



MINUTES OF THE SECOND GOVERNING COUNCIL MEETING, 7 March 2020.

**Agenda Item 2.1:**

ACTION TAKEN ON THE MINUTES OF THE FIRST MEETING

a) Review of the Action taken on the resolutions taken during the First Governing Council Meeting held on 22-08-2019

Action taken on items as per the minutes of the first governing council meeting (<https://amrita.edu.in/sites/default/files/FGCM-ACET.pdf>) held on 22nd august 2019. (Items with queries, 1.1, 1.2, 1.4, 1.5, 1.6, 1.7, 1.10, 1.11, 1.13, 1.14, 1.15 and 1.18 are presented here)

**Agenda Item 1.1:** To review the details of the students admitted in the Academic year (AY) 2018-2019 and admissions registered for the AY 2019-20.

Resolution: The council requested to report all the compliance status of the Government Regulatory Agencies to be met by the Institution during the next Meeting.

Action Taken:

- The institute has 100% compliance with regulatory and statutory bodies.

**Agenda Item 1.2:** To review the results published by Anna University from 2017-18 & 2018-19.

Resolution: The council received the information and appreciated the efforts taken by the staff and students. Further, the council Recommended starting giving awards and rewards to academic toppers as a token of appreciation for their efforts.

Action Taken:

- Award System is under preparation and will be introduced in the Academic Year 2020-21.

**Agenda Item 1.4:** To approve the collaborative initiatives with the industry.

Resolution: The council took note of the activities and urged the management to complete signing MoU with industries and start initiating collaborative works for the benefit of staff and students. Further, the council recommended having collaboration with public sector understandings for promoting innovation and creativity among staff and students. The help of council members prior experience in this may be sought for this purpose.

Action Taken:

- MoUs have been signed with the 5 industries and collaborative works initiated

**Agenda Item 1.5:** Progress made in the Repair of building infrastructure from Jan 2018 to July 2019.

Resolution: The council appreciated the efforts in this regard and requested the management to explore the possibility of making seminar halls and conference rooms revenue centres. The council recommended a bank extension counter inside the campus to promote cashless transactions.

Action Taken:

- Work is in progress. The workforce is engaged round the year for renovation work including road work, water supply, hostel and college building renovation, Playground, etc. A new Basketball Court has been built and will be inaugurated shortly.



**Agenda Item 1.6:** To review the progress made in improving the library infrastructure during the AY 2019-20

Resolution:

The council recommended the use of sliding bookshelves to avoid the present space problem inside the book storage area. Further, the use of chemicals to improve book life is recommended.

Action Taken:

- After the closure of two Institutions inside the campus, a more built-up area is available and hence installation of the sliding bookshelves is temporarily put on hold. Efforts are taken to collect details from the suppliers.

**Agenda Item 1.7:** To review the research potential of members of faculty, their research output and setting up research facilities.

Resolution:

The council received the information about the research initiatives and recommended considering the release of monetary benefits to the staff who publish high-quality journal papers and/or bring research funding. Further, the council requested to submit at least two proposals from the faculty for modernizing the existing laboratories with funding from the industry under CSR activity to enhance teaching-learning and promote faculty/student research.

Action Taken:

- Award System is under preparation and will be introduced in the Academic Year 2020-21 with the approval from the Management and the same will be placed before the council in the next meeting.
- 18 quality research articles have been published during the year 2019 by our faculty in journals with good impact factors. (<https://amrita.edu.in/node/458>)
- 15 quality research papers have been published in proceedings of the peer-reviewed national/international conferences during the year 2019.
- 2 research articles have been published by students in Journals during the year 2019.
- 4 research articles have been published by students in Conference Proceedings during the year 2019.

**Agenda Item 1.10:** To approve the activities of the Amrita Center for Educational Support (ACES)

Resolution: The council recommended starting a foreign language class (German/Japanese) on the campus based on student's preferences.

Action Taken:

- As the students admitted under Amrita College of Engineering and Technology are currently halfway through Special Training Programme for Business English Certification (BEC) Preliminary Examination. Opportunities to learn foreign Languages will be taken up soon



after the BEC Preliminary Examination certification is over.

