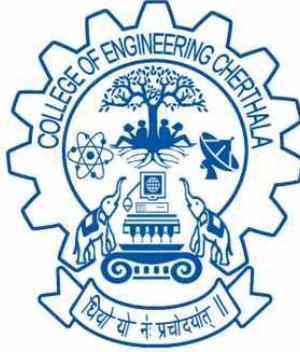


TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME

Phase II

Sub Component 1.1



**16th MEETING OF
THE BOARD OF GOVERNORS
MINUTES**

Date: 23rd March 2017

Time: 10.30 AM

Venue: Seminar Hall

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

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AGENDA**Part 1-Procedural**

Sl. No	Items
1.1	Confirming the Minutes of the 15th Meeting of the Board of Governors held on 25-02-2017 at College of Engineering Cherthala, Alappuzha
1.2	Report on the action taken/action pending on the pertinent decisions in the 15th Meeting of the Board of Governors held on 25-02-2017 at College of Engineering, Cherthala

Part 2-Reports and Ratifications

Sl. No	Items
2.1	Procurement in progress after the 15th BOG meeting
2.2	In House Faculty and Staff Development Programmes conducted
2.3	Out Station Faculty and Staff Development Programmes
2.4	Conference attended/papers presented
2.5	Reimbursement of IEEE Membership fee
2.6	IIC Programme conducted
2.7	Programmes conducted under EAP
2.7.1	Remedial Programmes
2.7.2	Soft Skill and other Training program to students
2.7.3	Report on HIT programmes conducted
2.8	Status of IRG Accounts
2.9	Summary of Expenditure

Part 3-Discussions and Approvals

3.1	Research Colloquium planned
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Part 4-Other items with the permission of the chair

4.1	Decision to the representation given by Dr.Rajesh V G to the 15th BoG
4.2	Presentation of the report to be submitted to SPFU on completion of the project

Members Present

1. Dr C. P. Girijavallabhan, Hon. Chairman.
2. Dr.V. P Devassia , Principal MEC, Thrikkakkara
3. Dr. Philip Kurien, Principal , GISAT, Kottayam.
4. Shri. James Joseph, Joint Secretary, Finance Govt. of Kerala
5. Sri Jacob Mathew , Vice President , Idea Cellular
6. Dr. Mini M.G., (Principal)
7. Dr.Preetha Teresa Joy. HOD, Dept of Computer Science& Engineering
8. Shri.Jayadas C K , HOD , Dept of Electronics & Communication Engineering

The following persons were specially invited to attend the BOG meeting

Dr.Pratapachandran Nair , Mentor

Others present in the meeting,

1. Prof. Sarakutty K J , TEQIP Coordinator
2. Prof .Jibi John Academic Coordinator
- 3 Shri.Jagadeeshkumar P ,Procurment Coordinator
- 3 Smt. Radha Balakrishnan, , EAP Coordinator
4. Smt. Greeshma N Gopal, Coordinator, Finishing School

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

1. Shri.Salim M K, MD, Assuretech, Technopark, Thiruvananthapuram
2. Shri Angelose G, Joint Secretary, Higher Education, Government of Kerala

The meeting started with silent prayer at 10.45 AM. The Hon'ble Chairman brought the meeting to order. The Chairman in his introductory note welcomed the BOG members and expressed his satisfaction in the good performance in TEQIP-II activities of the college and congratulated the TEQIP cell for the same. Also he discussed the possibilities of getting TEQIP-III. Thereafter, the

Chairman invited the Principal to introduce the agenda of the 16th 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 15th Meeting of the Board of Governors of CE Cherthala held on 25th Feb 2017

Decision: The BOG confirmed the approved Minutes of the 15th meeting of Board of Governors of College of Engineering Cherthala held on 25-02-2017.

1.2 Action Taken Report on the pertinent decisions in the Minutes of the 15th Meeting of the Board of Governors of CE Cherthala held on 25th Feb 2017

The decisions taken by the Board as recorded in the Minutes of the 15th Meeting of the Board of Governors of CE Cherthala held on 25-02-2017 have been noted and actions have been initiated.

