

**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME,
PHASE II**

**Sub Component 1.1: Strengthening institutions to improve learning outcomes
and employability of Graduates**



7th MEETING OF THE BOARD OF GOVERNORS

Date: 03.10.2015

Time: 10.30 AM

Venue: Conference Hall, College of Engineering Adoor

AGENDA NOTE



COLLEGE OF ENGINEERING ADOOR

Manakkala PO, Adoor

PIN: 691551

Agenda at a glance

Background:

The meeting of Board of Governors is convened regularly to monitor the progress of TEQIP-II activities at CE ADOOR, under Sub component 1.1, with emphasis to procurement and academic activities, and to accord necessary approvals and clearances for the ongoing activities. The 7th meeting of the BOG is to be convened on 03th October of 2015.

The agenda items are given below.

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II	Proposal by Sri. John George for ITSS

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1. Revised IDP
2. Annual Report 2013-14
2. Annual Report 2014-15
4. Data Auditor Report
5. Performance Auditor Report

Part 1-Procedural

1.1 Confirmation of the minutes of the 6th meeting of the BoG held on 18/04/2015

Minutes of the 6th meeting of the Board of Governors held on 18th April 2015 have to be circulated to the members subsequent to the meeting under approval from the Chairman. Minutes are also included herewith as **Annexure I**. The board is requested to confirm the minutes.

Action sought: BoG is requested to approve the Minutes.

1.2 Action taken on the minutes of the 6th meeting of the BoG held on 18/04/2015.

The decisions taken by the Board as recorded in the Minutes of the 6th Meeting of the Board of Governors of the TEQIP Phase II held on 18.04.2015 have been noted and actions have been initiated. A report on the action taken and actions pending is presented in the table given below

Sl No	Decision Taken	Action Taken
1	Ratified the ITSS proposal submitted by Sri. Binulal B R. BoG opined that Sri. Binulal BR may give a presentation to faculty and students about his visit to Japan & Korea.	Conducted a presentation in the topic “Advances in Flow Measurements” to final year M.Tech students. He also explained about the experimental facilities in the field of flow dynamics with ANDONG National University, Korea.
2	Suggested to prepare the annual report on institutional performance and published the same in the website.	Prepared the annual reports for the academic years 13-14 & 14-15 and published the same in the college website.
3	Plan of action for spending the remaining fund has to be prepared and submitted	Prepared the action plan
4	Suggested conducting a national/International conference, preferably in the area of Mechanical Engineering.	Planning to conduct an international conference in the next year

Part 2-Ratifications and Approvals

2.1 Ratification of revised Institutional Development Plan submitted on April 2015.

College of Engineering Adoor has submitted the Institutional Development Plan for TEQIP-Phase II Project under the subcomponent 1.1 on September 2012. This IDP was revised with the following changes and submitted to NPIU.

Action Sought: The BOG may kindly ratify the revisions made in the Institutional Development Plan.

1. Specific objectives

Sl. No	Specific Objectives	Expected results	Current Status	Action Plan	Expected Delivery Time Frame
1	<p>Infrastructure improvements for teaching and learning facilities:</p> <p>To keep in pace with the technological changes, and for the removal of obsolesce, modernization and strengthening of existing labs.</p>	Modernized class rooms which will improve teaching- learning process, increased academic efficiency	<p>Established class rooms & laboratories with multimedia projectors, interactive boards.</p> <p>Also established air conditioned seminar hall & conference room with video conferencing equipment.</p>	<p>More efforts will be taken to increase the number of smart class rooms, seminar halls & conference rooms</p>	June 2016
		Increase in library books for UG & PG, subscription of required journals will enhance the dissemination of knowledge and enrichment of skills	<p>Purchased new text books for UG programmes in ME, EE, EC & CS, and books for existing & new PG Programmes under all departments</p>	<p>Will take necessary steps to further enhance the number of text books available in the main library & department library.</p> <p>Will take necessary steps</p>	June 2016

			Also subscribed the e-journals mandatory as per AICTE requirement.(Science Direct, IEEE, ASME etc.)	to subscribe to e-books & e- magazines	
		Modernization of existing UG Labs of EC, EE, CS & ME departments	Air conditioned computer labs of all department with multimedia projector & interactive board Modern & advanced equipments are purchased through TEQIP in the UG labs of all departments.	Steps will be taken to further improve the facilities	June 2016
		Strengthening labs of existing PG programme	Advanced Thermal & Fluid Research Lab of the existing PG Programme in Thermal Engineering have been strengthened by purchasing new & advanced equipments	The existing PG lab will be further strengthened through the additions of more number of equipments	Dec 2015
		Setting of labs for new PG programmes	Equipments have been purchased through TEQIP for setting ups of lab s for the new PG programmes to be started in EC, EE & CS departments	Steps will be taken up to set the new labs	July 2016
		Transforms College of Engineering Adoor to a centre of excellence	Steps have been taken for transforming the College of Engineering Adoor into a Centre of Excellence	Will sustain the activities for the same	2015-2017
2	Quality improvement of faculty and staff:	All faculty will get the opportunity for undergoing	2 faculty out of 10 with B.Tech enrolled for PG since	Another 3 out of the remaining 8 will join for	2016 – 2018

