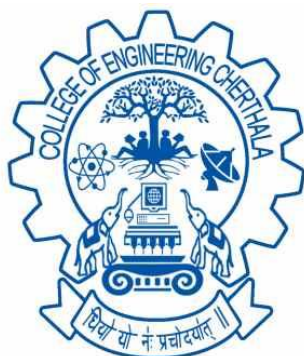**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME Phase II**

Sub Component 1.1

21st MEETING OF

THE BOARD OF GOVERNORS

MINUTES

Date: 3rd January 2020

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 20th Meeting of the Board of Governors held on 24.05.2019 at College of Engineering Cherthala, Alappuzha**
1.2	**Report on the action taken/action pending on the pertinent decisions in the20th Meeting of the Board of Governors held on 24.05.2019 at College of Engineering ,Cherthala**

Part 2-Reports and Ratifications

Sl. No	Items
2.1	**Guidelines for 4 fund utilization**
2.2	**Results & Placements**
2.3	**Expenditure made under Corpus fund**
2.3.1	**Remedial classes**
2.3.2	**Placement Training & Expert talk**
2.3.3	**Other expenses under Corpus fund**
2.4	**Expenditure made under Faculty development fund**
2.5	**Expenditure made under Equipment replacement fund**
2.6	**Expenditure made under Maintenance fund**
2.7	**Expenditure Summary**
2.8	**Extension of TEQIP Account Staff**
2.9	**NBA Accreditation**
2.10	**Official Programs Attended**
2.11	**Other Programs attended/conducted**

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

3.1	**Revised Budget for 2019-20 and 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 20th   BOG meeting held on 24.05.2019

Annexure II: Guidelines for 4 Fund Utilization

Members Present

- Dr C. P. Girijavallabhan, Hon. Chairman.
- Dr. P Sureshkumar , Director , IHRD
- Dr. K Najeeb , Director , SPFU
- Dr. V P Devassia , Rtd Principal , Model Engineering College , Thrikkakkara
- Dr.J Sreekumar , Dean(Academic) A P J Abdul Kalam Technological University
- Sri. Jaisukhulal, Additional Secretary , Higher Education
- Sri. Rejikumar P , Finance Officer , Collectorate , Alappuzha
- Dr.Preetha Teresa Joy. HOD, Dept of Computer Science& Engineering
- Dr. Sumitha Mathew , Asso. Prof. in Electronics Engineering
- Dr. Mini M.G., (Principal)

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. Smt. Sindhu S , EAP Coordinator
5. Smt. Greeshma N Gopal, Coordinator, Finishing School
8 Shri. Priyakumar T N , Civil Works Coordinator
9 Shri. Jagadeeshkumar P, Procurement coordinator

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

1. Dr.Ramesh Unnikrishnan Director AICTE , TVM Office
2. Shri. Jacob Mathew , Vice President , Idea Cellular , Bombay

The meeting started with silent prayer at 11.30 AM. The Hon'ble Chairman brought the meeting to order. The Chairman in his introductory note expressed his happiness in the participation of Director IHRD in the meeting and also in the improved pass% of CEC. Then he welcomed all the members and invited the Principal to present the agenda of the 21st BOG meeting. Principal Dr. Mini M.G. thanked the Hon'ble Chairman and presented the agenda before the BOG.

1.1 Confirmation of the Minutes of the 20th Meeting of the Board of Governors of CE Cherthala held on 24/05/ 2019

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 20th Meeting of the Board of Governors of CE Cherthala held on 24/05/ 2019