Table 1.2

Item No in Minutes of the 13 th BOG	Decision Taken	Action Taken / current status
1.1	The BOG confirmed the approved minutes of the 14 th Meeting	For information
1.2	Took note of the ATR and approved.	For information
2.1	BOG took note of the 2 packages for which payment was done and ratified the expenditure.	For information
2.2	BOG ratified the action taken in initiating the 3 packages, considering the urgency of the situation.	Purchase of one item completed and procedures progressing for remaining 2.
2.3	The BoG noted the in-house programs conducted and ratified the expenditure in this regard.	For information
2.4	The BOG took note of the outstation faculty development programmes attended and ratified the expenditure.	For information
2.5	.The BOG took note of the International Conference attended	For information
2.6	The BOG approved the request for tuition fee from 2 of the faculty members	For information
2.7	The BOG took note of the IIC programmes conducted and ratified the expenditure	For information

2.8	The BOG took note of the EAP programmes and ratified the expenditure made in this regard.	For information
2.9	The BOG took note of the official programmes attended	For information
2.10	The BOG took note and approved the TOR for selection of certification agency for ISO Certification	For information
2.11	The BOG took note of the total expenditure and expenditure incurred after the last BOG and ratified	For information
3.1	BOG approved the reallocation of funds	For information
3.1	The BOG took note of the academic activities planned for the next month and approved the same.	For information
4.1	The Principal is directed to serve an official order to Dr. Rajesh V.G. asking him to submit all necessary documents to reimburse the flight charge incurred by Ms. FariaRehman , within 7 days from the date of the order.	Issued on 6 th March
	On producing the necessary documents, reimburse the amount after obtaining an undertaking from Dr.Rajesh V. G, stating that he would return the amount if there is any audit objection in this matter.	No documents received so far
	Reimburse train fare from parent institution of the resource person to the college, if Dr.Rajesh V.G. fails to submit the required necessary documents	
4.2	The BOG expressed satisfaction on the explanation given by the Principal and suggested that such matters need not be discussed in this forum in the future.	No action needed

Discussion: For item 4.1, Principal informed the BOG that large amount of the valuable time of the BOG was spent on various issues raised by Dr.Rajesh V.G. The BOG Chairman opined that spending time of the BOG on such petty issues is unnecessary and the matter may be closed immediately. The Principal read the memo given to Dr.Rajesh V.G as per BOG decision and its reply given by him. Sri. James Joseph commented that audit will be done only for incurred expenditure and reimbursing the amount after audit as wanted by Dr.Rajesh V.G. is out of question. The committee decided that since the required documents and undertaking are not submitted, the

flight charge need not be reimbursed and the Principal may decide whether train charge to be reimbursed after checking the financial position under the grant.

Decision: BOG took note of the ATR and approved.

2. PROCUREMENT ACTIVITIES

2.1 PROCUREMENT PROGRESSING AFTER THE 15TH BOG MEETING.

Table 2.1

Sl. No	Package Name	Package Code	Firm	Budgeted Amount (Rs.)	Actual Amount (Rs.)	Difference (Rs.)	% Difference	Remarks
1	Reference Book	TEQIP-II/KL/KL1G19/179	M/s Current Books (India) Pvt Ltd,DC Kizhakkemuri Edam, Good Shepherd Street, Kottayam	105000	105012	12	-0.01	PO issued
2	Solar Based Campus Lighting System	TEQIP-II/KL/KL1G19/175	Emax Power Controls & IT Equipments Pvt Ltd, Room No.IX/39B Ground Floor, Neo Space KINFRA Techno Park, Calicut Malappuram	120000	99,200	20,800	17.33	PO issued
3	Network Switch	TEQIP-II/KL/KL1G19/178	Neon Computers East of Devi Temple Cherthala	6,500	5,750	750	11.54	Payment made
TOTAL				231500	209962			

Decision: BOG took note and ratified the expenditure incurred.

