

MINUTES OF THE MEETING OF STATE STEERING COMMITTEE OF THE SCHEME ‘UPGRADATION OF 1396 GOVT. ITIS THROUGH PUBLIC PRIVATE PARTNERSHIP’ HELD ON 01st OCTOBER 2014 AT MAIN CONFERENCE HALL, THOZHIL BHAVAN, PMG, THIRUVANANTHAPURAM.

The meeting commenced at 3 pm

Sri. Tom Jose IAS, Principal Secretary to Govt. Labour and Rehabilitation presided over the meeting.

Officials presented are :

1	Smt. A.Shainamol IAS	State Project Director (Director of Training)
2	Sri. V.K.Balachandrakumar	Additional Secretary, Finance Department
3	Sri. B.Justin Raj	Joint Director of Training, In-charge of SIC
4	Sri. P.P.Natchy	Deputy Supending Engineer, PWD Electrical Section
5	Sri. Prasanthkumar.P.K	Nominee of IMC Chairman, ITI Kozhikode
6	Sri. M.B.Karthik	IMC Chairman, ITI Pandalam & Mariapuram
7	Sri. T.P.Viswanathan	Principal, ITI Attappady
8	Sri. M.S.Aravindakshan	Principal Class-II, ITI(W) Malampuzha
9	Sri. C.P.Vijayakumar	Principal, ITI Kannur
10	Sri. Jose Varghese	Principal, BTC, Kollam
11	Smt. Indira.P.K	IT, RIC, Chackai, Thiruvananthapuram
12	Sri. T.Mathai	Training Supdt., ITI SCDD, Pandalam
13	Sri. K.V.Muhammed	Principal, ITI Kozhikode
14	Sri. A.Ramakrishnan	Principal, ITI(W) Kannur
15	Sri. A.K.Valsan	Principal, ITI Kayyur
16	Smt.Philomina Jeffy Jennifer	Principal, ITI Kasargod
17	Sri. R.Ravikumr	Principal, ITI(W) Kozhikode
18	Sri. K.B.Vijayan	Principal, ITI Chengannur
19	Sri. K.S.Ramachandran	Principal, ITI(W) Kalamassery
20	Sri. A.Krishnakumar	IT, Kozhikode
21	Sri. C.Ravikumar	Principal Class-I, ITI Areacode
22	Smt. Annie Stella Issac	Principal Class-I, ITI Kattappana
23	Smt. P.D.Mary	Group Instructor, ITI(W) Chalakudy
24	Sri. K.Sundaram	Principal, ITI Kuzhalmannam
25	Sri. R.C.Sureshkumar	Training Supdt., ITI SCDD, Mariapuram

26	Sri. L.Suresh Babu	Vice Principal, ITI Attingal
27	Sri. M.S.Nehas	Principal, ITI(W), Kazhakuttam
28	Sri. O.K.Madhusoodan	Principal, ITI Mala
29	Sri. V.Gopalakrishnan	Principal, ITI Chathannur
30	Sri. G.Suresh	Principal, ITI(W) Chengannur
31	Sri. V.G.Sanalkumar	Training Supdt., ITI SCDD, Elathur
32	Sri. Sunilkumar	Vive Principal, ITI Chenneerkara
33	Sri. M.Yousuf Ali	Principal, ITI Nilambur

The State Project Director welcomed the Chair and other officials attended the meeting. The highlights of the scheme and the relevance of the matters to be discussed were briefly illustrated by the State Project Director. The State Project Director directed the Joint Director, In-charge of State Implementation Cell to present the Agenda Items one by one.

AGENDA 1:

APPROVAL OF THE MINUTES OF PREVIOUS MEETING AND ACTION TAKEN REPORT

The Joint Director in charge of SIC presented the minutes and action taken report of the previous SSC meeting. The Chairman, enquired the officials attended about the approval of the same. The committee approved the minutes and action taken report without any suggestion/comment.

AGENDA 2:

IMPLEMENTATION OF AMENDED GUIDELINES

The cardinal area discussed in the meeting was the implementation of the amended guidelines.

