

Minutes of the 35th Meeting of the Executive Committee of the Centre for Continuing Education Kerala held at 11 am on 29/10/2019, in the Chamber of the Principal Secretary to Government, Higher Education Department, Government Secretariat (Annex), Thiruvananthapuram.

Members Present

1. **Dr. Usha Titus IAS**
Principal Secretary to Government,
Higher Education Department
2. **Shri.Ferold Xavier**
Additional Secretary, Finance Department
3. **Dr.K.P.Indira Devi**
Director of Technical Education
4. **Smt.T.R.Hemaletha**
Managing Director, Keltron
5. **Shri.Joy.K.R.**
Senior Superintendent,
Directorate of Collegiate Education
6. **Dr. P. Anitha Dhamayanthy**
Director, Centre for Continuing Education Kerala

The meeting commenced at 11 am 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:

The Executive Committee confirmed the minutes of the 34th meeting held on 28/12/2018. The Executive Committee also approved the report of action taken on the decisions of the 34th meeting.


35.1 APPROVAL OF COMBINED ANNUAL BUDGET OF CCEK FOR THE YEAR 2019-20

The Executive Committee approved the combined annual budget of CCEK for the year 2019-20.

35.2 APPROVAL OF AUDIT REPORT OF THE CENTRE FOR THE YEAR 2014-15, 2015-16 & 2016-17

The Executive Committee approved the audit reports of CCEK for the year 2014-15, 2015-16, 2016-17 and the committee appreciated the Director for taking timely action for finalisation of pending audit reports.


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[Chairperson, Executive Committee]

35.3 EXTENSION OF PERIOD OF AUDITORS

The Executive Committee decided to extend the period of auditors M/s.Ananthan and Sundaram to conduct audit for the financial year 2018-19.

The Executive Committee has also decided to accord sanction for the appointment of new auditors for the audit of current Financial Year by constituting a new panel of auditors.

35.4 CHANGING THE STATUS OF PAN OF CCEK

The Executive Committee directed to examine the legal consequences of the matter and analyse the implications of changing PAN from 'Firm' to 'Trust'. The committee has also directed to obtain the remarks on the scope of registering CCEK under Companies Act.

35.5 PLAN FUND 2018-19, 2019-20 (REPORTING)

The Executive Committee noted the report on plan fund 2018-19, 2019-20 for records.

35.6 EXTENSION OF THE TERM OF TECHNICAL COMMITTEE OF CCEK

The Executive Committee decided to extend the term of Technical Committee of CCEK for a further period upto 31/10/2022 by taking up the matter with Government.


35.7 REIMBURSEMENT OF PROPORTIONATE SHARE OF EXPENDITURE INCURRED BY CCEK FROM MINORITY DEPARTMENT, SC DEPARTMENT AND ST DEPARTMENT


The Executive Committee observed that CCEK is bound to collect fees and to adopt a manner to collect fees first and then to try for reimbursement.

The Executive Committee recommended to take up the issue of pending payments with Finance Department for deduction and transfer of funds from the budget provision of Dept. concerned.

35.8 RATIFICATION OF THE DECISION TO RESERVE 10% OF SEATS TO SC/ST STUDENTS FOR UNDERGOING CIVIL SERVICE COACHING AT KERALA STATE CIVIL SERVICE ACADEMY

The Executive Committee decided to ratify the action of the decision to reserve 10% of seats to SC/ST students for undergoing Civil Service coaching at Kerala State Civil Service Academy.


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35.9 PROVIDING FREE COACHING TO THE STUDENTS BELONGING TO SC COMMUNITIES

The Executive Committee decided to provide free Civil Service coaching to 50 SC students of the September batch on the condition that SC Department has to allot three more rooms for the Academy and also to permit the students of KSCSA to avail the existing Library facility of SC Department at ICSETS, Ambedkar Bhavan, Mannanthala.

35.10 INSTITUTE OF FASHION TECHNOLOGY KERALA, KOLLAM – RENEWAL OF CONTRACT PERIOD OF NON-TEACHING STAFF

The Executive Committee decided to extend the period of contract of six non-teaching temporary staff of IFTK for one year w.e.f 01/03/2019.

The Executive Committee also ratified the action of the Director, CCEK in having removed Sri.Stalin Cyril, Office Assistant from the services of IFTK w.e.f 09/07/2019.

35.11 INSTITUTE OF FASHION TECHNOLOGY KERALA, KOLLAM – EXTENSION OF PERIOD OF CONTRACT OF SMT.SHALU.V.NAIR, FACULTY MEMBER

The Executive Committee decided to extend the period of contract of Smt.Shalu.V.Nair, Faculty member of IFTK for three years w.e.f 24/09/2019, with the existing contract pay and allowances.


