

College of Engineering, Vadakara
Minutes of 13th Meeting of Board of Governors

Presided by

Hon'ble Chairman: Dr.C.S.Sridhar

Venue: Conference Hall, College of Engineering, Vadakara

Date: 17 February 2015 Time: 10 AM

Members Present

1. Dr.C.S.Sreedhar, Chairman
2. Dr.V.Gopakumar, Director, SPFU (DTE)
3. Mr.Surendran.K.K, DSec, Government of Kerala (State Govt Nominee)
4. Dr. N.K. Narayanan
5. Prof.T.P.Kannan
6. Mr.V.R Krishnan(Industrialist)
7. Mr.Rajeev.R, Senior AO, CAPE
8. Dr. O.A.Joseph, Principal
9. Smt. Smitha.C.K, Associate Professor, Dept. of EIE, Member
10. Smt.Shibily.T, Asst. Professor, Dept. of CSE, Member

Also present

1. Mr.Jithendra.K.B(Teqip Coodinator)
2. Dr.Babitha.K.V(Financial Nodal Officer)
3. Mr.Prapu Premanath(Procurement Coordinator)
4. Smt.Dhanya A.K(Academic Coordinator)
5. Smt.Rinju Balu(EAP Coordinator)
6. Mr.Firozmon.A.M(III Cell Coordinator)
7. Smt.Surya T V (HOD in charge, Dept. of Civil)
8. Mr.Anish.A Aziz(Asst Prof. Dept. of IT)
9. Ms.Priyanka.P(HOD in charge, Dept. of EIE)
10. Mr.Nithin.T(HOD in charge, Dept. of EEE)
11. Smt.Linda Sebastian(HOD in charge, Dept.CSE)

Agenda

Part 1 Procedural

Item No. 1.1/BoG 13:	Confirming the Minutes of the 11 th Board of Governors held on 05-07-2014 at CE, Vadakara and 12 th Meeting of the Board of Governors held on 08-12-2014 at Hotel Chaithram, Thiruvananthapuram
Item No. 1.2/BoG 13:	Report on the action taken/action pending on the pertinent decisions in the Minutes of the 12 th Meeting of the Board of Governors held on 08-12-2014 at Hotel Chaitram, Trivandrum

Part 2 Discussion, Consideration and Ratification

Item No. 2.1/BoG 13:	Discussion on preparation of IDP
Item No. 2.2/BoG 13:	Expenditure incurred for procurement of equipments and furniture and price revisions of various completed packages
Item No. 2.3/BoG 13:	Approval for cancelled packages
Item No. 2.4/BoG 13:	Ratification of the procurement of library books
Item No. 2.5/BoG 13:	Ratification for the various In house Academic programs conducted
Item No. 2.6/BoG 13:	Approval for In House FSD planned up to 30 th April 2015.
Item No. 2.7/BoG 13:	Approval for various Out Station programs attended by the faculty/staff 2.7.1 The details of the Out station programs attended by the Faculty and staff members 2.7.2 Re imbursement of amount lost in cancellation of flight ticket in connection with the cancellation of FSD declared by ESCI, Hyderabad 2.7.3 Approval for participation of Faculty/Staff members in Out station programs upto 30/04/2015 2.7.4 Report on “Moodle Course Management System” – Out station Program conducted at Sacred Heart College, Thevara
Item No. 2.8/BoG 13:	Ratification of expenses incurred for participation of faculty/staff in Conferences for Paper presentation 2.8.1 Ratification of paper presentation in conferences 2.8.2 Approval for reimbursement of expense incurred for attending conference for

2.8.3	paper presentation Approval for International Journey for paper presentation.
Item No. 2.9/BoG 13: 2.9.1 2.9.2 2.9.3	Ratification/Approval of Reimbursement of fee for PhD/M.Tech Ratification of reimbursement of PhD/M.Tech fee Reimbursement of M.Tech fee for faculty who joined the course before TEQIP implementation. Approval for re imbursement of M.Tech examination fee
Item No. 2.10/BoG 13	Ratification of expense incurred for attending Management Capacity Enhancement Programs
Item No. 2.11/BoG 13: 2.11.1 2.11.2 2.11.3	Report on III cell activities and approval Approval for Signing of MoU with Industrial firms for enhancing the IIIC activities Details of programmes under III Cell for Approval Details of EDC cell activities
Item No. 2.12/BoG 13: 2.12.1 2.12.2	Report of R & D Activities and Status of Research Seed Money given Details of participation of Faculty in R&D program conducted by SPFU Status of Seed money given by R&D Cell
Item No. 2.13/BoG 13: 2.13.1 2.13.2	Ratification and approval of programmes under EAP. Ratification of amount paid for remedial classes conducted Approval for employability skill development program for Pre Final year students
Item No. 2.14/BoG 13: 2.14.1 2.14.2	Ratification of Expenses incurred under IOC Ratification of expense incurred under IOC Approval for release of funds from TEQIP to meet expense of NBA accreditation procedures under IOC
Item No. 2.15/BoG 13:	BoG Nomination Committee
Item No. 2.16/BoG 13:	Request for additional fund from TEQIP
Item No. 2.17/BoG 13:	Financial Reporting
Item No. 2.18/BoG 13:	Key performance Indicators
Item No. 2.19/BoG 13:	Discussion on Statutory Audit Report of financial year 2013-2014

The Meeting started at 10.00: AM under the presidency of the Hon'ble Chairman.

