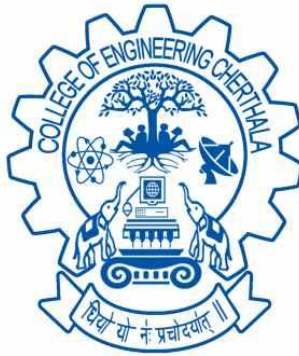


**TECHNICAL EDUCATION QUALITY IMPROVEMENT  
PROGRAMMEPhase II**

**Sub Component 1.1**



**14<sup>th</sup> MEETING OF  
THE BOARD OF GOVERNORS  
DETAILED AGENDA NOTES**

**Date:17<sup>th</sup>January 2017**

**Time: 10.30 AM**

**Venue: Seminar Hall**

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

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## **Background**

The meeting of Board of Governors is convened to monitor the progress of TEQIP-II activities at CE Cherthala, under Sub component 1.1, with emphasis to procurement and academic activities, and to accord necessary approvals and clearances for the ongoing activities. The 14<sup>th</sup> meeting of the BOG is being convened on 17<sup>th</sup> January 2017.



## AGENDA

### Part 1-Procedural

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1.1	Confirming the Minutes of the 13 <sup>th</sup> Meeting of the Board of Governors held on 06-12-2016 at College of Engineering Cherthala, Alappuzha	9
1.2	Report on the action taken/action pending on the pertinent decisions in the 13 <sup>th</sup> Meeting of the Board of Governors held on 06-12-2016 at College of Engineering Cherthala	9

### Part 2-Reports and Ratifications

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### Annexures

<b>1</b>	<b>Minutes of the 13<sup>th</sup> BOG meeting held on 06.12.2016</b>	<b>39</b>
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## **PART 1**

### **Procedural Items**





## Silent Prayer

### 1.1 Confirmation of the Minutes of the 13<sup>th</sup> Meeting of the Board of Governors of CE Cherthala held on 06-12-2016

The Minutes of the 13<sup>th</sup> Meeting of Board of Governors of TEQIP Phase II of CE Cherthala held on 06-12-2016 was circulated among the BOG members and after incorporating their suggestions, sent to the Hon'ble Chairman for his approval. A copy of the Minutes is appended as **Annexure 1** for confirmation.

**Action sought:** BOG may consider and confirm the Minutes of the 13<sup>th</sup> meeting.

### 1.2 Action Taken Report on the pertinent decisions in the Minutes of the 13<sup>th</sup> Meeting of the Board of Governors of CE Cherthala held on 06-12-2016

The decisions taken by the Board as recorded in the Minutes of the 13<sup>th</sup> Meeting of the Board of Governors of CE Cherthala held on 06-12-2016 have been noted and actions have been initiated. 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 13 <sup>th</sup> BOG	Decision Taken	Action Taken / current status	Reason for Non Compliance
1.1	The BOG confirmed the approved minutes of the 12 <sup>th</sup> Meeting	For information	NA
1.2	Took note of the ATR and approved.	For information	NA
2.1	The BOG took note of the procurement completed after the 12 <sup>th</sup> BOG meeting and ratified the expenditure made in this regard.	For information	N.A
2.2	The BOG took note of the packages cancelled after the 12 <sup>th</sup> BOG and ratified the action taken.	For information	N.A
2.3	The BOG took note of the in house faculty development programmes conducted and ratified the expenditure made in this regard.	No action needed	N.A

2.4	The BOG took note of the outstation faculty and staff programmes attended and ratified the expenditure.	No action needed	NA
2.5	The BOG took note of the proposal for two paper presentations.	Conducted external screening committee meeting for evaluating Murali Mohanan's paper	NA
	The BOG decided to proceed for travel grant under ITSS scheme as Manju K's presentation was in a plenary session	Proposal under ITSS is forwarded to SPFU for onward transmission to NPIU for approval	NA
	The BOG decided to give registration fees for paper presentation in International Conferences abroad without waiting for ITSS sanction from NPIU provided the paper is presented in the conference and the name of the college is cited in the publication.	Registration fee reimbursed to Ms. Manju K	NA
2.6	The BOG took note of the IIIC programmes conducted and ratified the expenditure.	No action needed	NA
2.7	The BoG took note of the remedial and softskill programmes conducted and ratified the expenditure.	No action needed	NA
	The BoG took note of the HIT programmes and ratified the expenditure in this regard.	No action needed	NA
	The BOG sanctioned payment of TA/DA as per admissible rate to students who attend outside campus placement drives coordinated by the placement cell of the college.	No requests received so far	NA
	The BOG decided to keep proper documentation of EAP programmes	Being kept.	NA
2.8	The BOG took note of the information regarding the internal audit.	Report of the audit is received and included in the agenda	
2.9	The BOG took note of the faculty position	For information	NA
2.11	The BOG took note of the total expenditure and expenditure incurred after the last BOG and ratified	For information	NA
3.1	BOG approved the new packages proposed.	Purchase order placed for the 2 packages	NA

3.2	The BOG approved the list of planned in-house and outstation faculty development programs and student training programs for the next 2 months.	For information	NA
3.3	The BOG approved the HIT program on RED HAT certified system administrator training.	For information	NA
	The BOG directed to change the condition of payment in the ToR such that payment shall be completed before the completion of the project	Carried out	NA
3.4	The BOG decided to reimburse the course fee, tuition fee etc of faculty doing Ph.D, except those who are on deputation for Ph.D, during the period they have worked in the institution after signing MoU with the Government for implementation of TEQIP II.	Not received any request for reimbursement.	NA
4.1	The BOG decided to go for ISO Certification and directed the TEQIP cell to identify an agency for ISO certification through PMSS.	Process started, Expression of interest obtained and shortlisted 6 firms.	NA

**Action sought:** BOG may consider the ATR for approval.



## **PART 2**

### **REPORTS & RATIFICATIONS**



## 2. PROCUREMENT ACTIVITIES

### 2.1 PROCUREMENT COMPLETED/IN PROGRESS AFTER THE 13<sup>TH</sup> BOG MEETING.

The following packages in the procurement plan are in progress after the 13<sup>th</sup> BOG meeting.

**Table 2.1.1**

Sl. No	Package Name	Package Code	Firm	Budgeted Amount (Rs.)	Actual Amount (Rs.)	Difference (Rs.)	% Difference
1	Audio Rack	TEQIP-II/KL/KL1G19/170	M/s. Aiswarya Furnishers, Bernad Junction, Kalavoor, Alappuzha	60000	57880	2,120	3.53
2	Library Furniture and accessories	TEQIP-II/KL/KL1G19/169	Philtech Library Services, Pulickal Kavalam, Vazhoor, Kottayam	47500	55991	-8,491	-17.88
<b>TOTAL</b>				<b>107500</b>	<b>113871</b>		

KTU has insisted the installation of surveillance camera in the exam control room and since the exams are about to start the same was done as a minor item by getting a quotation from the firm who has installed surveillance camera in the college as an extension of the existing system. The expenditure for the above was Rs. 10,000/- .The installation was completed and payment was made subject to the ratification of the BOG.

**Table 2.1.2**

Sl. No	Package Name	Package Code	Firm	Budgeted Amount	Actual Amount	Difference	Difference
1	Exam Cell Surveillance Camera	TEQIP-II/KL/KL1G19/172	Eyeseure Technologies, B3 Ground Floor, Pental Estate, Palarivattom, Cochin.	10000	10000	0	0

#### Action sought:

1. BOG may kindly take note of the packages for which purchase is progressing.
2. BOG may note and ratify the extension of existing surveillance camera facility to exam cell and ratify the expenditure incurred for the same.

## 2.2 IN-HOUSE FACULTY AND STAFF DEVELOPMENT PROGRAMMES CONDUCTED

**Table 2.2**

Sl. No.	Title of the Programme	Dept	Duration & date	No. of participants			Coordinator	IRG in Rs/-	Expenditure (Rs)
				Own Institute	Others (IRG)	Total			
1	FDP on Mathematical Modelling	Applied Science	17.10.16 - 19.10.16	30	5	35	RadhaBalakrishnan	2500	125564
2	FDP on IOT	CS	26.10.16 - 28.10.16	35	2	37	Preetha Theresa Joy	1000	87162
3	Expert Talk on Research Methodologies	CS	25.10.16	35	0	35	Preetha Theresa Joy	-	6140
4	Computer Aided Engineering: Applied CFD and FEM	ME	09/10/16 – 15/10/16	7	12	19	Dr.RajeshVG	120000	161914
<b>Total</b>									<b>380780</b>
<b>Programmes conducted, but expenditure to be settled</b>									
5	FDP on Designing and Managing Research	CS	19.12.16 – 21.12.16	42	8	50	Manju K.	4000	To be settled

The program “**Computer aided Engineering: Applied CFD and FEM**” was a residential program. This course had been designed to provide SKILL to the participants on industry standard tools and practices using applied CFD and FEM. At the end of the course, the participants could learn the theory as well as quality meshing and analysis techniques of various types: 1D, 2D, 3D in FEM. Dr. Anilkumar K R, GM Solver, Fluidyn, Bangalore, Prof. OmPrakash Singh, Faculty in Mechanical Engineering, IIT BHU Varanasi, Ms. Faria Rehman, Senior Researcher, IIT Mandi, Dr. Sreejith P S, Principal, CUCEK have engaged various classes in the programme.

The 3 days FDP on **Designing and Managing Research** was conducted during 19<sup>th</sup> to 21<sup>st</sup> Dec 2016 at College of Engineering Cherthala. The opening session was by Dr. C.P. Girijavallabhan.



The talk was on “Overview of Research Methodology in Science and Engineering Discipline”. In the AN session on the first day, Dr. V.P.N. Nampoori from CUSAT talked on “Experiments and Analysis on data”. On second day sessions were handled by Dr.K.P. Vijayakumar and Mr. Babu Mathews. The topics covered were “Ethics in Research” and “Stress Management”. The third day topics were ”Getting Funding for Research” and “Ethics in Research” which were taken by Dr.K. Vasudevan from CUSAT and Dr.K.P.Vijayakumar from Kerala university. This FDP opened up the possibilities and scope of Research in various science and Engineering disciplines. The participants got a great opportunity to associate with great professors from various universities. In short the programme was very fruitful and was recommended to be conducted in future too.

**Action Sought :** The BoG may kindly note and ratify the expenditure made in this regard

### 2.3 OUTSTATION FACULTY AND STAFF DEVELOPMENT PROGRAMMES

Details of faculty attended out station training and expenditure involved are described below;

**Table 2.3.1**

Sl No.	Name	Designation	Department	Programme Title	Duration & Date	Expenditure (Rs.)
1	Judy Ann Joy	AP	CS	Pedagogical Training, IIT Madras	10.11.16-12.11.16	4751
2	SreelakshmiMurali	AP	CS	"	"	4751
3	Sareena P M	AP	EC	"	"	4751
4	Tintu Sebastian	AP	EC	Research Simulation and Predictive Analysis using Open Source Tools at Ekmconducted by IHRD	14.11.16-18.11.16	37452
5	Aswathy S S	AP	EC	"	"	37452
6	Judy Ann Joy	AP	CS	"	"	37452
7	Jeena John	AP	CS	"	"	37452
8	AshidaMuhammed	AP	EE	"	"	37452
9	Sreekumar K	AP	EC	Big Data Analytics, Machine Learning and cloud computing at Ekm conducted by IHRD	21.11.16-25.11.16	37369
10	JissyRaju	AP	CS	"	"	37191

11	Asha Thomas	AP	CS	”	”	37191
12	Preetha Theresa Joy	AP	CS	”	”	37369
13	Murali Mohan	AP	CS	”	”	37369
14	Dr. Mini M G	Principal	EC	Pedagogy, Accreditation, research and entrepreneurship at Port Blair by ESCI	22.11.16-23.11.16	73080
15	Sarakkutty K J	AP	GENERAL	”	”	73080
16	Renju R	AP	EC	Computer aided Drafting and Design at Ekm conducted by IHRD	28.11.16-02.12.16	37401
17	Deepika R	AP	EC	”	”	37401
18	Sooraj M Varghese	AP	EC	”	”	37401
19	Vasanthkumar S	AP	EC	”	”	37401
20	Sandhya P Gopal	AP	ME	”	”	37401
21	Neeba George	AP	EC	Hands on training in Open Source Tools for kernal and programming and administration	05.12.16 - 09.12.16	37685
22	Vishnu V. S	AP	ME	”	”	37685
23	Joyce Jose	AP	CS	”	”	37685
24	Josna Jose	AP	CS	”	”	37685
25	Manju K	AP	CS	”	”	37685
26	Jagadeesh Kumar P			National Faculty Development Programme in Entrepreneurship 2016 at Rajagiri School of Engineering & Technology (RSET), Ernakulam.	5 <sup>th</sup> - 17 <sup>th</sup> December	10440
27	Muhammed Ilyas H	AP	CS	”	”	10440
28	Ajay Nath	AP	EC	Cyber Security Analytics at TVM conducted by IHRD	13.12.16 – 17.12.16	37338
29	Sreelakshmi Murali	AP	CS	”	”	37338
30	Mridula Sojan	AP	CS	”	”	37338
31	Sunil Chandran	AP	EE	”	”	37338

