
TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME [TEQIP]

PHASE –II



AGENDA FOR THE FIRST BOARD OF GOVERNERS MEETING

TO BE HELD ON 22nd JUN 2013

UNDER

SUB COMPONENT 1.1: STRENGTHENING INSTITUTIONS TO IMPROVE LEARNING
OUTCOMES AND EMPLOYABILITY OF GRADUATES



COLLEGE OF ENGINEERING ADOOR
Manakkala. P.O, Adoor, Pathanamthitta-691551



Agenda Items

- BG 1.1 Ratification for Institutional Development Plan (IDP) submitted in September 2012
- BG 1.2 Ratification for the application for academic autonomy submitted to UGC through Cochin University
- BG 1.3 Approval of various Committees for TEQIP implementation
- BG 1.4 Approval for Institutional Procurement Plan (IPP) to be submitted to NPIU
- BG 1.5 Approval for the Institutional Procedure for initiating the Packages in the Procurement Plan
- BG 1.6 Approval of revised Procurement plan
- BG 1.7 Ratification for Faculty Development Programme on “Recent Trends in Renewable Energy Systems”.
- BG 1.8 Approval of Faculty and Staff Development Plan for the next six months
- BG 1.9 Approval for Teaching Assistantship
- BG 1.10 Constitution of Industry-Institution-Interaction Cell (I-I-I-C)
- BG 1.11 Constitution of Finishing School
- BG 1.12 Travelling Allowance/ Daily allowance (TA/DA) rules for the various purposes under TEQIP-II.
- BG 1.13 Expenditure for publication of research papers in referred journals:
- BG 1.14 Hospitability and honorarium:
- BG 1.15 Guidelines for claiming reimbursements for Faculty Development Programmes:
- BG 1.16 Approval for recruiting manpower- Data entry operator & Account cum Clerk on contract basis.
- BG 1.17 Any Other Matters

FIRST MEETING OF BOARD OF GOVERNORS

DATE & TIME: 22/06/2013 AT 10:00 A.M.

VENUE: THE CONFERENCE HALL, COLLEGE OF ENGINEERING ADOOR

AGENDA

BG 1.1 Ratification for Institutional Development Plan (IDP) submitted in September 2012

College of Engineering Adoor has submitted the Institutional Development Plan for TEQIP-Phase II Project under the subcomponent 1.1 Strengthening Institutions to Improve Learning Outcomes and Employability of Graduates. The IDP is placed before the Board of Governors for ratification.

BG 1.2 Ratification for the application for academic autonomy submitted to UGC through Cochin University

College of Engineering Adoor has submitted the application for academic autonomy to UGC through Cochin University of Science and Technology. The Proposal submitted for academic autonomy is hereby placed before the BoG for ratification.

BG 1.3 Approval of various Committees for TEQIP implementation

The various committees are constituted for the implementation of the TEQIP –II Project in the College (Attached as Annexure-I). It is placed before the BoG for its approval. Principal may be authorized to form sub-committees as and when required

BG 1.4 Approval for Institutional Procurement Plan (IPP) to be submitted to NPIU

College of Engineering has uploaded the institutional procurement plan (up to March 31, 2014) in the PMSS (Procurement Management Support System) on 15/06/2013 as instructed by SPFU, Kerala. The Institutional Procurement Plan will be submitted to NPIU, after the review discussion to be held with SPFU officials on 24/06/2013, for final approval. The procurement plan is placed before the Board of Governors for approval. (Attached as Annexure II)

BG 1.5 Approval for the Institutional Procedure for initiating the Packages in the Procurement Plan

It is required to frame guidelines for initiating the packages in the IPP. The proposed guidelines are attached as Annexure-III.

BG 1.6 Approval of revised Procurement plan

As per the information from SPFU, change in the Procurement Plan of goods and works under TEQIP-II can be made with the approval of the BOG of the project institution and there is no need to get it approved from SPFU or NPIU. The later revision in the Procurement Plan of goods and works, if any, approval may be given to approve the same by the Principal of the college and ratify the same in the next meeting of BOG.

BG 1.7 Ratification for Faculty Development Programme on “Recent Trends in Renewable Energy Systems”.