2.2 IN-HOUSE FACULTY AND STAFF DEVELOPMENT PROGRAMMES CONDUCTED

Table 2.3

Sl. No	Title of the Programme	Dept	Duration & date	No. of participants			Coordinator	IRG in Rs/-	Expenditure (Rs)
				Own Institute	Others	Total			
1	FDP on Probability and Random Process	AS	01/02/17 - 03/02/17	35	9	44	Sarakutty K J.	4500	134031

2	Statistical Computing and R programming	CS	27/2/17-1/03/17	43	5	48	Anitha M.A	2500	92563
3	FDP on Recent Trends in Signal Processing			45	5	50	Mitty George	2500	80600
Staff development programme									
4	FSD on hands on experience in Laptop chip level	EC	20/2/17-22/02/17	16	19	35	Ajithakumari P	5700	48172
Total									355366

Decision: The BOG noted the in-house programs conducted and ratified the expenditure in this regard.

2.3 OUTSTATION FACULTY AND STAFF DEVELOPMENT PROGRAMMES

Table 2.3

Sl No.	Name	Designation	Department	Programme Title	Duration & Date	Expenditure (Rs.)
1	Rajeevan A K	AP	EEE	Road map to Research in Electrical, Electronics and Computing at CE Poonjar	13.02.17 to 17.02.17	37425
2	Sunil V Chandran	AP	EEE	„	„	37425
3	Joyce Jose	AP	CS	„	„	37425
4	Tintu Sebastian	AP	EC	„	„	37425
5	Dr.Preetha Theresa Joy	Professor		Internet of Things at MEC, Thrikkakara	20.02.17 to 24.02.17	37369
6	MuhamedIlyas H	AP	CS	„	„	37433
7	Jibi John	Asso.Prof.	EC	„	„	37369
8	Manju K	AP	CS	„	„	37369
9	Judy Anna Joy	AP	CS	„	„	37421
10	Murali Mohanan	Associate Professor	CS	Data mining and Business Intelligence, NITTTR, Chandigarh	27/2/17-3/3/17	38221
Total						374882
FDPs to be settled						

11	Muhammed Ilyas	AP	CS	Research Methodologies at MNIT, Jaipur	20/3/17 to 24/03/17	
12	Jayadas C.K	Associate Professor	EC	Entrepreneurship & Innovation in Academic Institutions: Challenges and Opportunities at IIT, Kanpur	18/3/17-19/03/17	
Staff Development Programmes						
1	Rajesh N A	JS	Office	Performance Improvement for Institutional Development at Hyderabad	07.03.2017 - 10.03.2017	30915
2	Rajesh C D	Head Clerk	”	”	”	29324
3	Asha Madhavan S	”	”	”	”	29324
Total						89563
Management Capacity Development						
1	Dr.Mini M.G	Principal		Training programme on advance course on Effective Office Administration & Management in e-Age, NPC, Jaipur	14/03/17-18/03/17	74836
2	Sarakutty K.J	Associate Professor	Maths	”		74940
Total						149776

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

2.4 CONFERENCES ATTENDED/PAPERS PRESENTED

Ms.Anitha M.A , A.P. in Computer Science has presented the paper “ Improved Parallel Clustering with Optimal Initial Centroids” in the International Conference on Recent Advances in Electronics and Communication Technology ICRAECT-2017 at Bengaluru on 16th and 17th March 2017.

Decision: The BOG took note and approved.

2.5 REIMBURSEMENT OF IEEE MEMBERSHIP FEE

Ms.Manju K , A.P in CS has submitted a request for reimbursement of 50% of membership fee for IEEE and Rs.2774/- was reimbursed to her.

Decision: The BOG took note and approved.

2.6 IIIC PROGRAMMES CONDUCTED

Table 2.6

Sl. No	Details of the Programme	Coordinator	Duration	No.of participants	Expenditure
1	Workshop on MATLAB for Signal Processing Applications	Jibi John	22.12.16-23.12.16	MTech -35	9532
2	Workshop on PLC & SCADA	ElizwaLaiju	25.01.17 - 27.01.17	S8 EE-50	28780
3	Workshop on Linux-Learn for Freedom	Manju K	04/2/17 & 6/2/17	S4 CS-58	25472
4	Workshop on IoT	MuhammedIlyas H	14.02.17 - 15.02.17	S4, S6, S8-CS-74	21118
	TOTAL				84902
Bills to be settled					
1	Hands on Workshop- Dye Sensitized Solar Cell	Jayadas C.K	20/03/17 - 21/03/17	S2 &S4 EC 144	

