

**TECHNICAL EDUCATION QUALITY
IMPROVEMENT PROGRAMME Phase-II Sub-Component 1.1**

**11th MEETING OF
THE BOARD OF GOVERNORS**

DETAILED MINUTES

Date: 29-05-2014 Time: 10.30 a.m.

Venue: KK Residency, Payyanur, Kannur Dist.

**COLLEGE OF ENGINEERING TRIKARIPUR
CHEEMENI P.O., KASARAGOD - 671313 KERALA**

Phone: 04672250377 Fax: 04672250750

Members Attended:

The meeting commenced at 10.30 A.M in the seminar hall of KK residency, Payyanur with Sri.K.Raghavan in the chair. The following members of the BoG participated in the meeting.

1. Sri. K.Raghavan –Chairman
2. Dr. M.K. Radhakrishnan
3. Dr. A.K. Padmini
4. Prof. P. Kunhikannan
5. Sri. Mahesh V.V
6. Smt. Naveena A.K
7. Sri. Sureshkumar AV
8. Sri. Sudheesh N

The Principal welcomed all the members and briefed the action taken report on the minutes of the previous meeting held on 20/02/2014. After detailed discussion following decisions were taken.

Meeting Decisions

Part A		
Procedural		
Sl. No	Items	Page No.
A1	Confirming the Minutes of the 10 th Meeting of the Board of Governors held on 20-02-2014 at the Chamber of Principal, College of Engineering Trikaripur.	4
A2	Report on the action taken/action pending on the pertinent decisions in the Minutes of the 10 th Meeting of the Board of Governors held on 20-02-2014 at the Chamber of Principal, College of Engineering Trikaripur.	4
Part B		
Discussion, Consideration and Ratification		
Sl. No	Items	Page No.
B1	Ratification of the various in house training programmes for the students and staff.	5
B2	Ratification of the various training programmes attended by faculty, technical and administrative staff outside the institution.	5
B3	Ratification of the appointment of new accountant in TEQIP II	6

	Office	
B4	Ratification of Industry visit	6
B5	Ratification of procurement packages	6
Part C Reports		
Sl. No	Items	Page No.
C1	Status of fund position as on 30-04-2014	7
C2	Status of the faculty position as on 31-03-2014	12
C3	Status of the new PG/UG programmes as on 30-04-2014	13
C4	Accreditation status of the UG programmes	13
C5	Report on Remedial Classes	14
C6	Result Analysis with emphasis on Remedial Classes	14
Part D Any other item with the permission of the Chair		
Sl. No	Items	Page No.
D1	Other Items a. Registration fee for International Conference. b. Salary revision of Data Entry Operator	14-15

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME

Phase-II Sub-Component 1.1

11th MEETING OF THE BOARD OF GOVERNORS

DETAILED MINUTES

Part A

Procedural Items

A1. Confirmation of the Minutes of the 10th Meeting of the Board of Governors held on 20-02-2014 at the Chamber of Principal, College of Engineering Trikaripur.

The Minutes of the 10th Meeting of Board of Governors of TEQIP Phase II of College of Engineering Trikaripur held on 20-02-14 at the chamber of Principal was sent to the Chairman and upon his consent copies were circulated among the other members of the BoG. A copy of the Minutes is appended as **Appendix A1**. All the BOG members ratified minutes of the previous BoG meeting held on 20-02-2014 and was approved.

A2. Report on the action taken/action pending on the pertinent decisions in the Minutes of the 10th Meeting of the Board of Governors held on 20-02-2014 at the Chamber of Principal, College of Engineering Trikaripur.

The decisions taken by the Board as recorded in the Minutes of the 10th Meeting of the Board of Governors of TEQIP Phase II held on 20-02-2014 have been noted and actions have been initiated. A report on the action taken and actions pending is presented in the Table A2.1 given below.

Table A2.1

Sl. No	Decision Item	Action Taken
1	TPC related programmes are to be conducted from S3 onwards periodically.	TPC Co-ordinator is entrusted to take the matter and from next academic year onwards monthly programmes will be conducted.
2	Faculty position to be increased.	The matter presented in the Principals meeting held on 18.01.2014 at CAPE headquarters. Also sent the reminders

		regarding this.
3	Do at least two in-house training/seminar/workshop programmes by each department before 31.03.14.	Each major departments carried out a minimum of one programme.
4	Each staff should attend at least two external training programmes before the commencement of new academic year.	Entrusted academic co-ordinator to guide and monitor in this regard. Some department staff/faculty already attended one programme.
5	Senior faculty cadre positions and retention rate to be increased.	The matter presented in the Principals meeting held on 18.01.2014 at CAPE headquarters. Also sent the reminders regarding this.
6	Conduct Academic leadership programme exclusively for faculty of our institution.	Identified the expert person Dr. Saji Gopinath, IIM Kozhikode. Programme is likely to be scheduled in July 2014.
7	Pedagogical training	Plan to conduct a 3 Day FDP with the experts from Kannur University.