A Faculty Development Programme on “Recent Trends in Renewable Energy Systems” was jointly organized by Department of Mechanical Engineering & Department of Electrical and Electronics Engineering under TEQIP Phase-II from June 10-14, 2013. The programme schedule of the FDP and the expenditure statement are attached as Annexure-IV. It is placed before the Board of Governors for ratification.

Details of the FDP is given below

Organizing Departments	Title of the FDP	Duration	Expenditure
1. Mechanical Engineering 2. Electrical and Electronics Engineering	“Recent Trends in Renewable Energy Systems”.	June 10-14, 2013	Rs. 84, 500

BG 1.8 Approval of Faculty and Staff Development Plan for the next six months

The faculty and staff development programmes, as the training need analysis, for the next 9 months of the project period is hereby placed of BoG.

Sl No	Program	Nature of the Program	Organizing Department	Duration	Dates	Expected Expenditure
1	Recent Trends in Renewable Energy Systems	STTP	ME/EEE	5	10/06/2013 - 14/06/2013	85000
2	Information and Communication System Security	STTP	EC	3	26/06/2013 - 28/06/2013	60000
3	Productivity and Energy Efficiency for Sustainable Development	STTP	ME	5	22/07/2013 - 26/07/2013	90000

Agenda for first BoG meeting to be held on 22-06-2013

4	A gentle introduction to Computational Fluid Dynamics	STTP	ME	5	9/09/2013 - 13/09/2013	130000
5	Mechatronics	STTP	ME/EC	3	27/11/2013 - 29/11/2013	95000
7	Finite Element Methods with ANSYS	Workshop	ME	3	4/12/2013 - 6/12/2013	150000
8	Demystifying Engineering Mathematics - Mech Engg - 1	Workshop	ME	2	7/08/2013 - 8/08/2013	30000
9	Demystifying Engineering Mathematics - Mech Engg - 2	Workshop	ME	2	17/10/2013 - 18/10/2013	30000
9	Nanotechnology - Scope & Concerns	STTP	ME	3	6/01/2013 - 10/01/2013	135000
10	Machine vibration analysis	workshop	ME	3	28/09/2013 - 30/09/2013	100000
11	Reinventing Engineering Mechanics - I	Workshop	ME	2	29 July 2013 - 30 July 2013	25000
12	Reinventing Engineering Mechanics - II	Workshop	ME	2	3 Oct 2013 - 4 Oct 2013	25000
F	Exploring Linux Internals	Workshop	CS	3	10/7/2013 12/7/2013	120000
17	Advanced Concepts in Data Structures	FDP	CS	4	24/09/2013 27/09/2013	150000
18	Networking and Server Administration	Workshop	CS	3	20/11/2013 22/11/2013	150000
19	Image processing	FDP	CS	3	27/01/2014 29/01/2014	120000
23	Open source Technology	Workshop	CS	3	5/11/2014 7/11/2014	120000
24	PLC and SCADA	STTP	EC	5	25/7/2013 29/7/2013	125000
25	Electromechanics	STTP	EC	5	25/11/2013 29/11/2013	125000
26	Research methodology	STTP	ME/EC	3	14/12/2013 16/12/2013	75000

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27	Introduction to MATLAB	Workshop	EC	2	3/1/2014 4/1/2014	50000
28	Understanding LABVIEW	Workshop	EC	2	16/2/2014 17/2/2014	50000
29	VLSI techniques	STTP	EC	3	11/9/2013 13/9/2013	75000
31	Nanoelectronics	STTP	EC	3	26/8/2013 28/8/2013	75000
32	Robotics	Workshop	EC	2	25/3/2014 26/3/2014	50000
35	Hands on training to PCB fabrication(supporting staff)	Workshop	EC	2	9/1/2014 10/1/2014	50000
36	Hands on training on modern communication lab equipments(tech staff)	Workshop	EC	3	1/2/2014 2/2/2014	75000
37	Embedded lab tools and techniques (tech staff)	Workshop	EC	2	11/10/2013 12/10/2013	50000
38	Recent trends in Mathematical modeling of Engineering Problems	Two day training programme	AS	2	8/1/2013 to 9/1/2013	75000
39	Mathematical foundation for engineering applications	In house Workshop	AS	1	25/09/2013	20000
40	One day seminar on application based mathematics	National Seminar	AS	1	25/09/14	75000
41	E content development	3 day workshop	AS	3	28/10/13 to 30/10/2013	90000
42	Effective teaching methodologies	Two day seminar	AS	2	13/12/2013 to 14/12/2013	75000
43	Nanotechnology	Seminar	AS	1	07/10/13	40000
44	Applications of electromagnetic theory	FDP	EEE	4	9/9/2013 to 12/09/2013	150000
45	Effective teaching, learning, Personality development and pedagogical approaches in	FDP	EEE	5	4/11/2013 to 8/11/2013	150000

