

Minutes of the 36th Meeting of the Executive Committee of the Centre for Continuing Education Kerala held at 11 am on 06/08/2020, in the Board Room of Centre for Continuing Education Kerala.

Members Present

- 1. Dr. Usha Titus IAS**
Principal Secretary to Government,
Higher Education Department.
- 2. Dr. Baiju Bai.T.P**
Director of Technical Education
- 3. Smt. T.R. Hemaletha**
Managing Director, Keltron
- 4. Smt. V. Vigneshwari IAS**
Director, Centre for Continuing Education Kerala

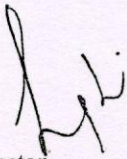
The meeting commenced at 11 am with Dr. Usha Titus IAS, Principal Secretary to Government, Higher Education Department in the Chair. The meeting discussed the agenda items one by one and made the following observations/took the following decisions:

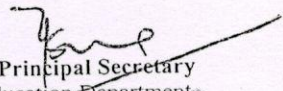
36.1 Confirmation of the minutes of the previous meeting and report of follow up action taken on the decision of the meeting

1. The Executive Committee confirmed the minutes of the 35th meeting.
2. The EC also approved the report of action taken on the decisions of the 35th meeting.
3. The EC emphasised the importance of timely action on all EC decisions.

36.2 Reporting
Plan Fund 2020-21

Executive Committee noticed the position.


Director
Centre for Continuing Education Kerala


Principal Secretary
Higher Education Department
[Chairperson, Executive Committee]
DR. USHA TITUS
Principal Secretary
Higher Education Department
Government of Kerala

36.3 Changing the Status of PAN from Firm to Trust/AOP/Company

The EC decided to change the PAN of CCEK as partnership firm to Association of Person (AOP) as CCEK is existing solely for educational purposes and not for purpose of profit and decided to continue as Society.

36.4 Inspection Report of the Accountant General on the Accounts and Registers of CCEK for the year 2017-18 and 2018-19

The Executive Committee discussed the Inspection Report of Accountant General on the Accounts and Registers of CCEK in detail and the following decisions are taken for rectification of the defects/ lapses pointed out by the AG.

1. Regarding the delay in the construction of building for KSCSA Sub centre at Chengannur (Part II - B (III)).


The Technical Assistant explained that the delay is due to lack of sufficient fund. It has been decided to place the matter before next Executive Committee for taking decision as how to arrange fund, as obtaining fund from MLA's LAC-ADS is difficult in the present COVID Scenario.

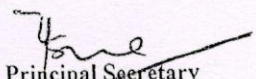
The Executive Committee directed that the Technical Assistant should be in construction sites at least 20 days in a month.

The Executive Committee enquired why delay has occurred in the construction of the building and directed to obtain report from M/s.Habitat Technology Group about progress of work and new timelines. It is also directed to prepare calendar of events regarding the construction and to submit PERT CHART of the construction works being carried out by CCEK and submit to the Executive Committee Chairperson within 2 days.

2. Regarding lapses in tendering and execution of training through Training Partner(Part II-B(IV))

Regarding the observations of the Accountant General that the decision to invite EoI in the selection of IIB has been taken by the Director without approval of the Executive Committee /Governing Body, it has been decided to place the matter in the next Executive Committee.


Director
Centre for Continuing Education Kerala


Principal Secretary
Higher Education Department
[Chairperson, Executive Committee]

3. Regarding remarks of Accountant General on non-reconciliation of balance at Treasury / Bank (Part II - B (V)).

The Executive Committee directed that the Finance Officer should do the task within two months.

4. Regarding non availability of details of NSDC certification(Part II - B (VI) -

The Executive Committee decided not to start any course under CE programs in this academic year unless steps are taken to provide NSDC certificate in addition to CCEK certification for course. The EC directed CCEK to conduct courses only having NSDC Certification.

5. Regarding Special Rule (Part II-B-VII) –

The Executive Committee decided to entrust the task of framing special rules to CMD.

6. Regarding internal control mechanism (Part II-B-IX) -

- IX (i).The Executive Committee issued strict instruction to stop manual fee collection and to move to digital payment system.
- IX (ii&iii) The Executive Committee recommended for a meeting of Director with Dr.Veena Madhavan IAS, Additional Secretary, Higher Education to discuss about starting of continuing education courses at Govt. Colleges.
- IX (iv) - The Executive Committee decided to convene meeting of the GB at the earliest.
- IX (V) - It is decided to convene the next Executive Committee within three months.

36.5 Term Deposits of CCEK

The Executive Committee did not ratify the action of the Director and strict instructions were issued to the Finance Officer to transfer the fixed deposits to Treasury on 06.08.2020 itself.

Director
Centre for Continuing Education Kerala

Principal Secretary,
Higher Education Department
[Chairperson, Executive Committee]
Principal Secretary
Higher Education Department
Government of Kerala

36.6 Approval of combined annual budget of CCEK for the year 2020-21


The Executive Committee directed to revise the budget so as to reduce expenditure to balance with the revenue. It is also decided to reduce expenditure proposal towards virtual class room in Muvattupuzha sub centre, amount earmarked for digital library etc. It is decided not to grant more additional facilities to sub centre, Kollam, in the light of COVID-19.

