	account staff is still continuing	N A
2.9	The BOG took note of the NBA accreditation preparations.	B.Tech CS got accredited for three years.	N A
2.10	1.The BOG took note on the official programs attended 2. Decided to reimburse the actual expense of accommodation to TEQIP Coordinator.	Not reimbursed	TEQIP coordinator has withdrawn the request
2.11	BoG took note on the other Programs Conducted/Attended	For information	N A
3.1	1.BOG approved the revised budget for 2019-20 2. Approved budget estimate for 2020-21 3. Sanctioned re appropriation of funds from equipment replacement fund to corpus fund on exhausting of corpus fund .	For information	N A
3.2	BOG approved the activities planned under Corpus fund.	Being carried out	N A
3.3	BOG approved the budget and the activities proposed under faculty development fund.	Not conducted	N.A
3.4	1. The BoG approved the replacement of 3 projectors 2.BoG has rejected the proposal for replacement of AMF panel	Not done since classes are conducted online	N A
3.5	1. BOG directed to check the possibility of	Maintenance of 3 latops ,	N A

	replacement of UPS under buy back policy . 2. BOG approved the maintenance of laptops, printers etc under equipment maintenance fund	printers and photo copiers were done.	

Discussion: Dr. V P Devassia suggested that 'the guidelines for utilization of 4 funds' given in the college website shall be dated and signed and if any revision is done, it should be indicated. All the members opined that the result and placement data should be clearly published in the website so that new students can be attracted. They also suggested to make the website more attractive and interactive. Additional Secretary, Higher Education Mr. Ajayan C, enquired whether the college has applied for accreditation for only one programme and principal explained the reason for the same.

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	Resource person	Sem& Branch	No of students	No.ofHours&Dates	Expenditure In Rs.	No. of students passed uty exam
1	Digital Signal Processing EE 407	Mr Abdul Kareem V	S7 EEE	26	12hrs on 23rd, 24th &30th Nov19	7200	17
2	Electronic Circuits &Devices	Ajay Nath S	S3 CS	26	12hrs on16th & 23rd Nov 2019	7200	6
3	Switching Theory and Logic Design	Jayakrishnan R	S3 CS	30	9hrs 19 th & 20th Dec19	3600	16
Total						**18000**	

2.1.2.Industrial Visit

A visit to Neriamangalam Power Station on 15.02.2020 was conducted for 101 first year students. A total amount of Rs.20,000/- was incurred for the same.

2.1.3. Placement Training and Other Training Programmes

Sl. No.	Title of the Programme	Semester & batch	Duration & date	No. of participants	Expenditure (Rs.)
1	3 day workshop using Python with Raspberry Pi and Cloud	8thsem EC	16th to 18th Jan 2020	32	13374
2	C Programming workshop	8th Sem EC & EEE	19th June 19 -27thJuly 19 (17 days)	24	40800
3	Placement Training programme	Final Year	06th Dec	117	78880

	in group discussion and interview	Students	2019 to 25th Jan 2020		
4	Expert talk on the topic Cyber Security	8th sem EC students	12th Feb 20	42	5284
Total					**138338**

2.1.4.Other Expenses

Sl.No.	Items	Expenditure
1	Expense for 21st BoG meeting	33349
2	Salary to TEQIP staff	76535
3	TA paid for performance review of TEQIP	4100
4	Miscellaneous(TDS Data Processing Charge, hospitality charge etc)	4153
Total		**118157**

Total Expenditure under Corpus Fund after last BOG till 31st October 2020 is **Rs. 2,94,495/-**

Decision: BOG took note and ratified the expenditure.

2.2 EXPENDITURE MADE UNDER FACULTY DEVELOPMENT FUND

In-house programs					
Sl. no.	**Name of faculty coordinator**	**Designation**	**Details of the program**	**Date and duration**	**Expenditure**
1	Dr.Shouri P V	Asso. Prof ME	NBA Preparatory Class	22nd Jan 2020	5348
2	Dr.Priya S	HoD,CS	Webinar on 'Intellectual Property Rights and Patent process, '	31st October 2020	3000
	Out- station programs				
Sl. no.	**Name of faculty**	**Designation**	**Details of the program**	**Date and duration**	**Expenditure**
1	Manju K	Asst. Prof CS	Short term course on Deep Learning for Natural Language Processing at IIT Guwahati	18th to 22nd November 2019	15000
2	Dr.Sumitha Mathew	Asso. Prof EC	One week workshop on Frontiers in RF Communication and Circuit Design at CUSAT	27th Feb to 04th March 2020	4000
3	Judy Ann Joy	Asst. Prof CS	FDP on Emerging Trends in Embedded Systems, IOT and Applications at CUSAT	03rd Feb to 8th Feb 2020	1000

4	Greeshma N Gopal	Asst. Prof CS	Workshop on Graphs & Complex Networks at CUSAT	03RD Feb to 07th Feb 2020	6936
				Total	**35284**

Decision: BOG took note and ratified the expenditure.