Hon'ble Chairman Dr.C.S.Sridhar welcomed all the members and special invitees. A brief report was made by the Principal on the various activities related to TEQIP and development in college as the impact of these activities. He also provided a brief report about the agenda of the meeting.

PART 1

Item No. 1.2/BoG 13: Confirming the Minutes of the 11th Meeting of the Board of Governors held on 05-07-2014 at College of Engineering Vadakara and 12th Meeting of the Board of Governors held on 08-12-2014 at Hotel Chaithram, Thiruvananthapuram

Minutes of the 11th BoG meeting held on 05.07.2014 is confirmed by the BOG members. The BoG members reviewed and confirmed the minutes of 12th BoG meeting held on 08-12-2014 at Hotel Chaithram, Thiruvananthapuram too.

Item No. 1.3/BoG 13: Report on the action taken/action pending on the pertinent decisions in the Minutes of the 12th Meeting of the Board of Governors held on 08-12-2014 at College of Engineering Vadakara

Dr.O.A. Joseph presented the action taken report on the decisions in the minutes of 12th meeting of Board of Governors.

SL NO	SUGGESTION/DIRECTION	ACTION TAKEN
1	BoG directed that the fee for students who are participating in conferences can't be paid from TEQIP. But for faculty-student joint publication, faculty can avail registration fee and other expenses. Students will not receive any financial support from TEQIP for attending conferences seminars etc.	Noted and implemented.
2	BoG directed to circulate the minutes among BoG members as early as possible after the BoG meeting. It should include the all the details like list of participants, amount spent etc.	Noted. The minutes of the 12 th BoG has sent to Chairman and all other BoG members
3	BoG directed to submit a detailed report on participation of Faculty/Staff for Moodle program conducted at Sacred Hearts College,	The detailed report is prepared and submitted.(Report4. I Detailed Agenda. Page No.27)

	Ernakulam in the 13 th BoG meeting. BoG deferred the ratification of MOODLE program to 13 th BoG meeting .	
4	BoG permitted to sanction the M.Tech/PhD tuition fee during TEQIP implementation period to the deserving faculties.	Noted. The details of reimbursement in this category are included in 13 th BoG agenda for approval.
5	BoG directed not to give any registration fee for any paid journal from TEQIP fund.	Noted.
6	BoG suggested to seek financial assistance from CAPE for the accreditation process. BoG suggested to request Rs 2Crore from CAPE to meet NBA accreditation expenses.	A detailed report is sent to CAPE and Rs 5 lakhs is availed from CAPE.
7	BoG congratulated the Authors of research papers, published post the 12 th BoG Meeting	The faculty and staff members felt the appreciations were motivating.
8	BoG appreciated the activities conducted by the Entrepreneurship Development Cell of the College.	The positive responses from BoG is communicated to the EDC members. Some programs planned are included in the 13 th BoG for approval
9	BoG suggested to form a BoG nomination committee at the College.	Formed. The details are included in the detailed agenda of 13 th BoG meeting
10	BoG directed to maintain the committed amount of salary of TEQIP staff from the TEQIP fund till the end of the project.	Noted. The committed amount is calculated accordingly.

PART 2

Item No. 2.1/BoG 13: Discussion on preparation of IDP.

Dr.V.Gopakumar detailed about the importance of preparation of an Institutional Development Plan(IDP). He suggested that IDP should be prepared in such a way that the money allotted through TEQIP phase II can be utilized effectively and efficiently.

BoG directed to prepare an Institutional Development Plan for CE, Vadakara and to present it in the 14th BoG meeting

Item No. 2.2/BoG 13: Expenditure incurred for procurement of equipments and furniture and price revisions of various completed packages

Dr.O.A.Joseph presented the details of procurement of package TEQIP-11/2014/KLG11/Shopping/144 named 'Generator'.

Table 2.2. Details of Completed Packages Post the 12th BOG meeting

SI. No	Package No.	Package Name	Mode of Purchase	Firm	Estimated Amount	Actual Amount	Variation
2.2.1	TEQIP-11/2014/KLG11/Shopping/144	Generator	Shopping	M/S Green Diesels South Bazar,Kannur	900000	980000	-8.89%

Every BoG members except Mr.Surendran.K.K, DSec, Government of Kerala (State Govt Nominee) satisfied with the details presented. Mr.Surendran.K.K requested to present more details. Dr.O.A Joseph, Principal, CE, Vadakara explained the procedures followed in TEQIP procurement activities. The explanation given by principal and Dr Gopakumar couldn't satisfy Mr.Surendran.K.K, Finance dept, and he has raised objection to it. BoG decided to reconsider this item in 14th BoG meeting.

