

MINUTES OF THE FIRST BOARD OF GOVERNORS' MEETING

Date: 2nd Dec 2019 Time: 11 am, Venue: Board Room, Govt. Women's Polytechnic College, Thrissur

The following members were present:

1. Dr. Sheeba V.S. (Chairperson), Principal, GEC, Thrissur.
2. Dr. K. M. Abdul Hameed, JD, RDTE, Kothamangalam.
3. Smt. Sreedevi E.S., Under Secretary, Higher Education Department.
4. Shri. P.J. Thomas, Finance Officer, Collectorate, Thrissur.
5. Smt. Beena P., Principal, GWPC, Kozhikode, IC of JD, RDTE, Kozhikode.
6. Shri. Christo George, CMD, Hykon India Limited
7. Shri. Sivaprasad Govindankutty, Staff Engineer, VMWARE, Bangalore
8. Shri. Arun C.A., HOD, Electronics
9. Shri. Biju M.J., HOD, Computer
10. Smt. A.S. Chandrakanta, Principal, GWPTC (Convener)

The Principal welcomed the Members and presented an overview of the Polytechnic. She explained the overall status of the NBA Accreditation process in the College. The following decisions were taken:

Agenda Item 1: Academic performance

The pass percentage in the final year examinations (conducted by the State Board of Technical Education) are as shown. The results are being placed for Analysis and suggestions on improvement.

APRIL 2018 (Even semester)			
Semester	College average	State average	Rank in state
S6	78.9	60.9	5
S4	65.63	45.2	5
S2	46.04	36.7	7.6

Nov 2018 (Even semester)			
S5	68.5	56.4	7
S3	66	49.4	7
S2	71	47.38	4

Decision:

The BoG appreciated the overall performance and suggested that Scholar Support Programs (SSP) may be conducted for weak students throughout the semester.

Agenda Item 2: Placement

The placement details for the Academic years 2016-17, 2017-18 & 2018-19 are given below, for discussion and suggestions for improvement.

Placement Details

2016-17	Branch	No. of Students Placed	Higher Studies	Companies Visited
	Computer	20	22	Saranga Geo-software
	Electronics	4	14	Muziris Infotech
	Commercial Practice	44 (Aprsp)	6	Thoughtworks Technologies
2017-18	Branch	No. of Students Placed	Higher Studies	Companies Visited
	Computer	21	14	Saranga Geo-software, Muziris
	Electronics	1	17	P & G India Limited
	Commercial Practice	43 (Aprsp)	5	Thoughtworks Technologies
2018-19	Branch	No. of Students Placed	Higher Studies	Companies Visited
	Computer	2	17	Saranga Geo-software, Muziris
	Electronics	1	15	Thoughtworks Technologies
12/1/2019	Commercial Practice	45 (Aprsp)	7	P & G India Limited

Decision:

The BoG discussed the matter in detail and appreciated the efforts. However, more companies need to be brought in, and overall placement levels improved further. A sub Committee

consisting of BoG Member Shri. Christo George and two Heads of Department Shri Arun C.A. (Electronics Engineering) and Biju M.J. (Computer Engineering) was formed to study the matter in detail and make suggestions for improvement.

Agenda Item 3: Faculty Development and training: (2018-19)

The list of Trainings attended, Awards (ISTE Best Polytechnic Teacher, Kerala), Technical Papers presented at National and State Conferences, NPTEL Swayam courses and Master Trainer status is given below for appraisal and suggestions for improvement.

Program	No.	Remarks
1. Trainings attended	31	
2. Awards (ISTE Best Polytechnic Teacher, Kerala)	i. Biju M J - 2016 ii. Arun C A - 2017 iii. Ajitha S - 2019	
3. Technical Papers presented at National and State Conferences	i. Divya MB ii. Aneesha N iii. Neena MK iv. Gowrimol D v. Biju MJ vi. Jayprakash A	
4. NPTEL Swayam courses	i. Divya MB ii. Aneesha N iii. Neena MK iv. Gowrimol D v. Biju M J vi. Yamini K P	
5. Master Trainer of SITTTTR & NITTTR in 'Outcome Based Education' for Kerala State	Yamini K.P.	Conducted 12 programs.

Decision:

The BoG appreciated the consistent achievements of Best Teacher Awards in the State. It is placed on record its happiness in utilizing MPTEL-SWAYAM Platform and the number of

Technical Papers presented at National and State Conferences. However, more companies need to be brought in, and overall placement levels improved further. A sub Committee consisting of BoG Member Dr. Sheeba V.S. and the Principal Ms. A.S. Chandrakanta shall look into the matter and make suggestions for making further improvements in academic performance.

