TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME, PHASE II

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

5th MEETING OF THE BOARD OF GOVERNORS

DATE :30/12/2014

Time : 10:30AM

Venue: HOTEL WHITE PORTICO, Adoor

AGENDA NOTE

COLLEGE OF ENGINEERING ADOOR

Manakkala PO, Adoor

PIN : 691551

Agenda

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 5th meeting of the BOG is to be convened on 30th of December 2014.

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Part 1-Procedural

1.1 Confirmation of the minutes of the 4th meeting of the BoG held on 13/06/2014

Minutes of the 4th meeting of the Board of Governors held on 13th June 2014 have to be circulated to the members subsequent to the meeting under

approval from the Chairman. Minutes are also included herewith as **Annexure 1**. The board is requested to confirm the minutes.

1.2 Action taken on the minutes of the 4th meeting of the BoG held on 13/06/2014.

Part 2-Ratifications and Approvals

2.1 Ratification of change in TEQIP Coordinator ship from John George to Manu M. John, during the absence of the former.

Mr. John George currently pursing PhD at NIT Calicut, availed leave from17.10.2013 to 04.08.2014 and from 10.11.2014 to 29.12.2014. In the absence of John George, the additional duty of the charge of TEQIP coordinator ship is given to the next senior faculty, Manu M John, Assistant Professor in Mechanical Engineering, who was handling the duties of Finance Coordinator.

2.2 Ratification of proposal from Sri. Binulal B.R for ITSS.

A proposal received from Sri. Binulal B R, Associate Professor in Mechanical Engineering Department, College of Engineering Adoor for attending the 5th Asian Joint Workshop on Thermo Physics & Fluid Sciences to be held in Japan from 23.09.2014 to 26.09.2014 for permission under International Travel Support Scheme -TEQIP.

But SPFU Kerala has communicated that, for granting permission under ITSS, the BOG has to approve the proposal received from Sri. Binulal B R. As the proposal from Sri Binulal B R has been received after the last BOG meeting, the BOG Chairman approved the proposal subjected to the norms of TEQIP followed in the college and to be ratified in the next BOG meeting.

The details of the proposal approved from SPFU along with the mail from Chairman are included in the **Annexure II**.

2.3 Ratification of the cancelled packages

The details of cancelled procurement packages and the reasons for cancellation are given below. It is requested that the cancellation of the packages may kindly be ratified by the BOG.

Sl. No	Package Name	Method of procurement	Contract Amount (Rs)	Reason for cancellation
1	ARM trainer kit	Shopping	27,000.00	The price quoted by the lowest responsive vendor is more than 25% of estimated cost.
2	Blue ray disc player	Shopping	12,000.00	Did not find the vendors capable of supplying the items
3	Ceiling Mounting Brackets and Short throw projector	Direct Contract (DGS&D)	198,618.00	No response received from the vendor for the letter of enquiry sent
4	Computer peripherals	Shopping	95,300.00	The firm M/s. Smartsoft, Trivandrum to whom P.O was sent did not supply the items
5	Emergency & Search Lights	Direct Contract	10,000.00	Decided to purchase from institutional fund
6	EPBAX System	Direct Contract	225,000.00	The firm M/s. Digital Automation Pvt. Ltd to whom P.O was sent did

				not supply the items
7	Equipments for making experimental setups in advanced electrical engineering lab	Shopping	233,572.00	All the quotations received were evaluated as technically non-responsive
8	Equipments for strengthening existing setups. (UG Lab)	Shopping	30,500.00	Not received minimum number of quotations
9	High Performance Machines with N-Vidia Quadro GPU	Direct Contract	565,425.00	The firm M/s. Ideal systems, Trivandrum to whom P.O was sent did not supply the items
10	Laptop Computers	Shopping	840,000.00	All the quotations received were evaluated as technically non-responsive
11	Mechanical Workshop Machines	Shopping	130,000.00	Not received minimum number of quotations
12	PCB fabrication facility	Shopping	147,000.00	Package has to be cancelled as the proposal received from the EC dept did not match with the
13	Seminar Hall Chairs	Shopping	369,000.00	All the quotations received were evaluated as technically

				non-responsive
14	Setups for conducting experiments in fluid flow - (Fluid Mechanics Lab-UG)	Shopping	222,000.00	The items supplied by M/s. Micro Technologies Pvt. Ltd, Ambala Cantt were rejected since they found not as per the required technical specifications
15	Special Induction Machines	Shopping	315,800.00	All the quotations received were evaluated as technically non-responsive
16	Spring testing machine	Shopping	400,000.00	The to whom P.O was sent did not supply the items
17	Tablet PC	Direct Contract	217,572.00	No response received from the vendor for the letter of enquiry sent
18	Visual Presenter	Direct Contract	120,000.00	No response received from the vendor for the letter of enquiry sent
19	Wiley e-journal package	Direct Contract	116,702.00	No response received from the vendor for the letter of enquiry sent

2.4 Ratification of the revision made in the procurement plan

The procurement plan is revised with addition of 13 new procurement packages for a total estimated cost of Rs. 4084362. The civil works packages are revised with the deletion of two packages with a total estimated cost of Rs. 2300000.

2.4.1 Ratification of the deleted packages

The details of deleted civil works packages and the reasons for cancellation are given below. It is requested that the deletion of the above civil works packages may kindly be ratified by the BOG.

Sl. No	Package Name	Method of procurement	Contract Amount (Rs)	Reason for deletion
1	Extension , machine foundation works	Shopping	1,100,000.00	Civil works committee decided to drop this package
2	Civil works for smart class rooms	Shopping	1,200,000.00	Civil works committee decided to drop this package

2.4.2 Ratification of new packages

The details of newly added procurement packages and the reasons for inclusion are given below. It is requested that the inclusion of the new procurement packages may kindly be ratified by the BOG.

Sl. No	Package Name	Method of procurement	Contract Amount (Rs)	Reason for Addition of new package
1	ARM Trainer Kit	Shopping	39,000.00	This package was added against the cancelled package
2	Components for Embedded System Lab	Shopping	40,000.00	This package was added against the package which need to be

				cancelled as the actual cost
3	Campus Networking Package	Shopping	350,000.00	New Institutional requirement
4	AICTE 2015 Renewal for ASME e-journals	Direct Contract	160,644.00	Subscription validity ends on 31st December 2014
5	AICTE 2015 Renewal for IEEE e-journals	Direct Contract	371,321.00	Subscription validity ends on 31st December 2014
6	Level Process Controller	Shopping	188,000.00	New requirement from EEE dept.
7	Server Computer For EC Dept.	Shopping	100,000.00	New requirement from EC dept.
8	EPABX & Accessories	Direct Contract	300,958.58	Added against the cancelled package
9	AICTE 2015 Renewal for Elsevier e-Journals	Shopping	484,903.00	Subscription validity ends on 31st December 2014
10	Fire Extinguisher	Shopping	295,245.00	New Institutional requirement
11	Raspberry pi accessories	Shopping	75,000.00	Accessories required for the Raspberri pi purchased.
12	Desktop Workstations	Shopping	740,000.00	Against the package cancelled
13	Conference Room Furnitures	Direct Contract	939,290.00	New institutional requirement

2.5 Approval needed for the proposal for conducting Pre-placement Orientation program and NAC-Tech Assessment facilitation for the college.

A proposal for conducting Pre-placement Orientation program and NAC-TECH Assessment facilitation for the college may kindly be approved by the BOG. The order forwarded by SPFU is as follows:

2.6 Approval of the proposal for the creation of a Technology Incubator at College of Engineering Adoor.

The policies and procedures for the Technology Incubator at College of Engineering Adoor are attached as annexure. The approval of the BoG is requested for it.

2.7 Approval needed for enhancing allowances of employees on daily wages.

As per the comply with the Govt. Order G.O (P) No. 466/2014/Fin dated, 28.10.2014enhancing allowances of employees on daily wages, so that the wages of the Data Entry Operator and Junior Accountant was revised. The details of Government order are included in the **Annexure III.**

2.8 Ratification of fees paid for Accreditation and Report on SAR

2.8.1 Ratification of fees paid for Accreditation

As per the TEQIP II norms, all the TEQIP Institutions are required to meet a set of 8 performance indicators. One of the performance indicators is obtaining NBA accreditation for the eligible UG and PG programmes. The performance indicator in respect of CE Adoor as on 31.10.2014 which has been sent to NPIU is attached as **Annexure IV**. As per the direction from NPIU and SPFU, all the Institutions should apply for accreditation before 30 April 2014. Hence CE Adoor has applied for accreditation of the three eligible UG programmes- Computer Science & Engineering, Electronics & Communication Engineering and Mechanical

Engineering. The Registration fee of Rs. 1,12,360/- and the Accreditation fee of Rs. 10,11,240/- have been paid to National Board of Accreditation on 27.11.2013 and 15.05.2014 respectively. Hence a total amount of Rs.11, 23, 600/- was paid for accreditation.It is requested that the total amount of Rs. 11, 23, 600/- paid as accreditation fees may kindly be ratified by the BOG.

2.8.2 Report on SAR

A Self Assessment Report has to be uploaded in the NBA web site based on which the Accreditation team will visit the campus for assessing the institution. Hence a preliminary SAR has been prepared as directed by the SPFU. The SAR prepared by the EC, CS and ME Departments are included in **Annexure V.**

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 Provision out of Rs. 1000 Lakh	Provision out of Rs. 550 Lakh (Tentative)	Amount spent as on last BOG (13/6/14)	Amount spent till now (22/12/14)	Improvements from last BOG
1	**Improvement in teaching, training and learning facilities**	**Lakh**	**Lakh**	**Lakh**	**Lakh**	**Lakh**
(a)	Expenditure on ICT enabled learning, related software & hardware.	**550.00**	**302.50**	**31.94**	**33.94**	**2**
(b)	Expenditure on New laboratory for new PG programs			**0**	**0**	**0**
(c)	Expenditure on New laboratory for existing PG programs			**16.46**	**51.59**	**35.13**
(d)	Expenditure on Existing laboratories modernized/strengthened			**132.65**	**251.33**	**118.68**
(e)	Expenditure on Library i.e. books, e-books, journals, e-journals and course specific software			**14.74**	**14.74**	**0**
(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			**6.39**	**7.95**	**1.56**
(i)	Expenditure on Procurement of Equipments etc. for Institutes/ TEQIP unit.			**44.58**	**72.00**	**27.42**
(j)	Expenditure on Civil Work			**0**	**0**	**0**
(k)	Others. (Specify if Material)			**0**	**0**	**0**
Sub Total				**246.76**	**431.55**	**184.79**
2	Providing Assistantship for increased enrolment in existing and new PG	**100.00**	**55.00**	**11.24**	**20.16**	**8.92**
3	Enhancement of R&D and Institutional Consultancy activities	**20.00**	**11.00**	**0.02**	**0.04487**	**0.02487**
4	Faculty and Staff Development (FSD)	**100.00**	**55.00**	**8.88**	**9.75724**	**0.87724**
5	Enhanced Interaction with Industry	**40.00**	**22.00**	**0.71**	**0.71438**	**0.00438**
6	Institutional Management Capacity Enhancement	**30.00**	**16.50**	**2.28**	**2.28294**	**0.00294**
7	Academic Reforms	**20.00**	**11.00**	**11.24**	**11.3136**	**0.0736**
8	Academic Support for weak students	**40.00**	**22.00**	**1.25**	**2.73967**	**1.48967**
9	Incremental Operating Cost	**100.00**	**55.00**	**17.19**	**23.46133**	**6.27133**
TOTAL		**1000.00**	**300.00**	**299.57**	**502.02**	**202.45**

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 13/06/2014

3.2.1 Procurement status

The summary of the procurement activity is as given below.