BoG decided to post pone the ratification of procurement of the package TEQIP-11/2014/KLG11/Shopping/144 named 'Generator' to 14th BoG meeting.

Item No. 2.3/BoG 13: Approval for cancelled packages

Principal Dr.O.A.Joseph presented the list of packages to be cancelled for various reasons. He also explained the reasons for which the permission for cancellation is sought.

Table 2.3 Details of packages cancelled post 12th BoG Meeting.

SI. No	Package No.	Package Name	Mode of Purchase	Estimated Amount
2.3.1	TEQIP-II/KL/KL1G11/188	QEEE EQUIPMENTS	shopping	214000
2.3.2	TEQIP-II/KL/KL1G11/187	CAMPUS MANAGEMENT SYSTEM	shopping	175000

BoG approved the cancellation of the above shown packages

Item No. 2.4/BoG 13: Ratification of the procurement of library books

Procurement coordinator Mr. Prapu Premanath explained the details of the package.

Table 2.4 List of items under procurement process

SI No	Package No.	Package Name	Mode of Purchase	Firm	Estimated Amount	Actual Amount	Variation
1	TEQIP-II/KL/KL1G11/189	LIBRARY BOOKS 10	shopping	Calicut Books Distributors, Calicut	169501	169008	0.29%

BoG ratified the library books 10 procurement and its price variations.

Item No. 2.5/BoG 13: Ratification for the various In house Academic programs conducted

The details of the In house Academic programs conducted by CE, Vadakara is presented in the meeting.

Table 2.5. Details of Faculty Development program in-house

SI No.	Title of the program	Department	Duration and Dates	Coordinator	Expense (Rs)
1	Computational photography	EC	17/11/14(One Day)	JITHENDRA K B	40,847
2	Scope of research in natural language processing	IT	05/01/2015 to 09/01/2015	ANISH A AZIZ	1,02889
3	Recent advances in civil Engineering	CE	06/01/2015 to 10/01/2015	VIJINA V V	78333
4	DSP & Control Systems-Principles & Approaches	EI	01/12/2014 to 06/12/2014	RATHEESH P M,ROHITHRAM	135913
5	Antenna and Wave Propagation-Theory & Tools	EC	12/01/2015 to 16/01/2015(5 days)	JISHA M V	87992
6	Pattern recognition and machine learning	CS	19/01/2015 to 23/01/2015	MUHAMMED P C	81104

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ratified all expenses made for the above mentioned programs conducted before 13th BoG meeting. BoG directed to present an internal audit report for all in house FSD/ Conferences which includes all the details of expenses made for the programs conducted post the 13th BoG meeting.

Item No. 2.6/BoG 13: Approval for In House FSD planned up to 30th April 2015.

Principal Dr.O.A. Joseph presented the details of In house FSD planned up to 30th April which is given in Table 2.6

Table 2.6 List of In house FSD planned up to 30th April 2015

SI No.	Title of the program	Department	Duration and Dates	Coordinator	Expected Expense (Rs)
1	Short term training program on web designing	CSE	4days 20/04/2015 to 24/04/2015	Linda Sebastian. Asst. Professor Dept. of CSE	100000
2	Tools to develop an embedded industry	EDC under EEE	3 days 16/02/2015 to 17/2/2015	Nithin T Asst. Professor Dept. of EEE	24900
3	Computer Networking and Management	ECE	20 th April to 24 th April 2015	Rajesh T P Dept. of ECE	115500
4	Short term training on overview of server administration & PYTHON programming	IT	23 rd March to 24 th March	Shejina V Asst. Professor Dept. of IT	30000
5	FDP on networking	IT	March 31 st to April 1,2,3,4	Aneesh A Azeez	100000

				Asst. Professor Dept. of IT	
6	Awareness on intellectual property rights	IT	April 15 th	Sidhik.K Asst. Professor Dept. of IT	10000

BoG approved the conduct of above listed in house programs and the expected expense.

