

Minutes of the first meeting of the new Governing Council held on  
11-01-2017 at Maharaja's College Principal's Chamber

The meeting started with the welcome address by Prof. N L Beena, Principal, Maharaja's College. She presented the overall report of activities of the previous Governing Council (GC) including the actions taken.

The meeting authorized the Principal to send a communication to the UGC requesting to nominate a UGC member to the present GC and also to the MG University to nominate a member to the GC.

Resolved to reconstitute the Academic Council and authorized the Principal to nominate one teacher to be the Academic Council Secretary. Letter may also be forwarded to the Government/Director of Collegiate Education to nominate 4 experts and to MG University to nominate 3 members. 4 members may also be nominated from among the college faculty members.

Resolved to reconstitute the Board of Studies.

Dr. V. N Suresh, Academic Council Secretary reported the status of the restructured syllabus submitted to the University for approval. He reported that only 8 UG syllabi and 10 PG syllabi have been approved so far by the University and intimation to this effect has been received from the University. The status of the remaining syllabi is yet to be known. Nevertheless the College is following the new syllabus. The Chairman stated that the matter be reported to the University, quoting the date of syllabus submission and with the justification that the syllabus has been followed anticipating that it will be approved by the University.

The Controller of Examinations (CE) presented the report of the results of First UG first semester examination which was approved by the GC.

Since the overall pass percentage was very low, the GC Chairman opined that the results be analyzed by all the departments and all the departments should submit a report on why it has happened and what all measures can be taken to remedy it.

Since there is a shortage of time in completing the portions and conducting centralized valuation simultaneously, it was resolved to give the answer scripts of third semester and first semester PG and 1 semester UG for home valuation after affixing the seal of the CE below the last line of the answer written by the candidate. This system will be treated as a trial or an experiment for the time being.

The CE explained his difficulty in managing works alone due to staff inadequacy.

GC Chairman authorized the Principal to write to the Government to nominate new Joint and Deputy Controllers.



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The College is in receipt of a letter from MG University ( Letter No: XXXVI/01/08/2016 dated 09-11-2016) directing the College to inform the approval for inclusion of the name of the College in the certificate conferring the Degree, Diploma, title, certificate and other academic distinctions as per Section 117, Chapter IX of MG University. It was resolved by the GC to confirm approval for the same and send a letter to MG University to this effect.

Another matter that was brought up before the GC was the decision of the MG University Syndicate to levy fee for rendering various services to Autonomous Colleges as per Order No: 6065/02/BVI/2016 dated 17-11-2016. Regarding this order it was resolved to request both the University and the Government to exempt Maharajas College, being a government Autonomous College from this order as it may compel us to back out from syllabus revision.

It was resolved to reconstitute the Finance committee of the present GC with the following new members:

Dr. Sunish K.S, Member, GC

Vice Principal, Maharajas College

Principal, Maharajas College

The other matters were deferred for the next meeting.

The meeting came to an end at 3.30pm and it was soon followed by the meeting of the College Council members with the new Governing Council Chairman and the Govt. nominee, in which the Governing Council Chairman and Govt. nominee expressed their concern over the low pass percentage of the 1<sup>st</sup> semester results and requested the College Council to view the matter seriously and adopt remedial measures.

*Barin Kumar*





Minutes of the urgent meeting of the Governing Council held on 25/01/2017 considering the prolonged agitation by students of the college MCRV Hostel and the suggestions of the District Collector during the meeting on 23<sup>rd</sup> January 2017 in Collector's Camp Office an urgent meeting of the council was convened.

Members Present.

P. K. Ravendran *Ravendran*  
 NL Beema *NL Beema*  
 Dr. Sunish. K. S. *Sunish. K. S.*  
 Dr. Shajila Beeri *Shajila Beeri*  
 B. N. Shaj *Shaj*

Decisions

Accommodation is to be provided for 24 students in the MCRV Old hostel temporarily with effect from 30/01/2017.

Mess facilities in the Ladies Hostel is to be extended to these students with effect from 01/02/2017.

Renovation work in the existing Hostel is to be started immediately. The work already allotted for the repair work of the water tank in MCRV Hostel, which remains unutilized may be diverted for urgent repair works in the Hostel.

The Warden and Principal shall take up the matter with higher authorities to obtain necessary sanctions.

These decisions were taken in consultation with Sri. Renjithkumar (Government Nominee, Governing Council).



*Ravendran*



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### Members Present.

1. P. K. Ravendran *Ravendran*
2. NL Bena
3. Dr. Sunish. K. S. *Sunish*
4. Dr. Shajila Beeri
5. Dr. N. Saje *Saje*

### Decisions

1. Accommodation is to be provided for 24 students in the MCRV Old Hostel temporarily with effect from 30/01/2017.
2. Mess facilities in the Ladies Hostel is to be extended to these students with effect from 01/02/2017.
3. Renovation work in the existing Hostel is to be started immediately. The fund already allotted for the repair work of the water tank in MCRV Hostel, which remains unutilized may be diverted for urgent repair works in the Hostel.
4. The Warden and Principal shall take up the matter with higher authorities to obtain necessary sanctions.
5. These decisions were taken in consultation with Sri. Renjithkumar (Government Nominee, Governing Council).










*Ravendran*



10-2-2017

Meeting of the Governing Council  
held on 10-2-2017 in Principal's  
Chamber

Members present

1. P. K. Ramindran 
2. M. G. Raghav Kumar 
3. N. Shaji 
4. Dr. Sunish 15.5 
5. Dr. Shagite Beena 
6. N. Beena 
7. Dr. MK Muralidharan (Chair) 

**Agenda**

1. Constitution of various committees
2. Requests of academic nature from various departments
3. Utilization of funds
4. Any other issue permitted by the Chair

**Minutes of the meeting**

1. The meeting started with the welcome address by Prof. N L Beena, Principal, Maharaja's College, which was followed by the review of the minutes of the previous council meeting including the actions taken.
2. The meeting approved the minutes of the previous meeting and the action taken report.
3. Decided that the teachers who have not returned the I PG answer scripts of home valuation be given some more time after which disciplinary action be initiated against them.
4. Decided to seek explanation from the Heads of the Departments who have not



submitted statements of the result analysis and remedial measures taken in respect of I UG results.

5. The meeting decided to constitute the Academic Council as per the provision of the Act and decided to nominate the following persons as external experts to the Academic Council.

a. Dr. N. Chandramohanakumar, Emeritus Professor School of Department of Chemical Oceanography, School of Marine Sciences, Cochin University of Science and Technology, Foreshore Road,, Cochin- 682 016, Kerala. India  
Mobile: +919447391882 Email: chandramohan.kumar@gmail.com

b. Dr. Razeena Padmam, Professor and Director, Dean, Faculty of Behavioural Science, Member Syndicate. M.G. University (Retd). Mobile: 9447040976  
razeenapadmam@yahoo.co.in  
c. Dr. N. Ajith Kumar, Director, Centre for Socio-economic & Environmental Studies, Khadi Federation Building, NH By-Pass, Padivattom, Kochi- 682 024, Kerala, India. Tel: 91-484-2805107, 2805108 Telefax: 91-484-2808108,  
csesindia@gmail.com

d. Shri K Anvar Sadath, Executive Director, IT @ School Project, Govt of Kerala. director@itschool.gov.in

6. Letter may also be forwarded to the Director of Collegiate Education to nominate 4 members from among the faculty members of the College to the Academic Council and to MG University to nominate 3 members.
7. The GC decided to appoint Dr. V.N Suresh, Associate Professor, Department of Commerce as the Secretary of the Academic Council.
8. The GC took serious note of the fact that some departments have not submitted names of experts, teachers and other members of the proposed Boards of Studies. Such departments shall submit these lists soon. A subcommittee consisting of the Chairman, Principal and Teacher members from the college is authorised to finalise the list as soon as the necessary documents are made available.
9. Decided to constitute a Planning subcommittee with Dr. N Shaji as the convenor which will oversee the planning committee of the college; Student and staff amenities subcommittee with Dr. Shajila Beevi as the convenor and College Union Chairman, Staff Club Secretary and Mr. Sajith Dhanapalan (Junior superintendent) as the members. Also decided to include Dr. V.N Suresh, HoD, Commerce to the Finance Subcommittee.