	technical education					
46	Power Electronics Applications	FDP	EEE	5	19/08/2013 to 23/8/2013	150000
47	Smart Grid- Challenges and opportunities	FDP	EEE	5	13/01/2014 to 17/8/2013	150000
48	Library Automation using KOHA	Workshop	Library	2	15/07/2013 to 16/07/2013	50,000
49	Library Digitalization	STTP	Library	4	19/10/2013 to 22/10/2013	2,00,000

BG 1.9 Approval for Teaching Assistantship

Teaching Assistantship will be provided to the Non-GATE and Non-Sponsored Full time M.Tech. students under TEQIP –II as per the following guidelines. The objective of the programme is to increase the enrolment in PG programmes in engineering disciplines.

The proposed guidelines for the award of teaching assistantship is hereby placed before the BoG for approval

GUIDELINES FOR THE AWARD OF TEACHING ASSISTANTSHIP FOR FULL TIME M.Tech STUDENTS

Teaching Assistantship will be provided to non-GATE and non-Sponsored Full time M.Tech students under TEQIP –II as per the following guidelines. The objective of the program is to increase the enrolment in PG program in engineering disciplines. The eligible students will be offered assistantship with effect from 1/7/2013. It will be for a maximum period of 22 months or the course period whichever is less, subject to the availability of funds and satisfactory academic progress.

Amount of assistantship for students pursuing PG programs

Program	Rate of Assistantship
M.Tech	Rs 6000/- per month for a maximum period of 22 months

GUIDELINES AND ELIGIBILITY CRITERIA:

The students enrolled for full time M.Tech Program in Engineering disciplines as per the prevailing institution/university norms and regulations shall be eligible for the assistantship subject to the fulfillment of the following conditions.

1. The student must be an Indian National.
2. The student enrolled for REGULAR (Full Time) M.Tech program shall only be eligible. In the event of his/her conversion from full time to part time, the assistantship ceases to continue.
3. Students receiving assistantship/scholarship from any other funding agencies will not be eligible for teaching assistantship under TEQIP-II.
4. Students admitted to M.Tech programs through sponsored quota shall not be eligible for assistantship under TEQIP-II.
5. The students receiving assistantship will be required to devote 8 hours per week to work as teaching/research assistant in the respective departments. This includes handling tutorials, laboratory classes, development and maintenance of laboratories, assistance in research and development activities undertaken by faculty members, maintenance and operation of lab equipment. The monthly teaching assistantship will be released subject to the satisfactory certification by the HOD concerned.
6. Continuation of payment of assistantship is subject to obtaining the pass grade in all the courses of the semester in the first attempt only. In exceptional cases fifty percent of the assistantship may be extended, till the student clears the failed courses, subject to favorable recommendations by the HOD and acceptance of the same by the BOG. Once the student clears all backlog courses, he becomes eligible for receiving 100% assistantship.
7. The student needs to sign daily in the attendance register maintained in the department and must satisfy all the academic requirements set by the Institution/University.
8. The student must abide by the CONDUCT RULES of the institute. If any recipient of the teaching assistantship is found to be guilty of any malpractice and is awarded with punishments, the continuation of assistantship shall be discontinued with immediate effect.

BG 1.10 Constitution of Industry-Institution-Interaction Cell (I-I-I-C)

As per the TEQIP-II Project Implementation Plan (PIP), Industry-Institution-Interaction Cell (I-I-I-C) is required to be constituted in order to execute the work smoothly.