32	Jeena John	AP	CS	„	„	37338
<b>Total</b>						<b>1117162</b>
<b>Course attended, but expenditure not settled</b>						
32	Greeshma N Gopal	AP	CS	GIAN Course in Social network Theory and Analysis at IIT Hyderabad	17.12.16 – 23.12.16	
33	Christy Mary Jacob	AP	EE	Applied Mathematics in Engineering, IHRD Poonjar	19.12.16 – 23.12.16	
34	Jyothi Zachariah	AP	EE	„	„	
35	Deepa S Dev	AP	EC	„	„	
36	Dhanya M S	AP	EC	„	„	
37	RadhaBalakrishna n	AP	ME	„	„	
38	Sooraj M Varghese	AP	EC	Pedagogy at Teaching Learning Center IIT Chennai	19.12.16 – 21.12.16	
39	Neeba George	AP	EC	„	„	
40	Tintu Sebastian	AP	EC	„	„	
41	Anju Thomas	AP	EC	„	„	
42	Swathy Sebastian	AP	EC	„	„	

Details of staff attended out station training and expenditure involved after 13<sup>th</sup> BOG are described below;

**Table 2.3.2**

<b>Staff development programmes</b>					
<b>Sl No.</b>	<b>Name</b>	<b>Designation</b>	<b>Programme Title</b>	<b>Duration &amp; Date</b>	<b>Expenditure (Rs.)</b>
1	Rajesh C.D	Administrative Staff	Automated Accounting using tally, ERP 9.0 Solution at CE,Chengannur by IHRD	04.10.16-06.10.16	18650
2	AshaMadhavan S	Administrative Staff	„	„	18650
3	Samson P.J	Administrative Staff	„	„	17930

4	Madhusudanakurup S.P	Administrative Staff	„	„	18650
5	DhanyaDharmajan	System Analyst	„	„	17930
6	Sundaresan V L	Foreman ME	Computer aided geometric modellingat Trichur	28.11.16-02.12.16	4611
7	Rajesh C D	Administrative Staff	Program on Financial and Service rules at CE Karunagappally	14.12.16-17.12.16	3060
8	Rejilakumari R	Administrative Staff	„	„	3060
9	Smitha U	Administrative Staff	„	„	3060
Total					<b>105601</b>

### Report on the Programmes

Five faculty members have attended the **Pedagogy** training at Teaching and Learning Centre, IIT Madras from 19<sup>th</sup> to 21<sup>st</sup> december 2016. The various sessions in the three day training program were Learning Outcomes, Active Cooperative Learning, Learner Centered Approach and Assessment methods. The course was handled by eminent faculty members from IIT Madras and was designed to provide SKILL to the faculty for helping the students to improve their learning ability and was mainly focused on activity based rather than lectures.

The programme '**Research simulations and predictive analysis using open source tools**' emphasized on various open source tools such as Scilab, network simulator, python latex and the importance of those tools to research scholars. It also gave an awareness and knowledge about various e-resources for self learning and international certifications. The programme was for 5 days, from 14<sup>th</sup> November 2016 to 18<sup>th</sup> November 2016. Mr.Gaurav Kumar, Managing director Magma research and consultancies, handled all the five days sessions. The lectures and study materials helps the participants to know more about open source tools for research simulations and predictive analysis.

The Faculty Development Program Entitled "**Bigdata Analytics, Machine Learning and Cloud Computing**" Organized by IHRD during period from 21<sup>st</sup> November 2016 to 25<sup>th</sup> November 2016 was commenced with a formal Inauguration Session by Mr. Gaurav Kumar, Managing Director, Magma Research and Consultancy Pvt. Ltd at IHRD Finishing School, Kaloor, Ernakulam. Mr. Gaurav Kumar was the resource person for all the 5 days. Penetration Testing and Network Analytics using Python, Web Scraping with Python, Data Analysis with Natural Language Tool

Kit(NLTK), familiarization to Open Source Data Mining Tools, Cloud Computing were the main topics covered. Discussion on Internet of Things in cloud computing scenario and discussion on WEKA-Waikato Environment for Knowledge Analysis were the other interesting sessions. At end of the FDP, there was a test on the topics covered through all the 5 days. MCQs were distributed and the first place holder was awarded a trophy.

**Pedagogy on Accreditation, research and entrepreneurship** at Port Blair by ESCI was from 21/11/2016 to 23/11/2016. Dr.D.N.Reddy, Director, ESCI, Hyderabad, who was the former vice chancellor of JNTU, Hyderabad and Chairman of Appellate Committee, NBA, inaugurated the function. Dr.D.N.Reddy, Prof. K Sreenivas Kumar, Professor of ECE, university college of engineering, JNTU, Kakinada, Dr. A P Natarajan and Mr.Pingnagan P were the eminent personalities who handled the sessions. Preparation of course and lesson plan in compliance with learning objectives and outcomes; research methodologies; skill development for youth to bridge the gap between education and employment; attributes of teacher, effective teaching and classroom communication for comprehensive understanding; entrepreneurship development in students / Industry - Institute Interaction – Curriculum development and Project Planning were the topics covered. The Program was ended with a feedback analysis and certificate distribution. Overall the program was very useful in accreditation point of view.

The four days training programme on **Computer Aided Geometric Modeling**, organized by Mechanical Engg. Department, College Of Engineering Adoor was from 29/11/2016 to 2/12/2016. Basic commands in AutoCAD, Transformations in 2D and editing in 2D, Dimensioning and text editing, 2dimensional modeling, Basics of 3D commands and elements, Editing 3D elements, Basic 3D modeling and advanced 3D modeling were the sessions covered. The sessions were handled by Sri Joshy Joseph And Sri Sanjeev C, CE Poonjar; Sri Vijay Krishnan and Sri Pradosh A C, MEC Ernakulum; Sri Prakash N CE Chengannur; Sri Premnath G and Sri Baiju V, CE Karunagappally and Sri LakhanMurari and Sri Vishnu Vijay from Dept.of Civil Engineering NSS Engineering College Palakkad. There were total thirty five participants from different parts of Kerala and actually the programme was scheduled for five days from 28<sup>th</sup> Nov to 2<sup>nd</sup> Dec 2016. But due to hartal on 28<sup>th</sup> Nov it was rescheduled to four days from 29<sup>th</sup> Nov to 2<sup>nd</sup> Dec 2016. The content, course structure and classes all are very good and it was a practical oriented training programme. As a whole the programme was very informative and motivating one for participants.

The faculty development program on **Auto cad -2D and 3D** at Model finishing School, Kaloor was from 29/11/2016 to 03/12/2016. All the five days sessions were handled by Mr. Mohammed Sabeer,

Trainer and Consultant in Computer Aided Drafting and Design (CADD), the CAD/CAM centre of Cochin University of Science and Technology, Cochin. Introduction to CAD software used, Relevance of Auto CAD; Introduction to Auto CAD-Interface, Concept and Categorization of commands; Drawing and editing commands, continued Object selection methods and Methods to achieve precision; Productivity tools in Auto CAD, Concept and Application of Layers, properties palette, Hatching; Concept and Application of Blocks, local & global blocks; Introduction to 3D space, Methods to generate 3D views, Concept of UCS, Create a sample 3D object and Auto CAD as post processing tools for Analysis, 3D Animation, PCB design were the topics discussed. The session helps the participants have a clear insight towards the topic. The practical sessions made the programme much more interesting.

The faculty development program on **Hands Training in open source tools for kernel programming & Administration** was from 5<sup>th</sup> to 9<sup>th</sup> December 2016 at Model Finishing School, Thiruvananthapuram. The program was inaugurated and started by Prof. Jyothi John, Principal, College of Engineering Chengannoor. He took sessions on the philosophy of Linux. The other resource persons were Mr. Bijumon T, Faculty, MEC; Dr. Sunil TT, College of Engineering Attingal; Mr. manoj, Tata ELXI; Mr. AhammedSiraj, Faculty, MEC; Mr. Deepak Ravi, IIT, Delhi. Philosophy of Linux, open source licensing & distribution, basic Linux commands, Shell programming Concepts, QT Programming, Running PHP on LAMP stack and kernel compilation and configuration were discussed. Over all the course was very useful. The content, course structure and classes all are very good.

The **National Faculty Development Programme on Entrepreneurship** from 5<sup>th</sup> to 17<sup>th</sup> Dec 2016 at Rajagiri School of Engineering and Technology was organized by Entrepreneurship Development Institute of India Ahmadabad. Vice Principal of Rajagiri School of Engineering and Technology inaugurated the training programme. Sri. Sivan Ambattu briefed the activities of the Entrepreneurship Development Institute. The sessions were handled by Sri. Sivan Ambattu, Faculty member, EDI, Ahmadabad; Sri V S Sukumaran, Faculty, EDI Ahmadabad; Sri. Sherin Sam Jose, Associate Professor & Coordinator, IEDC, Dept of Automobile Engineering, AmalJyothi college of Engineering, Kanjirappally; Sri Dr K C Chandrasekharan Nair, Secretary of INCITE TBI, Bangaluru, Author-The Startup Habit, Ex-CFO Technopark, Ex-MD & Registrar Technopark-TBI (KSUM),Thiruvananthapuram; Advocate Febin James, Legalities IP services, Trissur and Sri Biju Abraham, industries and commerce department, Kakkanad. The twelve day program covered the sessions on, tool to evaluate the preferred learning style of individuals, learning habits of entrepreneurs, entrepreneur competencies, the entry barriers to entrepreneurship, the concepts of

Risk management and competency requirement of business persons, the concept of concentration and power, the concepts of market survey and business plan development, the concepts of: IP, Patents, Trademarks, Geographical Indications, Copy right, Industrial Design, Trade Secrets, & Layout Design of ICs. Overall the program turn to be very effective for the participants. The participants mention that industrial visit to various factories at Edayar Industrial Area, Ernakulam and the experience sharing of the resource persons made the program much interesting.

The **GIAN Course in Social network Theory and Analysis** was held during 17-23 December 2016 at IIT Hyderabad. Course Coordinator was Prof M P Ganesh . The course instructor was Prof. IsrarQureshi is a Professor of Information Systems and Entrepreneurship at IE Business School, Spain. The course was started by sessions on six degrees separation, centrality measurements, network measurements, analysis of sociocentric and egocentric networks. There was a brief session on current research topics that is being handled by professor. Also UCINET tool was introduced and experiments was done during that session. On the second day topics such as critical mass theory, social capital, cognitive consistency, balance theory was handled. Afternoon session was on UCINET experiments. On the third day Inter organizational structure was discussed. System theory, complexity theory, Butterfly effect in social network was discussed in the class. On fourth day ecology formation was the topic handled by Prof Qureshi. Demographic process, ecological process, density dependence, environmental process technological process etc was discussed. On fifth day three models of network analysis Relational model, experimental graph model, and stochastic actor oriented model was discussed. In the afternoon session experiments on group analysis with UCINET tool was done. On sixth day contagious, semantic and cognitive theories were taught. Rsiena tool was introduced in that day. Related to that cognitive social structure was also discussed. On Last day ERGM models and Stochastic actor oriented models were discussed. Attribute modeling was taught and the experiments on Rseina was done based on this topic. There was presentation by all participants on how they use the knowledge obtained. from the course on their current and future research. The program was concluded by session on research methodologies and paper writing on social network analysis.

The Faculty Development Program on **Cyber Security Analytics** was for 5 days, from 13<sup>th</sup> December 2016 to 17<sup>th</sup> December 2016 at Model Finishing School, VikasBhavan. Mr. MuhammedMusfir, Dr. Sunil S P, Mr. YashinMehaboobe, Mr. Blaise M Crowley, Mr. RizwanShaikh, Mr. Arjun V., Mr. Bhadran V K were the resource persons. Data Science, how to prevent or avoid cyber threats and measures to enhance cyber security, IOT security, Hardware Security, Bit Coins and Crypto Currencies, Role of Secure Coding Standards in Contemporary



Software Development Models were the topics covered. As a whole the programme was very informative and motivating one for participants.

Faculty Development Programme on “**Applied Mathematics in Engineering**” was coordinated by Dept of Applied Science, College of Engineering, Poonjar, during 19th to 23rd of Dec 2016. Dr. Sanjay P K from NIT, Calicut, the first resource person, inaugurated the FDP where Dr.Jayachandran, Principal College of Engg, Poonjar did the presidential address. The other sessions were handled by Dr. Dilip Kumar, N S S College, Cherthala, Dr M Balaji, IIT, madras, Dr.Lineesh, NIT, Calicut, Dr. RajanBabu, Retd Professor from NSS College, Palakkad, Dr.Vinodkumar P B, Rajagiri institute of Science and Technology, Dr.Ramkumar P B from Rajagiri institute of Science and Technology, Dr.KalpanaMahalingam from IIT Madras and Dr.Gireesh K P, MES College, Mannarkkad. The topics covered were Harmonic Functions, Special Functions in Engineering, linear algebra and its applications, Time series Analysis, Fractals and Applications, Digital topology, DNA computing and Finite Field construction. The college had also arranged a half day picnic to Vagamon hills and nearby scenic places. Overall, the FDP was well organized and the coordinators took real effort to ensure that the programme is fruitful for the participants.

The three day training programme, organized by College of Engineering, Chengannur from 4-10-2016 to 6-10-2016 was on **Automated accounting using Tally ERP 9.0 Solution**. The Principal, College of Engineering, Chengannur.Smt.SmithaDharaninaugurated the programme.Automated Accounting using Tally ERP 9.0 Solution, cash book handling and bank accounting were the sessions covered. The resource persons were Mr.SunilRadhakrishnan, accredited tally trainer; Sri. Vaneepasad.V.K, Deputy Director, IHRD Thiruvananthapuram. Over the entire course was very useful. The content, course structure and classes all are very good.