10. Decided to appoint Dr. P. Praneetha, Assistant Professor, Dept of Hindi as the Joint



Controller of Examinations, Dr. C. Sivakumar, Asst Professor, Dept of Physics , Dr. Prakashan K, Asst Professor, Dept of Zoology and Dr. Jolly V Antony, Asst Professor, Dept of Chemistry as Deputy Controllers.

11. Admission prospectus revision. It is further decided that before finalising the prospectus for the next academic year, departments and academic bodies should be consulted for suggesting changes required in the prospectus.

12. Head, Department of Malayalam has requested that a direction be given on their decision to include study tour in the BA Malayalam syllabus. As the new curriculum for BA Malayalam envisages study tour as part of the curriculum the Governing council directed that the College authority should consider their request for funds under the relevant head for study tour and this be intimated to the State Government.

13. The Governing Council considered the proposal for starting a Blended BSc programme proposed by IISER, Pune and University of Melbourne as an aided three year degree course and approved the programme for consideration by the relevant bodies in the college and the State Government. Various boards of studies of science departments and English should discuss the detailed syllabus and the college should initiate steps for govt approval as a new aided programme.

14. Decided to install incinerators, vending machines, water coolers, etc using part of the Rs. 10 lakh fund under the miscellaneous head in the autonomy funds for the year 2016-17.

15. Green Protocol. The Governing Council decided to implement the Green Protocol as directed by the Government of Kerala with immediate effect. Efforts should be taken to implement the protocol effectively.

16. It was reported that the rents for the College ground pavilion is long overdue. Though the college authorities have written to the PWD there has been huge delay. This is to be followed up by writing to the executive engineer PWD.

17. A request for extending the library timing was discussed and it is decided that the normal working hours of the library be extended as from 9 AM to 5.30 PM. This is to be implemented without causing extra inconvenience to the staff by adopting flexible timing such that the total working hours of the staff is kept unchanged. For example an employee reporting half an hour earlier will be permitted to leave half an hour earlier than the usual time. Similarly an employee willing to stay back for an extra hour can report for duty one hour late than the existing entry time. Library timing of the reading section to be opened early and closed late.



18. The Governing Council considered the request from Mr. Joseph Alvin, a student of I BA Philosophy who could not register for the I Semester examination in time and subsequently removed from the rolls and decided that the student shall be admitted to the I BA class in the next academic year as a supernumerary admission. However this is given as a onetime exception to the rule. Readmission of this student who discontinued course before prior to registration and not be treated as a precedent.
19. The GC considered a request regarding typographical errors in the Zoology syllabus and directed that necessary corrections be made in the relevant documents.
20. It was pointed out that part of the land belonging to the college is being occupied by Kerala Water Authority and they have already constructed offices in their premises. The GC decided to write to Government to take steps for retrieving the land so that a research block could be built in that area.
21. MoUs to sign with govt institutions. A suggestion was raised in the meeting to sign a Memorandum of Understanding (MoU) between Maharajas College, Ernakulam and Government College, Kottayam to enable PG students, research students and teachers to share sophisticated scientific equipment free of cost. The GC approved the proposal and authorised the Principal to do the needful and sign MoUs with other Government Colleges.
22. The GC decided to write to the Government on the role of academic coordinator.
23. The GC considered a suggestion to conduct a two-day open house programme in which each department shall open their facilities to students and general public to come and see. Necessary expenditure towards this shall be met from amount earmarked under 'miscellaneous' in the autonomy funds for the year 2016-17. The finance committee is authorized to make allocations for this.
24. The GC noted with concern that funds allotted under various subheads related to autonomy remain unspent. The finance committee is authorised to finalise proposals and make sure that the amount is utilised properly within the stipulated time.
25. The CE explained his difficulty in managing works due to staff inadequacy. The GC decided to appoint 2 daily wages staff to CE's Office. Their remuneration may be met from autonomy fund.
26. It was decided to make a letter head and rubber stamp for the GC.
27. It was pointed out that though sufficient fund has been transferred to PWD for the construction of BA Honours building, the construction could not be started as a proper site was not identified for that. According to the master plan of the college which is being finalised, the building cannot be constructed between the auditorium and



statistics building. Moreover, honourable ministers of education and finance have objected the construction of the building in the said location which would affect the construction of the proposed new auditorium. It is suggested that a letter be sent to the PWD intimating the charge of site to the upper floor of the existing commerce-Islamic History building.

28. The meeting ended at 12.30 PM

*Done*  
17/2/2017





Meeting of the Governing Council held  
on 8-3-2017 in Principal's chamber.  
Members present

1. P.K. Ramindran *Sub.*
2. Dr N. Shaji *Sub.*
3. Dr. Sunish K.S. *Sub.*
4. Dr. MK Mursheedhuran Nair *Sub.*
5. Dr George Mathew *Sub.*
6. NL Beena *Sub.*
7. Dr. Shyik Beenis *Sub.*

The meeting started with the welcome address by Prof. N L Beena, Principal, Maharaja's College and approved the minutes of the previous governing council meeting held on 10-02-2017.

The Controller of Examinations (CE) presented the report of the results of second semester UG and Second semester PG exams held in June 2016 which was approved by the GC. Departments with UG results below 50% have to submit a report from the tutors regarding the remedial measures to be taken. Departments with PG results less than 60% shall discuss it in the College Council and should submit a report.

The Controller of Exams presented the proposal for annual expenditure for the year 2017-18, which was approved and decided to forward it to the Government for sanction. It was resolved to report to UGC that all pending facilities have been cleared and also to request for funds for the year 2015-16, 16-17 and also to send a delegation to UGC.



The Governing Council held the view that a series of workshops may be organized for setting up question banks and preparation of study materials for UG and PG courses, for which fund may be met from UGC/ Autonomy fund. One pre-workshop and two more workshops to finalize the action may be conducted during the vacation.

It was decided to reschedule PG fourth semester examination scheduled on 03-04-2017 to 10-4-2017 on the basis of request from PG IV semester students.

It was resolved to entrust LBS Centre to carry out works related to UG admission for the 2017 academic year and it was decided to hold discussion with LBS centre in order to avoid delay in admission procedures so as to complete admission within a time frame.

A committee for preparation of Academic Calendar and Prospectus correction was constituted with Dr. Suresh V.N as the Convener and Dr. M.K Muraledharan Nair, Dr. N Shaji and Dr. Sunish K.S as the members.

Regarding the malpractice issue of Al Ameen K.A (Reg. No.16130001) of 1<sup>st</sup> sem UG Philosophy:-since the candidate has confessed his guilt, it was resolved to cancel or nullify his entire papers of 1<sup>st</sup> Semester exam and also resolved to forfeit his right to appear for the immediate next chance of the same semester examination. It was resolved to authorize Dr. Sheeba M.S who is in charge of Students Grievance Cell for giving counseling to this student.

The other matters were deferred for the next meeting.





Meeting of the Governing Council held  
on 24-5-2017 at 10.30 AM in 18th room.

### Agenda

1. Results and exam related issue.
2. Admission related issue
3. Centre of Excellence proposed and master plan
4. Any other issues.

### Members Present

1. P.K. Ravindhan
2. Dr. N. Shaji
3. Prof. N.L. Beena
4. Prof. Rita Manuel
5. Dr. Rema L.P
6. Dr. Praneetha. P
7. Dr. Suresh V.N
8. Dr. Sunish K.S

- The Controller of Examinations presented the results of third semester (2015 admissions) PG examinations. This was approved for publication. The Governing Council noted with concern the low pass percentage in M.A History and M.A Islamic History courses and decided to bring it to the notice of the concerned departments.
- The Controller of Examinations reported that the examination and valuation of the IV Semester PG programmes (2015 admission) will be completed by June 15. It is decided that the results shall be published, withholding the results of those students who have appeared for I and II Semester supplementary examinations and awaiting results. Their results shall be published later.