Item No. 2.7/BoG 13: Approval for various Out Station programs attended by the faculty/staff

2.7.1 The details of the Out station programs attended by the Faculty and staff members was presented by Dr.O.A.Joseph

Table 2.7.1 The details of the Out station programs attended by the Faculty and staff members

SI No	Name	Designation & Department	Program	Date	Institution	Amount (Rs)
1	Aneesh.K.P	Tradesman, CSE	Staff Development program in Networking and management	5days 01/12/2014 to 05/12/2014	GEC, Calicut	1080
2	Salil.E	Tradesman, CSE	Staff Development program in Networking and management	5days 01/12/2014 to 05/12/2014	GEC, Calicut	1080
3	Jeena	Tradesman, CSE	Staff Development program in Networking and management	5days 01/12/2014 to 05/12/2014	GEC, Calicut	1080
4	Rajesh.T.P	Tradesman, ECE	Staff Development program in Networking and management	5days 01/12/2014 to 05/12/2014	GEC, Calicut	1080
5	Neelima Surendran	Asst. Professor EEE	Control Engineering: Theory and Applications	5 days 08/12/2014 to 12/12/2014	CE, Thrikkarippur	1846
6	Nidya.M.V	Asst. Professor EEE	Control Engineering: Theory and Applications	5 days 08/12/2014 to 12/12/2014	CE, Thrikkarippur	1846
7	Rojin.P	Asst. Professor Civil	Recent Advances in Civil Engineering	5 days 12/01/2015 to 16/01/2015	CE, Thrikkarippur	1846
8	K Soumyan	Civil Engineering	STTP on Structural Analysis and Design using STAAD	6 days 02/02/2015 To 07/02/2015	Govt.College of Engineering, Kannur	2400
9	Jithendra K B	Electronics and Communication	Research frontiers in cryptography	2 days, 23/01/2015 to 25/01/2015	NIT Calicut	1746
10	Vijina.VV	Civil Engineering	Sustainability and modern construction techniques	6 days 12/01/2015 to 17/01/2015	GEC, Kozhikode	2050

BoG ratified the expenditure incurred for participation of faculty/staff in out station programs post the 12th BoG meeting

2.7.2 Re imbursement of amount lost in cancellation of flight ticket in connection with the cancellation of FSD declared by ESCI, Hyderabad

Asst. Professor Smt. Dhanya.A.K presented the incident in which she had lost money in flight ticket cancellation not because of her fault.

BoG approved to reimburse the exact amount lost by flight ticket cancellation to Asst. Professor, Mrs.Dhanya.A.K from IOC

2.7.3 Approval for participation of Faculty/Staff members in Out station programs upto 30/04/2015

Table 2.7.3 Details of participation for out station programs

SI No	Name	Designation	Department	Program	Institution	Dates and Duration	Expense
1	C.P.Sajan	Instructor	CE	Training Program on STAD (2D and 3D)	GEC, Calicut	100 hours. Saturdays and Sundays	TA
2	Jassim Jalaludden	Asst. Professor	ECE	Annual Photonics Workshop 2015	ISP, CUSAT	26 – 28, February, 2015	1000+TA
3	Anish A Aziz, Sidhik A	Asst. Professor	IT	FDP on effective teaching pedagogy	IIT, Madras	23-25 February, 2015	12031+TA
4	Shanavas KP	Asst. Professor	Mechanical	FDP on effective teaching pedagogy	IIT	23-25 February, 2015	12031+TA
5	Mohammed PC	Asst. Professor	CS	FDP on effective teaching pedagogy	IIT	23-25 February, 2015	12031+TA
6	Musthafa TA	Asst. Professor	EC	FDP on effective teaching pedagogy	IIT	23-25 February, 2015	12031+TA
7	Jasna	Asst. Professor	EIE	FDP on effective teaching pedagogy	IIT	23-25 February, 2015	12031+TA
8	Firoz Mon	Asst. Professor	Civil	FDP on effective teaching pedagogy	IIT	23-25 February, 2015	12031+TA
9	Sindhu PV	Librarian	Library	Implementation of DSpace	Vel Tech, Dr.R.R & Dr.S.R Technical	14/03/2015	4000+ TA

					University		
10	Sindhu P V	Librarian	Library	Academic Library Management	Thunchath Ezhuthachan Malayalam University	2days 09/03/15 to 10/03/15	1500(approx)
11	Saji K Vettathu	Librarian	Library	National Conference on Academic library management	Thunchath Ezhuthachan Malayalam University	2days 09/03/15 to 10/03/15	2000(approx)
12	Firoz mon	Asst. Profesor	CE	Research Methodology	ESCI, Hyderabad	24/03/2015 to 27/03/2015	21000 + TA
13	Aneesh.A. Azeez	Asst. Profesor	IT	Research Methodology	ESCI, Hyderabad	24/03/2015 to 27/03/2015	21000 + TA
14	Dhanya.A. K	Asst. Profesor	CSE	Research Methodology	ESCI, Hyderabad	24/03/2015 to 27/03/2015	21000 + TA
15	Muhammed.P.C	Asst. Profesor	CSE	Research Methodology	ESCI, Hyderabad	24/03/2015 to 27/03/2015	21000 + TA

Dr. V.Gopakumar informed that faculty/staff are allowed to attend only official programs under TEQIP project. It is the responsibility of the Academic committee to verify this.

BoG approved the participation of faculty/staff for out station programs up to 30th April 2015 .