**Action Sought:** The BOG may kindly note and ratify the expenditure made.

## 2.4 CONFERENCES ATTENDED/PAPERS PRESENTED

Mr.MuraliMohan ,Asso.Prof. in Computer Science has submitted a request for travel support under the International Travel Support Scheme for presentation of the paper “Automated Transformation of NL to OCL constraints via SBVR” which has been accepted for publication and Oral presentation in the 2<sup>ND</sup> International conference on Inventive Research in Emerging Technology(ICIRET2017) on 30-31 Jan 2017 at Bangkok Thailand. An external screening Committee meeting for the above is conducted and committee recommended his presentation of the paper in the conference.

Mr. MuhammedIlyas, Ms. GreeshmaN.Gopal and Ms. JanuR.Panicker have attended the 15th



International Conference on Algorithms and Architectures for Parallel Processing (ICA3PP 2015) at Zhangjiajie, China November 18-20,2015 and presented papers under ITSS scheme. Travel grant under ITSS was approved subject to obtaining No Objection Certificate from Government of Kerala, since they have conducted international travel on anticipating sanction from the Government. Now they have obtained post facto sanction from the Government and hence the Rs. 3,71,598/- (Rs123866/-x3), amount incurred for presentation of paper in the international conference was reimbursed to them

**Action Sought:** The BOG may kindly note.

## 2.5 IIIC PROGRAMMES CONDUCTED

Three Workshops were conducted under IIIC for the students post the 13<sup>th</sup> BOG, the details of which are given below;

**Table 2.6**

Sl. No.	Details of the Programme	Coordinator	Duration	No.of participants	Expenditure
1	Workshop on Advanced C Programming to S3 EEE students	ElizwaLaiju	22/10/16-24/10/16	39	28190
2	PLC & HMI in Control System to S6 EC students (in 2 batches)	Mitty George	19/12/16-22/12/16	92	39008
<b>Total</b>					<b>67198</b>

### Report on the programmes:

Electrical Engineering department has conducted Student training program for the students of S3 EEE on **Advanced C Programming**. According to new curriculum C programming had been included in their course of study and the three days workshop was meant for the study of C language with practical aspects. As the students were familiar with the syntax and programming fundamentals, the workshop started with arrays and pointers. The afternoon sessions were particularly meant for practical studies during which they had access to computers to write programs given by the faculty in charge of the session. The next day the sessions were on file handling and structures. The third day an introduction was given to C programming in embedded system development, which will be useful for their coming semesters. The resource persons were Mr.HarikrishnanM, Team Leader Research, QBES Kalamassery, Mr.Rajaram R, Project Manager

QBES Kalamassery, Senthil Kumar M R , Team Leader –Research , PantechProed, Kochi , and KumaraswamiRTeam Leader –Research , PantechProed, Kochi

The dept of Electronics conducted the student Training program on”**PLC and HMI Control System**” to S6EC Students in 2 batches of 46 students each.The resource persons were Mr.AniRajagopal and Rakesh K C , Interface Engineers from Ingenious Power and Control Systems Pvt Ltd, Cochin (IPCS Automation )

**Action Sought:** The BOG may kindlynote and ratify the expenditure made.

## 2.6 PROGRAMMES CONDUCTED UNDER EAP

### 2.6.1 Remedial Classes

**Table 2.6.1**

Sl No.	Subject	Handled by	Batch	No.of Hours & Dates	Expenditure
1	EC 205 Electronic Circuits	Ajay Nath	S3 EC	6Hrs 6/11/16	3600
2	EC 201 Network Theory	Anju Thomas	S3 EC	6Hrs 6/11/16	3600
3	EC207 Logic Circuit Design	Tossy Thomas	S3 EC	12 Hrs 12/11/16, 20/11/16	7200
4	CS203 Switching Theory	Tossy Thomas	S3 CS	21Hrs 5/11/16, 13/11/16, 26/11/16 & 27/11/16	12600
5	CS201 Discrete Computational Structures	JumanaNahas	S3 CS	12Hrs 19/11/16 & 20/11/16	7200
6	CS207 Electronic Devices & Circuits	Arun A V	S3 CS	15Hrs 5/11/16, 12/11/16,27/11/16	9000
7	EEE201 Circuits & Networks	T P Vishnu &Nivin Thomas	S3 EEE	21Hrs 12/11/16, 19/11/16, 20/11/16 & 26/11/16	12600
8	EEE207 Computer Programming	RemyaKrishnan P	S3 EEE	9Hrs 13/11/16, 20/11/16 &26/11/16	5400
9	MA201 Linear Algebra & Complex Analysis	Anakha	S3 EC/EEE/CS	6 Hrs 29/11/16	3600
10	BE100 Mechanics	Devanand	I Sem EEE/CS	12 Hrs 19/11/16,20/11/16	7200

11	BE110 Graphics	Jimmy	I Sem EC	12 Hrs 12/11/16, 13/11/16	7200
12	Calculus	Gireesh Chandra	I Sem EC/CS/EE	18 Hrs 26/11/16, 27/11/16, 3/12/16	10800(to be settled)
13	Engg Mathematics-III (Supplementary)	Gireesh Chandra	S6 & S8	36 Hrs 26/12/16 to 31/12/16	21600(to be settled)
15	CS203 Switching Theory	Tossy Thomas	S3 CS	6 Hrs 10/12/16	3600(to be settled)
				<b>Total</b>	<b>1,15,200</b>

## 2.6.2 Soft Skill and other Training programs to students

**Table2.6.2**

Sl No	Title of the programme	Coordinator	Batch	Date	Expenditure
1	Communication Confidence Builder Training	Dr.Jayasree V K	S7	28/07/16-31/07/16	29676

### Action Sought:

The BOG may kindly note and ratify the expenditure made under EAP.

## 2.7 REIMBURSEMENT OF TUTION FEE OF M.Tech CANDIDATE

An amount of Rs.14280/- was reimbursed to MrIrshad Ali towards the tuition fee remitted for his M.Tech Program at CUSAT.

**Action Sought:**The BOG may kindly note and ratify the expenditure made.

## 2.8 AUDIT REPORTS

The internal auditreport for the period 01/04/16 to 30/09/16 conducted during 24<sup>th</sup> to 26<sup>th</sup> of November 2016 is attached as annexure II

### Action Sought:

The BOG may kindly note.

## 2.9 OFFICIAL PROGRAMMES ATTENDED

Principal along with the three HODs, Dr.Preetha Theresa Joy, Mr.Jayadas C.K and Ms. EliswaLaiju attended the meeting convened by SPFU Director at Thiruvananthapuram and presented the IDP for TEQIP III for a preliminary review on 20<sup>th</sup> December 2016.

The Principal attended the AICTE workshop on approval process 2017 at J.N.Tata Auditorium, Indian Institute of Science , Bangalore on 7<sup>th</sup> January 2017.

### Action Sought:

The BOG may kindly note.

## 2.10 REPORT ON ISO CERTIFICATION

In the last BOG meeting, SPFU Director suggested ISO certification and BOG decided to go for ISO certification as a procurement of service in PMSS. Likewise a TOR was prepared and advertisement is given in papers for Expression of Interest. The process for identifying the service provider is going on. The TOR prepared is attached as Annexure III.

### Action Sought:

The BOG may kindly note and ratify.

## 2.11 STATUS OF IRG ACCOUNTS

As of date, an amount of Rs.2872418/- has been deposited in the four Corpus Accounts for TEQIP-II of CE Cherthala. The split up is as in the following table:

**Table 2.11**

Particulars	Amount in Rs
SBT 67262515481 (Corpus Fund)	874331.00
SBT 67262515628 (Faculty Development Fund)	663874.00
SBT 67262516519 (Maintenance Fund)	667067.00
SBT 67262516586 (Equipment Replacement)	667146.00
<b>Grand Total</b>	<b>2872418.00</b>

**Action Sought:** The BOG may kindly note.

## 2.12 SUMMARY OF EXPENDITURE

The expenditure incurred after the 13<sup>th</sup> BOG is listed in the following table::

**Table 2.12.1**

<b>Expenditure summary</b>	
<b>01.12.2016 to 11.01 .2017</b>	
<b>Particulars</b>	<b>Amount in Rs</b>
Incremental Operating Cost	579384.00
Procurement	10000.00
Assistantships	208000.00
Capacity Development	0
FSD	2038291.00
III Cell	26390.00
R & D	0
Reforms	0
Student Support	145661.00
<b>Grand Total</b>	<b>30,07,726.00</b>

**Table 2.12.2**

<b>1-Apr-2013 to 11-Jan-2017</b>		
<b>Particulars</b>	<b>Amount</b>	
<b>Incremental Operating Cost</b>		<b>5978606.29</b>
Bank Charge	5084.29	
Consumables	582393.00	
Operation and Maintenance	3553391.00	
Salaries	1837738.00	
<b>Procurement</b>		<b>55556694.00</b>
Books & LRs & Software	9911698.00	
Equipment	34752926.00	
Furniture	5990893.00	
Minor Civil Works	4852514.00	
Minor Items	48663.00	
Assistantships		8437245.00
Capacity Development		190461.00
FSD		12307825.00
III Cell		1079316.00
R & D		2789264.00
Reforms		898880.00
Student Support		5136811.00
<b>Grand Total</b>		<b>9,23,77,403.29</b>

**Action Sought:** The BOG may kindly note.

**PART 3**  
**DISCUSSIONS AND APPROVALS**





### 3.1 PLANNED ACADEMIC PROGRAMMES

The academic activities planned for the next two months is as follows;

#### 3.1.1 In house programmes

**Table 3.1.1**

Sl. No.	Title of the Programme	Dept	Duration & date	No. of participants	Coordinator	Expenditure (Rs)
1	Probability and Random Process	AS	1-3 Feb'17	30	Sarakutty K J	130000
2	VLSI Design	EC	15-17 Feb'17	30	jagadeesh Kumar P&Jibi John	100000
3	Big Data Analytics	CS	23-25 Jan '17	30	Greeshma N Gopal	100000
4	R Programming	CS	Feb'17	30	Anitha M A	100000
5	Trends in Embedded Design	EC	Mar'17	30	Mitty George & Jagadeesh Kumar P	100000
<b>Total</b>						<b>530000</b>

#### 3.1.2 Faculty Development Programme – Outstation –planned

IHRD has announced three FDPs; two at College of Engineering Chengannur on Tools & Techniques for Processing Digital Images from 16-20 Jan'17 and on Design & Engineering from 23-28 Jan'17 and one at Model Engineering College on Semiconductor devices from Micro to Nano from 30 Jan to 03 Feb'17. It is planned to send five faculty each to the above programmes. The plans for next two months for other outstation programmes are detailed below;

**Table 3.1.2**

No.	Name	Designation	Department	Organisation	Programme Title	Duration & Date	Anticipated Expenditure (Rs.)
1	Ashida Muhammed	A.P	EC	IIT Chennai	Pedagogy	17 <sup>th</sup> to 19 <sup>th</sup> Jan 2017	5000
2	Anjali Suresh	A.P	EC	„	„	„	5000
3	Jyothi Zachariah	A.P	EE	„	„	„	5000
4	Dhanya M S	A.P	EC	„	„	„	5000
5	Christy Mary Jacob	A.P	EE	„	„	„	5000

6	Sarakuty K J	AP	AS	NBS Culcatta/N oida	ISO Certification	Feb'17	40000
7	Jayadas C k	AP	EC	IISc, Banglore	Winter school on speech & audio processing	26-29 jan'17	30000
8	RadhaBakrish nan	AP	AS	IIT Kharaghpur	Introduction to Cryptography	27-31 Jan '17	30000
9	Manju k	AP	CS	„	„	„	30000
10	GreeshmaGop al	AP	CS	NITTR,Cal cutta	Artificial Neural networks	Feb'17	40000
11	Anitha M A	AP	CS	„	„	„	40000
12	MuhammedIl yas H	AP	CS	„	„	„	40000
13	jagadeeshkum ar P	AP	EC	ESCI,Myso re	Mobile application development using Android	6-10 Feb'17	30000
14	Mitty George	AP	EC	„	„	„	30000
15	Manju k	AP	CS	„	„	„	30000
16	Sandhya P Gopal	AP	ME	IIT Kharaghpur	Basics of cryogenics	20-24 Feb'17	20000
17	Sarakuty K J	AP	AS	ESCI,Shim la,HP	Smart Technologies for digital india	21-24 Mar'17	50000
18	Jibi John	AP	EC	„	„	„	50000
19	Janu R Panicker	AP	CS	„	„	„	50000
20	MuraliMohan an	AP	CS	ESCI,Shim la,HP	Smart Technologies for digital india	21-24 Mar'17	50000
21	MuhammedIl yas H	AP	CS	NIT Jaipur	Research Methodologies	20-24 Mar'17	40000
22	Sandhya P Gopal	AP	ME	IIT Kharaghp ur	LNG: Transportation & Regasification	6-8 Mar'17	30000
							<b>12,15,000</b>