- The Controller of Examinations requested that 2 temporary staff may be appointed on daily wages for three months for urgent examination related works. The remuneration for these staff shall be met from autonomy funds. If necessary the amount may be advanced by PTA and reimbursed later.
- It was pointed out that though the College will be in a position to declare the results of Final semester PG students by June 15, the degree certificates of the students are to be issued by the University. Liaison work is to be done with the University so that there won't be undue delay in issuing the provisional and original degree certificates.
- The Governing Council decided that a request should be made to the Government to protect the Controller of Examinations and Joint Controller of Examinations from transfer at least for a period of two years. As the name of Dr. Praneeta, P, Joint Controller of Examinations appear in the draft list of transfers a letter is to be sent immediately to the authorities to protect her from the transfer. It was also reported that Sri.T.G Harikumar, Asst. Professor of English who is working as the coordinator of IQAC is also likely to be transferred as per the draft list. As the college is preparing for the NAAC visit during 2017-18 this will affect the preparations. It is necessary that the coordinator is protected from transfer for the current academic year. A separate letter shall be sent to the authorities stating these facts.
- The GC considered a request from Ms. Sneha V Nair a student of 1<sup>st</sup> MA Political Science to condone the delay in submitting the application for semester examinations. She has stated that the College Office did not accept the fees stating that she did not present herself for remitting the fees. The GC decided to consider her application as a special case and directed to Controller of Examinations office accept the application with a fine of Rs 500/-
- The Academic Calendar approved by the Academic Council was discussed and decided to instruct all the Departments to give wide publicity for the Calendar. It shall be displayed on all department notice boards permanently throughout the academic year 2017-18.
- Approved the Prospectus for PG and UG Admission 2017-2018
- Decided to forward the amendments to Regulations and Examination Manual approved by the Academic Council to the MG University
- The GC decided to authorize the College Council to start various Add-on Courses for the academic year 2017-18.
- Last date for online submission of applications for UG courses be extended to a date 3 days from the date of announcement of CBSE plus two results.
- Master plan of the College is to be modified by giving emphasis to the academic component.
- To celebrate the award of 100 PhDs from Maharajas College, a research meet is to be organized inviting all research guides and research scholars who obtained PhD from Maharajas College. It is decided to invite the Hon'ble minister for Education for this event.
- The GC considered the request from Commerce Dept to admit 34 students for B.Com which is same as the intake for last year and decided that this can be done only with the concurrence of MG University.

*Handwritten signature*



Meeting of the Governing Council  
 Marathias College, Ennakulam held on  
 20-5-2017 in the conference Hall

### Agenda

1. Result approval
2. Admission matters
3. Any other matters presented by chairs.

### Members present

1. P. K. Ramadran *Lat*
2. M. G. Rangila Iyannor *M. G. Rangila*
3. *NI Beera* *NI*
4. Dr. Skajil Beers *Dr. Skajil*
5. N. Skaf *SK*
6. Dr. Sunish K. S *Dr. Sunish*
7. Dr. Rama L. P *Dr. Rama*
8. Dr. P. Praveally *Dr. P. Praveally*



### Minutes

1. The meeting approved the minutes of the previous governing council (GC) meeting.
2. It was resolved to authorize the Controller of Examinations (CE) to communicate marks/grades confidentially in the case of students who request for the same considering the merit of the case. For this, the fees shall be levied as per MG University norms. Action already taken by the CE in this matter was ratified.
3. The Controller of Examinations (CE) presented the results of the First semester supplementary Post Graduate (PG) exams held on May 2017 and GC approved the results for publication.
4. The Controller of Examinations (CE) presented the report of the results of Fourth Semester PG exams held in May 2017 and the consolidated results and this was approved by the GC. The Chairman and members will personally meet the faculty members of the departments with less than 60% pass percentage (Arabic, Pharmaceutical Chemistry, History, Islamic History, Mathematics and Political Science) to discuss the poor performance and to take remedial measures.
5. It was also decided to issue Certificate of Merit to those students (in the top 3 positions) in the PG final exams, provided they have secured A+ or A grades.
6. The GC appreciated the work of former Controller of Examination Dr Muraledharan Nair, the present Controller of Examinations Dr. Rema L.P, Joint Controller of Examination, Dr. Praneetha P and all those who were part of the process to publish the result in record time.
7. A committee consisting of Dr. Suresh V.N, Dr. N Shaji and Dr. Sunish K.S was constituted to inquire into the complaints/grievances related to semester exams of students in the Economics dept.
8. It was decided to extend the last date for remitting online fee till 30-06-2017 and online submission of application till 01-07-2017 of PG admission.
9. Considering the fact that Government have issued orders for 20% marginal increase in the seats, it was resolved that the seats for PG Courses shall be increased if requested by concerned Heads of PG departments.
10. Issues regarding fund for new boys' hostel, academic complex, library block and compound wall were discussed and GC member Sri M G Ranjith Kumar, Joint Secretary, Higher Education has promised to take follow up actions at Govt. level.
11. It was decided to provide 2 rooms for 8 students in Teachers Hostel till their admission in post metric hostel will be ready. They have to give an undertaking to the effect that they will vacate the teachers' hostel and move to the Government Post Metric hostel when the admission in that hostel is ready. Food will be provided to these students from MCRV ladies hostel till alternative arrangements are made.
12. Decided to direct the Hostel Warden to issue and receive application form for admission to boys' hostel. Admission to be given on priority as per availability on completion of the renovation work of the boys' hostel.
13. It was decided to appoint a data entry operator on daily wages for a period not exceeding 3 months for admission related works in the College Office.

*Rema L.P*



Meeting of the Governing Council held  
on 14-7-2017 in the conference hall.

### Agenda

1. Examination related matters.
2. Status of funds.
3. Student's representation
4. Any other matters permitted by the chair.

### Members present.

- |                                  |             |
|----------------------------------|-------------|
| 1. P.K. Ravindran                | hnb         |
| 2. Prof. C.D. T.T. Thulasidharan | le an       |
| 3. <u>N.L. Beera</u>             | <u>dr</u>   |
| 4. Dr. Smith, K.S                | <u>Prof</u> |
| 5. Dr N. Shaf                    | <u>dh</u>   |
| 6. Riba Mawail                   | <u>an</u>   |
| 7. Dr. Suresh. V.N.              | <u>Dr</u>   |
| 8. Dr. Rana. S.P                 | <u>Dr</u>   |
| 9. Dr. P. Praveen                | <u>Dr</u>   |
| 10. Dr. Shajila Beera            | <u>Dr</u>   |



1. The meeting started with the welcome address by Prof. N L Beena, Principal, Maharaja's College and approved the minutes of the previous governing council meeting.
2. The meeting decided to prepare an action taken report after every GC meetings to make sure that the agenda of previous meetings are implemented.
3. The council discussed the report of the committee constituted to inquire the complaint related to semester exams of students in the Department of Economics and authorised the Controller of Examinations to take necessary action in this regard.
4. ✓ The council entrusted the Student's Redressal Committee of the college to inquire into the complaint related to final semester exam result of the II MA English students.
5. The meeting decided to publish the dates and time tables of all the examinations in the College website.
6. Discussed the request from a student of fifth semester BA English, who got employment, to write V & VI semester exams without attending regular classes. It was decided that college will provide all helps to continue his studies under private registration.
7. The meeting discussed the request of two teachers for home valuation of answer scripts. It was decided that home valuations once conducted led to delaying of results, hence camp valuation to be continued, but considering the quantum of work sufficient time may be given for camp valuation.
8. The council decided to issue course completion certificate after final semester exam results, for which an application fee of Rs 75/- to be remitted along with the final semester application fee.
9. The meeting decided to forward a representation to Education Minister for the regularization of two self-financing courses (BSc Environmental Chemistry and BSc Physics Instrumentation).
10. Discussed the request of Ashwin Dinesh, BSc Physics 2014-17 batch student, for revoking his disciplinary action. It was decided that the above request may be referred to college council for necessary action.
11. It was decided to work out the feasibility of outsourcing the admission to 2018 academic year, for which the matter shall be discussed with the admission committee of College.
12. The meeting authorised Dr. Shajila Beevi, Member, Governing Council to enquire the status of funds under various schemes in the Directorate of Collegiate Education and Higher education department, Govt. Secretariat and to make follow up action for the timely completion of various projects.
13. The other matters were deferred for the next meeting





Meeting of the Governing Council held on 8-8-2017 in the Conference Hall

## Agenda

### 1. Examination Result - Approval

III Semester UG Examination (2015 Admission) October 2016 and I Semester PG Examination (2016 Admission) December 2016

### 2. Fund Utilization - Review

Autonomy fund 2017(8 Cr): Library Block and Compound Wall

Autonomy fund 2017(Recurring Expenses (2 crore)): Administrative Sanction: G.O (Rt) No: 1309/2017. Edn dated 11-07-2017

PWD Own fund: Mathematics Class room renovation, Physical Education Dept Floor tiling Works & Water tank cleaning and plumbing works.