Training and development of faculty, technical staff, administrative staff is essential for the overall improvement of the institution	PG	the commencement of TEQIP – II	PG by 2016. All the remaining faculty with B.Tech has applied for the QIP scheme and are awaiting admission in a couple of years	
	A minimum of 25% faculty with PG will be enrolled for PhD	6 faculty members (20%) have registered for PhD programs (3 full time and 3 part-time)	All eligible faculty members have applied for the QIP Scheme. At least 2 faculty members will be registering for PhD by 2016	2016-'17
	Faculty training in area of their specialization	25 in-house training programmes, including workshops, seminars, STTPs were conducted till date since the commencement of the TEQIP II. All regular faculty have attended at least two programmes each. Around 50% of the regular faculty have undergone external training in their subject domain	A revised FSD plan has been prepared for the remaining 18 months of the TEQIP project. All the regular faculty will be attending at least one training programme (STTP) at reputed institutes like IISc, IITs etc	2015 - 2016
	Technical staff will get training in their respective technical field	25 % of the regular technical staff have attended external training programs	The remaining technical staff would be send for external training in their respective technical field	2015-'16
	Administrative staff will be equipped with modern management technique, accounting procedures and	20% of the regular Administrative staff have attended external training in their realm of competence	The remaining staff would be send for external training before the end of the project	2015-'16

		office automation	One 3 day workshop was also organized.	period	
3	Introducing new full time PG. programmes & strengthening of existing PG programme: To bridge the gap between the demand and supply of Post Graduates and PhDs in Engineering	Starting & strengthening of PG programmes will enhance the chance for candidates to improve their quality.	Strengthened the existing PG program (M.Tech Thermal Engineering) by upgrading research facilities in the department through the purchase of sophisticated machinery, software and high performance computing facility.	Already initiated steps to start new PG programs in Electronics & Communication and Computer Science.	2017
		Increased opportunity for engineering graduates to enhance their employability and demand in the job market	All the students of the first batch (2012 – '14) was able to find employment in Engineering institutes as faculty engaging undergraduate and graduate courses.	Initiated steps to strengthen research in the college so as to motivate at least 50% of the intake to pursue research after graduation.	2016
4	Enhancement of research and consultancy activities: Increased research activities and undertaking of sponsored projects will be useful for generating more research papers and will enhance the institute-industry interaction	Increased research and consultancy activities	Procured equipments that can be utilized to initiate research activities in all departments. Dept of Mechanical Engineering has already established two research labs	Once the research facilities become fully operational, we look forward to improving the quality of academic research and subsequently trying to engage in consultancy activities.	2018
		Increased number of publications in national and international journals/conferences	23 publications in International conferences and 29 publications in national conferences.	Plan to achieve 5-10 publications in International refereed journals from the research labs that have already been established.	2018
		Undertaking sponsored	None till date	Once the above two	2018

		projects		targets are achieved we'll be able to attract sponsored projects.	
		Increased IRG through research and consultancy	None till date	Once the above three targets are achieved IRG through research and consultancy would increase many fold.	2018
<p>Enhanced Institute-industry interaction:</p> <p>To promote the collaborative programmes with the industry</p>		Starting collaborative training programmes with industry	Have entered into 11 MoUs with companies mostly start-ups. Talks are in progress with these companies to collaborate through joint projects. A Technology Business Incubator has been established.	Plan to make the 11 MoUs fully operational. Once fully functional, MoUs will ensure internships, live projects for students, Joint projects with faculty.	2017
		More training programmes for faculty, technical staff and students	Already conducted 4 programs, with sessions handled by experts from NTPC Kayamkulam, CTS, Infosys, SAIL, Alstom. Conducted a 3-day workshop on entrepreneurship development. The workshop attracted the best resource persons from industry and successful entrepreneurs alike.	More such programs are planned. The students mentored by the faculty, associating with the companies, having MoUs with us, through the TBI would promote collaboration with industry.	2017
		Industrial exposure to academic staff.	Industrial exposure through Industrial visits.	Better exposure planned through realisation of the MoUs.	2017

				Enhanced participation of faculty in the activities of the TBI	
6	<p>Enhanced Management capacity:</p> <p>For improved the efficiency of the system</p>	Training imparted to administrative staff and faculty will increase efficiency of the system	2 faculty members have undergone management training at IIM Kozhikode. One administrative staff has undergone training in office automation, accounting procedures etc	<p>All the remaining faculty members will undergo management training at IIM Kozhikode within the next one year.</p> <p>Similarly the remaining administrative staff will be imparted training in capacity building.</p>	2016
7	<p>Implementation of institutional reforms:</p> <p>To improve the curriculum, student performance quality of teaching-learning process and accreditation of programmes.</p> <p>Major non-academic reforms are exercise of autonomy, establishment of Corpus fund, Faculty development fund, maintenance fund and equipment replacement</p>	Increased learning outcomes and employability	<p>Part of the QEEE project. Conducted pedagogical training programme for the faculty through QEEE. This training program has resulted in better teaching-learning process.</p> <p>QEEE offers self contained packages of topics from the curriculum, and an Industry bridge session, aimed at making the students aware of the requirements of the industry.</p>	<p>Plan to offer more courses/topics from QEEE.</p> <p>Conduct subject specific pedagogy workshops to improve the competence of the contract faculty.</p>	2015-'16
		State of the art curriculum	Limited involvement in framing the curriculum	From the next academic year all the programs will be affiliated to the KTU. This will provide more	2015-'16

fund.			flexibility and freedom in designing the curriculum. This will result in a curriculum that is up-to-date and relevant to the times.	
	Flexibility for students in selecting the electives according to their domain of interest.	All departments offer at least 2 electives to choose from. Some departments offer 3 electives.	More electives will be offered in the curriculum of the various programs under the KTU.	2015-'16
	Improved performance of faculty & students	There is an improvement in the performance of the faculty as evidenced by better student response and improvement in research output. There is Improvement in Student performance, as evidenced by better graduation rate.	Plan to improve the faculty performance through pedagogy training in the subject domain and encouraging R&D activities. Improved faculty performance will translate to better student performance.	2016-'17
	Accreditation of all eligible programmes	Will upload the SAR on 9/5/2015	All the eligible programs getting accredited	2016
	Implementation steps towards autonomy	Application forwarded to UGC	Strengthen the academic and administrative system in the college to ensure a seamless transition to autonomy status.	2018

