

Minutes of the 34th Meeting of the Executive Committee of the Centre for Continuing Education Kerala held at 3 pm on 28/12/2018, 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. Dr. P. Anitha Dhamayanthy
Director, Centre for Continuing Education Kerala

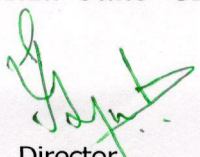
The meeting commenced at 3 pm with Dr. Usha Titus IAS, Principal Secretary to Government, Higher Education Department in the Chair. The meeting discussed the agenda items one by one and made the following observations/took the following decisions:

34.1 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 33rd meeting held on 19/4/2018.
- 2) The Executive Committee also approved the report of action taken on the decisions of the 34th meeting.

34.2 Appointment of Dr. Praseed K.M. as Co-ordinator and Smt. Remya.K.P as Office Assistant of Kalliassery centre of KSCSA.

The Executive Committee decided to approve the action of the Director, CCEK in appointing Dr. Praseed K.M., formerly Head of the Department of Physics, Sir Syed College, Taliparamba as the Coordinator on contract basis for a period of one year w.e.f 01/10/2018 with a consolidated monthly pay of Rs.17,500/- and redesignating Smt. Remya K.P. as Office Assistant at Kerala State Civil Service Academy, Kalliassery centre. The Executive


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Committee also decided to fix the pay of Smt. Remya K.P. as Rs. 12,600/- per month.

34.3 Enhancing wages of Smt. Annamma.M.S, Office Assistant, Chengannur Sub Centre, Sri.Arunkumar.V.B, Office Assistant, Konni Sub centre and Smt.Neethi.C.Nair, Teacher Co-ordinator, Aloor Sub Centre

The Executive Committee decided to enhance the consolidated wages of Smt. Annamma M.S. (Office Assistant, Chengannur), Sri. Arunkumar V.B. (Office Assistant, Konni) and Smt. Neethi C.Nair (Teacher Co-ordinator, Aloor) to Rs.12,600/- per month.

34.4 Institute of Fashion Technology Kerala, Kollam – Fixing a time schedule for fee payment, imposing fine for late payment of fee and permission to pay hostel fee in 2 installments.

The Executive Committee decided to ratify the action of the Director, CCEK in giving approval to IFTK, Kollam for fixing time schedule for fee payment, imposing fine for late payment and granting permission to pay hostel fee in two installments.

34.5 Engaging Sri.Renjith R. as Office Assistant, CCEK


The Executive Committee took note of the request of the Director, CCEK for the service of an Office Assistant due to the increased workload of the office of the Director, CCEK arising from the starting of new centres, batches and courses. Sri. Renjith R., is engaged as Office Attendant, CCEK, on contract for the last nine years. He is a BA graduate and has done Diploma in Computer Management. He had a Kidney transplant one year back. In the circumstances, it is decided to engage him as Office Assistant for a period of one year w.e.f. 3/1/2019 on contract basis at the Government rate of wages, as a special case on a humanitarian ground, considering his present health conditions. This action shall not become a precedent.

34.6 Extension of Contract of Sri.Veleppan Asary, Clerk, G Section, CCEK

The Executive Committee noted the Government policy of discouraging the appointment of post-retired personnel above 60 years. Considering his expertise in service matters and his knowledge of the institution and the


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fact that he is extremely dedicated, the Executive Committee decided to engage Sri. Veleppan Asari, as Consultant for one year at the existing contract pay w.e.f. 12/1/2019.

34.7 Extension of Contract of the staff of CCEK

The Governing Body of CCEK in its 18th meeting held on 25/10/2018 decided 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 1/10/2018, with 10% hike in their wages.

