

College of Engineering, Vadakara
Minutes of 14th Meeting of Board of Governors

Presided by

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

Venue: Conference Hall, College of Engineering, Vadakara

Date: 22nd May 2015 **Time:** 10 AM

Members Present

1. Dr.C.S.Sreedhar, Chairman
2. Dr. N.K. Narayanan
3. Prof.T.P.Kannan
4. Mr.V.R Krishnan(Industrialist)
5. Dr.S.Raveendran,Director, CAPE
6. Smt.Shibily.T, Asst. Professor, Dept. of CSE, Member
7. Smt. Smitha.C.K, Associate Professor, Dept. of EIE, Member
8. Dr. O.A.Joseph, Principal

Also present

1. Mr.Jithendra.K.B(Teqip Coordinator)
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

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PART 1

Item No 1.1/ BoG 14: Confirmation of the Minutes of the 13th Meeting of the Board of Governors held on 17-02-2015 at Conference Hall, College of Engineering, Vadakara.

The Minutes of the 13th Meeting of Board of Governors of TEQIP Phase II of CE Vadakara held on 17-02-2015 is already sent to the Chairman for his approval and upon his approval copies were circulated among the other members of the BoG. A copy of the Minutes is appended as **Annexure 1** for confirmation.

The Minutes of the 13th Meeting of Board of Governors of TEQIP Phase II of CE Vadakara held on 17-02-2015 is confirmed by the BoG members.

Item No 1.2 / BoG 14: Report on the action taken/action pending on the pertinent decisions in the Minutes of the 13th Meeting of the Board of Governors held on 17-02-2015 at Conference Hall, College of Engineering, Vadakara.

SL NO	SUGGESTION	ACTION TAKEN
1	BoG directed to prepare an effective Institutional Development Plan for the period up to 2016 October 31 st .	An Institutional Development Plan has been prepared by taking into consideration various requirements of the institution.
2	BoG directed to prepare a Governance Development Plan for achieving the targets specified by Vision of the Institution	Governance Development Plan is prepared and included as an Agenda item.
3	BoG directed all the departments to conduct a National Conference during the project period. A brochure including all the details is to be presented in 14 th BoG. The conference topic should be specific.	All departments have already planned a National conference and the brochures are attached as Annexure
4	BoG directed all the faculty members to take Professional membership for which 50% of financial assistance can be given from TEQIP.	This information is communicated to all departments. The amount for the same is included in the revised IDP
5	BoG directed to conduct internal audit for in house programs like FSD, National Conference	It is made compulsory to conduct internal audit for expensive programs like FSDs

	etc. The audit report is to be presented in BoG meetings	and Conferences. The audit reports are attached for the FSDs conducted post the 13 th BoG.
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PART 2

Item No 2.1/ BoG 14: Presentation of Institutional Development Plan (IDP) by Principal Dr.O.A.Joseph.

Dr.O.A Joseph presented the Institutional Development Plan. The IDP is attached as Annexure I

BoG approved the Institutional Development Plan prepared for the period up to 31st October 2015

Item No. 2.2/BoG 14: Presentation of Governance Development Plan (GDP) by Principal Dr.O.A.Joseph.

Dr.O.A Joseph presented the Governance Development Plan. The GDP is attached as Annexure II

BoG approved the Governance Development Plan prepared by College of Engineering, Vadakara to achieve the target specified by the Vision of the Institution

Item No. 2.3/BoG 14 : Presentation of NBA visits details.

Dr.O.A.Joseph presented the NBA visit report to the BoG members. Departments of Electronics and Communication, Electronics and Instrumentation, Computer Science and Information Technology were applied to undergo NBA process. The major hurdle experienced in this process was poor faculty cadre ratio and faculty retention rate. BoG appreciated the efforts taken by the Institution in this regard. BoG advised to effectively utilize the lessons learned from the experience with the NBA process for the accreditation process of remaining departments

BoG approved the actions taken by the Institution for NBA accreditation process.