2.3 EXPENDITURE MADE UNDER MAINTANANCE FUND

Sl.No.	Item details	Expenditure
1	Catridge for Photocopier,printers	14038
2	Library Book Binding Charge	3680
3	Refilling & Replacing of Fire Extinguishers	11008
4	Laptop Service Charge	10648
5	Servicing of Digital Trainerkit	4200
6	Battery Water purchased	10140
7	Servicing of Air conditioner	700
8	Repairing of Revolving chairs	8550
9	TALLY ERP 9 License renewal charge	9234
Total		**72198**

Decision : BOG took note and ratified the expenditure.

2.4 EXPENDITURE SUMMARY

Type of fund	Funds received from IRG	Interest received as on 31st Oct	Total Funds	Expenditure made					Balance fund available
				2017-18	2018-19	2019-20	2020-21 Till 31st Oct	Total during project period	
Corpus Fund	91223311 912233	72256	**984489**	154891	352848	335732	134850	**978321**	**6168**
Faculty Development Fund	697462	65986	**763448**	52259.5	94516	83926	7936	**238637**	**524810**
Equipment Replacement Fund	700898	72466	**773364**	88.5	123892	0	0	**123980**	**649384**
Maintenance Fund	700816	61685	**762501**	4837.5	233654	105634	32272	**382397**	**380103**
Total	**3011409**	**272393**	**3283802**	**2120765**	**804910**	**525292**	**165958**	**1723336**	**1560465**

Decision: BOG took note and approved the expenditure summary.

2.5. EXTENSION OF TEQIP ACCOUNT STAFF

BOG in its 21st meeting has extended the service of TEQIP account staff for a period of 6 months and decided to review it in the next meeting.

Decision: The BOG decided to continue the service of account staff for a further period of 6 months.

2.6 RESULTS & PLACEMENTS

The college has scored 40th position in the current year with a pass percentage of 49.7%. The branch wise details are given below in the table 2.1.1

Table 2.6.1 Result of B.Tech 2016 admissions

BRANCH/ COURSE	SANCTIONED INTAKE	NO OF STUDENTS		% OF FULL PASS
		APPEARED	WITH FULL PASS	
EC	120	61	20	32.78
CS	90	68	42	61.76
EE	60	40	22	55
Total	**270**	**169**	**84**	**49.7**

Table 2.6.2. Placement details

	2020 pass out batch		
Dept	**Total no of final year students**	**No of students placed**	**% placement**
CS	68	30	44.12
EC	61	20	32.78
EEE	40	4	10
Total	169	54	31.95

Discussion: Prof. V P Devassia opined that placement details shall be noted in website as Electronics department has a commendable placement statistics with respect to their pass percentage. The SPFU Director enquired about the current admission status and the Chairman also asked whether admission has any improvement on account of NBA accreditation. The Principal replied that admission is improved in Computer Science department.

Decision: BoG took note the results and placement details.

2.7 FACULTY POSITION

Due to transfer and posting some of the faculty members left the institution and new members joined. Institutional member of BOG amd HoD of CS department Dr. Preetha Theresa Joy got

transferred. Dr. Priya S has taken the charge of HoD CS. The present faculty position is given below;

Table 2.7

Department	Professor	Associate Professor	Assistant Professor	Total
ECE	1	2	6	9(3 are on leave for study purposes)
CSE	1	1	6	8 (one on leave for study purposes & one on LWA)
EEE	-	-	1	1
ME	-	-	2	2
Applied Science	-	3	-	3
Total	2	6	15	23

Academic coordinator Ms. Jibi John and purchase coordinator Mr. Jagadeesh Kumar were got transferred. Dr. Sumitha Mathew, Associate Professor EC is assigned the charge of academic coordinator and Mr. Jimmy John , A.P, ME is assigned the charge of purchase coordinator. All the TEQIP committees are restructured. Details attached as annexure II.

Discussion: The BoG asked how the mandatory conditions of AICTE and KTU are met if the faculty position is this low. Principal informed that the details given above correspond to regular faculty alone and enough number of contract / PT faculty are engaged to meet the mandatory conditions. The BOG, then suggested including the details of contract faculty also in the detailed faculty positions.

BOG chairman and other members asked whether government approval is needed to change the institutional members of the BOG. Director, SPFU clarified that the BOG can appoint new members to the BOG if an institutional member is transferred or left the institution and other members are to be appointed by the Government .

Decision:

1.BOG approved Dr. Priya S as one institution member for BOG

2. BOG has approved the TEQIP committees and coordinators

2.8 INSPECTION REPORT

An Inspection of the utilization of TEQIP 4 funds for the period 01.08.2017 to 31.12.2019 was conducted on 17th January 2020 by the SPFU team. Copy of inspection report is attached as annexure III.