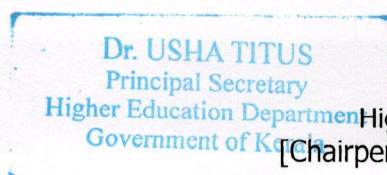
The Director CCEK, informed that several employees were aggrieved by the above mentioned Governing Body decision wherein two junior employees have been included along with the three employees who had been engaged on scale of pay. Hence the Executive Committee decided that henceforth there will be two categories of employees in CCEK. The employees who were appointed in scale of pay but later converted to contract employees with consolidated pay and the other category being, employees who were engaged on daily wage basis till 2016 and who were converted into contract employees in 2017. The Executive Committee decided that the decision no. 18.8.2 taken in the 18th meeting of the Governing Body held on 25/10/2018 will continue to the three employees - Sri. Sudhir N. (Accountant), Smt. Maya Devi T.R. (Office Assistant), and Sri. Subash S. (Office Attendant), who were appointed in scale of pay but later converted to contract employees with consolidated pay. All the other employees including Smt.Ameera Abdul Rahim, (Technical Assistant), Smt.Saranya G.B., (Office Assistant) and Sri. Shibu V.S., Computer Operator, are to be given the Government approved rates for contract employees.

In addition the Executive Committee noted that the contract of following 11 employees of CCEK is ending on 31/12/2018 and decided to extend their contract period for one year w.e.f. 3/1/2019 after a break of service, at Government rate of wages.

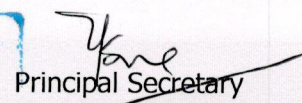


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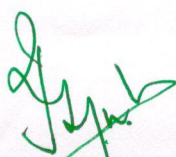
Sl. No.	Name	Designation
1	Rekha M.I.	PA to Director
2	Jaismol George	Office Assistant
3	Swapna Rani V.	Receptionist
4	Shyam S.S.	Librarian
5	Sathi P.P.	Library Assistant
6	Ajeeshkumar C.A.	Security
7	Madhusoodhanakumar C.T.	Security
8	Antony J.P.	Security
9	Kirankumar K.	Driver
10	Remola A.	Peon
11	Sreekumari O.	Peon

None of them will have their pay protected as the conversion to contract itself was done in violation of Finance Department instruction with huge service weightage in 2017.

34.8 Temporary Engagement of Employees in ICSR, Ponnani – Ratification

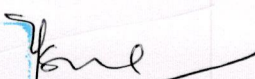
The Executive Committee decided to ratify the action of the Director in having engaged the following persons in ICSR, Ponnani temporarily on daily wage basis.

1)	Dineshan A.K., Security Guard	a) 179 days w.e.f 09/04/2018 @Rs.675/- per day
		b) Extension w.e.f 06/10/2018 @ Rs.710/-per day (179 days)
2)	Praseetha, Gardener	a)179 days w.e.f 20/04/2018 @ Rs.600/-per day
		b)Extension w.e.f 17/10/2018 @ Rs.630/- per day (179 days)
3)	Deena A.K., Gardener	179 days w.e.f 26/06/2018 @ Rs.630/- per day
4)	Dhanya K.K., Casual Sweeper	w.e.f. 26/06/2018



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34.9 Progressive closure of courses in College of Engineering, Munnar

- 1) The Executive Committee decided to reduce the approved intake of the courses in College of Engineering, Munnar, from next academic year onwards as mentioned below.

Sl. No.	Name of Course	Existing approved intake	Proposed intake 2019-20
1	Electronics and Communication Engineering	60	30
2	Electrical and Electronics Engineering	60	30

- 2) The Executive Committee decided to stop admission to M.Tech in Electrical and Electronics branches for next one year and also to reduce the intake in Computer Science and Engineering from 24 to 12.

34.10 Permissive sanction for starting B.Tech Course in Food Technology.

The Executive Committee decided to accord permissive sanction to start B.Tech. course in Food Technology at College of Engineering Munnar during the academic year 2019-2020. It was also decided to address Government for obtaining financial assistance under Plan Funds in connection with starting of the new course.

34.11 Permissive sanction for starting B.Tech Course in Engineering Design.


The Executive Committee decided to accord sanction for commencing undergraduate B.Tech course in Engineering Design at College of Engineering Munnar during the academic year 2019-2020. It was also decided to address Government for obtaining financial assistance under Plan Funds in connection with starting of the new course.

34.12 Permissive sanction for starting B.Voc Course.

The Executive Committee decided to accord sanction for commencing undergraduate Bachelor of Vocation (B.Voc.) Courses in (1) Food Processing (2) Automobile and (3) Consumer Electronics at college of Engineering Munnar during the academic year 2019-20.