Sl. No	Procurement Status	No of packages	Amount (Rs)
1	Procurement Completed	**113**	**4,31,55,004**
2.	Packages Committed	**12**	**51,31,118**
3.	Purchase order not finalized	**04**	**23,25,958.58**
4	Packages not initiated	**13**	**44,83,403**
Total		**145**	**5,49,95,553.58**

3.2.2 Academic activities

1. ***In-house training programs-subject domain***

Sl No	Particulars	Activity	Department	Coordinator(s)	Dates	No of Days	Expenditure
1	Workshop [PCB Fabrication]	In-house training in Subject Domain	EC	Nisha Rajan	22 July 2014	1	
2	Workshop [XILINX VIVADO DESIGN SUITE]	In-house training in Subject Domain	EC	Rajesh M S	27 August 2014	1	
3	Workshop [Microcontrollers]	In-house training in Subject Domain	EC	Sarojini S Potti	20 November 2014	1	
4	Workshop [Effective technical writing using LaTeX]	In-house training in Subject Domain	CS	Girija V R, Syama S R	16 December 2014	1	

2. External training programs-Faculty

Sl No	Name of the faculty	Depar tment	Nature of the program	Training Program	Date	No of Man days	Organizing Institute/organ ization	Expen diture
1	Renjithkumar D	EEE	STTP	Stochastic Methods in Analysis and processing of Digital Images	4 – 7 June 2014	4	CE Karunagappally	
2	Renjithkumar D	EEE	STTP	Non Destructive Testing	16 – 21 June 2014	6	Govt Engg College Barton Hill	
3	Anoop A	ME	STTP	Computational Fluid Dynamics and its applications	8-12 Decemb er 2014	5	College of Engineering Trivandrum	
4	Rajesh M S	EC	STTP	Research Trends in Semiconductor device modeling and fabrication	8 – 12 Decemb er 2014	5	College of Engineering Cherthala	
5	Sarojini S Potti							

3. External training programs- Technical Staff & Administrative Staff

Sl No	Name of the faculty	Depar tment	Nature of the program	Training Program	Date	No of man days	Organizing Institute/ organization	Expen diture
1	Biji Varghese	CS	Workshop	Linux System Administration	18-22 August 2014	3	Academic Staff College of India, Hyderabad	

4. Pedagogy Training Programs

Sl No	Name of the Program	Nature of the program	Date	No of participa	No of man	Organizing Institute/or	Expendit ure

				nts	days	ganization	
1	QEEE Workshop on “Pedagogy for effective use of ICT in Engineering Education”	Workshop	12 – 14 June 2014 (face to face) 15 June to 23 July 2014 (online) 24 – 26 July 2014 (face to face) **2 weeks (equivalent)**	11* (10 participants + coordinator)	154	**IIT Bombay** (for institutes participating in QEEE project) Remote centre – College of Engineering Adoor	Sponsored by NMEICT, Govt of India
2	One day workshop on “Pedagogical Strategies for effective teaching – learning”	Workshop	11 July 2014	33	33	College of Engineering Adoor	7460

The report of the one day workshop ***Pedagogical Strategies for Effective Teaching Learning*** is seen in **Annexure VI.**

5. Institutional Reforms - Training Programmes attended by faculty

Sl No	Name of the Program	Nature of the program	Date	No of participants	Name(s) of the faculty who attended the program	Organizing Institute/organization	Expenditure

1	One day workshop on “Fostering Alumni Support for technological Entrepreneurship and Research”	Workshop	9 November 2014	1	Anoop A	College of Engineering Trivandrum	
2	44th Annual National Convention of ISTE [Included Sessions dedicated to NBA Accreditation]	Convention	27-29 November 2014	2	Manjunath N, Joseph John Tharakan	College of Engineering Trivandrum	

3.2.3 Teaching and research assistantships

Total number of students availing Teaching Assistantship --- **31**

[**16 students from 2013-15 batch and 15 from 2014-16 batch**]

Total amount disbursed as on 20/12/2014 (in Rs) --- Rs. **20, 16, 000/-**

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

3.2.4 Finishing School [Remedial Classes/Soft Skill Training/ Employability Assessment, Result Analysis, Transition Rate]

1. Remedial Classes

Branch	**Semester**	**Subjects (scheme)**	**Category list of students who have attended the classes**					**Total no. of students attended**	**No. of Hours engaged**
			SC	**ST**	**OBC**	**OEC**	**General**		
Computer Science &	VII	CS 703 Advanced Computer	----	----	2	-----	5	7	5

Engg.		Networking (2006)							
	V	CS 502 System Programming (2006)	2	---- -	6	-------	9	17	6
	V	CS 505 : Database Management (2006)	----	---- -	4	-----	5	9	4
	IV	CS 1404: Automata Languages and Computation (2012)	3	---- -	6	-----	11	20	9
Electrical & Electronics Engg.	V	EE 503 : Field Theory (2006)	---- -	---	4	----	8	12	6
	IV	EE 403 : Electrical Machines (2006)	1	----	2	-----	12	15	10
	I & II	EE 1104 : Engineering Mechanics(2012)	3	----	12	1	14	30	10
Electronics & Communication Engg.	III	EC 1303 : Network Theory (2012)	----	---- -	1	----	13	14	9
	I&II	EC 1104 : Engineering Mechanics(2012) (A-batch)	1	----	6	----	15	22	5
	I & II	EC 1107 Basic Electrical Engineering & Elctronics	----	---	12	2	17	31	6
Mechanical Engg.	I & II IV	ME 1403: Mechatronics (2012)(A-Batch)	1	----	12	-----	31	44	5
	IV	ME 1403: Mechatronics (2012)(B-Batch)	---	----	5	-----	26	31	5

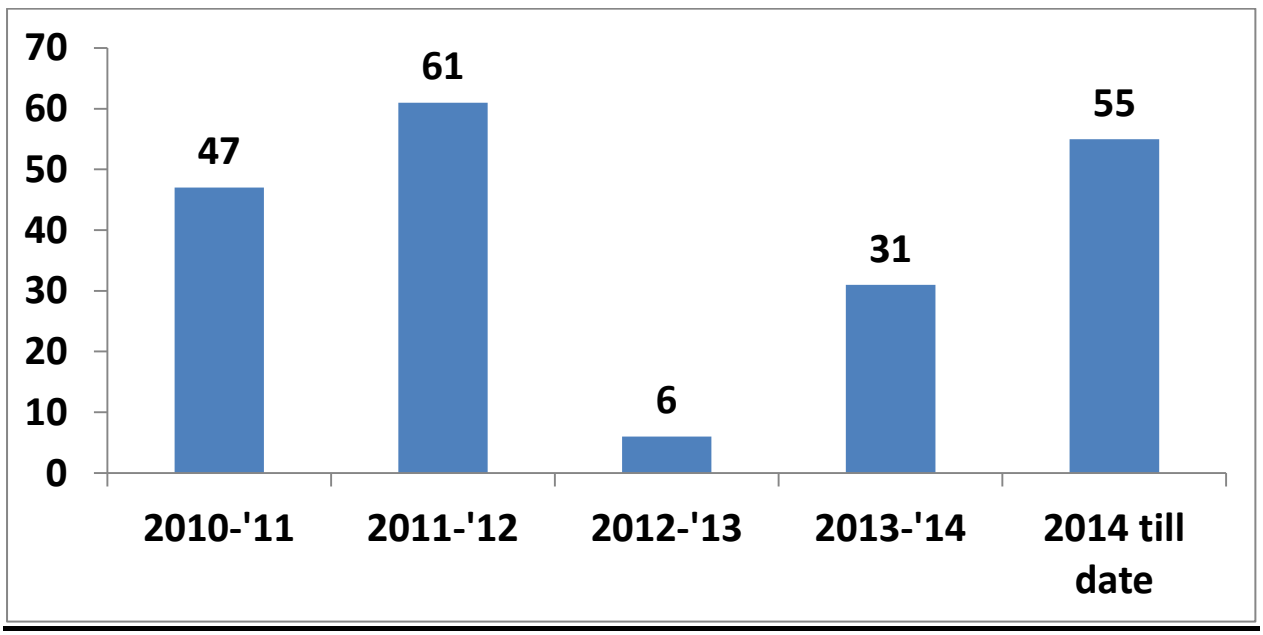
	III	ME 1303: Mechanics of Solids (2012)	1	1	2	----	5	9	5
	I&II	ME 1104 : Engineering Mechanics(2012) (A-batch)	2	---	7	1	19	29	9
	I&II	ME 1104 : Engineering Mechanics (2012) (B-batch)	3	----	10	----	14	27	6
Total			**17**	**1**	**79**	**2**	**187**	**286**	

2. ***Soft Skill Training***

3. ***Employability Assessment***

Employability assessment of last 5 years given below. After the implementation of TEQIP Phase II the placement status increased by 10%.

Year	No. of Final year students	% Placed
2010-2011	277	42.96
2011-2012	279	23.656
2012-2013	259	2.3166
2013-2014	253	11.858
2014-2015	317	11.987



4. Result Analysis

Year of Admission	Sem/ Branch	CS			EC			ME			EEE			
		appeared	passed	%	appeared	passed	%	appeared	passed	%	appeared	passed	%	total
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**
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**
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**
	VIII													

3.2.5 Activities of IIIC Cell - Expert Lectures

Sl No	Particulars	Activity	Department	Coordinator(s)/ Participant(s)	Dates	No of Days	Expenditure
1	Expert Lecture [**Industrial gas turbines -** by **Mr. Rajith**, DGM (Gas Turbine division), and **Mr. Ramesh**, Manager (Maintenance) of **RGCCP,NTPC Kayamkulam** - **S5 ME**]	Industry Institute Linkage	ME	Anver Sadath A	3-Jul-13	1	10453
2	Expert Lecture [**Gearing up for placements -** by **Ms.Anushree**, Software Engineer, **CTS Coimbatore** and **Mr. Vivek** ,Software Engineer **CTS Cochin**]	Industry Institute Linkage	Placement Cell	Anver Sadath A	13-Jul-13	1	10392
3	An expert lecture on "**Communication for fresh graduates" –** delivered by **Mr. Kannan, JTO, BSNL, Trivandrum**	Industry Institute Linkage	EC	Vibesh V Panicker	August 13	1	10000
4	An expert lecture on "**Job prospects in Public Sector undertakings (like SAIL)** delivered by **Mr George Varkey, SAIL**	Industry Institute Linkage	ME	Anver Sadath A	December 13	1	12000
5	An expert lecture on "**Server Administration and Virtualization**"	Industry Institute Linkage	CS	Syama S R	25 February 2014	1	

3.3 Report on visit of Mentor

The mentor Dr. Ashalatha Thampuran, Educationist and Former Principal of College of Engineering, Trivandrum, visited the campus on 1st and 2nd September 2014 for the second mentoring of the institution. She interacted with the TEQIP Coordinators, faculty, technical and office staff and UG and PG students. The report of the mentor has been received recently only which is attached as **Annexure VII.**

3.4 Report on visit on Performance & Data 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 First Auditing report of the performance and data auditor is attached as **Annexure VIII.**

3.5 Report on statutory Audit

The firm M/s K. Venkatachalam Aiyer & Co., Chartered Accountants, had audited the financial statements of the College of Engineering Adoor for the financial year 2013-2014 from 03.07.14 to 04.07.14 and had issued the consolidated report dated 26.09.2014.The report of the statutory audit for the financial year 2013-2014 was attached as **Annexure IX.**

3.6 Report on Internal Audit

The firm M/s Mohan & Mohan Associates., Chartered Accountants, had audited the financial statements of the College of Engineering Adoor for two quarters of the financial year 2013-2014 and had issued the consolidated report for the second

quarter. The firm had audited the financial statements of the College of Engineering Adoor for the first quarter of the financial year 2014-2015 from 11.12.2014 to 12.12.2014. The report of the internal audit for the financial year 2013-2014 was attached as **Annexure X.**

3.7 Report of Governance Development Plan

All the TEQIP Institutions are asked by the NPIU to conduct Governance Self Review and formulate an initial Governance Development Plan for the successful implementation of TEQIP-II. Accordingly, a preliminary Governance Development Plan was prepared and sent to SPFU and NPIU which is attached as **Annexure-XI**. The BOG may discuss the plan and give suggestions.