Part B

Items Discussed, Considered and Approved

Sl. No	Items
B1	<p>Ratification of the various in-house training programmes for the students and staff. The details are given in the Appendix B2 (Page No.16).</p> <p><i>BoG ratified all the in-house training programmes for the students/ staff and approved as per Appendix B2. BoG directed to conduct TPC related programmes with emphasis on aptitude training.</i></p>
B2	<p>Ratification of the various training program attended by faculty, technical and administrative staff outside the institution. The details are given in Appendix B1 (Page No.15).</p> <p><i>BoG ratified the various training programs attended by faculty, technical and administrative staff outside the institution and approved as per Appendix B1.</i></p> <p><i>BoG also directed that the faculty should share their experience and give a brief report of training programme.</i></p> <p><i>BoG suggested to conduct an Academic leadership programme exclusively for faculty of our institution.</i></p>
B3	<p>Approval for the appointment of new accountant in TEQIP-II office. The details are given in Appendix B3(Page No.16).</p>

	<i>BoG ratified and approved the appointment of new accountant.</i>
B4	Ratification of the industrial visit conducted by S6CE students. The details are given in Appendix B4 (Page No.16). <i>BoG ratified and approved industrial visit.BoG also permitted to give the actual TA for the students by bus or train, whichever is applicable.</i>
B5	Approval for the new procurement packages and approval for the cancellation of procurement package. The details are given in Appendix B5 .(Page No.17). <i>BoG approved the new procurement packages and the cancellation of COMPUTER -12 package, given in Appendix B5.</i>
B6	BoG directed to prioritize the reimbursement of remuneration of remedial classes, on pending.

**Part C
Reports**

**C1. The status of fund position as on 30.04.2014
MFMR for the month April 2014**

Fund utilization status for the allotted 425Lakh is presented in table C1.1 given below

Monthly Financial Management Report (Activity and Sub-Activity wise)								
Sub-component 1.1								
Government Funded and Government Aided Institution								
For the month of April 2014								
Name of the Institution: College of Engineering Trikaripur								
(Rs. in lakhs)								
Activities	Total funds received till date	Category of expenditure (Head of expenditure)	Sub-Activity	Cumulative Exp. Up to previous month of reporting since inception	Exp. During the reporting month	Total cumulative expenditure upto reporting month	Committed Expenditure upto 31-05-2014	Expenditure in pipeline for next Qtr. Ending on 31-07-2014
(1)	(2)	(3)	(4)	(5)	(6)	(7 = 5 + 6)	(8)	(9)
Procurement of goods (equipment, furniture, books, LRs, software and minor items) and civil works for improvement in teaching, training and learning facilities	425.00	Procurement	Expenditure on ICT enabled learning, related softwares & hardware.	12.63	1.22	13.84	0	0
			Expenditure on New laboratory for new PG programmes	0.00		0.00		
			Expenditure on New laboratory for existing PG programmes	0.00		0.00		
			Expenditure on Existing laboratories modernized/Strenghened	222.80		222.80	114.37	
			Expenditure on Library i.e. books, e-books, journals, e-journals course specific softwares	69.98	2.83	72.80	0	7.51

			Expenditure on membership of online journals & consortium	0.00		0.00		16.8
			Expenditure on digitally/virtually accessible courses/subjects	0.00		0.00		
			Expenditure on Modernising Classrooms	8.19		8.19		0
			Expenditure on Procurement of Equipments etc. for Institutes/ TEQIP unit.	37.05		37.05	0	0
			Expenditure on Civil Work	26.97	5.56	32.53	0	0
			Others. (Specify if Material)	0.00		0.00		
			Total		377.61	9.60	387.21	114.37
Provide Teaching and Research Assistantships to increase enrolment in existing and new PG programmes in Engineering disciplines		Assistant ships	Expenditure on Masters students enrolled with TEQIP teaching assistantship	0.00	0.00	0.00	0	0
			Expenditure on PhD Students enrolled with TEQIP research assistantship	0.00		0.00		
			Others. (Specify if Material)	0.00		0.00		
		Total		0.00	0.00	0.00	0.00	0
Enhancement of R & D and institutional consultancy activities		R&D	Expenditure incurred on Research projects taken by UG/ PG students	0.00	0.00	0.00	0.00	0
			Expenditure incurred on research publications in engineering in referred journals	0.00		0.00		
			Expenditure on Organising Conferences for R & D Topics	0.00		0.00		

