

Seethi Sahib Memorial Polytechnic College, Tirur

Minutes of the 77th Board of Governors Meeting

Date & Time: March 17, 2023, 10 AM

Venue: Seethi Sahib Memorial Polytechnic College Campus, Tirur

Meeting Agenda:

1. Review & approval of the minutes of the 76th meeting held on March 25, 2022.
2. Result analysis of Diploma Examination held in April 2020, 2021 & 2022.
3. Budget estimate for 2023-24.
4. Budget estimate for continuing education cell for 2023-24.
5. Ratification of appointment and promotions made since the last BOG meeting.
6. Statement of duration of probations since the last BOG meeting.
7. Ratification of grade/higher grade promotions since the last BOG meeting.
8. LWA since the last BOG meeting.
9. Removal from service since the last BOG meeting.
10. Account statement for the year 2021-22 of the institution, evening programs, CE cell, and service station.

Minutes of the Meeting:

1. The meeting reviewed and approved the minutes of the 76th BOG meeting held on March 25, 2022. Discussions ensued on the activities in the institute post the last BOG meeting, including curricular and co-curricular events in all six departments. Placement data for various departments were also deliberated upon, with the meeting expressing satisfaction with the performance of the departments during the academic year 2022-23.

2. The results of the diploma examination held in April 2020, 2021, and 2022 were presented. The institution's performance during these years was deemed satisfactory, and detailed statistics were outlined on page 65 of the annual report.

3. Budget estimates for the institution and the continuing education cell for the year 2023-24 were presented and discussed. Details are available in pages 66-75 of the annual report. The meeting approved and passed the budgets for both the institution and the CE cell.

4. The meeting ratified all seven appointments made since the last BOG meeting, including three lecturers, one office attender, one tradesman, one physical education instructor, and one librarian. Details can be found on page 76 of the annual report.

5. Since the last BOG meeting, there were eight promotions to higher posts, two conversions from temporary to permanent posts, four declarations of promotions, and five higher grade promotions. Details have been outlined in the report from page 76 to page 79 of the annual report. The meeting ratified all these promotions.

6. The meeting was informed that Mrs. Raina TH, Tradesman, applied for LWA for study purposes. However, her application is still pending with the government.

7. Mr. Mohammed Ibrahim CP, Lecturer, and Mr. Abdul Rasheed, Tradesman, have been removed from service. However, the removal is yet to be ratified by the government.

8. The meeting approved and passed the audited account statements of the institution and CE cell for the year 2021-22. Details are available on pages 81-123 of the annual report.

Action Taken Report:

1. Construction of new academic block is in the final stage. Most of the lecture halls in the existing building to be shifted to the new block.
2. Construction of new entry gate to the campus completed.
3. Rework at canteen completed.
4. All promotions, transfers ratified by BOG were fully implemented.
5. All declaration of promotions ratified by BOG were fully implemented.
6. Higher grade promotions ratified by BOG were fully implemented.

Meeting adjourned at 1 PM.

Meeting Attendance:

1. K. Kutty Ahammed Kutty 
2. Kokkodi Moideenkutty 
3. Anwar Ameen 
4. Beena.P 
5. Ramesh KM 
6. Abdul Nazer Kaipanchery 