8	<p>Support to academically & financially weaker students:</p> <p>To conduct remedial classes for the academically weak students for achieving higher overall pass percentage and better quality students, strengthen the support to financially weaker students</p>	<p>Supporting academically & financially weaker students will increase the overall pass percentage and quality</p>	<p>Bridge courses are conducted at the start of the academic session (primarily in Mathematics and Computer programming) – first year</p> <p>Remedial classes are engaged to support weak students. – all semesters</p> <p>These efforts have resulted in improved pass percentages at the end of the course. (around 60%)</p>	<p>Bridge Programs are planned for all Semesters based on the prerequisites for the courses in a particular semester.</p> <p>Strengthening the delivery of remedial classes.</p> <p>Arranging more office hours.</p> <p>All these efforts should improve the graduation rate to around 85%.</p>	2017
		<p>Organizing finishing school will increase the employability of students.</p>	<p>Training programs are conducted for all final year students to equip them to face job interviews with confidence.</p> <p>Through regular conduct of training programs (around 40 – 50 hrs of training) the job offers increased from 6 in 2012 and 43 in 2013 to around 72 in 2014.</p>	<p>Plan to double the job offers the next year. Elaborate training programs are planned.</p>	2016

2. Revised Institutional Project Budget for Sub-component 1.1

(Rs. in Lakhs)

Sl. No	Activities	Project Life Allocation	Financial Year				
			2012-2013	2013-2014	2014-2015	2015-2016	2016-2017 (Up to Project end)
1	Improvement in teaching, training and learning facilities through:	500	-	33.95	31.12		
	i. Starting new PG programmes		-	-	-		
	ii. Modernization and strengthening of laboratories		-	-	-		
	iii. Establishment of new laboratories for existing UG and PG programmes and for new PG programmes		-	157.30	220.74	34.97	
	iv. Modernization of class rooms		-	-	-		
	v. Updation of Learning Resources		-	-	-		
	vi. Procurement of furniture		-	11.43	10.49		
	vii. Establishment/Upgradation of Central and Departmental Computer Centers		-	-	-		

	viii. Modernization/improvements of supporting departments		-	-	-		
	ix. Modernization and strengthening of libraries and increasing access to knowledge resources		-	-	-		
	x. Minor Civil Works	50	-	-	-	50	
2	Providing Teaching and Research Assistantships to increase enrolment in existing and new PG programmes in Engineering disciplines	100	-	9.88	17.72	39.60	32.8
3	Enhancement of R&D and institutional consultancy activities	20	-	-	0.65	15.00	4.35
4	Faculty and Staff Development (including faculty qualification up gradation, and organising/participation of faculty in workshops, seminars and conferences) for improved competence	80	-	8.66	1.91	36.43	33.00
5	Enhanced Interaction with Industry	30	-				

				0.55	0.16	18.19	10.00
6	Institutional Management Capacity enhancement	30	-	2.28	-	16.00	11.72
7	Implementation of institutional academic reforms	50	-	1.12	10.19	24.69	14.00
8	Academic support for weak students	40	-	1.25	1.75	26.00	11.00
9	Incremental Operating Cost	100	-	16.21	9.60	47.20	27.00
	TOTAL	1000	-	242.66	304.33	308.08	144.93

3. Revised Targets against the deliverables

S. No	Deliverables	Base-Line		Targets to be achieved	
		2010-11	2011-12	Current Status	By project closing
1	Number of students registered for a) Masters in Engineering programme b) Doctoral programme in	NIL	NIL	PG - 36 PhD-Nil	PG - 72 PhD-Nil

	Engineering				
2	Revenue from externally funded R&D projects and consultancies in total revenue (Rs. in lakh)	NIL	NIL	NIL	NIL
3	Number of publications in refereed journals/conferences a) National b) International	a) NIL b) NIL	a) NIL b) NIL	a) 29 b) 23	a) 40 b) 40
4	IRG as % of total annual recurring expenditure	103.7	108.4	120	130
5	Number of co-authored publications in refereed journals a) National b) International	NIL	NIL	a) NIL b) NIL	a) 5 b) 10
6	Student credentials a) campus placement rate of UG students PG students (*started in 2012-13 only) b) average salary of placement package for (Rs. in lakh) • UG students • PG students	UG-75% PG-NIL* 4 lakh	UG-50% PG-NIL* 3.5 lakh	UG-20% PG-Nil 3 lakh NIL	UG-70% PG-80% 5 lakh 7 lakh
7	Number of collaborative programmes with Industry	NIL	NIL	0 Have signed 10 MoUs	3

8	Accreditation status (obtained plus applied for)	NIL	NIL	100% Eligible UG & PG programmes	100% Eligible UG & PG programmes
9	Faculty position filled	80% (50% on regular appointment and remaining on 11 months contracts	80% (50% on regular appointment and remaining on 11 months contracts	84.2%	100% (with atleast 60% on regular Appointment and remaining On 11 Months or longer contracts)
10	Percentage of regular faculty having a Masters Degree or a Doctorate Degree in Engineering disciplines	49%	54%	50%	100%
11	Transit rate from 1st to 2nd year for the following: <ul style="list-style-type: none"> • All Students • SC and ST Students • OBC Students • Women Students 	(i) 46.47% (ii) 34% (iii) 38% (iv) 36%	(i) 49.78% (ii) 35% (iii) 29% (iv) 37%	(i) 46.67% (ii) 7.143% (iii) 41.9% (iv) 57.8%	(i) 85% (ii) 50% (iii) 45% (iv) 60%
12	Autonomy status			• Applied to the University for	YES

		NO	NO	forwarding application for autonomous status to the UGC. <ul style="list-style-type: none"> University has forwarded the application to UGC and is under process at UGC. 	
13	Enrolment of faculty with only Bachelor Degree for qualification up gradation	YES	YES	25%	100%

2.2 Ratification of revised Procurement Plan.

As per the syllabus of newly constituted Kerala Technological University, it is required to establish physics, chemistry & civil Engineering labs for first year B.Tech students. It is required to renew the subscription of e-journals for the year 2016. Therefore the institutional procurement plan is revised with the inclusion of the above mentioned requirements. The NPIU has suggested that the institution may revise the procurement plan as per the requirement with the approval of the BOG and informing SPFU. The matter is informed to BOG chairman and SPFU. The revision made in the procurement plan is presented below.

