

**MINUTES OF THE FIRST MEETING OF THE ACADEMIC COUNCIL  
HELD ON 21<sup>st</sup> JANUARY, 2015, 1.30 P.M.  
AT PRINCIPAL'S CHAMBER, MAHARAJA'S COLLEGE, ERNAKULAM**

**AGENDA OF THE MEETING**

1. Items to be reported
2. Nomination of Subject Experts to the Board of Studies
3. U.G. and P.G. Curricula and Syllabi
4. Admission of students (2015-16 )
5. Conduct of Examination and Evaluation
6. Institution of Scholarships, fellowships and prizes
7. Any other items permitted by the chair

The meeting began with the welcome address by Dr. Liyaquath Ali, Academic co-ordinator. He also invited the attention of all members on various aspects of academic autonomy and important activities to be undertaken before the next academic year.

Following the welcome address, Dr. Francy. T. V, Principal and Chairman of the Academic Council apprised the members on the initiatives taken and progress made so far in the process of autonomy. He pointed out that the proposal for financial assistance had been submitted to the Government but had not been sanctioned as yet. The Principal also explained in detail the future academic opportunities of the college on account of autonomy. He solicited the co-operation and co-ordinated effort of the academic council members to make the transition smooth and successful. The Principal reported the following matters before the council members.

**1. Matters pertaining to the conferment of autonomous status to the college.**

The college has been elevated to the status of an autonomous institution as per Clause 59B (F) of University Laws Third Amendment Bill of the 13th Kerala Legislative Assembly. The University Grants Commission in its

order No.F22-1/2014(AC) dated 30-07-2014 has granted autonomy to the institution for five years starting from 2014-15 to 2018-'19. Further the academic autonomy of the institution has been approved by the Mahatma Gandhi University as per order No.5351/A1/2014/ACAD dated 24/10/2014 with effect from the academic year 2015-16.

#### **a. Constitution of the first Governing Council**

The first Governing Council was constituted by the Government of Kerala as per order No. G.O.(Rt) 2117/2014/H.Edn. dated 01-09-2014 & G.O.(Rt) 2483/2014/H.Edn dated 18-10-2014 with Prof.(Dr.) P.K.Abdul Aziz, Former Vice Chancellor of CUSAT and Aligarh Muslim University as the Chairman. The Governing Council consists of the following members:

1. Prof.(Dr. )P.K.Abdul Aziz (Chairman)
2. Dr. Francy. T.V. (Principal & Ex-officio Secretary)
3. Dr.Jayakumar.N. (Member)
4. Dr. Liyaqath Ali (Member)
5. Pooja B. Balasundaram (Member)
6. Deputy Director of Collegiate Education
7. Nominee of the University
8. Nominee of the U.G.C.

#### **b. Constitution of the Academic Council**

The first Academic Council was constituted by the Government of Kerala as per order No. G.O.(Rt) 2115/2014/H.Edn. dated 01-09-2014 with Principal of the College as Chairman. The Council consists of the following members.

1. Dr. Francy.T.V. ( Principal, Chairman)
2. All HOD's of the Departments of the College ( Members)
3. Four Teacher Members

Dr. Muraleedharan Nair (Department of Chemistry)

Dr. Suresh.V.N. (Department of Commerce as Member Secretary)

Mrs. Rita Manuel( Departement of Botany)

Mrs. R.Rajashree (Department of English)

4. Four Experts from outside the College to be nominated by the Governing Council

5. Three nominees of the University

**c. Constitution of Board of Studies**

Board of Studies of 18 Departments was constituted by the Government as per order No. G.O.(Rt) 2116/2014/H.Edn. dated 01-09-2014. Board of Studies of a department consists of the following members:

- a. Head of the Department (Chairman)
- b. Six teachers nominated by the Principal in consultation with the HOD
- c. Two experts in the subject from outside to be nominated by the Academic Council
- d. One expert to be nominated by the V.C.
- e. One representative from industry/ corporate sector.

**d. Appointment of Academic Co-ordinator**

Dr. Liyaqath Ali, Department of Arabic has been appointed as the Academic Co-ordinator as per Government order G.O(Rt) No.2765/14/ H.Edn. Dated 22/11/2014

**e. Appointment of Joint Controller of Examination**

Government has appointed Shri.Lukmanul Hakkim of Department of History as the Joint Controller of Examination as per G.O (Rt) No.2766/2014/H.Edn. dated 22/11/2014.

*All the above information was duly noted by the Academic Council.*

## 2. Nomination of Subject Experts to the Board of Studies

The Principal explained that two subject experts from outside are to be nominated by the academic council to every Board of Studies. The matter was discussed in the meeting and it was resolved to nominate the following members (from among the panel submitted by the departments) to the respective Board of Studies.