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 20th Meeting	For information	NA
1.2	Took note of the ATR and approved.	For information	NA
2.1.1, 2.1.2	BOG took note and ratified the expenditure for remedial programmes ,placement training and expert talks and suggested to take more efforts to improve results	College has achieved 46th position in the 2019 KTU results.	NA
2.1.3	BOG took note and ratified the expenditure made under other expenditures and directed to post expenditure related to repair and maintenance under EMF.	Being done	NA
2.2	BOG took note of the expenditure under faculty development fund, rejected the request for reimbursement of conference registration fee as affiliation is not shown and permitted to send	7 faculty attended FDP in nearby institutions	NA

	faculty for FDP to nearby institutions other than NITs and IITs on specific recommendation from academic committee.		
2.3 - 2.5	The BOG took note and ratified the expenditure under equipment replacement fund and maintenance fund and approved the expenditure summary.	For information	NA
2.6.	The BOG approved the modified mission and vision of the institution	For information	NA
2.7	BOG reviewed the appointment of account staff and extended the service to next six months under the same terms and conditions.	For information	NA
3.1	BOG sanctioned the GST amount for NBA accreditation fee	Payment of Rs.30000 /- made and visit date fixed on 24th and 25th of Jan 2020	NA
3.2 to 3.3	BOG approved The budget and the activities proposed under corpus fund, faculty development fund ,maintenance fund and equipment replacement	Details of activities conducted are listed in section 2.3,2.4 and 2.5	NA

Decision: BOG took note of the ATR and approved.

2.1   GUIDELINES FOR 4 FUND UTILISATION

Discussion: BOG reviewed the consolidated guidelines presented and suggested some corrections and additions in the guidelines. BOG suggested reimbursement of fee paid for swayam courses on successful completion of the course for both faculty and students. BOG also suggested that GoK rules should be followed as far as possible for 4 funds implementation. The Guidelines are modified including all suggestions/ corrections of the BOG (See annexure 1).

Decision: 1. BOG approved the guidelines with the modifications suggested.

2. BOG suggested to publish it in the website.

2.2   RESULTS & PLACEMENTS

Table 2.2.1   Result of B.Tech 2015 admissions

BRANCH/ COURSE	SANCTIONED INTAKE	NO OF STUDENTS		% OF FULL PASS
		APPEARED	WITH FULL PASS	
EC	120	76	36	47.36
CS	90	58	35	60.34

EE	60	38	11	28.94
Total	**270**	**172**	**82**	**47.67**

Table 2.2.2.   Semester-wise Result of B.Tech exam May 2019

Semester	BRANCH/ COURSE	SANCTIONED INTAKE	NO OF STUDENTS		% OF FULL PASS
			APPEARED	WITH FULL PASS	
	EC	120	76	59	77.6
	CS	90	58	47	81
	EE	60	38	30	78.94
VIII	**Total**	**270**	**172**	**136**	**79**
	EC	120	62	21	33.8
	CS	90	69	47	68
	EE	60	41	18	41
VI	**Total**	**270**	**172**	**86**	**50**
	EC	120	39	10	26
	CS	90	66	27	41
	EE	60	33	13	36.66
IV	**Total**	**270**	**138**	**50**	**36.2**
	EC	120	24	13	54.2
	CS	90	46	17	37.0
	EE	60	27	15	55.56
II	**Total**	**270**	**97**	**45**	**46.4**

Table 2.2.3 Placement details

Dept	2019 pass out batch			2020 pass out batch		
	Total no of final year students	No of students placed	% placement	Total no of final year students	No of students placed	% placement
CS	58	45	77.58	69	30	43.47
EC	76	13	17	62	13	20.96
EEE	38	2	5.2	41	3	7.2
	172	60	34.88	172	46	26.7

Discussion: Dr Sreekumar enquired whether the revaluation results are added in the consolidated pass percentage and he informed that after revaluation results are published , the state average of pass percentage is increased from 35% to 55%. The principal replied that the results are updated with the revaluation results, but pass % is not improved much. Also Sreekumar sir suggested to take necessary steps to improve the pass % to 70% in the next results. The SPFU Director advised to include the average, maximum and minimum compensation details and higher studies details along with placement details.

Decision: BoG took note of the result and placement details.

