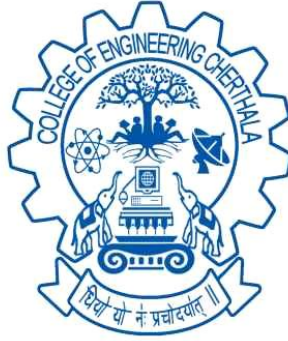


TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME

Phase II

Sub Component 1.1



17th MEETING OF THE BOARD OF GOVERNORS DETAILED AGENDA NOTES

Date: 17th July 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 17th meeting of the BOG is being convened on 17th July 2017.

AGENDA

Part 1-Procedural

Sl. No	Items	Page Number
1.1	Confirming the Minutes of the 16th Meeting of the Board of Governors held on 23-03-2017 at College of Engineering Cherthala, Alappuzha	9
1.2	Report on the action taken/action pending on the pertinent decisions in the 16th Meeting of the Board of Governors held on 23-03-2017 at College of Engineering ,Cherthala	9

Part 2-Reports and Ratifications

Sl. No	Items	Page Number
2.1	Out Station Faculty and Staff Development Programmes	13
2.2	Research Colloquiums conducted	14
2.3	Reimbursement of tuition fee	18
2.4	IIC Programme conducted	18
2.5	Programmes conducted under EAP	19
2.5.1	Remedial Programmes	19
2.5.2	HIT Programs	19
2.6	Report on ISO certification	20
2.7	Official TEQIP Programmes attended	20
2.8	Audit Reports and Mentoring report	21
2.9	Faculty Position	21
2.10	Status of IRG Accounts	21
2.11	Summary of Expenditure	22

Part 3-Discussions and Approvals

3.1	Approval of Project Completion Report	25
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Part 4-Other items with the permission of the chair

Annexture II: Internal Audit Report	49
Annexture III : Statutory Audit Report	59
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PART 1

Procedural Items

Silent Prayer

1.1 Confirmation of the Minutes of the 16th Meeting of the Board of Governors of CE Cherthala held on 23rd Mar 2017

The Minutes of the 16th Meeting of Board of Governors of TEQIP Phase II of CE Cherthala held on 23-03-2017 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 I** for confirmation.

Action sought: BOG may consider and confirm the Minutes of the 15th meeting.

1.2 Action Taken Report on the pertinent decisions in the Minutes of the 16th Meeting of the Board of Governors of CE Cherthala held on 23rd Mar 2017

The decisions taken by the Board as recorded in the Minutes of the 16th Meeting of the Board of Governors of CE Cherthala held on 23-03-2017 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 16th BOG	Decision Taken	Action Taken / current status	Reason for Non Compliance
1.1	The BOG confirmed the approved minutes of the 15 th Meeting	For information	NA
1.2	Took note of the ATR and approved.	For information	NA
2.1	BOG took note of the 3 packages purchased and ratified the expenditure.	For information	N.A
2.2	The BOG noted the in-house programs conducted and ratified the expenditure in this regard.	For information	N.A
2.3	The BOG took note of the outstation faculty development programmes attended and ratified the expenditure.	For information	NA
2.4	.The BOG took note of the Conference attended	For information	NA
2.5	The BOG approved the request for reimbursement of IEEE membership fee	For information	NA
2.6	The BOG took note of the IIIC programmes conducted and ratified the expenditure	For information	NA
2.7	The BOG took note of the EAP programmes conducted and ratified the expenditure made .	For information	NA
2.8	The BOG took note of the status of IRG accounts	For information	NA
2.9	The BOG took note of the summary of expenditure incurred after 15 th BOG and the total expenditure	For information	NA
3.1	The BOG took note of the 2 colloquiums planned to conduct on March 24 th and 25 th and approved the resource persons and budget and ratified the action taken by the Principal in conducting the colloquiums and approval given by the Chairman for the same..	The colloquiums were conducted successfully	NA

4.1	The BOG directed the Principal to transfer the amount due to Dr.Rajesh V.G on account of taking remedial classes to his account and then inform him	Transferred the amount	NA
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Action sought: BOG may consider the ATR for approval.

PART 2

REPORTS & RATIFICATIONS

2.1 OUTSTATION FACULTY AND STAFF DEVELOPMENT PROGRAMMES

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

Table 2.1

	Name of Faculty	Designation	Department	Program and Venue	Dates	Expenditure
1	Muhammed Ilyas	AP	CS	Research Methodologies at MNIT, Jaipur	20/3/17-24/03/17	30432
2	Jayadas C.K	Associate Professor	EC	Entrepreneurship & Innovation in Academic Institutions: Challenges and Opportunities at IIT, Kanpur	18/3/17-19/03/17	35048
Staff Development Programmes						
1	Ancy Paul	Librarian	Library	Workshop for Librarians: Linux basics, Label creation, and spread sheet applications in stock verification	27.03.17-28.03.17	1394
Total						66874
Attending international conference						
1	Anitha M.A	A.P	CS	Paper presentation in the International Conference on Recent Advances in	16 th & 17 th March 2017	22558

				Electronics and Communication Technology ICRAECT-2017 at Bengaluru		
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Report:

The program “**Research Methodology**” was for 5 days. The sessions included, Introduction to Research and correlation and regression analysis by Dr. M L Mithal, basics of data analysis, basics studies on statistics used in research and non parametric tests by Prof.Rakesh Jain, Hypothesis testing, ANOVA and mini tab, software tools used in statistical analysis by .Dr,Gunjan Soni , multivariate analysis by Dr.DeepakVarma , design of experiments by Dr, B K Roul , Tauchi method by Dr. Amar Patnaik and presentation techniques by Dr. Rajesh Kumar .