**Agenda Item 1.11:** To approve the activities of the Establishment of Entrepreneurship Development Cell (EDC)

Resolution: The council received the information. The council reiterated the need for getting funds from EDII under the Government of India to promote more activities on the campus.

Action Taken: (<https://amrita.edu.in/node/468>)

- Amrita College of Engineering and Technology, Nagercoil has applied for financial support from EDII to organize Entrepreneurship Awareness Camps on the college premises. EDII has granted Rs. 40,000 under DST – NIMAT Scheme. Two ENTREPRENEURSHIP AWARENESS CAMPS are scheduled during the AY 2019-20 in our Institution. Each Camp, of 3 days duration, is scheduled to be conducted in the college premises to create awareness among students about various facets of entrepreneurship while highlighting the merits of pursuing such a career option. In each EAC, more than 75 students will be permitted to participate, and they will be exposed to different aspects of entrepreneurship, including opportunity guidance, services offered by agencies of support system etc. A visit to the industries located in the region is also scheduled to bring the students in direct touch with practising entrepreneurs. Experts are mostly drawn from local or nearby institutions including practising entrepreneurs with an educational background in Science and Technology

**Agenda Item 1.13:** The activities of Institution Innovation Council (IIC), Technology Business Incubator (TBI) & ICT Academy of Tamil Nadu (ICTACT)

Resolution: The council recommended improving collaborative work with Amrita TBA, Amritapuri, Kollam.

Action Taken:

- Amrita TBI, Amritapuri Cell was inaugurated and a separate space with facilities such as ICT facilities and furniture will have to be added.
- Amrita College of Engineering and Technology, Nagercoil has been approved by the Ministry of Human Resource Development (MHRD), Govt. of India to establish Institution's Innovation Cell (IIC) as per the norms and directions of MHRD, Govt. of India. IIC has conducted a large number of activities and Amrita Institution Innovation Council, (AIIC) was awarded 4 star ranking by MHRD. Ours is the only Institution in the Kanyakumari District that has secured a 4 Star Rating as per the list Published by the Ministry of HRD, Govt. Of India for the Academic Year 2018-19.  
(<https://amrita.edu.in/node/213>)

**Agenda Item 1.14:** To approve the activities and proposal by the Amrita Center for Industrial Training (ACIT)

Resolution: The council stressed the need for faculty and student exchange programmes with industries and/or Universities to promote quality of teaching and learning.

Action Taken: ACIT has arranged for the following student's internship.

- 132 students have undergone Industry Internship during the year 2018-19



(<https://amrita.edu.in/node/274>)

- 32 students have undergone Industry Internship during the year 2019-20

**Agenda Item 1.15:** To review the activities of the Indian Society for Technical Education (ISTE), New Delhi, Chapter, Institute of Electronics and Telecommunication Engineers (IETE), New Delhi Students Forum and Indian Green Building Council (IGBC) activities.

Resolution: The council recommended immediate plans to promote the communication skills of the students.

Action Taken:

30 Hours of Communication Skills Training was given to the Second Year BE students as part of the Training by SMART Training Resources India Pvt Ltd, Nungambakkam, Chennai – 600034. Steps are taken to get British English Council Certification to all the Second Year BE students. Orientation from BEC is completed. Students are preparing for giving examinations during the end of the current Academic Year.

**Agenda Item 1.18:** Any other Item

Resolution: The council requested the faculty representative to the council about any important and urgent requirement from the faculty side which requires top priority. The member represented that “Faculty Development and Training” is the top priority item since many teachers are eager to improve teaching skills.

Action Taken:

- A two-day training programme on ‘Teaching Techniques’ for members of faculty was conducted from 2nd May 2019 to 3rd May 2019. The programme was sponsored by the ICT Academy of Tamil Nadu, Chennai.
- Two Faculty Development and Training programmes of one week each was conducted in our Institution with funding from Anna University. A total of Rs. 57,500 received from Anna University, Chennai toward the expenditure of TA/DA for resource persons.
- Mr. S. Arun, Ap/ECE, Mr M. Rajeshkannan, AP/Mech, Dr. S. Anithakumari, AP/EEE and Ms. V. Indra, AP/ACE have attended a one-week programme on “Faculty Development Programme on Overview of Outcome-Based Education and NBA Process” from 18-11-2019 to 23-11-2019 at Francis Xavier Engineering College, Tirunelveli.

b) Approval of the Report on the Action Taken on the Minutes of the First Governing Council Meeting

Status: Approved

## MINUTES OF THE SECOND GC MEETING

**Agenda Item 2.1:** To review the Results of April/May 2019 and Nov/Dec 2019, Anna University Examinations

- The academic results of the April/May 2019 and Nov/Dec 2019 Examinations were presented



and reviewed.