Part 4 Any other matter with the permission of the Chair

Part 5- Annexure

Annexure – I

COLLEGE OF ENGINEERING ADOOR

Minutes of Fourth Meeting of Board of Governors

Presided by
Hon'ble Chairman: Prof. ELDHO T I

Venue: Conference Hall, College of Engineering Adoor
Date: 13 June 2014 **Time:** 10.00 A.M

Members Present

1. Prof Eldho T I Chairman
2. Mr. M Sherif, Addl Sec., H.Edn, Government of Kerala (State Govt Nominee)
3. Mr. James Joseph, Jt. Sec. Finance, Government of Kerala (State Govt Nominee)
4. Dr. Zakkariya K A, CUSAT (University Nominee)
5. Dr. Achuthsankar S Nair, HOD, Department of Computational Biology and Bioinformatics
6. Mr. L L Ramachanrdan, Deputy General Manager IIS, BPCL Cochi Refineries Ltd.,
7. Prof. Jyothi John, Principal
8. Prof. John George, HOD EEE, Member
9. Dr. V. Gopakumar**,** Director, SPFU –TEQIP (Special invitee)
10. Dr. Asha Letha Thampuran, Mentor-TEQIP, CEA (Special invitee)

Also present

1. Prof. MADHU AK, Academic Coordinator
2. Prof. Venkitaraj K P, Procurement Coordinator
3. Prof. Krishnadas G, HOD Applied Sciences & Accreditation Coordinator

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

1. Mr.K.C.Chandrasekharan Nair , MD, Technopark Business Incubation Centre, Thiruvananthapuram
2. Prof. Manju S Nair

Agenda

Item No1/BOG4: **Procedural Items**

1.1 Welcome Address by the Principal
1.2 Approval of the minutes of the previous BOG meeting
1.3 Report on the action on the decisions

Item No2/BOG4: Review of progress of various TEQIP Activities

2.1 Procurement Status
2.2 Academic activities
2.3 Teaching & research assistantships
2.4 Student support
2.5 Fund Utilization Status

Item No.3/BOG4: Ratification & Approvals –Discussion and consideration

3.1 Ratification of principal's approval of revisions made in procurement plan
3.2 Ratification of NOC given by Principal for procurement
3.3 Ratification of flight travels
3.4 Approval needed for the conversion from daily wages to consolidated pay of accountant &data entry operator

Item No.4/BOG4: Activities to be initiated in the immediate future

Item No.5/BOG4: Any other item

The Meeting started at 10.00.AM under the presidency of the Hon'ble Chairman with a silent prayer followed by a Welcome Address by the Principal.

PART 1
PROCEDURAL

Item No 1.1 / BOG4: Welcome Address by the Principal and reporting about the College

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.

Item No 1.2 / BOG4: Approval of the minutes of the 3rd BOG meeting held on 22.02.2014

Minutes of the third BOG meeting held on 22.02.2014 was circulated to the BOG members for confirmation. The BOG members reviewed the minutes.

Item No 1.3 / BOG4: Report on the action on the decisions in the minutes of the 3rd BOG meeting held on 22.02.2014

The Principal detailed the action taken according to the last BOG meeting and explained the difficulty in starting new PG courses due the lack of sufficient faculty in various departments at College of Engineering Adoor. The members expressed their concern in this matter and asked the Principal to communicate the same to Director, IHRD, for deputing sufficient faculty at College of Engineering Adoor so that new PG programme can be started in the next academic year.

The meeting passed a resolution to include Director, IHRD as special invitee for the BOG meetings in future.

PART 2
REVIEW OF VARIOUS TEQIP ACTIVITES

Item No 2.1, 2.2, 2.3, 2.4, 2.5 /BOG4

The meeting reviewed and noted the various activities after the last BOG meeting under TEQIP.

The Principal and TEQIP coordinator pointed out to the Director –SPFU about the lack of TEQIP Fund for meeting the committed expenditure of procurement and other activities. Dr. V Gopakumar, Director- SPFU stated the present difficulty in arranging the funds to the project institutions. ***The meeting opined to request the Director IHRD, to release funds as an interim arrangement on repayment basis, to meet the committed expenditure of College of Engineering Adoor. The meeting also asked the Principal to request the same to the Director, IHRD.***

The Nodal Officer (Academic) is asked to detail the academic activities and the activities of IIIC and the activities of IEDC (Innovation and Entrepreneurship Development Committee). Dr. Asha Latha Thampuran expressed the concern about the activities of IEDC. Dr. V Gopakumar detailed the importance of guidelines for the activities of IEDC and opined for the formulating the guidelines before the next BOG***. Dr. L L Ramachandran opined to visit IIT, Bombay to study the activities of Incubation centre there and the Honorable BoG Chairman, Prof. Eldo T I extended his support for the same.***

The Co-ordinator, Accreditation Committee is asked to brief the activities of accreditation process at College of Engineering Adoor. Dr. V Gopakumar and Dr. Asha Latha Thampuran pointed out the preparations to be carried for the accreditation process. Dr. V Gopakumar asked the Principal to streamline the library functioning to cope with the requirements of accreditation. Dr. V Gopakumar also pointed the SAR focuses and need for the quality assurance cells for each department. ***The meeting discussed the details of formulating the PEO for each programme and asked the Principal to conduct the meeting of stakeholders for PEO formulation.***

PART 3
RATIFICATION & APPROVALS –DISCUSSION AND CONSIDERATION

Item No 3.1/BOG4: Ratification of Procurement activities
The BoG ratified the Principal's approval of revision made in the procurement plan.

Item No 3.2 / BOG4: Ratification of NOC given by Principal for Procurement
The BoG ratified the Principal's NOC for the recommendation of award of contract for the procurement packages under shopping for which the actual cost was more than 25% of the estimated price in the procurement plan.

Item No 3.3 / BOG4: Ratification of flight travels
The BoG ratified the flight travel performed by the faculty till date under TEQIP.

Item No 3.4 / BOG4: Approval needed for the conversion from daily wages to consolidated pay of accountant &data entry operator

The BoG approved to convert the posts of Clerk cum Junior Accountant and Data Entry Operator from daily wages basis to contract (consolidated pay) basis on meeting the eligibility criteria prescribed, as per the minutes of the 7th meeting of the State Steering Committee of TEQIP II held on 29/1/2014. ***BoG approved to release the arrears with effect from the month of February 2014, if the incumbents satisfy the eligibility criterion as per the said State Steering Committee minutes.***

Item No.4/BOG4: Activities to be initiated in the immediate future
The BoG noted the activities to be initiated in the immediate future.

Item No.5/BOG4: Any other item
The meeting decided to tentatively fix the date for next BoG meeting to be on 25th of August 2014.

The meeting adjourned at 12.45 P.M.

Chairman Principal

Anexure – II

Proposal of Binulal BR from sanctioned SPFU along with mail from chairman

Annexure – III

Government order for enhancing allowances of employees on daily wages.

Annexure – IV

KEY PERFORMANCE INDICATORS

Name of Institution	:	**College of engineering Adoor**	
Name of State	:	KERALA	

S. No	**Performance Indicators**	**Status**	**Documentary Evidence (attach scan copy)**
1	**Board of Governors (BoG) meetings:** • Whether the BoG meeting has taken place in the last four months i.e. between 1st July – 31st October 2014 (*Please indicate date of the BoG meeting)* • Whether the minutes are available on the Institution's website. *(Please provide the weblink)*	**NO**	Last BOG meeting was on 13/06/2014
2	**Autonomy granted by UGC / Applied for:** *(In case of Applied for Autonomy, please indicate the stage of application)* *(If not applied, please indicate the reason for not applying)*	**YES (applied)**	Application is forwarded to UGC through Cochin University of Science and Technology (Due to the lack of 2(f) criteria UGC did not entertain the application.
3	**Accreditation:** *(Obtained / Applied for)* UG programmes	100% of eligible programmes) Applied for	As per information provided in MIS
4	**Statutory Audit completed** (2013-14)	Yes	Report attached

5	**Completion of Governance Self Review** (GSR)		Yes	GSR & GDP submitted. copy attached
	Completion of Governance Development Plan (GDP)			
6	**Participation in CII-AICTE survey**		Yes	--
7	**2nd Performance Audit & Data Audit:** (a) Performance Audit : (b) Data Audit :		Yes 13/10/2014 to 15/10/2014	Waiting for the Report from performance auditor
8	**Completion of data entry into MIS for last 4 years**	2010-11	No. of Screens for which data entry completed	61
		2011-12		61
		2012-13		61
		2013-14		60
9	**Participation Faculty, Staff & Students satisfaction Survey**		Yes	
10	**Procurement Plan to cover 100% procurement expenditure**		Yes	Check from PMSS
11	**% of Expenditure against total funds received**		81.78%	October 2014 FMR
12	**% of Expenditure + Committed expenditure against Total funds received**		114.95%	October 2014 FMR

Annexure – V

(i) SAR Marks-Electronics and Communication

Criterion	Max Marks	Actual Mark	Sub-criterion	Max Marks	Actual Mark	Reason for low marks	How marks can be improved
Vision, Mission and Programme Educational	**75**	**51**	**Vision and Mission**	**5**	5		
			Programme Educational Objectives	**15**	10		

Objectives			**Achievement of Programme Educational Objectives**	**20**	15		
			Assessment of the achievement of the Programme Educational Objectives	**25**	15		
			Indicate how the PEOs have been redefining in the past	**10**	6		
Programme Outcomes	**150**	**83**	**Definition and Validation of Course Outcomes and Programme Outcomes**	**25**	15		
			Attainment of Programme Outcomes	**40**	22		
			Evaluation of the attainment of Programme Outcomes	**75**	40		
			Indicate how the results of evaluation of achievement of the POs have been used for redefining the POs	**10**	6		
Programme Curriculum	**125**	**84**	**Curriculum**	**15**	10	Syllabus set by university. Institution has no role in framing syllabus	By Including experts from institution to syllabus committee
			State the components of the curriculum and their relevance to the POs and the PEOs	**15**	10		
			State core engineering subjects and their relevance to Programme Outcomes including design experience	**30**	25		
			Industry interaction/internship	**10**	5		
			Illustrate the measures and processes used to identify the curricular gaps to the attainment of the COs/Pos	**15**	9		