The two days workshop on “**Linux basics, Label creation, and spread sheet applications in stock verification**”, organized by College of Engineering, Kidangoor, on Monday of 27th March 2017. The programme was inaugurated by Dr. C B Ajayakumar, HOD, DASH Dept. During the presidential speech he emphasized the importance of Library and requested the participants to actively participate to get the maximum benefit of the course. The topics covered were “Linux Basics: Hands- on training” by Mr. VimalKumar “Creation of Labels using GLabel” and “Application of barcodes and spread sheets in stock verification” by Sindhu P V. , and Stock verification and Government procedures, rules handled by Mr. Saji K Vettathu.

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

- **RESEARCH COLLOQUIMS CONDUCTED**

- **2.2.1 colloquium on “Intelligent System and Computing”**

The department of Computer Science and Engineering, College of Engineering Cherthala has conducted a Research Colloquium on **Intelligent System and Computing** on 25th march 2017 at Hotel Crowne Plaza, Ernakulam. The inaugural function has started at 10 AM. Dr. Preetha Theresa Joy (HOD, CSE) delivered the welcome speech. Presidential address was done by Principal Dr. Mini M G . The inauguration was supposed to done by Director, IHRD, Dr. P. Suresh kumar , but he handover the opportunity to the BOG chairman Dr.C. P Girijavallaban . They together lightened the lamp and declared the inauguration. Prof. Sarakutty K J delivered

felicitation. The function was concluded by expressing the gratitude to all the resource persons and participants gathered there by Ms. Manju K (AP, CSE).

The whole program includes four sessions, first two sessions before lunch and remaining two after lunch. The first session was about “*Deep Learning Models*” taken by Dr. Madhukumari (NIT, Hamirpur). She went through different areas of deep learning, importance of deep learning, artificial neural network, deep neural network etc. The summary of the session is Research in this area attempts to make better representations and create models to learn these representations from large-scale unlabeled data. Some of the representations are inspired by advances in neuroscience and are loosely based on interpretation of information processing and communication patterns in a nervous system, such as neural coding which attempts to define a relationship between various stimuli and associated neuronal responses in the brain. Tools used for deep learning are caffe, tensor flow etc. The second session based on “*Computational Intelligence in Cloud Computing*” was taken by Dr. K. Chandrasekaran (IIT, Surathkal, Mangalore). He went through the topics machine intelligence, soft computing, characteristics of intelligence like perceptron, action, problem solving, learning etc. A system is computationally intelligent, when it deals only with numerical (low-level) data, has a pattern recognition component, does not use knowledge in the AI sense. He discussed about Cloud computing and its characteristics, Taxonomy of resource management in cloud computing. The third session was about “*Indexing and Matching Noisy Trajectory Data*” by Sayan Ranu (IIT, Delhi). He covered the topics trajectory data, Applications, conventional sources of trajectory data like GPS, Mobile towers, Satellite images, Camera snapshots, Video surveillance etc. Trajectory is an ordered sequence of spatio temporal points. The last session “*Bio-inspired AI*” was taken by Dr. Shivashankar B Nair (IIT, Guwahati). Classical AI shortcomings like sense-model-plan-act, some main areas such as artificial immune systems, evolutionary systems, Swarm intelligence, and amorphous computing, role of immune system, Somatic hypermutation were the important topics covered by him.

Table 2.2.1

Title of the colloquium	Intelligent System and Computing
Duration and Date	1 day , 25/3/2017

Name of the coordinator	Dr. Preetha Theresa Joy
Number of external participants	59
Number of internal participants	23
Total Expenditure	Rs.235898/-

Table 2.2.2 List of Resource Persons & Topics

Sl No	Resource Person	Topic
1	Dr. Madhukumari,(NIT,Hamirpur)	Deep Learning Models
2	Dr. K. Chandrasekaran (IIT, Surathkal, Mangalore)	Computational Intelligence in Cloud Computing
3	Dr.SayanRanu (IIT, Delhi)	Indexing and Matching Noisy Trajectory Data
4	Dr. Shivashankar B Nair (IIT, Guwahati)	Bio-inspired Artificial Intelligence

Table 2.2.3 Expenditure Details:

Items	Expenditure in Rs.
TA/DA/Remuneration/ Accommodation	102690
Venue & Refreshment	90000
Colloquium Kit	26060
Stationery & Printing	17148
Total	235898

2.2.2 Colloquium on “Nano Technology,Materials,Devices& Medicine”

The Department of Electronics & Communication Engineering, College of Engineering Cherthala has organized and conducted a one day Research Colloquium on **Nano Technology,Materials,Devices& Medicine** on 24th March 2017, at Crowne Plaza Kochi. The programme was scheduled to pave the path for “Nano Technology” to the participants. The programme received an overwhelming response with participants from Faculties, Research Scholars, PG students inside & outside the college. The inaugural ceremony of the Research Colloquium on Nano technology materials, Devices and Medicine was commenced with the lamp lightning function by hands of Dr.GirijaVallabhan, Dr. Mini.M.G, Smt.SarakuttyK J &

Sri.Jayadas C.K. The programme started at 9.30am. Sri.Jayadas C.K., Head of Department, Electronics & Communication Engineering , CE Cherthala (Coordinator of Colloquium) delivered the welcome speech. Dr. Mini M.G, Principal CE Cherthala delivered the presidential address. Dr. GirijaVallabhan, Former Director, ISP CUSAT inaugurated the program. Smt. Sarakutty K.J and Dr. Asish Pal expressed the words of felicitation.

