

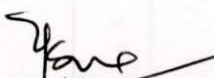
Draft Minutes of 18th Meeting of the Governing Body of Centre for Continuing Education Kerala held at 11 AM on 25/10/2018 in the chamber of the Minister for Higher Education, Secretariat Annex, Thiruvananthapuram

Members Present

1. Dr. K.T. Jaleel
Hon. Minister for Higher Education
2. Dr. Usha Titus
Principal Secretary to Government, Higher Education Department
3. Smt. T. Kanchana
Joint Secretary to Government, Finance Department
4. Smt. Shiny George
Additional Secretary to Govt., Planning & Economic Affairs Department
5. Dr. K.P. Indira Devi
Director of Technical Education
6. Sri. K.N. Sasikumar
Senior Joint Director (Polytechnic Stream)
7. Dr. Rajasree M.S.
Principal, Govt. Engineering College, Barton Hill, Thiruvananthapuram
8. Dr. Manikantan Nair
Principal, Panampally Memorial Government College, Chalakudy
9. Smt. Beena P.
Principal, Government Women's Polytechnic College, Kozhikode
10. Dr. P. Anitha Dhamayanthy
Director, Centre for Continuing Education Kerala

The meeting commenced at 11 am, with Dr. K.T. Jaleel, Hon. Minister for Higher Education in the Chair. The Director, Centre for Continuing Education Kerala welcomed the members. The meeting discussed the agenda items and following decisions were taken.


Director
CCEK


Principal Secretary
Higher Education Dept
(Vice-Chairman)


Minister for Higher
Education
(Chairman)

18.1. Confirmation of the minutes and action taken report on the decision of the previous meeting.

- 1) The Governing Body decided to record its confirmation of the minutes of the 17th meeting held on 6/8/2014 at Mascot Hotel, Thiruvananthapuram.
- 2) The Governing Body also decided to approve the report of action taken based on the decisions of the 17th meeting.

18.2. Reporting of the decisions of the Executive Committee meetings held after the 17th meeting of Governing Body.

The Governing Body noted the decisions of the 29th, 30th, 31st, 32nd and 33rd meeting of Executive Committee which were convened on 15/5/2015, 4/3/2016, 29/9/2016, 27/10/2017 and 19/4/2018 respectively, for records.

18.3. Activity report of Centre for Continuing Education Kerala and the institution under its administrative control.

The Director, CCEK, made a brief presentation on the activities of CCEK during the meeting. The Governing Body discussed the report, on the activities of the CCEK and the institutions under its administrative control, and noted the report for records.

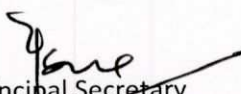
18.4. Incorporating amendments in the Memorandum of Association of CCEK

The Director, CCEK reported that in order to apply for exemption under Section 12 A of the Income Tax Act, 1961 certain additional clauses have to be incorporated in the Memorandum of Association of the Centre for Continuing Education Kerala, as suggested by the Income Tax Department.

The Governing Body decided to accord sanction for incorporating the following additional clauses in the Memorandum of Association of the CCEK so as to apply for Income Tax exemption, under Section 12 A of the Income Tax Act 1961.

- a) The services of the Society shall be open without discrimination of caste, creed or religion.


Director
CCEK


Principal Secretary
Higher Education Dept
(Vice-Chairman)


Minister for Higher
Education
(Chairman)


- b) The investment of the funds of the Society shall be in accordance with the provisions of Sec 11(5) of the Income Tax Act 1961.
- c) The Centre for Continuing Education Kerala shall be an irrevocable entity/society.
- d) Any proposal for amendment of the Society deed shall be with the prior approval of the Commissioner of Income Tax.
- e) Saving Clause: If the object or any of the powers or any provision of the Society Deed is inconsistent with the requirements of Law relating to Public Trust/Society or Trusts/ Societies eligible for exemption under the IT Act or any other direct tax law such object or provision will stand modified to the extent that they should accord with such law so as to continue to be eligible to be treated as a Public Charitable Trust/Society.

