

[Governing Council Minutes 2022-07-23.pdf](#)

[Governing Council Minutes 2022-09-28.pdf](#)

[Governing Council Minutes 2023-02-13.pdf](#)

[Governing Council Minutes 2023-03-20.pdf](#)

[Governing Council Minutes 2023-04-24.pdf](#)

[Governing Council Minutes 2023-05-15.pdf](#)

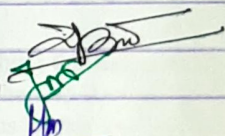
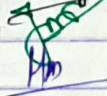

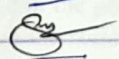
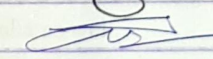
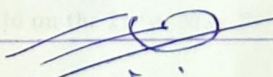
Governing Council Minutes 2022 -23

Minutes of the Governing Body Meeting
of Mahaling College (Autonomous) Ernakulam held
in the Board room on the 23rd of July, 2022
at 10.30 a.m

Agenda

1. Approval of the minutes of the previous meeting
2. Action taken report of the previous G.S meeting
3. Ratification of Deputy Controller appointment
4. Review of the ongoing construction work
5. Inauguration of new hostel
6. Library shifting to new complex
7. Request from students regarding internet rods
8. Any other matter permitted by the chair

Members Present

1. Dr. N. Ramakantham (Chairman) 
2. Dr. V.S. Jay (Member Secretary) 
3. Dr. M.S. MURALI (Member) 
4. Dr. Suga IV (u) 
7. Dr. Jolly V. Anthony (u) 
8. Prof. Suresh Mathan 

Minutes of the Governing Body Meeting of Maharaja's College (Autonomous), Ernakulam held in the Board Room of the College on the 23rd of July, 2022 at 10.30 a.m.

I. Agenda

1. Approval of the minutes of the last Governing Body meeting on 21st of May, 2022
2. Action taken report of the previous GB meeting
3. Ratification of Deputy Controller appointment
4. Review of the ongoing infrastructure development works
5. Inauguration of the new hostel building
6. Library shifting to new library complex building
7. Request from students regarding internal redo examination
8. Any other matter permitted by the Chair.

II. Present

1. Dr. N. Ramakantan (Chairman)
2. Dr. V. S. Joy (Member Secretary/ Principal)
3. Dr. Suresh Mathew (MG University Representative)
4. Dr. M.S. Murali, Member
5. Dr. T.V. Suja, Member
6. Dr. Jolly V. Antony., Member

III. Deliberations and Decisions

The GB expresses strong dissent against the frequent news about tarnishing the image of the college and its functioning in the media recently without any basis. The GB demands that stringent response and action must be taken against the malignant nexus within and outside the college who deliberately try to damage the dignity of the college in the present scenario. This action is very imperative since such blemishes shall affect even the national ranking of the institution and thereby the future funding and student intake as well.

1. Approval of the minutes of the previous GB meeting held on the 21st of May 2022.

The minutes of the previous meeting is approved.

2. Action taken report of the previous GB meeting

2.1 It is reported that the file in connection with illegal tree cutting in the college campus had been sent to the DCE for verification and received back. But no report has been received from DCE so far in this regard.

2.2 It is reported that the Head Accountant is given a note to remit the exam fee collected by online in 2019-20 up to 31/01/2020. Necessary steps are being taken to withdraw from the Bank Account of the Principal, the amount collected from students as the fees by online mode under the heads of admission fee, examination fee and registration fee and remit them in the respective heads in the Government treasury. Admission fees collected in the year 2020-21 up to 31/01/2020 has been remitted in the respective heads. In the year 2021-22 UG registration fees is remitted in the general P D account and the steps for remitting PG registration fees to this account is completed. A letter has been sent to the NIC seeking

assistance to generate report regarding the registration fees of 2019-20 and admission fees of 2021-22. Steps are being taken to remit the registration fees (19/07/2022) into the general PD account in the Government treasury.

2.3 The university registration process of students admitted in the years 2019-20 and 2020-21 has been completed. The university registration process of students admitted in the year 2021-22 is being done.

2.4 The Website Committee is entrusted with the task of updating the College website into a dynamic one. A Technical Committee shall be constituted consisting of technical experts from Cochin University, Model Engineering College and State IT Mission for enabling and monitoring the overall ICT facilities of the college. The Website committee can procure the assistance of this Technical Committee as well. The Website Committee is directed to go ahead with the process of redesigning the website with the support of the NIC and the newly constituted technical committee.