Inaugural talk was delivered by Dr. GirijaVallabhan. He gave an overview of Nano technology along with its depth and potential. He could portrait a clear cut picture of Nano Technology , its relevance and application in the stipulated time frame. The second session was handled by Dr.Asish Pal. He explained how nanotechnology can be used for the design and development of nanomaterials and chemicals that can be used for drug delivery. He introduced the concept of tissue synthesis by scaffold tissue engineering. He has explored the application of Nano Technology in medicines with the help of research undergoing in Indian Institute of Nano Technology Mohaly. The session was highly interactive and a thorough discussion took place between the participants from Amritha vidyapeedam& the resource person. Third session of the programme was taken up by the Prof Roy Paili about scaling of IC, MOSFET for improving the device performance and the saturation level attained by the industry. The main highlight was the explanation about the Moore's law in future. The talk was full fledged with the research flavors of IIT Guhawati . The fourth session was handled by Dr. Bindu Salim, professor, PSGIAS Coimbatore. She discussed the idea about Micro fluids and its application in diagnosis. She focused more on modeling and simulation using software and to organize materials for ICs in nanoscale. She also familiarized the modern lab equipments like Nano fiber Fabrication System, nano spectrometers to the participants. The session was very much interesting and informative. The final session was handled by Dr.Joby Joseph, Professor IIT Delhi. He explained the ideas of artificial nanomaterials and photonic crystals and its fabrication. He explored the world of photonics by illustrating the modern photonic tools like LASER tweezers, nano rods and their applications.

Finally Dr. GirijaVallabhan Sir concluded the colloquium by mentioning major points of every talk. He added some advantages, application and recent trends of nano technology. He also mentioned some future scope of Nano technology in the field of research.

Table 2.2.4

Title of the colloquium	Nano Technology,Materials,Devices& Medicine
Duration and Date	1 day , 24/3/2017
Name of the coordinator	Sri. Jayadas C.K
Number of external participants	36
Number of internal participants	49
Total Expenditure	Rs.2,52303 /-

Table 2.2.5 List of Resource Persons & Topics

SI No	Resource Person	Topic
1	Prof GirijaVallabhan	Nano Technology an overview
2	Dr Ashish Pal INST, Mohali	designing of soft nano materials in a bottom up approach for various application in tissue engineering, wound healing"
3	Dr Roy Paili,IIT ,Guhawati	Nano Scale Devices
4	Prof BinduSalim PSGIAS Coimbatore	Microfluidics for diagnosis. Modelling simulation for organic devices/ nano devices.
5	Prof. Joseph Joby,IIT ,Delhi	Nano Photonic Structures & meta materials

Table 2.2.6 Expenditure Details:

Items	Expenditure in Rs.
TA/DA/Remmuration/Accomodation	97799
Venue & Refreshment	90000
Colloquium Kit	40000
Stationery & Printing	24504
Total	252303

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

2.3 REIMBURSEMENT OF TUTION FEE

Faculty members have submitted a request for reimbursement of tuition fee for M.Tech and Ph.D as per the following details and Rs.51366/- was reimbursed to them.

Table 2.3

Sl No.	Name of Faculty	Designation and Department	Program /University	Expenditure
1	Jasleena C	Asst.Professor in EC	M.Tech Calicut Universty	28296
2	Jibi John	Asso Prof. in EC	Ph.D at CUSAT	6010
3	Jagadeeshkumar P	Asst.Professor in EC	Ph.D at CUSAT	5780
4	Greeshma N Gopal	Asst.Professor in CS	Ph.D at CUSAT	11280
Total				51,366/-

Action Sought: The BOG may kindly ratify the expenditure

2.4 IIC PROGRAMMES CONDUCTED

One Workshop on Dye Sensitized Solar Cell for S2 and S4 ECE students was conducted from 20.03.2017 to 21.03.2017 under IIC after 16^h BOG .This was coordinated by Jayadas C.K. 144 students participated in the workshop and the total expenditure for the same was Rs.42724/.

A dye-sensitized solar cell (DSSC) is a low-cost solar cell belonging to the group of thin film solar cells. It is based on semiconductor formed between a photo-sensitized anode and an electrolyte, a photo electrochemical system. The workshop was arranged in two venues: circuits' lab & communication lab. Dr.K.S.Sreelatha, Dr.Jinchu, Dr.C.O.Sreekala and Mr. Sanoj. K.S with a team of research scholars from Govt. College, Kottayam and School of Arts and Sciences, Amrita Vishwa Vidya Peetham, Amrita University, Kollam conducted the classes.

63 First year B.tech students and 81 Second year B.tech students attended the workshop. Initially they had a class regarding the solar energy and solar cell. They were also given an idea about the preparation of solar cell. After that the students were divided into fifteen batches of 4 each and made small models of the solar cell and measured the output voltage when light is incident on the cell.

Action Sought: BOG may kindly ratify the expenditure made.

2.5 PROGRAMMES CONDUCTED UNDER EAP

2.5.1 Remedial Classes

Table 2.5.1

SI No.	Subject	Handled by	Batch& no of participants	No.of Hours	Expenditure
1	EnggGraphics (Supplementary)	Faizal K ,SOE CUSAT	S1/S2 Supply	18Hrs,	10800
Total					10800

2.5.2. HIT programmes

25% of the payments remaining for two of the HITs completed successfully were paid as detailed in the table below. The HIT on Red Hat certified system administrator has been completed successfully on 20/03/2017 and since all the agreed conditions are met, 100% of the contract value is paid to them in two installments as per the approved ToR. For the HIT on Electronic Chip Level Training by M/s Corona Institute of Technology, Kottayam, the firm was unable to place 25 % of the participants within the stipulated time and hence it was decided not to pay the remaining 25 % of the amount. to them. Since the project is ending by 30th March, this amount was utilized under the other heads of the project.

Table 2.5.2

SI No	Title	Agency	Duration	No of participants	No. of participants got placed	Amount Paid now
1	HIT on Linux Server Administration	Clado Solutions, Ernakulam	30/8/16 - 25/10/16	30	17	234270 (25%)
2	Fiber Optic Technology	NEST Institute of Fiber Optic Technology, Pvt, Ltd.	30/8/16 – 29/9/16	21	9	248750 (25%)
3	Red Hat certified system administrator	IPSR Solution Ltd	24/02/17 – 20/03/17	23	6	950000 (100%)
TOTAL						1433020

Action Sought:

- The BOG may kindly note and ratify the expenditure made under EAP.
- The BOG may kindly approve the action taken in not paying the balance 25% of the HIT on Electronic Chip Level Training.