Plan fund: No: Office letter No: A2-1032/2017-18 dttd 20/7/2017

KIIFB Proposal (30 cr)

3. Hostel building renovation and construction-Hostel short-term renovation (19 lakhs); long term renovation (Heavy Maintenance 1.31 Cr) and new hostel block construction (10 Cr)

### 4. New Courses:

Regularization of BSc Physics Instrumentation and BSc Environmental Chemistry & Water Management; Starting of Blended BSc programme in association with IISER Pune and University of Melbourne

5. NAAC re-accreditation: Accreditation due in March 2018. Steps to be taken...




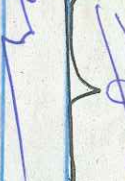




6. Any other matter permitted by the chair



PRINCIPAL  
MAHARAJA'S COLLEGE  
ERNAKULAM



## Members Present

1. P.K. Ravindran 
2. N.O. Raveetha Kumar 
3. Dr. Raveetha K.P. 
4. Dr. Shajil Beevis 
5. Dr. Sunish K.S. 
6. Raveetha V.V. 
7. Dr. Ajitha P.S. 
8. Dr. P. Praveetha 

1. The meeting started with the welcome address by Dr. P S Ajitha, Principal, Maharaja's College and approved the minutes of the previous governing council meeting.
2. The GC expressed concern about the delay in the inquiry of complaint related to final semester exam result of the II MA English students. The Principal assured that the inquiry shall be expedited and the inquiry report shall be submitted at the earliest. It was also decided to strictly follow the plan of action to make sure that the agenda of previous meetings are implemented on time.
3. The Governing council placed on record with gratitude the valuable service rendered by Dr. N Shaji, Member, Governing Council who was promoted as Principal, T.M.JACOB MEMORIAL GOVT.COLLEGE, Manimalakkundu and relieved from Maharaja's College.
4. As the Governing Council member, Dr. N Shaji was relieved from Maharaja's College, a vacancy has arisen in the Governing Council and it was decided that the vacancy shall be reported to the Government and to plead to fill the vacancy at the earliest.
5. The Controller of Examinations (CE) presented the results of the First semester PG exams held on October 2016 and GC approved the results for publication. The meeting congratulated the departments who achieved 100% pass and also decided to seek a report from the departments whose pass percentage is below 60% before 16-08-2017.
6. The Controller of Examinations (CE) presented the report of the results of Third semester UG exams held on December 2016 which was approved by the GC. It was decided that all the departments shall submit a report regarding the poor performance and remedial measures to be taken to improve the results before 16-08-2017.



7. The meeting decided to start the admission procedure of newly sanctioned MA Music course in 2017 academic year itself.
8. The council decided to submit a representation to Higher Education department to exempt Maharajas College from remitting University course fee as the MG University has intimated that no colleges shall be exempted for remitting course fee.
9. The meeting sanctioned the request from the Controller of Examination to purchase one 1 terabyte external hard disk and two LCD panel monitors for CCTV surveillance.
10. The GC decided that a MoU agreement shall be signed with KITCO for the construction of library complex and compound wall. The construction work shall be started at the earliest for which advance payment shall be paid as per the rules. The progress of the work should be monitored and if there is a possibility of non completion of work by March 2017, the matter shall be intimated to government for further steps and also to request for further funds for the completion of whole project.
11. It was decided to revise the proposal for utilization of autonomy recurring expenditure fund from 2.32 crores to 2 crores as the allotment was sanctioned for 2 crores only. The revised proposal shall be submitted in the next governing council meeting and in the meantime, funds earmarked for the expenditure of Controller of Examinations' Office shall be transferred to CE's Office, and remuneration to temporary staff can be disbursed as per rules from out of a total amount of 5 lakhs as proposed.
12. The meeting authorised the college office to send a request to the director of collegiate education for administrative sanction of PWD fund (rupees 1,31,10 cr) for heavy maintenance of college hostel.
13. The meeting decided that the minutes of every GC meetings shall be circulated to all the members within 5 days after the meeting and a copy of the minutes shall be communicated to the College Office.
14. The college office mentioned the inadequacy of staff as two clerical staff members were transferred under work arrangement. The meeting decided to take measures to fill the vacancy at the earliest for the smooth functioning of college office.
15. The Governing Council decided to hold discussions with Government and MG University regarding the modalities of starting BSc Blended Programme, a joint initiative of IISER, Pune and University of Melbourne.
16. The meeting also reviewed the preparedness of the college for NAAC reaccreditation which is due on March 2018.
17. The meeting resolved to reconstitute the BoS in all subjects.
18. The other matters were deferred for the next meeting

*Rasindran*



Meeting of the Governing Council held  
on 20.9.2017 at Conference Hall, Mahalinga  
College, Kuvempur at 10.30 am,

### Agenda

1. 1<sup>st</sup> Semester UG Exam (2016 Admn) -  
Result Approval
2. Status of Funds - Review.
3. Any other matter permitted by the Chair

### Members Present

Dr. P.K. Rameshchandra

Dr. Shyela Beevi

Dr. Sunish KS

*[Signature]*  
Chair

### Special Invites.

Dr. Remy. L.P.

CE

Pr. H. H.

*[Signature]*



1. The meeting started with the welcome address by Dr. P S Ajitha, Principal, Maharaja's College and approved the minutes of the previous governing council meeting.
2. The Controller of Examinations (CE) presented the results of the First semester UG exams (2016 Admission) and GC approved the results for publication. The meeting expressed its concern about the poor pass percentage of some departments and decided to conduct remedial classes for weak students utilizing the service of passed out students.
3. The GC expressed displeasure about the noncompliance of some departments in submitting the report regarding the poor performance in exams. It was decided to inform the departments again to submit the report in a stipulated time and if there is again a noncompliance from the department's side, the matter shall be reported to the Government.
4. The meeting decided to send the invitation of governing council meeting by post, in addition to the communication via e-mail.
5. The council approved the name of Prof. Robin Francis, Head of the Department of Physics, nominated by the Principal, as Academic Council Secretary.
6. The meeting approved the revised proposal for utilization of autonomy recurring expenditure fund for Rs 2 crores. It was decided to transfer the amount (Rs 87.16 lakhs) earmarked for examination expenditures to the Controller of Examinations.
7. The council decided to conduct invited talks by eminent academicians to inculcate a spirit of academic excellence.
8. The meeting discussed the request for retest from a NCC cadet student who will not be able to appear for the V<sup>th</sup> Semester external exams scheduled in the month of October due to participation in an international camp. The council decided that such requests for retest cannot be entertained and entrusted the Control of Examinations to look into the matter and take necessary actions, subject to the examination rules of MG University.
9. The GC decided to grant compensatory attendance to NCC cadet students who have attended NCC camps and engaged in duties assigned by the college authorities, to make them eligible for examinations, subject to the rules of attendance of MG University.
10. The meeting authorised the Controller of Examinations to issue provisional position certificate as per MG University rules.
11. The council discussed the orders received from Higher education with regard to the regularisation of two self financing courses (BSc Physics Instrumentation and BSc Chemistry-Environment and Water Management) and entrusted the Principal to discuss with the departments concerned and to take necessary actions.



12. The meeting discussed the letter received from MG University instructing to send the mark list to the University for approval before publishing the results. It was decided to seek clarification from MG University that this is applicable to final semester exam results or for every semester exams. It was also decided to request MG University, that the mark lists shall be approved within a maximum of 10 days from the date of submission, considering the future of students.
13. The council discussed the issue of late admission by a student to BA Economics who was issued TC by another College and could produce the TC on next day only. The meeting approved the admission considering the future of the student and decided to get it ratified by the MG University.
14. The other matters were deferred for the next meeting.

*Ravindran*



Meeting of the Governing Council held on 20.10.2017 at Conference Hall, Maharaaja's college, Ennakulam at 10.30 am.