### 3.1.3 Student Training Programme- Planned

**Table 3.1.3**

No	Topic	Batch	Coordinators/ trainers from	Dates	Expenditure
1	Web page development	S4 CS	Manju K	Jan 3rd week,4 days	50000
2	Internet of Things	S8 CS	Dr. Preetha Theresa Joy	Jan 3rd week,2 days	30000
3	Python Programming	S8 CS	Mohammed Ilyas H	Jan 2nd week,3 days	40000
4	Raspberry Pi	S6 CS	Mohammed Ilyas H	Jan 2nd week,3 days	40000
5	Introduction to R Programming	S8 CS	Anitha M A	Jan 4th week,3 days	40000
6	Java Script, J Query and Ajax	S6 CS	Janu R Panicker	Jan 4th week,3 days	40000
7	Software Engineering Tools for project design	S6 CS	Anitha M A	Jan 1st week,2days	30000
8	Software Tools for VLSI Design	S6 EC 90 Nos.	Jayadas C.K.	January, 2016, 8 Days	75000
9	Familiarization of PSpice	S4 EC, 80 Nos.	Jibi John	January,2016, 6 Days	70000
10	Power Quality	S8,S6,S4 EEE	KSEB	January 2017, 3 Days	40000
11	Mechatronics		AppoloTyres, Kalamassery/ FACT	January 2017, 3 Days	40000
12	Energy Management		EMC Kerala, Thiruvananthapuram	January 2017, 2Days	30000
13	Communication Networks and Fundamentals		BSNL	January 2017, 2Days	30000
14	C Programming for Embedded System Design		KITES, Kochi.	January 2017, 3 Days	40000
15	Indian Electricity Rules		Electrical Inspectorate, Thiruvananthapuram	January 2017, 2 Days	30000
16	Renewable Energy Harvesting		ANERT, Alappuzha	January 2017, 2 Days	30000
17	Power Transmission & Distribution		KSEB	January 2017, 2 Days	30000
<b>Total</b>					<b>705000</b>

### 3.1.4 Student Training Programme- Planned under EAP

**Table3.1.4**

No	Activity	Batch	Duration	Expenditure
1	Placement Training	S8 EE,EC,CS	Jan’17	100000
2	„	S6 EC,EE,CS	Feb ‘17	100000
3	„	S4 EC,EE,CS	March 2017	100000
	Remedial classes			
4	Remedial classes to S6 ,S4, S2 Students			150000
Total				450000

#### Action Sought:

The BOG may approve the list of planned academic activities for the next two months.

### 3.2 Fixing the tentative date of the XIVBOG meeting

#### Action Sought:

The BOG may kindly fix a tentative date for the conduction of the next BOG meeting.

## **PART 4**

### **OTHER ITEMS WITH THE PERMISSION OF THE CHAIR**



## **ANNEXURE 1- Minutes of XIII<sup>th</sup> BOG**





**TECHNICAL EDUCATION QUALITY IMPROVEMENT  
PROGRAMME Phase II**

**Sub Component 1.1**



**13<sup>th</sup> MEETING OF  
THE BOARD OF GOVERNORS  
MINUTES**

**Date: 6<sup>th</sup> December 2016**

**Time: 10.30 AM**

**Venue: Seminar Hall**

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

**[www.cectl.ac.in](http://www.cectl.ac.in)**

**Phone: +91 478 2553416**



## AGENDA

### Part 1-Procedural

Sl. No	Items
1.1	<b>Confirming the Minutes of the 12<sup>th</sup> Meeting of the Board of Governors held on 04-10-2016 at College of Engineering Cherthala, Alappuzha</b>
1.2	<b>Report on the action taken/action pending on the pertinent decisions in the 12<sup>th</sup> Meeting of the Board of Governors held on 04-10-2016 at College of Engineering Cherthala</b>

### Part 2-Reports and Ratifications

Sl. No	Items
2.1	<b>Procurement Completed after the 12<sup>th</sup> BOG meeting</b>
2.2	<b>Packages Cancelled</b>
2.3	<b>In House Faculty and Staff Development Programmes conducted</b>
2.4	<b>Out Station Faculty and Staff Development Programmes</b>
2.5	<b>Conference attended/papers presented</b>
2.6	<b>IIIC Programme conducted</b>
2.7	<b>Programmes conducted under EAP</b>
2.7.1	<b>Remedial Programmes</b>
2.7.2	<b>Soft Skill and other Training program to students</b>
2.7.3	<b>HIT programmes</b>
2.8	<b>Audit Reports</b>
2.9	<b>Report on faculty position</b>
2.10	<b>Status of IRG Accounts</b>
2.11	<b>Summary of Expenditure</b>

### Part 3-Discussions and Approvals

<b>3.1</b>	<b>Procurement of new packages</b>
<b>3.2</b>	<b>Planned Academic Programmes for the next four months</b>
<b>3.2.1</b>	<b>In house programmes</b>
<b>3.2.2</b>	<b>Faculty Development Programme – Outstation –planned</b>
<b>3.2.3</b>	<b>Student Training programs planned under IIIC</b>
<b>3.3</b>	<b>HIT program on Red Hat certified System Administrator Training.</b>
<b>3.4</b>	<b>Reimbursement of tuition fee of PT Ph.D candidates</b>
<b>3.5</b>	<b>Fixing the tentative date of the next BOG meeting</b>

### Part 4-Other items with the permission of the chair

<b>4.1</b>	<b>Applying for NAAC Accreditation</b>
<b>4.2</b>	<b>Achievements due to TEQIP-II - Presentations by HODs</b>

### Members present

1. Dr C. P. Girijavallabhan, Hon. Chairman.
2. Dr.V P Devassia , Principal Model Engineering College Thrikkakkara
3. Dr.PhilipKurian, Principal , GISAT,Kottayam.
4. Shri.Salim M K, MD, Assuretech, Technopark, Thiruvananthapuram
5. Dr. Mini M.G., (Principal)
6. Dr.Preetha Teresa Joy. HOD, Dept of Computer Science& Engineering
7. Shri.Jayadas C K , HOD , Dept of Electronics & Communication Engineering

### *The following persons were specially invited to attend the BOG meeting*

1. Dr. S Jayakumar , Director , SPFU , TVM

2. Dr P Pratapachandran Nair, Hon'ble Mentor of C.E Cherthala.

***Others present in the meeting,***

1. Prof.Sarakutty K J , TEQIP Coordinator
2. Prof .Jibi John Academic Coordinator
3. Prof. Priyakumar T N, Coordinator, Civil Works Committee Coordinator
4. Shri.JagadeeshkumarP , Procurement Coordinator
5. Smt.RadhaBalakrishnan, , EAP Coordinator
6. Shri. Sreekumar K, IIC Coordinator
5. Smt. Greeshma N Gopal, Coordinator, Finishing School

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

1. Shri. Jacob Mathew, Vice President, Idea Cellular
2. Shri.James Joseph,Joint Secretary, Finance Govt. of Kerala
3. ShriAngelose G, Joint Secretary, Higher Education, Government of Kerala

The meeting started with silent prayer at 10.30 AM. The BOG gave tribute to late Ms.Jayalaitha , the honorable chief minister of Tamilnadu by observing silence for two minutes. The Hon'ble Chairman brought the meeting to order. The Chairman in his introductory note welcomed the BOG members and expressed satisfaction at the progress in TEQIP-II activities in the college. The Chairman observed that faculty members have attended a number of faculty development programmes, both in-house and outstation during the last two months and congratulated the TEQIP cell for the same. Thereafter, the Chairman invited the Principal to introduce the agenda of the 13<sup>th</sup> BOG meeting. Principal Dr. Mini M.G. thanked the Hon'ble Chairman and presented the agenda of the meeting.

**1.1 Confirmation of the Minutes of the 12<sup>th</sup> Meeting of the Board of Governors of CE Cherthalaheld on 04-10-2016**

**Decision:** The BOGconfirmed the approved Minutes of the 12<sup>th</sup> meeting of Board of Governors of College of Engineering Cherthala held on 04-10-2016.

## 1.2 Action Taken Report on the pertinent decisions in the Minutes of the 12<sup>th</sup> Meeting of the Board of Governors of CE Cherthala held on 04-10-2016

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 12 <sup>th</sup> BOG	Decision Taken	Action Taken / current status
1.1	The BOG confirmed the approved minutes of the 12 <sup>th</sup> Meeting	For information
1.2	Took note of the ATR and approved.	For information
2.1	The BOG took note of the procurement completed after the 11 <sup>th</sup> BOG meeting and ratified the expenditure made in this regard.	For information
2.2	The BOG took note of the packages initiated after the 11 <sup>th</sup> BOG and ratified.	Purchase procedures Completed for 3 items and item no.3 is cancelled
2.3	The BOG took note of the in house faculty development programmes conducted and ratified the expenditure made in this regard.	No action needed
2.4	The BOG took note of the outstation faculty and staff programmes attended and ratified the expenditure.	No action needed
2.5	The BOG noted and ratified the expenditure made for paper presentation	No action needed
2.6	The BOG took note of the IIC programmes conducted and ratified the expenditure.	No action needed
2.7	The BOG took note of the remedial and soft skill programmes conducted and ratified the expenditure.	No action needed
	The BOG decided to include the details of resource persons for soft skill training in the report	Carried out
	The BOG directed to report the impact of remedial teaching.	Carried out
	The BOG took note of the HIT programmes and	For information

	ratified the expenditure in this regard.	
2.8	The BOG took note of the conferences and ratified the expenditure involved.	For information
	BOG sanctioned the anticipated expenditure for publication of the conference proceedings by IEEE.	Will be paid as and when required by IEEE
	BOG suggested auditing of the expenditure for the conferences	Conducted
2.9	The BOG ratified the expenditure made for professional society membership.	For information
2.10	The BOG ratified the expenditure made for tuition fee reimbursement	For information
2.11	The BOG has sanctioned for one year contract with ICT Academy.	Signed MoU with ICT Academy for one year from 30 <sup>th</sup> Sept 2016 to 29 <sup>th</sup> Sept 2017 paying Rs.69000/-
	BOG suggested that the 3 year contract may be signed after getting clarification from SPFU.	Clarification obtained
2.12	The BOG took note of the status and advised to proceed with accreditation of the 2 UG programs and to apply for accreditation for the PG programme in Computer Science.	Updating the eSAR is progressing
2.13	The BOG took note of the faculty position and approved the changes made in the TEQIP coordinators.	For information
3.1	The BOG approved the list of planned academic activities for the next four month and entrusted the Principal to ensure the quality of programmes and the same person shall not be sent for more than one programme of similar type.	For information
3.2	Approved the proposal for academic activities in collaboration with IIT Gandhinagar subject to clarification from NPIU	Clarification obtained and participating in the activities.
3.3	The BOG approved the HIT subject to the condition that the firm shall be able to provide enough number of training setups.	ToR modified accordingly and the procedures for HIT are progressing

**Discussion:** - Dr.Jayakumar, SPFU Director pointed out that the project is ending by 31<sup>st</sup> March 2017 and hence any payment to be made should be done before that. He advised to expedite the payment to IEEE for publication of conference proceedings. The coordinators of the conference

informed the committee that IEEE Kerala section is contacting the IEEE Head office at US and the payment can only be made after obtaining concurrence from IEEE. Dr.V.P.Devassia enquired about the clarification received from SPFU about signing a 3 year contract with ICT Academy. SPFU , Director informed that if the amount involved is more than 1 lakh, the PMSS procedure is to be adopted and there is no other restriction in signing the contract.

**Decision:** BOG took note of the ATR and approved.

## 2. PROCUREMENT ACTIVITIES

### 2.1 PROCUREMENT COMPLETED AFTER THE 12<sup>TH</sup> BOG MEETING.

The following packages in the procurement plan have been completed after the 12<sup>th</sup>BOG meeting.

**Table 2.1**

Sl. No	Package Name	Package Code	Firm	Budgeted Amount (Rs.)	Actual Amount (Rs.)	Difference (Rs.)	% Difference
1	Multiwood Storage Cabinet	TEQIP-II/KL/KL1 G19/164	Aiswarya Furnishers Alappuzha	76000	73,280	2,720.00	3.58
2	Sanitary Pad Burning Machine	TEQIP-II/KL/KL1 G19/163	Max Care India Pvt Ltd Perumbavoor	74000	73600	400	0.54
3	Licensed Antivirus software	TEQIP-II/KL/KL1G19/151	M/s. ISYX Technologies India Pvt Ltd, Kakkanad, Coch in	30,000	21942	8,058.00	26.86
<b>TOTAL</b>				<b>180000</b>	<b>168822</b>		

**Decision:** BOG took note of the above packages and ratified the expenditure incurred.

### 2.2 PACKAGES CANCELLED

For the package TEQIP-II/KL/KL1G19/153Solar Lighting System, three offers were received, on inviting tenders. But all the offers were more than 30% above the budgeted amount. Hence the package was cancelled.



**Discussion:** The HOD Electrical explained that after submitting the estimate for the item, a design change was made, which was essential for the security of the batteries and solar panels as this is to be placed in the remote corners of the campus. This has made the cost go high. Dr.V.P.Devassia commented that design change in the package is not a proper justification for cancellation. But Dr.Jayakumar clarified that the quotations having more than 25% above the budgeted amount should be cancelled.