The JDT narrated the project in brief explaining that the project period is 30 years, fund utilization period is 5 years and from 11th year onwards the repayment of the loan amount starts. JDT pointed out that there is a moratorium for the first 10 years.

2.1 Composition of SSC

As per the revised guideline, the representation of IMC Chairmen in the State Level Committee has to be ensured. The committee nominated the names of the following three IMC Chairmen.

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| 1. Sri. Shanavas.K.E | 2.Sri. N.Premdas | 3.Sri. Ganesh.P |
| IMC Chairman | IMC Chairman | IMC Chairman |
| ITI Kozhikode | ITI Chenneerkkara | ITI Attingal |

and the nomination were approved.

2.2 Fixing salary of contract instructors

The JDT pointed out that as per the revised guideline the minimum salary of contract instructors has to be fixed at Rs. 14000/- per month with an annual increase of at least 5%.

The Chairman opined that instructors and teachers must be paid high so that effective outcome can be generated from them. The State Project Director supported his opinion and added that maximum of Rs. 50,00,000/- can be expended for manpower utilization. The committee decided to implement the provision.

2.3 Provision of training by ITI's under SDI Scheme

Joint Director of Training explained that each ITI/IMC with 4 units or less shall train at least 40 candidates every year under SDI scheme and ITI/IMC with more than 4 units should train 80 candidates. He also informed that the SSC can set a higher target also.

The Chairman requested more clarity. The State Project Director illustrated this provision in detail and suggested to set a convenient target. Finally the committee decided to set a target of 40 candidates for every ITI/IMC with a maximum of 4 units and for every additional unit 10 candidates per year with a minimum of 80 candidates / year. The SSC decided to give strict direction to all IMCs to adhere to the above provision.

2.4 Changing of IMC Chairman

When the JDT narrated the new guideline regarding the change of IMC Chairman, the State Project Director commented that the role of IMC Chairman is very important in the smooth functioning of the project. The committee unanimously decided to implement the following provision from next SSC meeting onwards. It was also decided to change those IMC Chairmen who are not adhering to these provisions.

- (i) Non-achievement of 70% level in KPIs,
- (ii) Not fixing salary of contract Instructors to the level prescribed,
- (iii) Not ensuring that at least 10% of seats are filled at the minimum fee of Rs.5000/- per year

2.5 Reducing Seed Money

As per the guideline, those ITIs, which have allocated more than 20% of fund as seed money have to revise their IDP and should submit the same for approval. The Chairman suggested that all guidelines involving financial commitments must be seriously dealt with. Then the committee decided to give directions to such ITIs to act accordingly.

2.6 Ceiling on balance fund available

The committee had a serious discussion on the balance fund available including seed money. When the JDT explained the guideline that the balance fund including seed money and interest available after making all the required expenditure at the end of the financial year 2015-16 shall not exceed Rs.1 crore and that if any balance amount is available beyond that, this amount has to be repaid to the Central Government, many of the members commented that they will take proper steps for ensuring the utilization. The JDT added that the ceiling can be revised downwards for successive years. The committee decided to give strict direction to all IMCs to follow the above guideline.

The Chair directed to ensure the proper utilization of fund on time and directed to avoid the situation of keeping the fund idle.

2.7 Enhancement of expenditure limit for civil works

The Joint Director informed that as per the revised guideline 40% of the interest free loan i.e. upto Rs.1.00 crore can be used for construction work. Some officials demanded that they need more fund for civil works. Then the State Project Director instructed them that the IMC has financial autonomy in this regard. Then the Chair directed that all ITIs which wants to allocate more than 25% funds for civil works should revise their IDP accordingly.

2.8 Utilization of interest on scheme fund investment by the IMC

The JDT informed that as per the revised guideline all IMC's have freedom to utilize the interest accrued for the activities spelled out in the IDP. This interest can be utilized for the purpose of salary of contractual staff. He also informed that the limit of expenditure for manpower has enhanced to Rs.50.00 lakhs. Many of the members opined that sufficient salary should be paid to instructional staff because qualified hands will be available only if they are properly paid.