Action Sought: The BOG may kindly ratify the revised Procurement Plan.

Revisions made in Procurement Plan

a. The following packages are cancelled.

Sl. No	Package Name	Method of procurement	Contract Amount (Rs)	Reason for deletion
1	Conference Room Furniture	Direct Contract (DGS&D)	9,39,290.00	Items are not available under DGS&D rate contract
2	Electronic Spring testing Machine	Shopping	2,12,625.00	Equipment supplied by Scientific Enterprises does not match with specifications & hence rejected.

b. The following packages are newly added.

Sl. No	Package Name	Method of procurement	Contract Amount (Rs)	Reason for addition of new package
1	Equipments For Civil Engineering Lab	Shopping	46,950	Required for establishment of new labs as per KTU syllabus
2	Equipments for Physics Lab	Shopping	2,82,000	
3	Equipments for Chemistry Lab	Shopping	4,45,527.88	
4	Elsevier e-journal 2016 subscription renewal	Direct Contract	4,90,000	Current subscription ends on 31 st December 2015
5	ASME e-journal 2016 subscription renewal	Direct Contract	1,70,000	
6	IEEE e-journal subscription renewal 2016	Direct Contract	3,95,000	

c. The following packages are revised.

Sl. No	Package Name	Method of procurement	Contract Amount (Rs)	Reason for revision
1	Server System for EC Dept	Direct Contract	80,000.00	Method of procurement changed from shopping to direct contract
2	Campus Networking Package	Shopping	2,47,500.00	Nine items added for a total estimated cost of Rs. 2,47,500/-

2.3 Approval for the action plan for the remaining project period

As per the directions given by BOG in the sixth meeting held, an action plan is prepared for meeting the remaining fund.

Action sought: The BOG is requested to approve the action plan for the remaining period.

PLAN OF ACTION FOR OCTOBER 2015-OCTOBER 2016

Activities	Sub-Activities	Amount Spent as on 30.9.2015 (Rs. Lakh)	Oct-Dec 2015		Jan-Mar 2016		Apr-Jun 2016		Jul-Sep 2016		Oct-Dec 2016		Total	
			Quantity (Nos.)	Financial Estimate (Rs. Lakh)	Quantity (Nos.)	Financial Estimate (Rs. Lakh)	Financial Estimate (Rs. Lakh)	Quantity (Nos.)	Financial Estimate (Rs. Lakh)	Quantity (Nos.)	Financial Estimate (Rs. Lakh)	Quantity (Nos.)	Financial Estimate (Rs. Lakh)	Quantity (Nos.)
Procurement	Procurement of goods	494.27499	10 packages	28.73									10 packages	28.73
	Civil Work	0	3 packages	27									3 packages	27.00
	Sub-total	494.27499												55.73
Assistantships	Masters students enrolled with TEQIP teaching assistantship	34.94129	23 students	6.9	23 students	6.9	23 students	6.9	23 students	6.9	23 students	2.3	115	29.90

	PhD students enrolled with TEQIP research assistantship												0	0.00
	Others												0	0.00
	Sub-total	34.94129												29.90
R&D	Research projects taken by UG /PG students												0	
	Seed grants for research by faculty												0	0.00
	Research publications in engineering in refereed journals	0.9756	17 students	1	17 students	1	17 students	1	9 students	1			60	4.00
	Organizing conferences on R&D topics						1	10					1	10.00
	Patenting of technologies												0	0.00
	Conducting Workshops and expert talks in R&D topics		3 programmes	1.5	3 programmes	1.5	3 programmes	1.5	3 programmes	1.5			12	6.00
	Sub-total	0.9756												20.00
FSD	Enrollment of faculty with BTech for M.Tech degree	0											0	0.00
	Enrollment of faculty with M.Tech for PhD degree	0.2											0	0.00
	Faculty training in subject domain	1.77	8 programmes	6	8 programmes	6	8 programmes	6	8 programmes	6	4 programmes	3	36	27.00
	Faculty training in pedagogy	1.5	18	1.5	18	1.5	18	1.5	18	1.5	6	0.5	78	6.50
	Organizing in-house training workshops	7.84	6 program	6	6 prog	6	6 prog	6	6 prog	6	3 prog	2	2	26.00

	in teaching/research subjects		mes		ram mes		ram mes		ram mes		ram mes			
	Participation of faculty in outstation seminar/conferences/workshops etc	2.99	6 programmes	6	6 programmes	6	6 programmes	6	6 programmes	6	2 programmes	2	26	26.00
	Training/Development of technical/support staff	0.42	3 programmes	3	3 programmes	3	3 programmes	3	3 programmes	3	1 programme	1	13	13.00
	Others	0											0	0.00
	Sub-total	14.72												98.50
Industry Institute Interactions	Collaborative academic programs: BTech/M.Tech/PhD with industry	0											0	0.00
	Short term workshops with industry	1.55	1 programmes	1	1 programmes	1	1 programmes	1	1 programmes	1	1 programme	1	5	5.00
	Academic networking with industry/research institutions including industry-exposure to teachers and students	0											0	0.00
	Campus placements of graduates (UG & PG)	0.06	3 programmes	3	3 programmes	3	3 programmes	3	2 programmes	2	1 programme	1	12	12.00
	Students internship at industry	0.26											0	0.00
	Joint activities with industry	0												0.00
	Others	0											0	0.00
	Sub-total	1.87												17.00

