

**Minutes of the 33<sup>rd</sup> Meeting of the Executive Committee of the Centre for Continuing Education Kerala held at 3 pm on 19/04/2018, in the Chamber of the Principal Secretary to Government, Higher Education Department, Govt. Secretariat (Annex), Thiruvananthapuram.**

Members Present

1. Dr. Usha Titus IAS  
Principal Secretary to Govt., Higher Education Dept.
2. Smt. T. Kanchana  
Joint Secretary to Govt., Finance Department
3. Dr. K.P. Indiradevi  
Director of Technical Education
4. Dr. D.K. Sathish  
Additional Director, Collegiate Education Department
5. Smt. Betty John  
General Manager, KELTRON
6. Dr. P. Anitha Dhamayanthy  
Director, Centre for Continuing Education Kerala

The meeting commenced at 3 pm with Dr. Usha Titus IAS, Principal Secretary to Government, Higher Education Department in the Chair. The meeting discussed the agenda items one by one and made the following observations/took the following decisions:

**33.1 Confirmation of the minutes of the previous meeting and report of follow up action taken on the decision of the meeting**


- 1) The Executive Committee confirmed the minutes of the 32<sup>nd</sup> meeting held on 27/10/2017.
- 2) The Executive Committee also approved the report of action taken on the decisions of the 32<sup>nd</sup> meeting.

**33.2 Budget of the Centre for Continuing Education Kerala for the year 2018-2019**

The Executive Committee decided to approve the budget proposal for the Centre for Continuing Education Kerala and the institutions under its control for the year 2018-19.

  
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**33.3 Report on Internal Audit of Accounts of the Centre and institutions under its control for the Financial Year 2013-14.**

The Executive Committee noted the report on Internal Audit of Accounts for the financial year 2013-14 submitted by the Chartered Accountants M/s. Anandan and Sundaram, for records and instructed the Director to take urgent action to complete the internal audit of accounts for the remaining years before the next meeting of Executive Committee.

**33.4 Report on the local audit of the Centre for the financial year 2015-2016, conducted by the Accountant General.**

The Executive Committee noted the local audit report of CCEK for the year 2015-2016 submitted by the Accountant General for records and authorized the Director, CCEK to take steps to clear the pending paras urgently.

**33.5 Extension of Service of Kum. Aswathy S. for undertaking the DTP work of the Academy and Sub Centres.**

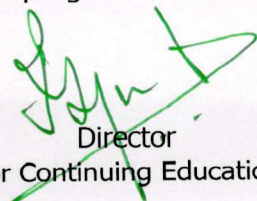
The Executive Committee decided to ratify the action of Director in extending the term of service of Kum. Aswathy S. for undertaking the DTP works of the Academy and sub-centres for 179 days w.e.f. 2/2/2018. No further extension shall be allowed.

**33.6 Ratification of extension of appointment of special officer in KSCSA, Kanhangad**


- 1) The Executive Committee decided to ratify the action of the Director in allowing Prof. V. Kuttyan, (Retd. Head of the Department, Post Graduate Department of History, Nehru Arts and Science College, Kanhangad), to continue as the Special Officer, KSCSA, Kanhangad w.e.f. 09/01/2018.
- 2) The Executive Committee also decided to extend the tenure of appointment of Prof. V. Kuttyan as Special Officer, KSCSA, Kanhangad for another period of one year w.e.f. 09/01/2018, with a monthly consolidated pay of Rs. 17500/-. The Executive Committee also observed that any further extension and enhancement of pay will be subject to his satisfactory performance as Special Officer.

**33.7 Ratification for revising the courses being offered and fee structure of academy courses**

The Executive Committee decided to approve the revised fee structure as proposed. The Executive Committee authorized the Director, CCEK to extend the programmes Talent Development Course, Foundation Course, coaching for NTSE,

  
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etc. to schools and colleges where sufficient facilities are available. The programmes of ASAP shall not be repeated and the primary focus of the programmes offered by the Academy shall be to prepare the students for a competitive examination of national importance.

**33.8 Advance Increment for acquiring Ph.D. while in service for the faculties of College of Engineering, Munnar**

The Executive Committee decided to sanction advance increment to Dr. Shine N. Das, Dr. Ramesh U., and Dr. Ramesh P., Associate Professors of College of Engineering, Munnar, who acquired Ph.D while in service strictly in accordance with the AICTE norms in this regard.

**33.9 Appointment of Dr.K. Reghunathan Pillai as Co-ordinator in KSCSA, Thiruvananthapuram**

- 1) The Executive Committee decided to ratify the action of Director in appointing Dr. K. Reghunathan Pillai, Formerly Joint Director at Commissioner of Entrance Examinations, as the Co-ordinator, KSCSA on contract basis for a period of one year w.e.f. 20/11/2017.
- 2) The Executive Committee also decided to enhance the monthly remuneration of Dr. K. Reghunathan Pillai to Rs.30,000/- as applicable to other co-ordinators in the main centre.

**33.10 Extension of contract period of Sri. M. Velappan Asary, Clerk, CCEK**

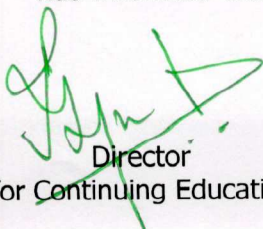
- 1) The Executive Committee decided to extend the period of contract of Sri. M. Velappan Asary, Clerk, CCEK for a further period of one year w.e.f. 12/01/2018.
- 2) The Executive Committee also decided to enhance the consolidated pay of the incumbent from Rs. 19000/- to Rs. 19,950/- w.e.f. 1/4/2017, on the basis of GO(P) No. 56/2017/ Fin dated 28/4/2017.