			Expenditure on Patenting of Research Products	0.00		0.00		
			Others. (Specify if Material)	0.00		0.00		0
		Total		0.00	0.00	0.00	0.00	0
Faculty and staff development for improved competence		FSD	Expenditure on Faculty with B Tech enrolled for M Tech against total B Tech faculty	0.00	0.00	0.00	0.00	0.45
			Expenditure on Faculty with M Tech enrolled for PhD in engineering against total M Tech faculty	0.00		0.00		0.08
			Expenditure on faculty members attended training in subject domain	1.18		1.18		15
			Expenditure on faculty members attended pedagogical training	0.00		0.00		
			Expenditure on organising inhouse subject area training Programmes/ Workshops/ seminars / conferences / continuing education programmes.	3.15		3.15	0	18.9
			Expenditure on participation by faculty in Seminar/ Confrences/ workshop etc.	0.00		0.00		9.77
			Expenditure on staff development	0.00		0.00		0.5
			Others. (Specify	0.00		0.00		

			if Material)					
		Total		4.58	0.00	4.58	0.00	44.70
Enhanced interaction with Industry		I-I-I-Cells	Expenditure on academic Programmes i.e. MTech/PhD etc. with industry	0.00	0.00	0.00	0.00	5.9
			Expenditure on short term programmes with industry	0.00		0.00	0.50	5
			Expenditure on academic networking with other institutions	0.00		0.00		2
			Expenditure incurred on Campus placements (UG & PG)	0.00		0.00		0
			Expenditure on UG Students attended industrial internship	0.00		0.00		0.75
			Others. (Specify if Material)	0.26		0.33	0	0
			Total		0.26	0.00	0.33	0.50
Institutional Management Capacity enhancement		Capacity development	Expenditure on Sr. Officials & Sr. faculty attended management development training	0.00	0.00	0.00	0.00	0
			Others. (Specify if Material)	0.00		0.00		
		Total		0.00	0.00	0.00	0.00	0
Implementation of Institutional academic reforms		Reforms	Expenditure on accreditation fee for NBA	8.00	0.00	8.00	0.00	0.4591
			Expenditure incurred on Autonomous Institution status concurred by UGC	0.00		0.00		
			Expenditure on Curricula	0.00		0.00		

			revision/restructuring					
			Others. (Specify if Material)	0.00		0.00		0
		Total		8.00	0.00	8.00	0.00	0.46
Academic support for weak students		Student support	Expenditure on students transition from first year to second year of UG Programmes (clearing all subjects /courses of 1st year in first attempt)	3.09	0.00	3.09	0.30	2.7
			Others. (Specify if Material)	0.00		0.00		0
		Total		3.09	0.40	3.49	0.30	2.70
Incremental operating cost		IOC		17.10	0	17.10	0	6
GRAND TOTAL				410.69	10.03	420.72	115.17	87.32

Bank interest and other income Rs.13,31,140/-
In addition to the above,

1. Committed an amount of **Rs.114.37 Lakh** (Purchase order sent)
2. Initiated procurement for an amount of **Rs.24.3 Lakh** (Initiated)

BoG verified and approved the status of fund position based on the MFMR for the month April 2014.

C2. Status of faculty position as on 31-03-2014

The faculty position as on 31-03-2014 is given in the Table C2.1

Table C2.1

Electrical and Electronics Engg. Department				
	Sanctioned Nos.	Available Nos.	Vacancy Nos.	Qualification
Professor	1	Nil	1	
Associate Professor	2	Nil	2	
Assistant Professor	7	8	Nil	M. Tech 6 B.Tech 2
Contract Faculty		2		M.Tech 1, B. Tech 1
Electronics and Communication Engg. Department				
	Sanctioned Nos.	Available Nos.	Vacancy Nos.	Qualification
Professor	1	Nil	1	
Associate Professor	2	1	1	Ph D -1doing
Assistant Professor	7	7	0	M.Tech5, B.Tech2
Contract Faculty		5		M. Tech 5
Computer Science & Engg. Department				
	Sanctioned Nos.	Available Nos.	Vacancy Nos.	Qualification
Professor	1	0	1	
Associate Professor	2	1	1	M.Tech
Assistant Professor	7	5	2	M. Tech 5
Contract Faculty		5		M.Tech3, B.Tech2
Information Technology Department				
	Sanctioned Nos.	Available Nos.	Vacancy Nos.	Qualification
Professor	Nil	0	Nil	
Associate Professor	1	0	1	
Assistant Professor	3	3	0	M.Tech 1 doing B. Tech 2
Contract Faculty		5		M. Tech 2 B. Tech 3
Mechanical Engineering Department				
	Sanctioned Nos.	Available Nos.	Vacancy Nos.	Qualification
Professor	Nil	Nil	Nil	
Associate Professor	Nil	Nil	Nil	
Assistant Professor	3	3	0	M. Tech 3