2.5 It is reported that the two teachers of the Department of History, Dr.Divya G and Smt. Geetha P.C. who were issued memo in connection with enquiry about students' complaint about the flaws in the valuation of answer scripts and had submitted their explanation, and at present they are transferred from this institution on their request. The GB evaluated the gravity of their grievous flaws and observed that their explanation are not satisfactory, and hence repeatedly recommended that this issue must be reported to the DCE for departmental action.

2.6 The GB approved the request from the co-ordinator for Central Instrumentation Facility regarding the qualification fixed for the Technical Assistant to be appointed for Centralised Instrumentation Facility as MSc. Chemistry (priority in Analytical Chemistry) with an additional experience in handling GCMS and UV-VIS. The GB also decided that a request shall be sent to the DCE for appointing a permanent staff in future, since the college has initiated the process of setting up a full-fledged Centralised Instrumentation Facility in the coming future.

2.7 It is reported that as follow up action to get the renewal of autonomy, copies of the proposal for renewing the autonomous status of the college have been sent to the UGC and M G University and have got assurance that the UGC has received the proposal.

2.8 GB examined the Plan Fund proposals for infrastructure (2022-23) submitted to the DCE and opined that accredited agencies for furnishing of the library, such as Forest Industries Travancore (FIT), Artisans Development Corporation (ADC) can be approached for better and quicker Library interior works and other accredited agencies such as Police Construction Society, State Nirmithi Kendra etc. for toilet block construction.

2.9 It is reported that one system administrator for the 2022-23 has been appointed as per the CDC decision. The period of temporary staff appointed as part of the works in connection with the autonomous status of the college has been extended for three months. From Kudumbasree Mission, three sweepers have been appointed, the salary of two of them shall be met from the CDC fund and one from the Autonomy PD fund.

2.10 An interim order has been sent for the security audit of the five modules in the Campus suite programme and the same has been sent to the DCE for ratification. Considering the

urgency of the audit of the admission module, it is done and its expenditure has been met from the admission fee of 2021-22. Steps are being taken to process the bills of the remaining modules.

2.11 The GB expressed concern about the faults in the examination process with regard to electricity failure and recommended that the faculty in charge of Additional Chief superintendent may be removed from the present post.

2.12 As per the decision of the GB meeting on 12th of February, 2021 the GB directs the Accommodation Committee to take steps to facilitate the shifting of IQAC room from the GB Chairman's cabin to the first floor room facing the Computer/ Front Office room of system administrator. This room will be functioned as the IQAC room hereafter. The Governing Body is to be given the full-fledged Board room for conducting Board meetings and Standing committee meetings and Chairman's Cabin facilities in the present VIP lounge. Both the rooms should have their respective boards affixed.

2.13 The File management system of the college office is to be made intact by setting up file storage space with almirahs in Room No 14.

3. Ratification of Deputy Controller Appointment

In the vacancy arisen on the retirement of Smt.Subida M.D, Deputy Controller of Examinations, Dr. Neena George, Assistant professor of Chemistry is appointed on 14.06.2022. This appointment is ratified by the GB. The GB expressed the opinion to strictly adhere to the UGC guidelines regarding the constitution of Examination Cell in autonomous Colleges and recommended for creating additional Deputy Controller posts considering the increased number of courses and students in the recent years. It is also observed to limit the tenure of teachers working as Deputy Controllers as three years, following the UGC guidelines. The Examination Standing Committee of the GB is directed to study the matter and present a report in the next GB meeting with regard to the reconstitution of the Examination Cell and the feasible remuneration of the teachers in charge.

4. Review of the ongoing construction work

Necessary Steps are to be taken to get water connection in the Academic complex and both water and electricity connections in the Centralised Library. It is reported that 40% of work is completed in the construction of New Auditorium, Chemistry block second floor and renovation of Staff Hostel. 85% of college maintenance and drainage works is done. As regards the relaying of synthetic track a revised estimate for 8.73cr is given by PWD, for which new AS and allotment is required from the Government. In the case of Hockey Turf Project, the MOU with Kerala Sports Department is modified and sent to its Chief Engineer.