Item No. 2.4/BoG 14 : Expenditure incurred for procurement of equipments and furniture and price revisions of various completed packages

2.4.1 The packages completed post the 13th BOG meeting is detailed below.

Dr.O.A.Joseph presented the details of procurement of packages completed post 13th BoG meeting.

Table 2.4.1 Details of Completed Packages Post the 13th BOG meeting

Sl. No	Package No.	Package Name	Mode of Purchase	Firm	Estimated	Actual Amou	Variation
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					Amount	nt	
2.4.1.1	TEQIP-11/2014/KLG11/S hopping/150	Library Book 10	Shopping	Calicut Book Distributers,Calicut	169501	169008	0.29%
2.4.1.2	TEQIP-11/2014/KLG11/S hopping/141	Library Book 11	Shopping	Calicut Book Distributers,Calicut	153922.88	153839	0.054%

BoG ratified the procurement of library books given in Table 2.4.1 and its price variations.

2.4.2 The packages presented in 13th BoG meeting but the approval is pending.

Table 2.4.2 Details of Completed Package which presented in 13th BoG meeting but the approval is pending.

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

BoG ratified the procurement of generator and its price variations.

ItemNo 2.5/BoG 14 : Ratification for the various Academic programs conducted

2.5.1 Faculty Development Program – In-house

Dr. O.A Joseph presented various in house programs conducted post the 13th BoG meeting

Table 2.5.1. Details of in-house Faculty Development programs conducted

SI No.	Title of the program	Department	Duration and Dates	Coordinator	Expense (Rs)
1	FDP on 'Web technologies'	CS	20/04/2015 to 25/04/2015	Aruna A.S	70477
2	National level FDP on industrial automation using PLC & SCADA	EEE	02/02/2015 to 06/02/2015	Abhilash R.S	80736

BoG ratified the expenses incurred for the various in house FSD programs listed in Table 2.5.1 .

2.5.2 Ratification for the expense incurred for various Out Station programs attended by the faculty/staff

Dr. O.A Joseph presented various out station programs conducted post the 13th BoG meeting

Table 2.5.2 Details of Out-Station Programs attended by Faculty/staff members post the 13th BoG meeting.

SI No	Name	Designation	Department	Program	Institution	Dates and Duration	Expense
1	Jasna K	Asst.Professor	EIE	Teaching learning Program	IIT Madras	26 th to 28 th Feb 2015	15887
2	Shanavas K.P	Asst.Professor	Mechanical	Teaching learning Program	IIT Madras	23 rd to 25 th Feb 2015	15887
3	Muhammed P C	Asst.Professor	CSE	Teaching Learning Program	IIT Madras	23 rd to 25 th 2015	15708
4	Firosmon A M	Asst.professor	Civil	Teaching Learning Program	IIT Madras	26 th to 28 th February 2015	15887
5	Aneesh A Aziz	Asst.Professor	IT	Teaching learning Program	IIT Madras	26 th to 28 th February 2015	15887
6	Mustafa T A	Asst.Professor	ECE	Teaching Learning Program	IIT Madras	23 rd to 25 th February 2015	15887
7	Jasana K	Asst.Professor	EIE	Advances in nano technology	TKM College of Engineering	23 rd to 28 th February 2015	3856
8	Saji K.Vettath	Librarian		'Workshop on Word press'	MG University Library	20/02/2015 to 21/02/2015	2327
9	Sindu P.V	Librarian		National Conference on Academic Library Management (CALM 2015)	Thunchath Ezhuthachan Malayalam University	09/03/2015 to 10/03/2015	785
10	Saji K.Vettath	Librarian		National Conference on Academic Library Management (CALM 2015)	Thunchath Ezhuthachan Malayalam University	09/03/2015 to 10/03/2015	1559
11	Sindu P V	Librarian		National Workshop on Open Source Software DSpace,Joomla and Koha	IIT Roorkee, MGCL	04/05/2015 to 08/05/2015	6500 advance
12	Saji K.Vettath	Librarian		National Workshop on Open Source Software	IIT Roorkee, Mahatma Gandhi Central	04/05/2015 to 08/05/2015	6500 advance

				Dspace,Joomla and Koha	Library		
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BoG ratified the expenditure incurred for participation of faculty/staff in out station programs post the 13th BoG meeting.