2.7.4 Report on “Moodle Course Management System” – Out station Program conducted at Sacred Heart College, Thevara

As per the decision of the 12th BoG meeting, a report is prepared on the outstation program on Moodle Course Management System and presented by Principal Dr.O.A.Joseph.

BoG decided to comply with the direction of SPFU which disallowed the expense spent for participation of faculty/staff for the out station program “Moodle Course Management System”. BoG directed to recoup the amount spent for the program from each faculty/staff who attended the program. Also BoG directed not to give any other financial assistance to any faculty/staff who attended the “Moodle Course Management System” until they submit the consent letter indicating the willingness for repayment of the incurred expenditure for attending the program “Moodle Course Management System” to TEQIP account.

Item No. 2.8/BoG 13: Ratification of expenses incurred for participation of faculty/staff in Conferences for Paper presentation

2.8.1 Ratification of paper presentation in conferences

Dr.O.A Joseph presented the details of the participation of faculty/staff in various conference for paper presentation

Table 2.8.1 Details of participation of Faculty/Staff for conferences

Sl No.	Name of Faculty	Department	Title of the Program	Dates of Program	Held at	Amount
1	MUBEEN M	APPLIED SCIENCE	International conference on mathematical sciences and applications	20/12/2014	Mind Reader publications, New Delhi	18400
2	JITHENDRA K B	Electronics & Communication	ICICT 2014 – International Conference on Information Communication Systems	03/12/2014 To 05/12/2014	Bolgatty Palace, Kochi	8480
3	SINDHU P V	Central Library	National Conference on Knowledge Discovery and management	30/01/2015 to 31/01/2015	University of Calicut	1000

BoG ratified the expense incurred for participation of faculty /staff for conferences.

2.8.2 Approval for reimbursement of expense incurred for attending conference for paper presentation

Table 2.8.2 Details of Participation of faculty/staff for Conferences

Sl No	Name & Department	Conference details	Date	Paper name	Expenses
1	Smitha C K,EIE	APSYM -2014,CUSAT	17/12/2014 to 19/12/2014	Interaction of mobile phone radiation with brain	6700
2	Smitha C K,EIE	SACAIM-2014,St.Aloysiuss College Mangalore	14/10/2014 to 15/10/2014	Effect of mobile phone radiation on brain using statistical parameters and it's derivatives	1000
3	Smitha C K,EIE	24 th Swadeshi Science Congress, Malayalam University Tirur	06/11/2014 to 08/11/2014	Effect of mobile phone radiation on brain dynamics	2700

BoG approved the reimbursement of expenditure incurred for attending the conference for paper presentation.

2.8.3 Approval for International Journey for paper presentation.

Mrs.Smitha.C.K, Associate Professor, Dept. of EIE presented the details of International Conference to be held at Abu Dhabi from 17/05/2015 to 19/05/2015 in which she wish to participate.

Table 2.8.3 Details of request for International Journey for Participation in Conferences

SI No	Name & Department	Conference details	Date	Paper name	Expenses
1	Smitha C K,EIE	International Conference on Information and Communication Technology Research-2015,Abu Dhabi, sponsored by IEEE UAE chapter	17/05/2015 to 19/05/2015	Entropy Analysis to study the effects of Mobile phone radiation on brain	56150

BoG approved the participation of Mrs.Smitha.C.K to the above mentioned Conference. BoG directed to send a detailed report of the paper along with application to SPFU.

Item No. 2.9/BoG 13: Ratification/Approval of Reimbursement of fee for PhD/M.Tech

2.9.1 Ratification of reimbursement of PhD/M.Tech fee

Dr.O.A Joseph presented the details of the amount spent as PhD/M.Tech fee to faculty members post the 12th BoG meeting

Table 2.9.1 Details of Reimbursement of M.Tech/PhD Fee

SI No	Name of Faculty	Department	Course (PhD/M.Tech)	Institution	Date of Payment	Amount (Rs)
1	NITHYA A K	IT	M.Tech	CUSAT	09/12/2014	17905
2	SHAHANAZ N	IT	M.Tech	M.DIT ULLIYERI	14/08/2014	35000
3	AKHILA M	CSE	M.Tech	CUSAT	10/12/2014	15705
4	ROSHITH K	EI	M.Tech	NIT Calicut	01/01/2015	37820
5	ANUPAMA	IT	M.Tech	CUSAT	18/12/2014	17905
6	ASWATHI C R	EEE	M.Tech	NIT Calicut	02/01/2015	37820
7	ROHIKAA MICKEY R	EEE	PhD	NIT Calicut	26/12/2014	17230
8	JITHENDRA K B	EC	PhD	CUSAT	9/12/2014	2100

BoG ratified the amount spent for the reimbursement of M.Tech/PhD fee.

2.9.2 Reimbursement of M.Tech fee for faculty who joined the course before TEQIP implementation.

Dr.O.A Joseph presented the details of the amount spent as PhD/M.Tech fee to faculty members who joined for the course before Teqip implementation.