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34.13 Conduct of M.Tech Courses – Revision in Fee Structure

The Executive Committee decided to reduce the tuition fee being levied for M.Tech. courses at the College of Engineering Munnar to Rs.12,000/- per semester as in CAPE from the academic year 2019-20. It is also decided to seek Government sanction for the fee reduction.

34.14 Conduct of B.Tech Courses – Revision in Fee Structure

The Executive Committee decided to reduce the annual tuition fee of merit high fees category seats of all undergraduate B.Tech engineering courses at College of Engineering Munnar to Rs. 35,000/-, which is equal to the fee of seats under Merit Low Fees category being allotted by the Commissioner for Entrance Examinations from the academic year 2019-20. It is also decided to seek Government sanction for the fee reduction.

34.15 Introducing Talent Development Course and Civil Service Foundation Course at College of Engineering, Munnar.

The Executive Committee decided to accord sanction to introduce Talent Development Course and Civil Service Foundation Course for school students (Std VIII – XII) at College of Engineering Munnar from the academic year 2019-2020. Mandatory reservation has to be given to the students belonging to SC/ST communities with 50% concession in their tuition fee. It is also decided to seek sponsorship of LSG Institutions and assistance from SC/ST Department for maximum number of students belonging to SC/ST communities.

34.16 Repair of the False Ceiling of College Auditorium.


The Executive Committee decided to accord sanction for carrying out the repairing works of the false ceiling of the Auditorium of College of Engineering, Munnar at an approximate amount of Rs.1,70,000/- through Store Purchase Rules.

34.17 Disbursement of Salary – Financial Assistance

The Executive Committee decided to address Government for providing non-plan budget support of Rs. 250 lakhs (Rs.46 lakhs X 6 months), for


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meeting the salary expenses of College of Engineering, Munnar, at least for six months in a financial year, considering the financial stringency being faced by the College and also by the Centre for Continuing Education Kerala.

34.18 Extension of appointment of Special Officer in KSCSA, Kanhangad

The Executive Committee decided to extend the services of Prof. V. Kuttian as Special Officer, KSCSA, Kanhangad for a further period of one year from 09/01/2019 with the existing consolidated remuneration of Rs.17,500/- month.

34.19 Refund of fees to students who discontinue the course

The Executive Committee decided that refund of fees need not be allowed in Kerala State Civil Service Academy in future as applicable as per University Rules by which a student who has attended atleast one hour of a semester will have to remit the entire fees which will not be refunded on any reasons. Exceptional cases must be brought to the Executive Committee for a decision.

34.20 Appointment of Co-ordinator in KSCSA, Sub centre at Chengannur

The Executive Committee decided to ratify the action of the Director in engaging Prof. Aleyamma Mathew, Professor in Chemistry (Rtd) as the Coordinator, KSCSA, Chengannur Centre for a period of one year w.e.f 01/09/2018 on a consolidated monthly pay of Rs.17,500/-.

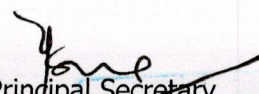
34.21 Commencement of IFS Coaching under KSCSA

The Executive Committee decided to ratify the action of the Director in having initiated the commencement of IFS coaching under KSCSA and approve the fee structure and time schedule of the course as detailed below:

Intake	- 60 students
Online Registration	- 11th December 2018
Last Date	- 27th December 2018, up to 5 PM
Entrance Test (100 Marks)	- 30/12/2018, 11 AM to 1 PM
Publication of Result of Entrance Exam	- 30/12/2018, 6 PM



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Interview (25 Marks)	- 03/01/2019 at 10 AM
Publication of Result	- 03/01/2019 at 6 PM
Fees Payment	- 04/01/2019 to 14/01/2019
Duration of the Course	- January 16,2019 to May 16, 2019

The fee structure is fixed as follows.