5. Inauguration of new hostel

The Principal has to take necessary steps to handing over the charge of the new hostel and adopt immediate measures for the electrification and water connection of the hostel. Underground storage water tank, compound wall and Kitchen shall be constructed by the PWD from the unspent amount. Steps may be taken to get Administrative Sanction in this regard. After making necessary alterations to suit the needs of girls' hostel, fitness certificate may be procured from the PWD to this effect.

6. Library shifting to new complex

GB examined the report submitted by the librarian and directed the member secretary to take necessary measures for the shifting of the library.

7. Request from students regarding internal re-do

GB examined the request from Akash Saji (B A Economics 2015-18) and granted permission for internal re-do by considering the sanction of such cases by the Parent (MG University) University.

8. Any other matter permitted by the Chair.

8.1 Request for revaluation

Manjusha M.M., a student of UG Commerce has submitted an application to consider her request for revaluation of third semester Common course English paper "Understanding India" of which she had failed to apply within the stipulated time. The GB has decided to sanction her request after obtaining superline for her application in this regard.

8.2. Request for grace mark distribution

Eldho Stanley (B.A. Music 2019-2022) and Kamal Mohan J S (M. A. Music 2020-22) have requested to consider their grace marks received from University Youth festival 2022 to be added to the previous semester marks. As this is against the university rule that grace marks shall be provided only to the examinations conducted in the performing year, GB cannot give consent to their request.

8.3. Action regarding examination malpractice

As per the recommendations of the examination subcommittee, GB decided to cancel the entire I semester examination results of Vishnu K V (BA Sanskrit Reg No. 18160015), Aparna V. P (BSc Zoology, Reg No. 21180017), Nandana K. B (BA Hindi, 21070041) and the only one examination (PG1POLC02 PUBLIC ADMINISTRATION THEORY AND CONCEPTS) result in which Sreethu P S (MA politics, Reg No. 21590025) did malpractice.

8.4. Admission opportunity for students awaiting supplementary results in M G University and SAY exam results in Maharaja's College

Considering the fact that MG University has extended application submission for PG courses till 2022 July 31 due to the delay in results of their supplementary and private registration examinations, and since the SAY exam results of our college shall be published by 2022 August 10th only, it is decided that students who become eligible for admission after the publication of these results will be given an opportunity for applying in the 2022 PG admissions of our college as soon as the SAY examination results are published. Those students who get qualified with index marks greater than the last admitted index mark of each course through the usual admission procedure, shall be admitted to a programme by creating seats over and above the sanctioned strength, after which approval shall be got from the parent university.

8.5.Alumni Management System

The proposal submitted by Dr.Shiji K, Alumni coordinator for hiring an online alumni management portal is examined and found useful. The estimated budget is Rs 85,000/- per year. The GB decided to begin this proposed portal and directed the member secretary to go ahead with the process by finding out the require fund from the suitable resources available.

8.6.Seat Increase

The applications for marginal seat increase submitted by certain departments are to be considered and necessary steps may be taken to further approval of the increased seats.

8.7Anomaly in issuing rank certificate

There has occurred a flaw in the issue of rank certificate in B A Economics Honours batch 2019-2022 The rank certificate is issued to Nithuna, whereas Punya became the top scorer while revaluation results were added to the consolidated marks. GB considers this fault as a grave one and directs the Examination standing committee to conduct an enquiry and submit the report at the earliest.

8.8.Installing the photo of Olympian Chandrasekhar in the stadium

The OSA of the college has requested permission to install a photo of Olympian Chandrasekharan in the stadium pavilion. The GB approved of this request.

8.9.Allocation of rooms

The Accommodation Committee shall be directed to allocate room facilities for prominent committees and cells like Placement Cell, Women Cell and Ladies waiting room as early as possible.

8.10.Reconstitution of Examination Standing Committee

The present Examination Standing Committee is reconstituted. The new committee will have Dr. Jolly V.Antony (Examination sub committee) as convenor and Dr. Suresh Mathew, Dr. M.S. Murali and Dr. Suja T.V. as members.

The meeting came to an end at 1 p.m.



Dr. N. Ramakantan
Chairman, Governing Body
Maharaja's College (Govt. Autonomous),
Ernakulam.
23rd of July, 2022.