Capacity development	Exposure/Training of senior teaching/non-teaching members in management capacity development	0.82	5 staff	2.5	5 staff	2.5	5 staff	2.5	5 staff	2.5	2 staff	1	22	11.00
	Others	1.46											0	0.00
Sub-total		2.28												11.00
Reforms	Fee for NBA accreditation	11.24											0	0.00
	Activities / Innovations aiming at improvement in quality of education	0		2		2		2		2		1	0	9.00
	Others Curriculum development	0.26		1		1		1		1		1	0	5.00
Sub-total		11.5												14.00
Academic support for weak students	Support to academically weak students to enhancement their knowledge and skills (approximate no of students - 450 - 550) - Number of courses	4.27	5 courses	5	5 courses	5	5 courses	5	5 courses	5	2 courses	2	22	22.00
	Soft Skill Training programs (No of students)		360	1.5	360	1.5	360	1.5	360	1.5	360	1.5	1800	7.50
	Sub-total	4.27												29.50
Incremental operating cost	IOC	29.82		6		6		6		6		6	0	30.00
GRAND TOTAL		594.65188												305.63

2.4 Approval for the proposal from Prof. John George for attending international conference under ITSS

A proposal received from Sri. John George, Associate Professor in Electrical Engineering Department (In Charge of Principal), College of Engineering Adoor for presenting paper at the IEEE Power and Energy Society ISGT Asia 2015 conference to be held in Bangkok, Thailand from 04.11.2015 to 05.11.2015 under International Travel Support Scheme -TEQIP. The details of the proposal are included as **Annexure IV**.

Action Sought: The BOG is requested to approve the ITSS proposal.

2.5 Ratification of the revision of consolidated pay of Junior Accountant

As per the decision taken in the 7th and 8th meeting of the State Steering Committee of TEQIP II, the posts of Clerk cum Junior Accountant is converted from daily wages basis to contract (consolidated pay). The relevant portion of the minutes of the 7th & 8th SSC meeting are included below

Action Sought: The BOG may kindly ratify the same.

Item No. SSC - K 7- Other Item No. 2: Regarding enhancement of rate of remuneration of TEQIP II daily wages staff in Project institutions.

Considering the requests from several Project Institutions, the meeting decided that if necessary, BoGs of Project institutions may convert the one post of Clerk cum Junior Accountant and the other post of Data Entry Operator from daily wage basis to contract basis and may grant maximum of Rs. 15000/- as consolidated pay per month similar to that of the MIS Data Processing Assistant (vide G.O. (Rt.) No: 1159/2013/H.Edn dated 13.06.2013), on the condition that the minimum qualification and experience for both the posts shall be as stated below.

The Meeting also decided to convert the one post of Data Processing Assistant in SPFU Kerala from daily wage basis to contract basis (as per G.O. G.O(Ms) No. 171/2003/H.Edn dated, 17.12.2003) on similar terms and conditions which also shall be as stated below.

Name of Post	Qualification and experience	Consolidated pay (Rs. Per month)
Data Entry Operator/Data Processing Assistant	Diploma in Computer Science/Engineering/Commercial Practice, or equivalent, with experience in Externally Aided Projects	15000/-
Clerk cum Junior Accountant	B.Com with Computer Application as a subject of study or B.Com and DCA awarded by LBS Centre for Science and Technology/C-DIT, or equivalent, with experience in Externally Aided Projects	15000/-

{Action: SPFU Kerala & Project institutions}

Item No. SSC-K-8.4. Amending the qualifications of Junior Accountant/Clerk at project institutions

The qualification fixed for Junior Accountant at Project Institutions is B.Com with Computer Application as a subject of study or B.Com and DCA awarded by LBS Centre for Science and Technology/C-DIT, or equivalent, with experience in Externally Aided Projects. Institutions are finding it difficult to get people with this qualifications.

Decision: SSC permitted to amend the qualifications as B.Com with Certification in Tally.

Part 3 Reports

3.1 Fund utilization Report

The Fund utilization status for the allotted 550 Lakh is presented in table given below.

No	Activity/Category of Expenditure	Total Budget Provisi on out of Rs. 1000 Lakh	Amount spent as on last BOG (18/04/15)	Amount spent till now (30/09/15)	Improvem ents from last BOG
1	Improvement in teaching, training and learning facilities	Lakh	Lakh	Lakh	Lakh
(a)	Expenditure on ICT enabled learning, related software & hardware.	550.00	33.94425	33.94425	0
(b)	Expenditure on New laboratory for new PG programs		0	0	0
(c)	Expenditure on New laboratory for existing PG programs		51.59045	57.59036	5.99991
(d)	Expenditure on Existing laboratories modernized/strengthened		268.42244	268.42244	0
(e)	Expenditure on Library i.e. books, e-books, journals, e-journals and course specific software		31.13261	51.05402	19.92141
(f)	Expenditure on membership of online journals & consortium		0	0	0
(g)	Expenditure on digitally/virtually accessible courses/subjects		0	0	0
(h)	Expenditure on Modernizing Classrooms		7.94891	7.94891	0
(i)	Expenditure on Procurement of Equipments etc. for Institutes/ TEQIP unit.		72.00337	75.31501	3.31164
(j)	Expenditure on Civil Work		0	0	0
(k)	Othe rs. (Specify if Material)		0	0	0
Sub Total			465.04203	494.27499	29.23296
2	Providing Assistantship for increased enrolment in existing and new PG	100.00	27.6000	34.94129	7.34129
3	Enhancement of R&D and Institutional Consultancy activities	20.00	0.6518	0.97565	0.32385
4	Faculty and Staff Development (FSD)	100.00	10.77379	14.72390	3.95011
5	Enhanced Interaction with Industry	40.00	0.71438	1.86585	1.15147
6	Institutional Management Capacity Enhancement	30.00	2.28294	2.28294	0
7	Academic Reforms	20.00	11.31360	11.50330	0.1897

8	Academic Support for weak students	40.00	2.99167	4.27434	1.28267
9	Incremental Operating Cost	100.00	26.29267	29.81613	3.52346
TOTAL		1000.00	547.66288	594.65839	46.99551

3.2 Report of the progress made in the various activities envisaged in TEQIP Phase II, since the last meeting of the Board of Governors on 18/04/2015

3.2.1 Procurement status

The summary of the procurement activity is as given below.