2.6. REPORT ON ISO CERTIFICATION

M/s AQA Quality management Services Pvt Ltd was selected for Consultancy Services for ISO 9001:2015 Certification, by completing all the formalities of PMSS by QCBS method (package NO: TEQIP-II/KL/KLIG/19/174)

The Awareness Training was conducted on 10.02.2017 and the observations were given as a prima facie report. The First Internal Audit was conducted on 09.06.2017 .and the status report was given. The Second Internal Audit was held on 19.06.2017 and the status of the Implementation and Maintenance of Quality Management System as per ISO 9001:2015 updated. The system was successfully implemented and the final certification Audit by the Certification Body was conducted on 23.06.2017 who recommended the organization to get ISO 9001:2015 Certificate. The contracted amount of Rs.135000/- was given to the consultancy service and the contracted amount of Rs.126500/- was given to M/s. Integrated Quality Certification Pvt. Ltd., the certification agency for ISO 9001:2015 Certification which was also selected through PMSS by SSS method(Package no: TEQIP-II/KL/KLIG/19/177).

Table 2.6 Expenditure Details:

Sl.No	Activity	Agency	Amount Paid
1	Consultancy Service	M/s AQA Quality management Services Pvt.Ltd.	13500
2	Audit	M/s.Integrated Quality Certification Pvt. Ltd	126500
TOTAL			261500

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

• OFFICIAL TEQIP PROGRAMMES ATTENDED

Principal and TEQIP coordinator attended the post procurement review meeting for financial year 2017 at NPIU, New Delhi on 12.04.2017.

Action Sought: The BOG may kindly note.

• AUDIT REPORTS AND MENTORING REPORT

The internal audit report for the second half of 2016-17 and statutory audit report for the financial year for 2016-17 are attached as annexures II and III. The mentoring report of the visit conducted on March 20th and 21st is attached as annexure IV.

Action Sought: The BOG may kindly note.

2.9 FACULTY POSITION

Due to transfer and posting some of the faculty members left the institution and new members joined. The present faculty position is given below;

Table 2.9

	EC	CS	EEE	ME	ASc
Professor	1	1			
Associate Professor	3	1			2
Assistant Professor	8	6	2	3	1
Total	12	8	2	3	3

Action Sought: The BOG may kindly note.

2.10 STATUS OF IRG ACCOUNTS

As of date, an amount of Rs.3011408.00 has been deposited in the four Corpus Accounts for TEQIP-II of CE Cherthala. The split up is shown in the following table:

Table 2.10

Particulars	Amount in Rs
SBT 67262515481 (Corpus Fund)	912233.50
SBT 67262515628 (Faculty Development Fund)	697461.50
SBT 67262516519 (Maintenance Fund)	700815.50
SBT 67262516586 (Equipment Replacement)	700897.50
Grand Total	3011408.00

Action Sought: The BOG may kindly note.

2.11 SUMMARY OF EXPENDITURE

The expenditure incurred after the 16thBOG is listed in the following table::

Table 2.11.1

Expenditure summary	
23-Mar-2017 to 07-Jul-2017	
Particulars	Amount in Rs
Procurement	204202.00
Reforms	261500.00
R & D	488201.00
Incremental Operating Cost	807767.75
Assistantships	488000.00
FSD	135548.00
III Cell	42724.00
Student Support	1645066.00
Grand Total	4073008.75

Table 2.11.2

Expenditure Summary		
1-Apr-2013 to 07-July-2017		
Particulars	Amount	
Incremental Operating Cost		7106493.33
Bank Charge	5343.04	
Consumables		
Operation and Maintenance	4175331.29	

Salaries	2285177.00	
Procurement		55880517.00
Books & LRs & Software	10016710.00	
Equipment	34971737.00	
Furniture	5990893.00	
Minor Civil Works	4852514.00	
Minor Items	48663.00	
Assistantships		9549245.00
Capacity Development		340237.00
FSD		15008204.00
III Cell		1486210.00
R & D		3250344.00
Reforms		1160380.00
Student Support		7885005.00
Grand Total		101666635.33

Action Sought: The BOG may kindly note.

PART 3
DISCUSSIONS AND APPROVALS

3.1 APPROVING PROJECT COMPLETION REPORT

As per the directions from SPFU, a complete report of the TEQIP-II is prepared, which is to be signed by the BOG Chairman, Principal and the TEQIP Coordinator and to be submitted to SPFU.

Action Sought:

The BOG may kindly approve the same.

PART 4

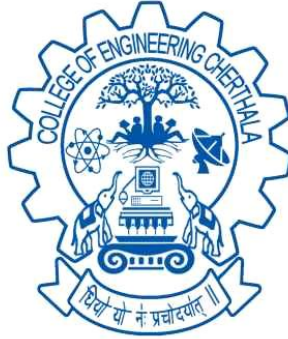
OTHER ITEMS WITH THE PERMISSION OF THE CHAIR

ANNEXURE I- Minutes of 16th BOG

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

- Dr C. P. Girijavallabhan, Hon. Chairman.
- Dr.V. P Devassia , Principal MEC, Thrikkakkara
- Dr. Philip Kurien, Principal , GISAT, Kottayam.
- Shri. James Joseph, Joint Secretary, Finance Govt. of Kerala
- Sri Jacob Mathew , Vice President , Idea Cellular
- Dr. Mini M.G., (Principal)
- Dr.Preetha Teresa Joy. HOD, Dept of Computer Science& Engineering
- 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 13th 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 tok 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	105000	105012	12	-0.01	PO issued

			Shepherd Street, Kottayam					
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	Ajithakumar i 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.

- **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.

