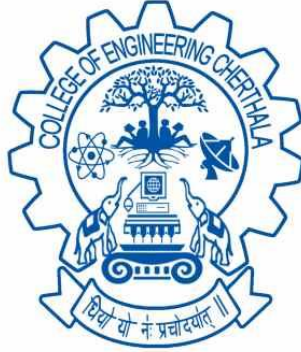


TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME

Phase II

Sub Component 1.1



**20th MEETING OF
THE BOARD OF GOVERNORS
MINUTES**

Date: 24th May 2019

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 19 th Meeting of the Board of Governors held on 28.09.2018 at College of Engineering Cherthala, Alappuzha
1.2	Report on the action taken/action pending on the pertinent decisions in the 19 th Meeting of the Board of Governors held on 28.09.2018 at College of Engineering ,Cherthala

Part 2-Reports and Ratifications

Sl. No	Items
2.1	Expenditure made under Corpus fund
2.1.1	Remedial classes
2.1.2	Placement Training & Expert talk
2.1.3	Other expenses under Corpus fund
2.2	Expenditure made under Faculty development fund
2.3	Expenditure made under Equipment Replacement fund
2.4	Expenditure made under Maintenance fund
2.5	Expenditure Summary
2.6	Approval of Mission and Vision
2.7	Extension of TEQIP Account Staff

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

3.1	NBA Accreditation
3.2	Budget for 2019-20
3.3	Activities planned under Faculty Development fund

Part 4-Other items with the permission of the chair

Annexure I: Minutes of the 19th BOG meeting held on 21.08.2018

Members Present

- Dr C. P. Girjavallabhan, Hon. Chairman.
- Dr. P Sureshkumar , Director , IHRD
- Dr. K Najeeb , Director , SPFU
- Dr. V P Devassia ,Rtd Principal , Model Engineering College , Thrikkakkara
- Dr.J Sreekumar , Dean(Academic) A P J Abdul Kalam Technological University
- Dr. Mini M.G., (Principal)
- Dr.Preetha Teresa Joy. HOD, Dept of Computer Science& Engineering
- Dr. SumithaMathew ,Asso. Prof. in Electronics Engineering

Others present in the meeting,

1. Smt. Sarakutty K J , TEQIP Coordinator
2. Shri Pradeep M , Finance Coordinator
3. Smt .Jibi John Academic Coordinator
4. Smt. Sindhu S , EAP Coordinator
5. Smt. Greeshma N Gopal, Coordinator, Finishing School
- 8 Shri. Priyakumar T N , Civil Works Coordinator
- 9 Smt. Leena Timothy , HOD , Electrical Engineering

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

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

The meeting started with silent prayer at 10.30 AM. The Hon'ble Chairman brought the meeting to order. The Chairman in his introductory note welcomed all and invited the Principal to present the agenda of the 20th BOG meeting. Principal Dr. Mini M.G. thanked the Hon'ble Chairman and presented the agenda before the BOG.

1.1 Confirmation of the Minutes of the 19th Meeting of the Board of Governors of CE Cherthala held on 28/09/ 2018

Decision: The BOG confirmed the approved minutes of the 19th meeting of Board of Governors of College of Engineering Cherthala held on 21/09/2018.

1.2 Action Taken Report on the pertinent decisions in the Minutes of the 19th Meeting of the Board of Governors of CE Cherthala held on 21/09/ 2018

The major decisions taken by the Board of Governors as recorded in the minutes of the 19th meeting of the BOG of CE Cherthala held on 21/09/2018 and their current status are listed below;.

Table 1.2

Item No in Minutes of the 19th BOG	Decision Taken	Action Taken / current status
1.1	The BOG confirmed the approved minutes of the 18 th Meeting	For information
1.2	Took note of the ATR and approved. Permitted part time accounts staff appointed on daily wages to continue for another 6 months	For information
2.1.1	BOG took note and ratified the expenditure for remedial programmes.	No. of students cleared the subjects after remedial programs is given in section 2.1
2.1.to 2.3.	BOG took note and ratified the expenditure made under training program to students, women cell programme, industrial visits, attending official programmes, other expenditures, faculty development fund and maintenance fund.	For information

2.4.	BOG took note of the expenditure summary.	For information
2.5.	The BOG took note of the faculty position.	For information
2.6.	The BOG took note of the report on ISO Certification.	ISO certification for current year obtained.
3.1 to 3.4	BOG approved the activities and expenditure proposed under corpus fund, faculty development fund ,maintenance fund and equipment replacement	9 faculty members attended FDPs and Networking to the new building completed.