**Decision:** BOG took note and ratified the action taken.

## 2.3 IN-HOUSE FACULTY AND STAFF DEVELOPMENT PROGRAMMES CONDUCTED

Details of in-house FDPs conducted is given below:

**Table 2.3**

Sl. No.	Title of the Programme	Dept	Duration & date	No. of participants			Coordinator	IRG in Rs/-	Expenditure (Rs)
				Own Institute	Others (IRG)	Total			
1	FDP on NBA Accreditation	CS	02.11.2016	50	0	50	Greeshma N Gopal		8170
<b>Programmes conducted, but expenditure to be settled</b>									
2	FDP on Mathematical Modelling	Applied Science	17.10.16 - 19.10.16	30	5	35	RadhaBalakrishnan	2500	-
3	FDP on IOT	CS	26.10.16 - 28.10.16	35	2	37	Preetha Theresa Joy	1000	-
4	Expert Talk on Research Methodologies	CS	25.10.16	35	0	35	Preetha Theresa Joy		-

**Decision:** BOG took note and ratified the expenditure incurred.

## 2.4 OUTSTATION FACULTY AND STAFF DEVELOPMENT PROGRAMMES

Details of faculty attended out station training and expenditure involved are described below;

**Table 2.4.1**

SI No.	Name	Designation	Department	Programme Title	Duration & Date	Expenditure (Rs.)
1	Mitty George	AP	CS	Pedagogy at teaching Learning Centre IIT Chennai	29.09.16-01.10.16	11179
2	Jagadeeshkumar P	AP	ME	„	29.09.16-01.10.16	9557
3	Vishnu V S	AP	CS	„	29.09.16-01.10.16	4360
4	Joyce Jose	AP	CS	Virtual Instrumentation for Engineers at CE Chengannur conducted by IHRD	05.09.16-09.09.16	38912
5	Josna Jose	AP	CS	„	„	38912
6	Laila D	AP	EC	„	„	38912
7	Jagadeeshkumar P	AP	EC	„	„	38912
8	Vishnu V S	AP	ME	„	„	38912
9	Mitty George	AP	EC	„	„	38912
10	Jibi John	AP	EC	Research Areas in Bio-Medical Engineering a conducted by IHRD at MEC	26.09.16-30.09.16	37620
11	Sumitha Mathew	AP	EC	„	„	35000
12	Anjana Devi	AP	EC	„	„	37620
13	RadhaBalakrishnan	AP	Applied Science	„	„	37620
14	MuhammedIlyas H	AP	CS	„	„	37620
15	Preetha Theresa Joy	AP	CS	„	„	37620
16	Sreekumar K	AP	EC	Mechatronics, Automation and Robotics at MEC conducted by IHRD	19.09.16-23.09.16	37592
17	Rajeevan A K	AP	EE	„	„	37592
18	Sandhya P Gopal	AP	ME	„	„	37592
19	Kannadas P K	AP	ME	„	„	37592

20	Anjali Suresh	AP	EC	Power systems, drives and control - Practical aspects at MEC EKM	03.10.16-07.10.16	37620
21	Meera E	AP	EE	”	”	37530
22	Jayadas C K	AP	EC	”	”	37620
23	ElizwaLaiju	AP	EE	”	”	37194
24	Mitty George	AP	EC			37620
25	Anitha M A	AP	CS	symposium on Data service and Machine learning at IIT Gandhinagar	24.10.16-25.10.16	21787
26	Janu R Panicker	AP	CS	”	”	21787
27	Greeshma N Gopal	AP	CS	”	”	21787
28	MuhammedIlyas H	AP	CS	”	”	21787
<b>Total</b>						<b>906768</b>
<b>Course attended, but expenditure not settled</b>						
29	Tintu Sebastian	AP	EC	Research Simulation and Predictive Analysis using Open Source Tools at Ekmconducted by IHRD	14.11.16-18.11.16	
30	Aswathy S S	AP	EC	”	”	
31	Judy Ann Joy	AP	CS	”	”	
32	Jeena John	AP	CS	”	”	
33	AshidaMuhammed	AP	EE	”	”	
34	Sreekumar K	AP	EC	Big Data Analytics, Machine Learning and cloud computing at Ekm conducted by IHRD	21.11.16-25.11.16	
35	JissyRaju	AP	CS	”	”	
36	Asha Thomas	AP	CS	”	”	
37	Preetha Theresa Joy	AP	CS	”	”	
38	Murali Mohan	AP	CS	”	”	
39	Renju R	AP	EC	Computer aided Drafting and Design at Ekm conducted by IHRD	28.11.16-02.12.16	

40	Deepika R	AP	EC	„	„	
41	Sooraj M Varghese	AP	EC	„	„	
42	Vasanthkumar S	AP	EC	„	„	
43	Sandhya P Gopal	AP	ME	„	„	
44	Sarakkutty K J	AP	GENE RAL	Pedagogy, Accreditation, research and entrepreneurship at Port Blair by ESCI	22.11.16- 23.11.16	
45	Dr. Mini M G	Principal	EC	„	„	
46	Neeba George	AP	EC	Hands on training in Open Source Tools for kernal programming and administration	05.12.16 - 09.12.16	
47	Vishnu V. S	AP	ME	„	„	
48	Joyce Jose	AP	CS	„	„	
49	Josna Jose	AP	CS	„	„	
50	Manju K	AP	CS	„	„	
51	Jagadeesh Kumar P			National Faculty Development Programme in Entrepreneurship 2016 at Rajagiri School of Engineering & Technology (RSET), Ernakulam.	5 <sup>th</sup> -17 <sup>th</sup> Decemb er	
52	Muhammed Ilyas H	AP	CS	„	„	

**Table 2.4.2**

Staff development programmes					
Sl No.	Name	Designation	Programme Title	Duration & Date	Expendi ture (Rs.)
1	Sundaresan V L	Foreman ME	Training Programme on Academic Leadership and Professional Excellence	17.10.16- 21.10.16	2094
2	Ancy Paul	Librarian	Skill development Programme at ESCI, Hyderabad	28.09.16- 30.09.16	41827
3	Raji R Nair	Librarian	„	„	40389

4	Smitha U	Administrative Staff	„	„	40389
5	Rejilakumari R	Administrative Staff	„	„	40389
6	Ajithakumari P	Technical Staff EC	Lab Management and Maintanance Programme at ESCI, Hyderabad	29.09.16-01.10.16	44772
7	Sundaresan V L	Technical Staff ME	„	„	44772
8	George C Karamel	Technical Staff EC	„	„	44772
<b>total</b>					
9	Rajesh C.D	Administrative Staff	Automated Accounting using tally, ERP 9.0 Solution at CE,Chengannur by IHRD	04.10.16-06.10.16	To be settled
10	AshaMadhavan S	Administrative Staff	„	„	„
11	Samson P.J	Administrative Staff	„	„	„
12	Madhusudanakurup S.P	Administrative Staff	„	„	„
13	DhanyaDharmajan	System Analyst	„	„	„
14	Sundaresan V L	Foreman ME	Computer aided geometric modeling at Trichur	28.11.16-02.12.16	„

**Discussion:** The chairman Dr.Girijavallabhan appreciated that the programs under FDP have been found to be increased. Dr.Jayakumar suggested that the estimated amount may be shown for the programmes for which bill is not settled.

**Decision:** The BOG took note of the programmes and ratified the expenditure made.

## 2.5 CONFERENCES ATTENDED/PAPERS PRESENTED

Ms.Manju K, Assistant Professor in Computer Science presented a paper titled “An Extractive Multi-document Summarization System for Malayalam News Documents ” at EAI International Conference on Computer Science and Engineering COMPSE2016 at Penang, Malaysia conducted on November 11-12, 2016. Her presentation was in a plenary session and her request for financial assistance under ITSS is being forwarded to NPIU through SPFU.

Mr.MuraliMohan ,Asso.Prof. in Computer Science has submitted a request for travel support under the International Travel Support Scheme for presentation of the paper “Automated Transformation of NL to OCL constraints via SBVR” which has been accepted for publication and Oral presentation in the 2<sup>ND</sup> International conference on Inventive Research in Emerging

Technology(ICIRET2017) on 30-31 Jan 2017 at Bangkok Thailand. The approximate expenditure involved is Rs. 110000/-.

**Discussion:** Dr.Jayakumar was of the opinion that paper presentation in a plenary session will not be sufficient for travel grant under ITSS. But he has agreed to forward requests with certificates stating that the talk was in a plenary session or an invited one to NPIU .He also informed that if T.A./ D.A. is not sanctioned, registration fees can be given on the production of attendance certificate of the conference.

**Decision:**

1. The BOG took note of the two paper presentations.
2. The BOG decided to proceed for travel grant under ITSS scheme as ManjuK 's presentation was in a plenary session
3. The BOG decided to give registration fees for paper presentation in International Conferences abroad without waiting for ITSS sanction from NPIU provided the paper is presented in the conference and the name of the college is cited in the publication.

## 2.6 IIIC PROGRAMMES CONDUCTED

The table below gives the details;

**Table 2.6**

Sl. No.	Details of the Programme	Coordinator	Duration	No.of participants	Expenditure
1	Workshop on Internet Of Things- Architecture and Applications- S7 EC & S5 EC students	Jagadeeshkumar P	28/09/16-29/09/16	104	19929
2	Industrial Visit- Neriamangalam Power House- S 5 EEE	ElizwaLaiju	06/09/16	55	16600
3	Workshop on Simulation of RES using MATLAB to S7 EEE	ElizwaLaiju	24/08/16-26/08/16	40	33739
4	Workshop on Internet Communication and Collaboration & Game	Jayadas C K	01/11/16	35	7695

	TOTAL EXPENDITURE				<b>77963</b>
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**Decision:** The BOG took note of the programmes and ratified the expenditure in this regard.

## 2.7 PROGRAMMES CONDUCTED UNDER EAP

### 2.7.1 Remedial Classes

S1 No	Subject	Handled by	Batch	No of students	No.ofHours&Dates	Expenditure
1	Calculus	Gireesh Chandra	I Sem EC/CS/E E	70	24Hrs , 1/10/16, 2/10/16, 9/10/16 & 11/10/16	17520
2	Engg Mathematics IV	Gireesh Chandra	S5 EC/CS/E E	120	36Hrs, 22/10/16, 23/10/16,29/10/16,30/10/16 ,31/10/16, 1/11/16	23745
<b>Total</b>						<b>41265</b>
3	EC205 Electronic Circuits	Ajay Nath	S3 EC	15	6Hrs 6/11/16	To be settled
4	EC 201 Network Theory	Anju Thomas	S3 EC	15	6Hrs 26/11/16	To be settled
5	EC207 Logic Circuit Design	Tossy Thomas	S3 EC	52	12 Hrs 12/11/16, 20/11/16	To be settled
6	CS203 Switching Theory	Tossy Thomas	S3 CS	23	21Hrs 5/11/16, 13/11/16, 26/11/16 & 27/11/16	To be settled
7	CS201 Discrete Computational Structures	JumanaNaha s	S3 CS	38	12Hrs 19/11/16 & 20/11/16	To be settled
8	CS207 Electronic Devices & Circuits	Arun A V	S3 CS	23	15Hrs 5/11/16, 12/11/16,27/11/16	To be settled
9	EEE201 Circuits & Networks	T P Vishnu& Nivin Thomas	S3 EEE	26	21Hrs 12/11/16, 19/11/16, 20/11/16A.N.& 26/11/16	To be settled
10	EEE207 Computer Programming	Remya Krishnan P	S3 EEE	33	9Hrs 13/11/16, 20/11/16F.N.&26/11/16	To be settled
11	MA201 Linear Algebra & Complex Analysis	Anakha	S3 EC/EEE/CS	17	6 Hrs 29/11/16	To be settled
12	Calculus	Gireesh Chandra	S1EC/C S/EE	83	12Hrs 26/11/16, 27/11/16	To be settled

13	BE100 Mechanics	Devanand	I Sem EEE/CS	51	12 Hrs 19/11/16,20/11/16	To be settled
14	BE110 Graphics	Jimmy	I Sem EC	49	12 Hrs 12/11/16, 13/11/16	To be settled

### 2.7.2 Soft Skill and other Training programs to students

**Table2.7.2**

S1 No	Title of the programme	Coordinator	Batch	No of Students	Date	Expenditure
1	AMCAT model test preparation	Greeshma N Gopal	S7 CS & EEE	60	04.10.16- 07.10.16	17,710
2	AMCAT model test preparation	Greeshma N Gopal	S7 ECS	60	04.10.16- 07.10.16	17,710
3	Effective Communication	RadhaBalakrishnan	S1 EC,CS,EEE	169	29/9/16, 4/10/16, 5/10/16	23,202
4	Placement Training by ICT Academy	Greeshma N Gopal	S7	75	13/10/16- 15/10/16	65448
<b>Total</b>						<b>124070</b>
5	PHP Programming	Greeshma N Gopal	S5 & S7 CS	50	22/10/16- 29/10/16	To be settled
6	Training on Advanced C Programming	ElizwaLaiju	S3 EEE	42	22/10/16 - 24/10/16	To be settled

### 2.7.3. HIT programmes

**TABLE 2.7.3**

Programme	Coordinator	Starting date & duration	No of participa nts	Contract amount	Expenditure made
HIT on Linux Server Administration by Clado Solutions, Cochin	Janu R Panicker	30/08/16 – 01/10/16	36	937080	7,02,810(75 %)

**Discussion:** The committee enquired about the conduct and effectiveness of remedial programs. As per the direction from the Principal, The EAP coordinator Ms.RadhaBalakrishnan presented a brief



report on the arrangement and effectiveness of the remedial programmes conducted. She has informed that generally the remedial classes are conducted by experts from outside the campus. The Chairman observed that the remedial programmes are successful to a certain extent. Dr. Jayakumar advised to document properly the details regarding EAP programmes for further clarification and reference. The committee suggested that TA/DA as per the admissible rate can be given for placement drives conducted outside the campus, but insisted that TA/DA can be given only for programmes coordinated by the placement cell of the college.