2.5.3 Ratification of the expense incurred for the participation of Faculty/Staff members in conference for paper presentation for the period up to 15-05-2015.

The details of faculty participation in Conferences were presented in the meeting

Table 2.5.3 The details of faculty participation in conference for paper presentation

SI No	Name & Department	Conference details	Held at	Paper name	Expenses	Date
1	Smitha C K, EIE	IEEE SPICES-2015	NIT Calicut	'Analysis of fractal Dimension of EEG signals under mobile phone radiation'	7500	19/02/2015 to 21/02/2015
2	Firozmon A M	ICCEECON 2K15	Christ Knowledge City Mannoor	Hydrologic study of flood prone drains in Calicut city with the help of SWMO	5411	22/04/2015
3	Jithendra K.B	ICNIC 2015	Bangalore	Elastic serial substitution box for block ciphers	12000	18/05/2015 to 20/05/2015

BoG ratified the expenditure incurred for participation of faculty/staff in conference for paper presentation.

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

Table 2.5.4 The details of faculty/staff who started to refund the amount in installments.

SI No	Name	Designation and Department
1	Dhanya V	AP, IT
2	Deepthi K	AP, CSE
3	Aruna A.S	AP, CSE
4	Saji K.Vattathu	Librarian
5	Sindu P.V	Librarian
6	Aneesh K.P	Tradesman, CSE

- i. Mr. Biju.N.R is now working in CE, Thalasseri and Mr.Navas.K.is working in CE, Punnapra. The memos were issued to both through proper channel and they expressed their willingness to refund the money in installments.
- ii. Mr. Sajan.C.P, Instructor, Dept. of Civil Engineering did not give any reply so far.

BoG approved the refund of money by faculty/staff in installments. Bog also directed forward the case of Mr.Sajan C.P to CAPE for further actions.

ItemNo 2.6/BoG 14 : Approval of the In-house and outstation programmes for faculty and staff for the period up to 31st August 2015

2.6.1 In house Programs

The details of future In house programs for next 3 months were presented in the meeting.

Table 2.6.1 In House programs planned up to August 2015

SI No.	Title of the program	Department	Duration and Tentative Dates	Coordinator	Expected Expense (Rs)
1	FDP on Data Mining Applications in IT Enabled services	IT	6 days 01/08/2015 to 07/08/2015	Dhanya V Asst. Professor Dept. of IT	120000
2	FDP on speech and image processing	Electronics and Communication Engg.	6 days 10/08/2015 to 15/08/2015	Mustafa T A Asst. Professor Dept. of ECE	1,25,000
3	Workshop on Industrial Automation using PLC/SCADA	EIE	5day 27/07/2015 to 31/07/2015	Rohithram.T Asst.Professor Dept.of EIE	150000
4	FDP on Cloud Computing Techniques	Computer Science & Engineering	6 days 11/8/15-15/8/15	Dhannya A K Asst. Professor Dept. of CSE	1,20,000
5	FDP on Advanced trends in power system protection	Electrical and Electronics Engineering	5 day 20/07/2015 to 24/07/2015	Ajisha S Asst. Professor Dept. of EEE	1,50,000
6	Research documentation using Latex	Institutional	02/07/2015 to 04/07/2015	Ratheesh.P.M Asst. Professor Dept. of EEE	60,000

BoG approved the expected expenditure for conducting in house program listed in Tables 2.6.1.

2.6.2 Out Station Programs

The details of future outstation programs for next 3 months were presented in the meeting.