Guidelines regarding the constitution of Industry-Institution-Interaction Cell are hereby reproduced.

For the Cell to function smoothly and to meet its objectives effectively, I-I-I-C must have some core staff. The core staff should include a Coordinator (not less than an Assistant Professor) from the institution. The Cell should meet at least twice per semester. The proposed composition of the Cell is as following:

- a) Director/ Principal of the institution - Chairman
- b) HOD and one faculty from each department - Member
- c) Two Members from Industry/ Entrepreneurs of the region - Member
- d) Training and Placement Officer - Member
- e) Coordinator of the Cell - Convener

Accordingly, the TEQIP unit proposes the following constitution of I-I-I cell:

Chairman: Principal of the Institution

Coordinator: Anver Sadath A, Assistant Professor, Department of Mechanical Engineering

Members:

All Heads of the Departments

Venkitaraj KP, Assistant Professor, Department of Mechanical Engineering

Madhu AK Assistant Professor, Department of Mechanical Engineering

Vibesh V Panicker Assistant Professor, Department of Electronics and Communication Engineering

Ajeesh S Assistant Professor Department of Computer Science

Two members from industry –From BOG of the institution

Training and Placement Officer

The activities proposed under I-I-I Cell are attached as ANNEXURE-V

BG 1.11 Constitution of Finishing School

Guidelines regarding the constitution of Finishing School (page 31 of PIP) are hereby reproduced.

“For increasing institutional focus on providing academic and guidance support to the SC/ST/OBC/ academically weak students, all project institutions are required to constitute a Finishing School with a senior faculty as coordinator.

The key activities under the aegis of the Finishing School will be:

- a) Conducting remedial teaching throughout academic sessions for improving transition rate and pass rate of students,
- b) Conducting specialized soft skills and professional skills development training during semester-breaks and vacations (preferably starting from 5th Semester onwards) for increasing employability,
- c) Conducting high intensity training (of at least 4-weeks duration) for development of soft and professional skills in the students that graduate but fail to secure any employment, and
- d) Organizing campus interviews and making other efforts to secure employment for graduate engineers that complete the training under activity (c) above.”

The above activities except the (a), are related with the Training and Placement Section.

PROPOSALS FOR APPROVAL

- 1. As part of Institute-Industry interaction, a proposal for setting up an Innovation Lab is hereby placed before the BoG for approval.**

Objective

The Innovation Lab would provide ample opportunities for innovative ideas to flourish and offers the perfect platform for innovative thinkers among students to turn their ideas into products/services. Once an idea is found worthy, the lab would provide the required assistance to realize that idea, which shall include seed money to initiate product development, opportunities to interact with experts in the respective domain, look for financial assistance from government agencies (eg Startup village, TBI etc).

Who runs the Innovation Lab?

The Innovation Lab would be an extension to Industry Institute Interaction Cell. The members of the committee that runs the IIC would be de facto members of the committee that runs the Innovation Lab. In addition to them, experts from Industry and successful entrepreneurs would also be invited to join the committee as mentors. The entire activities of the Innovation lab would be guided and monitored by the Principal and the Heads of the Department.

Application and Selection Process

A team of not more than 5 students cutting across semesters and branches can apply to the Innovation Lab on a prescribed format. The selection committee that scrutinizes the applications comprises of mentors to Innovation Lab and one faculty from each department as deputed by the Heads of the Department. An elaborate set of guidelines/regulations shall be framed to aid the application/selection process after consultation with the mentors.

Points to be discussed:

- i. Permission may be granted to set up an Innovation lab
- ii. Decision on whether seed money can be provided to initiate projects. If seed money can be provided, how much?

2. Proposed guidelines for conducting remedial classes for weak students, submitted for the kind perusal of the BoG.

Rationale

The objective of the remedial classes is to improve the transition rate of students enrolled in the undergraduate (B.Tech) program. Though students of all semesters can undergo remedial classes, the focus will be more on first year students. Because improving the transition rate of first year students tends to improve the transition rates in subsequent semesters, as evident in the previous University examination results.