**Minutes of the Governing Body Meeting of Maharaja's College (Autonomous),
Ernakulam held in the Google meet online platform on the 28th of September, 2022 at
10.30 a.m.**

I. Agenda

1. Approval of the minutes of the last Governing Body meeting
2. Action taken report of the previous GB meeting
3. Permanent and current increase of seats
4. Re-constituting the key officials in the office of the Controller of Examinations
5. Appointment of temporary staff (Autonomy)
6. Review of ongoing infrastructure development works
7. New hostel inauguration
8. Library shifting -regarding
9. Admission process- regarding
10. Enquiry report of anomaly in issuing Rank certificate
11. Room allocation and functioning of various committees and clubs
12. Examination invigilation and valuation anomalies
13. Clean campus initiatives
14. Strengthening and monitoring of academic activities
15. Research activities -regarding
16. IQAC activities -regarding
17. Any other matter permitted by the Chair.

II. Present

1. Dr. N. Ramakantan (Chairman)
2. Dr. V. S. Joy (Member Secretary/ Principal)
3. Dr. Suresh Mathew (MG University Representative)
4. Dr. M.S. Murali, Member
5. Dr. T.V. Suja, Member
6. Dr. Jolly V. Antony., Member

III. Deliberations and Decisions

1. Approval of the minutes of the previous GB meeting held on the 23rd of July 2022.

The minutes of the previous meeting is approved.

2. Action taken report of the previous GB meeting

2. 1 The amount received as fees from students till date and the e-grants received so far have been remitted in the respective heads of Government and University, thus cleared all the arrears in this regard. The admission fees collected during the year 2022-23 will be remitted in the University at the closure of the current admission process. The documents and affidavits in the prescribed format along with the University fees remitted in the heads of QC verification and matriculation, except for those who are yet to receive e grants, as e-chalan necessary for the registration process of 751 UG students and 409 PG students have been submitted to the University.

2.2 The Principal/member secretary is authorized with the task of having an expert consultation and selection of a suitable student life cycle management software along with an upgraded software for updating our college website. It is decided that the service of IIT Palakkad or other reputed academic institution may be utilized on consultancy basis for the same.

2.3 The Principal/member secretary reported that the enquiry report and the findings in connection with the valuation flaws of the two teachers of the Department of History, Dr.Divya G and Smt. Geetha P.C. is reported to the DCE for departmental action and awaiting orders.

2.4. The request from the co-ordinator for Central Instrumentation Facility regarding the appointment of a Technical Assistant with a qualification of MSc. Chemistry (priority in Analytical Chemistry) with an additional experience in handling GCMS and UV-VIS is sent to the DCE for approval.

2.5 The Principal reported that the faculty in charge of the Additional Chief Superintendent has been removed from the post as a penalty of the serious faults in the examination conduct during electricity failure.

2.6. As approved by the GB, the OSA of the college has ceremoniously installed a photo of Olympian Chandrasekharan, the first Olympian of the college in the stadium pavilion.

2.7. As per the GB decision proceedings of the newly constituted Examination Standing Committee is issued with Dr. Jolly V. Antony (Examination sub committee) as convenor and Dr. Suresh Mathew, Dr. M.S. Murali and Dr. Suja T.V. as members.

3. Permanent and Current Seat Increase

As per the government order to apply for marginal increase, the college has applied to the University and got sanction for seat increase in various UG and PG programmes. Steps are being taken to apply for permanent seat increase in the programmes, especially the most sought after ones like B Com and B A English at the earliest.

4. Reconstitution of Examination Cell

Adhering to the UGC guidelines about the three year tenure of teachers working in the Examination Cell, teachers who have completed more than three years are replaced and reconstituted the Examination Cell with Dr. K. Krishnakumar, (Associate Professor of Botany) as Controller of Examinations, Dr. Neena George (Assistant professor of Chemistry) as Joint Controller, and Sri. Georgekutty Cherian (Assistant professor of Economics), Smt. Sruthymol K.S. (Assistant Professor of Hindi), Dr. K.P. Prasanthkumar (Assistant Professor of Chemistry) and Dr. Balakrishnan R.(Assistant Professor of Mathematics) as Deputy Controllers.

5. Appointment of temporary staff (Autonomy)

The GB approved the rank lists of Data Entry Operators, Part time Clerks and Office Assistants presented by the Principal. Taking due consideration of the external subject

expert's remarks that no candidate is qualified for the post of system administrator, it is decided to re-notify the post of System Administrator and initiate a recruitment process with external experts at the earliest for filling this post.