Decision: BOG took note of the ATR and approved.

2.1 EXPENDITURE MADE UNDER CORPUS FUND OF TEQIP-II

2.1.1 Remedial Classes

The details of remedial classes conducted and no of students passed who had attended the remedial programs after the 19th BOG meeting are given below;

Table 2.1 Remedial class details

Sl No.	Subject	Handled by	Sem & Branch	No of students	No. of Hours & Dates	Expenditure In Rs.	No. of students passed uty exam
1	Digital Signal Processing	Sreethu T Sasi	S8 CSE	45	11 hrs , 26/03/18-28/03/18	4400	10
2	Electrical System Design	Jyothi Zachariah Asst Prof in EEE	S7 EEE	20	3hrs,14/11/18	1200	20
3	DC Machines	Sabah V S Asst Prof in EEE	S3 EEE	19	6 hrs,14/11/18, 15/11/18	2400	12
4	Linear Control System	Sabah V S Asst Prof in EEE	S5 EEE	15	2hrs,19/11/18	800	11
5	ESD	Sabah V S Asst Prof in EEE	S7 EC	16	2hrs,26/11/18	800	12
6	Microprocessor& Microcontroller	SwethaSairaAppoose Asst Prof in CS	S5 CS	15	3hrs,15/11/18	1200	12
7	Programming Paradigms	SwethaSairaAppoose Asst Prof in CS	S7 EC	20	3hrs,14/11/18	1200	17

8	System Software	Marina Crompton Asst Prof in CS	S5 CS	18	3hrs,14/11/18	1200	11
9	Theory of Computers	Marina Crompton Asst Prof in CS	S5 CS	19	2 hrs,19/11/18	800	17
10	Physics	Alphonsa K A Asst Prof in Physics	S1 EC, EEE,CS	54	6 hrs, 15/11/2018, 21/11/18,26/11/18	2400	34
11	Advanced Electromagnetic Theory	Sreethu T Sasi Asst Prof in EC	S5 EC	44	3hrs,8/11/18	1200	28
12	Control System		S7 EC	17	3 hrs,14/11/18	1200	14
13	Microwave & Radar Engg		S7 EC	21	2hrs,19/11/18	800	15
14	Computer Communication Network		S7 EC	18	2hrs,22/ 11/18	800	15
15	Data Structures	Santhikrishna M S ,Jayakrishnan R Asst Prof in CS	S3CS	55	7hrs,14/11/18,19/1 1/18	2800	40
16	Electrical System Design	AnsalBasheer Asst Prof in EEE	S7 EEE	18	3hrs,15/11/18	1200	18
17	Circuits & Networks		S3 EEE	15	2hrs,19/11/18	800	11
18	Switching Theory & Logic Designs	Jayakrishnan R Asst Prof in CS	S3CS	51	5 hrs, 15/11/18, 26/11/18	2000	39
19	Calculus		S1 CS, EC,EEE	67	3 hrs, 29/11/18, to 2/12/18	1200	33
20	Digital Signal Processing	Akhila K J, Judith Mishal P Asst Prof in EC	S5 EC	26	10 hrs, 14/11/18, 15/11/18	4000	17
21	Data Structures	Asst Prof in CS	S3CS	26	2HRS,21/1/18	800	10
22	Solid State Device	Judith Mishal P Asst Prof in EC	S3 EC	36	5 Hrs, 15/11/18, 19/11/18	2000	7
23	Basic Electrical Engineering	Judith Mishal P Asst Prof in EC	S1 EC	20	3hrs,22/11/18	1200	8