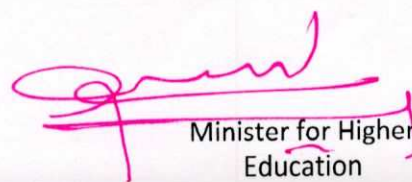
The Director, CCEK should take steps to file a copy of the resolution effecting the above amendment, certified by not less than three members before the Registrar of Societies within 14 days of the meeting, and to address Government to issue formal orders in this regard.

18.5. Strengthening of Continuing Education Programmes

- 1) The Governing Body discussed the proposal for strengthening of the activities of CCEK in detail and decided to accord sanction to introduce the following programmes through the sub-centres/Skill Test Centres/ Programme Centres of CCEK.
 - a. NSQF aligned skill development training programmes utilizing the available resources of the sub-centres shall be considered on priority. The sub-centres shall submit the proposals to CCEK for approval. For such programmes, CCEK need not conduct the examination or issue certificates to the participants. The Principals of the sub-centres should conduct the assessment and issue certificates as per NSQF norms. In this regard, CCEK may seek help of ASAP.
 - b. RPL (Recognition of Prior Learning) Programme in collaboration with ASAP.
 - c. Coaching programmes for National Level Competitive Examinations for Higher Education or Job Placement such as :- IIT-JEE, LET, Graduate Aptitude Test in Engineering (GATE), Common Admission Test (CAT)


Director
CCEK


Principal Secretary
Higher Education Dept
(Vice-Chairman)



Minister for Higher
Education
(Chairman)


for admission to IIMs and B-schools, Common Law Admission Test (CLAT), IELTS, TOEFL, Indian Engineering Services (IES), Indian Economic Services / Indian Statistical Services depending on the availability of faculty.

- 2) The Governing Body also decided to accord sanction :
 - a. To introduce Pedagogical Training
 - b. To initiate linkage with Industries to offer internship programmes in selected areas.
 - c. To become a nodal agency in the State to coordinate the D.Voc. Programme of AICTE.
 - d. To become a nodal agency in the State to coordinate Pradhan Mantri Kaushal Vikas Yojana (PMKVY)
 - e. To approve the institutions under the administrative control of CCEK as Programme Centres and extend the Continuing Education programmes through them.
- 3) The Governing Body decided to constitute Curriculum Committees and Academic Council for CCEK as proposed.
- 4) The Governing Body decided to constitute a Committee with the Director of Technical Education, Director of Collegiate Education and the Director, Centre for Continuing Education Kerala to study the details of revenue available at the sub-centres and suggest the necessary modifications in the guidelines for utilization of the fund.

18.6. Present status of College of Engineering, Munnar and revamping plan

- 1) The Governing Body noted the low student intake and financial condition of the College and decided not to take in students next year.
- 2) It has also been decided to implement the recommendations submitted by the Centre for Management Development and recommend to Government for providing financial assistance for the same in a phased manner.
- 3) The Governing Body also decided to approve the proposal for starting B.Voc. courses in the College of Engineering, Munnar.
- 4) The Governing Body also decided to note the report of appointment of Dr. Jayraju Madhavan as the Principal of College of Engineering, Munnar, for a period of three years w.e.f. 4/10/2018 with a consolidated monthly pay of Rs. 1,30,000/-.


