

Seethi Sahib Memorial Polytechnic College, Tirur

Minutes of the 73rd Board of Governors Meeting

Date & Time: March 16, 2019, 10 AM

Venue: Seethi Sahib Memorial Polytechnic College Campus, Tirur

Meeting Agenda:

1. Review & approval of the minutes of the 72nd BOG meeting.
2. Report on the follow-up activities on the directives of the last BOG meeting.
3. Budget estimate for institution for 2019-20 and revised estimate for 2018-19.
4. Budget estimate for continuing education cell for 2019-20 and revised estimate for 2018-19.
5. Budget estimate for service station for 2019-20 and revised estimate for 2018-19.
6. Result analysis of Diploma Examination held in April 2016, 2017, 2018.
7. Ratification of the appointments & promotions made since the last BOG meeting.
8. Ratification of reversion made since the last BOG meeting
9. Ratification of declaration of probations made since the last BOG meeting
10. LWA extension.
11. Ratification of higher grade promotions since the last BOG meeting.
12. Account statement for the year 2017-18 of the institution, CE cell, CDTP and service station.
13. Other matters

Minutes of the Meeting:

1. The meeting commenced with the review and approval of the minutes of the session held on March 8, 2018.
2. Important academic and co-curricular activities happened in the institution after the last BOG was discussed. An AICTE-ISTE sponsored teacher training programme on PLANNING AND PREPARATION FOR TEACHING was sanctioned to the institution. Around 31 newly recruited teachers from various polytechnic colleges participated in the six days programme. Details of the activities have been mentioned in page 5-9 of the annual report.
3. Discussion on the budget estimate for the institution, service station and the continuing education cell for the year 2019-20, including the revised estimate for 2018-19, took place. Following thorough deliberations, all presented budgets and revised budgets were approved. Comprehensive details are available in the annual report (pages 10-25).
4. The results of the diploma examinations conducted in April 2016, 2017 & 2018 were analyzed, and the meeting expressed satisfaction with the outcomes. The efforts of the staff in enhancing academic achievements were appreciated. Details have been mentioned in page 26-29 of the annual report.
5. Meeting ratified all the promotions since the last BOG meeting. Among the eleven promotions, the promotion of Muhammed Aboobacker Srambiyan, Trade Instructor is pending for government approval. Details have been mentioned in page -28 of the annual report.

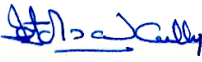



6. Meeting approved all the three reversions made after the 72nd BOG meeting. Details have been mentioned in page -29 of the annual report.
7. Meeting ratified all the five appointments after the last BOG. However, all these appointments are pending for government approval. Details have been mentioned in page-30 of the annual report.
8. Meeting ratified all the five higher grade promotions since the last BOG meeting. Details have been mentioned in page-31 of the annual report. Details have been mentioned in page-31 of the annual report.
9. Meeting ratified all the 14 declaration of probations after the last BOG meeting. Details mentioned in page 32-33 of the annual report.
10. Meeting ratified the LWA extension of Mrs. Raseena TV.
11. Meeting approved the audited account statements of institution, CE cell, CDTP and service station for the year 2017-18. Details mentioned in the page 34-76.
12. Approved the proposal for the construction of inter connecting bridges for buildings.
13. Discussed the demand for enhancing the water purification facility in the campus. Principal has been authorized to look into this matter and initiate the process for addressing the concern.
14. Discussed and approved the proposal for installing security camera at relevant locations in the campus.
15. Meeting discussed the suggestion to construct compound wall for the campus. Approval was granted for this suggestion.

Action Taken Report:

1. The deliberations at BOG meeting regarding the result analysis of the public examinations conducted during April 2015, 2016 & 2017 were informed the staff members through staff meeting. Departments have been instructed to initiate steps to further improve the results.
2. AICTE-ISTE sanctioned Rs. 3 lakhs for organising FDP on the topic “Planning & Preparation for Teachers”. Around 31 teachers from different polytechnics attended the programme.
3. Students were given awareness program on the importance of involving in innovative projects inside and outside campus. Rupees TWO lakhs as innovation grant was awarded to Master Adarsh K of Mechanical department for his project idea “WHITE BOX”, by Kerala Start-up Mission.
4. More students started coming up with new project and innovation ideas.

Meeting adjourned at 1.30pm.

Meeting Attendance:

1. K. Kutty Ahammed Kutty 
2. Riaz Ahammed 
3. Kurukkoli Moideen 
4. PK Abdu Rabb 

5. Mohammed Ali Haji



6. Beena.P. Joint Director, RDTE, Kozhikode



7. TH Abdul Azeez



8. Abdul Nazer Kaipanchery