- Hon. Chairman has conducted a meeting separately with the student's group-class wise and faculty-department wise to collect feedback regarding the pass percentage during the Nov/Dec 2019, Anna University Examinations
- Students requested a lesser number of Module tests per subject during the semester. It has been accepted and reduced from 7 to 4 as per the recommendations of the Chairman. Further, students were strictly informed to improve their studies and pass percentage.
- Further, it was decided to make special coaching classes compulsory for the slow learners and provide transport at 6:10 PM.
- During the feedback session with the Chairman, Students also requested the access road infrastructure and the same was completed in a week time.
- Further, it was decided to make special coaching classes compulsory for the slow learners and provide transport at 6:10 PM during all working days till the end semester examinations.

**Agenda Item No. 2.3:** To review and approve the Income and Expenditure Statement

The income-Expenditure statement was reviewed and accepted.

**Agenda Item No. 2.4:** To review and approve the proposal for enhancing ICT facilities inside the campus.

- It is requested that at least one classroom in the Department be Smart Class Room every year as per the present need. It is also mandatory as per AICTE and Anna University to have at least one class smart room per Department. In this regard, six LCD Projectors along with accessories are requested to be installed permanently during the current AY, one for each department, along with a desktop PC in all these rooms.

**Agenda Item 2.5:** Setting up IIT Mumbai Resource Center for online faculty training

- A Remote Center (RC) is a place from where the participants/people can interact with the instructor (faculty at IIT) who is regularly conducting courses or delivering lectures from IIT Bombay. The live lectures are transmitted at Remote Centers using A-VIEW software.
- Our teachers are often deputed to undergo one to a two-week workshop organised by IIT Bombay and IIT Kharagpur sponsored Remote Centres through A-View software promoted by Amrita Vishwa Vidyapeetham.
- In the meeting of HoDs with the Principal and Campus Director, it was agreed to request the Management to establish one such Remote Centre for our Institution. As we have most of the necessary resources in place, additional resources such as the following at the cost of Rs. 1,65,750 (Rupees One Lakh Sixty-Five Thousand Seven Hundred and Fifty – approximate) towards the purchase of IT tool kit which can be used for all types of Virtual Learning Programme to connect Amrita Vishwa Vidyapeetham Class Rooms with our Students. Details of the equipment are given in the Annexure.
- To establish a Remote Center of IIT Bombay on our campus, we require some technical requirements as mentioned in the budget proposal furnished below. I kindly request you to provide the approval for the same.



Sl. No	Item Name	Description	Qty.
1	Video camera/ Handy cam	An optical zoom-in/out video camera/handy-cam/PTZ Camera with either USB Live streaming feature or HDMI out interface along with a tripod. (SONY HDRC x 470 Video Camera	1
2	Tripod	SIMPEX Tripod	1
3	Video capture card	Video capture card - PCIe HDMI input interface video capture card - AverMedia Video Capture Card C027 or equivalent	1
4	Wireless Microphone	USB wireless microphone with an extra 3.5mm output in the USB receiver	1
5	Audio Amplifier	professional audio amplifier with two high watt speakers -Studiomaster, Crown, Bosch, Yamaha or equivalent	1
6	Audio Mixer	One professional audio mixer with a feature of AUX OUT - Allen Heath, Yamaha or equivalent	1
7	Cables & connectors	Cables and connectors for video and audio devices	-
8	Miscellaneous Expenses	Miscellaneous Expenses for installation of Equipment, Electric connections and others	-
Total			

**ITEM NO. 2.6:** To approve comprehensive 60 Hours of Placement Training started for the students during the AY 2019-20 to continue for the 2nd and 3rd year BE students during the Academic Year 2020-21.