**Decision:**

1. The BOG took note of the remedial and soft skill programs and ratified the expenditure made.
2. The BOG took note of the HIT program and ratified the expenditure in this regard.
3. The BOG sanctioned payment of TA/DA as per admissible rate to students who attend outside campus placement drives coordinated by the placement cell of the college.
4. The BOG decided to keep proper documentation of EAP programmes.

## 2.8 AUDIT REPORTS

The internal audit of the institution for the period 01/04/16 to 30/09/16 was conducted during 24<sup>th</sup> to 26<sup>th</sup> of November 2016.

**Decision:** The BOG took note of the information regarding the internal audit report.

## 2.9 REPORT ON FACULTY POSITION

**Decision:** The BOG took note of the faculty position.

## 2.10 STATUS OF IRG ACCOUNTS

As of date, an amount of Rs.2842601/- has been deposited in the four Corpus Accounts for TEQIP-II of CE Cherthala. The split up is as in the following table:

**Table 2.10**

Particulars	Amount In Rs
SBT 67262515481 (Corpus Fund)	867327.00
SBT 67262515628 (Faculty Development Fund)	652312.00
SBT 67262516519 (Maintenance Fund)	661441.00

SBT 67262516586 (Equipment Replacement)	661521.00
<b>Grand Total</b>	<b>2842601</b>

**Decision:** The BOG took note of the four IRG accounts.

## 2.11 SUMMARY OF EXPENDITURE

The expenditure incurred after the 12<sup>th</sup> BOG is listed in the following table::

**Table 2.11.1**

<b>Expenditure summary</b>	
<b>01.10.2016 to 30.11 .2016</b>	
<b>Particulars</b>	<b>Amount in lakhs</b>
Incremental Operating Cost	4.109
Procurement	1.689
Assistantships	2.08
Capacity Development	0
FSD	14.114
III Cell	1.278
R & D	1.708
Reforms	0
Student Support	9.54
<b>Grand Total</b>	<b>34.438</b>

**Table 2.11.2**

1-April-2013 to 30-Nov-2016

<b>Particulars</b>	<b>Amount</b>	
<b>Incremental Operating Cost</b>		<b>5399222.29</b>
Bank Charge	5094	
Consumables	582393	
Operation and Maintenance	3158125	
Salaries	1653620	
<b>Procurement</b>		<b>55546694</b>
Books & LR's & Software	9911698	
Equipment	34742926	
Furniture	5990893	

Minor Civil Works	4852514.00	
Minor Items	48663.00	
Assistantships		8229245
Capacity Development		190461
FSD		10269834
III Cell		1052926
R & D		2789264
Reforms		898880
Student Support		4995494
<b>Grand Total</b>		<b>89367376.29</b>

**Decision:** The BOG took note of the expenditure and ratified.

### 3.1 PROCUREMENT OF NEW PACKAGES

Since one item approved in previous BOG is cancelled an amount of Rs.107000/- is remaining under the procurement head. Hence the institutional purchase committee recommended to purchase the following items

**Table 3.1**

Sl.No.	Package Name	Qty	Approx.c ost	Justification
1	Audio Rack(Wooden Instrument shelf)	3	60000	To keep the 3 audio systems and addressing systems in safe
2	Library Furniture and accessories	1	47500	Furniture for keeping CD,Newspaper and books and for its easy usage and storage
	CDrack	1		
	Newspaper display stand	1		
	Step stool	1		
	Book trolley	2		
	Steel almirah			

**Discussion:** Dr. Jayakumar reminded that all the procurement activities including payment should be completed before 31<sup>st</sup> January 2017.

**Decision:** BOG approved the packages.

### 3.2 PLANNED ACADEMIC PROGRAMMES

The academic activities planned for the next two months is as follows;

#### 3.2.1 In house programmes

**Table 3.2.1**

Sl. No.	Title of the Programme	Dept	Duration & date	No. of participants	Coordinator	Expenditure (Rs)
1	Designing and managing Research	CS	Dec-16	35	Manju K	120000
2	FOSS Research & Scientific Computing	EC	Dec-16	30	Sreekumar K	105000
3	Big Data Analytics	CS	Dec-16	30	Greeshma N Gopal	150000
4	Speech signal processing	EC	Dec-16	30	Jagadeeshkumar.P	75000
5	Forensics on Image and Video samples	CS	Dec-16	30	MuhammedIlyas H	100000
6	Estimation & Detection Theory	EC	Jan-17	30	Mitty George	85000
7	Conservation of Solar energy	EC	Jan-17	30	Anjanadevi	50000
8	Information & Cyber Security	EC	Jan-17	30	Jayadas C K	95000
<b>Total</b>						<b>780000</b>

#### 3.2.2 Faculty Development Programme – Outstation –planned

It is planned to send all faculty , who have not attended pedagogy training and all Associate Professors and Professors who have not attended management capacity development programmes as and when SPFU and NPIU calls for such programmes. It is also planned to send five faculty each to the Faculty Development Programmes conducted by IHRD.

**Table 3.2.2**

No	Name	Designation	Department	Organisation	Programme Title	Duration & Date	Expenditure (Rs.)
1	Dr.Mini M.G	Professor	EC	JPC	Transformational leadership and change management	19-23 Dec'16	65000
2	Dr.Preetha Teresa Joy	Professor	CS	ESCI Hyderabad	Project Management	30/01/17 - 03/02/17	55000
3	Dr.Rajesh V G	Associate Professor	ME	IIT Bhuvaneswar	W/S Mech.Engg Product Design	Dec2016	35000

4	Dr.Rajesh V G	Associate Professor	ME	IIT Kanpur	W/S Mechanics of RPC	Jan 2017	35000
5	Jagadeeshkumar P	AP	EC	IIT/NIT/IHRD	VLSI/Embedded System	Feb/Mar 2017	75000
6	Sreekumar K	Asst.Prof	EC	ESCI Hyderabad /IHRD/IITs	IT applications/Signal Processing	Jan/Feb 2017	75000
7	Mitty George	Asst.Prof	EC	IHRD/IITs	Electromagnetic Theory/Embedded systems	Jan/Feb2017	75000
8	Manju K	Assistant Professor	CS	IIT KANPUR	Deep Learning and application	12-16 Jan 2017	30000
9	Manju K	Assistant Professor	CS	NITTR Bhopal	Linux Server Administration	6-10 March 2017	35000
10	Sandhya P Gopal	Assistant Professor	ME	IIT	Fluid drive and alternative driven and control in aerospace actuation systems	9-13 Dec'16	40000
11	Sarakutty K J	Asso.Prof	Applied Science	NITTR Chandigarh	Optimization Techniques/Mathematical integral transforms with applications	16/01/17 - 20/01/17 / 13/02/17 - 17/02/17	40000
12	Priyakumar T N	Asso.Prof	”	”	”	”	40000
13	RadhaBalakrishnan	Assistant Professor	”	”	”	”	40000
14	RadhaBalakrishnan	Assistant Professor	”	IHRD, College of Engg Poonjar	Applied Engg Mathematics	19 <sup>th</sup> - 23 <sup>rd</sup> Dec 2016	40000
<b>Total</b>							<b>680000</b>

**3.2.3 Student Training Programme- Planned under IIIC****Table 3.2.3**

No	Topic	Batch	Coordinators/ trainers from	Dates	Expenditure
1	NoSQL	S6CS	Dr. Preetha Theresa Joy	Dec 13,14	30000
2	Awareness on Linux OS	S2 CS	Manju K	Jan 4,5,6	40000
3	Web page development	S4 CS	Manju K	Jan 3rd week,4 days	50000
4	Internet of Things	S8 CS	Dr. Preetha Theresa Joy	Jan 3rd week,2 days	30000
5	Python Programming	S8 CS	Mohammed Ilyas H	Jan 2nd week,3 days	40000
6	Raspberry Pi	S6 CS	Mohammed Ilyas H	Jan 2nd week,3 days	40000
7	Big Data Analytics	S6 CS	Greeshma N Gopal	Dec 3rd week,4 days	50000
8	Software Engineering Tools for project design	S6 CS	Anitha M A	Jan 1st week,2days	30000
9	Introduction to R Programming	S8 CS	Anitha M A	Jan 4th week,3 days	40000
10	Java Script, J Query and Ajax	S6 CS	Janu R Panicker	Jan 4th week,3 days	40000
11	Robotics	S6 CS	Janu R Panicker	Jan 7,8	30000
12	Familiarization of Signal processing tool box- MATLAB and DSP trainer kits	S6 EC 90 Nos.	Sreekumar K. Swathy Sebastian	December, 2016, 6 Days	70000
13	Industry Visit	S4EC	Aswathy S.S,	December, 2016, 1 Day	35000
14	Industry Visit	S2EC	Anjana Devi,	December, 2016, 1 Day	35000
15	Software Tools for VLSI Design	S6 EC 90 Nos.	Jayadas C.K.	January, 2016, 8 Days	75000
16	Familiarization of MATLAB-The Scientific Computing Tool.	S4EC, 80 No	Jagadheesh Kumar P.	December 2016, 6 Days	70000
17	HDL Simulation of Logic Circuits.	S4EC 80 Nos	Jagadheesh Kumar P.	December 2016, 6Days	70000
18	Career Planning and Entrepreneurial Practices	S8 EC 100 Nos	Sreekumar K.	January, 2016, 4 Days	50000
19	Familiarization of PSpice	S4 EC, 80 Nos.	Jibi John	January,2016, 6 Days	70000
20	Workshop on Scientific and Technical Writing	S8 EC 100 Nos	Sreekumar K	December 2016, 4Days	50000
21	Power System Protection	S8EEE, 56 Nos	KSEB	December 2016, 3 Days	40000

22	Instrumentation		MECO, Ernakulam	December 2016, 3 Days	40000
23	Machine Design		Kirloskar, V-Guard, Ernakulam& KEL, Kollam	December 2016, 3 Days	40000
24	Power Quality		KSEB	January 2017, 3 Days	40000
25	Mechatronics		AppoloTyres, Kalamassery/ FACT	January 2017, 3 Days	40000
26	Energy Management		EMC Kerala, Thiruvananthapuram	January 2017, 2Days	30000
27	Control System		ABB, Ernakulam	December 2016, 2 Days	30000
28	Energy Conservation	S6EEE, 50 Nos	EMC Kerala, Thiruvananthapuram	December 2016, 2 Days	30000
29	Machine Drawing		CADD, Ernakulam	December 2016, 3 Days	40000
30	Digital Signal Processing and MATLAB		QBES, Kalamassery	December 2016, 3 Days	40000
31	Commn. Networks and Fundamentals		BSNL	January 2017, 2Days	30000
32	C Programming for Embedded System Design		KITES, Kochi.	January 2017, 3 Days	40000
33	Instrumentation			MECO, Ernakulam	December 2016, 3 Days
34	Machine Fundamentals	S4EEE	KEL, Kollam	December 2016, 3 Days	40000
35	Transformer Construction		TELK, Angamaly	December 2016, 3 Days	40000
36	Indian Electricity Rules		Electrical Inspectorate, Thiruvananthapuram	January 2017, 2 Days	30000
37	Renewable Energy Harvesting		ANERT, Alappuzha	January 2017, 2 Days	30000
38	Power Transmission & Distribution		KSEB	January 2017, 2 Days	30000
Total					1595000

**Discussion:** Dr Jayakumar expressed a little doubt regarding the completion of these much student training programmes during these two months. But he encouraged to conduct as many programs as possible as we have approximately 80 lakhs rupees remaining to be spent in the next 4 months.

**Decision:**

1. The BOG approved the list of planned in-house and outstation faculty development programs for the next two months.
2. The BOG approved the list of student training programs the next two months.

### 3.3 HIT PROGRAM ON RED HAT CERTIFIED SYSTEM ADMINISTRATOR TRAINING

The EAP cell of CE Cherthala is proposing a High Intensity Program on “**Red Hat Certified System Administrator Training**” which is to be initiated as a service on the procurement Management Support System. The coordinator for the above program is Ms. Greeshma N Gopal, Asst Prof in Computer Science and engineering. The terms of reference of the said proposal is attached as annexure II.

**Discussion:** The BOG has suggested that the payment is to be completed before 31<sup>st</sup> March 2017, which is the completion date of TEQIP –II and hence directed to change the ToR accordingly.

#### **Decision :**

1. The BOG approved the HIT program on RED HAT certified system administrator training.
2. The BOG directed to change the condition of payment in the ToR such that payment shall be completed before the completion of the project.

### 3.4 REIMBURSEMENT OF TUITION FEE OF PT Ph.D CANDIDATES

**Discussion:** SPFU Director, Dr. Jayakumar suggested that BOG should fix an upper limit for the amount that may be reimbursed. BOG observed that for those who have already registered, fee can be reimbursed as a motivation to continue their research. For new candidates the fee can be paid and fee need not be reimbursed for those who are on deputation for full time research. It was also decided to reimburse the semester fee and other fees of candidates registered in recognized Universities of Kerala state.

**Decision:** The BOG decided to reimburse the course fee, tuition fee etc of faculty doing Ph.D, except those who are on deputation for Ph.D, during the period they have worked in the institution after signing MoU with the Government for implementation of TEQIP II.