Director
CCEK


Principal Secretary
Higher Education Dept
(Vice-Chairman)


Minister for Higher
Education
(Chairman)

18.7. Present status of Institute of Fashion Technology Kerala

The Governing Body decided:

- 1) To approve the actions reported regarding construction of additional floors for IFTK.
- 2) To ratify the sanction accorded to hire a vehicle for the official use of the institute.
- 3) To extend the contract period of Smt. Shalu.V.Nair, Faculty IFTK, for a further period of one year w.e.f. 24/09/2018.
- 4) To approve the report on appointment of Dr. M. Krishnakumar, as the Principal, IFTK, for a period of two years w.e.f. 30/7/2018 with a monthly consolidated pay of Rs. 1,20,000/-
- 5) To approve the report on appointment of Sri. Rajesh P.K. as Machine Mechanic-cum-Lab Assistant with a consolidated monthly pay of Rs. 25000/- and Sri. Rajeev B.P. as the System Administrator with a monthly consolidated pay of Rs. 50000/- on contract basis for a period of two years.


18.8. Establishment matters of CCEK and Kerala State Civil Service Academy


18.8.1 Engaging of Daily Wage Staff on Contract Basis - Ratification and extension of their contract period

- 1) The Governing Body decided to ratify the action of the Director, CCEK, as per office order dated 25/01/2017, in having converted the service of 14 temporary staff of CCEK, engaged on daily wage basis into contract basis as a one-time measure. The provision of service weightage shall not be considered while considering the extension, if any in the subsequent years.
- 2) The Governing Body decided to extend the period of contract of the following employees for a further period of one year at the rates decided by Government as mentioned below:

Sl. No.	Name	Designation	Period of Contract to be extended
1	Rekha M.I.	PA to Director	01/01/2018 to 31/12/2018
2	Jaismol George	Office Assistant	01/01/2018 to 31/12/2018


Director
CCEK


Principal Secretary
Higher Education Dept
(Vice-Chairman)


Minister for Higher
Education
(Chairman)

3	Swapna Rani V.	Receptionist	01/01/2018 to 31/12/2018
4	Shyam S.S.	Librarian	01/01/2018 to 31/12/2018
5	Sathi P.P.	Library Staff	01/01/2018 to 31/12/2018
6	Ajeeshkumar C.A.	Security	01/01/2018 to 31/12/2018
7	Madhusoodhanakumar C.T.	Security	01/01/2018 to 31/12/2018
8	Antony J.P.	Security	01/01/2018 to 31/12/2018
9	Kirankumar K.	Driver	01/01/2018 to 31/12/2018
10	Unnikrishnan Nair U.H.	Driver	01/01/2018 to 31/10/2018
11	Remola A.	Peon	01/01/2018 to 31/12/2018
12	Sreekumari O.	Peon	01/01/2018 to 31/12/2018
13	Renjith R.	Peon	01/10/2018 to 31/12/2018
14	Smt.Anitha Antony (Terminated from the post w.e.f 30/05/2018)	Library Assistant	01/01/2018 to 30/05/2018

3) The Governing Body also decided to terminate the services of Sri. Unnikrsihsnan Nair U.H., Driver, w.e.f. 1/11/2018.

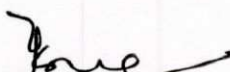
18.8.2. Extension of contract of 5 staff members of CCEK


The Governing Body also decided on considation of their performance to extend the services of the five employees Sri.Sudhir N., Accountant, Smt.Maya Devi T.R., Office Assistant, Sri.Subhash S., Office Attendant, Smt.Ameera Abdul Rahim, Technical Assistant, Smt.Saranya G.B., Office Assistant for a further period of one year w.e.f 1/10/2018with a 10% enhancement.

18.8.3. Sri.ShibuV.S., Computer Operator, CCEK - Extension of the Contract period and the enhancement of Contract Pay

The Governing Body decided to consider extending the benefits to Sri.ShibuV.S., Computer Operator, CCEK, by giving a weightage of 9%, if the decision as per agenda item no. 18.8.1. is approved.