			Indicate the content beyond syllabus imparted for the attainment of the COs/POs	**35**	20		
			Course Syllabi	**5**	5		
Students' Performance	**100**	**59**	**Success Rate**	**30**	18		
			Academic Performance	**20**	11		
			Placement and Higher Studies	**30**	15	Lack of complete data	By collecting data from alumni and Leading employers by communication
			Professional Activities	**20**	15		
Faculty Contributions	**175**	**73**	**StudentTeacher Ratio (STR)**	**20**	18		
			Faculty Cadre Ratio	**20**	0		By transfering and promoting faculties in cadre positions
			Faculty Qualifications	**30**	20		
			Faculty competencies in correlation to Programme Specific Criteria	**15**	10		
			Faculty as participants/resource persons in faculty development/training activities	**15**	10		
			Faculty Retention	**15**	15		
			Faculty Research Publications (FRP)	**20**	0	No contribution	
			Faculty Intellectual Property Rights (FIPR)	**10**	0	No contribution	
			Funded R&D Projects and Consultancy (FRDC) Work	**20**	0	No contribution	

			Faculty interaction with outside world	**10**	0	No contribution	
Facilities and Technical Support	**125**	**100**	**Classrooms in the department**	**30**	25		
			Faculty rooms in the department	**20**	15		
			Laboratories in the department to meet the Curriculum Requirements and the POs	**60**	50		
			Technical Manpower Support in the Department	**15**	10		
Academic Support Units and Teaching-Learning Process	**75**	**63**	**Academic Support Units**	**35**	30		
			Teaching – Learning Process	**40**	33		
Governance, Institutional support and Financial Resources	**75**	**61**	**Campus Infrastructure and Facility**	**10**	8		
			Organisation, Governance, and Transparency	**10**	10		
			Budget Allocation, Utilisation, and Public Accounting	**10**	8		
			Programme Specific Budget Allocation, Utilisation	**10**	8		
			Library	**20**	15		
			Internet	**5**	5		
			Safety Norms and Checks	**5**	3		
			Counseling and Emergency Medical Care and Firstaid	**5**	4		
Continuous Improvement	**100**	**58**	**Improvement in Success Index of Students**	**5**	2		
			Improvement in Academic Performance Index of Students	**5**	3	Lack of effective analysis and sufficient documentation	By collecting complete data for systematic documentation and analysis

			Improvement in StudentTeacher Ratio	10	4		
			Enhancement of Faculty Qualification Index	10	7		
			Improvement in Faculty Research Publications, R&D Work and Consultancy Work	20	5		
			Continuing Education	10	8		
			New Facility Created	20	14		
			Overall Improvement since last accreditation, if any, otherwise, since the commencement of the programme	20	15		

(ii) SAR Marks-Computer Science and Engineering

Criterion	Max Marks	Actual Mark	Sub-criterion	Max Marks	Actual Mark	Reason for low marks	How marks can be improved
Vision, Mission and Programme Educational Objectives	75	49	Vision and Mission	5	5		
			Programme Educational Objectives	15	10		
			Achievement of Programme Educational Objectives	20	13		
			Assessment of the achievement of the Programme Educational Objectives	25	15		
			Indicate how the PEOs have been redefining in the past	10	6		
Programme Outcomes	150	95	Definition and Validation of Course Outcomes and Programme Outcomes	25	15		
			Attainment of Programme Outcomes	40	25		
			Evaluation of the attainment of Programme Outcomes	75	50		

			Indicate how the results of evaluation of achievement of the POs have been used for redefining the POs	**10**	5	Not situated in industrial area.No tie up with industry	By initiating industrial tie ups
Programme Curriculum	**125**	**81**	**Curriculum**	**15**	10	Syllabus set by university.Institution has no role in framing syllabus	By Including experts from institution to syllabus committee
			State the components of the curriculum and their relevance to the POs and the PEOs	**15**	10		
			State core engineering subjects and their relevance to Programme Outcomes including design experience	**30**	25		
			Industry interaction/internship	**10**	2		
			Illustrate the measures and processes used to identify the curricular gaps to the attainment of the COs/Pos	**15**	9		
			Indicate the content beyond syllabus imparted for the attainment of the COs/POs	**35**	20		
			Course Syllabi	**5**	5		
Students' Performance	**100**	**55**	**Success Rate**	**30**	15		
			Academic Performance	**20**	10		
			Placement and Higher Studies	**30**	15	Lack of complete data	By collecting data from alumni and Leading employers by communic

							ation
			Professional Activities	**20**	15		
Faculty Contributions	**175**	**76**	**StudentTeacher Ratio (STR)**	**20**	18		
			Faculty Cadre Ratio	**20**	4		By transfering and promoting faculties in cadre positions
			Faculty Qualifications	**30**	17		
			Faculty competencies in correlation to Programme Specific Criteria	**15**	10		
			Faculty as participants/resource persons in faculty development/training activities	**15**	9		
			Faculty Retention	**15**	15		
			Faculty Research Publications (FRP)	**20**	0	No contribution	
			Faculty Intellectual Property Rights (FIPR)	**10**	0	No contribution	
			Funded R&D Projects and Consultancy (FRDC) Work	**20**	0	No contribution	
			Faculty interaction with outside world	**10**	3	No contribution	
Facilities and Technical Support	**125**	**105**	**Classrooms in the department**	**30**	25		
			Faculty rooms in the department	**20**	15		
			Laboratories in the department to meet the Curriculum Requirements and the POs	**60**	55		
			Technical Manpower Support in the Department	**15**	10		
Academic Support Units and Teaching-Learning Process	**75**	**60**	**Academic Support Units**	**35**	30		
			Teaching – Learning Process	**40**	30		

Governance, Institutional support and Financial Resources	**75**	**61**	**Campus Infrastructure and Facility**	**10**	8		
			Organisation, Governance, and Transparency	**10**	10		
			Budget Allocation, Utilisation, and Public Accounting	**10**	8		
			Programme Specific Budget Allocation, Utilisation	**10**	8		
			Library	**20**	15		
			Internet	**5**	5		
			Safety Norms and Checks	**5**	3		
			Counseling and Emergency Medical Care and Firstaid	**5**	4		
Continuous Improvement	**100**	**56**	**Improvement in Success Index of Students**	**5**	2		
			Improvement in Academic Performance Index of Students	**5**	2	Lack of effective analysis and sufficien t docume ntaTIO N	By collecting complete data for systematic document ation and analysis
			Improvement in StudentTeacher Ratio	**10**	4		
			Enhancement of Faculty Qualification Index	**10**	5		
			Improvement in Faculty Research Publications, R&D Work and Consultancy Work	**20**	5		
			Continuing Education	**10**	8		
			New Facility Created	**20**	15		
			Overall Improvement since last accreditation, if any, otherwise, since the commencement of the programme	**20**	15		

(iii) SAR Marks-Mechanical Engineering

Criterion	Max Marks	Actual Mark	Sub-criterion	Max Marks	Actual Mark	Reason for low marks	How marks can be improved
Vision, Mission and Programme Educational Objectives	75	46	Vision and Mission	5	5		
			Programme Educational Objectives	15	10		
			Achievements of Programme Educational Objectives	20	12		
			Assessment of the achievement of the Programme Educational Objectives	25	15		
			Indicate how the PEOs have been redefining in the past	10	4		
Programme Outcomes	150	85	Definition and Validation of Course Outcomes and Programme Outcomes	25	15		
			Attainment of Programme Outcomes	40	25		
			Evaluation of the attainment of Programme Outcomes	75	40		
			Indicate how the results of evaluation of achievement of the POs have been used for redefining the POs	10	5		
Programme Curriculum	125	81	Curriculum	15	10	Syllabus set by university.Institution has no role in framing syllabus	By Including experts from institution to syllabus committee

			State the components of the curriculum and their relevance to the POs and the PEOs	**15**	10		
			State core engineering subjects and their relevance to Programme Outcomes including design experience	**30**	25		
			Industry interaction/internship	**10**	2		
			Illustrate the measures and processes used to identify the curricular gaps to the attainment of the COs/Pos	**15**	9		
			Indicate the content beyond syllabus imparted for the attainment of the COs/POs	**35**	20		
			Course Syllabi	**5**	5		
Students' Performance	**100**	**60**	**Success Rate**	**30**	20		
			Academic Performance	**20**	10		
			Placement and Higher Studies	**30**	15	Lack of complete data	By collecting data from alumni and Leading employers by communication
			Professional Activities	**20**	15		
Faculty Contributions	**175**	**78**	**StudentTeacher Ratio (STR)**	**20**	18		
			Faculty Cadre Ratio	**20**	4		By transfering and promoting faculties in cadre position

			Faculty Qualifications	**30**	20		
			Faculty competencies in correlation to Programme Specific Criteria	**15**	10		
			Faculty as participants/resource persons in faculty development/training activities	**15**	10		
			Faculty Retention	**15**	11		
			Faculty Research Publications (FRP)	**20**	1		
			Faculty Intellectual Property Rights (FIPR)	**10**	1		
			Funded R&D Projects and Consultancy (FRDC) Work	**20**	1		
			Faculty interaction with outside world	**10**	2		
Facilities and Technical Support	**125**	**97**	**Classrooms in the department**	**30**	25		
			Faculty rooms in the department	**20**	15		
			Laboratories in the department to meet the Curriculum Requirements and the POs	**60**	50		
			Technical Manpower Support in the Department	**15**	7		
Academic Support Units and Teaching-Learning Process	**75**	**63**	**Academic Support Units**	**35**	30		
			Teaching – Learning Process	**40**	33		
Governance, Institutional support and Financial Resources	**75**	**61**	**Campus Infrastructure and Facility**	**10**	8		
			Organisation, Governance, and Transparency	**10**	10		
			Budget Allocation, Utilisation, and Public Accounting	**10**	8		
			Programme Specific Budget Allocation, Utilisation	**10**	8		
			Library	**20**	15		
			Internet	**5**	5		

			Safety Norms and Checks	**5**	3		
			Counseling and Emergency Medical Care and Firstaid	**5**	4		
Continuous Improvement	**100**	**58**	**Improvement in Success Index of Students**	**5**	2		
			Improvement in Academic Performance Index of Students	**5**	3		
			Improvement in StudentTeacher Ratio	**10**	4		
			Enhancement of Faculty Qualification Index	**10**	7		
			Improvement in Faculty Research Publications, R&D Work and Consultancy Work	**20**	5		
			Continuing Education	**10**	8		
			New Facility Created	**20**	14		
			Overall Improvement since last accreditation, if any, otherwise, since the commencement of the programme	**20**	15		

Annexure – VI

<u>One Day Workshop on</u>
<u>Pedagogical Strategies for Effective Teaching Learning</u>
<u>11 July 2014</u>

<u>REPORT</u>

Rationale for the workshop

The workshop was planned keeping in mind the need to impart pedagogical training to the newly recruited faculty, who constitute more than 50% of the faculty in the roll. The rationale for pedagogical training becomes all the more important, when you consider the fact that most of the new recruits are in their first year as a teacher.

Participant profile

The workshop was open to all newly recruited faculty with little or no experience in teaching and to those faculty who are passionate about learning and using newer and effective pedagogical strategies in the classrooms.

The workshop – as it happened

The workshop was scheduled as consisting of 4 sessions. The Principal Prof. Jyothi John started off the day's proceedings with a well prepared presentation covering the latest trends in the use of Education Technology (including MOOCs) in today's classrooms. He urged the participants to update themselves to meet the challenges posed by online courses.