24	Digital Image Processing	Jeshmol P J Asst Prof in CS	S7 CS	18	3hrs,19/11/18	1200	16
25	Electronic Communication	Lakshmi Suresh Asst Prof in EC	S7 EEE	16	2hrs,19/11/18	800	12
26	Electronic Circuits		S3EC	16	2hrs,21/11/18	800	3
27	Power Electronics		S5 EC	16	3 hrs,22/11/18	1200	12
28	Basics of Electronics Engineering	Anju Thomas Asst Prof in EC	S1 EC	16	2hrs,19/11/18	800	7
29	Electronics Device & Circuits	Anju Thomas Asst Prof in EC	S3 CS	17	3 hrs,22/11/18	1200	4
Total						42400	

Discussion: The BOG enquired about the result of the college for the odd semesters. The principal presented the results and the Board suggested that it should be included in the agenda notes. Hence it is presented below; the members enquired about the position of the college in the state level and whether the results are above or below state average. The principal replied that the university is not publishing the state average and KTU Representative Dr. J.Sreekumar informed that he will try to make it available to the principals.

RESULT STATISTICS -B.Tech exams Dec 2018					
Semester	BRANCH/ COURSE	SANCTIONED INTAKE	NO OF STUDENTS		% OF FULL PASS
			APPEARED	WITH FULL PASS	
VII	EC	120	77	48	62.3
	CS	90	57	32	56.1
	EE	60	38	10	26.3
	Total	270	172	80	46.5
V	EC	120	62	20	32.3
	CS	90	70	42	60.0
	EE	60	40	17	42.5
	Total	270	172	79	45.9
III	EC	120	39	8	20.5
	CS	90	66	24	36.4
	EE	60	33	14	42.4
	Total	270	138	46	33.3
I	EC	120	24	6	25.0

	CS	90	46	17	37.0
	EE	60	27	7	25.9
	Total	270	97	30	30.9

Dr. J Sreekumar and Dr. V P Devassia appreciated the effort taken by the institution for conducting remedial classes and commented that the results of those subjects are good, except for some 6 subjects. The SPFU director Dr. K Najeeb suggested that the remedial classes will become more effective if different faculty for different subjects were assigned and more number of hours were given for a subject, especially in S1 and S3 classes. The Principal replied that remedial classes were conducted as per the request from students' side and during remedial classes, only important questions based on previous university question papers were discussed and fewer hours were given due to lack of time. Dr. Najeeb enquired why visiting faculty scheme is not implemented and the principal replied that the amount available under the 4 funds is limited. The BOG members expressed their satisfaction about the outcome of remedial classes. SPFU director suggested that more effective methods should be devised for the conduct of remedial classes.

Decision:

1. BOG took note and ratified the expenditure.
2. BOG suggested taking more effort to improve the results.

2.1.2. Placement Training & Expert talk

Placement training was given to all final year students throughout the year for 3 hours per week. 38 students; 25 from CS, 12 from EC and 1 from EEE are already placed in various companies from the current final year students. Details of placement training and expert talks given are listed below;

Sl. No.	Title of the Programme	Semester & batch	Duration & date	No. of participants	Expenditure (Rs.)
1	Placement Training program by Akhil Shan, Trainer, Aesthetix Kollam & Arun Shan, IBS, Trivandrum	S7CS EEE & EC	06/10/18 to 16/10/18	110	51880
2	Expert talk on NANOELECTRONICS	S8EC	21/03/2019	36	4933

Discussion: Dr. K Najeeb suggested conducting the placement training by more professional people. He also said that the outcome of every academic program should be noted in the academic minutes register. The Principal clarified that the placement trainings were carried out by so many professional trainers during TEQIP-II period and arrived at a conclusion from the

feedback of students that the above said trainers are better than the others. The BOG members commented that under the present scenario, the number of placement in the current year is rather good. They have also suggested that more number of expert talks shall be conducted, as the college is planning to go for NBA accreditation.

Decision: BOG took note and ratified the expenditure.

2.1.3. Other expenses:

An amount of Rs.1, 51,489/- has been spent under other expenses.