2.3. EXPENDITURE MADE UNDER CORPUS FUND OF TEQIP-II

2.3.1 Remedial Classes
Table 2.3.1 Remedial classes

Sl No.	Subject	Resource person	Sem& Branch	No of students	No.of Hours& Dates	Expenditure In Rs.	No. of students passed
1	Basic Electrical Engineering	Sabah V S	S1 EEE	14	11 hrs , 23/05/2019 to 25/05/2019	4400	3
2	Digital Signal Processing	Abdul Kareem V, NIT , Calicut	S7EEE	26	12hrs, 23/11/19,24/11/19 and 30/11/19	7200 (To be paid)	Result awaited
3	Electronic Devices & Circuits	Ajaynath Asst Prof.MEC	S3CS	26	12 hrs, 16/11/19, 23/11/19	7200 (To be paid)	Result awaited
4	Switching Theory and Logic Circuits	Jayakrishnan R Asst Prof	S3 CS	30	9 hrs 19/12/19,20/12/19	3600 (To be paid)	Result awaited

Decision: BOG took note and ratified the expenditure.

2.3.2. Placement training and bridge courses
Table 2.3.2 Placement related programmes

Sl. No.	Title of the Programme	Semester & batch	Duration & date	No. of participants	Expenditure (Rs.)
1	Placement Orientation program by Deepak Jose & Bimil Bose Trainers,Pragmatix Learning	Pre final Year Students of all branch	03/05/2019	114	7880
2	C Programming Workshop by Bavan Thomas Sr Engg Credence Technology & Jaimon Jacob ,Asst Prof in CSE,MEC	S8	25/03/19 to 26/03/19	45	11880
3	C Programming Workshop by Deepak Jose & Bimil Bose Trainers,Pragmatix Learning	Final Year Students all branch	10/07/19, 11/07/19, 16/07/19	65	21880
4	Workshop on basics of	S1	12/10/19	59	8716

	Mathematics by Jibin Mon K A & Irfan C K,Engineers ,IAIM Institute ,Kaloor				
5	Counselling class	S3 all classes and S5 EC	1 day	150	3000
6	C programming workshop	Final year EC&EEE students	17 days in June and July 2019	45	To be paid
7	Interview training, group discussions, mock interview etc by Aesthetix	Final year students	21-29/10/2019	150	79760(To be paid)
Total					**53356**

Discussion : SPFU director suggested to include the outcome attainment /expected attainment and to add one more column for results made as the impact of placement trainings.

Decision: BOG took note and ratified the expenditure.

2.3.3.Other expenses
Table 2.3.3 Other expenses

Sl.No.	Items	Expenditure
1	Expense for 20thBoG meeting	30010
2	Salary to TEQIP staff(May-19 to nov-19)	37860
3	NBA Accreditation GST	30000
Total		**97870**

Decision :BoG ratified the expenditure made.

2.4 EXPENDITURE MADE UNDER FACULTY DEVELOPMENT FUND
Table 2.4.1 Faculty development fund

Sl No.	Name of faculty	Designation	Details of programme	Date and duration	Expenditure in Rs.
1	Pradeep M,	Assoc Prof ECE	FDP on Student Induction, Mar Baselios Institute of Tecnology and Science, Kothamangalam	3 days 13th to 15th June 2019	3348
2	Greeshma N Gopal	Asst Prof in CSE	,,	,,	2848
3	Muhammad ilyas	Asst Prof in CSE	FDP on Advance in Machine Learning , SOE CUSAT	5 days,26th to 30th Nov 2018	1000
4	Janu R Panicker,	Asst Prof in	FDP on Teaching and	3 days,11th	2500

Sl. No			CSE	Learning Methodologies in Engineering , Carmel College of Engineering and Technology, Punnapra	to 13th July 2019	
5	JayaJohn		Asst Prof in CSE	,,	,,	2500
6	Jayakrishnan		Asst Prof in CSE	,,	,,	2500
Total						**14696**

In-House programme

Sl. No	Details of the program	Period	Resource persons	No of beneficiaries	Expenditure
1	Outcome based Education	18th and 19th December 2019	Dr.A, Praveen, Professor, Abdul Raoof A, Associate Professor and Dr. Manju Manuel, Associate Professor , RIT Kottayam	All faculty	**23130**

Discussion: The BOG observed that the participation of Faculty in FDPs is very less and advised to increase the participation especially from Electrical Engineering department. Director, IHRD suggested to conduct staff development programmes for supporting staff also.