2.9 Delegation of power to State Steering Committee to revise the IDP

The JDT explained that as per the new delegation of powers the SSC can approve the IDPs revised and submitted by the IMCs. But the SSC must follow the overall guidelines issued by the DGET.

The State Implementation Cell should send a copy of the revised IDP after approval to the NIC just for information. The Chair commented that this provision gives more freedom to the IMCs and it is also helpful to avoid delay. Then all the members unanimously decided to make use of this provision.

The Chair directed all the officials to make use of the new guideline.

AGENDA 3

REVIEW OF PHYSICAL AND FINANCIAL PROGRESS OF THE SCHEME

The meeting had a detailed discussion on phase/ITI wise utilization of fund on the basis of the agenda presented by the JDT. In the case of those ITIs in the first and second phases, the Chair requested the Principals of ITI Areacode,

Kayyur and Kattappana to explain the reason for their poor performance in fund utilisation.

Principal ITI Areacode informed that they had expended 91% of the fund by September 2014. The delay was because of the long period taken in completing the civil works. This is a lapse from the part of the contractor. Now they have solved the issue and the work has now been completed.

Principal ITI Kayyur said that they have Rs. 20.84 lakhs to be spent in tools and equipments. Then the Chair asked that how much is the amount spent by them after last meeting. The principal replied that they have expended Rs. 8 lakhs after the last meeting. Then the Chair instructed the principal to ensure full utilization before November 30 and to take immediate steps to get affiliation. The Chair also informed that from next year onwards unutilized funds will be taken back and will be repaid to the Central Govt. Since the period of fund utilization of these ITIs has expired the committee viewed the performance of these ITIs seriously.

The meeting had a serious discussion on the fund utilization of Kattappana ITI also. Since last meeting they had shown slight improvement in their utilization of fund. But still they have to achieve more. The Chair directed the principal to explain the present position and directed to expend the full amount available by November 30 and to report the matter to the State Project Director.

Regarding the 3rd phase, the State Project Director informed that, their time limit for utilization of fund will be over on 31-03-2015. Among the 10 ITI in the 3rd phase, Principal ITI Kazhakuttam detailed their situation. They informed that they have submitted a proposal for the reconstitution of their IMC and are waiting for the GO from the Govt. Then the Chair enquired the Principal whether they have taken any follow up action on it. The JDT informed that he has enquired the progress and the GO will be issued soon.

The Principal ITI (W) Malampuzha informed that they are taking immediate action for the procurement of tools and equipments and all steps will be completed within one month for the full utilization of unexpended fund.

The Chair strictly directed all the 10 ITIs in the 3rd phase to ensure 100% fund utilization by 31st December 2014.

On the progress of the fund utilization of the ITI s under fourth and fifth phase the Chair was surprised to know that the performance of SCDD ITI Mangalam and Elathur is 0% and 0.84% respectively. He enquired the steps which are taken against these ITIs. Then the State Project Director said that, a letter has written to the SCDD Director to bring the matter to his notice and he has assured that he will take immediate steps for ensuring progress. Then the Chair directed the State Project Director to give a note on this, so that he can take further steps to communicate with the Govt. Secretary SCDD. On SCDD ITI Pandalam and Mariapuram the IMC Chairman explained the situations behind their poor performance. He detailed that, they need new posts sanctioned by the Govt. so that they can start new trades. But because of the delay in post sanction that they couldn't achieve any progress. Then the Chair directed them to make contractual appointment with the approval of the IMC. Regarding the ITI of Nilambur and BTC Kollam the State Project Director highlighted their poor performance and directed the Principals to make active steps to ensure that the funds are fully utilized by 31-12-2014.

On this agenda item the committee analyzed the performance of all 26 ITIs individually. It was concluded that all the ITIs have to be improved a lot in achieving their target. Finally the Chair gave strict direction to all those ITIs which have not yet expended the amount which has to be expended before 31-03-2014 to complete the utilization of the amount by 31-12-2014.

AGENDA 4

ACADEMIC PERFORMANCE AND KEY PERFORMANCE INDICATORS (KPIs)

The committee analyzed the ITI wise academic performance and viewed that the performance of the ITIs are not upto the level expected. The Chair seriously discussed the matter with the principals. The Chair asked the principals to explain the reason. Those ITIs with below 50% result were analyzed first.

