

**Seethi Sahib Memorial Polytechnic College, Tirur**

**Minutes of the 72<sup>nd</sup> Board of Governors Meeting**

**Date & Time:** March 8, 2018, 10 AM

**Venue:** Seethi Sahib Memorial Polytechnic College Campus, Tirur

**Meeting Agenda:**

1. Review & approval of the minutes of the 71<sup>st</sup> BOG meeting.
2. Report on the follow-up activities on the directives of the last BOG meeting.
3. Budget estimate for institution for 2018-19 and revised estimate for 2017-18.
4. Budget estimate for continuing education cell for 2018-19 and revised estimate for 2017-18.
5. Budget estimate for service station for 2018-19 and revised estimate for 2017-18.
6. Result analysis of Diploma Examination held in April 2015, 2016, 2017.
7. Ratification of the appointments & promotions made since the last BOG meeting.
8. Ratification of higher grade promotions since the last BOG meeting.
9. Account statement for the year 2016-17 of the institution, CE cell, CDTP and service station.
10. Other matters

**Minutes of the Meeting:**

1. The meeting commenced with the review and approval of the minutes of the session held on March 13, 2017.
2. Meeting was informed that, institute is conducting various training programs for teachers and students. Institutes achievements in extracurricular activities were discussed. Family meet was conducted in memory of Janab Seethi Sahib.
3. Discussion on the budget estimate for the institution, service station and the continuing education cell for the year 2018-19, including the revised estimate for 2017-18, 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 2015, 2016 & 2017 were analyzed, and the meeting expressed satisfaction with the outcomes. Meeting suggested to initiate measures for further improving the results. Details have been mentioned in page 26-29 of the annual report.
5. Meeting ratified all the twelve promotions since the last BOG meeting. Details have been mentioned in page -30 of the annual report.
6. Meeting approved the request for LWA extension from Mr. CP Mohammed Ibrahim, Lecturer and Mr. Siddiq Ali KK, Office Attendant.
7. Meeting ratified the appointment of Mrs. Noorjahan KV, Tradesman and the re-appointment of Mrs. Raina TH, Tradesman.
8. Meeting ratified all the twelve higher grade promotions since the last BOG meeting. The promotion process of Mr. Mohammed Arshal KM is ongoing. Details have been mentioned in page-32 of the annual report.
9. Meeting approved the audited account statements of institution, CE cell, CDTP and service station for the year 2016-17. Details have been mentioned in the page 34-76.

10. Meeting discussed the importance of arranging more training programme for teachers on new trends in technology and also latest trends in teaching-learning process. Institute can make use of funds from AICTE, ISTE, SITTR for arranging training programmes.
11. Students need to be encourage for involving in innovative projects inside and outside the campus.

**Action Taken Report:**

1. Implemented the revoking of the suspension of Mr. PH Subair, HOD Electronics
2. Orders issued to inform all stake holders regarding the approval of vision-mission statements, programme outcomes, program specific outcomes and program educational objectives of all the programmes. Steps have been taken to display all these stements at relevant locations.
3. Three days continuous raining programs were organized for students. Topics covered include career planning, skills for future, interview preparation etc.
4. In connection with the Diamond Jubilee of KMEA, a meet of family members of Seethi Sahib was organized. Staff members also attended the event with family.

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 