**ITEM NO. 2.7:** Alumni Registration and Inauguration of Chapters to apply for Accreditation.

- As per the Accreditation Application form, the functioning of the Alumni Chapter is very essential and the Alumni involvement in the Department Advisory Committee is made essential. In this regard, Alumni of the erstwhile Sun College of Engineering and Technology are to be invited to become members of the Alumni Chapter. Alumni online Registration work started. (<https://amrita.edu.in/alumni/registration>)

**ITEM NO. 2.8:** To approve the Formation of a Research, Development and Consultancy Team and review the activities of the Cell.



- Research and Development Core Committee has been temporarily constituted and the details are given on the web page <https://amrita.edu.in/node/509>. Weekly research committee meetings are held, and the responsibilities of the committee have been made understood during the weekly meeting. Also, a weekly research seminar is regularly conducted. Approval for appointing a Research Coordinator with half the teaching load is requested. Roles and responsibilities along with a target for the Research Coordinator will be submitted once approval is obtained.
- **ITEM NO. 2.9:** To review the activities of the Amrita Center for Outreach Program (ACOP).
  - Amrita Institutions, Nagercoil always take efforts to reach out to the society to provide exposure to the young minds enrolled in our Institutions to problems faced by rural communities in the region. Through this experiential learning process, every staff and student get the opportunity to apply his/her knowledge to develop innovative solutions to the day-to-day problems of society.
  - This echoes our integral philosophy - to empower society with what we know and help with what we have for the benefit of the community at large. Amrita Institutions has several initiatives such as the following to engage the staff and the students enrolled in outreach activities.

#### OUTREACH INITIATIVES

- Amrita Quiz Awards to the School Students
- Amrita Innovation Awards to the School Students
- Amrita Technology Outreach Programmes to the School Students
- Engineering Career Awareness Programmes (ECAP) for the School Students
- Regular Medical Camps and Safety/Health Awareness Programmes.
- Providing industry-relevant skill training to the youth in the region under the Pradhan Mantri Kaushal Vikas Yojana (PMKVY) Scheme.
- Connecting Amrita Institutions, Nagercoil with local communities to address the development challenges through appropriate technologies under the Unnat Bharat Abhiyan Scheme (UBA) under the Ministry of Human Resource Development (MHRD), Government of India, New Delhi.
- Extension and outreach activities to provide Social internships to the students under NSS & YRC.

**ITEM NO. 2.10:** To review the activities of various student's clubs initiated during the AY 2019-20.

- Technical and Cultural Clubs are functioning in Amrita Institutions, Nagercoil to enhance students' experience by providing space to the students to acquire life skills through connecting with
  - other students who have similar interests
  - professional chapters/ Societies



- (iii) alumni and professionals in their fields of interest, and industry. This helps the student community to build formal and informal networks while exploring career opportunities.
- Activities are planned by the clubs and societies to complement the academic curriculum by refining and developing interpersonal skills and behaviours and the following are the expected outcome. (Ref: <https://amrita.edu.in/campus-life/student-clubs>)
  - Communication skills
  - Connecting co-curricular experiences with academic lessons
  - Creativity
  - Critical thinking about issues
  - Delegation
  - Event planning
  - Financial management & budgeting
  - Hard Skills
  - Knowledge of resources and available “tools”
  - Record-keeping
  - Self-awareness
  - Teamwork

**ITEM NO. 2.11:** To review the installation and operation of the 30KW Rooftop ON- Grid Solar Photo Voltaic System in the Main Block and the plant is in operation since 17th September 2019.

Plant Details:

The capacity of the Plant Installed:	30KW
Location:	Admin Block – Roof Top
Date of Commissioning:	17 <sup>th</sup> September 2019
No. of PV Panels:	126
Technology:	Monocrystalline Silicon
Cost of the Project:	20 Lakhs (approximate)
Operation Time:	7:00 AM to 5:00 PM
Total Savings till date:	Rs. 90,363/-
Cost per kWh:	Rs. 10.50 Table 2.12.1. Solar Power

Generation Details

Sl. No	Month & Year	No. Of Days of Operation	Power Generated (kWh)	Average Power Generated (kWh) per Hour of Operation
1	September 2019	12	1191	9.93
2	October 2019	28	2161	7.72
3	November 2019	26	2845	10.94
4	December 2019	22	2409	10.95
	Total		8606	9.80