- **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	Jayadas C.K	20/03/17 -	S2 &S4 EC	

	Cell		21/03/17	144	
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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 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

- **Soft Skill and other Training programs to students**

Table2.7.2

SI 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

• **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 15thBOG 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 referred 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;

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 Guwahaty	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

- Dr. Madhu Kumari, Assistant Professor, CSED, NIT Hamirpur, H.P.-177005
- Dr. [Sayan Ranu](#) , Assistant Professor, Dept. of Computer Science and Engg, IIT Delhi
- Dr. Shivashankar B Nair, Professor, Dept. of Computer Science and Engg, IIT Guwahati
- 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: The BOG took note and approved the two colloquiums.

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

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. 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

All the TEQIP cell coordinators presented the details of activities conducted and expenditure incurred under with details.Chairman commended on the good home work the coordinators have done and BoG congratulated all the coordinators good work .

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 commended the Principal and the TEQIP Cell of CE Cherthala for their good work. He hoped that this good work would continue and some of the major concerns will be taken care of so that the full objective of the project may be met. The Hon'ble Chairman called the meeting to an end at 2.30 PM.

Dr.C P Girjavallabhan

Chairman

Dr.Mini M G

Principal

ANNEXTURE 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

•	Name & Address of the Audited	:College Of Engineering, Pallippuram, Cherthala
•	Names of the office Bearers	:Principal: Dr. Mini M.G Co-ordinator: Mrs. Sarakutty K. J
•	Name/s of Audit Team Members	:Partner: Jolly Peter Articled Assistants Elsa Eldho, Tanzeeha Abubacker
•	Days of audit	:3 Days (22 nd May 2017 - 24 th May 2017)
•	Period covered in the previous audit	: 1 st April 2016 to 30 th September 2016
•	Period covered in the current audit	: 1 st October 2016 to 31 st March 2017

Part B: Executive Summary

•	Objectives of Audit	i) To evaluate the adequacy of internal control systems and management of funds. 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.
•	Methodology of audit	: 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.
•	Status of implementation of financial management system.	

	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.
<ul style="list-style-type: none"> • Status of compliance of previous audit reports, including major audit observations pending compliance (Refer Part C) 	

- **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.	Certificates of participation : Rs. 35,000/- was paid on 19-11-2016 to Mrs. Sumitha Mathew towards conference conducted at Model Engineering College.Kochi in research area (biomedical engineering.). But Participation certificate is not attached with the payment voucher.	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 in future.	Attached along with the receipt
2.	Attendance certificate : Expenditure of Rs 61000/- has been incurred in connection with the industrial visit to VATSAA Pvt. Ltd Wayanad. But attendance certificate, was not attached with the payment voucher.	Due to insufficient supporting documents, we are unable to comment on the reliability and authenticity of the said expense.	Attendance certificate should be attached along with the payment voucher in future.	List of students approved by the Principal is attached.
2.	Accounting of TDS: No proper accounting entries have been passed for the Tax deducted at Source and paid. TDS deducted from payment was booked as income instead of creating liability, and treated as an expense when payment is made.	This creates difficulties in tracing how much amount has been deducted and paid.	The Institution should create separate account for deduction of TDS and pass proper entries.	Noted
3.	Documentation: Each faculty/experts can claim TA/DA according to their grades prescribed in Kerala State Rules.. But the same should be	This amounts to violation of	It should be ensured that	As per KSR for sanctioning TA/DA , statement

	<p>supported by actual bills. We have noticed that statement of expenses and the supporting bills for travelling (train tickets/bus tickets) have not been attached in the following cases.</p> <p>Voucher Numbers; 488,489,491,492,546,595,600-604,608-611.</p> <p>Missing Authorisation: Some of the payment vouchers are not authorized by the TEQIP coordinator , Finance Coordinator and the Principal.</p>	<p>KSR.</p> <p>Authenticity of the expenses can be questioned.</p>	<p>supporting documents and statement of expense are to be attached with the payment voucher.</p> <p>All the vouchers should be authorized.</p>	<p>signed by the officer is sufficient. There is no need of actual bills. See order (P)374/80(200) dtd 13-06-1980 from Financial dept.</p> <p>Noted</p>
4.	<p>Wrong classification of expenses</p> <p>As per the Order no: PYS/TEQIP2/KL/KL1G19/155/2016, amount paid to clado solutions towards payment for the conduct of HIT on Linux Server Administration amounting to Rs. 690,480/- should be accounted under the head Procurement of Services. It is noticed that the same is wrongly accounted under the head Student Support.</p>	<p>This will lead to wrong allocation of expenses as per Project Implementation Plan..</p>	<p>We recommend that the same be rectified by transferring the amount to its proper head</p>	<p>HITs are conducted under the head 'Student support' , after getting permission from BOG . The Service providers for HIT are identified and payment is made using procurement of services of PMSS. There is no such head as 'procurement of services' under TEQIP-II.</p>
6.	<p>Difference in FMR and Tally</p> <p>As per the Project Implementation Plan (PIP) and Financial Management Manual of TEQIP, each institution is required to submit to SPFU (State Project Facilitation Unit), Financial Monitoring Report containing the details of money expended on various activities.. During the course of audit, it was observed that the amount accounted in books (tally) as expenditure are not matching with amount recorded in MFMRs. Refer annexure</p>	<p>For the period under audit, the expenses are overstated as per MFMR.</p>	<p>Uniformity in FMR and accounts in tally should be ensured.</p>	<p>The difference in the amount during October is due to the bank charge credited for an international DD transaction charge. Since this is met from the 4 funds account it will not</p>

	below.			reflect in the FMR. The remaining amounts are due to the income tax paid in respect of various resource persons met under heads like IIIC, FDP, student support etc. In tally, the tax deducted is posted under the head TDS and for this head, no linkage with the other heads are provided
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Particulars		(As per Tally) (Rs. In Lakhs)	(As per FMR) (Rs. In Lakhs)	Difference (Rs. In Lakhs)
Month	Head of Accounts			
October	IOC	1.70	1.66	(0.04)
November	Student Support	8.28	8.33	0.05
December	I-I-I cells	0.26	0.28	0.02
December	Student Support	1.46	1.60	0.14
December	IOC	4.39	4.40	0.01
January	I-I-I cells	1.57	1.59	0.02
January	Student Support	6.70	6.81	0.11
January	IOC	3.61	3.62	0.01
February	I-I-I cells	1.11	1.18	0.07
March	I-I-I cells	0.81	0.85	0.04
March	Student Support	13.44	13.67	0.23
March	IOC	2.81	2.87	0.06
TOTAL				0.74