Discussion: The BOG members opined that the expenditure made for repair and maintenance shall be made under EMF of the four funds. The principal informed that since this was posted under Corpus fund in the MFMR, the college is not in a position to correct it and requested the SPFU Director to take necessary steps to permit change of heads. The BOG also suggested that the details of the expenditure shall be presented in an appropriate way. Considering the suggestions of BOG expenditure made under other expenses is detailed as given below;

Table 2.1.3 Other expenses

Sl.No.	Items	Expenditure
1	Expense for 19 th BoG meeting	38816
2	Salary to TEQIP staff	57850
3	Book Binding Charge	11000
4	Stationary for TEQIP office	2405
5	Repair and maintenance charge (printer, ac, computers)	25100
6	ISO Surveillance Audit Expenses	7818
7	Miscellaneous	8500
Total		151489

Decision: BOG took note and ratified the expenditure and decided to post expenditure related to maintenance and repair under EMF in future.

2.2 EXPENDITURE MADE UNDER FACULTY DEVELOPMENT FUND

Ms.Leena T Timoty, Asst Professor in EEE has submitted a proposal to the 18th BOG meeting for attending IEEE Life Science Conference at Sydney, Australia from 13th to 15th December 2017 for presenting a paper “Cross Recurrence Quantification Analysis of Mild Cognitive Impairment EEG under Working Memory Condition”. But at that time she didn’t have NOC from government. Anyway she had attended the conference and presented the paper and now she got the NOC .So she requested to reimburse the admissible amount as per BoG decision as registration fee. The registration fee was Rs.28,288/-.

The BOG has earlier decided to permit faculty members to attend FDPs conducted by institutions of national repute like NITs and IITs. Now some faculty members have attended FDPs in

CUSAT and other nearby institutions and submitted proposals for reimbursement of TA and course fee.

Details of programmes attended by faculty are given below;

Table 2.2 FDP Details

Sl No.	Name of faculty	Designation	Details of programme	Date and duration	Expenditure in Rs.
1	Jyothi Zachariah	Asst Prof in EEE	FDP on “Power Systems Lab” organized by UKF Engineering college, Parippally, Kollam,	2 days , 3 rd to 4 th Aug.2018	2258
2	Diana Shaji	„	„	„	2258
3	Pradeep M	Assoc.Prof in ECE	Tailoring technologies for rural sector: development and dissemination at IIT Guwahati	6 days	15000
4	Jimmy John	„	„	„	15000
5	SmtSarakutty K J	Assoc.Prof in Maths	FDP on MATLAB & SIMULINK conducted by the department of Electrical Engineering, NITTR Chandigarh	5 days	15000
6	Jibi John	Assoc.Prof in ECE	„	„	15000
7	Janu R Panicker	AP in CS	„	„	15000
8	Shaija PJ	AP in EEE	„	„	15000
9	Muhammed Ilyas H	AP in CS	Advance in Machine Learning organized by Division of Computer Science School of Engineering, CUSAT	5 days,from 26 th to 30 th November 2018.	
Total					94516

Discussion: Dr. K Najeeb suggested to conduct more number of in-house programmes so that there will be more beneficiaries at less expenditure. He was of the opinion that with the amount incurred for sending one faculty member to an out station programme , an in house programme that will be useful to 20 faculty can be conducted. The principal informed the SPFU Director that

the BOG has decided to permit each faculty to avail a maximum amount of Rs. 15,000/- per year to attend one or more FDPs and it may include course fee , TA and DA .All FDPs attended were as per this guideline and also with permission from BOG . All other members of the BOG supported the principal and commented that exposure to institutions of national repute will do them good .Dr. K Najeeb has suggested conducting as many FDPs by Computer Science department as it will be very credible during NBA Accreditation visit.

The BOG advised the faculty who have attended Tailoring technologies for rural sector: development and dissemination at IIT Guwahati, to submit proposal for setting up a rural development centre at the college to funding agencies.

The SPFU Director asked to prepare the four fund utilization guidelines and publish it in the website. The Principal replied that the guidelines are prepared as per the directions given from SPFU, the BOG approved it and this is there in the 18th BOG meeting minutes, which is published in the college website as well as SPFU website.

Considering the request from Ms. Leena Timothy for reimbursement of registration fee for paper publication, the BOG members enquired whether the affiliation given in the paper is that of CE, Cherthala. Ms. Leena Timothy who was present in the meeting confirmed that it is not and hence the BOG informed that it is not possible to reimburse the amount .The BOG advised that the academic committee need to review and verify all proposals before bringing it to BOG.