35.12 INSTITUTE OF FASHION TECHNOLOGY KERALA, KOLLAM - RENEWAL OF CONTRACT PERIOD OF MS.CAROLIN BABY, FACULTY MEMBER WITH PAY HIKE

The Executive Committee decided to cancel the EC decision taken on 27/10/2017 in this matter. It has been decided to continue all allowances as granted in the last two years. It has also been decided not to grant these benefits while renewing contract of next year. The Committee also suggested to workout possibility of payment of pay and allowances to qualified hands alone as per AICTE norms, so that faculties don't leave in the middle of an academic year.

35.13 INSTITUTE OF FASHION TECHNOLOGY KERALA, KOLLAM - APPROVAL FOR INITIATING THE PROCESS OF SELECTION & APPOINTMENT OF NEW PRINCIPAL

The Executive Committee granted permission to initiate the process of selection and appointment of new Principal. The Committee has also recommended to ensure the service of retired hands from NIFT as faculty of IFTK.


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35.14 RATIFICATION OF RELEASE OF ORIGINAL CERTIFICATES TO SRI. RAJ PRASAD, SRI. ANSHAD, MS. ANJU ARAVIND, MS. ARDRA MENON.G AND MS. AALIA ILHAM, FIVE FORMER STUDENTS OF INSTITUTE OF FASHION TECHNOLOGY KERALA, KOLLAM AND APPROVAL TO MODIFY FEE REFUND POLICY OF THE INSTITUTION, AS STIPULATED IN G.O(RT)NO.77/19/H.EDN DATED 18/01/2019

The Executive Committee ratified the action. The EC also decided to follow AICTE norms in the case of students who discontinue the course so that students can get refund of fee after deducting fee upto the semester they attended. The EC Chairperson emphasised the importance of strengthening IFTK as it is the one and only Institute in that manner in the State and after completion of the course there is wide range of opportunities to students at national and international levels.

It is also suggested to evaluate and strengthen the quality of education in IFTK by exploring the possibility of student sharing for atleast one or more semester with NIFT for which curriculam in 2020-21 should be updated in tune with NIFT. The possibility of Joint Degree Programme with NIFT / PEARL Academy/ or other good institutions should also be examined. The scope for unification of the two courses viz the one offered by Kerala State Institute of Design, Chandanathope in design and the course offered by IFTK may be examined. It was also decided to explore the possibility of additional centre in 50,000 Sq.Ft. space (in Indian Institute of Infrastructure and Construction (IIIC), Chavara, Kollam with Kerala Academy for Skills Excellence (KASE). Considering the wide range of opportunities of B.Des and M.Des degree holders, the committee opined that the possibility of starting an additional batch at Trivandrum in the premises of Keltron should be examined.

The committee also suggested to explore utilising Kerala State Institute of Design for design of advertisement, brochures etc.

35.15 INSTUTE OF FASHION TECHNOLOGY KERALA, KOLLAM - TWO CURRENT ACCOUNTS OPENED AT SBI, KUNDARA – ONE FOR EPF (EMPLOYEES PROVIDENT FUND) TRANSACTIONS AND ANOTHER FOR THAT OF PTA – RATIFICATION


The Executive Committee ratified the action of the Director in granting permission to Principal, IFTK for opening two current accounts at SBI, Kundara – One for EPF (Employees Provident Fund) transactions and another for that of PTA

35.16 REGULARISATION OF TEMPORARY STAFF OF CCEK - REPORTING

The Executive Committee noted the reporting on forwarding proposal for post creation and absorption of the existing provisional staff of CCEK.

The Executive Committee also noted the reporting on forwarding proposal for post creation and absorption of the non teaching staff of CEM.


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35.17 EXTENSION OF PERIOD OF CONTRACT OF THREE EMPLOYEES OF CCEK

The Executive Committee decided to extend the period of contract service of three employees of CCEK, Sri.Sudhir.N (Accountant-now discharging duties of Co-ordinator, CE programmes), Smt.Maya Devi.T.R (Office Assistant - now Accountant in charge) and Sri.Subhash.S (Office Attendant) for a further period of one year w.e.f 01/10/2019.

35.18 EXTENSION OF CONTRACT PERIOD OF CO-ORDINATORS KSCSA, THIRUVANANTHAPURAM

The Executive Committee decided to extend the period of contract service of Sri.K.P.Ajayakumar and Dr.K.Reghunadhan Pillai, Co-ordinators, CCEK for one more year w.e.f 01/10/2019 and 20/11/2019 respectively with a pay hike of Rs.2,000/-.