- Accounting Lapse

No.	Observations	Implications with risk involved	Recommendations for improvement	Management Response
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1.	<p>Statutory Compliance: Under Section 40 A (3)(a) of the Income Tax Act any expenditure incurred in respect of which the payment made in a sum exceeding Rs.20,000/- in a single day otherwise than by an account payee cheque drawn on a bank or an account payee bank draft or through the use of electronic clearing system, shall not be allowed as deduction. We have observed that in a single day payments exceeding Rs.20,000 /- were given in cash to many parties.</p>		As per the Finance Act, 2017 payment exceeding Rs.20000/- can be made only by account payee cheque/bank draft or through the use of electronic clearing system. We recommend to follow the same.	Noted and will be complied with
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Part C: Compliance of previous Audit Reports:

- Internal Audit Report**

Observation	Description	Management Response	Status Of Implementation
Certificates of participation not attached.	<p>It is observed that participation certificates not attached in following cases:</p> <ul style="list-style-type: none"> 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. Rs. 3,85,000/- paid on 15-04-2016 towards a course fee for 11 faculties to attend an FDP at MEC, Trikkakara. Rs. 3,15,000/- paid on 22-04-2016 towards a course fee for 11 faculties to attend an FDP at MEC, Trikkakara. Rs. 3,15,000/- paid on 22-04-2016 towards course fee for 11 faculties to attend an 	All supporting documents like brochure of the programme, receipt of fee paid, participation certificate and report on the programme are attached along with the payment voucher.	Complied with.

	<p>FDP at Model Finishing School, Palayam.</p> <ul style="list-style-type: none"> Rs. 35,000/- paid on 08-07-2016 on behalf of Pro. Ajaynath to participate in an FDP organised by IHRD. 		
<p>TDS not deducted for payment made to HKC Holidays for 2 programmes</p>	<p>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 (Rs. 1,50,000 on 02-05-2016 and Rs.3,98,230 on 13-08-2016) and for ICIS 2016 (Rs. 1,50,000 on 02-05-2016 and Rs.3,98,230 on 13-08-2016). It is observed that TDS U/s 194(c) of the IT Act was not deducted from the amount paid to HKC Holidays for conducting the above programmes.</p> <p>(Payment voucher 24, 25, 154 and 156).</p>	<p>In the letter submitted by Le Meridian, on enquiring about the availability of rooms it was specifically mentioned that the venue is free and charges will be Rs 1600/-person for lunch (menu was given) and 2 tea with snacks, but a minimum no. of 150 participants a day is mandatory. They have also mentioned that all bills shall be paid through their preferred agent M/s. HKC Holidays. They have supplied all the items, as per the menu, satisfactorily. Since it is the purchase of things, no TDS was deducted. Hence the objection may be dropped.</p>	<p>Agreeing with the management response.</p>
<p>Registration fee paid for FDP on Advanced Linux Administration (Rs. 5,250/-)</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>Will be done.</p>	<p>Not Complied with</p>
<p>Attendance Certificate</p>	<p>Rs. 2,210/- was paid to Dr. Mini M G as TA for participating in a Joint review meeting at</p>	<p>In many of the meetings with the Principal attendance certificate is usually not issued. Will try</p>	<p>Complied with.</p>

	Thiruvananthapuram. But attendance certificate, as instructed in the KSR, was not attached with the payment voucher.	to get the attendance certificate in future	
Purchase of printer consumables (Cost Rs. 26,442/-)	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.	The printers are in guarantee period and consumables are to be purchased from RICOH. Otherwise guarantee will not be provided and chances of the printers getting damaged is more if consumables from other parties were used. Also the RICOH consumables are of proprietary nature.	Agreeing with the management reponse.
Maintenance of Fixed assets, Library books and other tangible assets:	<ul style="list-style-type: none"> • <u>Purchase of canteen equipments</u> <u>Rs.1,19,882/-</u> 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 • <u>Purchase of green chalk board</u> <u>Rs.174,240/-</u> We are unable to verify the green chalk boards purchased since the building in which the same were installed was under lock and key. 	A good canteen indirectly improves the teaching learning facilities. Availability of canteen facilities helps the students in staying more time in the campus which is helpful for them to make use of the lab/ library facilities after class hours. Considering the remoteness of the campus an in-campus canteen facility is very essential for proper and efficient teaching learning process. Hence the objection may be dropped.	Agreeing with the Management response.
Refund of Security deposits	During the course of our audit, it is noticed that several security deposits, the tenure of	Will be taken care of at the earliest.	Complied with.