Sl. No	Procurement Status	No of packages	Amount (Rs in Lakh)
1	Procurement Completed	128	494.27499
2.	Packages Committed	1	2.37772
3.	Purchase order not finalized	5	27.9620358
4	Packages not initiated	10	30.4497788
Total		142	555.0645246

3.2.2 Academic activities

1. External training program in Subject Domain -Faculty

Sl No	Name of the faculty	Dept	Nature of the program	Training Program	Date	No of days	Organizing Institute/organization
1	Suma Jacob	EEE	STTP	Recent Trends in Nanosciences and Nanotechnology	20th April to 1st May 2015	12	Amal Jyothi College of Engineering & Technology Kanjirapally
2	Sanchu S	ME	STTP	Fundamentals of Finite Element Method:	23th to 25th	3	IIT Hyderabad

3	Sujith Kumar P			Overview, Theory and Concepts with Demonstrations	July 2015		
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2. External Pedagogical training programs

Sl No	Name of the faculty	Dept	Training Program	Date	No of days	Organizing Institute/organization
1	Venkitaraj K P	ME	Pedagogical training program	18 th to 20 th June 2015	3	IIT Madras
2	Manu M John	ME				
3	Renjith Kumar D	EEE				
4	Preethimol Selestin	ECE				
5	John George	EEE	Pedagogical training program	27 th to 29 th July 2015	3	IIT Madras
6	Binulal B R	ME				
7	Lasithan L G	ME				
8	Sajeevan M	AS	Pedagogical training program	20 th to 22 th August 2015	3	IIT Madras
9	Syama S R	CSE				
10	Bini B	ECE				
11	Varunlal R	ECE				
12	Vinod Vijayan	ME				
13	Dains K John	ME				
14	Rani Rajendran	ECE	Pedagogical training program	21 th to 23 th September 2015	3	IIT Madras
15	Chithra Ravindran	ECE				
16	Suchithra Chandrasekheran	CSE				
17	Aparna L Raj	CSE				

3.2.3 Teaching and research assistantships

Total number of students availing Teaching Assistantship --- **23**

[14 students from 2014-16 batch and 09 from 2015-17 batch]

Total amount disbursed as on 30/09/2015 (in Rs) --- **Rs. 34,94,129/-**

[The students receive **Rs 6000/-** per month]

3.2.4 Finishing School [Soft Skill Training/Student support programmes, Result Analysis, Transition Rate]

1. Soft Skill Training

ALLIANCE PARTNER	DATES	BATCH	TRAINING TYPE	Expenditure (In Rs)
INFOSYS CAMPUS CONNECT,UR SOLUTIONS BANGALORE	15,16,17 JULY 2015	CS, EEE,EC	SOFTSKILLS	46,337/-
CAREER LAUNCHER TRIVANDRUM	17,18,19 AUGUST 2015	CS,EEE,EC,ME	APTITUDE	41,426/-

2. Student Support Programs

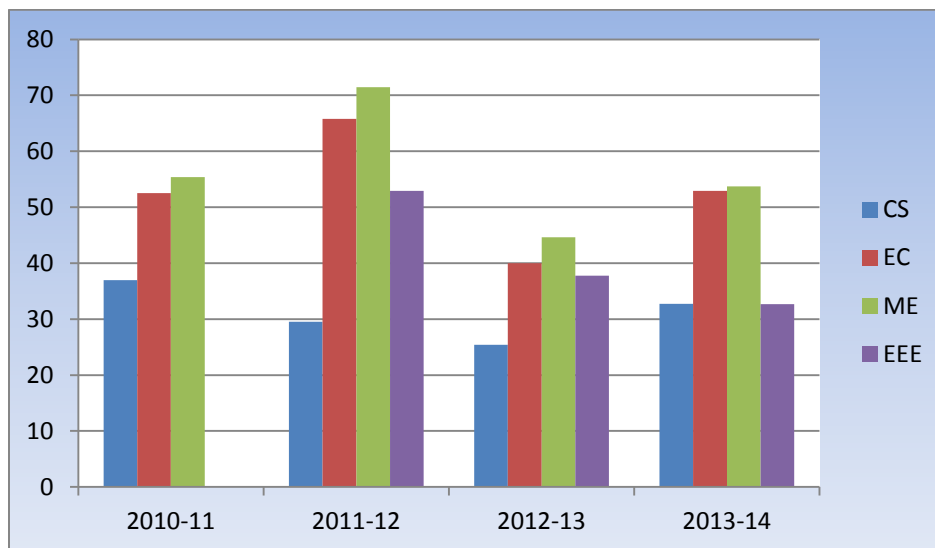
A two days **Workshop** on “**RASPBERRY PI**” was conducted to aware the final year Electronics& Communication students about Python and Raspberry Pi for doing projects on it on **17.09.2015& 18.09.2015**. The sessions were handled by **Mr. Pratheesh V Nair & Mr. Vivek V Babu, Executive Officers, TACHLOG PVT LTD.**

3. Result Analysis

Year of Admission	Sem/ Branch	CS			EC			ME			EEE			Over all %
		appeared	passed	%	appeared	passed	%	appeared	passed	%	appeared	passed	%	
2010-11	I&II	46	17	36.96	118	62	52.54	65	36	55.38				50.22
	III	51	15	29.41	131	49	37.4	72	41	56.94				41.34
	IV	50	13	26	131	39	29.77	72	31	43.06				32.81
	V	50	30	60	131	70	53.44	72	35	48.61				53.36
	VI	50	16	32	131	79	60.31	71	42	59.15				54.37
	VII	50	27	54	131	71	54.2	71	50	70.42				58.73
	VIII	50	34	68	131	82	62.6	71	52	73.24				66.67
	Degree awarded	50	19	38	131	61	46.56	71	41	57.75				48.02