### AGENDA

1. Examination Result - Approved
2. Fund Utilization - Reviews
3. Any other matters permitted by the chair

### Members present.

Sri. P.K Ravindran  
Principal

*Handwritten signature*

Dr. Sunish K. S

*Handwritten signature*

Dr. Shajila Beeri

*Handwritten signature*

Prof. (Dr) Thulasetharan

*Handwritten signature*

### Special Invitees

Prof. Rita Manuel (vice principal)

Dr. Rama L.P (CE)

*Handwritten signature*

Sri. Robin Francis (Academic Council Secretary)

*Handwritten signature*

Rita Manuel

Dr. Prameela P.

*Handwritten signature*



1. The meeting started with the welcome address by Dr. N Hitha, Principal, Maharaja's College and approved the minutes of the previous governing council meeting.
2. The Controller of Examinations (CE) presented the results of the Fourth semester PG (2015 Admission) (SAY), Third semester PG (2015 Admission) (SAY), Second semester PG Supplementary (2015 Admission) and Fourth semester UG Regular (2015 Admission) examinations and GC approved the results for publication.
3. The Controller of Examinations presented the case of UG fifth semester (2015 Admission) roll out students who would have to rejoin the next semester. The meeting entrusted the CE to form a committee to study the case and submit the measures to be taken in the next meeting.
4. The Control of Examinations pointed out the inconvenience in conducting third semester UG (2016 Admission) and third semester PG (2016 Admission) examinations scheduled to commence on 30-10-2017 and 3-11-2017 respectively, because of the diamond jubilee celebrations of Kerala State Legislature at Maharajas College on 6<sup>th</sup> and 7<sup>th</sup> November. The meeting authorised the CE to reschedule the above said examinations accordingly.
5. The council reviewed the status of the utilization of autonomy fund 2017 and construction of library block and compound wall. It was decided to take measures to expedite the pace so as to meet complete utilization before the end of this financial year.
6. The meeting decided to extend the service of temporary staff members in the Controller of Examinations Office.
7. The council had earlier decided to sponsor academic workshops, seminars and invited lectures involving eminent academics. Now the department of chemistry has come up with a proposal for an international seminar. GC decides to sponsor it from the autonomy fund. Planning committee will scrutinise the estimate and monitor the conduct of the seminar.
8. The other matters were deferred for the next meeting.

Sd/

(Chairman, Governing Council)


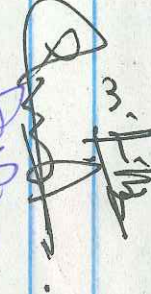




Meeting of the Governing Council held on 25/11/2017  
at Conference Hall, Maharaaja's college, Ennakulam  
at 10:30 am.

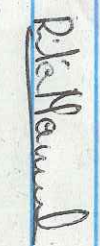
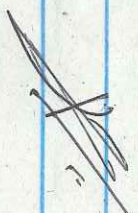


### AGENDA

1. 1<sup>st</sup> Semester Un Supply Exam (2015 Admn) Result Approval
2. Any other matter permitted by the Chair

### Members present

1. Sri. P.K Ravendran 
2. Principal 
3. Dr. Sunish K.S. 
4. Dr. Shajila Beeri 

### Special Invitees.

1. Prof. Rita Manuel (vice principal) 
2. Dr. Rama L.P (CE) 
3. Sri. Robin Francis 
4. Dr. Parvathy P. 



1. The meeting started with the welcome address by Dr. N Hitha, Principal, Maharaja's College and approved the minutes of the previous governing council meeting.
2. The Controller of Examinations (CE) presented the results of the First semester UG (2015 Admission, Supplementary) examinations and GC approved the results for publication.
3. A request was submitted by the Department of Statistics to prepone the First Semester MSc Practical Examination scheduled on 8-12-2017 to 7-12-2017 because of a talk by an international scholar scheduled on the same day. The meeting authorised the CE to reschedule the above said examination accordingly.
4. The meeting discussed the minutes of the Academic Council held on 14-11-2017. It was decided that the language lab practical as per the existing credits and syllabus of BA Arabic course must be followed strictly.
5. The Controller of Examination presented the grievances regarding remuneration for answer script valuation of the faculty members on contract basis of cost sharing courses (BSc Environmental Chemistry & BSc Physics Instrumentation). As these teachers are not getting any remuneration on valuation day since they are not taking classes, it was decided that they may be given remuneration for the valuation duty. The governing council also expressed deep concern regarding the noncompliance of a guest faculty member during the second semester Environmental Chemistry valuation camp.
6. Proposal of the research committee regarding the celebration of 100<sup>th</sup> PhD and inauguration of the library complex was examined. The meeting decided to meet the expenditure for the programme under the extension head of the autonomy plan fund. It was also decided that the budget of the programme be revised in consultation with the finance committee.
7. The other matters were deferred for the next meeting.

Sd/

(Chairman, Governing Council)






Meeting of the Governing Council held on 23/01/2018  
at conference Hall, Mahanagar's college, Ernakulam  
at 10.30 AM.




AGENDA

1. Fund utilization - Review
2. Result Approval
3. Any other matters permitted by the Chair

Members Present

1. Sri. P. K. Revendran
  2. Principal
  3. Dr. Sunish K. S
  4. Dr. Shajila Bevi. S
  5. M. A. Raghav Kumar
-   
  


Special Invitees

1. Dr. Rama L.P.
  2. Sri. Robin Francis
  3. Dr. Praveetha P.
-   
  




1. The meeting approved the minutes of the previous governing council meeting.
2. The Controller of Examinations (CE) presented the results of the Second semester UG (2016 Admission, Regular) and (2015 Admission, Supplementary) examinations, April 2017 and the GC approved the results for publication. The Principal and members of the governing council will personally meet the faculty members and students of the departments with less than 30% pass percentage (Arabic, Islamic History, Music, Economic (Hons) Sanskrit, Malayalam, Philosophy and Physics Instrumentation) to discuss the poor performance and to take remedial measures.
3. The Controller of Examinations (CE) presented the results of the Second semester PG (2016 Admission) June, 2017 and the GC approved the results for publication. The Principal and members of the governing Council will personally meet the faculty members and students of the departments with less than 60% pass percentage (Arabic, Islamic History, Economic, History, and Applied Chemistry) to discuss the poor performance and to take remedial measures.
4. The Controller of Examination presented a disparity in the credits of Open course in V<sup>th</sup> and choice based course in VI<sup>th</sup> Semester Syllabus of MG University and sought clarification in this regard. The meeting decided that the matter shall be taken up by the Academic Council in consultation with MG University.
5. The meeting discussed the conduct of First Semester PG exam of MA Music and it was decided that a meeting shall be convened by the Principal along with Controller of Examinations, Secretary, Academic Council and the Music Department to discuss and resolve the matter.
6. A request from the Controller of Examinations to implement transfer of remuneration related to question paper setting, scrutiny, valuation etc through NEFT was agreed by the GC and shall be implemented wef 01-02-18.
7. The Controller of Examinations requested that two temporary Office Attendants for urgent examination related works and one Sanitation worker be appointed on daily wages for two months. The meeting approved the request and the remuneration for these staff shall be met from autonomy funds.
8. The meeting discussed the workload of Controller and Joint Controller of Examinations and it was resolved that a representation shall be forwarded to the government to relax the workload of Controller and Joint Controller of Examinations.
9. The meeting also discussed the delegation power of the Principal of Maharajas College and it was resolved to send a representation to the government to enhance the delegation power of Principal on par with that of the Principals of Engineering Colleges.
10. The Chairman, Governing Council, briefed the meeting about his meeting with the Commission of Higher Education Council, Kerala to study the functioning of Autonomous Colleges in Kerala.
11. The meeting reviewed the status of utilization of plan fund under autonomous head. It was decided to re appropriate the funds that may be not be utilized under various heads to the student facilities' head. It was also decided that the various repair works shall be executed with the help of Govt accredited agencies like KITCO and Nirmithi Kendra.
12. The meeting decided to call for proposals for inclusion in the estimate of Autonomous Fund 2018-19 from departments after consultation with all the stake holders.



13. The meeting discussed a situation prevailing, that the mark lists issued by the autonomous colleges are not approved as such by the Kerala PSC and Universities. Equivalence certificates are also being insisted. The meeting resolved to forward a representation to the government to take corrective measures.
14. The Principal pointed out the importance of archaic instruments under the custody of Chemistry and Physics Departments. It was decided that a permanent exhibition of these instruments shall be set up.
15. As the 4<sup>th</sup> tenure of Smt. Shibina S, Data Entry Operator on daily wages ended on 16-01-2018, it was decided to extend her service after giving a break of 2 days.
16. The meeting also decided to initiate the admission process for the academic year 2018-19 and to seek the support of competent government agencies for the same.
17. The other matters were deferred to the next meeting.