	<p>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>Advances, Deposits and other Current assets:</p>	<p><u>Interest on Advance:</u> 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>It may please be noted that an amount of Rs. 23330 /- (advance amount of Rs.22000 +18% interest) was recovered from Dr.Rajesh V.G.</p>	<p>Still exists.</p>
<p>Difference in FMR and Tally</p>	<p>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.</p>	<p>Once entered in Tally cannot be corrected later.</p>	<p>Still exists.</p>

Particulars		As per Tally	As per FMR	Difference	Response
Month	Head of Accounts				
May	FSD	2.85	3.59	-0.74	Excess amount entered in FMR by mistake
June	IOC	1.42	1.41	0.01	Difference due to rounding
July	R&D	0.41	0.13	0.28	Due to Changing Heads as per direction of auditors
July	FSD	2.75	2.29	0.46	Due to Correcting the excess amount entered in May and Changing Heads as per direction of auditors
Difference in balance as per bank pass book and Tally accounts		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.		Due to error made by bank. Now got corrected	There is an excess of Rs.0.06 lakhs in the bank a/c 67262515628 as per Tally still exists.
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	Due to error made by bank. Now got corrected
SB a/c No. 67262515481		8.22	8.30	-0.08	Due to error made by bank. Now got corrected
SB a/c No. 67262515628		5.75	5.69	0.06	Due to error made by bank. Now got corrected
Income generated at the 'International conference on Information Science'		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.		A total IRG of Rs.3,22,062 was made from the International Conference as reg. fee including Dollar DDS also and receipts were issued by the	Complied with.

		conference team to the participants. After the conference the above amount is transferred to TEQIP account on a single receipt. All receipts will be entered in receipts books and accounted in future.	
Non recording of income generated at FSD	It is noticed that the registration fee collected (Rs. 2,000/-) for in house FSD organized (V.No.80) was not entered in the receipt books.	Incomes generated are not properly recorded.	Complied with.

Part D: Serious Observations:

Nil

Part E: Other Observations.

Nil

ANNEXTURE III : STATUTORY AUDIT REPORT

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME

COLLEGE OF ENGINEERING CHERTHALA

Administration of TEQIP

- Principal :
- TEQIP Co-coordinator :
- Nodal Officers:-
 - Procurement :
 - Finance :
 - Academic :
 - Civil Works :
 - Equity Assurance :

INCREMENTAL OPERATING COST

SL No	OBSERVATIONS	REMARKS	MANAGEMENT REPLY
I	It is observed that the expense amounting to Rs: 30,802/- (8,392+22,410) incurred for attending workshop on "Good Governance" at New Delhi is booked under Incremental Operating Cost.	Management development training of Institution's senior officials and senior faculty to be booked under Institutional Management Capacity Enhancement	

II	It is observed that lodging expenses reimbursed to the Institution's senior officials and senior faculty is above the limit prescribed under the G.O. (P) No.7/2016/Fin. Dated 20 th January 2016 for attending workshop on "Good Governance" at New Delhi.	As per the G.O. (P) No.7/2016/Fin. Dated 20 th January 2016 the maximum amount can be claimed as room rent is Rs: 2,000/- per day in Metro cities. So the excess room rent Rs: 2,750/- is disallowed.	
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• **FACULTY AND STAFF DEVELOPMENT FOR IMPROVED COMPETENCE BASED ON TRAINING NEEDS ANALYSIS**

SL No	OBSERVATIONS	REMARKS	MANAGEMENT REPLY
I	It is observed that an amount of Rs: 13,267/- was paid to Mr. Mrityunjoy Chakraborty as flight charges from Kochi to Kolkata without submitting the flight ticket.	Proper bill should be submitted for claiming expense. In case of flight travel, travelling expense can be claimed only after submitting the flight ticket having the charge of the journey. In the absence of above flight ticket the amount paid as flight charge Rs: 13,267/- is disallowed.	

ANNEXURE IV : MENTOR REPORT

MENTOR'S REPORT FORM (1)

NAME OF MENTOR: Dr. P. Pratapachandran Nair

DATES OF MENTORING VISIT: 20th and 21st March 2017.

NAME OF INSTITUTION WITH LOCATION: College of Engineering, Cherthala

No.	SEVEN KEY ASPECTS	QUALITATIVE SUMMARY AND SUPPORTING EVIDENCE OF PROGRESS COMPONENT1: IMPROVING THE QUALITY OF EDUCATION	PROGRESS SINCE PREVIOUS VISIT
1.1	STRENGTHENING	Class rooms and seminar halls have	There is a slight

	INSTITUTIONS TO IMPROVE LEARNING OUTCOMES AND EMPLOYABILITY OF GRADUATES	<p>been made smart. Existing P G & U G laboratories, library are modernized. A central computing facility is setup. 53 in house Faculty Development Programmes were conducted during the TEQIP-II period. 7 members of faculty attended subject domain training, outside the institution in 2012-13, 29 in 2013-14, 17 in 2014-15, 72 in 2015-16 and 141 in 2016-17. 3 International conferences were conducted by CSE & ECE depts. during the TEQIP –II project period and 6.11 lakhs was the IRG generated. 2 Research colloquium are to be conducted by ECE & CSE depts during the third week of March 2017. 6 High Intensity Training Programmes were conducted.</p> <ul style="list-style-type: none"> • Java and Android –CSE dept • Fibre optic Technology- ECE • Linux Server administration- CSE • Industrial Automation-EEE • Electronic chip level training- ECE • Red Hat certified system administration- CSE 	<p>improvement in the transition rate of the first year students.</p> <p>2012-13-76% 2013-14-74% 2014-15-54% 2015-16-64% 2016-17-68%</p> <p>For the final year, the results are given below: 2012-13-53% 2013-14-67% 2014-15-57% 2015-16-55% 2016-17-56%</p> <p>Regarding the placement offers there is improvement.</p> <p>2012-13-20 2013-14-40 2014-15-78 2015-16-74</p> <p>Compared to the pre-TEQIP period, there is definite improvement in the placement offers.</p>
1.2	SCALING UP POSTGRADUATE EDUCATION AND DEMAND-DRIVEN RESEARCH, DEVELOPMENT AND INNOVATION	<p>No P. G courses could be started during the TEQIP-II period. Two P.G programmes were existing: one in CSE and the other in ECE. New laboratories were set up for the existing P.G programmes using TEQIP funding. Assistant ships were given to the P G students who were not GATE scholars.</p>	<p>There is a gradual decline in the student strength of the P.G programmes. Last year there were 12 students in CSE & 10 in ECE. But this year the admission is 11 in CSE & 3 in ECE.</p>
1.2.1	ESTABLISHING CENTRES OF EXCELLENCE	NA	--