Regarding the request from faculty for permission to attend FDPs conducted by institutions other than NITs and IITs, the BOG observed that if the course is useful to the faculty and students, the academic committee can decide to send the faculty. They have to verify the need of the concerned course and based on the recommendation the principal can depute the faculty. Such deputation can be ratified in the next BOG meeting.

Decision :

1. BOG took note and ratified the expenditure.
2. Rejected the request from Ms.Leena Timothy to reimburse the registration fee as the affiliation shown in the paper is not 'College of Engineering, Cherthala'.
3. Decided to send faculty members to nearby institutions (other than NITs and IITs also) for attending FDPs on the recommendation of the academic committee after verifying the need of the concerned course in the academic committee meeting.

2.3 EXPENDITURE UNDER EQUIPMENT REPLACEMENT FUND

An amount of Rs.23892/- was spent towards labour charge and purchase of consumables for extending the existing networking to the new academic block.

Discussion: The BOG observed that the above matter was placed before the BOG in a previous meeting and the work is carried out after the approval of the BOG.

Decision: BOG took note and ratified the expenditure.

2.4 EXPENDITURE MADE UNDER MAINTANANCE FUND

An amount of **Rs.1,86,600/-** has been spent under maintenance fund as per the following details:

Sl.No.	Item details	Expenditure
1	Purchase Rubber mat etc for Electrical lab, Locks for Solar Battery Box	26432
2	CRO Repairing Charge	9900
3	Replacement of batteries	97320
4	Printer repairing/toner purchase	11100
5	UPS repair	14500
6	Chair Weaving Charge	17500
7	Computer Service charge (IHRD PMD)	4248
8	A.C.Service	5500
Total		186600

Decision: BOG took note and ratified the expenditure.

2.5 EXPENDITURE SUMMARY

Type of fund	Funds received from IRG	Interest received as on 20 th May	Total Funds	Expenditure made				Balance fund available
				2017-18	2018-19	2019-20 Till May 20th	Total during project period	
Corpus Fund	912233	59842	972075	154891	352848	20303	528041	444034
Faculty Development Fund	697462	40803	738265	52259.5	94516	0	146775	591489
Equipment Replacement Fund	700898	43823	744721	88.5	123892	0	123980	620740
Equipment & Civil Maintenance Fund	700816	41184	742000	4837.5	233654	8748	247239	494760
Total	3011408	185652	3197060	212076	804910	29051	1046037	2151023

Decision :BOG took note and approved the expenditure summary.

2.6. APPROVAL OF MISSION AND VISION

The college has applied for accreditation of B.Tech in Computer Science and Engineering. For this purpose the vision and mission are modified and was circulated among the BOG members for approval. The finalized mission and vision are;

Vision: To contribute profusely to the society through excellence in technical education, sustainable innovation and quality research.

Mission: To provide state of the art educational and research facilities to enable holistic development of students and society.

Discussion: The BOG members enquired whether the procedures for modifying the vision and mission are followed and whether the minutes of meetings conducted are recorded. The HOD, CS informed that meetings were conducted with various stake holders and minutes of the meetings are recorded for verification by NBA team. The BOG suggested that the details of these meetings may be made available for review in the next BOG meeting.

Decision: BOG ratified the approval of mission and vision

2.7. EXTENSION OF TEQIP ACCOUNT STAFF

BOG in its 19th meeting has extended the service of TEQIP account staff for a period of 6 months and decided to review it in the next meeting.

Decision: BOG has reviewed and extended the service of account staff till the next meeting on the same terms and conditions.

3.1 NBA ACREDITATION

The college has applied for accreditation of 2 UG programmes in 2013 and 2 PG programmes in 2017 under TEQIP II and paid a total amount of Rs.8.99 lakhs for the same. On 5th October 2018 NBA has informed that our applications are disposed off. They have also informed that 20% of the fee paid (excluding the registration fee of 1 lakh and service charge paid) will be forfeited and remaining amount of Rs. 5.6 lakhs can be adjusted on future payments for accreditation. Presently the college meets the criteria for accreditation only for B.Tech in Computer Science and hence we have applied for accreditation of B.Tech CS and fee to be paid is Rs. 5 lakhs plus

GST of 18%. Now they have informed that the GST amount cannot be adjusted from the amount available with them and it is to be paid directly.