Decision : 1.BOG took note and ratified the expenditure.

2. Decided that at least 1 programme per semester per department shall be conducted.

3. Decided to conduct one staff development programme for technical staff and one for supporting staff

2.5 EXPENDITURE MADE UNDER EQUIPMENT REPLACEMENT FUND

Licence of Tally ERP software was expired. It was renewed as per the recommendation of Institute Purchase Committee under equipment replacement fund. The total expenditure for this is Rs.9234/- including AMC.

Decision : BOG took note and ratified the expenditure.

2.6 EXPENDITURE MADE UNDER MAINTANANCE FUND

Discussion: The BoG suggested to include package number also to ensure that the items repaired under this head are those purchased under TEQIP-II .

Table 2.5.1 maintanance fund

Sl.No.	Item details	Expenditure
1	Repairing charges for Photocopier & printer, incinerator, UPS and AC	25232
2	Battery Water	4500
3	Electrical work for reinstallation of computers in the new computer lab.	25805
	Total	**55537**

Decision : BOG took note and ratified the expenditure.

2.7 EXPENDITURE SUMMARY

Table2.7.1 Expenditure summary

Type of fund	Funds received from IRG	Interest received as on 31st Dec	Total Funds	Expenditure made				Balance fund available
				2017-18	2018-19	2019-20 Till Dec 31st	Total during project period	
Corpus Fund	**912233**	69083	**975891**	154891	352848	176087	**683826**	**297490**
Faculty Development Fund	697462	54512	**743252**	52259.5	94516	32647	**183681**	**568292**
Equipment Replacement Fund	700898	58661	**759559**	88.5	123892	0	**123980**	**635578**
Equipment & Civil Maintenance Fund	700816	52697	**753513**	4837.5	233654	71708	**310199**	**443313**
Total	**3011408**	**220169**	**3246361**	**212076**	**804910**	**280442**	**1301687**	**1944676**

Decision: BOG took note and approved the expenditure summary.

2.8. EXTENSION OF TEQIP ACCOUNT STAFF

BOG in its 20th 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 reviewed and decided the reinduction of the service of account staff for a period of 6 months.

2.9   NBA ACREDITATION

The college has applied for accreditation of 2 UG programmes in 2013 and paid the fee from TEQIP. But now, since the student strength has decreased drastically, B.Tech in EC could not satisfy the pre-qualifier conditions. B.Tech in CS has qualified for accreditation and the e-SAR was submitted. Now NBA has given the dates for accreditation on 24th and 25th of Jan 2020.

Decision:The BOG took note .

2.10   Official programs attended

The principal and the TEQIP coordinator attended the 4 funds performance review conducted by SPFU on 7/12/2019 at Hotel Chaithram Trivandrum. As the meeting starts at 9.00 am, the TEQIP coordinator has stayed at KTDC Hotel Chaithram,Trivandrum on 6/12/2019 and the hotel bill for accommodation was Rs.2208/-.

Discussion: IHRD Director Dr. Suresh kumar explained that the expenditures including accommodation made on review meetings were met by SPFU during the active period of TEQIP-II. SPFU Director replied that since the TEQIP period is over no fund is available in SPFU and that was why it was directed to meet the expenditure from respective institutions from four funds of TEQIP-II. He also informed that there is no provision for giving accommodation charges as per KSR rules. TEQIP coordinator informed the committee that on enquiry it was found that all other colleges have reimbursed the amount. Dr. Sreekumar suggested reimbursing the accommodation charges, as all other TEQIP institutions have already given the amount to the incumbent. Dr. Suresh Kumar opined that during the TEQIP period accommodation was usually arranged at Hotel , Chaithram for the participants of review meeting. Considering this precedence, the TEQIP coordinator has stayed there and hence the amount shall be reimbursed as a special case. He has also asked the SPFU Director that accommodation shall be provided by SPFU , otherwise it will be difficult for participants from long distances.

Decision: Considering this as a special case , BOG decided to reimburse the actuals.

