

COLLEGE OF ENGINEERING, CHERTHALA

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

GUIDELINES FOR THE EFFECTIVE UTILISATION OF FOUR FUNDS

1. SUMMARY OF AVAILABLE FOUR FUNDS UTILISATION

Corpus fund

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

Faculty Development Fund

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

Equipment Replacement Fund

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

Equipment Maintenance Fund

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

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

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

In-house Program

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

External Programs

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

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

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

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

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

- Training programs / workshops from industries, placement related training programmes may be conducted by the approval of the academic committee and the subsequent approval of BoG. For training programmes/workshops from industries, The expert should be an engineering graduate with minimum five years' experience or a post graduate with three years' experience in the relevant area.
- Financial support may be granted to a maximum of two R & D projects in each department, with the recommendation of the HoD and approval from R&D committee. The permissible support will be decided by the committee, subject to a maximum of Rs.5000/- as seed money per project.
- One day industrial visit is permitted once in a year for all students and the industry to be visited shall be selected by staff advisor or department committee. The maximum permissible amount for the expenses is Rs.10000/-.
- The students attending the online courses MOOC/ SWAYAM courses can be funded through this scheme. The maximum amount payable is Rs.1000/-, on producing the original certificate. The permission to attend the course should be obtained from the concerned departmental committee and it should be submitted to the academic committee with the recommendation of HOD, before the commencement of the course.