Discussion: The BOG members demanded an explanation on the disposing off of the previous application for NBA accreditation. The principal informed the BOG that due to some clerical mistake on the data provided in the prequalifier for CS, approval was not given for B.Tech CS. For B.Tech EC even though approval was given , as there were no faculty with Ph.D at that time , except the principal in charge, the college was not in a position to go for accreditation. When a faculty got Ph.D in 2018, the college approached NBA for accreditation and NBA informed that since the application was made a long time ago it is disposed off and no further communication will be allowed in the matter. Only thing we can do is to apply afresh for accreditation and the fee will be adjusted against the amount available with NBA. But as per the present pre-qualifiers of NBA the college is eligible to apply for CS only, as the average no of students in EC for last three years is less than the prescribed minimum of 50% of sanctioned seats and and no faculty has Ph.D in EEE (there is only one regular faculty in EEE and only 2 regular posts exist).The BOG suggested that detailed explanatory note may be presented before the BOG in this type of cases.

Some of the BOG members pointed out that accreditation is very much necessary for the progress of the institution. The BOG asked about the confidence level of the CS department for facing accreditation. The CS HOD affirmed and hence the BOG permitted to go ahead.

Decision: BOG sanctioned the payment of GST amount of Rs.90000/- from Corpus fund.

3.2 BUDGET FOR 2019-20

The details of activities proposed under Equipment maintenance fund are as follows;

Sl.No.	Item	Qty	Approx. Amt
1	A.C. Repairing	10	20000
2	Computer i3 machine	20	25000
3	UPS repairing and maintenance	14	40000
4	Laptops	20	50000
5	Electrical work in new computer lab		25000
6	Furniture repairing and painting		40000
Total			200000

Discussion: The BOG scrutinized the budget proposal and noted that no amount is allocated under equipment replacement fund. They suggested adding some amount under this head and the budget proposal is modified accordingly.

(Head of expenditure)	Sub-Activity	Amount
CORPUS FUND Academic support for students	Expenditure on research projects taken by UG/PG students	5000
	Expenditure on research publications	10000
	Remedial Class	50000
	Visiting Faculty	20000
	Industry Institute Interaction	20000
Incremental operating cost	Salary	120000
	BoG meetings	80000
	Stationary and other expenses	10000
Total		315000
FSD	Expenditure on faculty training in subject domain, pedagogical training, organising in house subject area training, on participation by faculty in external seminars/conferences/workshops etc	175000
	Expenditure on staff development	25000
Total		200000
ERF	Equipment, Books, Software, Furniture	50000
ECMF	Equipment Maintenance, Civil Works	200000
Total		765000

Decision: BOG has approved the budget and activities planned

3.3 ACTIVITIES PLANNED UNDER FACULTY DEVELOPMENT FUND

The following faculty members have submitted the proposal for attending short term training programs as per the following details:

Sl. No	Name & designation of faculty	Topic	Institute	No.of days	Approx. expenditure
1.	Sri Pradeep M, Asso. Prof. in Electronics	Fault-tolerant Embedded Systems	IIT Guwahati	5 days, 27-31 july2019	15000
2	Smt.Jibi John, Asso. Prof. in Electronics	Advanced Matrix Algebra and applications	IIT, Kharagpur	5 days, 18-22 sept.2019	15000
3	Smt.Sindhu S, Asso. Prof. in Mathematics	Advanced Matrix Algebra and applications	IIT, Kharagpur	5 days, 18-22 sept.2019	15000
4	Sarakutty K J	Advanced Matrix	IIT,	5 days,	15000

	Asso. Prof. in Mathematics	Algebra and applications	Kharagpur	18-22 sept.2019	
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Discussion: BOG suggested that the academic committee shall review all proposals and give specific recommendation after verifying the need of the concerned course in the academic committee meeting.

Decision:

1. BOG Decided that Faculty can be sent for attending FDPs on specific recommendation from the academic committee.
2. Approval and Expenditure for attending FDPs shall be ratified in the next BOG meeting

Conclusion:

The Honorable Chairman in his concluding remarks thanked all the members for attending the meeting and contributing to it and called the meeting to an end at 1.30 P.M.

Dr . C P Girjavallabhan

Dr. Mini M G