

# GOVERNMENT ENGINEERING COLLEGE BARTON HILL

## MINUTES OF PTA EXECUTIVE COMMITTEE MEETING ON 24.04.2017

Date: 24.04.2017, 04:00 PM

Venue: CONFERENCE HALL @ GECBH

### Attendees:

Sl. No	Name	Designation
1	Dr. N. Vijayakumar	President
2	Sri. Divakar Lal D.	Vice President
3	Dr. Anish K. John	Secretary
4	Smt. Liju B. Nair	Joint Secretary
5	Prof. Shijin Knox G.U	Treasurer
6	Sri. Hari Das	Member (Parent)
7	Sri. Jayadharan T.	Member (Parent)
8	Sri. Jayakumar R.	Member (Parent)
9	Smt. Rani Madhu	Member (Parent)
10	Sri. Gopalakrishnan Nair	Member (Parent)
11	Sri. Rajendran S.	Member (Parent)
12	Sri. Vijayakumar S.	Member (Parent)
13	Sri. Shaji Navas	Member (Parent)
14	Smt. Pushpa Kumari R.	Member (Parent)
15	Prof. Balu John	HoD IT
16	Dr. S. Anil Lal	HoD ME
17	Prof. Anoop SKM	College Union Advisor
18	Dr. Rakesh P.	Hostel Warden

### Absentees:

1	Smt. Najuma Beegum E.	Member(Parent)
2	Sri. Suresh Kumar V.	Member(Parent)
3	Dr. V. Suresh Babu	HoD ECE
4	Dr. Dinesh Pai A.	HoD EEE

5	Dr. Jaya V.	HoD CE
6	Prof. Sreekumar K.L.	Dean (UG)

**Special Invitees of the meeting**

1	Dr. Shaji Senadhipan	Former Principal
2	Sri. Pushpadharan V.	Former Vice President
3	Sri. Sanal Kumar C. S.	Former Member (Parent)
4	Sri. Radhakrishnan V. P.	Former Member (Parent)
5	Sri. Ananthakrishnan K. R.	Former Member (Parent)
6	Smt. K. K. Muthulekshmy	Former Member (Parent)
6	Prof. Sunil C. Behanan	Former Secretary

**Agenda:**

1. Discussion on minutes of the PTA annual general body meeting 2016-17
2. Status of erecting name board of the college
3. Present Financial Status of PTA as on 24.04.2017
4. Advance payments and its recoupment as on 24.04.2017
5. Increasing the PTA donation fee
6. Feasibility study of purchasing an RFID Card Printer
7. Code of Conduct for Industrial Visit – Formation of committee
8. Preparation for First year Admission 2017-18
9. Preparation of PTA Meeting Calendar Schedule:
  - PTA Executive Committee Meeting - Third Thursdays on every month
  - PTA Annual General Body Meeting – End of each Semester
10. Intimating absenteeism to the parents through SMS
11. Any other items raised by the members
12. Send-off to Prof. Dr. Shaji Senadhipan (Former Principal), Sri. Pushpadharan V. (Former Vice President), Sri. Sanal Kumar C. S., Sri. Radhakrishnan V. P., Sri.

Ananthakrishnan K.R. (Former Parent Members)& Prof. Sunil C. Behanan (Former Secretary)

### **Minutes**

The meeting started at 04.15pm with a silent prayer. Dr. N. Vijayakumar, Principal & President PTA welcomed the gathering. Dr. Anish K. John, PTA Secretary presented the Minutes of General Body Meeting conducted on 23.03.2017. The minutes of the meeting were approved after the discussions. Prof. Shijin Knox G.U, PTA treasurer presented the present financial status of PTA. He emphasized the financial difficulties faced by the PTA. Sri.Divakar Lal D., PTA Vice President introduced the new members of the executive committee. In his felicitation speech, he elaborated the commendable works done by the Prof. Dr. Shaji Senadhipan (Former Principal). He also extended the heartfelt thanks to the former executive members of PTA. He highlighted the importance of all former members (Sri. Pushpadharan V. (Former Vice President), Sri. Sanal Kumar, Sri. Radhakrishnan V.P., Sri. Ananthakrishnan K.R.(Former Parent Members)& Prof. Sunil C. Behanan (Former Secretary)) in building the PTA. Mementos are distributed to Prof. Dr. Shaji Senadhipan and all five former executive members as a token of gratitude and love. Prof. Dr. Shaji Senadhipan, in his reply speech, thanked all members for supporting him during his tenure as Principal. He extended all good wishes to newly formed GECBH PTA Executive Committee. Vote of Thanks was proposed by Smt. Liju B. Nair, Joint Secretary.