**ITEM NO. 2.12:** To approve the initiative of joining as a Mentee Institution of Francis Xavier Engineering College, Tirunelveli under AICTE Margdarshan scheme to train our faculty in the





area of Outcome-Based Education to enable our Institution to apply and obtain Accreditation from NBA before 2022

- Francis Xavier Engineering College, Tirunelveli has been given the project with funding by AICTE to adopt colleges within 200 KM, as Mentee Institutions, to share their expertise with the Mentee Institutions to improve the teaching-learning process and enable the mentee Institutions to apply for obtaining Accreditation from National Board of Accreditation (NBA), New Delhi. The initial agreement was signed by the Principal on 14 November 2019.
- A team from Francis Xavier Engineering College, Tirunelveli including the Principal of the Mentor Institution visited Amrita on 22 January 2020 and conducted a one-day workshop on “NBA Induction programme” <https://amrita.edu.in/node/518>
- Mr. S. Arun, Ap/ECE, Mr M. Rajeshkannan, AP/Mech, Dr. S. Anithakumari, AP/EEE and Ms. V. Indra, AP/ACE have attended a one-week programme on “Faculty Development Programme on Overview of Outcome-Based Education and NBA Process” from 18-11-2019 to 23-11-2019.

**ITEM NO. 2.13:** To approve constituting Department Advisory Committee for each academic department to improve teaching-learning and to apply and get NBA Accreditation which is mandatory before 2022.

As per AICTE norms, every college should get accreditation from NBA before 2022. In this regard, Amrita College of Engineering and Technology is taking steps towards this process. An Internal Quality Assurance Cell is already formed with the members of faculty from our Institution. <https://amrita.edu.in/node/510>

- Further, it is necessary to constitute Department Advisory Committee (DAC). The function of the committee is to prepare Vision and Mission statements, COs, POs, PEOs and PSOs on par with the Vision and Mission of the Institution. The committee should have representatives from Industry Experts including employers, Alumni, Parents, Students, Subject experts etc. In this regard, each department in our institution proposed their DAC and the same is enclosed for approval. We are in search of experts from highly reputed industries and more members from Amrita Vishwa Vidyapeetham also will be added soon after getting consent from the Members of Faculty from Amrita Vishwa Vidyapeetham.

Table 2.14.1. Department of Computer Science and Engineering

Sl. No.	Stakeholder Type	Name	Designation
1	Faculty	Dr. V. Viswanath Shenoi	HOD/CSE Dept.
2		Mr. M. Arun	AP/CSE
3		Dr. P.M. Sivaraja	AP/CSE
4		Dr. S. Saravanan	AP/S&H
5	Parents	Mr. Selvarajan T.M., F/O. MR.Shaiharan, II CSE	Professor of Maths <b>NICHE, Nagercoil</b>
6		Mrs. Devakiamma G Nair M.Sc., B.Ed M/O. Mr. Gowshik Prakash, II CSE	Housewife
7	Industrial Experts	Mr. S. Sathiyaseelan.	<b>Principal Structural Manager</b> Teemage Precast Inc. Tiruppur
8		Mr. C. Dhinesh Kumar	CEO, Avian Aerospace Pvt.Ltd.,



			Bengaluru.
9	Alumni	Mr. S.R. Vibin.	<b>Junior Software Developer</b> Coaxial Global Service, Nagercoil
10		Ms. S. Shanmuga Priya	Software Engineer, CSK Solutions Nagercoil
11	Students	Mr. Gowshik Prakash	II year CSE
12		Ms. S. Saravana Priya	II year CSE