Contract Faculty		1		B. Tech 1
Civil Engineering Department				
	Sanctioned Nos.	Available Nos.	Vacancy Nos.	Qualification
Professor	1	Nil	1	
Associate Professor	1	Nil	1	
Assistant Professor	7	6	1	M.Tech 5 B. Tech 1
Contract Faculty		6		M.Tech 1 B. Tech 5
Applied Science Department				
	Sanctioned Nos.	Available Nos.	Vacancy Nos.	Qualification
Assistant Professor	4	4	Nil	PhD 1, M. Sc. NET 3
Contract Faculty		3		MA 1, M. Sc. 2

BoG verified the status of faculty position as on 31-03-2014. BoG recommended strengthening the faculty position particularly in the senior cadre.

C3. Status of the new PG/UG programmes as on 28-05-2014

The detailed project report for starting new courses was submitted to CAPE. Even though the CAPE granted permission for applying for 1 B Tech and 3 M Tech programmes, AICTE restricted the courses to two. So application has been sent to AICTE, DTE and University for the following programmes.

1. B. Tech in Mechanical Engineering with an intake of 60 students
2. M. Tech. in VLSI and Embedded System with an intake of 18 students

Reported to BoG the status of the new PG/UG programmes as on 28.05.2014. BoG also nodded for the new UG and PG programmes.

C4. Accreditation status of the UG programmes

A mail received from the accreditation division NBA on 27th December 2013 stating that the institute registration completed successfully and File No. 26-48-2013-NBA has been allotted to the institute.

Another mail has been received from the accreditation division of NBA on **23th April 2013** on the receipt of an amount of 7 Lakhs towards the application fee for three programmes.

Reported to BoG the accreditation status of the UG programmes. BoG suggested to take necessary steps to maintain minimum cadre ratio. Also asked to improve the faculty retention rate. BoG directed the HODs to maintain the necessary documents, from the beginning of new academic year.

C5. Report on Remedial Classes

For the first year students, the weak students were identified based on the first sessional exam and conducted remedial classes for them during February-March . For higher semester students, the remedial classes were conducted during study leave (March-April) for 8 theory subjects and 1 lab (digital electronics lab). Remedial class for subject IT 601: Financial Management, was conducted for regular students by MrSusky.A, Asst.Professor, PayyannurCollege. Remedial classes have been scheduled for both regular and supplementary students for the first year subjects during this study leave (May 2014).

Subject	Attended	Passed
EE 503 FIELD THEORY	12	7
CE 504 Geo-Technical Engineering	9	6
CE 603 Design of structure	8	4
EE 603 Control System	7	1

C6. Result Analysis

S5 and S7 result analysis of regular students are given in the **Appendix C1**(Page No.16).

Reported to BoG about the remedial classes and result analysis. BoG recommended to conduct bridge course for the first year students in the coming academic year.

D.Other items with the permission of the Chair

Items to be included in the agenda with the permission of the Chair is given in **Appendix D1**.

D1.1 Registration fee for International Conference.

The two faculty members Joby James, AP in ECE and Priya.M, AP in ECE have attended the IEEE International Conference. The registration fee paid by them was a total of Rs.

8500/- (Rupees Eight Thousand Five Hundred Only). The board may take decision for the reimbursement of amount against the proof of payment.

BoG sanctioned for the reimbursement of amount against the proof of payment.

D1.2 Remuneration of Data Entry Operator/Data Processing Assistants

Ref:Item No. SSC-K7-Other Item No.2, Minutes of the Seventh Meeting of STATE STEERING COMMITTEE of Technical Education Quality Improvement programme (TEQIP) held on 29th January 2014, 2.15 pm at Melody Hall, Mascot Hotel, Thiruvananthapuram.

As per the reference cited above, the BoG decided to enhance the salary of Data Entry Operator/Data Processing Assistants from the existing wage @ Rs.350/- per day to Rs. 15000/- per month, after consulting the other TEQIP institutions. The Principal and the TEQIP co-ordinator may analyze the matter and they may decide the actual amount admissible.

