

Seethi Sahib Memorial Polytechnic College, Tirur

Minutes of the 76th Board of Governors Meeting

Date & Time: March 25, 2022, 10 AM

Venue: Seethi Sahib Memorial Polytechnic College Campus, Tirur

Meeting Agenda:

1. Review & approval of the minutes of the 75th meeting held on March 12, 2021.
2. Infrastructure development since the last BOG
3. Budget estimate for 2022-23 and revised estimate for 2021-22.
4. Budget estimate for continuing education cell for 2022-23 and revised estimate for 2021-22.
5. Result analysis of Diploma Examination held in April 2019, 2020 & 2021.
6. Ratification of appointment and promotions made since the last BOG meeting.
7. Statement of declaration of probation since the last BOG.
8. Ratification of grade/higher grade promotions since the last BOG meeting.
9. Statement on LWA
10. Account statement for the year 2020-21 of the institution, evening programs, CE cell, and service station.

Minutes of the Meeting:

1. The meeting commenced with the review and approval of the minutes of the online meeting held on March 12, 2021.
2. A comprehensive report on the ongoing and completed infrastructural development in the campus was presented, available on page-5 of the annual report.
3. The budget estimate for the institution and continuing education cell for the year 2022-23, along with the revised estimate for 2021-22, were discussed. Following deliberations, both budgets and revised budgets were approved. Detailed information is provided on pages 56-59 of the annual report.
4. The results of the diploma examinations for April 2019, 2020 & 2021 were analyzed, and the meeting expressed satisfaction with the outcomes. The detailed report is available on page-60 in the annual report.
5. All appointments, promotions, and conversions from temporary to permanent postings since the last BOG meeting were ratified. However, the conversion of Mr. Shanib CP, office attender, to a permanent posting is pending with the government.
6. Declarations of probations were ratified, excluding those of Mr. Basheer PI and Niasi KA, Department Heads, pending government approval.
7. Higher grade promotions since the last BOG meeting were ratified, with the understanding that promotions for three staff members are pending government approval.
8. The meeting was informed about applications for voluntary retirement from Mr. Noushad A, workshop instructor, and an application for Leave Without Pay (LWA)

from Haseena Mattummal, Lecturer. Both applications are pending with the government.

9. The audited account statements for the institution, evening programs, and CE cell for the year 2020-21 were approved and passed, as detailed on pages 67-89 of the annual report.
10. Reviewed the construction work of new academic block. Meeting advised principal to take steps to expedite the work.
11. Approved the proposal for a new gate to campus for the smooth transportation from main road to auditorium, ground and new academic block.
12. Sanction was accorder for the rework at canteen.

The meeting concluded with the necessary approvals, and further actions were identified for pending matters.

Action Taken Report:

1. Tiling work of buildings completed
2. Car parking shed constructed near the main building
3. Rework at smithy and foundry sections started and progressing.
4. All promotions ratified by the BOG were fully implemented
5. All higher grade promotions ratified by BOG were fully implemented
6. Revocation of suspension ratified by BOG was fully implemented

Meeting adjourned at 1 PM.

Meeting Attendance:

1. K. Kutty Ahammed K 
2. Riaz Ahammed Sait 
3. Kokkodi Moideenkutty 
4. Anwar Ameen 
5. Beena.P, Senior Joint Director (PS) 
6. Ramesh KM, Joint Director, RDTE, Kozhikode 
7. Abdul Nazer Kaipanchery 