Department of Arabic: Dr.P.T. Sainudheen & Dr.N.Shamnad

Department of Botany: Dr. Paul V Karanthanam & Dr.J.G.Ray

Department of Chemistry: Dr.K.Girishkumar & Dr.E.Prasad

Department of Commerce: Dr.Francis Cherunilam & Dr.John.P.V.

Department of Economics: Prof.S. Muraleedharan & Prof.K.Prasanna

Department of English: Dr.Mathew Joseph & Dr. Jayasree Sukumaran

Department of Hindi : Dr. N. Mohanan & Dr. K.G.Prabhakaran

Department of History: Sri. P.P.Abdul Razak & Sri.P.S. Manojkumar

Department of Islamic History: Dr.A.B.Aliyar & Sima. O. Jas

Department of Malayalam: Dr.Margrat George & Krishnakaimal

Department of Mathematics: Dr. E.Krishnan &Dr. M.N. Narayanan Namboothiri

Department of Music: Dr.A.Jalaja Varma & Dr. N.Mini

Department of Philosphy: Dr. Abey Koshy & Dr. Jijo Panjikanan

Department of <sup>Physice</sup>Philosophy: Dr.M.K.Jayaraj & Dr. Pramod Gopinath

Department of Political Science: Dr. Moni Susan Thomas & Prof. Jose Mundamattom

Department of Sanskrit : Dr.S.Vijayakumari & Dr. S. Malini

Department of Statistics: Dr.Sankaran. P.G. & Dr. Sebastian George

Department of Zoology: Dr.K.Jameela Beevi & Prof. E. Kunjikirshnan

### 3. Curricula and Syllabi of U.G. and P.G.

The next item taken up for discussion was curricula and syllabi of UG & P.G. The Council discussed it in detail and suggested that

- the syllabi can be revised positively without changing the existing work load, total credit and internal and external components.
- Existing syllabi can be restructured by interchanging courses, substituting a new course in the place of an existing course without altering the credit and replacing new modules in the place of existing modules.
- The indirect grading system be continued in the case of U.G programmes.
- The present system of direct grading can be changed to indirect grading in the case of P.G programmes.
- The Board of Studies shall prepare the complete syllabus of each programme including model question papers of each course.
- Along with the syllabus, panels of external question paper setters and examiners should also be submitted by each Board of Studies.

To prepare a uniform frame work for syllabus restructuring, the academic council resolved to constitute a committee with Dr.N.Shaji as the convenor. The committee consists of :

Dr. N.Shaji.& Dr.Rema.L.P. ( Science with Practicals)

Jaya Augustine ( Science without Practicals)

Mary Ushes James (Social Science)

Reena Nair ( Languages)

Vineeth.K.M. ( Commerce)

Pooja B. Balasundaram (Music)

Lukmanul Hakeem.K. (Joint Controller of Examination)

### 4. Admission of Students (2015-16)

The council discussed in detail the U.G. Admission 2015-16 and decided to conduct admissions without any change in the criteria laid down by the Mahatma Gandhi University or in the reservation policy of the State government.

The Principal explained the different alternatives available for admission:

1. on-line admission
2. down loading of application from the college website and direct submission of filled in form
3. manual admission process.

The meeting also discussed the financial implications of admission process. On the basis of the discussion, the meeting decided to constitute a committee to conduct preparatory studies on various aspects of the admission process. The committee consists of the following members:

Dr. Angel Mathew

Sri. Vineeth.K.M.

Sri. Shyam Kumar.S.

It was decided to entrust the IQAC with the task of preparing the Hand Book and Academic Calendar for 2015-16.

#### **5. Conduct of Examination and Evaluation**

The meeting decided to constitute a two member committee to prepare an Examination Manual (2015-16). The Committee consists of Lukmanul Hakeem.K. (Joint Controller of Examination) and Dr. Muraleedharan Nair (Academic Council Member). The meeting also recommended external valuation for U.G. & P.G. and double valuation for P.G.

#### **6. Institution of Scholarships, fellowships and prizes**

The Council deliberated on the institution of scholarships for the benefit of the student community. It was decided to set up a scholarship fund with the help of College Alumni, Industries and other well wishers of the college. Prof. Babu Sebastian, Vice Principal of the college, reported that preliminary discussions were going on in this matter and a meeting of old students associations would be held soon. The meeting decided to entrust Prof. Babu Sebastian with the co-ordination of the activity.

After fruitful discussions and deliberations, Dr.Suresh.V.N.(Member Secretary, Academic Council) expressed vote of thanks and the meeting came to a close at 3.30 P.M.

*J. Suresh V. N.*  
10/4/15