Table 2.6.2 out station programs planned up to 30th August 2015

SI No	Name of Faculty	Department	Title of the Program	Dates of Program	Institution	Registration Fee
1	Preetha R D	EC	Design and analysis of efficient antennas for Wireless communication	25/05/2015 to 30/05/2015	IIT Kharagpur	15000
2	Jisha M.V	EC	Design and analysis of efficient antennas for Wireless communication	25/05/2015 to 30/05/2015	IIT Kharagpur	15000
3	Shibili T	CSE	Research methodology for science engineering and management	25/05/2015 to 30/05/2015	NIT Calicut	7500
4	Linda Sebastian	CSE	Research methodology for science engineering and management	25/05/2015 to 30/05/2015	NIT Calicut	7500
5	Ragi R G	ECE	Research methodology for science engineering and management	25/05/2015 to 30/05/2015	NIT Calicut	7500
6	Shanavas K P	MECH	Research methodology for science engineering and management	25/05/2015 to 30/05/2015	NIT Calicut	7500
7	Deepa R	MCA	Research methodology for science engineering and management	25/05/2015 to 30/05/2015	NIT Calicut	7500
8	Rajesh T.P	EC	Study of C Program	25/05/2015 to 20/06/2015	KELTRON ,Calicut	5000

BoG approved the proposal for faculty participation in outstation programs for the next three months.

ItemNo 2.7/BoG 14 : Ratification/Approval of Reimbursement of fee for PhD/M.Tech

2.7.1 Re imbursement of M.Tech/PhD tuition fee

The details of M.Tech/PhD fee refund were presented in the meeting

Table 2.7.1 Details of Reimbursement of M.Tech/PhD tuition Fee

SI No	Name of Faculty	Department	Course (PhD/M.Tech)	Institution	Semester	Date	Amount (Rs)
1	Rinju Balu	Applied Science	Phd	NIT Calicut	VIII	13/04/2015	9495
2	Mubeen M	Applied Science	Phd	NIT Calicut	X	13/04/2015	9495
3	Shibili T	CSE	Phd	Kannur University	Registration fee	26/02/2015	5000

BoG ratified the amount spent for the reimbursement of M.Tech/PhD fe detailed in Table 2.7.1.

2.7.2 Re imbursement of M.Tech examination fee

The details of M.Tech examination fee refund were presented in the meeting

Table 2.7.2 Reimbursement of M.Tech/PhD Examination Fee

SI No	Name of Faculty	Department	Course	Semester	Institution	Date	Fee in Rs
1	Nithya A K	CSE	M.Tech	1	CUSAT	04/03/2015	2785
2	Anupama K	IT	M.Tech	1	CUSAT	10/03/2015	2785
3	Akhila M	CSE	M.Tech	1	CUSAT	06/05/2015	2785
4	Nithya A K	IT	M.Tech	II	CUSAT	20/03/2015	2785
5	Akhila M	CS	M.Tech	II	CUSAT	10/03/2015	2785
7	Anupama.K	IT	M.Tech	II	CUSAT	20/03/2015	2785

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

ItemNo 2.8/BoG 14 : Report of IIC Activities and Approval

The details of III programs conducted post 13th BoG meeting were presented in the meeting

Table 2.8 III CELL Programs Conducted after the 13th BoG Meeting

SI No	Title of the program	Department	Duration and Dates	Coordinator	Expense incurred (Rs)
1	Expert talk on 'Software testing and tools'	CSE	02/03/2015	Linda Sebastian	4650
2	Expert talk on software testing methods and tools	IT	20/02/2015	Anish A Aziz	5075
3	Expert talk on 'Tools to develop an embedded industry'	EEE	16/02/2015 to 18/02/2015	Nithin T	19370
4	Expert talk on PLC,DCS and SCADA	CE	16/03/2015 to 19/03/2015	FirozMon	32505
5	Expert talk on designing and planning of building using traditional architecture	CE	04/03/2015 to 06/03/2015	Soumyan K	45180
6	Expert talk on overview of server administration and python programming	IT	15/03/2015 & 16/03/2015	Shejina V	7329
7	Expert talk on Tools to develop an embedded industry	EEE	16/02/2015 to 18/02/2015	Nithin T	19370

BoG ratified the exact amount spent for III cell activities detailed in 2.8.