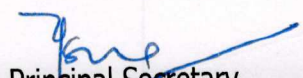
**33.11 Extension of contract period of Sri.Shibu V.S., Computer Operator, CCEK**

The Executive Committee decided to extend the period of contract of Sri. Shibu. V.S., Computer Operator, CCEK for a further period of one year w.e.f. 01/04/2018, with the existing consolidated pay of Rs.20,000/-.

**33.12 Financial Assistance to the College of Engineering, Munnar**

The Director, CCEK reported that the Principal, College of Engineering, Munnar has informed that the balance available in the College Account is insufficient to

  
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meet the salary expenditure and the College requires an amount of Rs.37 lakhs for disbursing the salaries to the staff for the month of February 2018 itself. In due consideration of the necessity in disbursing the salary in time and based on the decision taken in the meeting convened by the Hon. Minister for Education (Chairman, Governing Body of CCEK), on 6/3/2018, it was decided to provide a financial assistance of Rs. 37 lakhs each for 3 months from February 2018 to the College of Engineering Munnar from the generated funds of Centre for Continuing Education, Kerala Thiruvananthapuram on loan basis, with the condition that the amount shall be repaid to CCEK from the funds raised during the next year by the college.

It was also reported that the Centre for Management Development (CMD) has submitted a proposal for revamping of the College which has to be examined in detail for further processing.

The Executive Committee noted the report for records.

***33.13 Ratification of the appointment of Sri. Pradeep R., College of Engineering, Munnar***

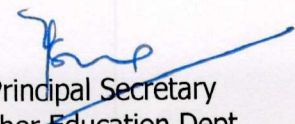
Considering the fact that the incumbent has been working in the College since 2003, the Executive Committee decided to ratify the action of reverting Sri. Pradeep R. from the post of Office Assistant and posting him at the College of Engineering, Munnar as Library Assistant, after downgrading the post of the Librarian Grade III, as a special case. The action shall not become a precedent and as and when the case of filling up the post of Librarian Grade III with an eligible candidate arises, Sri. Pradeep R. shall be relieved from the post of Library Assistant and that post shall be upgraded to its lien post, ie; Librarian Grade III.

***33.14 The enhancement of remuneration of Daily Wages personnel in CCEK Head Office and Sub Centres of KSCSA, College of Engineering, Munnar, ICSR, Ponnani consequent to the G.O (P) No.56/2017/Fin dated 28/04/2017.***

- 1) The Executive Committee decided to accord sanction to the Director, CCEK to implement the G.O.(P)No.56/2017/Fin dated 28/04/2017 in CCEK and in other institutions under the administrative purview of CCEK.
- 2) The Executive Committee also decided to re-designate the post Sri. Afzal P.S., Library Assistant working at KSCSA, Kozhikode, as Office Assistant considering his qualification.
- 3) The Executive Committee also decided to re-designate the post of Night Watchman as Security Guard in the sub centres of KSCSA.



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**33.15 Report on commencement of coaching classes for KERALA ADMINISTRATIVE SERVICE (KAS) examination**

The Executive Committee decided to ratify the action of the Director, CCEK for commencing coaching classes for Kerala Administrative Service examination with a fee structure of Rs. 16,260/- including GST and fixing the remuneration pattern as Rs.750/- per hour and Rs.2000/- for question paper setting.

**33.16 Finalizing the Plan for the proposed building for Academic Block of KSCSA Charachira**

The Executive Committee examined the architectural drawings for the phase II construction of a permanent building for Kerala State Civil Service Academy, Thiruvananthapuram main campus measuring 49,055 Sq.ft., submitted by M/s. Habitat Technology Group and in-principle approval granted. The Executive Committee also decided to refer the drawings to the Technical Committee for approval and authorized the Director, CCEK to proceed further for obtaining necessary sanctions

**33.17 Extension of services of Contract of Staff of IFTK, Kollam**

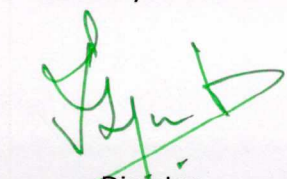
The Executive Committee decided to extend the services of the following 7 staff members of IFTK, Kollam for one more year with effect from 01/03/2018 with pay hike as per existing Govt. order dated 28/4/2017.


Shri Stalin.W	- Attender
Shri Soyoos.S	- Security Guard
Smt Zeenath.C.S	- Receptionist
Shri Libin.N	- Security Guard
Shri Sivalal.D	- Security Guard
Shri Kishore Kumar.B	- Gardener
Shri Stalin Cyril	- Office Assistant

**33.18 Any other item with the permission of the chair.**

**33.18.1 Extension of services of Canteen**

The Director, CCEK, reported that she had been receiving several complaints from the students (both oral and written) regarding the inappropriate attitude and partiality of the Canteen management towards the students, particularly towards the girls which is resulting unhealthy situation between the students and canteen staff. Even after repeated warnings, the situation has not improved. Moreover, the Canteen which is a CDS Unit has been functioning for the past seven years and the current term has expired as on 15/3/2018.

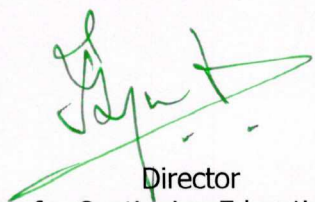
  
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Hence the matter was placed before the Executive Committee to decide whether a new unit may be identified for running the Canteen.

As the period of contact with the CDS Unit running the existing canteen is over and considering the complaints of students, the Executive Committee decided to make arrangements for identifying a new Kudumbasree Unit for running the Canteen at Thiruvananthapuram campus of the Academy. It was also decided that discussions will be held with the house owner to permit improvements in the canteen.

The meeting concluded at 4 p.m.



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