

OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION
THIRUVANANTHAPURAM

NO. L1/15500/10

DATED 24.04.2010

Minutes of the meeting of Principals of Government Polytechnics held on 09.04.2010 at the Conference Hall of the Director of Technical Education's Office.

The meeting commenced from 10.30 am with Dr. Kuncheria. P. Isaac, Director of Technical Education in the chair.

The meeting was attended by:-

1	Sri. K.P. Salim kumar	Senior Joint Director (PS) Directorate of Technical Education
2	Shri. T. Samuel Mathew	Principal, Central Polytechnic, Thiruvananthapuram
3	Smt. Cinimol. K.G	Principal Women's Polytechnic, Thiruvananthapuram
4	Shri. M.S. Ravikumar	Principal, Govt. Polytechnic College, Neyyattinkara
5	Shri. Justin Raja Thapas	Principal, Govt. Polytechnic college, Nedumangad
6	Smt. Bindu Vasudevan	Principal, Govt. Polytechnic College, Attingal
7	Shri. Raju	Principal, Govt. Polytechnic College, Punalur
8	Smt. Geetha. S	Principal, Govt. Polytechnic College, Ezhukone
9	Shri. Sailendran	Principal, Govt. Polytechnic College, Vennikkulam
10	Shri. Rajan. N.K	Principal, Govt. Polytechnic College, Adoor
11	Shri. P.O. Nizar	Principal, Govt. Polytechnic College, Vechoochira
12	Shri. Tony. E.J	Principal, Govt. Polytechnic College, Cherthala
13	Smt. C.G. Anitha	Principal, Govt. Polytechnic College, Nattakam Kottayam
14	Shri. Rajmohan. G	Principal, Govt. Polytechnic College, Pala

15	Smt. Ajithakumary. L	Principal, Govt. Polytechnic College, Kaduthuruthy
16	Smt. N.M. Latha	Principal, Govt. Polytechnic College, Muttom
17	Shri. Soman. T.C	Principal, Govt. Polytechnic College. Kumily
18	Shri. Chandrakumar	Principal, Govt. Polytechnic College, Nedumkandam
19	Shri. C.S Rajan	Principal, Govt. Polytechnic College, Purappuzha
20	Shri. V.A. Shamsudeen	Principal, Govt. Polytechnic College, Kalamassery
21	Smt. Lizamma.	Principal, Women's Polytechnic College, Kalamassery
22	Shri. P.S. Dasan	Principal, Govt. Polytechnic College, Kothamangalam
23	Shri. K.N.Sasikumar	Principal, Govt. Polytechnic College, Perumbavoor
24	Representative	Principal, Maharaja's Technological Institute, Thrissur
25	Shri. V.V. Sadasivan	Principal, Sree Rama Govt. Polytechnic College, Thriprayar
26	Shri. K.S. Purushan	Principal, Govt. Polytechnic College, Koratty
27	Sri. C.P. Unnikrishnan	Principal, Govt. Polytechnic College, Kunnamkulam
28	Shri. C.V. Komalam	Principal, Women's Polytechnic College, Thrissur
29	Shri. Haridas Mani. T.S	Principal, Govt. Polytechnic College, Chelakkara
30	Shri. A.C. Velayudhan	Principal, Govt. Polytechnic college, Palakkad
31	Shri. C. Dinachandran	Principal, IPT and Govt. Polytechnic College, Shoranur
32	Shri. Ramachandran	Principal, Govt. Polytechnic College, Thirurangadi
33	Shri. Krishnankutty. M.N	Principal, Women's Polytechnic College, Kottakkal
34	Smt. Beena. P	Principal, Kerala Govt. Polytechnic College, Kozhikode
35	Smt. Sheeba. M.K	Principal, Govt Polytechnic College, Kannur
36	Shri. Rajeevan. K.P	Principal, Women's polytechnic College, Kozhikode
37	Shri. M.C. Prakasan	Principal, Govt. Polytechnic College, Mattannur

38	Shri. Raveendran	Principal, Residential Women's Polytechnic College, Payyannur
39	Shri. C.K. Mohanan	Principal, Govt. Polytechnic College, Meenangadi
40	Shri. Mohammad Musthafa. K	Principal, Govt. Polytechnic College, Meppadi
41	Shri. Sherief,	Principal, Govt. Polytechnic College, Kasaragod
42	Shri. A.S. Chandrakantha	Principal, Govt. Polytechnic College, Thrikkariapur
43	Shri. K.P. Ajayakumar	Deputy Director (General)
44	Shri. C. Rajasekharan Nair	Finance Officer (In charge)
45	Shri. N. Sreekumar	Administrative and Financial Advisor (CERD)

The following observations and decisions have been arrived in the meeting.

1. The Director of Technical Education clarified that the responsibility in identifying possible vendors for supplying equipment and consumables is vested with the Head of Institution, as the Principals had pointed out the difficulty in getting sufficient vendors for the purchase of some of the required items of consumables, machinery and equipment.
2. The Director of Technical Education informed that proposals for enhancing the financial powers (upto Rs. 5 lakhs) delegated to the Principals are being forwarded to Government and orders in this regard are expected. It has been further clarified that as per Government orders (can be obtained from the website of Government of Kerala Finance Department) an amount of Rs. 5000/- can be sanctioned as contingency expenditure eventhough Rs.1000/- is seen fixed in this regard in the Stores & Purchase Manual.
3. The budget provisions and expenditure of Polytechnics for the year 2009-10 had been reviewed and found that the most of the General Polytechnics have failed to utilize the fund provided to them within the time and hence they were not able to claim additional allotment. However Women Polytechnics and Upgraded Polytechnics could utilize the fund in time and therefore able

to obtain additional funds. The Director of Technical Education has congratulated all officers for their excellent team work for achieving more than 100% utilization in the last year.