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 and Women cell programmes

Table 2.7.1

SINo.	Subject	Handled by	Batch& no of participants	No.of Hours	Expenditure
1	Engg Mathematics-III (Supplementary)	Gireesh Chandra	S6 & S8	18Hrs,	10800
2	EC1404/Signals & Systems (Special Supply)	Ajay Nath SA	S8EC-19	14Hrs	11686
Total					22486
Women cell					
1	Women Entrepreneurship & Empowerment	Ruby Peethambaran Dr.Saraswathy	95 girl students	3 hrs	12022

2.7.2 Soft Skill and other Training programs to students

Table2.7.2

Sl No	Title of the programme	Coordinator	Batch& no of students	Date	Expenditure
1	Life Skill by ICT Academy	Greeshma N Gopal	S6E CA	27.01.2017-28.01.2017	22880
2	„	„	S6E CB	30.01.2017-31.01.2017	22592
3	„	„	S6CS	02.02.2017-03.02.2017	23552
4	„	„	S6EEE	05.02.2017-06.02.2017	23072
5	Aptitude by ICT Academy	„	S6E CA	08.02.2017-09.02.2017	22880
6	„	„	S6E CB	11.02.2017-12.02.2017	22592
7	„	„	S6CS	13.02.2017-14.02.2017	23552
8	„	„	S6EEE	16.02.2017-17.02.2017	23072
Total					184192

2.7.2 Report on HIT programmes being conducted

2 of the HITs conducted were completed successfully and 25% of students, who attended the HITs got placement. Hence the coordinators of the programme have requested to pay the remaining amount (25% of total contract value) to the firms and accordingly the payment was made .Details are given in the table below. One Programme has been completed successfully and since all the agreed conditions are met, 75% of the total contract value is paid to them.

Sl No	Title	Agency	Duration	No of participants	No. of participants got placed	Amount already paid	Amount Paid now
1	HIT on Industrial Automation	M/s Walrus Marine and Engineering Pvt. Ltd	22/8/16 - 27/9/16	30	8	603750	201250

2	Fiber Optic Technology	NEST INSTITUTE OF FIBER OPTIC TECHNOLOGY PVT LTD	30/8/16 – 29/9/16	21	9	746250	248750
	Red Hat certified system administrator	IPSR Solution Ltd	Started on 25/1/17	25		-	712500
Total							1162500

Decision: The BOG took note of the EAP programmes and ratified the expenditure made in this regard

2.8 STATUS OF IRG ACCOUNTS

Table 2.8

Particulars	Amount in Rs
SBT 67262515481 (Corpus Fund)	886907.50
SBT 67262515628 (Faculty Development Fund)	676450.50
SBT 67262516519 (Maintenance Fund)	679642.50
SBT 67262516586 (Equipment Replacement)	679722.50
Grand Total	2922723.00

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

2.9 SUMMARY OF EXPENDITURE

The expenditure incurred after the 15th BOG is listed in the following table::

Table 2.9.1

Expenditure summary	
20-Feb-2017 to 21-Mar-2017	
Particulars	Amount in Rs
Incremental Operating Cost	155681.00
Assistantships	208000.00
FSD	972047.00
III Cell	146591.00
Student Support	218700.00
Grand Total	1701019.00