Sd/

(Chairman, Governing Council)



Meeting of the Governing Council held on 20/03/2017 at Conference Hall, Maharaaja's College, Ernakulam at 10.30 AM

## AGENDA

### 1. Examination Result - Approval

V Semester UG Examination Regular (2015 Admission), III Semester UG Examination Supplementary (2015 Admission) and III Semester PG Examination Regular (2016 Admission), III Semester PG Examination Supplementary (2016 Admission)







### 2. Fund Utilization -- Review

Autonomy fund 2017(8 Cr): Library Block and Compound Wall

Autonomy fund 2017(Recurring Expenses (2 crore)): Administrative Sanction: G.O (Rt) No: 1309/2017. Edn dated 11-07-2017



### 3. Any other matter permitted by the chair

## Members Present

1. Sri. P.K Ravendran
2. Principal 
3. Jayachandran K M.G. University Nominee 
4. Dr. Vimal Kumar Kallolickal 
5. 
6. Dr. Shyila Bevis 
7. Dr. Smith K.S 



## Special Invitees

1. Prof. Rita Manuel (Vice - Principal) 
2. Dr. Rama L.P (Controller of Examinations)
3. Sri. Robin Francis (~~Assistant~~) 

1. The meeting started with the welcome address by Dr K N Krishnakumar, Principal, Maharaja's College and approved the minutes of the previous governing council meeting.
2. The Joint Controller of Examinations presented the results of the Third semester PG Examination, November 2017 (2016 Admission) and Third semester PG Examination, November 2017 (Supplementary, 2015 Admission) and the GC approved the results for publication. It was decided that the departments with less than 70% pass percentage shall submit a report showing the reasons for the lower pass percentage and the remedial measures to be taken.
3. The Joint Controller of Examinations also presented the results of the Fifth semester UG Examination, October 2017 (2015 Admission), Third semester UG Examination, October 2017 (2016 Admission) and Third semester UG Examination, October 2017 (Supplementary, 2015 Admission) and the GC approved the results for publication. It was decided that the departments with less than 50% pass percentage shall submit a report showing the reasons for the lower pass percentage and the remedial measures to be taken.
4. The Mahatma Gandhi University nominee, Dr. Jayachandran K raised the opinion that the mark lists should be forwarded to MG University only after the completion of scrutiny and revaluation. He also expressed his dissent regarding the difference in the internal/ external ratio, the grade point scale and the minimum pass percentage which was not in tune with the MG University scheme. The dissent of the MG University nominee was noted.
5. The meeting ratified the decision taken by the college to postpone the fourth semester PG examination scheduled on 21-03-2018 to 26-03-2018 as the college was the venue for the MG University youth festival.



6. The Joint Controller of Examinations pointed out that the tenure of the guest faculty members of Physics Instrumentation and Environmental Chemistry ends on 31-03-2018 and how they could be appointed for semester examinations in April. It was decided to constitute a committee consisting of Dr. Vinodkumar Kallolickal, GC Member and Controller of examinations to look into the matter and suggest solutions that how they could be appointed for examination duty and to provide reasonable amount as remuneration.
7. The meeting reviewed the proposal submitted by National Informatics Centre, Govt of India for the online admission process of 2018 and office automation. The council approved the proposal and proforma invoice and decided to make the payment.
8. The meeting reviewed the status of utilization of plan fund under autonomous head and decided to transfer the unutilized fund to eLAMS so that it would be utilized fully during the next financial year.
9. The other matters were deferred to the next meeting.

Sd/

(Chairman, Governing Council)



പ്രമേയം

1. പരീക്ഷ കൺട്രോളർ സ്ഥലം മാറ്റപ്പെട്ടിരിക്കുകയാണ്. കൺട്രോളറുടെ അനിവാര്യ ജോലികൾക്കായി കൊമേഴ്സ് വിഭാഗം അസോസിയേറ്റ് പ്രൊഫസറായ ഡോ. സുരേഷ്. വി. എൻ നെ പരീക്ഷ കൺട്രോളർ ആയി നിയമിക്കാൻ സർക്കാരിനോട് അപേക്ഷിക്കാൻ തീരുമാനിച്ചു.

2. എം.ജി സർവകലാശാല ആർക്കിക്യൂസ് സിവിൽ സർവീസ് പരിശീലനത്തിന്റെ ഒരു ഉപകേന്ദ്രമായി മഹാരാജാസ് കോളേജിനെ അംഗീകരിക്കണമെന്ന് സർവകലാശാലയോട് അപേക്ഷിക്കാൻ തീരുമാനിച്ചു.

പേര്

- |   |       |
|---|-------|
| 1. പ്രൊഫ. പി. കെ. രവീന്ദ്രൻ, ഗവൺസിംഗ് കൗൺസിൽ ചെയർമാൻ            | ഒപ്പ് |
| 2. ഡോ. കെ. എൻ. കൃഷ്ണകുമാർ, പ്രിൻസിപ്പാൾ, ഗവൺസിംഗ് കൗൺസിൽ മെമ്പർ | ഒപ്പ് |
| 3. ഡോ. സുനീഷ് കെ. എസ്   | ഒപ്പ് |
| 4. ഡോ. ഷാജി ല ബീവി. എസ്   | ഒപ്പ് |
| 5. ഡോ. വിനോദ് കുമാർ കല്ലോലിക്കൽ                                 | ഒപ്പ് |
| 6. ഡോ. പ്രകാശൻ. കെ  | ഒപ്പ് |











Meeting of the Governing Council held on 18/05/2018  
at conference hall, Mahatma's college, Ennakulam  
at 10:30 AM

### AGENDA

1.

M

#### Members Present

1. Prof. P.K. Raveendran 
2. Dr. K.N. Krishnakumar 
3. Dr. Reme. L.P. 
4. Dr. P. Praveen 
5. Raji Nand 
6. Vinod Kumar 
7. Robin Francis 
8. Ar. Sunish Jit 



1. The meeting approved the minutes of the previous governing council meeting.
2. The Controller of Examinations (CE) presented the results of the Sixth semester UG (2015 Admission, Regular) examination, March 2018 and the GC approved the results for publication. The council recommended to give a moderation of 5 marks for courses without practical and 4 marks for courses with practical for a pass. The concerned departments may be informed and pass board convened to approve the modified result.
3. As the Controller of Examinations and the Joint Controller of Examinations are under orders of transfer, it was decided to recommend the name of Dr. Suresh V.N., Associate Professor, Department of Commerce to the Higher Education Department, Government of Kerala for the post of Controller of Examinations. The meeting also decided to recommend the name of Dr. Sivakumar C., Assistant Professor, Dept of Physics to the post of Joint Controller of Examinations.
4. The GC meeting approved the UG and PG Admission Schedule for the academic year 2018. It was also decided to enhance the application fee to Rs 100/- for PG Admission 2018 onwards.
5. Proposals for expenditure under autonomy head should get the approval of Governing Council. It was also decided to conduct invited lecture series utilizing fund under the extension head of Autonomy fund 2018.
6. The meeting decided to apply for NAAC reaccreditation in the June-July window.
7. Remuneration for teaching and non-teaching staff of vocational courses (BSc Environmental Chemistry and BSc Physics Instrumentation) who were assigned examination duty during the vacation period was fixed at Rs 1000/- per day and Rs 750/- per day respectively as per the recommendation of the committee constituted.
8. The meeting decided to extend the service of temporary staff (Office Assistant-2 & Sweeper-1) in the office of the Controller of Examinations for six more months. It was also decided to extend the service of Mr. Sabin, Data Entry Operator, CE Office for a further period of 2 years.
9. The meeting decided to appoint an Assistant System Administrator for Online admission, networking and Office automation activities.
10. The council expressed its appreciation and gratitude to the Controller of Examination Dr. L.P Rema and Joint Controller of Examinations Dr. P Praneetha for their selfless service.
11. The GC meeting also placed on record its appreciation and gratitude to National Informatics Centre, Kochi for their service extended for online admission 2018.
11. Other matters were deferred to the next meeting.