### 3.5 Fixing the tentative date of the XIV BOG meeting

**Discussion:** TEQIP coordinator informed that since TEQIP started in 2013 we are to conduct 16 BOG meetings by March 2016. Dr. Jayakumar was of the opinion that it is better to conduct as many BOGs as prescribed by world bank. Hence it was decided that the college may conduct 3 BOGs in the next three months.



**Decision:**

The Tentative date for the next BOG meeting is on the second week of Jan-2017.

#### **4 OTHER ITEMS WITH THE PERMISSION OF THE CHAIR**

##### **4.1 NAAC ACCREDITATION**

**Discussion:** The Principal placed a proposal for presenting the college for NAAC accreditation. The principal informed the committee that any higher education institution is eligible to apply for NAAC accreditation if they have a record of at least two batches of students or been in existence for 6 years. A NAAC certificate is a must for all colleges to get funds from UGC and one of the basic requirement to be eligible for grants under RUSA, FIST, DST etc. The fee for accreditation is Rs.3,00,000/- plus service tax as applicable from time to time for upto 10 departments in Universities and professional institutions.

SPFU Director opined that now RUSA funding is limited to Arts & Science colleges only. But it is advantageous for the college to get NAAC accreditation. He also opined that if the college is going for NAAC accreditation it is better to go for ISO certification also. The committee agreed to this.

**Decision:**

1. The BOG decided to apply for NAAC accreditation.
2. The BOG decided to go for ISO Certification.
3. The BOG directed the TEQIP cell to identify an agency for ISO certification through PMSS.

##### **4.2 PROGRESS DUE TO TEQIP – PRESENTATION by HODs**

Mr. Jayadas C. K, HOD of Electronics and communication, Dr. Preetha Teresa Joy, HOD of Computer Science and Engineering and Ms. Elizwa Laiju, HOD of Electrical and Electronics Engineering presented a brief report on the effectiveness and achievement of TEQIP-II in the respective departments.



## **Annexure II – INTERNAL AUDIT REPORT**



## COLLEGE OF ENGINEERING,

PALLIPURAM, CHERTHALA

### INTERNAL AUDIT REPORT

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROJECT (TEQIP)

#### Phase II

#### Part A: Brief Details of the Auditee&Audit

- |  |   |
|--|---|
| <b>a. Name &amp; Address of the Audited</b>    | <b>:College Of Engineering, Pallippuram, Cherthala</b>  |
| <b>b. Names of the office Bearers</b>          | <b>:Principal:</b> Dr.Mini M.G<br><b>Co-ordinator:</b> Mrs. Sarakkutty S. J                     |
| <b>c. Name/s of Audit Team Members</b>         | <b>:Partner:</b> Jolly Peter<br><b>Articled Assistants</b><br>Mr. Lino George, Mr. Thomas Daize |
| <b>d. Days of audit</b>                        | <b>:3 Days (17<sup>th</sup> November 2016 - 19<sup>th</sup> November 2016)</b>                  |
| <b>e. Period covered in the previous audit</b> | <b>:1<sup>st</sup> October 2015 to 31<sup>st</sup> March 2016</b>                               |
| <b>f. Period covered in the current audit</b>  | <b>:1<sup>st</sup> April 2016 to 30<sup>th</sup> September 2016</b>                             |

#### Part B: Executive Summary

- |  |  |
|--|--|
| <b>a. Objectives of Audit</b>                                      | i) To evaluate the adequacy of internal control systems and management of funds.<br>ii) To ensure the compliance of the laid down policies and procedures as documented in the Project Implementation Plan and Financial Management Manual of the project. |
| <b>b. Methodology of audit</b>                                     | <b>: Vouching of all bank and cash transactions, Ledger scrutiny, analysis of fixed assets register, cash book, advance register, checking of bank reconciliation statement, scrutiny of all documents relating to purchase of fixed assets.</b>           |
| <b>c. Status of implementation of financial management system.</b> |  |

Finance Management System was implemented in the project Institution under the Board of Governors headed by the Chairman. Different Committees and sub- committees are formed for the implementation of the project under the scheme TEQIP Phase II.

- d. Status of compliance of previous audit reports, including major audit observations pending compliance**  
(Refer Part C)

e. Key areas of weakness that need improvement

i. Disallowance of expenditure as per the World Bank Rules

Nil

ii. Procedural Lapse

No.	Observations	Implications with risk involved	Recommendations for improvement	Management Response
1.	<b>Certificates of participation not attached in the following cases</b> <ul style="list-style-type: none"> <li>Rs. 1,75,000/- paid on 15-04-2016 towards course fee for 5 faculties to attend a FDP at Model Finishing School Palayam Campus.</li> <li>Rs. 3,85,000/- paid on 15-04-2016 towards a course fee for 11 faculties to attend an FDP at MEC, Trikkakara.</li> <li>Rs. 3,15,000/- paid on 22-04-2016 towards a course fee for 11 faculties to attend an FDP at FDP at MEC, Trikkakara.</li> <li>Rs. 3,15,000/- paid on 22-04-2016 towards course fee for 11 faculties to attend an FDP at Model Finishing School, Palayam.</li> <li>Rs. 35,000/- paid on 08-07-2016 on behalf of Pro. Ajaynath to participate in an FDP organised by IHRD,</li> </ul>	Due to insufficient supporting documents, we are unable to comment on the reliability and authenticity of the said expense.	It should be ensured that all the supporting documents should be attached along with the payment voucher.	
2.	<b>Non – deduction of TDS</b> <b>TDS not deducted for payment made to HKC Holidays for 2 programmes</b> Rs. 5,48,230/- each was paid to M/s HKC Holidays for arranging two conference packages (which includes hall rentals and food for participants) at Le Meridian, Kochi for SPAAC 2016 and ICIS 2016 (Rs. 1,50,000 each was paid on 02-05-2016 and Rs.3,98,230 each was paid on 13-08-2016). It is observed that TDS U/s 194(c) of the IT Act	Penal provisions under the Income tax Act 1961 would attract, if the tax is not deducted and paid to the Government.	Proper steps should be taken to ensure that the procedure for the deduction and remittance of TDS is carried out.	

	<p>was not deducted from the amount paid to HKC Holidays for conducting the above programmes. (Payment voucher 24, 25, 154 and 156).</p>			
3.	<p><b>Registration fee paid for FDP on Advanced Linux Administration (Rs. 5,250/-)</b></p> <p>A sum of Rs. 5,250/- was booked under the head Faculty and Staff development as the registration fee for 6 faculties to participate in an Faculty Development Programme at 23-05-2016. Each of the fee receipts were jointly issued in the name of the faculty and a student. But, Certificate of Participation was issued only in the name of students. It indicates that, it was the students who attended the conference and presented the papers and no faculty was participated.</p>	<p>It should be accounted under the head Students support instead of FSD</p>	<p>Necessary entry should be passed to rectify the mistake.</p>	
4.	<p><b>Attendance certificate</b></p> <p>Rs.2,210/- was paid to Dr. Mini M G as TA for participating in a Joint review meeting at Thiruvananthapuram. But attendance certificate, as instructed in the KSR, was not attached with the payment voucher.</p>	<p>Due to insufficient supporting documents, we are unable to comment on the reliability and authenticity of the said expense.</p>	<p>Attendance certificate should be attached along with the payment voucher in future.</p>	
5.	<p><b>Purchase of printer consumables (Cost Rs. 26,442/-)</b></p> <p>Consumables for printer were purchased (for Rs. 13,373/- and for Rs. 9,069/- from Ricoh Printers without inviting quotations. We were informed that Ricoh was chosen merely because the printer for which the consumables purchased was supplied by Rico. It is not clear whether the consumables purchased are exclusively dealt by Ricoh. A minimum of three quotations are required for procurement of goods under shopping. However it is observed that printer consumables were purchased for a sum of Rs.26,442/- without complying the above guidelines.</p>	<p>This amounts to violation of FM manual.</p>	<p>The procedure laid down in the FM manual should be followed for all purchases in future.</p>	

6.	<p><b>Maintenance of Fixed assets, Library books and other tangible assets:</b><u>Purchase of canteen equipments Rs.1,19,882/-</u></p> <p>Stainless steel tables and chairs amounting to Rs.1,19,882/-were purchased for college canteen. On our verification, we have noticed that at present the college doesn't have an operational canteen except a small store where snacks and stationeries are sold</p> <ul style="list-style-type: none"> <li>• <u>Purchase of green chalk board Rs.174,240/-</u></li> </ul> <p>We are unable to verify the green chalk boards purchased since the building in which the same were installed was under lock and key.</p>	<p>Since the purchase of canteen equipments do not directly helps in improving the teaching, training and learning facilities for students as envisaged by Teqip, the expense is not allowable.</p>	<p>Only those assets that helps in improving the teaching, training and learning facilities as envisaged in the PIP manual are to be purchased.</p>	
7.	<p><b>Refund of Security deposits</b></p> <p>During the course of our audit, it is noticed that several security deposits, the tenure of which has expired and are supposed to be refunded to the parties concerned are not yet refunded and appearing in the books of accounts. We are informed that that the intimation letter from the suppliers has not yet been received and hence the same has not yet been refunded.</p>	<p>Current assets and current liabilities are overstated.</p>	<p>It is recommended that necessary steps may be taken to refund the security deposits at the earliest.</p>	
8.	<p><b>Advances, Deposits and other Current assets:</b> <u>Interest on Advance:</u></p> <p>As per the Government Order number G.O(P) No.419/11/Fin, interest at 18% per annum is to be collected on advances given to parties for project purposes which are not settled within a period of three months. During the course of audit, it is noticed that no interest was being collected from the following faculty even if the advances were not settled within three months.</p>	<p>This amounts to violation of Government order no. G.O(P) No.419/11/Fin dated 04/10/2011.</p>	<p>It is recommended that the advances are settled within a reasonable time and interest at the rate of 18% per annum be charged in cases where the advances are not settled within three months.</p>	



FACULTY NAME		DATE OF ADVANCE	DATE OF SETTLEMENT	AMOUNT(Rs.)	RESPONSE	
Dr. Rajesh V G		19/02/2016	30/08/2016	22,000		
9	<b>Difference in FMR and Tally</b> There is an excess reporting of Rs. 0.74 lakhs in the FMR under the head Faculty Staff Development (F.S.D) in May, 2016. There is also a short reporting of Rs. 0.28 lakhs in the FMR under the head Research and Development in July, 2016 and another short reporting of 0.46 lakhs in the FMR under the head Faculty Staff Development (F.S.D) also in July, 2016 compared to Tally accounts. Details are furnished below.		FMR will not reflect the actual position of amount spent for each activity.	Uniformity in FMR and accounts in tally should be ensured.	.	
10	<b>Difference in balance as per bank pass book and Tally accounts</b> There is an excess reporting of Rs. 0.08 lakhs in the bank a/c 67262516519 and an excess of Rs.0.06 lakhs in the bank a/c 67262515628 as per Tally. There is also a short reporting of Rs. 0.08 lakhs in the bank a/c 67262515481 as per Tally.					
Amounts in lakhs						
Particulars (Bank A/C No.)		Bank balance as per Tally	Bank balance as per Pass Book	Difference	Response	
SB a/c No. 67262516519		6.19	6.11	0.08		
SB a/c No. 67262515481		8.22	8.30	-0.08		
SB a/c No.67262515628		5.75	5.69	0.06		

iii. Accounting Lapse

-Nil

iv. Accounting books & records not maintained:

No.	Observations	Implications with risk involved	Recommendations for improvement	Management Response
1.	<b>Income generated at the 'International conference on Information Science'</b>  An amount of Rs. 3,22,062/- was collected (as Dollar D.D's) from the participants as registration fee. However, on our verification it is noticed that the same was not recorded in the receipt book.	It implies the lack of control over proper recording and accounting of other income collected as well as chances for misappropriation.	All receipts have to be entered in receipts books and accounted.	
2.	<b>Non recording of income generated at FSD</b>  It is noticed that the registration fee collected (Rs. 2,000/-) for in house FSD organised (V.No.80) was not entered in the receipt books.	Incomes generated are not properly recorded.	Receipts of income are to be recorded in the books as when received.	

Part C: Compliance of previous AuditReports:

- Internal Audit Report

Observation	Description	Management Response	Status Of Implementation
<b>Registration fee paid for participating in International conference Rs. 1,32,138</b>	It is observed that an amount of Rs. 132138/- was booked under the head R&D as 'registration fee paid for International conference' (Rs.44,046/- each for 3 persons). This was incurred in connection with the research paper presentation at an international conference held at Zhangjiajie, China from 18-20, November, 2015. But no supporting documents viz invitation, Submissions, Minutes, Approval of BOG chairman, Screening committee minutes, are available for our verification other than the order of the college principal to disperse the amount.	All the supporting documents were available and now they are attached along with the payment voucher	Complied with.
<b>Non receipt of Security Deposit</b>	As part of the purchase order (Ref. No: TEQIP-II/2015/KL1G19/Shopping/128) made to Kairali Furnishers ,	As per the procurement manual the security deposit shall be in the form of a bank guarantee	Complied with.