ItemNo 2.9/BoG 14 : Report of programmes under EAP.

The details of remedial classes engaged post 13th BoG meeting were presented in the meeting

Table 2.9 Details of Remedial Classes engaged

SI No	Faculty Name	Department	Semester	Subject	No of Hours	Date	Total Honorarium
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1	Debasis Maharana		S8-EIE	Control System	9	25/09/14,13/12/14, 24/01/15	5400
2	Shanthini K A	CSE	S4	CS 1406 Data communication	6	14,21,28 of Feb 2015	3600
3	Aswathi Mohan	CSE	S4	CS 1404 automate language and computation	9	14,21,28 of Feb 2015	5400
4	Anish A Aziz	IT	S4	Database management Systems	6	14,17,21,28 of Feb 2015	3600
5	Sidhik A	IT	S4	Data & Computer Networking	10	14,17,21,28 of Feb 2015	6000
6	Jyothi P	CSE	S4	Mathematics	6	21,22 of March 2015	3600
7	Mubeen M	Applied Science	S1-S2	Engineering Mathematics	2	12/01/2015,13/01/2015	1200
8	Dr.Babitha K V	Applied Science	S1-S2	Engineering Mathematics	3	06,07,08 th of Jan 2015	1800
9	Shanavas K P	ME	S1-S2	Engineering Mechanics	2	12,14 th of Jan 2015	1200
10	Shijith K	ME	S1-S2	Engineering Mechanics	2	05,06 th of Jan 2015	1200
11	Abhilash	EEE	S1-S2	Basic Electrical Engineering	2	12,14 th of Jan 2015	1200
12	Nithin T	EEE	S1-S2	Basic Electrical Engineering	2	05,06 of Jan 2015	1200
13	Sidhik A	IT	S1-S2	Computer Programming	4	05,06,07,08 of Jan 2015	2400
14	Nithin I K		S1-S2	Engineering Graphics	21	21,22,28 of Feb 2015,21,22 of March 2015 11 and 18 th of April 2015	12600

15	Nithin Narayanan		S1-S2	Engineering Graphics	15	28 th Feb 2015 07,14,15 of March 2015 and 11 th April 2015	9000
16	Afeef Abdul Azeez	Mechanical Eng	S1-S2	Engineering graphics	3	18/01/2015	1800
17	Neena M.K	CS	S8	Securing Computing	7	13,14,15,17 th of Jan 2015	4200
18	Muhammed P C	CS	S8	Artificial intelligence	7	20,21,22,29,31 of Jan 2015	4200
19	Rinju Balu	Applied Science	S1-S2	Engineering Mathematics 1	12	27,28 th of April 2015	7200
20	Dr.Babitha K V	Applied Science	S1-S2	Engineering Mathematics	12	24,25 th of April 2015	7200
21	Mubeen M	Applied Science	S4	Engineering Mathematics	8	23,24 th of April 2015	4800
22	Rinju Balu	Applied Science	S4	Engineering Mathematics	3	25/04/2015	1800

BoG ratified the expenditure incurred for the EAP activities post the 13th BoG meeting.

ItemNo 2.10/BoG 14 : Report of Expenses under IOC.

The details of major IOC expenses incurred for different activities post 13th BoG meeting were presented in the meeting

Table 2.10 Details of expenses under IOC

Sl No	Department	Purpose	Amount	Date at which work done	Name of the person	Amount sanctioned date
1	EIE	To attend the planning meet organized by ICT Academy	1646	23/04/2015	Rohith Ram	