Decision: BoG took note of the inspection report**.**

3.1 REVISED BUDGET FOR 2020-21

BOG , in previous meetings has instructed to present the utilization as per budget in each meeting. The expenditure made till 31st October in the current year against budget allotment is shown below;

Table 3.1 Budget

(Head of expenditure)	Sub-Activity	Amount	Expenditure till 31st Oct 2020	Revised budget for 2020-21
CORPUS FUND Academic support for students	Expenditure on research projects taken by UG/PG students	15000	0	5000
	Expenditure on research publications	5000	0	5000
	Remedial Class	75000	0	40000
	Visiting Faculty	100000	78880	230000
	Industry Institute Interaction	50000	20000	20000
Incremental operating cost	Salary	120000	52485	105000
	BoG meetings	80000	0	40000
	Stationary and other expenses	5000	3480	7000
	Total	**450000**	**154845**	**452000**
FSD	Expenditure on faculty training	200000	7936	75000
	Expenditure on staff development	50000	0	15000
	Total	**250000**	**7936**	**90000**
ERF	Equipment, Books, Software, Furniture	**200000**	0	50000
ECMF	Equipment Maintenance, Civil Works	**200000**	**38272**	**100000**
	Total	**1100000**	**161053**	**642000**

Discussion: BOG members enquired why there is a very large increase in the revised budget for the visiting faculty activity under Corpus fund compared to the original budget. Principal informed that all departments and placement cell are planning activities for all the students on the assumption that regular classes will commence from January onwards. Principal also informed that the details of programmes proposed are detailed in the next section.

Dr Ramesh Unnikrishnan enquired whether any programmes has been conducted to improve the admission of B.Tech. and he explained the methods adopted by some engineering colleges. The Principal replied that orientation programmes on engineering education has been conducted to near by school students and teachers from this college conducted this programme in 30 schools last year. Principal also informed that the college used to conduct crash course for entrance coaching, but could not conduct the same this year due to COVID pandemic

Decision: BOG approved the revised budget for 2019-20.

3.2 ACTIVITIES PLANNED UNDER CORPUS FUND

Placement cell is planning to conduct a training programme on Python for all S7 students aiming to improve the placements.EEE and CS departments are submitted proposals for training programmes for students which are tabulated below; It may be noted that the corpus fund is exhausted and fund transfer from Other funds are essential for conducting the activities proposed under corpus fund and meting the other requirements of the TEQIP cell

Table 3.2

Sl.No	Details of programme	Coordinator	Amount	Targeted beneficiaries
1.	7 days Python training	Ms. Greeshma N.Gopal, placement coordinator	42000/-	S7 students
2	5 Days hands on workshop on IOT, Machine Learning and Artificial Intelligence	Smt. Elizwa Laiju ,HoD, Electrical department	60,000	final year EEE& ECE students
3	2 days hands on workshop on MATLAB (Programming and circuit simulation)	Smt. Elizwa Laiju ,HoD, Electrical department	12,500	pre final year EEE students
4	2 days hands on workshop on Embedded programming (Python)	Smt. Elizwa Laiju ,HoD, Electrical department	12500	for second year EEE students
5	C and Frontend Web Development	CS dept	12500	Second year CS students
6	Python and Django	,,	12500	Third year CS students
7	Workshop on Django, cloud interface for web applications	EC dept	30,000	For EC students
8	Expert talk on advanced Communication Systems, Embedded System Design	,,	15,000	‘’
		Total	**197000**	

Decision:

1. BOG approved the activities planned under corpus fund.
2. BOG permitted to transfer Rs.3.5 lakhs from equipment replacement fund to Corpus fund**.**

3.3 ACTIVITIES PLANNED UNDER EQUIPMENT REPLACEMENT FUND

A proposal for replacing the batteries of UPS with 2 sets of VRLA battery 65 AH-20 nos with an estimated cost of Rs 1,20,000/- is received from Electronics department .

Decision: BOG approved the proposal for replacing the batteries of UPS.

3.4 ACTIVITIES PLANNED UNDER EQUIPMENT MAINTANANCE FUND

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

Table 3.5 Maintenance activities

Sl No	Description	Estimated cost (INR)	Actual Cost	Remarks	Submitted By
1	Renewal of the Mi-Power license	85000		Package code TEQIP-II/KL/KL1G19/35	Smt.ElizwaLaiju , HoD ,EEE dept
2	Maintenance of various measuring instruments (Voltmeter, Ameeter, Wattmeter etc)	10000		Package code TEQIP-II/KL/KL1G19/45	”

Decision : BOG approved the items under maintenance activities.

Conclusion:

The Honorable Chairman in his concluding remarks thanked all the members for attending the meeting and contributing to it and called the meeting to an end at 4.00 P.M.

Dr . C P Girijavallabhan **Dr. Mini M G**