Sd/

(Chairman, Governing Council)



Meeting of the Governing Council held on 06/06/2018  
at Conference Hall, Maharaajas College, Ennakulam at 10.30

### AGENDA

1. Examination Result - Approval.

### Members Present

1. Prof. P.K. Ravendran Chair
2. Dr. K.N. Krishnakumar Dr.
3. RITA MANUEL (V.P.) V.P.
4. Vinothkumar Vinoth
5. RUBIN FRANCIS Rufin
6. Dr. Shajila Beers Shajila
7. Dr. Sunish K.S. Sunish
8. Dr. Rana. K.P. Rana
9. Dr. P. Praveen Praveen



1. The meeting approved the minutes of the previous governing council meeting.
2. The Controller of Examinations (CE) presented the results of the PG (2016 Admission, Regular) Examination, March 2018, IV Semester PG (2015 Admission) Improvement/ Supplementary Examination, March 2018, I Semester PG (2017 Admission) Examination, November 2017, I Semester PG (2016 Admission) Improvement/ Supplementary Examination, November 2017, I Semester PG (2015 Admission) Improvement/ Supplementary Examination, November 2017 and the GC approved the results for publication.
3. The meeting decided to appoint Sujith P. Assistant Professor, Department of Statistics to the post of Deputy Controller of Examinations.
4. The GC meeting approved the rescheduled PG Admission Schedule for the academic year 2018.
5. The council examined the request from the Dept of Physical Education to provide 2 seats under sports quota for BA Economics (Honours) course and decided to provide 2 seats under sports quota for BA Economics (Honours) course and also to correct the UG admission prospectus accordingly.
6. A request was submitted by the student's union representatives to give preference to the candidates under cultural quota for items in the MG University youth festival in the UG admission. The meeting decided that such preferences cannot be given as there is no such provision in the admission rules.
7. The GC decided to recommend the students who were ousted due to inadequacy of minimum eligibility to submit a mercy petition to MG University.
8. The meeting also decided that the SAY exam can be entertained only for candidates who have registered for regular examinations.
9. A request was submitted by the students of 2015 and 2016 UG admission who discontinued their courses for readmission. The meeting decided that readmission may be given to students where there is no change in syllabus and in the case of students where the syllabus has been changed, they may approach MG University for a solution and simultaneously the college may send a representation to MG University in this regard.
10. The GC meeting decided to implement internship/ project work for PG students during the April-May vacation period in National Institutes and other Institutes of Excellence. Research Committee of the College was entrusted to work out the modalities including signing MoUs for the same with the above institutes.
11. Other matters were deferred to the next meeting.

Sd/

(Chairman, Governing Council)









Meeting of the governing council meeting held on 19/07/18 at conference Hall, Mahabaja's college, Erumthur at 10.30 A.M

# AGENDA

1. Examination Result - Approval
2. Any other matter permitted by the chair

## Members Present-

- |                                       |   |
|---------------------------------------|---|
| 1. Prof. P. K. Raveendran             |  |
| 2. Dr. K. N. Krishnakumar (President) |  |
| 3. Dr. Sunish K. S                    |  |
| 4. Dr. Suresh. V. N                   |  |
| 5. Dr. Sivalakshmi C                  |   |
| 7. Dr. Shyik                          |    |

8. Dr. S. K.
9. Dr. S. K.
10. Dr. S. K.
11. Dr. S. K.
12. Dr. S. K.
13. Dr. S. K.
14. Dr. S. K.
15. Dr. S. K.
16. Dr. S. K.
17. Dr. S. K.
18. Dr. S. K.
19. Dr. S. K.
20. Dr. S. K.



1. The Governing Council expressed its grief and offered condolences on the sad demise of Abhimanyu, II Year BSc Chemistry student.
2. The Controller of Examinations (CE) presented the results of the First Semester UG (2017 Admission, Regular) Examination November, 2017, and First Semester UG (2016 Admission, Improvement/ Supplementary) Examination November, 2017 and the GC approved the results for publication.
3. The council decided to grant moderation of a maximum of 3marks for candidates who have failed the semester because of shortage in a single paper.
4. The GC Chairman opined that the departments with less than fifty percentage pass should analyse the results and submit a report on why it has happened and what all measures can be taken to remedy it.
5. The council examined the request from the Department of English regarding valuation of answer scripts. The GC sympathetically considered the request and the Principal and the Controller of Examinations were entrusted to take appropriate steps based on the discussion in the GC regarding the issue.
6. Due to the shortage of space for sports related activities in the College, a representation was submitted by the Physical Education Department to return the pavilion in the ground, presently occupied by the Deputy Directorate of Collegiate Education. They also requested for providing hostel facilities to sports students. It was decided that the matter has to be taken up with the Director of Collegiate Education. The council also entrusted the Principal and the College Development Council (CDC) to present the matter in front of the District Collector, the Chairman of CDC.
7. Principal presented the report submitted by Old Student Association regarding Contour mapping and digital survey for beautification of the College campus. The council examined the reports and it was decided that the work for beautification of campus shall be continued.
8. A request to start a Common Instrumentation Facility Centre and a modular lab in the new Chemistry block was presented by the Principal. The meeting decided that a detailed proposal for funding shall be submitted for the project.
9. Remuneration for valuation of answer scripts for vocational teaching staff shall be paid as per University norms subject to a minimum of Rs 200/day.
10. It was decided to invite application for admission from SAY Examination (2018) passed Higher Secondary students, subject to the availability of seats. Those candidates with index mark above the last admitted candidate shall be considered for admission.
11. The Principal presented the recommendation of the Discipline Committee of the College to deploy security staff and CCTV cameras in the College. The meeting decided that the matter shall be presented in the College Development Council meeting.
12. For the smooth liaising of Governing Council and College Council, it was decided that one representative of the GC shall be a member of the College Council. The meeting nominated Dr. Sunish K.S as the representative of the GC to College Council.



13. Principal reported that the salary of the staff on contract basis in the CE Office has not been sanctioned from the plan and Non plan fund and the payment is being advanced from the PTA. The council decided that for the time being, the Controller of Examinations will make salary payment of the staff on contract in the CE Office from the exam related fund, subject to reimbursement from the autonomy plan and Non plan fund 2018-19 ( under wages head).
14. The Controller of Examinations reported that the honorarium to Controller of Examinations was not disbursed till date. It was decided to disburse the honorarium to Controller of Examinations, Joint Controller of Examinations and Deputy Controller of Examinations with retrospective effect and the amount to be met from the amount in the bank account of Controller of Examinations (subject to ratification from the Director of Collegiate Education).
15. The Council accorded sanction for expending the autonomy fund sanctioned as per the order No: P1/19681/2018/COLL.EDN dated 29-05-2018. The meeting also ratified the procurement of Printed Consolidated Mark cum Grade Card and Biometric Access Control Machine in the Office of the Controller of Examinations.
16. Other matters were deferred to the next meeting.

Sd/

(Chairman, Governing Council)












Meeting of the Governing Council meeting held on  
 05/09/2018 at Conference Hall, Mahabaja's college,  
 Ennakulam at 10.30 AM.

## AGENDA

1. Examination Result - Approval
2. Any other matter permitted by the chair

### Members present

1. P.K. Raminathan 
2. Dr. K.N. Krishnakumar 
3. Dr. Smith K.S. 
4. Dr. Shajith Beevi 
5. Dr. Vinod Kumar 
6. Dr. Sivakumar 
7. Dr. Suresh. V.N. (Secy) 



1. Express condolence in the severe flood which affected Kerala in the last quarter of the month and those who lose their lives and belongings.
2. Result of the SAY exam 2015-18 batch of UG and 2016-18 batch of PG published.
3. Decided to limit the SAY examination to those who have cleared all the papers in the last years (1<sup>st</sup>- 4<sup>th</sup> Semester for UG and 1<sup>st</sup> – 2<sup>nd</sup> Sem for PG)
4. Invited talks and the like to be limited to one hour in working days and to be most preferably after 3 pm.
5. Extracurricular activities are strictly prohibited during class hours (from 9.30 am – 3.30pm)
6. Decided to collect the percentage of cleared portion of syllabus in the 4<sup>th</sup> and 5<sup>th</sup> Sem UG and 3<sup>rd</sup> Sem PG from all the departments.
7. After discussing the matter with the council, the issue to postponed the date of 3<sup>rd</sup> and 5<sup>th</sup> Sem UG exam and 3<sup>rd</sup> Sem PG exam to a maximum of 7 days.
8. Decided to send a letter to University to include all the Semesters from the exemption of imposing fine of Rs.10 lakhs.
9. Steps to be taken to get permission from DCE to fill one vacancy of DTP operator in the CE office on contract basis.
10. Decided to inform the CE to issue the remuneration as per rule for the preparation Answer key of those question papers without answer key.
11. No way to issue remuneration for the valuation of answer scripts done by regular teachers (regular/Supplementary/third valuation).On the other hand the guest faculty have to give remuneration.