The second session was engaged by Dr. E K Bhass (Formerly Professor of Civil Engineering, TKM College of Engineering). He spoke of the need to have a passionate temperament. In his talk, he touched upon the various qualities of a great teacher and in the process enlightened the participants on how to improve themselves as a teacher.

The two sessions in the afternoon was based on the Pedagogy workshop, organized by IIT Bombay. The sessions were handled by the coordinator of the workshop, Mr. Madhu A K. The sessions gave the participants hands on training on how to implement Active Learning Strategies like TPS (Think-Pair-Share), Poll, and PI (Peer Instruction) etc in a classroom.

Annexure – VII

MENTOR'S REPORT

Mentor Report Form (1)			
Dates of mentoring visit : 1st and 2nd September 2014			
Name of Mentor: DR. ASHALATHA THAMPURAN			
Name of Institution with Location: GOVT. ENGINEERING COLLEGE , ADOOR			
No:	Seven Key Aspects	Qualitative Summary and Supporting Evidence of Progress*	Progress since previous visit
component 1 : Improving the quality of education			

1.1	Strengthening institutions to improve learning outcomes and employability of graduates	More initiatives have been taken to improve the employability. Campus recruitment improved. All the labs are equipped with new equipments quality improved with the provisions of one hostel.	More students have been placed. Residential facility improved nominally. Lab facilities improved.
1.2	Scaling up postgraduate education and demand-driven research, development and innovation	No new PG courses are being offered. All non gate students are given financial assistance. Labs are well equipped with TEQIP funds. Positions of library both on line and off line journals are improved.	More PG students have been given financial assistance- labs are fully equipped.
1.2.1	Establishing centers of excellence	NA	NA
1.3	Faculty development for effective teaching (pedagogical training)	More staff members have been trained. Out of 77 faculty 37 staff only permanent additional 40 are temporary. All permanent have attended more than one programme. Some of the temprary staff also attended FDP	Improvemen t felt in case of staff who have attended the programme
component 2 : Improving System management			
2.1	Capacity building to strengthen Management	5 senior staff have attended Management capacity enhancement training	First time the staff has been trained in Management capacity enforcement programme. Improvement from 1st visit
2.1.1	Implementation of good institutional governance	NA	NA
2.2	Project Management, monitoring and evaluation	Lack of staff members in senior position hampers the proper monitoring and evaluation	Improvemen t is seen
*More key bullet points may be aded as necessary in the electronic forms that should be used when submitted by mentors and performance Auditors.			
ANNEX 3: Mentor Report Form (2)			
Dates of mentoring visit : 1st and 2nd September 2014			
Name of Mentor: DR. ASHALATHA THAMPURAN			
Name of Institution with Location: GOVT. ENGINEERING COLLEGE , ADOOR			
No:	List of Interviews	Key Discussion Summary Points	Progress

1	Undergraduate students	• Students are not happy with the teaching process. Most of the classes are handled by the guest lecturers. Quality is suffered. Core subjects to be handled by experienced faculty. • Students coming from rural areas should be provided with soft skill and personality programmes to improve their employability. Awareness regarding career guidance and employability should starts from 1st year onwards. Final years requested for conducting Gate coaching classes. • Satisfied with the Lab facilities. • Extracurricular activities in connection with the professional bodies not conducted students chapter of IEEE, ISTE and Computer Society –System Society etc should be established and activities to be undertaken. Final year students can be given responsibilities to actual conduct of the programme. • Lack of proper residential facilities affects the academic environment. Political influence in the students activities are felt which hamper the proper academic developments member of working days lost due to political activities.	More facilities to be provided. lack of permanent staff Management should be addressed There is progress from last visit No progress- lack of permanent staff As for the infrastructure is concerned, Improvement in the residential facilities is seen One hostel has established with the help of PTA- Not enough.
2	Postgraduate students	• Students are of the opinion that quality has been improved after TEQIP eg: sufficient journals both in time & off line available. Labs are fully equipped. Space constrains are felt. • Suggested to have a workshop on Latex which will help them in the preparation of thesis. Lack of exposure to research methodology is hampering the proper preparation of thesis. • Suggested a national conference where the students will get an opportunity to present their works and interact with the eminent persons from outside. Hesitant to do innovative work, ready to take up research initiative with the	More journals both & off line available after last visit. In all other areas like staff position, space, etc. -No improvement. Lack of experienced and qualified staff hamper the innovative research works. Placement side also there is no improvement from last visit.

		help of staff if financial assistance TEQIP can help them. • No placement: to be taken care by placement officer common placement-More placement of UG students	
3	Faculty	Lack of Permanent faculty is felt. Only 50% are permanent. Permanent staff members have to take up the extra responsibilities. Additional responsibilities and time constraints affects the quality of education. They are not in a position to involve in the students' academic and research activities- These are delegated to guest lecturers- Technical & cultural activities of the students are affecting. Also affect the research and Developments, No staff has taken seed money for doing research, nobody has registered for Ph.D. Improvement in Pedagogical skill is observed among permanent staff. Use of equipments to improve is felt. All permanent staff have attended more than one FDP programme. Lack of proper planning by the University has affected the training programme of the staff. Not able to plan the training programme properly.	Generally No improvement from the last visit. Lack of permanent staff make the existing staff work hard bringing down the efficiency . Quality of teaching improved of the staff who have attended faculty development programme. Improvement is full those who have attended FDP programme.
4	Staff	Meeting with Technical & administrative staff In sufficient number of Technical staff in all departments. Taken on daily wages fixed years ago which is very low. Staff with proper to be taken on contract after proper evaluation and interview and after assessing their performance.	No improvemen t from may pervious visit Management should be addresses

5	Senior Management	After TEQIP initiative, improvement is seen in purchasing equipments. Insufficient staff strength hampering other activities like Research and development, Industry institute interaction to a large extend. Faculty development is also target permanent staff, contract staff/guest lecturers to the term of 50% not included. A number of permanent staff (20/37) does not possess M. Tech. No professor with PhD is available. Quality is suffered. Promotions to the higher post to be sanctioned. Morale of the staff is affected.	No Progress Unless the vacancies are filled and senior staff and promoted/ appointed, the progress cannot be achieved. Permanent staff should be given deputation to acquire higher degrees. Management to be addressed.
6	Members of the governing body	No discussion took place	
7	Industry representatives	No discussion took place	
8	Head of the institution/Nodal officers and Senior faculty	The college has spent 73% of the amount received with TEQIP till 01/09/2014.Expenditure for modernization of class rooms, purchase of equipment's in the lab etc are good 82% amount spent for the purchase of book is low-49%.The preference in other areas is not very encouraging. Out of 135 lakhs earmarked for the 8 activities- only 3,2,7 and 9 (providing assistance ship, Academic reforms, Incremental operating costs) have crossed 50%. Of the expenditure lowest are 3) Enhancement of R&D and institutional consultancy less than 1 %, 4) Faculty development - 31 %, Number of permanent staff less than 40% all have attended more than one programme. 5) Enhanced interaction with industry-14%. 6) Institutional management capacity 22.8 8) Academic support to weak student- 24 %, Attendance in remedial class low due to lack of hostels and transportation.	Progress seen in utilizing money for purchase of equipments etc. In other areas not much improvement felt. R&D and other activities will improve with filling up of vacancies.

		Lack of residential accommodation- students are influenced by the activities, of the locality –Institution not able to control that number of working days lost due to strikes and other nonacademic activities, controlled by the outsiders. While conducting remedial classes-lack of hostel facility and transportation adversely affecting the classes – Institution with the help of PTA has initiated the establishment of hostel facilities for the first years - Trying to get financial assistance to construct hostels. Lack of faculty – No improvement in the faculty . 50% of the faculty on adhoc appointment as guest lecturers – Even among the permanent faculty a number of them have B.Tech qualification only. Very few senior faculty with Ph D. All the staff members have undergone training and attended workshop. Official responsibilities act as a constraint for the permanent staff. Lack of supporting staff : more than 50 % of the staff on daily wages (wage fixed years back.). The Directorate should be addressed in this regard. Insufficient staff (both teaching and non teaching technical) is affecting the quality of education.	No progress is seen in filling up of the faculty both teaching and technical on a permanent basis. Accordingly quality in teaching is affected. Unless the management ready to fill up the vacancies difficult to improve the quality. Other areas also to be looked into by the management. Provision of hostel facilities etc.

ANNEX 3: Mentor Report Form (2)

Dates of mentoring visit : 1st & 2nd September 2014			
Name of Mentor: DR. ASHALATHA THAMPURAN			
Name of Institution with Location: GOVT. ENGINEERING COLLEGE , ADOOR			
No:	RECORD OF KEY POINTS (Discussed with head of the institution, chair of the governing body)	INSTITUTIONAL RESPONSE	NOTE OF ANY FOLLOW-UP NEEDED BY MENTORS, SPFU, NPIU

1	To improve quality in teaching learning process, permanent faculty with qualification and experience is essential. In Adoor Engineering college for 40 of 77 vacancies are filled with Guest Lecturers	The vacancy to the tune of 50% exist in the the institute for a long period. Principal have written to the Director IHRD several time but no action has being taken.	SPFU, NPIU take up the matter with IHRD
2	Senior faculty position - Post of Professors and Associate Professors are lying vacant	There are number of staff having qualification and experience for higher post (Associate Professor).No promotion is effected recently. Director was IHRD informed several time- no response	Under corporate management, eligible candidate may be available. Steps to be taken by IHRD.SPFU, NPIU take up the matter with IHRD.
3	Residential accommodation is lacking for students/ staff. This hampers the arrangements of the remedial classes. Students are involved in locally sponsored political agitation. A number of working lost due to this.	Have taken up the matter with IHRD Directorate. Even after 19 yrs of establishment this year college, IHRD has not taken up initiative to set up hostels for the students. The Principal has taken initiative to start one hostel for S1S2 students with the help of PTA. Other sources are being addressed for construction of hostels.	IHRD Director may be addressed in this regard. SPFU, NPIU take up the matter with IHRD.
4	Regarding qualification enhancement of teachers. A large number of permanent staff has B. Tech qualification only. Few staff members are sponsored to undergo M. Tech programme. One staff is sponsored annually take years to have the existing permanent staff to acquire M.Tech qualification.	More than one staff to be deputed for higher studies. If existing vacancies (60%) are filled with M.Tech candidate, it will make a difference. Principal has addressed the Director IHRD.	IHRD Director may be addressed in this regard. SPFU, NPIU take up the matter with IHRD.
5	Amount which is set for apart R&D activities, Industry Institute interaction, Faculty development, Academic support are not satisfactory . Numbers of senior staff with Ph.D who can take up research activities are few. Hence no R&D action.	At present only PG programme in Mechanical engineering. Actions have taken to start new PG courses in other departments. Which will improve research & related activities. Permanent staff has taken more than one FDP. If more programmes are arranged it will affect the academic activities. Lack of residential accommodation hamper conduct of remedial classes.	The matter to be taken up with Director. SPFU, NPIU take up the matter with IHRD.