2.11   Other Programs Conducted/Attended.

The BOG chairman Dr. C P Girijavallabhan has delivered a talk on **"Happiness through science and technology in engineering education"** to first year B.Tech students during their induction program on 24/07/2019. The class was well approved by all students
A one week training program on **Block Chain Technology** was conducted under AICTE ATAL scheme by the Computer Science department.
Dr. Mini M.G attended a one week study tour to Dudley College, London under the AICTE-**UKIERI Leadership Development programme**.
Mr.Sreekumar K and Mr. Reju John, Asst Professors, Department of Electronics attended an FDP on **Recent Advances in Sensors and Actuators** at College of Engineering Chengannur, during 9th December 2019 to 20th December 2019.

Ms.Jasleena C,Asst Professors, Department of Electronics attended an FDP on **Deep learning and Machine Learning approaches and its applications** at NIT, Kozhikkode, during 9th December 2019 to 13th December 2019.

Decision : BoG took note.

3.1   REVISED BUDGET FOR 2019-20 and BUDGET FOR 2020-21

Table 3.1.1 Budget

(Head of expenditure)	Sub-Activity	Amount	Expenditure till 31st Dec	Revised budget for 19-20	Budget for 20-21
CORPUS FUND Academic support for students	Expenditure on research projects taken by UG/PG students	5000	0	5000	15000
	Expenditure on research publications	10000	0	5000	5000
	Remedial Class	50000	34996	75000	75000
	Visiting Faculty	20000	27693	100000	100000
	Industry Institute Interaction	20000	0	20000	50000
Incremental operating cost	Salary	120000	45335	95335	120000
	BoG meetings	80000	30010	70000	80000
	Stationary and other expenses	10000	420	4665	5000
Total		**315000**	**174850**	**375000**	**450000**
FSD	Expenditure on faculty training in subject domain, pedagogical training, organising in house subject area training, on participation by faculty in external seminars/conferences/workshops etc	175000	32647	75000	200000
	Expenditure on staff development	25000	0	15000	50000
Total		**200000**	**32647**	**90000**	**250000**
ERF	Equipment, Books, Software, Furniture	50000	9234	50000	**200000**
ECMF	Equipment Maintenance, Civil Works	**200000**	**72408**	**125000**	**200000**
Total		**765000**	**288869**	**640000**	**1100000**

Discussion: The Finance officer Sri Rejikumar P suggested to add the expenditure incurred during the previous year also in the budget proposal.BOG observed that the student based activities are carried out using corpus fund and corpus fund is nearing exhaustion. For proper functioning of student centered activities fund re-appropriation is necessary. Hence BOG suggested to take money from available funds to corpus fund as per the rules.

Decision: 1. BOG approved the revised budget for 2019-20 and budget estimate for 2020-21

    2. Sanctioned re appropriation of funds from equipment replacement fund to corpus fund on exhausting of corpus fund .

3.2 ACTIVITIES PLANNED UNDER CORPUS FUND

1. Remedial classes

2. Industrial visits

3. Workshop under IIIC for final year students- workshop on Deep learning for final year CS students

4. Expert lecture on Advanced Communication Systems, Opto Electronics and Low Power VLSI, Embedded System Design Perspective, Signal processing and Control Systems in System Design

Decision: BOG approved the activities planned

3.3 ACTIVITIES PLANNED UNDER FACULTY DEVELOPMENT FUND

Smt. Jasleena C, Asst.Prof. in Electronics and communication has submitted a proposal for conducting an in-house faculty development program on "VLSI & Embedded Systems" from 20th April to 22nd April 2020. The approximate cost for conducting the program is Rs. 60,000/-.

Discussion: The SPFU Director insisted to conduct atleast one FDP by each department per one semester

Decision: BOG approved the above.

3.4 ACTIVITIES PLANNED UNDER EQUIPMENT REPLACEMENT FUND

Proposals for replacement are listed below;

Sl No	Description	Estimated cost (INR)
1	Replacement of Projector EPSON EBX 14 -3Nos, Bulb and Mother Board damaged	90000
2	AMF Control Panel Replacement -Auto Mains Failure Panel Damaged	100000
	Total	**190000**

Discussion: The BOG observed that the details given does not include the package number and actual cost of the equipment. This makes it difficult to decide whether the equipment be replaced or not. Hence the BOG suggested to modify the agenda notes by including the package number and actual cost of all equipment to be replaced .The BOG noted that the second item is not a replacement as it is only a part of the whole equipment. The BOG directed to circulate the corrected agenda notes and get approval from the chairman.

