

Seethi Sahib Memorial Polytechnic College, Tirur

Minutes of the 71st Board of Governors Meeting

Date & Time: March 13, 2017, 10 AM

Venue: Seethi Sahib Memorial Polytechnic College Campus, Tirur

Meeting Agenda:

1. Review & approval of the minutes of the 70th BOG meeting and the special meeting held on June 18, 2016.
2. Report on the follow-up activities on the directives of the last BOG meeting.
3. Budget estimate for institution for 2017-18 and revised estimate for 2016-17.
4. Budget estimate for continuing education cell for 2017-18 and revised estimate for 2016-17.
5. Budget estimate for service station for 2017-18 and revised estimate for 2016-17.
6. Result analysis of Diploma Examination held in April 2014, 2015 and 2016.
7. Ratification of the appointments & promotions made since the last BOG meeting.
8. Ratification of higher grade promotions since the last BOG meeting.
9. Statement showing LWA
10. Ratification of revocation of suspension since the last BOG meeting.
11. Account statement for the year 2015-16 of the institution, CE cell, CDTP and service station.
12. Ratification of the vision, mission, Program Outcome, Program Specific Outcome & Program Educational Objective statements of departments.
13. Other matters

Minutes of the Meeting:

1. The meeting commenced with a review and approval of the minutes of the session held on March 2, 2016, and the special meeting held on June 18, 2016.
2. Updates on activities under the Parent-Teacher Association (PTA) were provided, including ongoing communication skills training for students. The introduction of WI-FI facilities and the implementation of a student mentoring system were highlighted. A new proposal for grant-in-aid, following advice from the Student Judicial Council (SJD) and Board of Governors (BOG), has been submitted. Additionally, the institution was awarded minority status by the National Minority Commission, New Delhi. All future appointments are to adhere strictly to the KTE rule of 1975 and new rules, detailed on page 5 of the annual report.
3. Deliberations on the budget estimate for the institution, service station, and the continuing education cell for the year 2017-18, along with the revised estimate for 2016-17, took place. Following thorough discussions, all presented budgets and revised budgets were approved. Comprehensive details are available in the annual report (pages 6-23).
4. The results of the diploma examinations conducted in April 2014, 2015, and 2016 were analyzed, with the meeting expressing satisfaction. Suggestions were made to initiate measures for further improving the results, as detailed on pages 24-27 of the annual report.


5. Ratification of all eleven promotions since the last BOG meeting was confirmed, with details provided on page 28 of the annual report.
6. Approval was granted for the LWA extension requested by Mr. Saifudheen KM and Mr. Mohammed Haneefa Karichery, Lecturers.
7. Ratification of all appointments made after the last 70th BOG meeting was confirmed, with details provided on page 29 of the annual report.
8. Ratification of all seven higher-grade promotions since the last BOG meeting was confirmed, with details provided on page 31 of the annual report.
9. Approval was given for the revocation of the suspension of Mr. Subair PH.
10. The meeting approved the audited account statements of the institution, CE cell, CDTP, and service station for the year 2015-16. Details can be found on pages 33-82.
11. A thorough discussion on the vision and mission statements, program outcomes, program-specific outcomes, and program educational objectives of all engineering departments took place. Finally, the meeting approved all these statements for all departments.
12. Meeting suggested to arrange training programmes on relevant topics for teachers, parents and students. Meeting also suggested to establish a centre called "Centre for Careers & Exams" to provide academic guidance and special training for competitive exams to students in and around the campus.
13. In honor of the diamond jubilee of KMEA, a commemorative event and family gathering to celebrate the enduring legacy of our esteemed leader, Janab Seethi Sahib, need to be arranged. Principal was authorized to initiate the arrangement for this event.

Action Taken Report:

1. Mr. Abdul Nazer Kaipanchery given the full additional charge of Principal.
2. Revised vision & mission statements displayed in all relevant locations. All stakeholders were informed about the approval for the new vision and mission statements.
3. By laws of IQAC, PACs and DABs were communicated to all concerned.
4. NBA work progressing smoothly
5. Free WI-FI facility introduced for students.
6. Special awareness sessions were conducted for girl students.

Meeting adjourned at 1.30pm.

Meeting Attendance:

1. K. Kutty Ahammed Kutty 
2. Riaz Ahammed 
3. Kurukkoli Moideen 
4. N.Santhakumar 
5. KN. Sasikumar 
6. Abdul Nazer Kaipanchery 