Agenda Item 4: Students' Co-curricular & Extra-curricular activities

The list of Students' Co-curricular & Extra-curricular activities is given below for appraisal and suggestions for improvement. Details are attached as annexure.

Activity	Award	Details
Inter-Polytechnic Sports Events	State level Championship	1 st in 2016, 2017 & Women's Runners up in 2018
Inter-Polytechnic Arts Events	State level Championship	Women's Runners up in 2016; Overall state champions in 2018
NCC	B & C Certificate pass	55, 61 & 56 in 2016, 17 & 18
	National level training	7 & 3 in 2016 & 17
NSS	Award in 2016	National Young Leaders Award by Ministry of Youth Affairs and Sports Government of India .
	Camps organized	Punarjani in 2017 & 18, Medical camps in 2016, 17 & 18
	Others	Flood rehabilitation work in 2018, 2019; UBA survey
IEDC	Funding & Accreditation	
TBI	Ongoing	

Decision:

The BoG appreciated the consistent achievements in the state championships, National Young Leaders Award by Ministry of Youth Affairs and Sports Government of India, Punarjani, Medical camps, Flood Rehabilitation and UBA survey. A sub Committee consisting of Shri ArunC.A. (Electronics Engineering) and Biju M.J. (Computer Engineering), who are also BoG Members, and NCC/ Sports in Charge shall look into the matter and make suggestions for making further improvements in sports performance.

Agenda Item 5: Community outreach programs

Program	Activity	Beneficiaries
CDTP	Skill development, Awareness programs, Dissemination of information	Over 1000 each year in past 7 years
PMKVY	Skill development programs	50 each in 2017 & 18
UBA	Survey, waste management programs in 5 panchayats	100

Agenda Item 6: Funded projects & Training programs

Program	Amount	Details
E-Learning Project by MSDE-UKIERI	Rs.13,52,350-	From MSDE, New Delhi
FDP Digital Library Management	Rs.1,64,750-	For participants from various Institutions in November 2019

Agenda Item 7: Infrastructure development & maintenance works

Name of work	Amount	Status
Students' Utility Center	1.65 Cr	Under processing at PWD
Padipera	25 Lakhs	Ongoing
Computer block extension	1.35 cr	Under processing at PWD
Asset maintenance	1.35 Cr	Under processing at PWD
Rewiring of Workshop and old computer Labs	50 Lakhs	Awaiting clarification

New requirements:

1. Construction of Compound Wall
2. Maintenance of Principals' Quarters
3. Construction of Staff Quarters

Agenda Item 8: Accreditation

AICTE has made it mandatory for Diploma programs to be accredited by NBA before 2022. GWPC Thrissur has applied for Accreditation for the Computer engg program and the visit dates are proposed for 14th & 15th of Dec 2019. Accreditation for Electronics Engg program is to be considered. Since NBA is accrediting only Engg programs presently, other forms of Quality assurance such as ISO certification can be considered for Diploma in Commercial Practice.

Agenda Item 9: Approval of various institute level committees and their responsibilities

Committees for Compliance for grievance Redressal as per AICTE norms:

1. Anti-ragging
2. Grievance Redressal
3. Internal Compliance Committee
4. Committee for atrocities against SC/ST

Committee for Institutional development and Finance:

1. Academic Committee
2. Purchase Committee
3. IPIU

The committees are formed as per respective guidelines. Their meetings are convened regularly and decisions are minuted. Ratification of minutes can be considered.

Agenda Item 10: Purchases initiated in 2019-20

The purchases initiated during 2019-20 are presented in Annexure I. These can be considered for Ensuring compliance with the agreed procedures for procurement of goods, works and services and financial management.

Agenda Item 11: Audit

The Regional Director Kothamangalam has completed 'Internal Audit' as detailed below:

Financial years	Pending paras	Present status
1/4/2009 to 31/3/2014	2	Reply submitted to RDTE during Audit Adalat on

1/4/2014 to 31/3/2019		Reply submitted to RDTE during Audit Adalat on
-----------------------	--	--

Audit report can be discussed.

Agenda Item 12: Budget approval

Budget 2020-21 submitted to DTE is attached as Annexure – III. The Budget can be discussed for Approval.

Agenda Item 13: Budget Utilization

Budget Utilization of 2018-19 and 2019 – 20 (attached as Annexure - IV) can be discussed for Approval.

Agenda Item 14: Proposal for new program

The polytechnic College is 56 years old. Every year, for the past 10 years, applicants for the programs in the College are more than 5 times the intake. As per present Industry demand Civil Engineering diploma holders are in very much demand. So starting a Diploma program in 2020 – 21 can be considered.

The Meeting was adjourned at 5 pm.

Sd/-

Convener

Shubash

*Chair person
of Principal*

*Principal
M. Sagar College
Thiruvananthapuram*