Table 2.9.2 Details of Reimbursement of M.Tech/PhD Fee for faculty who joined for the course before Teqip.

Sl No.	Name	Department	Course	Institution	Fee Details	
					Date	Amount
1	Aruna.S	CSE	M.Tech	CE, Peruman	28/05/2012	29,400
					05/12/2012	29,645
					06/05/2013	29,645

BoG approved the reimbursement of M.Tech/PhD tuition fee after TEQIP implementation to all faculty unless they claimed any other scholarship from MHRD

2.9.3 Approval for re imbusement of M.Tech examination fee

Dr.O.A Joseph presented the details of M.Tech examination fee paid by the faculty members of the institution.

Table 2.9.3 Details of amount paid by the faculty as M.Tech examination fee

No	Name of Faculty	Department	Course	Institution	Date of Payment	Fee in Rs
1	Anupama.K	IT	M.Tech	CUSAT	30/09/2014	2785
2	Nithya A K	CS	M.Tech	CUSAT	01/10/2014	2785

BoG approved the reimbursement of amount spent as the M.Tech/PhD regular examination fee BoG also directed not to give fee for supplementary examination from TEQIP fund.

Item No. 2.10/BoG 13: Ratification of expense incurred for attending Management Capacity Enhancement Programs

Dr.O.A Joseph presented the details of the amount spent for the participation of Principal and BoG Chairman for the Good Governance program held at Delhi.

Table 2.10 Details of participation in Management Capacity Enhancement programs

SI No.	Title of the program	Department	Duration and Dates	Held At	Expense (Rs)
1	Good governance & leadership management	Principal, BoG Chairman	16/10/2014 to 17/10/2014	NEW DELHI	99016

BoG ratified the expenditure incurred for the participation of Principal and BoG Chairman for the Management capacity program post the 12th BoG meeting.

Item No. 2.11/BoG 13: Report on III cell activities and approval

2.11.1 Approval for Signing of MoU with Industrial firms for enhancing the IIC activities

Table 2.11.1 List of companies

Sl No	Event	Name of the Industry	Department	Expense (Rs)
1	Plan to sign MoU with ICT Academy to conduct training programme for the students and faculties and to enhance placement.	ICT Academy, Technopark, Trivandrum	All engineering streams	56180 (50000+12.36% service tax) as annual membership fee
2	Plan to sign MOU with Bitsforge Technologies Pvt Ltd (ReportNo4.4 Page No.31.)	Bitsforge Technologies Pvt Ltd, Cochin	Electronics and Communication	

BoG approved to sign an MoU with ICT Academy and advised to conduct maximum number of programs for the benefits of students

BoG advised to consult a lawyer before signing an MoU with Bitsforge Technologies. BoG insisted that the institution should make sure that no amount is charged from students for training programs.

2.11.2 Details of programmes under III Cell for Approval

III Cell coordinator Firozmon presented the details of the planned programs under III Cell up to 30/04/2015

Table 2.11.2 List of III cell programs

Sl No	Event	Target group	Resource persons	Duration and dates	Expense
1	Expert talk	EEE, EI Final Year students	N.Natarajan (senior automation manager. rtd) appolo tyres Bresto joseph.(Design Engineer) IPCS Ajeesh K B (Director-projects) IPCS	4 Sessions 6 th , 7 th , 13 th , 14 th of March 2015	40,000
2	Expert Talk	CE Final year students	Dr. Balagopal T.S Prabhu Sri. P.Gireesan Sri.K.Raman Bhattathiripad K.Sivasankara Menon	2 days 5 th and 6 th March 2015	45,000
3	Student Development	IT	Sreenadh O.G, Arun Kumar	One day 07/03/2015	10000

	programme on current methodologies adopted in a software company				
4	Expert talk on software testing and tools	CSE S6	Mr.Sreenath O.G Arun Kumar	1day 02/03/2015	4000
5	Workshop on software testing and tools	CSE, S8	Mr.Sreenath O.G Arun Kumar	1day 10/03/2015	4000
6	Workshop on operating system design and networking techniques	CSE S4	Mr.Ratheesh V V Mr.Pramod Sasidharan	2days 06/03/2015 to 07/03/2015	10,000

BoG approved the conduct of the III Cell future activities up to 30/04/2015 and expected expense

2.11.3 Details of EDC cell activities

EDC Convener Mr.Nithin.T presented the details of the future plans of the Entrepreneurship Development Cell which are detailed below.

Table 2.11.3 Details of EDC Action plan

Title	Date	Target group	Resource person	Estimate
Tools to develop an embedded industry(Expert talk)	February 23,24,25	Students	Bit forge technology	20,000/-
Best entrepreneur idea '15 (Expert session)	February 18	Students	Nascom & cafit IT park	3,000/-
Launch of EDC Club (Invitation & Talk)	February 25	Students	DIC ,Calicut	10,000/-
How to be an entrepreneur (Expert talk)	March 25	Students	Mr. V.K. Noushad (MD,VKC)	5,000/-
Motivational session with startup village, kochi	April 6,7	Students	Startup village, Kochi	20,000/-

BoG appreciated the programs conducted under EDC cell. BoG also opined that, there should be a systematic plan for conducting EDC cell programs.