35.19 EXTENSION OF PERIOD OF CONTRACT OF TECHNICAL ASSISTANT & OFFICE ASSISTANT OF CCEK

The Executive Committee decided to extend the period of contract service of the two employees, Smt.Ameera Abdul Rahim (Technical Assistant) and Smt.Saranya.G.B (Office Assistant), CCEK for one year w.e.f 01/10/2019.

35.20 EXTENSION OF SRI.ANIL KUMAR, DRIVER, CCEK ON DAILY WAGE BASIS

The Executive Committee decided to extend the service of Sri.Anil Kumar, Driver, CCEK on daily wage basis for the period from 17/05/2019 to 179 days.


The Executive Committee declined the proposal to engage Sri.Anil Kumar, Driver, CCEK on Contract Basis.


35.21 RETIREMENT OF SMT.SAILAJA.S, CASUAL SWEEPER, CCEK

1. The Executive Committee declined the proposal for contract appointment of Casual Sweepers of CCEK and decided to engage the Casual Sweepers through Kudumbasree as and when vacancy of casual sweeper arises.
2. The Executive Committee declined the proposal on the above lines.
3. The Executive Committee declined the proposal.

35.22 PAY FIXATION OF SRI.VINAYAKUMAR.S.R, SUPERINTENDENT, CENTRE FOR CONTINUING EDUCATION KERALA ON DEPUTATION AS MANAGING DIRECTOR, UNITED ELECTRICAL INDUSTRIES LTD, KOLLAM - REPORTING

The Executive Committee noted the report on pay fixation of Sri.Vinayakumar.S.R, Superintendent, Centre for Continuing Education Kerala on Deputation as Managing Director, United Electrical Industries Ltd, Kollam.


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35.23 EXTENSION OF CONTRACT OF SRI. AMAL THUKKU, ASSISTANT PROFESSOR, COLLEGE OF ENGINEERING, MUNNAR - RATIFICATION

The Executive Committee ratified the action of the Director in extending the contract period of Sri.Amal Thukku, Assistant Professor, College of Engineering, Munnar for a period of one year w.e.f 01/06/2019 with a consolidated pay of Rs.30,000/- per month.

35.24 LWA TO MS.AMULYA VISWAMBHARAN, ASSISTANT PROFESSOR IN THE DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING, COLLEGE OF ENGINEERING, MUNNAR

The Executive Committee decided to grant LWA on medical ground for a period of one year w.e.f 01/07/2019 to 30/06/2020, to Ms.Amulya Viswambharan, Assistant Professor in the Department of Electrical and Electronics Engineering, College of Engineering, Munnar.

The Executive Committee has also decided to accord sanction for engaging guest faculty in ECE Department in the leave vacancy of Smt.Amulya Viswambharan, complying the terms and conditions applicable.

35.25 ADVANCE INCREMENT FOR ACQUIRING PH.D WHILE IN SERVICE TO THE FACULTIES OF COLLEGE OF ENGINEERING, MUNNAR

The Executive Committee decided that the decision of the 34th Executive Committee held on 28/12/2018 to sanction advance increment to Dr.Shine N Das, Dr.Ramesh.P and Dr.Ramesh.U, Associate Professors of College of Engineering, Munnar, who acquired Ph.D while in service with prospective effect, should be kept in abeyance considering the financial crisis being faced by the College.


35.26 INCREMENT, DA ETC TO THE EMPLOYEES OF COLLEGE OF ENGINEERING, MUNNAR.

The Executive Committee decided to calculate the financial commitment for sanctioning Increment, DA to the employees of College of Engineering, Munnar and to submit along with the minutes.

35.27 ADDITIONAL ALLOWANCE TO THE MATRON, COLLEGE OF ENGINEERING, MUNNAR – RATIFICATION

The Executive Committee ratified the action of the Principal, College of Engineering, Munnar in granting an amount of Rs.5,000/- as additional allowance to Smt.Preetha.V.N, Matron, Girls Hostel, College of Engineering, Munnar considering her round clock duty she alone is performing duty as Matron in the hostel.


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35.28 COLLEGE OF ENGINEERING, MUNNAR – PROPOSAL TO CONSTRUCT AN ADDITIONAL FLOOR OVER THE EXISTING SINGLE STORIED BOYS HOSTEL BUILDING

The Executive Committee decided to grant Administrative Sanction for construction of dormitory above the kitchen/dining hall building of Boys Hostel for CEM at an estimated cost of Rs.15 Lakhs by utilising the fund deposited with CUSAT which under orders of refund.