Prelims	- Rs.37,600/- [Rs.30,000/- Course Fee + Rs.5,400/- GST + Rs.2,000/- Caution Deposit) + Rs. 200/- Application Fee]
Mains	- Rs.10,000/-
Optionals (Two Subjects)	- Rs.20,000/-

34.22 Ratification for providing Wi-Fi internet connectivity at Kerala State Civil Service Academy, Mannanthala campus.

The Executive Committee decided to ratify the action of the Director in providing Wi-Fi connectivity to the students in Mannanthala campus through M/s. BSNL with 20 Mbps Wi-Fi Hotspot with 14 access points at an annual charges of Rs. 6,64,000/- plus GST. The Executive Committee also decided to request SC Development Department to permit the students of KSCSA to use the Library facility of ICSETS at Mannanthala and also to provide two additional rooms for arranging reading room facility.

34.23 Registration of CCEK in the Government e-Market place [GeM] portal of GoI and opening of account with SBI.

The Executive Committee decided to accord sanction to the Director, CCEK to register CCEK in GeM Portal and to open an account with SBI, Kowdiar branch exclusively for the purpose of GeM Pooling. The Executive Committee also decided to seek services of a consultant for registering the CCEK in GeM.

34.24 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 for acquiring Ph.D while in service, to the following eligible faculties of College of Engineering, Munnar with prospective effect.



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Details of members of faculty who acquired Ph.D while in service (Three Advance Increment)				
Sl. No.	Name & Designation	Date of Joining	Date of Acquiring Ph.D	Advance Increment w.e.f
1	Dr.Shine.N.Das, Associate Professor	27/10/2006	11/12/2013	11/12/2013
2	Dr.Ramesh.U, Associate Professor	31/12/2007	09/11/2013	09/11/2013
3	Dr.Ramesh.P, Associate Professor	28/10/2006	12/12/2014	12/12/2014

34.25 Appointment of Sri.Anil Kumar K,, Driver, CCEK on Contract Basis

Considering his short period of service in CCEK, the Executive Committee decided to decline the proposal for appointing Sri. Anilkumar K., Driver, on contract basis.


34.26 Extension of Contract and Enhancement of remuneration of Sri.Shibu V.S., Computer Operator, CCEK.

The Executive Committee decided to extend the period of contract of Sri. Shibuv.V.S., Computer Operator, Centre for Continuing Education Kerala for a further period of one year w.e.f. 02/04/2019 at Government approved rate of wages.

34.27 LWA to Ms.Amulya Viswambharan, Assistant Professor in the Department of Electrical and Electronics Engineering, College of Engineering, Munnar

The Executive Committee decided to sanction LWA to Ms.Amulya Viswambharan, Assistant Professor in the Department of Electrical and Electronics Engineering, College of Engineering, Munnar on medical ground for a period of one year, 7 months and 23 days w.e.f 08/11/2017 to 30/06/2019.


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34.28 LWA to Smt.Laya Devadas, Assistant Professor in the Department of CSE, College of Engineering, Munnar

The Executive Committee decided to sanction LWA to Smt.Laya Devadas, Assistant Professor, Computer Science and Engineering, College of Engineering, Munnar for undergoing Ph.D programme at Macquarie University, Australia. The Executive Committee also decided that deputation to other services or long leave will be allowed to a maximum of 20 % of the permanent staff from each department in future.

34.29 Purchase of laptop computers for the use at KSCSA, Mannanthala Campus.

The Executive Committee decided to accord sanction for purchase of 23 nos. of Laptops for setting up the computer lab at the Mannanthala Campus of Kerala State Civil Service Academy at a total cost of Rs. 9,16,221/- through the centralized IT-procurement portal of Government of Kerala - CPRSC.

34.30 Enhancement of wages to the Casual Sweepers – Ratification.

The Executive Committee decided to ratify the action of the Director in engaging the casual sweepers on a full time basis and enhancing their wages, considering the increased sweeping area and also decided to enhance their wages to the rates of daily wages approved by Government.

34.31 Any other items with the permission of the Chair

1. The Executive Committee decided to cancel the permission issued to the College of Engineering, Munnar for installing a tower in the College of Engineering Munnar for JIO - Reliance Jio Infocomm Ltd.
2. The Executive Committee decided to arrange a study of Geo Technical Engineers from any of the Engineering Colleges before proceeding any construction works in College of Engineering, Munnar.

The meeting concluded at 5.00 P.M.



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