Table 2.9.2

Category	Sub-Activity	Cumulative as on 23rd March	Committed	Total	Remarks
Procurement	ICT enabled learning, related softwares & hardware.	55.32	0.00	55.32	
	New laboratory for new PG	0.00	0.00	0.00	
	New laboratory for existing PG	16.15	0.00	16.15	
	Existing labs modernized/	213.35	0.00	213.35	
	Expenditure on Library	39.38	1.05	40.43	text books
	membership of online journals	0.00	0.00	0.00	
	digitally/virtually accessible courses	0.00	0.00	0.00	
	Modernising Classrooms	9.78	0.00	9.78	
	Equipments etc. for Institutes	174.25	1.00	175.25	Campus lighting
	Expenditure on Civil Work	48.53	0.00	48.53	
	Others. (Specify if Material)	0.00	0.00	0.00	
Total		556.76	2.05	558.81	
Assistantships	M.Tech teaching assistantship	90.61	4.16	94.77	2 months teaching assistantship Feb, March
	PhD research assistantship	0.00	0.00	0.00	
	Others. (Specify if Material)	0.00	0.00	0.00	
Total		90.61	4.16	94.77	
R&D	Research projects taken by students	0.00	0.00	0.00	
	research publications in engineering in refereed journals	0.11	0.00	0.11	
	Organising Conferences for R & D Topics	25.68	0.00	25.68	
	Patenting of Research Products	0.00	0.00	0.00	
	Others. (Specify if Material)	1.83	5.50	7.33	Colloquium in

					EC and CS
Total		27.62	5.50	33.12	
FSD	Faculty with B Tech enrolled for M Tech	0.61	0.30	0.91	Ms.Jasleena C
	Faculty with M Tech enrolled for PhD	0.00	0.30	0.30	Ms.Greeshma
	faculty attended training in subject domain	60.05	0.55	60.60	Ilyas-MNIT, Jayadas Kanpur-IIT
	Expenditure on faculty members attended pedagogical training	6.83	0.00	6.83	
	Expenditure on organising inhouse subject area training Programs/ Workshops/ seminars / conferences / continuing education programs.	45.99	0.00	45.99	
	participation by faculty in Seminar/ Conferences/ workshop etc.	28.42	0.25	28.67	Anitha- paper presentation
	Expenditure on staff development	6.84	0.00	6.84	
	Others. (Specify if Material)	0.00	0.00	0.00	
Total		148.74	1.40	150.14	
I-I-I- Cells	Expenditure on academic Programs i.e. MTech/PhD etc. with industry	0.00	0.00	0.00	
	Expenditure on short term programs with industry	1.69	0.00	1.69	
	Expenditure on academic networking with other institutions	1.78	0.52	2.30	IIIC by EC
	Expenditure incurred on Campus placements (UG & PG)	0.00	0.45	0.45	Campus placement at outstation
	Expenditure on UG Students attended industrial internship	0.00	0.00	0.00	0.00
	Others. (Specify if Material)	10.97	0.00	10.97	
Total		14.44	0.97	15.41	
Capacity development	Expenditure on Sr. Officials & Sr. faculty attended management development training	3.41	0.00	3.41	
	Others. (Specify if Material)	0.00	0.00	0.00	

Total		3.41	0.00	3.41	
Reforms	Expenditure on accreditation fee for NBA	8.99	0.00	8.99	
	Expenditure incurred on Autonomous Institution status concurred by UGC	0.00	0.00	0.00	
	Expenditure on Curricula revision/restructuring	0.00	0.00	0.00	
	Others. (Specify if Material)	0.00	2.81	2.81	ISO
Total		8.99	2.81	11.80	
Student support	Expenditure on students transition from first year to second year of UG Programs (clearing all subjects /courses of 1st year in first attempt)	12.20	0.00	12.20	
	Others. (Specify if Material)	63.52	6.93	70.45	5 HITs
Total		75.72	6.93	82.65	0.00
IOC		64.48	2.50	66.98	salary, repair, consumables, IV
		990.77	26.32	1017.09	

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

3.1 Research Colloquium Planned

Principal presented the proposal of two colloquiums to be conducted on March 24th and 25th, 2017, as detailed below; for which approval was given by the BOG chairman subject to the ratification of the BOG.