Director
CCEK


Principal Secretary
Higher Education Dept
(Vice-Chairman)


Minister for Higher
Education
(Chairman)

18.8.4. Extension of contract of Co-ordinators of Kerala State Civil Service Academy, Thiruvananthapuram

The Governing Body decided:


- (i) to extend the period of contract period of Sri.K.P.Ajayakumar, Co-ordinator for one year w.e.f. 1/10/2018 with a monthly consolidated remuneration of Rs.32,500/-
- (ii) Considering the age of Dr.N.Gangadharan Nair, Chief Co-ordinator the Governing Body decided not to extend his services as Coordinator any further.
- (iii) to extend the period of services of Dr. K. Reghunadhan Pillai, Co-ordinator for one more year w.e.f. 20/11/2018 with a monthly consolidated remuneration of Rs.32,500/-

18.8.5 Extension of services of Coordinators / Special officers and staff of sub-centres of Kerala State Civil Service Academy.

The Governing Body decided to extend the services of the following temporary staff, appointed on contract basis at various sub centres of KSCSA, for a further period of one year as detailed below:

Sl. No	Name	Designation	Date of Appointment	Present Remuneration (Rs.)	Extension for one year w.e.f.	Remarks
1	Smt.Annamma.M.S KSCSA, Chengannur	Office Assistant	02/05/2015	10,000/-	27/10/2018	No hike in remuneration given during last extension
2	Sri.Arun Kumar.V.B, KSCSA, Konni	Office Assistant	02/05/2015	9,000/-	27/10/2018	No hike in remuneration given during last extension
3	Dr.Rani Mathew, KSCSA, Muvattupuzha	Special Officer	01/04/2016	17,500/-	27/10/2018	17% (Rs.2,500/-) enhancement in remuneration granted last year w.e.f 01/11/2017
4	Dr.C.Haridas, KSCSA, Palakkad	Special Officer	01/04/2016	27,500/-	27/10/2018	10% (Rs.2,500/-) enhancement in remuneration granted last year


Director
CCEK


Principal Secretary
Higher Education Dept
(Vice-Chairman)


Minister for Higher
Education
(Chairman)

5	Sri.K.Saleem, KSCSA, Kozhikode	Special Officer	15/11/2015	27,500/-	27/10/2018	10% (Rs.2,500/-) enhancement in remuneration granted last year
6	Smt.Neethi.C.Nair, KSCSA, Aloor	Teacher cum Co-ordinator		10,000/-	27/10/2018	No Hike
7	Smt.Remya.K.P, KSCSA, Kalliassery	Co-ordinator (i/c)	03/01/2017	-	03/01/2018 to 30/09/2018	New Co- ordinator has been engaged
8	Prof.T.Y.Aravindaa kshan, ICSR, Ponnani	Co-ordinator	21/08/2016	30,000/-	27/10/2018	9% (Rs.2,500/-) enhancement in remuneration granted last year

18.8.6. Implementation of GO (P) No. 112/18/Fin enhancement of wages

The Governing Body decided to implement the enhancement of wages ordered as per G.O(P)No.112/2018/Fin dated 21/07/2017, in CCEK & its Sub Centres including College of Engineering, Munnar, ICSR Ponnani, and IFTK Kollam with effect from 01/07/2018.

18.8.7. Ratification of issuing NOC to Shri. S.R. Vinayakumar

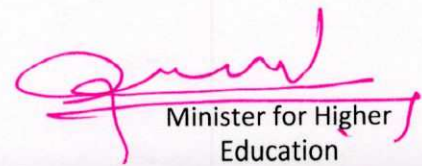
The Governing Body decided to ratify the action of issuing NOC for sparing the service of, Shri. Vinayakumar S.R. Superintendent, CCEK for one more year from 19.08.2018 to his present posting as Director and Managing Director, United Electrical Industries Limited, Kollam, on deputation basis.

18.8.8. Recommendation of P&AR Work Study and Creation of Posts

1. The Governing Body decided to revise the Staff Pattern of CCEK fixed as per G.O(MS)No.2096/2015/H.Edn dated 19/12/2005 and recommend the proposal for creation of post with absorption of the existing staff to Government for approval. The Governing Body decided not to accept the suggestion in the report of P&ARD that Kerala State Civil Service Academy & its administration be separated from Directorate of CCEK and made it as a separate entity.
2. Governing Body decided to recommend and forwarded the proposal for absorption of existing staff of College of Engineering, Munnar to Government.