	Pass in Distinct	50	4	8	131	16	12.21	71	14	19.72				13.49
2011-12	I&II	61	18	29.51	117	77	65.81	63	45	71.43	51	27	52.94	57.19
	III	67	36	53.73	128	73	57.03	69	35	50.72	54	27	50	53.77
	IV	67	16	23.88	128	48	37.5	69	23	33.33	54	20	37.04	33.65
	V	67	36	53.73	127	59	46.46	69	61	88.41	53	30	56.6	58.86
	VI	67	42	62.69	127	70	55.12	69	48	69.57	53	29	54.72	59.81
	VII	66	47	71.21	127	90	70.87	69	45	65.22	52	41	78.85	71.02
	VIII	65	48	73.85	127	77	60.63	67	43	64.18	52	39	75	66.56
	Degree awarded	65	37	56.92	127	59	46.46	67	40	59.7	52	28	53.85	52.73
	Pass in Distinct	65	12	18.46	127	22	17.32	67	15	22.39	52	12	23.08	19.61
2012-13	I&II	59	15	25.42	120	48	40	121	54	44.63	53	20	37.74	38.81
	III	64	31	48.44	131	48	36.64	133	55	41.35	58	26	44.83	41.45
	IV	64	27	42.19	131	57	43.51	133	48	36.09	58	27	46.55	41.19
	V	63	22	34.92	130	70	53.85	132	55	41.67	57	30	52.63	46.34
	I&II	55	18	32.73	102	54	52.94	121	65	53.72	52	17	32.69	46.67
2013-14	III	60	18	30	115	41	35.65	137	51	37.23	57	18	31.58	34.69

4. Transition Rate



3.3 Report on visit on Performance Auditor

The Performance Auditor Mr. Suresh Dattatraya Khare, Rtd. Deputy Director of. Technical Education. ,Govt. of Maharashtra and Data Auditor Mrs. Smitha Dharan, Asso. Prof , College of Engg. , Chengannur visited the campus on 13th, 14th and 15th October 2014 for the second auditing of the institution. He interacted with the TEQIP Coordinators, faculty, technical and office staff and UG and PG students. The relevant part of the second performance auditing report is shown below

PERFORMANCE AUDIT FORMS

INSTITUTIONAL PERFORMANCE PROFILE

AUDIT VISIT NUMBER: 1 (2) 3 4
(Circle number of the visit, as appropriate)

NAME OF PERFORMANCE AUDITOR: MR. SURESH KHARE
 DATES OF PERFORMANCE AUDIT: 13TH TO 15TH SEPTEMBER 2014
 NAME OF INSTITUTION WITH LOCATION: COLLEGE of ENGINEERING, ADOOR,
 MANAKKALA, KERALA 691551

PIP REF	INSTITUTIONAL PERFORMANCE PROFILE	OVERALL EVALUATION GRADES
COMPONENT 1: IMPROVING THE QUALITY OF EDUCATION IN SELECTED INSTITUTIONS		
1.1	STRENGTHENING INSTITUTIONS TO IMPROVE LEARNING OUTCOMES AND EMPLOYABILITY OF GRADUATES	03
1.2	SCALING-UP POSTGRADUATE EDUCATION AND DEMAND-DRIVEN RESEARCH AND DEVELOPMENT AND INNOVATION	03
1.2.1	ESTABLISHING CENTRES OF EXCELLENCE	NA
1.3	FACULTY DEVELOPMENT FOR EFFECTIVE TEACHING (PEDAGOGICAL TRAINING)	02
COMPONENT 2: IMPROVING SYSTEM MANAGEMENT		
2.1	CAPACITY BUILDING TO STRENGTHEN MANAGEMENT	02
2.1.1	IMPLEMENTATION OF GOOD GOVERNANCE	02
2.2	PROJECT MANAGEMENT, MONITORING AND EVALUATION	02
INSTITUTIONAL PERFORMANCE PROFILE GRADES AND GRADE DESCRIPTORS		
1.	Substantial evidence of good practice in the quality and standards achieved (Assessment identifies clear supporting evidence for at least 75% of the relevant practices.)	
2.	Some evidence of good practice in the quality and standards achieved (Assessment identifies clear supporting evidence for at least 50% of the relevant practices.)	
3.	Not in place (there may be one of the three primary reasons for this: a) no evidence can be found, b) there is evidence, but it is not of acceptable quality, or c) that there are plans for development but these have not yet taken place - in which case the auditor can indicate the expected date of completion/implementation but the grade should remain 3.)	

NOTE: Supporting evidence: The grade descriptors have two elements: one relating to the amount of the evidence (none, some or substantial); and one relating to the quality of the practice about which the evidence is gathered (is it good quality, or not?). So, for example, a grade of 1 means both that the evidence is good quality and that there is a substantial amount to demonstrate that it is of good quality (75% or more for the practices found).

Action sought: BoG is requested to note the performance report.

Part 4 Any other matter with the permission of the Chair

1. Request from Smt. Vidya S, Data Entry Operator, TEQIP II office, College of Engineering Adoor

A letter has been received from Smt. Vidya S, Data Entry Operator, TEQIP II office, College of Engineering Adoor requesting for converting from daily wages basis to contract basis. As per the 7th meeting of SSC, TEQIP II held on 29/01/2014, the qualifications prescribed for the above post is Diploma in Computer Science/Computer Engineering/Commercial Practice or equivalent. Her qualifications are B.Com and Diploma in Computer Applications (LBS Center).

Action Sought: The BOG is requested to consider this matter.