Sd/

(Chairman, Governing Council)












Meeting of the Governing Council held on 25/07/2018  
at conference hall, Mahabaja's college, Ennakulam  
at 10.30 A.M.

### AGENDA

1. Issue related challenge ~~to~~ Revaluation
2. Any other matters permitted by the chair.

### Members Present

1. Dr. K. N. Krishnakumar - Principal. 
2. Prof. P. K. Ravendran - chairman 
3. Dr. Shajith Beevis 
4. Dr. Vinod Keenan Kallikad 
5. Dr. Suresh. V. N. (controller of Exams) 
6. Dr. Robin Frumen 
- 7 Mr. Sivasubraman (TCE) 

1. To enquire into the attendance of Jithin Kunjumon in the 5<sup>th</sup> Semester exam, if he enough attendance their can decide what will do.
2. Decided to discuss the complaint regarding issue of challenge valuation with those complaints in the presence of Chairman Governing Council. After that a decision will be taken.

sd/-

(Chairman, Governing council)



Meeting of the Governing Council held on 12/10/2018  
at conference hall, Mohanrao's college, Ernakulam  
at 12 noon

### Agenda

1. Issue of Challenge Revaluation
2. Posting of Data Entry Operators
3. Any other matter permitted by the Chair

### Members Present.

1. Prof. P. K. Raveendran. (Chairman) *lrb*
2. Dr. K. N. Krishna Kumar. (Principal) *John*
3. Sri Raghav Kumar (Joint-nominee) *Nallam*
4. Dr. Shajila Bevis (Member GC) *Shajila*
5. Dr. Sundesh. K. S. " *Sundesh*
6. Dr. Virend Kumar Talwar " *Virend*

### Special Invites.

1. ROBIN FRANCIS (Acad. Coun. Secy) *Robin*
2. Mr. Suresh V. N (CE) *Suresh*
3. Mr. Sivakumar C (TCE) *Sivakumar*



1. The meeting approved the minutes of the previous governing council meeting.
2. The Controller of Examinations (CE) presented the results of the II semester PG (2017 Admission, Regular) Examination, II semester PG (2016 Admission, Supplementary/Improvement) Examination and II semester PG (2015 Admission, Supplementary) Examination and the GC approved the results for publication. The meeting also decided to seek a report from the departments whose pass percentage is below 60% at the earliest.
3. The council decided to give a moderation of 2 marks for semester pass as per the recommendation of the pass board.
4. The Controller of Examinations reported the shortage of staff in the office and it was decided to submit a convincing and concrete proposal to the Dept. of Higher Education, Government of Kerala. The meeting decided to fill the existing temporary vacancy of data entry operator in the CE office. It was also decided to create one additional temporary post of data entry operator. Regarding other posts of data entry operator and system administrator, as their tenure ends in the coming days they may be given an extension of service for one more month considering the exigency of work in connection with the exams scheduled in the month of November and to fill the posts at the earliest through advertisement and interview procedure.
5. A resolution was passed by the Governing Council to write to Government and Director of Collegiate Education regarding the delegation of power of Principal, Maharajas College so that, the Principal would be able to report directly to the Government.
6. The GC meeting approved to close the PG Admission process for the academic year 2018 as per the recommendation of the admission committee.
7. The council meeting decided to collect examination fee of first semester PG and UG examinations November, 2018 through online payment mechanism. However the existing mechanism of fee payment through the college office counter may be continued so that the students may opt any of the mechanisms which is convenient for them. It was decided to appoint Dr. Wilson and Dr. Gopikrishna, M of the Dept. of Physics as Coordinators for the implementation of the same.
8. Prof Robin Francis, Secretary, Academic Council, presented the minutes of the Academic council :
  - The Academic Council recommended limiting UG SAY Examinations only to fifth and sixth semester students and the eligibility for SAY examination is that he/she should have cleared all the first 3 semesters.
  - The Academic Council recommended discontinuing the SAY exams for PG courses.
  - As the first batch of PG students had completed the revised syllabus, the Board of Studies (BoS) of all the departments (except Islamic History) have revised the syllabus and was approved by the Academic Council.



- Academic Council Secretary reported that the Department of Islamic History didn't revise the syllabus. The meeting decided to seek explanation from the Chairman BoS. Islamic History for the noncompliance.
- Academic council approved the change of elective paper of B Com Programme from Computer Application to Finance and Taxation.
- Academic Council suggested that the eligibility for MA Philosophy may be changed so that students from all streams could apply. The governing council advised to seek permission from MG University for making the changes in eligibility.

The governing Council meeting approved the above said decisions of the Academic Council.

9. The Principal reported that in BA Hindi course an additional student was admitted above the roll during UG admission 2018. The meeting decided that the matter shall be reported to MG University for taking appropriate corrective action and also decided to seek explanation from the Head of the Department.
10. The meeting also decided to give an orientation class for teachers on examination regulation and the CE was entrusted for the same.
11. Other matters were deferred to the next meeting.

Sd/

(Chairman, Governing Council)



Meeting of the Governing Council held on 31/10/2018  
at ~~Hotel~~ Conference Hall, Maharaja's College, Ennakulam  
at 11.am.

### AGENDA

1. 2<sup>nd</sup> Sem UG Examination Result - approved.
2. Any other matter permitted by the Chair.

### Members present

1. Prof. P.K. Raveendran (Chairman) Barth
2. Dr. Jaya K.V (Principal-in-charge) [Signature]
3. Dr. Shajida Beem [Signature]
4. Dr. Vinod Kumar K [Signature]
5. Dr. Suresh K.S [Signature]

### Special Invited.

1. Robin Francis [Signature]
2. Dr. Bivabharathi [Signature]
3. Dr. Sundar [Signature]



Prof. P.K Raveendran (Chairman, Governing Council)

Dr K N Krishnakumar (Principal, Maharaja's College)

Dr. Shajila Beevi S (Member, Governing Council)

Dr. Sunish K.S (Member, Governing Council)

Dr. Vinodkumar Kallolickal (Member, Governing Council)

**Special Invitees**

Dr. Suresh V.N, Controller of Examinations

Dr. Sivakumar C Joint Controller of Examinations

Prof. Robin Francis, Secretary, Academic Council

1. The meeting approved the minutes of the previous governing council meeting.
2. The Controller of Examinations (CE) presented the results of the II semester UG (2017 Admission, Regular) Examination, II semester UG (2016 Admission, Supplementary) Examination and II semester UG (2015 Admission, Supplementary) Examination and the GC approved the results for publication. The meeting also decided to seek a report from the departments whose pass percentage is below 50% at the earliest.
3. The CE informed that the results of all the exams conducted till date has been published and there is no results pending. The council placed on records its appreciation and gratitude to the Controller of Examination and all the staff members for bringing the results in time.
4. Academic Council Secretary reported the recommendation of the Academic Council to pay/disburse remuneration to faculty members for valuation of Supplementary and SAY examinations answer scripts. The council was of the opinion that remuneration for valuation of Supplementary and SAY examinations answer scripts cannot be entertained as valuation is part of duty.
5. The council decided to pay remuneration to teaching staff and lab assistants of cost sharing courses for practical examinations as per the norms of MG University.



Remuneration for teaching staff on contract basis of cost-sharing courses may be given as Rs 30/- per answer script. The meeting also decided to pay remuneration to external examiners of practical examinations as per the rules of MG University with a minimum ~~pay~~ of Rs 1500/- for a duty.

6. The council raised concern about the non compliance of implementation of decision no: 2 of the previous GC meeting held on 12-10-2018.

Sd/

(Chairman, Governing Council)