The Executive Committee has also decided to execute the work through an accredited agency for civil works.

35.29 FINANCIAL POSITION OF THE COLLEGE OF ENGINEERING, MUNNAR - REPORTING

The Executive Committee noted the report on financial position of the College of Engineering, Munnar for records.

35.30 REFUND OF FEES TO KUM.ADITHYA SURESH

The Executive Committee decided to refund the fee of Rs.12,000/- (Except GST) to Kum.Adithya Suresh on humanitarian ground.

35.31 INTERNAL COMPLAINT COMMITTEE AS PER THE SEXUAL HARASSMENT OF WOMEN AT WORK PLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013 AT CENTRE FOR CONTINUING EDUCATION KERALA - REPORTING

The Executive Committee noted the report on the matter for records.


35.32 STUDENTS MENTORING PROGRAMME OF KSCSA – SPECIAL ALLOWANCE TO THE FACULTY UNDER THE PROGRAMME – PROPOSALS


The Executive Committee declined the proposal for sanctioning a consolidated amount for mentoring programme of KSCSA and instead suggested a remuneration slab for faculties of KSCSA as detailed below.

1500-2000-2500 per hour after performance evaluation by a committee and obtaining a feedback from students.

35.33 EXTENSION OF SERVICES OF CO-ORDINATORS/SPECIAL OFFICERS & OFFICE ASSISTANT (CHARGE OF CO-ORDINATOR) OF SUB CENTRES OF KSCSA

The Executive Committee decided to extend the service of the following Co-ordinators/Special Officers/ Office Assistant in charge of Co-ordinators of Sub Centres of KSCSA as per Sl.No.1 to 7 in the table below for a further period of one year, with the existing rate of remuneration.


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Dr. USHA TITUS
Principal Secretary
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Sl. No.	Name	Designation & Name of Sub Centre	Extension for 1 Year w.e.f
1	Dr.Praseed.K.M	Co-ordinator, KSCSA, Kalliassery	from 01/10/2019
2	Aleyamma Mathew	Co-ordinator, KSCSA, Chengannur	from 01/09/2019
3	Saleem.K	Special Officer, KSCSA, Kozhikode	from 27/10/2019
4	Dr.C.Haridas	Special Officer KSCSA, Palakkad	from 27/10/2019
5	T.Y.Aravindakshan	Co-ordinator, ICSR, Ponnani	from 27/10/2019
6	Arunkumar.N.B	Office Assistant, Charge of Co-ordinator, KSCSA, Konni	from 27/10/2019
7	Dr. Rani Mathew	Special Officer, KSCSA, Muvattupuzha	from 27/10/2019

35.34 KSCSA SUB CENTRE, PALAKKAD – RE-ENGAGEMENT OF SRI.BEJOY.M, LIBRARY ATTENDANT FOR A PERIOD OF 179 DAYS FROM 10/06/2019 - RATIFICATION

The Executive Committee ratified the action of re-engagement of Sri.Bejoy.M, Library Attendant for a period of 179 days from 10/06/2019.

35.35 KSCSA SUB CENTRE, PALAKKAD – RATIFICATION OF THE DECISION OF ENGAGING SMT.NILAVARNEESA.A AS CASUAL SWEEPER ON DAILY WAGE BASIS


The Executive Committee ratified the action of the Director, CCEK in engaging Smt.Nilavarneesa.A as Casual Sweeper on daily wage basis from 16/07/2019 onwards and decided to remove her and to take action to engage Casual Sweeper through Kudumbasree.

35.36 KSCSA SUB CENTRE, PALAKKAD – EXTENSION OF ENGAGEMENT OF NIGHT WATCHMAN, SRI. KRISHNAKUMAR.S – RATIFICATION

The Executive Committee ratified the action of the Director, CCEK in extending the period of engagement of Sri.Krishnakumar.S, Night Watchman, KSCSA Sub centre, Palakkad for 179 days from the date of issuance of Order No.391/2019/CCEK, ie 09/05/2019.

The Executive Committee has also decided to remove him from the services of sub centre after 179 days and to take action to engage Security Staff through KEXCON.


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35.37 KSCSA SUB CENTRE, PALAKKAD – WRITE OFF OF 15 LIBRARY BOOKS FROM THE STOCK REGISTER – RATIFICATION

The Executive Committee ratified the decision to write off 15 library books of eleven titles from the Stock Registers of KSCSA Sub centre of Palakkad.

35.38 BOOKS TAKEN FROM LIBRARY, CENTRE FOR CAREER DEVELOPMENT STUDIES - REPORTING

The Executive Committee noted the report on the matter for records.