BoG approved the programs planned by EDC and expected expenditure for the period up to 30/04/2015.

Item No. 2.12/BoG 13: Report of R & D Activities and Status of Research Seed Money given

2.12.1 Details of participation of Faculty in R&D program conducted by SPFU

Sl No	Department	Purpose		Date	Amount
1	ECE	SPFU seminar for R & D coordinators at College of Engineering, Barton hill, TVM	Jasim Jalaluddin	31/01/2015	2362
2	ECE	SPFU seminar for R & D coordinators at College of Engineering, Barton hill, TVM	Sidhik A	31/01/2015	2362

BoG ratified the expenditure incurred for the participation of R&D Cell members for the program conducted by SPFU

2.12.2 Status of Seed money given by R&D Cell

Table 2.12.2 Details of status of seed money given

Sl No	Name	Topic	Amount Available (Rs)	Current Status	Money spent	Expected date of Completion
1	Roshith.K	Internal unbalancing current in distribution transformer	1 lakh (20/02/2014)	have successfully finished 80% of project including data collection ,different structural analysis, feasibility study of different models .	94000	10/03/2015
2	Rohikaa Mickey	unbalancing current in distribution transformer	1 lakh (20/02/2015)	Analysis of the unbalancing current in distribution transformer has been completed by 80%. The basic part of this analysis is being to be presented in IEEE conference [IEEE SPICES 2015], it is held	61775	31-08-2015

				on NIT Calicut on February 19-21 paper id 1570044075, Paper name 'Analysis of Internal Unbalancing Current in Distribution Transformer'		
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BoG directed to present the project proposal submitted by the above shown project batch and its response in the next BoG meeting

BoG ratified the expenditure incurred for the R & D activities post the 12th BoG meeting. BoG decided to give an extension of six months period to the above shown batches in order to utilize the seed money effectively and to get R&D Funded projects.

Item No. 2.13/BoG 13: Ratification and approval of programs under EAP.

2.13.1 Ratification of amount paid for remedial classes conducted

Dr.O.A Joseph presented the details of remedial classes taken post the 12th BoG meeting

Table 2.13.1 Details of Remedial Classes engaged

Sl No	Faculty Name	Department	Semester	Subject	No of Hours	Date	Total Honorarium
1	Afeef Abdul Azeez	Mechanical Engineering	S1,S2	Basic Mechanical Engineering	6	28/01/15	3600
2	Afeef Abdul Azeez	Mechanical Engineering	S1,S2	Engineering Graphics	6	28/01/15	3600
3	Shijith K	Mechanical Engineering	S1,S2	Engineering Mechanics	10	28/01/15	6000
4	Sajin E	Mechanical Engineering	S1,S2	Engineering Graphics	3	28/01/15	1800
5	Linda Sebastian	CS	S1,S2	Computer programming 1108	2	28/01/15	1200
6	Nithin T	EEE	S1,S2	Basic Electrical Engineering	3	22/01/15	1800
7	Jasna K	EI	S4	Signals and Systems	7	20/01/15	4200

8	Rohith Ram T	EI	S3	Basic Electronics Engineering	6	28/01/15	3600
9	Reshmi K Raj	EEE	S4	Circuit signals and Systems	11	13/01/15	6600
10	Sidhik A	IT	S1,S2	Computer Programming	3	22/01/15	1800
11	Nithin	EI	S2	Electrical Machines	15	30/10/14	9000
12	Nithin I K	Mechanical Engineering	S1,S2	Engineering Graphics	12	28/01/15	7200
13	Nithin Narayanan	Mechanical Engineering	S1,S2	Engineering Graphics	12	28/01/15	7200
14	Sarina S	Applied Science	S1,S2	Technical communication	4	29/01/15	2400
15	Mitha M K	Applied Science	S1,S2	Engineering Mathematics	7	29/01/15	4200
16	Mubeen M	Applied Science	S1,S2	Mathematics	1	29/01/15	600
17	Babu V K	Applied Science	S1,S2	Physics	3	28/01/15	1800
18	Sujith Kumar	Applied Science	S1,S2	Chemistry	4	28/01/15	2400
19	Shanavas K P	Mechanical Engineering	S1,S2	Engineering Mechanics	5	28/01/15	3000
20	Abhilash R S	EEE	S1,S2	Basic Electrical Engineering	2	22/01/15	1200
21	Sharath Krishnana C	Mechanical Engineering	S1,S2	Engineering Graphics	3	28/01/15	1800
22	Tessy Ninan	EIE	S5	Solid State Electronics	11	30/12/14	6600
23	Rohith Ram T	EI	S3	EC/EI-1303 Network Theory	5	30/12/14	3000
24	Neethu M	Civil	S1,S2	Basic civil	2	09/02/1	1200

				engineering		5	
25	Jyothi P	Applied Science	S4	Mathematics -1401	18	09/02/15	10800

BoG ratified the expenditure incurred for the EAP activities post the 12th BoG meeting

2.13.2 Approval for employability skill development program for Pre Final year students

Dr.O.A Joseph presented the details of employability skill development programs planned for pre final year students

Table 2.13.2 Details of Employability Skill Development Programs.