6	As there are very few permanent staff member they are under tremendous pressure. In addition to the normal work, additional responsibility has to be taken. Absence of experienced senior faculty also is felt.	Unless the vacancies are filled, the efficiency cannot be improved.	The matter to be taken up with Director IHRD

Annexure – VIII

a. Performance & Data Auditor's Audit

Annex 4 (1)

PERFORMANCE AUDIT FORMS

INSTITUTIONALPERFORMANCE 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: 17TH TO 19TH MARCH 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**	3.0
1.2	SCALING-UP POSTGRADUATE EDUCATION AND DEMAND-DRIVEN RESEARCH AND DEVELOPMENT AND INNOVATION	3.0
1.2.1	**ESTABLISHING CENTRES OF EXCELLENCE**	NA
1.3	**FACULTY DEVELOPMENT FOR EFFECTIVE TEACHING (PEDAGOGICAL TRAINING)**	2.0
COMPONENT 2: IMPROVING SYSTEM MANAGEMENT		

2.1	CAPACITY BUILDING TO STRENGTHEN MANAGEMENT	2.0
2.1.1	IMPLEMENTATION OF GOOD GOVERNANCE	2.0
2.2	**PROJECT MANAGEMENT, MONITORING AND EVALUATION**	3.0

	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).

PERFORMANCE AUDIT FORM (1.1)

COMPONENT 1: IMPROVING QUALITY OF EDUCATION IN SELECTED INSTITUTIONS

NAME OF PERFORMANCE AUDITOR: MR. SURESH KHARE

DATES OF PERFORMANCE AUDIT: 17TH TO 19TH MARCH 2014

NAME OF INSTITUTION WITH LOCATION: COLLEGE of ENGINEERING, ADOOR, MANAKKALA, KERALA 691551

1. STRENGTHENING INSTITUTIONS TO IMPROVE LEARNING OUTCOMES AND EMPLOYABILITY OF GRADUATES

MONITORING AND PROJECT OUTPUT/OUTCOME PARAMENTERS	SUPPORTING EVIDENCE (NOTE: GRADES MUST BE SUPPORTED BY SOUND EVIDENCE OF ACHIEVEMENT OF THE INSTITUTIONAL DEVELOPMENT PROPOSAL GOALS AND TARGETS)
A. Effectiveness of funds utilized for the teaching, training, learning and research equipment, library, computers, etc. by Institutions, including: ▪ Increase in the satisfaction index of student and faculty	2 – The interaction with the faculty showed that they are satisfied with the funds utilization as they got training in content updating, and some of the new equipment/machinery is available in the laboratories which has facilitated conduct of practicals. Some equipment is received but its use is for the summer courses. They indicated a level of satisfaction of 70% The interaction with the student was a little different. They evidenced the changes due to the project initiatives like modernsation of classrooms into Smart Classrooms and new equipment. New books have come but are yet to be ready for issue. But they feel that lack of experienced faculty may not fulfill their aspiration. They indicated a level of satisfaction of around 50 to 55%
B. Obtaining Academic Autonomy status, including: ▪ Number of institutions that have obtained '*Autonomous Institution status*' as per University Grants Commission process within 2 years of joining the Project, or	3 – The institute is keen on getting autonomy and have submitted the proposal to Cochin University of Science and Technology (CUSAT)in April 2013 . CUSAT has forwarded the proposal to UGC only in October 2013. So the process may take some more time.

▪ Effectiveness of utilization of academic autonomy possessed/ obtained (*See Table-26 in PIP*)	3 – Institute has not received autonomous status.
C. **Effort made by Institutions for upgrading qualifications of faculty members, including:** ▪ Percentage of faculty enrolled in MTech and PhD	2 – Two faculty members enrolled for M Tech in in 2011-12 and completed their course in 2012-13. One faculty has registered for M Tech in 12012-13 One faculty enrolled in 2011-12 for PhD and three have enrolled in 2012-13 Percentage of Faculty enrolled in M Tech – 3.6% and for PhD – 10.52% considering the entire faculty. It will be 17% and 22% respectively for M Tech and PhD if only regular faculty members are considered. Admission to M Tech and PhD are limited due to constraints for the nomination from IHRD/State Government
D. **Existing teaching and staff vacancies and effort made by Institutions for filling the vacancies, including:** ▪ Percentage of faculty and staff positions filled and vacant	2 – Percentage of faculty positions filled 48 %, considering ratio of only regular facultyto total faculty posts filled. As per AICTE norms sanctioned faculty is 106. Of these only 77 posts have been filled (37 on regular basis and 40 on contract basis.).Remaining 39 posts are vacant. Related to this regular faculty % comes as 35
▪ Increase in faculty appointed on regular basis	3 – Regular faculty is appointed by IHRD and is transferable. The faculty appointed on regular basis has decreased from 43 in 2011-12 to 37 in 2013 – 14
E. Effectiveness of equity at Institutional level, including:posts have been ▪ Transition rate of students from the First to the Second year in Undergraduate	3 – Only 38.81% students have passed first year completely and come to second year in 2012-13. This is the first audit and this result can be taken as base for comparison of 2013 – 14 results

programmes	
OVERALL EVALUATION GRADE FOR 1.1 USING THE 3-POINT GRADING SCALE AND GRADE DESCRIPTORS IN ANNEX 4(1)	3.0

ANNEX 4 (1.2)

PERFORMANCE AUDIT FORM (1.2)

COMPONENT 1: IMPROVING QUALITY OF EDUCATION IN SELECTED INSTITUTIONS

NAME OF PERFORMANCE AUDITOR: MR. SURESH KHARE

DATES OF PERFORMANCE AUDIT: 17TH TO 19TH MARCH 2014

NAME OF INSTITUTION WITH LOCATION: COLLEGE of ENGINEERING, ADOOR, MANAKKALA, KERALA 691551

1.2: SCALING-UP POSTGRADUATE EDUCATION AND DEMAND-DRIVEN RESEARCH & DEVELOPMENT AND INNOVATION

MONITORING AND PROJECT OUTPUT/OUTCOME PARAMENTERS	SUPPORTING EVIDENCE (NOTE: GRADES MUST BE SUPPORTED BY SOUND EVIDENCE OF ACHIEVEMENT OF THE INSTITUTIONAL DEVELOPMENT PROPOSAL GOALS AND TARGETS)
A. **Effectiveness of funds utilised for the teaching, training, learning and research equipment, library, computers, etc. By the institutions, including:** ▪ Increase in the satisfaction index of student and faculty	3 – The process of purchase of equipment, books, computers and software is under way. Some material has arrived but is yet to be utilised. Remaining will arrive by April2014. The upgraded facilities will be available to faculty and student by July 2014. With this addition the effective implementation of curriculum will improve.
B. **Effectiveness of scaling-up Postgraduate Technical Education, including:** ▪ Increased enrolment for MTech and PhD	3–PG Programme in Thermal Engineering under ME department is run with intake of 18 seats since 2012-13. Enrolment in 2013-14 is 17. It is proposed to start PG programs inPower Electronics (EEE Department), VLSI and Embedded System (ECE Department) and Image Processing (CS Department)subject to permission from IHRD. PhD programmes are not started as Institute is not a research centre.
▪ Establishment of proposed laboratories	3 –PG laboratories are established and in use. Laboratories for proposed courses will be developed once permission is

	granted
▪ Cumulative number of assistantships granted	1 – All non-GATE students excepting those sponsored by Institute of Human Resource Development, (IHRD) Kerala State and those getting scholarships from other agencies. (Total 21students).
C. Progress/achievement in starting new Postgraduateprogrammes, including: ▪ Securing AICTE approval	3 – Institute has applied to IHRD for permission to start new programmes in , EE, EC and CS departments. After the permission from IHRD, permission from CUSAT will be required.
▪ Establishment of laboratories	
▪ Adequacy of student enrolments	3 – Proposal for starting new laboratories is being processed but final development will depend on the permission
D. Effectiveness of collaborations made with other Institutions in India and abroad, including • Increase in number of co-authored publications in refereed journals	1 – Adequate number of students (1:10) are available for enrolment.
E. Increased collaboration with industry in research and development, including: ▪ Increase in number of joint and industry sponsored research and development work undertaken	3 – There is no formal collaboration with Institutions in India or abroad.
▪ Increase in financial contribution by industry for R & D	3 – No financial contribution from industries. MOUS with 10 industries for active interaction are signed
▪ Increase in industry personnel registered for Masters and Doctoral programmes	3 - Nil
▪ Increase in industry personnel trained by the institution in knowledge and/or skill areas	3 – No joint or industry sponsored research and development work undertaken.
▪ Increase in the number of consultancy assignments secured	3 – Nil

▪ Increase in the number of students' and faculty visits to and/or training in industry	3 – No registration for Masters or PhD
▪ Improvements in graduate placement rate	3 -- Nil
▪ Increase in involvement of industry experts in curricula & syllabi improvements, laboratory improvements, evaluation of students and delivering expert lectures	3 -- Nil
▪ Increase in the number of sandwich programmes between industries and the institution.	3 – One short term program, 8 industry visits and industrial training for 4
F. Increase in percentage of revenue from externally funded research and development projects and consultancies as a percentage of the total revenue of the institution from all sources	3 - Nil
G. Increase in the number of publications in refereed journals	3 – Only 8% of eligible students . placed in campus interviews
H. Increase in the number of patents filed	3 – Industry experts are involved in delivering expert lectures only.
OVERALL EVALUATION GRADE FOR 1.2 USING THE 3-POINT GRADING SCALE AND GRADE DESCRIPTORS IN ANNEX	3.0

PERFORMANCE AUDIT FORM (1.2.1)

COMPONENT 1: IMPROVING QUALITY OF EDUCATION IN SELECTED INSTITUTIONS

NAME OF PERFORMANCE AUDITOR: MR. SURESH KHARE

DATES OF PERFORMANCE AUDIT: 17TH TO 19TH MARCH 2014

NAME OF INSTITUTION WITH LOCATION: COLLEGE of ENGINEERING, ADOOR, MANAKKALA, KERALA 691551

1.2.1 ESTABLISHING CENTRES OF EXCELLENCE

MONITORING AND PROJECT OUTPUT/OUTCOME PARAMENTERS	SUPPORTING EVIDENCE (NOTE: GRADES MUST BE SUPPORTED BY SOUND EVIDENCE OF ACHIEVEMENT OF THE INSTITUTIONAL DEVELOPMENT PROPOSAL GOALS AND TARGETS)
A. Establishing Centres of Excellence Improvement in Research and Development facilities through: ▪ Establishment of new laboratories for applicable thematic research	NOT PPLICABLE
▪ Establishment of a knowledge resource centre (library) in the thematic area	
▪ Procurement of furniture	
▪ Civil works	
OVERALL EVALUATION GRADE FOR 1.2.1 USING THE 3-POINT GRADING SCALE AND GRADE DESCRIPTORS IN ANNEX	**NA**

PERFORMANCE AUDIT FORM (1.3)
COMPONENT 1: IMPROVING QUALITY OF EDUCATION IN SELECTED INSTITUTIONS

NAME OF PERFORMANCE AUDITOR: MR. SURESH KHARE

DATES OF PERFORMANCE AUDIT: 17TH TO 19TH MARCH 2014

NAME OF INSTITUTION WITH LOCATION: COLLEGE of ENGINEERING, ADOOR, MANAKKALA, KERALA 691551

1.3: FACULTY DEVELOPMENT FOR EFFECTIVE TEACHING (PEDAGOGICAL TRAINING)

MONITORING AND PROJECT OUTPUT/OUTCOME PARAMENTERS	SUPPORTING EVIDENCE (NOTE: GRADES MUST BE SUPPORTED BY SOUND EVIDENCE OF ACHIEVEMENT OF THE INSTITUTIONAL DEVELOPMENT PROPOSAL GOALS AND TARGETS)
A. **Effort made by Institutions providing Pedagogy Training to faculty, including:**	
• Percentage of faculty who have benefitted from the core and advanced modules of pedagogy training	3 – No faculty was trained in pedagogy. Initially SPFU informed that it will arrange the training. NPIU also indicated the same thing. However now they have permitted the institutions to send faculty for pedagogy training at IITs and IIMs. So by next audit progress will be visible
• Improvements in (and/or updating, and more relevant) curricula and /or syllabi	2 – CUSAT Curricula is to be followed. Latest update occurred in 2012
• Improvements in (and/or updating, more relevant) course assessment methods	3 – Assessment has to be as per the guidelines from CUSAT.
• Improvements in teaching and learning methods, including provision for students needing extra/remedial support	2 – Remedial teaching is done for all the students desirous of availing the facility. Limited improvement in teaching through use of Multimedia is seen. Eighteen Classrooms have been converted onto Smart Classrooms. This willfurther improve teaching learning process.