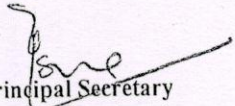
36.7 Revamping of Coaching at Kerala State Civil Service Academy

The Executive Committee ratified all actions of the Director in connection with the revamping of courses at KSCSA.

36.8 College of Engineering Munnar and the Finances of CCEK

- a) The Executive Committee agreed to further action for the progressive closure of College of Engineering, Munnar due to the huge decrease in intake of students in the Covid situation, inadequate funds for functioning of college and there is no scope of getting accreditation. It is decided not to begin courses in 2021-2022. It is also decided to start shifting students to any near private college like IHRD from 2021-2022 onwards.
- b) It is also decided to ask KTU for commencing under graduate courses in BVOC in
 - 1) Food processing
 - 2) Automobile and
 - 3) Consumer Electronics at CEM during the academic year 2021-2022, as decided earlier (in 34.12 of the EC meeting.)
- c) It is also decided not to grant more loan from CCEK to CEM.
- d) Regarding the enquiry report of the Principal, CEM, Executive Committee decided to await further instructions from Government, as it is pending at Government level. It is also decided to inform KTU that we are planning for closure.


Director
Centre for Continuing Education Kerala


Principal Secretary
Higher Education Department
[Chairperson, Executive Committee]

36.15 Extension of service of Susy George, Typist - Ratification and Decision

The Executive Committee decided to go through proper recruitment procedure after expiry of the period of 179 days from 21/06/2020.

36.16 Extension of Services of Sri.M.Velappan Asary, Consultant - Ratification

The Executive Committee noticed that the incumbent has crossed the age of 65. Hence the Executive Committee took a general decision that not to engage any person above age of 60 in any institutions of CCEK. In the case of Sri.M.Velappan Asary, it is also decided not to renew the agreement after the expiry of the term.

36.17 Extension of Services of Smt.Anitha Antony, Office Attendant - Ratification

The Executive Committee decided to engage the incumbent upto 02/10/2020 (ie 179 days) and thereafter to follow the proper recruitment procedure.

36.18 Extension of term of daily wage Staff- Smt.Deepa Das.S, Library Assistant, KSCSA

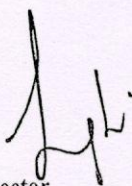
The Executive Committee decided to engage Smt.Deepa Das.S, Library Assistant, KSCSA upto 25/10/2020 (ie 179 days).

36.19 Posting of Director to CCEK

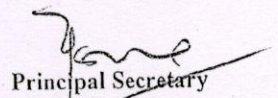
The Executive Committee noticed the matter

36.20 Renewal of agreement with KEXCON

The Executive Committee taken notice of the position



Director
Centre for Continuing Education Kerala



Principal Secretary
Higher Education Department
[Chairperson, Executive Committee]

36.21 Extension of the period of contract of the service of Dr.K.G.Ajitkumar, Co-ordinator, KSCSA Annexe campus, Mannanthala

The Executive Committee ratified the action of the Director. Next year before renewal Director should conduct performance evaluation of the co-ordinator. It is also decided to assess the performance of three co-ordinator at main centre and to submit evaluation report to the Executive Committee Chairperson. It is also decided that to ensure that no incumbent has crossed the age of 60.

36.22 Ratification for renewal of Wi-Fi internet connectivity at Kerala State Civil Service Academy, Mannanthala Campus

The Executive Committee ratified. It is also decided to check whether it is a fibre connection or not.

36.23 Implementation of EPF

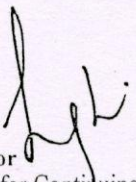
The Executive Committee directed to reduce the number of employees in all sub centres. If sub centres go ahead with their own recruitment procedure no payment will be released from the centre. It is decided to issue memo to Co-ordinator, ICSR, Ponnani for engaging staff without prior permission of Director, Centre for Continuing Education Kerala. Sweepers should be engaged through Kudumbasree and Security Guards through KEXCON. It is decided to place the matter in the next Executive Committee after verification of staff position and termination of unnecessary staff.

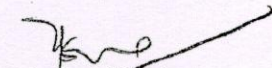
36.24 Enhancement of remuneration being paid to the Faculty of KSCSA

The Executive Committee ratified the enhancement of remuneration being paid to the Faculty of KSCSA

36.25 CCEK - Remuneration of Technical Committee members – Ratification and Technical Committee re-constituted-Reporting

The Executive Committee ratified the remuneration of Technical Committee members.


Director
Centre for Continuing Education Kerala


Principal Secretary
Higher Education Department
[Chairperson, Executive Committee]

36.26 IFTK, Kollam – Appointment of Sri.Arun Vincent as Accountant on contract basis for one year – Ratification.

The Executive Committee ratified the Appointment of Sri.Arun Vincent as Accountant on contract basis for one year.