As per this the corrected details are given below;

3 projectors purchased under TEQIP-II is not working and on inspection it was found that they are irreparably damaged. Since projectors are indispensable for proper conduct of classes, it is requested that the damaged projectors may be replaced. Details of the projectors are given below;

Sl No	Items to be replaced	Description of problem identified	Estimated expenditure	Actual Cost/unit
1	TEQIP-II/KL/KL1G19/91 multimedia projectors and interactive boards. 3 nos of Projectors EPSON EBX 14	Bulbs and mother boards of three projectors damaged-Irreparable	90000	33205

Decision:

1. The BoG approved the replacement of 3 projectors with the advice that detailed report stating the reason for replacement and the package no . of the item purchased should be given in the agenda.
2. The BoG has not approved the second item .

3.5 ACTIVITIES PLANNED UNDER EQUIPMENT MAINTANANCE FUND

Discussion : The BOG observed that the details given does not include the package number and actual cost of the equipments making it difficult to decide whether maintenance is required as in previous section. But since keeping the repair/maintenance activities pending till the next meeting may adversely affect the functioning of the equipments the BOG has directed to resubmit the notes to the BOG members by circulation and carry out activities after getting the approval of the chairman.

The BoG suggested that it is better to purchase new UPS by buy back policy. The SPFU director instructed that next time onwards, the coordinators of maintenance, procurement and academic committees should come with the minutes book for the BoG meeting.

The modified notes as per the direction of the BOG is submitted herewith for the consideration of the BOG.

Table 3.5.1 Maintenance activities

Sl No	Description	Estimated cost (INR)	Actual Cost	Remarks	Submitted By
1			**Repairing of printers**		
	Repairing of the duplicating (cyclostat) machine - RICOH make Gestetner DX2430 Copy printer with exam cell (Printers and copiers - TEQIP-II/KL/KL1G19/14)	22000	123900	Printer which is 4 years old, not functioning, possible reason for failure The possible reasons for failure are faulty motor, ink pump malfunctioning and belt failure.	Dr. Shouri P V, Chairman, Exam Cell
	Repairing of printer, RICOH SP200 (Printers and copiers - TEQIP-II/KL/KL1G19/14)	4000	15000	Catridge replacement of the printer at HoD EC room	
	Total	**26000**			
2			**Repairing of UPS**		
	Repairing of 5 KVA UPS NUMERIC with Sl No. 1140202356 (UPS – TEQIP-II/KL/KL1G19/6)	30000	140500	Control Board not working	Sri. George C Karamel, Demonstrator EC
	Repairing of 5 KVA UPS NUMERIC with Sl No. 1140202359 (UPS – TEQIP-II/KL/KL1G19/6)	25000	140500	Charging and Inverter board not functioning	
	Repairing of 5 KVA UPS NUMERIC with Sl No. 1140202363 (UPS – TEQIP-II/KL/KL1G19/6)	20000	140500	Charging not functioning	
	Total	**75000**			
3	**Laptops**				
	Repairing of Lenovo Thinkpad Laptop (Computers – TEQIP-II/KL/KL1G19/6)	8000	48132	Replacement of the keypad and battery	Sri. Jagadeesh Kumar P, Asst Prof, EC
	Repairing of Lenovo Thinkpad Laptop (Computers – TEQIP-II/KL/KL1G19/6)	4000	48132	Replacement of the keypad	Smt.Sarakutty K J TEQIP Coordinator