35.39 603 BOOKS USEFUL TO TDC & CSFC - REPORTING

The Executive Committee noted the report on the matter for records.

35.40 OBSOLETE BOOKS & DAMAGED BOOKS IN THE LIBRARY, CCEK

The Executive Committee decided to weed out the obsolete books from the stock of library, CCEK and to take further action to auction the damaged books, as per rules.

The Executive committee decided to take steps to auction the damaged books, as per rules.

35.41 ENGAGEMENT OF DAILY WAGES PERSONNEL IN ICSR, PONNANI


The Executive Committee ratified the action of the Director, CCEK in extending the service of the following staff of ICSR, Ponnani on daily wage basis.

Name of Employee	Period of Service	Wages
Abu Thahir.T.A, (Library Assistant)	179 days w.e.f 20/06/2019	645/- per day
Ali.P (Library Attender)	179 days w.e.f 25/05/2019	645/- per day
Deena.A.K (Additional Gardiner)	179 days w.e.f 26/06/2019	645/- per day
Praseetha (Gardiner)	179 days w.e.f 14/04/2019	645/- per day

35.42 NEW SUB CENTRE OF KSCSA AT TKM ARTS & SCIENCE COLLEGE CAMPUS - RATIFICATION

The Executive Committee noted the report in the matter and ratified the action in executing MoU with the College.


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**35.43 AGREEMENT VIOLATION OF M/S.HABITAT TECHNOLOGY GROUP –
RELEASING THE BALANCE 25% OF THE FINAL BILL TO M/S HABITAT
TECHNOLOGY GROUP**

The Executive Committee observed that there is a breach of agreement by M/s.Habitat in laying inferior quality vitrified tiles for flooring the completed administrative block [phase I] of permanent building of Centre for Continuing Education Kerala. The Executive Committee decided to get the tiles replaced by M/s.Habitat Technology before settlement of final bill. The Committee agreed to go ahead with the proposal for inauguration of the building before replacement of tiles, if not done in time.

**35.44 CENTRE FOR CONTINUING EDUCATION KERALA - KERALA STATE
CIVIL SERVICE ACADEMY, CHARACHIRA - CONSTRUCTION OF
PERMANENT BUILDING (PHASE II) - SANCTION FOR DEMOLITION
OF OLD BUILDING.**

The Executive Committee decided to grant permission for demolishing the old school building and three temporary building in the campus existing in the campus of Centre for Continuing Education Kerala at Charachira as per Rules so as to start the construction of permanent building (Phase II) of Kerala State Civil Service Academy.

**35.45 KERALA STATE CIVIL SERVICE ACADEMY, KOZHIKODE -
CONSTRUCTION OF PERMANENT BUILDING - PREPARATION OF
ROUGH COST ESTIMATE THROUGH M/S.ULCC LTD- REPORTING**

The Executive Committee noted the report on the matter for records.

**35.46 INSTITUTE OF FASHION TECHNOLOGY KERALA, KOLLAM-
CONSTRUCTION OF SECOND FLOOR OF PERMANENT BUILDING -
REPORTING**

The Executive Committee noted the report in the matter for records.


**35.47 CENTRE FOR CONTINUING EDUCATION KERALA - KERALA STATE
CIVIL SERVICE ACADEMY, CHARACHIRA - CONSTRUCTION OF
PERMANENT BUILDING - INAUGURATION OF THE BUILDING**

The Executive Committee decided to authorise the Director, CCEK to pursue further action for inauguration of the completed Administrative Block(Phase I) permanent building of CCEK at Charachira.

35.48 INTRODUCTION OF NEW COACHING CLASSES IN THE KSCSA

The Executive Committee ratified the matter of introduction of new coaching classes in the KSCSA and decided to authorise the Director, CCEK to pursue action for arranging coaching classes for KAS examination.


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35.49 RE-ENGAGEMENT OF SMT.DEEPA DAS.D AS LIBRARY ASSISTANT IN THE LIBRARY OF CCEK


The Executive Committee noted the report on the matter for records.

35.50 ANY OTHER ITEMS WITH THE PERMISSION OF CHAIRS

Executive Committee decided to encash the term deposits of Centre for Continuing Education Kerala with SBI, on maturity and to keep the accumulated surplus in term deposits with Treasury. The Executive Committee also decided to deposit a portion of the surplus funds (up to One crore) in term deposits of SBI and other nationalized Banks for liquidity after negotiation for better rate of interest.

The Meeting concluded at 1 pm with vote of thanks to the Chair.


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 [Chairperson, Executive Committee]

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