Implementation

The remedial classes could be conducted effectively only if we have an efficient mechanism in place for prompt monitoring and follow up. The task of identifying ‘academically weak’ students shall be vested on a ‘class committee’, which all classes must constitute. The class committees must convene thrice a semester – within one week of each of the two series tests and one at the end of the semester. The whole process of conducting remedial classes must be closely monitored by the respective heads of the department.

Guidelines

1. Remedial classes should not be offered during regular class hours. The classes must be arranged on holidays or after/before regular class hours.
2. There should be at least 5 students enrolled for a particular course. If not, the respective faculty handling regular courses may give individual instruction to those students.
3. It is compulsory on the part of the students identified as 'weak' in a particular course, to attend the remedial classes, failing which the faculty engaging remedial classes must report the same to the HOD concerned.
4. The respective heads of department would allot an appropriate faculty for handling the remedial classes.
5. The attendance statement along with the topics handled in each class must be maintained and the same must be forwarded to the HOD concerned.
6. The HOD/staff adviser concerned may take feedback from the students attending the remedial classes and communicate shortcomings, if any to the faculty engaging the remedial class.
7. The remuneration for the faculty shall be not more than Rs 600/- per hour, subject to availability of funds and positive recommendation from the heads of the department.

BG 1.12 Travelling Allowance/ Daily allowance (TA/DA) rules for the various purposes under TEQIP-II.

It is proposed that, the TA/DA will be paid for the activities under TEQIP-II will be as per the TEQIP guidelines.

BG 1.13 Expenditure for publication of research papers in referred journals:

The expenses for publication of research papers by faculty members (Regular/Contract) in the journals will be paid from TEQIP fund on recommendation of the HOD.

BG 1.14 Hospitality and honorarium:

(a) The honorarium to consultant for participation in R & D, for delivering Expert lectures, to industry personnel for participation in curriculum development, for organizing and administering CE programmes etc, may be paid Rs. 3000/- (Three thousands per lecture).

(b) Sitting fee for BoG members may be paid Rs. 3000/- (Three thousands only).

(c) Hospitality charges on account of Delivering Expert lectures/ for meetings regarding curriculum development may be paid as per actual but limited to Rs. 3000/- (Three thousands per session).

(d) Hospitality charges for BoG meetings or any other meetings held at the institution levels and for campus interviews, may be paid as per actual.

(e) Honorarium to faculty members for remedial classes may be paid at the rate of Rs. 600/- (Six hundred only) per hour. The remedial classes should preferably be assigned to regular/contract faculty members. Honorarium to class IV employee may be paid Rs. 150/- (Rs. One Hundred and fifty only) per day.

(f) The principal may decide about the Hospitality, Sundry expenses and honorarium regarding any activity not covered above.

1. Expenses towards thesis writing and publication of thesis will be paid as per actual.

2. Expenses for consumables for qualification upgradation within the parent institute will be paid as per actual subject to claimed by concerned faculty/ staff and verified by HODs.

BG 1.15 Guidelines for claiming reimbursements for Faculty Development

Programmes:

(a) Subject Knowledge and research competence upgradation of faculty from engineering disciplines and supporting department as planned through TNA : Course Fee, travel expenses, boarding and lodging and sundry expenses/allowances as per applicable norms and rules when faculty is deputed outstation to another institution (within India or Abroad) for the duration of the course, travel time and the time permitted by the BoG for visits to institutions / organizations of interest and relevance to the faculty in the vicinity of the location of training.

(b) Expenditure on participation by faculty in seminars, conferences, workshops etc. : registration fee, travel expenses, boarding and lodging and sundry expenses/allowances as per applicable norms and rules when faculty is deputed outstation OR to another institution (within India or Abroad) for the duration of the seminars, conferences, workshops etc., travel time and the time permitted by the BoG for visits to institutions / organizations of interest and relevance to the faculty in the vicinity of the location of seminar, workshop or conference .

BG 1.16 Approval for recruiting manpower- Data entry operator & Account cum Clerk on contract basis.

There is a requirement of the following staff in the TEQIP-II cell:

(a) Clerk cum Junior Accountant- 1 No

(b) Data Entry Operator- 1 No

For Government and Government aided institutions including CFIs, the salary of these persons may be booked under Incremental Operating Cost.

Approval for the same may kindly be given.

BG 1.17 **Any other matters**