1.3	FACULTY DEVELOPMENT FOR EFFECTIVE TEACHING(PEDAGOGICAL TRAINING)	During 2014-15, 15 members of faculty attended Pedagogical training programme at IIT Madras, 30 in 2015-16 and 31 in 2016-17. All regular faculty and some faculty on contract basis could attend the pedagogical programme.	Good progress is observed.
COMPONENT 2: IMPROVING SYSTEM MANAGEMENT			
2.1	CAPACITY BUILDING TO STRENGTHEN MANAGEMENT	During 2013-14 , 8 senior faculty attended Management capacity enhancement programme conducted by IIM Kozhikode. 4 in 2014-15, 1 in 2015-16 and 2 in 2016-17.	Good progress.
2.1.1	IMPLEMENTATION OF GOOD INSTITUTIONAL GOVERNANCE	15 B.O.G meetings were conducted so far and another one is planned on 23.03.2017. Minutes of the meetings were uploaded in the college website. Necessary pieces of advice are given for the good governance of the institution.	Good progress.
2.2	PROJECT MANAGEMENT, MONITORING AND EVALUATION	B.O.G takes interest in the various activities in connection with the TEQIP-II project. 2 Internal audits and one statutory audit per year are conducted and their observations regarding anomalies if any in the financial matters are given. SPFU Kendra conducts regular review meetings every month to evaluate the progress of the project.	Good progress is observed.

MENTOR'S REPORT FORM (2)

NAME OF MENTOR: Dr. P. Pratapachandran Nair

DATES OF MENTORING VISIT: 20th and 21st March 2017.

NAME OF INSTITUTION WITH LOCATION: College of Engineering, Cherthala

No.	LIST OF INTERVIEWS	KEY DISCUSSION SUMMARY POINTS
1.	UNDERGRADUATE STUDENTS	At present there is no canteen in the college even though one room is available for the same. Canteen facility is to be provided at the earliest. There are not enough toilets. Even though the construction of the NABARD block is completed long back, electrical wiring is yet to be done. I understand that sufficient toilets are provided in that block. At least two student feedbacks is be taken in a semester. There is no water cooler in the college. Since, the summer season is coming; water coolers are to be installed as early as possible. In some of the class rooms LCD projector is not working. Steps may be taken to rectify the same. In the first year block fans are to be provided at the back of the class room. Mentoring of the students is to be improved. There is no Physical Education lecturer in the institution.
2.	POSTGRADUATE STUDENTS	At present only one student in CSE is doing the main project outside the institution. Students may be motivated to undertake problems from industries as their main project work. Placement drive may be arranged for them.
3.	FACULTY	At the commencement of the TEQIP-II project period, there were one professor, 8 associate professors and 15 assistant professors and 25 contract faculty. At the end of the project, there are 2 professors, 7 associate professors, 18 assistant

		professors and 35 contract faculty. At present there are no faculty with B Tech degree only. 4 faculty have completed M. Tech and 3 are pursuing the same. 6 members of faculty have enrolled for Ph. D programmes. Faculty did not make use of the seed money and there is no external funded research project. There are only 56 International/National journal publications and 95 International/National conference presentations during the TEQIP- II period. There is no consultancy work by the faculty. No patents are filed and no faculty has authored any text book. More contributions from the faculty are expected.
4.	STAFF	All the supporting staff could attend one or more training programme in their respective area. Exposure to the software purchased in various laboratories may be extended to them.
5.	SENIOR MANAGEMENT	Accreditation of the courses will become mandatory soon. Sincere effort from all the staff and students is required for the same. Awareness regarding the accreditation process is to be extended to all stake holders: students, staff, parents etc. All the equipments purchased using TEQIP-II fund must be in good working condition. More collaboration with industries and academic tie up with reputed institution (IITs, NITs etc) is necessary. Faculty may be motivated to apply for research grants from external funding agencies like DST, DBT, AICTE, CSIR etc. Obsolete equipments in various laboratories can be replaced using MODROB funding from AICTE. Alumni association is to be strengthened.
6.	MEMBERS OF THE GOVERNING BODY	No external member was available.
7.	INDUSTRY REPRESENTATIVES	Not available.
8	HEAD OF THE INSTITUTION	As on 21.03.2017, RS. 980 lakhs has been spent and committed expenditure up to 31.03.2017 is Rs. 36.96 lakhs. Principal, members of TEQIP-II cell and the staff are to be congratulated for achieving the target on time. More effort is required to get the courses accredited. Management may be requested to transfer qualified staff from sister institutions to fill up the vacancies. Immediate steps are to be taken to get the electrical wiring of the NABARD academic block for occupation. Hostels for girls and boys are required. Management may be requested to do the needful. Fencing of the campus is also necessary.

MENTOR'S REPORT FORM (3)

NAME OF MENTOR: Dr. P. Pratapachandran Nair

DATES OF MENTORING VISIT: 20th and 21st March 2017

NAME OF INSTITUTION WITH LOCATION: College of Engineering, Cherthala.

No.	RECORD OF KEY POINTS (Discussed with Head of the Institution, Chair of the Governing Body)	INSTITUTIONAL RESPONSE	NOTE OF ANY FOLLOW-UP NEEDED BY MENTORS, SPFU,NPIU
1.	Shortage of regular faculty and supporting staff. Maintaining the cadre ratio as per AICTE norms.	The Director, IHRD is to take necessary action in this aspect.	NA
2.	Constructing a compound wall for the campus	A compound wall can be constructed in a phased manner. Top management is to precipitate necessary action.	NA
3	Lack of an auditorium	PTA has taken interest in this aspect.	NA
4	Lack of hostels for girls and boys	Top management should do the needful.	NA