		Total	12000			
4	62.5KVA Diesel generator DES9A Controller (Diesel Generator -TEQIP-II/KL/KL1G19/23)		20000	665727	Controller for sensing load, engine oil etc.	Smt. Leena Thimothy, HoD EE
5	Repairing Digital trainer kit 6 nos @ 700 (Trainer Kits - TEQIP-IIKL/KLIG19/20)		4200	7312	Repairing of the trainer kit	,,
6			**Annual Maintenance Contract**			
	6KVA UPS for servers (UPS – TEQIP-II/KL/KL1G19/6)		33000	144000	AMC for three years	Dr. Preetha Theresa Joy, HoD CS
	5KVA UPS for servers (UPS – TEQIP-II/KL/KL1G19/6)		30000	140500		
	3KVA UPS for servers (UPS – TEQIP-II/KL/KL1G19/6)		18000	78000		
	62.5 KVA diesel generator		15000	665727	AMC	Smt. Leena Thimothy, HoD EE
		Total	96000			

Decision: 1. BOG directed to check the possibility of replace of UPS under buy back policy

2. BOG approved the other activities proposed.

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 2.30 P.M.

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

ANNEXURE -I

COLLEGE OF ENGINEERING, CHERTHALA

Selected under Sub Component 1.1 Technical Education Quality Improvement Programme Phase II

GUIDELINES FOR THE EFFECTIVE UTILISATION OF FOUR FUNDS

1. SUMMARY OF AVAILABLE FOUR FUNDS UTILISATION

Corpus fund
- Conducting BOG meetings -minimum two in each year
- Salary expenses of contract staff in the post clerk cum Accountant (One post) –Part Time accountant staff on daily wages with salary of Rs.650/day limited to a maximum of Rs. 10000/month.
- TEQIP Office Expenses
- TA/DA for attending meetings
- Hiring professional services for TDS filing, financial auditing
- Student Support activities including remedial and bridge programs, placement training, expert lectures etc.
- One day Industrial visit for first year students
- Seed money for UG/PG projects
- Paper presentation in conferences/seminar(by students)
- Fee for swayam courses

Faculty Development Fund

- Expenditure on faculty members attending training in subject domain, pedagogy, attending seminars/conferences/workshops etc
- Expenditure on organizing in-house subject area and pedagogical training Programs, Workshops/ seminars/symposium /conferences.
- Expenditure on short term programs with industry.
- Reimbursement of fee for swayam course on successful completion and recommendation by academic committee

Equipment Replacement Fund

- Replacement of obsolete furniture and equipment including computers and related devices purchased under TEQIP-II
- Up gradation of software purchased under TEQIP-II.

Equipment Maintenance Fund

- Maintenance of furniture and equipment including computers and related devices.

- o Purchasing of consumables
- o AMC and repair for items procured under TEQIP II
- o Entrust the repair and maintenance work to IHRD as far as possible, since IHRD is a total service provider for the Govt of Kerala,
- o All maintenance work shall be done after getting the concurrence of maintenance/purchase committee and necessary documentation shall be done.

2. GUIDELINES FOR THE CONDUCT OF FSD PROGRAMMES USING FOUR FUNDS

In-house Program

- The program proposal with the activity plan and brochure must be submitted through the department, with clear recommendations indicating the experts, expected benefits and beneficiaries of the program. The program proposal will be verified and approved by the Academic committee and Finance Committee before submitting to the BoG for approval/ratification. The decision of the BoG will be final.
- The minimum qualification of experts for the programs will be (i) PhD/M Tech for those from academic institutions and (ii) For resource persons from industries: designated as Manager or above in the working industry or has minimum 5 years of industrial experience in the related area with basic engineering degree OR (iii) a distinguished professional as recommended by the Academic committee. However, the academic committee can decide the qualifications/experience judiciously for the academic and industrial experts wherever necessary, subject to the approval/ratification of BoG.
- The TA/DA for experts will be as per GoK/TEQIP-II norms.
- Settlement of the programs must be done within one month by the coordinator; failing which interest will be levied from the coordinator as per the Government of Kerala (GoK) rules.
- It is desirable that at least 50% of the participants of the programs are from other institutions. The registration fee to be collected from external participants can be fixed by the coordinator and the department, with approval from academic committee.