		of Kerala				30/04/2015
2	MECH	To attend the TEQIP II -7 th review meeting at Trivandrum.	2674	24/04/2015 to 25/04/2015	Dr.Joseph.O.A	30/04/2015
3	EC	To attend the TEQIP II -7 th review meeting at Trivandrum.	2356	24/04/2015 to 25/04/2015	Prapu Premnath	30/04/2015
4	CE	To attend the TEQIP II -7 th review meeting at Trivandrum.	2356	24/04/2015 to 25/04/2015	Firoz Mon	30/04/2015
5	CE	Expenses incurred for reinstalling the software 'STAAD PRO & PRIMAVERA'	3933	17/04/2015	Surya T V	20/04/2015
6		Expenses incurred for taking printouts and binding documents for NBA accreditation visit.	8360	26/03/2015 to 28/03/2015	Arun R Chandran	07/04/2015
7		Expenses incurred for purchasing box files for NBA accreditation purpose	16000	26/03/2015 to 28/03/2015	Arun R Chandran	27/02/2015 (not closed)
8	TEQIP	Renewal of Tally ERP 9 subscription charges	4045	06/03/2015	SRS Infocom	20/03/2015
9	TEQIP	Service renewal Tally ERP 9	4000		SRS Infocom	20/03/2015
9		To attend Rajagiri School of Engineering & Technology for NBA accreditation purpose	1608+1608+2258=5474	06/02/2015	Anish A Aziz,Ratheesh P M,Dhanya A K	10/03/2015
10		Expenses incurred for NBA accreditation.	32430	26/03/2015 to 28/03/2015		31/03/2015
11		Expenses for video recording for NBA	12500	26/03/2015 to		30/03/2015

		accreditation		28/03/2015		
12		Expense incurred for travelling and accommodation for NBA VISIT	21270	27/03/2015	Dr.C.S.Sridhar	31/03/2015
13		Expenses incurred for travelling allowance for NBA visit	600	27/03/2015	Dr.N.K.Narayanan	30/03/2015

BoG ratified the expenditure incurred under IOC post the 13th BoG meeting.

ItemNo 2.11/BoG 14 : Financial Reporting

The details of expenses made in different heads of TEQIP Project Phase II so far were presented in the meeting. The MFMR of the month April 2015 is attached as Annexure III

Table 2.11 Details of expenses

Sl No	Head	Allotted amount (lakhs)	Amount spent (Lakhs)
1	Procurement	550	532.50
2	FSD	100	46.07
3	Academic Support	40	9.49
4	R&D	20	1.84
5	Capacity Enhancement	30	9.13
6	Reforms	20	12.93
7	III Cell	40	7.82
8	Assistantship	100	0
9	IOC	100	40.64
	TOTAL		660.42

BoG verified and ratified the expenses made in different heads of TEQIP Project Phase II up to 20th May 2015.

ItemNo 2.12/BoG 14 : Key performance Indicators

The status of Key Performance Indicators were presented in the meeting by Dr. O.A Joseph

Table 2.12 status of Key Performance Indicators

I	Autonomy (obtained or applied to UGC with no objection from university and state government)	Applied to UGC with no objection from university and state government.
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		For details Please see Annexure IV
II	Minutes of meeting of Board of Governors taking place in last 4 months published on the institution's website	Completed and Published in the college web site www.citv.ac.in
III	NBA accreditation (55% accredited or applied for)	Visit of NBA Accreditation team had been completed for 4 programmes out of total six programmes. For details, Please see Annexure V
IV	Statutory audit completed(2013-14)	Completed For details, Please see Annexure VI
V a	Submission of revised IDP for 2016 with updated target indicators	Completed For details, Please see Annexure I
V b	Completion of governance development plan and timeline for completion of institutional governance guidelines, approved by governing body and published on institutional website	Completed See attached – GDP For details, Please see Annexure II
VI	Commitment of 100% of funds received	Completed See revised IDP attached Annexure I
VII	Expenditure of at least 50% of total funds received	Yes For details, Please see Annexure VII Confirmation certificate from bank
VIII	Procurement plan to cover 100% of planned procurement expenditures	Completed (as per PMSS)
IX	Completion of all data input into the MIS for 2013-14	Completed

BoG verified the Key Performance Indicators.

The meeting adjourned at 1.30 pm

Chairman

Dr.C.S.Sreedhar

Principal

Dr.O.A.Joseph