ITI Chengannur

The Principal replied that shortage of instructors is a major problem behind this poor performance. The Chair directed him to examine the situation in detail and to ensure better performance in future.

ITI Chennerkkara

The Principal explained that the problem of not having required number of permanent staff is the actual cause. The Chair told that the Principal is individually responsible for the poor result and must give individual attention in this area.

ITI Mariapuram and Pandalam

Regarding these ITIs, a detailed discussion was there on the poor exam result. The Chair stated that these ITIs can not be allowed to continue if they did not improve their performance in the coming trade tests. The Principals assured that the results will be improved in the coming trade tests.

Many of the Principals reported that in the last semester exam the result was above 90%. They also added that this higher percentage is due to 10% moderation given by DGET. The Chair was of the opinion that moderation will affect the proper training and hence it was advised that as a suggestion of the State, DGET may be addressed for stopping moderation henceforth.

AGENDA 5

INCOME GENERATION ACTIVITIES UNDER TAKEN FOR REPAYMENT OF LOAN

The committee assessed the ventures started by the various ITI's for income generation. It was seriously viewed that ITI Kayyur, Kuzhalmannam, Nilambur, SCDD ITI Mangalam, Elathur, Mariapuram and Pandalam have not yet started any income generation activities. The State Project Director suggested them to conduct MES courses, run production centers etc. for income generation. The Chair expressed serious concern over non-performance from the part of these ITI's. The committee gave strict direction to take immediate steps for revenue generation.

AGENDA 6

PROGRESS OF AFFILIATION STATUS

The State Project Director reaffirmed the relevance of getting affiliation. She directed that all the principals to submit the required documents for QCI inspection for time bound completion of affiliation activities.

AGENDA 7

PERCENTAGE OF ADMISSION BY THE IMC

The JDT in charge explained the agenda items in detail. He explained that 20% of the admission in the ITI can be made by IMC by fixing a minimum fee of Rs. 5000/-. State Project Director pointed out that the State Govt. has empowered the IMC to adhere this provision by issuing an order as per GO (MS) 07/2010/LBR dated 19-01-2010. The Chair opined that uniform fee structure should be decided for this. The officials raised many queries regarding the fee and many of them supported the view of the Chair saying that the fee charged should be uniform. Then decision has been taken to fix a uniform fee structure subject to minimum of Rs. 5000/- per candidate per year. The State Project Director also instructed to communicate suggestions / opinions if any.

AGENDA 8

ISSUES FACED BY IMCS

Issues faced by the IMC: - It was discussed in detail that some of the industrial partners are inactive and are not contributing effectively. Decision has been taken to change them after consultation with the Industry Associations. The Chair directed that principals of such institutes should submit their proposal for re-constitution of IMC and must ensure the smooth implementation of the scheme.

AGENDA 9

CONVERTING CoE COURSES IN TO CTS COURSES

JDT readout the direction of DGET regarding the conversion of CoE courses into CTS courses from the session August 2015. He added that the DGET permits to continue those CoE courses where the employability of CoE trainees is reasonably high. The principal ITI Mala requested to allow them to continue the CoE courses since the employability of their sector is high. State Project Director informed that those institutes which are interested to continue in CoE should submit the proposal to the State Directorate.

AGENDA 10

Other relevant items with the permission of the Chair

Principal, ITI Kazhakuttom has presented an issue on the court case in connection with construction of building. He added that the Honourable Court has given a direction to post an arbitrator and expense has to be borne equally by the institute and the contractor. The Chair instructed to follow the directions from the court, in this regard.

Having completed all agenda items the Chair expressed his gratitude for the greater participation of the officials. The meeting concluded at 5 PM.

Sd/-
Chairman

To All participants by e-mail

Copy to:

1. The Chief Secretary to Govt., Govt. of Kerala with C/L
2. The Private Secretary to Hon'ble Minister for Labour & Rehabilitation with C/L
3. C.A to Member Secretary SSC