Appendix- B 1

External Training Program

Name	Programme	Name of the Program	Place	Date
EEE				
Fousiya K	FDP	Recent Trends In Power Electronics and Power System	GEC Kannur	12/03/14 to 14/03/14
Praseetha K	FDP	Recent Trends In Power Electronics and Power System	GEC Kannur	12/03/14 to 14/03/14
Jasmi M S	FDP	Advances in Smart GRID INTEGRATIONS	Saintgits CE, Kottayam	28/04/14 to 02/05/14
Sujith D K	FDP	Lab view Programming For Engineering Research	GEC Kannur	19/05/14 to 23/05/14
Sreekanth P	FDP	Lab view Programming For Engineering Research	GEC Kannur	19/05/14 to 23/05/14
CE				
Shekhar J	FDP	Teaching - A Multi Tasking Service	GEC Kozhikode	17/03/14 to 23/03/14

Appendix- B2

In-house Training Program

Conducted	Title	Date From	Date To
Workshop	HFSS Simulation	21/03/2014	21/03/2014
Workshop	Software and Its Industrial applications In Civil Engineering	28/03/2014	28/03/2014
Workshop	Workshop on Maintenance of Electrical equipments	30/4/2014	30/4/2014
Seminar	SAP ERP	24/03/2014	24/03/2014
Seminar	NBA Accreditation - Formalities	29/03/2014	29/03/2014
Student Development	Physics of Nanoscale devices	28/02/2014, 03/03/2014	28/02/2014, 03/03/2014
Student Development	After Graduation Career Guidance	25/04/2014	25/04/2014

Appendix- B3

As the vacancy raised due to the resignation of Sruthi.K, Accountant , we had appointed new accountant, Smt.Sunaja.P, in TEQIP office with effect from 25.04.2014, from the existing rank list.BoG may ratify the same.

Appendix B4

DETAILS OF INDUSTRIAL VISIT OF PRE- FINAL YEAR STUDENTS

Class	Date	Number of Participants	Industry/Organization	Expenses
S6 CE	27/03/14	60	Pazhassi dam and Angelo fort.	Travel: Rs 6,000/- Food: Rs 3,250/- Total: Rs 9,250/-

Appendix B5

Approval for the new procurement package

Sl.no	Package name	Item Details	Estimated amount (Rs)	Remarks
1	Printed journals	ECE/EE/CE/CE Journals	1,50,000	Modernization of central library
2	Turbo air ventilator	Stainless steel 400 mm dia with fitting accessories 35 nos @Rs.10,000/-	3,50,000	For providing cold air circulation in sheet roofed mechanical W/S, FM/SM Lab, Electrical machines lab etc Modernization of labs
3	Fluid mechanics Lab equipment	As per the annexure A	6,50,000	For the modernization of fluid mechanics lab under civil engineering department
4	Computer 14	25 nos	9,00,000	Modernization of labs
5	Smart boards	5nos @60000 each	3,00,000	For setting up of smart class rooms
6	Technical books	ECE/EE/CE/CE	3,00,000	Modernization of central library
7	Public address system	5nos 80w/120w Amplifier with speakers.	5,00,000	Setting up of smart class rooms
8	Circulation desk	Particle board	75,000/-	Newly opened reading room of the central library
9	CCTV Surveillance System	Camera 8nos, Digital video recorder -1, 1TB hard disc-1, power supply and computers	60,000/-	Modernisation of central library with high end theft control

10	chair	Three seat with cushion 2 nos	40,000	Modernization of visitors waiting room in front of principals chamber.
Total			33,25,000/-	

Approval for the cancellation of procurement package

Sl.no	Package name	Estimated amount (Rs)	Purchase order amount	Remarks
1	Computer 12	3300000	31,43,910	Not effected the delivery even after the extended delivery time (28/02/14)

Decision regarding the NCB COMPUTER 12

As per the request from the supplier M/s HCL –COCHIN delivery time had been extended up to 28/02/14. If the firm is not delivering the articles within the extended delivery dead line, the whole purchase is to be cancelled and steps are to be taken for forfeiting the performance security from the supplier.

Appendix C1

Result Analysis *(S5 Regular - November 2013)*

Branch	Students Registerd	Passed	Failed	Pass %
CE	69	43	26	62
CS	68	37	31	54
EC	68	39	29	57
IT	29	19	10	66
EE	68	29	39	43
Total	302	167	135	55

Result Analysis *(S7 Regular - November 2013)*

Branch	Students Registerd	Passed	Failed	Pass %
CE	70	67	3	96
CS	65	44	21	68
EC	69	42	27	61
IT	22	17	5	77
EE	72	41	31	57
Total	298	211	87	71

