

## **Seethi Sahib Memorial Polytechnic College, Tirur**

### **Minutes of the 74<sup>th</sup> Board of Governors Meeting**

**Date & Time:** August 26, 2020, 10 AM  
College Campus, Tirur

**Venue:** Seethi Sahib Memorial Polytechnic

#### **Meeting Agenda:**

1. Review & approval of the minutes of the 73<sup>rd</sup> BOG meeting.
2. Report on the follow-up activities on the directives of the last BOG meeting.
3. Budget estimate for 2020-21 and revised estimate for 2019-20.
4. Budget estimate for continuing education cell for 2020-21 and revised estimate for 2019-20.
5. Result analysis of Diploma Examination held in April 2017, 2018, 2019.
6. Ratification of the appointments & promotions made since the last BOG meeting.
7. Statement of LWA
8. Ratification of higher grade promotions since the last BOG meeting.
9. Account statement for the year 2018-19 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 16, 2019.
2. A presentation on the last BOG meeting follow-up activities showcased the institution's achievements. The AICTE honoured the institution with the SAGY award for 2019. Accomplishments in training, placements, sports, NSS, and WID were acknowledged. The meeting extended congratulations to both students and staff for these commendable achievements.
3. Discussion on the budget estimate for the institution and the continuing education cell for the year 2020-21, including the revised estimate for 2019-20, 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 2017, 2018 & 2019 were analyzed, and the meeting expressed satisfaction with the outcomes. The efforts of the staff in enhancing academic achievements were appreciated.
5. Ratification of all seventeen promotions made since the last BOG meeting occurred, with details provided on pages 14-15 of the annual report.
6. The meeting ratified appointments made since the last BOG meeting. Government approval is pending for the appointments of Mr. Syed Suhail Thangal KK and Fakrudheen Ali K, Office Attendants.
7. Ratification of the reversion of Mr. Najmedheen K was done.
8. Two higher grade promotions since the last BOG meeting were ratified. However, the promotions of Mr. Abdul Nazar P, LD typist, and Raina TH, Tradesman, are pending for government approval.
9. The meeting ratified the resignation of Mr. Anwar Ameen Chelat, Demonstrator in the Computer Engineering Department.

10. Ratification of the probation declaration for four staff members was approved. The probation declarations of four other staff members are pending for government approval, as detailed in page 18 of the annual report.
11. Approval of the audited account statements for the institution, CE cell, CDTP, and service station for the year 2018-19 was granted.  
The meeting concluded with the necessary approvals, and follow-up actions were identified for pending matters.

**Action Taken Report:**

1. Established new water purifying facilities in the campus.
2. Started the work of installing security camera in the campus.
3. Stared the construction of compound wall for campus.
4. Appreciation of staff efforts by BOG on good results were communicated to staff members through staff meeting.
5. All promotions ratified by BOG were fully implemented.
6. All reversions approved by BOG were fully implemented.
7. All the fourteen declaration of promotions by BOG were fully implemented.

Meeting adjourned at 1 PM.

**Meeting Attendance:**

1. K. Kutty Ahammed Kutty 
2. Riaz Ahammed 
3. Kurukkoli Moideen 
4. PK Abdu Rabb 
5. Abdul Nazer Kaipanchery 