• Percentage of faculty with UG qualification registered/deputed for improving their qualification (*see Section-3, 4(b) on page 20 of PIP*)	2 – Two faculty members enrolled for M Tech in in 2011-12 and completed their course in 2012-13. One faculty has registered for M Tech in 12012-13 Percentage of Faculty enrolled in M Tech – 3.6% considering the entire faculty. It will be 17% for M Tech if only regular faculty members are considered.
• Percentage of faculty deputed for subject domain training, seminars, etc. (*faculty are required to share their gains with peers and put reports on training on institution's web site*)	2 – 42% of the regular faculty was deputed for subject domain training at other institutes. Remaining 58% were trained through in house training.. Reports are submitted to the institute, Informal meetings are held in the department. In future the reports will be displayed on the institute website
• Progress in securing accreditation of eligible UG & PG programs *(institutions to achieve target of 60% of eligible UG & PG programmes accredited - appliedfor within 2 years of joining the Project)*	3 – Three programmes ME, CS and EC are eligible for Accreditation and are registered for accreditation. Application is yet to be submitted..
B. Effectiveness of Pedagogy Training, including	No faculty has received Pedagogy Training.
• Percentage of students satisfied with the quality of teachers and changes/developments specifically undertaken as a result of student evaluations	3 -- Level of satisfaction of students regarding quality of teaching is 50 to 55%. On the basis of student evaluation, HoD and Principal advises the faculty regarding improvements required and helps inovercoming the short comings.
OVERALL EVALUATION GRADE FOR 1.3 USING THE 3-POINT GRADING SCALE AND GRADE DESCRIPTORS IN ANNEX	**2.0**

PERFORMANCE AUDIT FORM (2.1)
COMPONENT 2: IMPROVING SYSTEM MANAGEMENT

NAME OF PERFORMANCE AUDITOR: MR. SURESH KHARE

DATES OF PERFORMANCE AUDIT: 17TH TO 19TH MARCH 2014

NAME OF INSTITUTION WITH LOCATION: COLLEGE of ENGINEERING, ADOOR, MANAKKALA, KERALA 691551

2.1:CAPACITY BUILDING TO STRENGTHEN MANAGEMENT

MONITORING AND PROJECT OUTPUT/OUTCOME PARAMENTERS	SUPPORTING EVIDENCE (NOTE: GRADES MUST BE SUPPORTED BY SOUND EVIDENCE OF ACHIEVEMENT OF THE INSTITUTIONAL DEVELOPMENT PROPOSAL GOALS AND TARGETS)
A. Implementation of academic and non-academic reforms, including:	
▪ Improved understanding of the need and ways for increased autonomy, and new instruments for accountability	2 – The faculty and supporting staff is aware about the added responsibility of autonomy. They are on board to accept and run the autonomy effectively and efficiently. Development of a comprehensive MIS in planned. Evaluation of faculty by students is regularly done to improve delivery of curriculum.
▪ Modernization and decentralisation of administration and financial management	2 – IHRD being an autonomous body has decentralized administration and financial Management. The principal is empowered to spend amounts up ` Rs. 50 Lakhs under TEQIP II programs. Principal can spend upto Rs 15000 for cash purchase and upto Rs 100,000/- for equipment and other expenses through quotations. Institutional MIS will be developed by Dec. 2014.
▪ Extent of delegation of administrative and financial decision making powers to senior functionaries	2 – Powers have been delegated to Principal but further delegation to HODs and Faculty is yet tooccur.

▪ Responsiveness to stakeholders (students, faculty, staff, industry, local communities)	1 – Students, faculty and other stakeholders are satisfied with the response of the Institute for their requirements. E.g. Response time for administrative work of stakeholders is about 24Hours.
▪ Institutional quality assurance and enhancement strategies, including student feedback mechanisms	3 – Need for improvement in teaching strategy and mechanism. Need to use various tools available to make teaching more effective. Student feedback is collected once every semester. Presently questionnaire is manually filled up and analysed. Soon this will be done through a software.
▪ Maintenance of academic and non-academic infrastructure and facilities, including sufficiency and quality of academic buildings	2 – Maintenance of the buildings and also the campus is good. Presently the infrastructure facilities are sufficient. Next semester EE VII semester will start for which preperations are underway and will be completed by July2014
▪ Development, maintain and utilisation of institutional resources	1 – Existing resources are being effectively and efficiently used. These are properly maintained. Development of one building trough NABARD is initiated.
▪ Generation, retention and utilization of Income Revenue Generation.	2 – Income generation is mainly through Fees received from students under different heads. All income generated is retained in the institute and utilized for the routine expenditure and developmental activities. There is no other revenue generation done. Four funds mandated in the project have been established
OVERALL EVALUATION GRADE FOR 2.1 USING THE 3-POINT GRADING SCALE AND GRADE DESCRIPTORS IN ANNEX	**2.0**

PERFORMANCE AUDIT FORM (2.1.1)

COMPONENT 2: IMPROVING SYSTEM MANAGEMENT

2.1: CAPACITY BUILDING TO STRENGTHEN MANAGEMENT (Continued)

2.1.1: IMPLEMENTATION OF GOOD GOVERNANCE

(See Also Annex 4 of the Good Governance Guide for Governing Bodies for examples of supporting evidence)

MONITORING AND PROJECT OUTPUT/OUTCOME PARAMENTERS	SUPPORTING EVIDENCE (NOTE: GRADES MUST BE SUPPORTED BY SOUND EVIDENCE OF ACHIEVEMENT OF THE INSTITUTIONAL DEVELOPMENT PROPOSAL GOALS AND TARGETS)	
A. PRIMARY ACCOUNTABILITIES		**GRADE**
• **Has the Governing Body approved the institutional strategic vision, mission and plan – identifying a clear development path for the institution through its long-term business plans and annual budgets?** *(Give dates of governing body meetings where the minutes record these matters having been discussed, approved and/or followed up.)*	2. -- Vision, Mission and strategic plan are evolved by institute faculty through extensive deliberations. Vision & Mission have been displayed on college website. These were discussed and approved in First BOG Meeting. Dates of BoG Meetings: First 22 June 2013, second 30 October 2013 and third:22 February 2014.	
• **Has the Governing Body ensured the establishment and monitoring of proper, effective and efficient systems of control and accountability to ensure financial sustainability?** *(Give dates of governing body meetings where the minutes record these matters having been discussed, approved and/or followed up at the systems level.)*	3 - The Governing Body has not taken decision in this regard. As the institution is not obtained autonomous status. At present it follows norms set by	
▪ **Is the Governing Body monitoring institutional performance and quality assurance arrangements?**	2 – Yes. In the three meetings held so far they have reviewed the related	

(Give dates of governing body meetings where the minutes record these matters having been discussed, approved and/or followed up at the systems level.)	activities from performance and quality assurance point od view.
▪ **Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance?** *(Give dates of governing body meetings where the minutes record these matters having been discussed, approved and/or followed up.)*	3 -- Formal arrangement for monitoring does not exist, however his performance is reviewed in an informal way when he presents progress report in the GB.
EVALUATION GRADE FOR PRIMARY ACCOUNTABILITIES USING THE 3-POINT GRADING SCALE AND GRADE DESCRIPTORS IN ANNEX 4(1) FOR ALL GOVERNNANCE SECTIONS	**2.0**
B. OPENNESS & TRANSPARANCY IN THE OPERATION OF GOVERNING BODIES	
2. Does the Governing Body publish an annual report on institutional performance? *(Give the publication date and type of publication of the most recent annual report, if there is one)*	3 –In June 2014 the annual report will be presented to BoG and there after it will be published.
4 Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body? *(Given that a formal register is not yet normal practice in colleges, provide evidence of any published information on governing body members' financial and commercial interests)*	3 -- No, register of interest is not maintained

▪ **Is the Governing Body conducted in an open a manner, and does it provide as much information as possible to students, faculty, the general public and potential employers on all aspects of institutional activity related to academic performance, finance and management?** *(Say whether the governing minutes are published on the institution website, and note any other steps that the governing body takes to communicate with its stakeholders on its work as a Board)*	2 -- Governing body is conducted in an open manner. Minutes of all BOG meetings are published on the college web site. The sharing of relevant information with departments and faculty happens through other meetings.
GRADE FOR OPENNESS & TRANSPARENCY IN THE OPERATION OF GOVERNING	**3.0**
C. KEY ATTRIBUTES OF GOVERNING BODIES	
▪ **Are the size, skills, competences and experiences of the Governing Body, such that it is able to carry out its primary accountabilities effectively and efficiently, and ensure the confidence of its stakeholders and constituents?** *(Specify the range of skills and experience that the members of the governing body, and especially the external members, have)*	1 -- GB has been constituted as per the guidelines of statutory and regulating bodies (primarily UGC guidelines for autonomous bodies). The size of GB is such that it is able to carry out its accountabilities effectively. The skills, experience and competencies among members match the written job descriptions. Members include Professors, Industrialists, Professionals, Finance Experts.
▪ **Are the recruitment processes and procedures for governing body members rigorous and transparent?** *(Specify how governing body members are selected, and whether that process is transparent)*	2 – Institute is asked to recommend panel of experts in various fields as required by UGC. Nominations are decided by the Government from this panel based upon the merit and competencies in a transparent manner.
▪ **Does the Governing Body have actively involved independent members and is the institution free from direct political interference to**	1 -- Members are actively involved in furtherance of institutional objectives.