4. It is decided that the Principals should see that the funds allotted for the year 2010-11 is to be utilized within 2010 September as per the prioritized annual requirement. If fund allotted can be utilized in full by September 2010, additional fund can be requested. The annual requirement being submitted by Principals should be prioritized and should be need based.
5. **Time schedule for Procurement for 2010-11:** Administrative Sanction should be issued within 15/5/10, purchase orders within 15/7/10, supply orders before 31/7/10 and payment before 31/10/10.
6. Spill over expenditure of Polytechnics, for the year 2009-10 to which all purchase formalities have been completed and only payment is to be made had been assessed with the records made available by the Principals and allotment has been issued to all those institutions on this day itself as per directions from the Director of Technical Education.
7. Funds for office automation will be allotted to the required institutions during 2010-2011. For getting more effective e-governance the present systems and facility should be upgraded. Fax machines are to be procured in institutions where it have not been provided. Under plan schemes Rs. 1 lakh each will be provided to each Polytechnic Colleges towards M&S which are to be utilized limiting the expenses within the financial powers of the Principal.
8. In almost all Polytechnics funds are being accumulated in PD Accounts due to the non-utilization of Special Fees collected from students in time. Rs. 10 Lakhs to Rs. 50 lakhs is available in the PD account. Special sanction will be requested to utilize the amount in PD for meeting the expenditure for the procurement of M&E and M&S of the concerned institutions. With this each Polytechnic can utilize about Rs.50/- lakhs for the year 2010-11. Proposals for converting the actual amount that can be utilized for this purpose is to be assessed by the Principals and should be sent to this office immediately.

Students Amenities Fund should be utilized for providing amenities to the students as ordered in the Government order. Special Fee classification should be made up to date and amount in each item utilized within the time.

9. NMICT

20 Broad Band connections can be provided under NMICT to each institution. Construction of a tower of BSNL may be permitted in each institution to facilitate BSNL to provide OFC connectivity to the institutions subject to clearance of agreement by Government.

10. Smart Class Room

In order to achieve academic excellence, orders have been placed to M/s KELTRON to make 222 class rooms of the Polytechnics of the State as smart class rooms. LCD Projectors and Laptops are being provided. Principals have been requested to provide necessary help to personnel from KELTRON in this regard. It has also been decided that faculty members should make use of these facilities and K base for imparting education in the ensuing academic year without fail.

11. Works

The Principals should update the details of the position of works of the concerned Polytechnics in the management system module so as to ascertain the progress of them. The information have to be updated within in a week. It is proposed to have meeting with PWD authorities; the date and time of the same will be conveyed shortly.

12. Asset Maintenance Fund:

Administrative Sanction has already been issued by Government to a few Polytechnics under Asset Maintenance Fund. The Principals will have to take proactive role in getting the work completed on time. The Principals who have not taken up this are to identify the works under this scheme in consultation with PWD and detailed plan and estimates are to be forwarded

as per procedure immediately so that the works can be got sanctioned by Government.

12. Direct Central Assistance.

The meeting reviewed the Direct Central Assistance sanctioned to Polytechnics for the modernization and strengthening of facilities (2 crores to each Polytechnic) and for constructions of Ladies Hostel (1 crore to each Polytechnic). Some Polytechnics have already received the 1st installment of grant. It has been decided that detailed estimate to each work under these scheme are to be submitted in consultation with PWD. As Administrative Sanction have been received in this regard during the previous financial year, constant follow up with the PWD is to be initiated.

13. In the after noon session the Administrative Officer had pointed out the practice of non-maintenance of essentially required records and registers in the subordinate offices. The importance of maintaining of such registers, especially Personal Registers of Clerks have been brought to the notice of the Principals and entrusted the Principals for strict directions to their subordinates in this regard. Cases of insubordinations, disobedience, derelictions of duty of staff from administrative side are to be referred to the Director of Technical Education. The Principals are bound to ensure their ministerial staffs are doing their duty accurately. As per proposals from the Principals it has been decided to impart training to them on the topics of Disciplinary procedures.
14. The Director of Technical Education has strictly directed the Principals to maintain Attendance Registers properly ensuring that the staff members especially teaching staff are attending their duties punctually. Pay and allowance of staff members whose absence are not regularised (unauthorisedly absent) should be withheld and their details are to be reported to the Director of Technical Education immediately.

15. **Training:** The Senior Joint Director (PS) has pointed out that cases are reported from training centres that the deputed staff members are not reporting for training. The Principals are to ensure that the deputed persons for training has to attend the programme. Principals are not empowered to depute staff members, or themselves to the courses conducted by NITTR. Only through Curriculam Development Centre such deputations are to be carried out. Polytechnic Teachers are also given opportunity to attend Training Programmes and Short Term courses conducted in Engineering Colleges. One faculty member of each Department can be allowed to attend such programmes annually. Pedagogy training in NITTR will be made compulsory to each Polytechnic teacher. Feed back of all training programmes attended by staff members are to be assessed by the Principals and the trained members expertise is to be utilized for the academic and Curriculam advantages.
16. **Industrial Training:** The students of Polytechnics should be given training in Industry. At least one day industrial visit should be made monthly so as to provide sufficient industrial exposure to the students. Vehicles can be hired for this purpose.
17. **Annual Activity Report:** Principals of Polytechnics should document the activities regularly and forward all the extra Curriculam and co-Curriculam activities and events annually to the Directorate. The report for the year 2009-10 is to be presented within 28.04.2010.

DIRECTOR OF TECHNICAL EDUCATION

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