SI No	Program	Target group	Objectives	Tentative dates	Amount
1	Enhancing career and Employability skills (Two days – EC, EI)	Pre final year students	<p>Help students to be more in control of the start and growth of career in the Dynamic Modern Work Place</p> <p>Control – be proactive, take initiative</p> <p>Clarity – what is important, career goals</p> <p>Confidence – decisions, self presenting</p> <p>Courage – try new things, develop & grow.</p>	3 rd and 4 th , March 2015	2 * 9500 = 19,000

BoG approved the conduct of employability skill development programs planned in March 2015 and the expected expense

Item No. 2.13/BoG 13: Ratification of Expenses incurred under IOC

2.14.1 Ratification of expense incurred under IOC

Table 2.14.1 Details of expense incurred under IOC

SI No	Department	Purpose	Amount	Date at which work done	Amount sanctioned date
1	IT	Replacing the keyboard of IT dept laptop	1580	30/01/15	06/02/15

BoG ratified the expenditure incurred under IOC post the 12th BoG meeting

2.14.2 Approval for release of funds from TEQIP to meet expense of NBA accreditation procedures under IOC

Table 2.14.2 Details of consumables to be purchased under IOC

Sl No	Department	Purpose	Amount
1	ECE, EIE, CSE, IT	For buying 250 Number of Box Files	20000

BoG approved the purchase of above listed consumables under IOC

Item No. 2.15/BoG 13: **BoG Nomination Committee**

Principal Dr.O.A Joseph explained the need for a BoG nomination committee and the Committee nominated by the Academic Counsel of CE, Vadakara

Table 2.15 Details of Nomination Committee

Sl No	Name	Designation
1	Dr.C.S Sreedhar	BoG Chairman
2	Dr.V.Gopakumar	Director,SPFU Kerala
3	Dr.O.A Joseph	Principal,CE Vadakara

BoG approved BoG nomination committee.

Item No. 2.16/BoG 13: **Request for additional fund from TEQIP**

Principal Dr.O.A Joseph requested additional fund from TEQIP since it is very essential to meet the expense of activities like NBA accreditation etc

BoG informed that no additional funds will be given from TEQIP.

Item No. 2.17/BoG 13:**Financial Reporting**

Dr. O.A Joseph presented the current financial status and the details of MFMR for the month of January 2015.

Table 2.17 Amount spent Vs Allotted

Sl No	Head	Allotted amount (lakhs)	Amount spent (Lakhs)	Percentage spent
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1	Procurement	550	529.27026	96.23
2	FSD	100	42.79948	42.8
3	Academic Support	40	8.58748	21.47
4	R&D	20	1.84075	9.2
5	Capacity Enhancement	30	9.12594	30.42
6	Reforms	20	1.293329	64.67
7	III Cell	40	6.11313	15.28
8	Assistantship	100	0	0
9	IOC	100	37.54220	37.54
	TOTAL	100	648.21253	64.82

BoG verified the report

Item No. 2.18/BoG 13:Key performance Indicators

Table 2.18 Key Performance Indicators

SI. No	KPI	Outcome
1	Minutes of Board of Governors (BoG) meetings	Minutes of ten BOG meetings are uploaded.
2	Statutory Audit	Two statutory audits are conducted(2012-13,2013-14) (second statutory audit report is attached as Annexure 3,Page No 67)
3	Performance Audit along with Data Audit	Two performance audit along with data audit are conducted(2012-13,2013-14)
4	Initial Governance Development Plan	Governance development plan is in progress
5	% of committed expenditure out of funds received	2.606%
6	% of Expenditure of the total	80.92%
7	% of Procurement plan out of 5.5 Crores	96.23%
8	MIS data entry	2010-11, 2011-12, 2012-13,2013-14 Completed , 2014-15 on going
9	Mandatory Participation in CII-AICTE survey	Completed
10	Participation in TEQIP Faculty, Staff and Students	Completed.

BoG verified the Key Performance Indicators.

Item No. 2.19/BoG 13: Discussion on statutory audit report

The statutory audit report of the financial year 2013-2014 was discussed in the BoG Meeting. Dr. V.Gopakumar suggested to do the needful after getting the report from World Bank.

The meeting adjourned at 3.30 pm

Chairman

Dr.C.S.Sreedhar

Principal

Dr.O.A.Joseph