External Programs

- Importance of course should be scrutinized by concerned departments. (Justification by HoD/ Department Committee needed) While selecting courses, courses from premier institutions like IITs,NITs shall be preferred. Academic Committee has to evaluate the relevance of the program and give directions on how the course can be made beneficial for other faculty and staff in the institution. However, faculty can be sent to nearby institutions also , if the department strongly recommends the program stating the benefits to the students, department and the institution and academic committee recommends it.
- The number of programs that can be attended by a faculty is limited to one per semester and by a staff to one per annum. However, in cases when a faculty/staff is deputed by the institution under special circumstances, that course is not counted to the number of permissible courses.

- The principal can decide the number faculty members that can be sent at a time to external programs, without affecting the normal functioning of the institution.
- The total expenditure including registration fee, TA/DA for attending program etc per program using Faculty development fund is limited to Rs.15,000/- for faculty and Rs.7,000/- for staff. This includes course fee if any, travel charges, accommodation charges, registration fee in case of indexed conferences etc. The support received from TEQIP-II FOUR FUNDS must be acknowledged in the paper presented. Only oral presentations in the conferences will be funded. The citation of the institution in the paper is mandatory for this funding.
- The TA/DA for the faculty and staff to attend programs will be as per GoK/TEQIP II rules.

3. GUIDELINES FOR THE CONDUCT OF STUDENT SUPPORT PROGRAMMES-REMEDIAL/BRIDGE COURSE, STUDENTS TRAINING PROGRAMS, INTERNSHIP, CONFERENCE, ETC.

- The number of students in a class getting benefitted using remedial classes should be at least 10. However, the EAP committee can make a judicious decision, based on the recommendations of the HoD wherever the number of students is less, subject to the ratification of BoG. The attendance of students enrolled for the program must be compulsory and monitored by the HoD.
- The department has to monitor the results of the benefitted students and the HoD has to submit a report to the TEQIP office as and when the results are published.
- Bridge courses may be conducted in mathematics for Lateral Entry (LET) students, and for computer programming subject to a maximum of 10 hours.
- External subject experts can be hired for conducting remedial / bridge classes at Rs.600/hour, if found necessary. For internal experts the amount is limited to Rs.400/hour. No TA/DA will be admissible for the experts.
- Remedial classes shall be arranged only for helping the students in understanding difficult topics, which was already covered by the faculty. The maximum number of remedial hours is limited to 15% of the total number of hours as per the university curriculum.
- Counseling experts can be invited to the campus for interacting with needy students. The expert TA/DA will be as per GoK/TEQIP-II rules and as per the norms under FSD program. The expert selected must be a qualified person with a minimum experience of 5 years in the area of counseling. However, the EAP committee can make a judicious decision on the experience of the expert available and recommend to the Principal. The effectiveness of the program should be reported to the TEQIP office for every 6 months, by the program coordinator.
- Coaching classes for appearing in competitive examinations like GATE, CAT, etc can be conducted subjected to a maximum of 20 hours per branch per year, recommended by EAP committee.
- Students attending reputed conferences for oral presentation can be funded through this scheme. The maximum amount payable is Rs. 2000/-. The support received from TEQIP-II

FOUR FUNDS must be acknowledged in the paper presented. The citation of the institution in the paper is mandatory for this funding.

- Training programs / workshops from industries, placement related training programmes may be conducted by the approval of the academic committee and the subsequent approval of BoG. For training programmes/workshops from industries, The expert should be an engineering graduate with minimum five years' experience or a post graduate with three years' experience in the relevant area.

- Financial support may be granted to a maximum of two R & D projects in each department, with the recommendation of the HoD and approval from R&D committee. The permissible support will be decided by the committee, subject to a maximum of Rs.5000/- as seed money per project.

- One day industrial visit is permitted once in a year for all students and the industry to be visited shall be selected by staff advisor or department committee. The maximum permissible amount for the expenses is Rs.10000/-.

- The students attending the online courses MOOC/ SWAYAM courses an be funded through this scheme. The maximum amount payable is Rs.1000/-, on producing the original certificate. The permission to attend the course should be obtained from the concerned departmental committee and it should be submitted to the academic committee with the recommendation of HOD, before the commencement of the course.