Research Colloquium by EC Department- **Nanotechnology-Materials, Devices and Medicine**

Date: 24th march, Venue :Crown Plaza, Cochin

No: Participants -90

Co-ordinator :Jayadas C.K, Associate Professor & HOD

Resource Person	Topic
Prof Girija Vallabhan	Nano Technology an overview
Prof. Joseph Joby, IIT Delhi	Nano `Photonic Structures` & meta material`s
Dr.Asifkhan Shanavas Scientist, INST Mohali	'Cancer Nanomedicine - Alternative approaches to traditional cancer treatment'.
Prof Roy Paili IIT guhawaty	Nano Sensors
Prof Bindu Salim, PSG Institute	Nano Device Modeling

BUDGET:

Particulars	Amount
Travel	100000
Accommodation	12000
Colloquim kit	50000
Venue and refreshments	100000
Projector and other accessories	10000
Miscellaneous	5000
Stationary and Printing	5000
Total	282000

Research Colloquim by CS Department- **Intelligent Systems and Computing**

Date: 25th march , Venue :Crown Plaza, Cochin

No: Participants -75 Co-ordinator :Dr.Preetha Theresa Joy , Professor & HOD

Resource persons

1. Dr. MadhuKumari, Assistant Professor, CSED, NIT Hamirpur,H.P.-177005
2. Dr.Sayan Ranu ,Assistant Professor,Dept. of Computer Science and Engg,IIT Delhi
3. Dr. Shivashankar B Nair,Professor,Dept. of Computer Science and Engg,IIT Guwahati
4. Dr. Chandrasekaran K,Professor ,Dept. of Computer Science and Engg,NIT Suratkal

BUDGET:

Particulars	Amount
Travel	80000
Accommodation	12000
Colloquim kit	50000
Venue and refreshments	90000
Projector and other accessories	10000
Miscellaneous	5000
Stationary and Printing	5000
Total	252000

Decision:

1. The BOG took note and approved the resource persons and budget for the two colloquiums.
2. The BOG ratified the action taken by the Principal in conducting the colloquiums and approval given by the Chairman for the same.

4. OTHER ITEMS WITH THE PERMISSION OF THE CHAIR

4.1. Decision to the representation given by Dr.Rajesh V G to the 15th BoG.

Dr.Rajesh V.G has given a representation before the BOG stating that he is not opting to receive the remuneration for the remedial classes conducted by him during June 2016 as he had not requested for the remedial class nor for the remuneration.

Discussion: The Principal informed the BOG that the remedial class conducted for I year students is sanctioned by the academic committee headed by Dr.Rajesh V.G himself. The usual practice followed is to deduct 10% income tax from the remuneration and pay it to the PAN of the resource person and this is done in the case of Dr.Rajesh V.G. also.. He has not expressed his unwillingness to receive the remuneration till February. The BOG members commented that if he had no intentions to receive the remuneration, he should not have signed the register and should have intimated prior to settling the remuneration, as all the faculty members handling remedial classes will be getting remuneration. Also the payment of tax is an irreversible process. Considering all this the committee decided to transfer the remuneration amount to his bank account.

Decision: The Principal is directed to transfer the amount to Dr.Rajesh V.G's account and then inform him.

4.2.Presentation of the report to be submitted to SPFU on completion of the project

TEQIP cell coordinators, Mr.P.Jagadeesh Kumar, Procurement coordinator, Mr. Jayadas C.K, Finance and PG Coordinator, Ms.Jibi John, Academic Coordinator, Dr.Preetha Theresa Joy , R&D coordinator and Ms.Radha Balakrishnan EAP Coordinator presented the details of activities conducted and expenditure incurred under the respective heads under TEQIP II. The TEQIP coordinator presented the details of activities under all remaining heads.BOG members suggested some points to be included in the final report like an executive summary, more details of some of the activities etc. The BOG congratulated all the coordinators for the good home work they have done for the presentations. The BOG members once again congratulated the Principal and all the TEQIP team for the success in the implementation of TEQIP and appreciated the excellent work done by all in realizing this.

Conclusion:

The Hon'ble Chairman in his concluding remarks appreciated the quality of the deliberations of the 16th BOG meeting. He thanked all the members for attending the meeting and contributing to it by

their valuable suggestions and comments. He once again appreciated the Principal and the TEQIP Cell of CE Cherthala for their good work. He hoped that this good work would continue and College of Engineering Cherthala will be there in TEQIP III also. The Hon'ble Chairman called the meeting to an end at 1.00 PM.

Dr.C P Girjavallabhan

Chairman

Dr.Mini M .G

Principal