Part 5 Annexure

ANNEXURE I

Minutes of Sixth Meeting of Board of Governors

Presided by

Hon'ble Chairman: Prof. ELDHO T I

Venue: Conference Hall, College of Engineering Adoor

Date: 18 April 2015 Time: 10.30 A.M

Members Present

- Prof. Eldho T I ,Chairman , BOG
- Dr. V. Gopakumar, Director, TEQIP (Special invitee)
- Sri. M Sherif, Addl Sec., H.Edn, Government of Kerala (State Govt. Nominee)
- Dr. Zakkariya K A, Syndicate Member, CUSAT (University Nominee)
- Dr. Ashaletha Thampuran, Mentor (Special invitee)
- Mr.K.C.Chandrasekharan Nair , Associate Principal Consultant, KITCO, Cochin
- Prof. Manju S Nair, Associate Professor in CSE, College of Engineering Adoor
- Prof. John George, Associate Professor in EEE, College of Engineering Adoor
- Prof. Jyothi John, Principal, College of Engineering Adoor

Also present

- Prof. Venkitaraj K P, TEQIP Coordinator
- Prof. MADHU AK, Academic Coordinator
- Prof. Manu M John , Finance Coordinator
- Prof. Krishnadas G, Accreditation Coordinator
- Prof. Lasithan L G, IIC Coordinator
- Prof. Vibesh V Panicker, Placement Officer
- Prof. Renjith Kumar D, Civil works Coordinator
- Prof. Raji A, Monitoring & Evaluation Coordinator
- Sri. P K Rajendran Nair, Administrative Officer
- Sri. K P Babukutty, Superintendent

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

- Sri. James Joseph, Joint.Sec. Finance, Government of Kerala (State Govt. Nominee)
- Sri. L L Ramachandran, Deputy General Manager IIS, BPCL Cochin Refineries Ltd.
- Dr. Achuthsankar S Nair, HOD, Department of Computational Biology and Bioinformatics, University of Kerala

Agenda

Item No1/BOG6: Procedural Items

- 1.1. Approval of the minutes of the previous BOG meeting
- 1.2. Report on the action on the decisions

Item No.2/BOG6: Ratification & Approvals –Discussion and consideration

- 2.1. Ratification of change in TEQIP Coordinator ship
- 2.2. Ratification of proposal from Sri. Binulal B R for ITSS

Item No.3/BOG6: A Self review

- 4.1. Self review of the Governing Body

Item No.4/BOG6: Reports

- 4.1. Fund Utilization report
- 4.2. Report of the progress made in the various activities envisaged in TEQIP II
 - 4.2.1. Procurement Status
 - 4.2.2. Academic activities
 - 4.2.3. Teaching & research assistantships
 - 4.2.4. Finishing Schools
 - 4.2.5. Activities of IIC Cell
- 3.3. Accreditation Status

Item No.5/BOG6: Any other item

Item No.6/BOG6: Annexure

The Meeting started at 10.30 AM under the presidency of the Prof. Eldho T. I, Hon'ble Chairman Principal Prof. Jyothi John 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 **PROCEDURAL**

Item No 1.1/BOG6: Approval of the minutes of the 6th BOG meeting held on 18.04.2015

Minutes of the sixth BOG meeting held on 18.04.2015 was circulated to the BOG members for confirmation. Based on the discussions, the BOG approved the minutes of the BOG meeting held on 18.04.2015.

Item No 1.2/BOG6: Report on the action on the decisions in the minutes of the 6th BOG meeting held on 18.04.2015.

The Principal explained about the action taken on the decisions in the 6th BOG meeting. The BOG noted the actions taken as reported in the agenda item on the decisions of sixth meeting held on 18.06.2015.

PART 2 **RATIFICATIONS AND APPROVALS**

Item No 2.1/BOG6: Ratification of change in TEQIP Coordinator ship

The Principal explained the reasons for the changes made in Coordinator ship. BOG approved the change in Coordinator ship of TEQIP. **BOG appreciated Sri. John George, Outgoing TEQIP Coordinator for his valuable service and welcomed the new Coordinator.**

Item No 2.2/BOG6: Ratification of proposal from Sri. Binulal B R for ITSS

The Principal explained about the proposal from Sri. Binulal B R, Asst.Prof. in ME Dept for attending the 5th Asian Joint Workshop on Thermo Physics and Fluid Sciences to be held at Japan. Sri. Binulal B R has given a presentation on the visit as per the directions of last BOG meeting. He has explained the report on the visit to Japan and Korea and the BOG has accepted his explanation. BOG opined that he may give a presentation to faculty and students about his visit. BOG ratified the travel plan made by Sri. Binulal B R, Asst. Prof. in ME under ITSS.

PART 3 **A SELF REVIEW**

Item No 3.1/BOG6: Self review of the Governing Body

As decided in the fifth meeting of the BOG held on 30.12.2014, a self review of the BOG has been conducted.

PART 4 **REPORTS**

Item No 4.1/BOG6: Fund Utilization Report

The Principal presented the summary of expenditure as on 30.03.2015. The BOG noted the

expenditure incurred till date, for the allotted fund of Rs.550 lakhs.

Item No 4.2/BOG6: Report of the progress made in the various activities envisaged in TEQIP Phase II, since the last meeting of the BOG.

The Principal presented of the summary of the procurement activities post the sixth BOG meeting. The Principal reported the in-house and out-station training programmes for faculty, publications by faculty in International/National Conferences post the sixth BOG meeting. He reported the teaching and learning assistantships given to PG students, activities under IIC cell and finishing school activities. The progress made under these various activities had been reviewed and approved by the BOG.

BOG placed on record their appreciation of Sri.L.L.Ramachandran and Dr.K.C.C.Nair for their efforts in conducting the workshop on Startup ventures successfully.

Item No 4.3/BOG6: Accreditation Status

BOG analyzed and reviewed the status of accreditation.

PART 5

Any other item with the permission of the chair

The BOG made the following directions

- **The BOG suggested to prepare the annual report on institutional performance and published the same in the website.**
- **Plan of action for spending the remaining fund has to be prepared and submitted in the next BOG.**
- **BOG suggested conducting a national/International conference, preferably in the area of Mechanical Engineering.**

The meeting was dissolved at 1.15 PM. The next BOG meeting will be in the first week of June 2015.

Chairman

Prof. Eldho T I

Principal

Prof. Jyothi John