### **The major decisions evolved during the general discussion are:**

1. The Minutes of the General Body Meeting was passed.
2. The Trivandrum Corporation provided sanction to erect a College Name Board near to the Main Road at PMG Junction. The executive committee congratulated Sri. Pushpadharan V. (Former Vice President), Sri. Sanal Kumar C. S. (Former Parent Member), Prof. Sunil C. Behanan (Former Secretary) & Sri. Divakar Lal D. (Vice

President) for their efforts to get permission from Corporation for erecting the College Name Board at PMG Junction.

3. As a measure for actively involving and protecting the academic environment of the college, it is decided to establish a new platform called "PTA Disciplinary Committee". The main function of this committee is to assist Principal in creating disciplined academic atmosphere and to curtail the violence in the campus. This committee will also assist in issues related with ragging. PTA Committee will directly interact with the parents of in-disciplined students, if situation warrants. The Committee members are Smt. Liju B. Nair, Sri. Rajendran S., Sri. Vijayakumar S., Sri. Divakar Lal D. and Smt. Pushpa Kumari R.

4. A code of conduct should be prepared for the Industrial Visit as per the guidelines provided by the DTE. The following general guidelines should be strictly followed.

- A maximum of 7 days can be permitted for industrial visit for four year duration. These days should not overlap with any of academic calendar days.
- The industrial visit should be limited to South India or maximum of 3000 kilometers.
- Before planning to go for industrial visit, the following procedures should be done by the student tour coordinator.
  - Student tour coordinator should submit a panel of industries intending to be visited during the proposed tour. The panel list should be approved by the staff coordinator for the relevance and genuinity.
  - Principal provide a letter seeking permission from industries to undertake industrial visit for the students during the specified dates.
  - Student tour coordinator should submit the permission letter from the industry to the Principal.

- The written college sanction for the visit should be provided by the Principal only after verifying genuineness of the Permission letter from the industry.
- Permission for Industrial Visit should not be granted without getting prior written sanction of the industries and approval from the staff advisors.
- Industrial Visits chartered by the agencies must be discouraged.
- Permanent faculty members must accompany the students. Parents are also encouraged to join the group. A lady faculty/mother must accompany the student group, if the group consists of girl students.
- It is the duty of the staff advisor to identify the accompanying faculty for their batch.
- The code of conduct should be prepared and sent to KTU as a proposal to be implemented.
- The expense for the faculty should be immediately submitted to the DTE with proper documents.
- If there is any problems in reimbursing the amount from DTE, PTA should bear the expense after the faculty submits the audited statement of the expenses to the office.

5. It is decided to conduct PTA Executive Committee Meeting on Third Thursdays of every month at 04.00PM. A General Body Meeting should be arranged per semester on a suitable day. The General Body Meeting should be clubbed with the class PTA meeting.

6. Attendance monitoring system should be made more effective in providing information to the parents through SMS.SMS system can be used for alerting the parent, if the student takes one full day leave.

7. Prof. Shijin Knox G.U, PTA treasurer presented the present financial status of PTA. He emphasized the financial difficulties faced by the PTA. As on date the balance

amount is only 3.46 lakhs. This amount is just sufficient only to provide salary to the PTA staff. It is high time to take note on the issue seriously.

8. Prof. Shijin Knox G.U, PTA treasurer presented the present advance payment and its recoupment status of PTA. He detailed the amount provided as advance from 2013 to 2017. He emphasized the urgent requirement to recoup the unsettled advances. PTA has already issued notices to the staffs with unsettled amounts.

9. The following decisions regarding the first year collection are taken.

- PTA membership fees should be remained as Rs. 500/- for all students. This amount is non-refundable.
- PTA decided to increase the PTA donation fee to a minimum amount of Rs. 6000/-. SC/ST students are exempted from paying this amount. If student with severe financial burden joins the college, Principal can relax the one-time payment period by suitably extended period.
- During the first year admission process, Executive Committee members should take turn to participate in it. A schedule of team assigned for each day should be published before the start of admission process. They will try to convince the parents to donate more to the PTA fund.
- The details of PTA fees should be published in the net before the admission process.
- PTA should organize an introductory session for the first year students and their parents on the first day at College.

10. RFID card is presently issuing for all students as their identity. The printing of the card is done by Keltron. A committee is formed to check the feasibility of issuing cards to students by the college by purchasing a RFID Card Printing Machine. The committee members are Sri. Gopalakrishnan Nair, Sri. Shaji Navas and Sri. Vijayakumar S.

11. The following purchase / development expenses are ratified by the Executive Committee:

- Purchase of two 5000 l water tank in the hostel worth Rs. 80000/-
- Formation of PTA Bus Office
- Purchase of additional surveillance camera to the campus
- The committee entrusted Principal to take proper decisions related to the above mentioned purchases / developments. The amount will be released after receiving sufficient fund to PTA.

12. All members of Executive Committee should attend the monthly meeting without fail. If any HoDs are not able to attend the meeting, s/he should be represented by a senior faculty from the department.

The meeting was adjourned by 6.00PM.

Approved by Principal & PTA President

Passed by PTA Executive Meeting on 18.05.2017