Table 2.14.2. Department of Mechanical Engineering

Sl. No.	Stakeholder Type	Name	Designation
1	Faculty	Dr. A. S. Ramkumar	HOD / Mechanical Dept.
2		Mr. G. Saravanaram	AP / Mechanical
3		Dr. M. S. Sivagamasundari	HOD / EEE Dept.
4		Dr. S. Kanmani Subbu	Assistant Professor, Mechanical Engineering, Indian Institute of Technology, Palakkad.
5	Parents	Mr. K. Pradeepan F/o. P. Sangeeth Krishna	Private Employee
6		Mr. A.T. Ayyamperumal F/o. A. S. Rakesh	Government School Teacher
7	Industrial Experts	Dr. V. Viswabaskaran	VB Ceramic Consultants, Chennai
8		Mr. N. Sampathkumar	DGM-Training and career advancement, Roots Industries India Limited, Coimbatore
9	Alumni	Aravind M.K.	Sales and Marketing Executive T.M.T.E Metal Tech Pvt. Ltd, Chennai
10		Vivek. C	Associate System Engineer. CGI Tech Pvt. Ltd., Bangalore
11	Students	J. S. Adarsh	II year Mechanical
12		R. P. Manikandan	II year Mechanical

Table 2.14.3. Department of Electronics and Communication Engineering

Sl. No.	Stakeholder Type	Name	Designation
1	Faculty	Dr. P. Kannan	Associate Professor and Head Department of ECE
2		Mr. S. Arun	AP / ECE
3		Dr. R. ShanthaSelvaKumari	Senior Professor & Head Department of E C E MEPCO Schlenk Engineering College, Sivakasi



Sl. No.	Stakeholder Type	Name	Designation
4		Dr. B. Sathyabama	Associate Professor Department of E C E, Thiagarajar College of Engineering, Madurai
5	Parents	Mrs. C. Indira, M/o S. Kaushika	Teacher (PG Assistant)
6		Mr. G. PremAnand, F/o P. K. Keerthika	Senior Social Security Assistant Employees Provident Fund Organization, Nagercoil
7	Industrial Experts	Dr. R. Vijayarajeswaran	Managing Director Vi Microsystems Pvt. Ltd. Electronics Estate, Chennai
8		Dr. Jayanand Thulasiraman	Chief Executive Officer Tesla Minds, Chennai
9	Alumni	Ms. Athira R Nair	Fixed Interconnect Network Engineer Optical Platform building Tata Communication Services Ltd. (TCTSL), Chennai
10		Ms. I. Jaya Priya	Program Developer Ford Global Technology and Business Centre ELCOT SEZ, Chennai
11	Students	Ms. N. R. Kayathri Devi	II year ECE
12		Mr. S. Ramasubramoniam	II year ECE

Table 2.14.4. Department of Electrical and Electronics Engineering

Sl. No.	Stake Holder Type	Name	Designation
1	Faculty	Dr. K. R. Suja	Associate Professor/EEE
2		Dr. S. Anithakumari	AP/EEE
3		Dr. P. Kannan	HOD/ECE Dept.
4		Dr. Manas Kumar Jena	AP, Department of EEE Indian Institute of Technology, Palakkad, Kerala
5		Dr. D. Manamalli	Professor Department of Instrumentation Engineering M I T, Chrompet, Chennai
6	Parents	Dr. Padmalal, F/o P. Lal Krishna	Principal Ramakrishna College of Engineering and Technology Perambalur
7		Mrs. P. Rajeswari, M/o G. Pooja	Teacher
			S.N.M. Hindu Vidyalaya Matriculation Hr. Sec. School, Nagercoil
8	Industrial	N. K. Jawahar Muthu	Assistant Executive Engineer (Electrical) Meter and Relay Testing-2



**AMRITA COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**AMRITAGIRI, ERACHAKULAM POST**  
**NAGERCOIL - 629 901, KANYAKUMARI - (DT)**



Sl. No.	Stake Holder Type	Name	Designation
	Experts		Tuticorin Thermal Power Station, Tuticorin.
9		Mr. A. Suresh Kuma	Managing Director Tesla controls (India) private Ltd. Chennai
10		M. N. Aravind	Associate Scientist ABB Global Industries & Services Ltd., Bengaluru
11	Alumni	Mr. P. Sudalai	BHEL Apprentice Thiruverumbur, Trichy
12	Students	G. Pooja	II year EEE
13		P. Lalkrishna	II year EEE

Department of Civil Engineering and Management Studies are yet to form its DAC.

**On Behalf of the Chairman**  
**Member Secretary**  
**Governing Council**  
**Amrita College of Engineering and Technology**  
**Nagercoil**  
**Kanyakumari Dt. - 629 901**