	<p>Kalavoor for supply of furniture for physics chemistry lab, the latter was to furnish a security deposit of Rs.23,535 by D.D in favour of the principal, COE Cherthala payable at SBT Cherthala. However, the supplier submitted only a 'Cash certificate' for the same amount in his own name, made with Federal Bank, Kalavoor and not in favour of The Principal, COE Cherthala. In effect, the college is now a mere custodian of the C.D, and hadn't received any security deposit.</p>	<p>or any other specified instrument. Since a cash certificate is equivalent to bank guarantee the objection may be dropped.</p>	
<p><b>Maintenance of Fixed assets, Library books and other tangible assets:</b></p> <ul style="list-style-type: none"> <li>Electronic Video Surveillance System</li> <li>Campus Automation System</li> </ul>	<p>Upon verification of the Fixed assets it was found that out of the 22 cameras purchased for Electronic Surveillance System, one of them was not working.</p> <p>We are unable to verify the library module of the Campus Automation System since the server in which it was installed was down during the period of our audit</p>	<p>All the cameras are in working condition. It may be due to loose contact, one camera was found not working during verification.</p>	<p>Complied with.</p>
<p><b>Refund of Security deposits</b></p> <p>During the course of our audit ,it was observed that several security deposits, the tenure of which has expired and which are supposed to be refunded to the parties concerned are not yet refunded and appearing in the books of accounts. The management has claimed that the intimation letter from the suppliers has not yet been received and so the same has not yet been refunded.</p>	<p>Current assets and current liabilities are overstated.</p>	<p>Being done.</p>	<p>Two security deposits have been refunded during the audit period, upon the request of the supplier, the remaining security deposits are yet to be refunded.</p>

<b>Physical Verification of Fixed Assets by Management</b> It is observed that physical verification of fixed assets is not carried out by the management at reasonable intervals of time.	Verification of fixed assets by the management is an important measure of internal control to ensure that the assets purchased are actually put to use and are functioning properly. Non verification of the same indicates a weakness in the system of internal control system.	Physical Verification is Scheduled.	Not complied with.
<b>Fixed assets register</b> <ul style="list-style-type: none"> <li>The Fixed Asset Register doesn't contain all the relevant details of the assets purchased such as the location of the assets</li> <li>It is also noted that the department registers are not maintained and updated properly.</li> </ul>	Non-recording of the location of the assets in the Fixed Asset Register makes it difficult to verify the items purchased	Carried out.	Complied with.
		Steps are taken.	Not complied with.
<b>Unique Identification Number to Fixed assets</b> <ul style="list-style-type: none"> <li>Unique identification number is given by way of sticker pasted on it.</li> <li>The Identification code was not affixed on all assets purchased after September, 2015</li> </ul>	Possibility of numbers being erased away.  In the absence of proper identification numbers it will be difficult to identify and confirm the actual existence of the respective assets recorded in fixed assets register.	Numbers are affixed by painting on all the assets.	Complied with.
<b>Non-Accounting of TDS</b> The amounts of tax deducted from parties and payments made to government are not separately accounted, even though TDS has been correctly deducted and paid.	Non-accounting of TDS implies the lack of control over the proper deduction and remittance of the same to the concerned authorities.	Being done from 1 <sup>st</sup> July onwards.	Complied with.
<b>Non-Accounting of other income</b> Upon verification of the receipt books, it was found that a sum of Rs.6000/- collected as registration fee for various Workshops conducted is yet to be booked in Tally under the head 'Other Income'.	It implies the lack of control over proper accounting of other income collected and chances for misappropriation.	Will be complied with.	Complied with.

- **Statutory Audit**
  - **Incremental Operating Cost**

Observation	Description	Management Response	Status Of Implementation
During the year the institution incurred Rs 1,42,400/- as expenditure for conducting employment eligibility test, by Aspiring Minds, for final year students.	Since it is in the nature of consultancy services it should have been procured through PMSS. However the institution doesn't procure it through PMSS. Hence the amount of 1,42,400/- is disallowed.	On July 29th, 2014, The SPFU Director directed through email that the college should proceed for engaging the service of Aspiring Minds/NASSCOM or any other reputed career company to conduct employability assessment test. Proposals from Aspiring minds and ICT Academy were forwarded by SPFU and based on that Aspiring Minds was decided as the firm suitable for aptitude test. Hence the objection may be dropped.	Not complied with

- **Procurement**

Observation	Description	Management Response	Status Of Implementation
During the year the institution procured the package "Staff Cabin with accessories" through PMSS and incurred an amount of Rs. 7,49,998/-	The installation was not fully completed till the end of the FY 2015-16. However the full cost of Rs. 7,49,998/- was paid on the request of the contractor. The entire amount is booked under Procurement.	The staff cabin was purchased for the new building which is supposed to be operational from the current academic year. As per NPIU guidelines, payment should not be delayed more than one month if the items were received in good condition and as per the desired specification. Since there was a slight delay in completing the construction work by March 2016, the staff cabins were temporarily fixed in the space available in the main building and payment was made on the condition that it will be refixed in the new staff rooms by the supplier without charging any additional costs. Accordingly the cabins were fixed in the new staff rooms by the supplier in the last week of July 2016.	Complied with

○ **Academic Support for Weaker Students**

Observation	Description	Management Response	Status Of Implementation
During the year the institution conducted HIT on "Java & Android" by Nest Information Technologies Private Limited. Total expenditure for the programme was 5,92,800/- and the institution paid 75% of the expenditure (i.e., 4,44,600/-) during the year	As per Sec. 194J of the Income Tax Act 1961 "Every person who is responsible for paying to a resident any sum by way of fees for professional service in excess of Rs 30,000/- shall deduct tax @ 10% from such payment". However the institution paid the amount of expenditure relating to that programme without deducting the TDS.	The HIT programme was conducted under contract with the firm Nest Information Technologies Private Limited. TDS @ 2% should have deducted from the firm at the time of payment. Now the firm has agreed to give the above amount with the admissible fine, which will be paid at the earliest.	Complied with

○ **Providing Assistantships for Increased Enrolment in existing and New PG Programmes in Engineering Disciplines.**

Observation	Description	Management Response	Status Of Implementation
Documentation lapses were found under the head Assistantship.	It was observed that only statements showing list of students and amount granted are attached. And a register signed by PG coordinator & HoD is maintained which certifies that the students are eligible for assistantship.	Requests were received from the students for assistantship when they join the college. Attendance statement and details of teaching assistantship done by the students are recorded and kept. A register signed by PG coordinator & HoD and acquittance register are maintained which certifies that the students are eligible for assistantship. If any further things are needed please inform us so that we can maintain the same.	Not complied with

○ **Research and Development**

Observation	Description	Management Response	Status Of Implementation
During the course of our audit it was observed that an amount of Rs 1,32,138/- was incurred by the institution as registration fee for paper presentation by the following faculties in international conference	As per the 5th Review mission meeting "The Board of governors of the respective institutions which met all performance indicators are empowered enough to accord approval for undertaking international travel". In the given case the sanction is given by the BOG chairman and	Copies of all supporting documents are attached	Complied with

"ICA3PP-2015" at china:	ratified by the BOG after the journey undertaken.		
1. MuhammedIlyas -Rs 44,046/-			
2. Janu R -Rs 44,046/-			
3. Greeshma N -Rs 44,046/-			
.			

**Part D: Serious Observations:**

Nil

**Part E: Other Observations.**

- **Purchase of canteen equipments Rs.1,19,882/-**  
Stainless steel tables and chairs were purchased for college canteen. Since the purchase of the same is not helpful in improving the teaching, training and learning facilities for students as envisaged by Teqip, the expense is not allowable (On our verification, we have also found that at present the college doesn't have an operational canteen except a small store where snacks and stationeries are sold). The SPFU may take a decision on the eligibility of the said expense.





### **Annexure III -TOR for ISO Certification**



# **TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME**

## **Phase - II**

### **Terms of Reference (ToR)**

#### **For**

### **Consultancy Services for ISO 9001:2015 Certification**

#### **Under**

### **Technical Education Quality Improvement Programme-Phase-II**

**January 2017**

**College of Engineering Cherthala**

**Pallipuram P.O**

**Alappuzha**



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## **Terms of Reference (ToR)**

for

### **Consultancy Service for ISO 9001:2015 Certification**

#### **Technical Education Quality Improvement Programme-Phase-II**

##### **1. BACKGROUND**

The Ministry of Human Resource Development (MHRD), Government of India in the year 2002 conceived and designed the Technical Education Quality Improvement Programme (TEQIP) as a long term programme for implementation in 2 to 3 phases over a duration of 10-12 years for systemic transformation of the technical education system. TEQIP Phase-I commenced in March 2003 and was successfully completed in March, 2009, covering 127 institutions. Encouraged by the highly significant achievements of Phase-I of the Programme, the Government of India has decided to implement Phase-II of the Programme through MHRD. One key component of the Phase-II Project is **Implementation of Institutional reforms**. Accreditation of eligible UG & PG programs is one of the key performance indicators of this project.

Accreditation of programs is one of the quality assurance mechanisms. The accreditation target to be achieved by the end of the Second Project-Year is 60% of the eligible UG and PG programs (obtained and applied for) and 100% accreditation (obtained and applied) for the eligible UG and PG programs by the end of the Project. Institutions need to take appropriate actions to obtain accreditation of eligible PG and UG programs within the specified timeframe and also for renewal of accreditation during the Project period.

Development of processes and implementation of quality management system in line with ISO 9001:2015 will help the institution for accreditation process as well as establishment of quality system in the institution.

##### **2. SCOPE OF WORK**

1. Awareness training programs to faculty and supporting staff members, 2 or 3 batches with around 25 members.
2. Documentation support for preparation of the quality manual, procedures and formats.

3. Technical support for implementation.
4. Internal auditor training for around 25 members.
5. Minimum 2 internal audit support.
6. Follow up support after internal audit.
7. Follow up support after external audit.
8. 18 months support from the date of commencement of the project.

### 3. **ELIGIBILITY AND CAPABILITY OF TRAINING PROVIDERS**

The training provider should meet the following benchmarks:

- i. The organization's annual turnover should not be less than Rs.100000/- per annum during each of the last three years.
- ii. The organization should have minimum 3 regular employees working on.
- iii. The organization should have completed at least three projects of similar nature in past five years.
- iv. The organization should have relevant experience in geographical region.

### 4. **EVALUATION & SELECTION**

The selection of agencies will be on the basis of procurement norms of TEQIP II, Quality and Cost Based Selection (QCBS).

The RFP shall request the eligible consultants to provide their best technical and financial proposals in separate envelopes. Selection will be based on a combined evaluation of technical proposal and financial proposal. The total score shall be obtained by weighing the quality and cost scores and adding them. The firm obtaining highest total score shall be invited for the negotiations. Technical evaluation will be by a pointing system, where weightage is given for different parameters. The parameters are given below.

Parameters	Points	Max. point
Past experience of similar nature in terms of no of assignments (Facilitation in ISO Implementation projects)	10 marks per assignment	50
Professional Experience	5 marks per year	15



Team leader qualification	<ul style="list-style-type: none"> <li>• Graduation and qualified lead assessor <b>(10 Marks)</b></li> <li>• Post-graduation/Engineering qualification and qualified lead assessor <b>(20 Marks)</b></li> </ul>	20
<b>Team Size</b>	<ul style="list-style-type: none"> <li>• 2 marks per person</li> </ul>	10
<b>Certifications by central/state agencies by govt</b>	<ul style="list-style-type: none"> <li>• 2.5 marks per certification</li> </ul>	5
Total		100

## 5. PAYMENT TERMS

- On Completion of the Awareness Training,  
Initial Documentation and First Internal Audit : 50% of the project value
- After Certification Audit: 50% of the project value

## 6. EVALUATION & MONITORING

There will be an evaluation committee authorized by college. The following members were present in that Committee.

- 1) Dr. Mini M.G., Principal
- 2) Mrs. Sarakutty K.J., TEQIP Coordinator, Asso. Prof. Dept of AS
- 3) Mr. Jayadas C.K., ISOC Coordinator, Finance Coordinator, Asso. Prof & HOD –ECE
- 5) Mr. Jagadeesh Kumar P., Procurement Coordinator, Asst. Prof, Dept. of ECE
- 6) Dr. Preetha Theresa Joy, Prof & HOD Dept. of CSE
- 7) Mrs. Jibi John, Academic Coordinator, Asso. Prof. Dept. of ECE
- 8) Mrs. Elizwa Laiju, Asst. Prof, Dept. of EEE
- 9) Mr. Priyakumar TN, Asso. Prof, Dept. of AS

## 7. GENERAL TERMS AND CONDITION

- Training is to be imparted at College of Engineering Cherthala.

2. All the expenditure incurred in preparation/ submission or presentation of EOI and technical and financial proposals shall be borne by the participating consultancy providers.
3. All the expenditure toward lodging, boarding and conveyance of the resource person shall be borne by the consultancy providers.
4. Participation in this EOI does not guarantee any association with CE CHERTHALA unless notified by CE CHERTHALA in writing.
5. An Undertaking (Self Certificate) is to be submitted that the organization hasn't been black listed by any Central/State Government Department/Central Government Funded Organizations/State Government Funded Organization/World Bank, or other World Bank Organizations (including the UN Organizations) and is not under investigation by Government or UN Member State Government.
6. CE CHERTHALA reserves the right of rejecting any offer without assigning reasons.
7. There is no business guarantee / commitment from CE CHERTHALA to the appointed/empanelled consultancy providers.

## 8. DESIGNATED POINT OF CONTACT

### **Principal**

College of Engineering, Cherthala

Pallipuram P O

Cherthala

Alappuzha-688541

Phone:- 0478 2552714