36.27 IFTK, Kollam – Appointment of Sri. Sooraj Kakkarayil as Faculty Member – Ratification

The Executive Committee ratified the appointment of Sri. Sooraj Kakkarayil as Faculty Member, IFTK, Kollam.

36.28 IFTK, Kollam – Extension of services of six non-teaching staff members – Ratification.

The Executive Committee ratified the extension of services of six non-teaching staff members of IFTK, Kollam.

36.29 IFTK, Kollam – Proposal to revise the honorarium for guest faculty

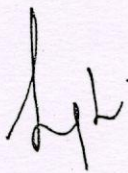
The Executive Committee approved the enhancement of honorarium for guest faculty, IFTK, Kollam.

36.30 Institute of Fashion Technology Kerala, Kollam – Purchase of land – Construction of Hostel

The Executive Committee deferred the matter on the condition that in COVID Scenario there is no chance for obtaining fund from Government or MLA LAC - ADS.

36.31 Institute of Fashion Technology Kerala, Kollam – Charge Allowance to Sri.P.Lakshmanakanth for 3 months w.e.f 08/09/2019 for discharging the duties of the Principal – Ratification

The Executive Committee ratified the action.



Director
Centre for Continuing Education Kerala



Principal Secretary
Higher Education Department
[Chairperson, Executive Committee]

36.32 Annual Increment to the Faculty of IFTK and Rectification of the Discrepancy in the consolidated pay of faculty and System Administrator

The Executive Committee deferred the decision due to shortage of fund.

36.33 IFTK, Kollam – Engagement of Sri.Stalin Cyril as Office Assistant on daily wage basis for 179 days from 19/03/2019 – Reporting.

The Executive Committee ratified the action of the Director and decided to engage person from employment exchange thereafter for making temporary appointments.

36.34 KSCSA Sub centre, Palakkad – Engaging Smt.Nilavarneesa.A as Office Attendant and retaining Sri.Krishnakumar.S as Night Watchman – Discussion and Ratification

The Executive Committee ratified the decision on condition that after expiry of 179 days the sweeper has to be rolled in Kudumbasree and to be recruited as Sweeper through Kudumbasree. She cannot be engaged as Office Attendant. In the case of Sri.Krishnakumar after completion of his daily wage service recruitment should be through KEXCON.

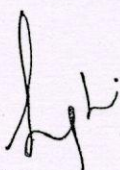
36.35 &36.36

KSCSA Sub centre, Palakkad – Re-engagement of Sri.Bejoy.M, Library Attendant for a period 179 days from 03/06/2020 – Ratification.

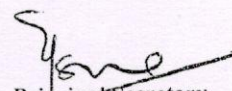
&

KSCSA Sub Centre, Palakkad – Re-engaging Smt. Shiny Angel V, Clerk on daily wage basis for 179 days from 02.04.2020 – Ratification

The action ratified. After expiry of the term persons may be replaced through employment exchange. Though it has been brought to the notice that there are no sanctioned post, the Executive Committee decided to engage persons in temporary vacancies through employment exchange.



Director
Centre for Continuing Education Kerala



Principal Secretary
Higher Education Department
[Chairperson, Executive Committee]

36.37 Construction of Permanent Building of CCEK (Phase I) – Releasing the Balance 25% of the Final Bill to M/s Habitat Technology Group

The Executive Committee decided to release the withheld 25% amount to M/s.Habitat Technology Group on the ground that they had claimed only for the actual value of the tiles they laid.

36.38 College of Engineering, Munnar - Pending payment to M/s.Habitat Technology Group

The Executive Committee decided to take up the matter with Government for an enquiry by the Finance Inspection Wing.

36.39 Out of Agenda

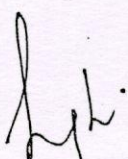
1) Extra duty allowance to the Staff of CCEK

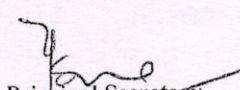
The Executive Committee declined the proposal for continuation of extra allowance granted to staff of CCEK and decided to stop the practice of granting extra allowance to all staff including Co-ordinator since lockdown in view of absence of any duty during COVID-19.

2) PCM coaching 2020-21 in Kerala State Civil Service Academy and its sub centres

The Executive Committee held detailed discussions in all the matter and agreed to suggestion of the Director for immediate commencement of coaching at KSCSA through online classes in the present situation of COVID 19 and decided to authorise the Director for emergency purchase of all equipment for the live streaming of proposed online classes of the KSCSA from the own fund so as to begin coaching classes on 25th August 2020.

The Meeting concluded at 2.30 pm with vote of thanks to the Chair.


Director
Centre for Continuing Education Kerala


Principal Secretary
Higher Education Department
[Chairperson, Executive Committee]
Dr. USHA TITUS
Principal Secretary
Higher Education Department
Government of Kerala