Director
CCEK


Principal Secretary
Higher Education Dept
(Vice-Chairman)


Minister for Higher
Education
(Chairman)

18.9. Report regarding the Construction works of the institutions under CCEK

1. The Governing Body decided to note the report on construction activities executed after the last meeting for records.
2. The Governing Body decided to approve the proposal for construction of the Academic Complex (phase II) for Kerala State Civil Service Academy, Thiruvananthapuram at a cost of Rs. 1275 lakhs.
3. The Governing Body also decided to approve the proposal for construction of the building for Kerala State Civil Service Academy, Kozhikode at a cost of Rs. 175 lakhs.

18.10. Audit of Accounts of CCEK by the Chartered Accountants

- 1) The Governing Body decided to approve the report of audit of accounts of CCEK and the institutions under its control.
- 2) The Governing Body also decided to extend the period of the auditors M/s. Ananthan & Sundaram for the year 2017-18.

18.11. Audit of Accounts of CCEK by the Accountant General

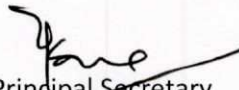
1) Avoidable expenditure on Service Tax Rs.67.28 Lakh


The Governing Body decided to ratify the action of the Director, in remitting the amount of Rs.67.28 Lakh as Service Tax, interest and penalty for the prior period of service tax registration from June 2007 to September 2011.

2) To write off the debts amounting to Rs.6,07,680/- outstanding from the year 2003 onwards in connection with the Multi-Level-Marketing Scheme implemented by CCEK.

The Governing Body decided to accord sanction to write off the amount of Rs.6,07,680/- from 11 debtors relating the Multi Level Marketing Scheme, which is outstanding from the year 2003 onwards, as recommended by the Accountant General.


Director
CCEK


Prindipal Secretary
Higher Education Dept
(Vice-Chairman)


Minister for Higher
Education
(Chairman)

No.	Name of Party	Amount (Rs.)	Purpose
1	Sri.Biju.S.Nair	12,420/-	Application forms for MLM Scheme issued to the Executives on credit basis. The amount could not be realized due to stopping of the programme
2	Sri.Jagadeesh	27,540/-	
3	Sri.Leju Narayanan	3,000/-	
4	Sri.Noushad	36,120/-	
5	Sri.Sony Mathew	29,970/-	
6	Sri.Suresh Nair.S	1,13,340/-	
7	Sri.Suresh Stalin	51,290/-	
8	Sri.V.P.Radhakrishnan	3,000/-	
9	M/s.Safe Power	30,000/-	
10	National Institute of Speech and Hearing (NISH)	3,00,000/-	Payment proceeds for the Right for Good Handwriting CD. The product could not be marked due to stopping the MLM Scheme
11	Sale proceeds receivable	1,000/-	Sale proceeds of 2 sets of CD - Could not be recovered due to stopping the scheme.
TOTAL		6,07,680/-	

18.12. Plan fund utilization and Proposal for 2019-2020

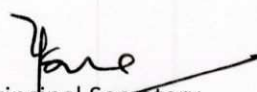
The Governing Body noted the report on utilization of plan funds and the plan proposal submitted for the year 2019-2020 for records.

18.13. Revising financial powers of the Director, CCEK


The Governing Body decided to accord sanction for revising the financial powers of the Director, CCEK as proposed and recommend to Government to issue formal sanctions fixing the financial powers.

The meeting concluded at 1.30 pm


Director
CCEK


Principal Secretary
Higher Education Dept
(Vice-Chairman)


Higher Education Department
Government of Kerala


Minister for Higher
Education
(Chairman)