ensure academic freedom and focus on long term educational objectives? *(Give examples, where possible, of the role of external members in improving the performance of the institution)*	The institution is free from polotical interference.	
▪ **Are the role and responsibilities of the Chairman of the institution and the Member Secretary serving the governing body clearly stated?** *(If yes, specify the document where these roles are defined)*	3 -- The roles are not documented however by practice and experience they have evolved and are followed by Chairman and Member Secretary	
▪ **Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively?** (State the number of meetings in the last year, and the average number of those Board members present and those members absent at those meetings)	1 -- Yes Three BOG Meetings were held so far after the Institution was inducted into TEQIP II on: 1 22 st June 2013 and 2 30th Oct 2013 3 22 February 2014	
	GRADE FOR KEY ATTRIBUTES OF GOVERNING BODIES	**2.0**
D. EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES		
▪ **Does the Governing Body keep their effectiveness under regular review and in reviewing its performance, reflect on the performance of the institution as a whole in meeting its long-term strategic objectives and its short-term indicators of performance/success?** *(If yes, give the date(s) of governing body meetings where the minutes show that such a review has been discussed)*	3 -- No, there is no formal process to regularly review the performance of Governing body	
▪ **Does the Governing Body ensure that new members are properly**	3– This BoG has just been established and as such there was no change of members has	

inducted, and existing members receive opportunities for further development as deemed necessary? *(If yes, give examples of how these two tasks are carried out)*	occurred. The process of induction will be formulated in due course.	
GRADE FOR EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES		**3.0**
E. REGULATORY COMPLIANCE		
▪ **Does the Governing ensure regulatory compliance* and, subject to this, take all final decisions on fundamental matters of the institution.** *(If yes, give the date(s) of governing body meetings where the minutes show that regulatory compliance has been discussed)*	1 -- The BOG directs the Institution to strictly adhere to guidelines of AICTE and affiliating University and also informs the parent body, Institute of Human Resources Development, Govt. of Kerala, the need to take appropriate corrective measures as and when required. All the UG and PG programmes are approved by AICTE, University and the Govt.	
▪ **Does the regulatory compliance include demonstrating compliance with the 'not-for-profit' purpose of education institutions?** *(If yes, give evidence that the governing body has been directly involved)*	1 –The parent body IHRD is registered under Travancore Kochin Charitable societies act. Such societies functioning is always not for profit	
▪ **Has there been accreditation and/or external quality assurance by a national or professional body? If so, give name, current status of accreditation etc** *(Provide lists of all courses which have already been accredited, all courses where an application has been made, and all courses where no such application has yet been made)*	3 --No Total three courses are eligible for application viz. ME, CS and EC . Registration is done and preparation of documents and submission is progressing.	
GRADE FOR REGULATORY COMPLIANCE		**1.0**
OVERALL EVALUATION GRADE FOR GOVERNANCE 2.1.1 A-E USING THE 3-POINT GRADING SCALE AND GRADE DESCRIPTORS IN ANNEX		**2.0**

PERFORMANCE AUDIT FORM (2.2)
COMPONENT 2: IMPROVING SYSTEM MANAGEMENT

NAME OF PERFORMANCE AUDITOR: MR. SURESH KHARE

DATES OF PERFORMANCE AUDIT: 17TH TO 19TH MARCH 2014

NAME OF INSTITUTION WITH LOCATION: COLLEGE of ENGINEERING, ADOOR, MANAKKALA, KERALA 691551

TABLE 2.2: PROJECT MANAGEMENT, MONITORING AND EVALUATION

MONITORING AND PROJECT OUTPUT/OUTCOME PARAMENTERS	SUPPORTING EVIDENCE (NOTE: GRADES MUST BE SUPPORTED BY SOUND EVIDENCE OF ACHIEVEMENT OF THE INSTITUTIONAL DEVELOPMENT PROPOSAL GOALS AND TARGETS)
A. **Effectiveness of mentoring, reviews, surveys and audits conducted, including:** ▪ Increase in the achievement of the institutions goals and targets set out in the Institutional Development Proposal	3 - The project has effectively started only in July 2013. Only one visit of mentor is completed. This is the first audit, as such it is difficult at this stage to evaluate increase in achievements set out in the IDP
B. Effective project management and monitoring, including: ▪ Precise and reliable information/ data through web based MIS available to stakeholders at all time	3 – Web Based MIS has not been developed. MIS development is just started though student information and financial operation is done through stand alone MIS.
C. Effectiveness of faculty evaluation by students, including: ▪ Percentage/ increase in percentage of faculty evaluated by students in one or more subjects ▪ Are results of evaluation properly used for teacher improvement? If yes, is the procedure adopted for teacher improvement including	2 – All faculty is evaluated for each subject taught by them once in a semester. Presently it is done through a questionnaire, which is filled by students. Development of evaluation through ON LINE system is in progress. On the basis of feedback received from students HoD and Principal advise the faculty as to what is required to be done to

counseling appropriate and effective?	improve teaching and delivary.
OVERALL EVALUATION GRADE FOR 2.2 USING THE 3-POINT GRADING SCALE AND GRADE DESCRIPTORS IN ANNEX	**3.0**

b. Data Auditor Report

Annexure –I X
Statutory Auditing Report
Annexure – X

Internal Audit Report

Annexure – XI

GOVERNANCE SELF REVIEW & GOVERNANCE DEVELOPMENT PLAN

COLLEGE OF ENGINEERING ADOOR					
	GOVERNANCE SELF REVIEW QUESTIONS	GRADE	SUPPORTING EVIDENCE	DEVELOPMENT PLAN	EXPECTED DELIVERY TIME FRAME
A	PRIMARY ACCOUNTABILITIES				
A1	**Has the Governing Body approved the institutional strategic vision, mission and plan - identifying a clear development path for the institution through its long-term business plans and annual budgets?**	2	***Vision, Mission and strategic plan*** are evolved by institute faculty through extensive deliberations. Vision & Mission strategic plan have been displayed on college website. • Institutional Development plan have been prepared and got approved by BOG. ·These are discussed in the first meeting of BOG.	The GC has reviewed and approved the institutional vision, mission, strategic objectives and strategic plan for College of Engineering at its meeting held on 22/06/2013.	

			Annual budgets • Institutional project budgets are included in the IDP These budgets are presented in the BOG held on 22-06-2013 • Other strategic Initiatives approvals • BOG held on 22-06-2013 Agenda 1.8: • Approval of Faculty and Staff Plan Agenda 1.10: Constitution of Industry Institution Interaction Cell Agenda 1.11: Constitution of Finishing School • BOG held on 30-10-2013 Agenda 2.8: • Approval for starting incubation centers and innovation lab under IIIC Plan.		
A2	**Has the Governing Body ensured the establishment and monitoring of proper, effective and efficient systems of control and accountability to ensure financial sustainability (including financial and operational controls, risk management, clear procedures for managing physical and human resources.)?**	2	•The BOG ensures that funds provided by funding bodies are used in accordance with the terms and conditions specified in any funding agreements /contracts /memorandum. • Budgets are approved by the BOG after detailed discussion. • Finance Committee meetings are regularly to approve the expenditures. Finance committee reports are presented to the BOG for approval.	The College is aiming at having a performance - oriented review process for financial and human resources with inputs from the GC. Establish key performance indicators for measuring institutional performance.	03/31/15

A3	**Is the Governing Body monitoring institutional performance and quality assurance arrangements? Are these benchmarked against other institutions (including accreditation, and alignment with national and international quality assurance systems) to show that they are broadly keeping pace with the institutions they would regard as their peers or competitors to ensure and enhance institutional reputation?**	3	•The Governing Body monitors institutional performance regularly with respect to finance, results, placements, appointments, compliance etc. • Institution has applied to NBA for the accreditation of all eligible UG programmes. • The Institution has an internal quality assurance mechanism. • However benchmarking with national/international institutions has not been carried out so far due to lack of availability of reliable data. Scientific way of benchmarking is to be taken up.	The College proposes to evolve benchmarks for assessing teaching and research based on peer review, student feedback, technology—enhanced education initiative, grant income, citations, and journal ranking. These benchmarks will be placed before the GC and the University Syndicate	04/30/15
A4	**Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance?**	3	Formal arrangement for monitoring does not exist, however his performance is reviewed in an informal way when he presents progress report in the BOG Meeting.	It is proposed to evolve a monitoring mechanism for assessing the performance of the Head of the Institution based on the quantifiable parameters in the strategic plan.	07/30/15
B	**OPENNESS & TRANSPERENCY IN THE OPERATION OF GOVERNING BODIES**				
B1	**Does the Governing Body publish an annual report on institutional performance?**	1	Annual report is presented and discussed in the BOG; however it is not being published.	The steps are being taken to publish the annual report	04/30/15
B2	**Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body?**	3	No, register of interest is not maintained	Every effort will be made to maintain a register of interest of members of the	03/30/15

				GC	
B3	**Is the Governing Body conducted in an open a manner, and does it provide as much information as possible to students, faculty, the general public and potential employers on all aspects of institutional activity related to academic performance, finance management?**	1	• Governing body is not conducted in an open manner. However, the proceedings of the minutes are published • The sharing of relevant information with departments and faculty happens through meetings.	Every effort will be made to make the system more effective and transparent	04/30/15
C	**KEY ATTRIBUTES OF GOVERNING BODIES**				
C1	**Are the size, skills, competences and experiences of the Governing Body, such that it is able to carry out its primary accountabilities effectively and efficiently and ensure the confidence of its stakeholders and constituents?**	2	GC has been constituted as per the guidelines of statutory and regulating bodies (primarily UGC guidelines for autonomous bodies).	The Principal periodically reviews the composition of the GC and changes are made to give representation to a wider group of faculty and external experts.	Periodically reviewed
C2	**Are the recruitment processes and procedures for governing body members rigorous and transparent?**	2	G.O.(Ms) No.473/2012/H.Edn Dated 28/09/2012	A proposal will be placed before the GC to constitute a panel of experts/faculty	04/30/15

C3	**Does the Governing Body have actively involved independent members and is the institution free from direct political interference to ensure academic freedom and focus on long-term educational objectives?**	2	Members are actively involved in furtherance of institutional objectives	A proposal has already been submitted to the University for granting autonomous status to the College. The autonomous status will bring more academic and administrative freedom.	
C4	**Are the role and responsibilities of the Chair of the Governing Body, the Head of the Institution and the Member Secretary serving the governing body clearly stated?**	3	Have come through practice, not clearly stated	It is proposed to bring out a document containing the roles and responsibilities of the Chair of the GC, the Head of the Institution and the Member Secretary of the GC	06/30/15
C5	**Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively?**	1	Yes	It is proposed to increase the frequency of the GC meetings.	06/30/15
D	**EFFECTIVNESS & PERFORMANCE REVIEW OF GOVERNING BODIES**				
D1	Does the Governing Body keep their effectiveness under regular review and in reviewing its performance, reflect on the performance of the institution as a whole in meeting its long term strategic objectives and its short term indicators of	3	No, there is no formal process to regularly review the performance of Governing body	To evolve and adopt a process for regular review of governing body performance	05/30/15

	performance/success ?				
D2	Does the Governing Body ensure that new members are properly inducted, and existing members receive opportunities for further development as deemed necessary	3	No, There is no formal induction process for the governing council	Identify development opportunities for governing body members	
E	**REGULATORY COMPLIENCE**				
E1	Does the Governing Body ensure regulatory compliance* and, subject to this, take all final decisions on matter of fundamental concern to the institution.	2	The BOG makes it a point to treat these (AICTE, UGC, Govt. of Kerala, IHRD) regulations as a minimum basic requirement and gives directions to higher provisioning of infrastructure, faculty (Human resources) and equipment	Current practices will be sustained.	
E2	Does the regulatory compliance include demonstrating compliance with the 'not-for- profit' purpose of education institutions	2	Yes Have there been accreditation and/or external quality assurance by a national or professional body? If so, give details: name, status of current accreditation etc. • Institution is in the process of applying for accreditation.	The institution will maintain its 'not---for---profit' purpose.	

E3	Have there been accreditation and/or external quality assurance by a national or professional body? If so, give details: name, status of current accreditation etc.	2	• Every year mandatory disclosure is sent to AICTE and published on website. • Admission is as per the University Rules and Regulations. • The Institution has applied to NBA for the accreditation of all its UG programmes • The Institution has applied to UGC for autonomous Status.	The institution will continue to maintain the practice of obtaining accreditation from national accreditation and assessment agencies.	