6. Review of the ongoing infrastructure work

Necessary Steps are to be taken to get water connection in the Academic complex and both water and electricity connections in the Centralised Library. It is reported that 42% of the work is completed in the construction of New Auditorium, Chemistry block second floor and renovation of Staff Hostel. 95% of college maintenance and drainage works is done. As regards the relaying of synthetic track a revised estimate for 8.73cr is given by PWD, for which new AS and allotment is required from the Government. In the case of Hockey Turf Project, the MOU with Kerala Sports Department is modified and sent to its Chief Engineer.

7. Inauguration of new hostel

Request has been sent to DCE for getting the AS for the construction of compound wall, kitchen and Fire & Safety system. On completion of these works, the hostel can be converted into a Ladies' Hostel and the inauguration can be done at the earliest. GB opined that fixing an inauguration at a convenient date of the Hon.Minister of Higher Education shall help to accelerate the pending works and make a speedy facilitation of the new hostel for students. It is reported that from the CDC fund, an amount of Rs. Four lakhs has been granted for buying modern kitchen utensils and Rs. 40,000 for repairing old wooden coats, chairs and tables.

8. Library shifting to new complex

It is reported that AS has been obtained for SIDCO to undertake the interior furnishing work of the Centralised Library complex. In this context the GB entrusted the principal to constitute an Internal Monitoring Committee consisting of the teacher members of the GB along with librarian and other members who are in charge of the library, in order to have a close and consistent monitoring of the work ensuring quality and durability of the structure, materials and fittings related to this work.

9. Admission Process

The report from the convenor of Admission Committee is presented, which states that 91% (PG) and 90% (UG) admission to various programmes have been completed and it is expected to achieve a 97% completion by the 30th of September, 2022.

10. Enquiry report of anomaly in issuing Rank Certificate

The GB examined the report and observed that the software glitches shown as reason for the issue of rank position certificate cannot be regarded as a convincing reason for the mistake. The flaw has created a blemish in the reputation of the College. Intense care should taken for not repeating such errors in future. Also, stringent measures should be adopted to get back the wrongly issued Rank certificate.

11. Room allocation and functioning of various committees and clubs

The Principal presented the details of the report submitted by the Accommodation Committee along with the necessary recommendations for the allocation of rooms for needy departments, Cells, Clubs and others. Steps are being taken by various groups, committees and cells, NSS and NCC wings to set up their respective accommodation in the specific rooms allotted for them. Various clubs and committees have started their annual activities.

12. Examination Invigilation and Valuation anomalies

The enquiry report regarding the complaint against valuation in the Political Science department is examined by the GB. It is observed that the teacher concerned has been considerably strict in the valuation of answer scripts. The general norm of liberal valuation in public examinations conducted during the Covid period is not seen as observed in this case. It is decided that Sri. Antony Dawson should be reminded about it and be warned to maintain caution in his future valuation duties and to adopt a student-friendly approach in valuing the answer scripts.

In the case of invigilation anomalies, wherein students were issued different question papers, such students should be given a chance to write a re-examination free of cost and their results have to be declared without delay.

The GB observes that the College Council should decide about the conduct of strict pre-valuation board meetings to discuss the scheme and mark distribution before every valuation process, and for convening of a general staff meeting to give necessary directions for invigilators on a day before the commencement of examinations. Such steps should be taken to ensure a flawless examination process in the college.

13. Clean Campus Initiatives

With the aid of the PTA, the college campus and premises are weeded and kept in tact. Steps are taken to allocate the college premises to various departments, monitored by the Nature Club, Bhoomithra Sena and NSS for a consistent maintenance of clean campus and efficient waste management.

14. Strengthening and Monitoring of Academic Activities

All Heads of the Departments are directed to ensure the smooth conduct of classes. The first internal examinations of VI semester UG and IV semester PG are completed. The III semester UG examinations are going on. Every class tutor is directed to prepare and publish monthly attendance statement and submit a copy to the vice- principal as well regularly. This has improved the class room presence of students.

15. Research Committee activities

The new Research Committee has to be activated to organize more programmes for the benefit of both teachers and students. Some departments have already begun their current year research programmes.

16. IQAC Activities

The Internal audit of SSR criterion wise department audit is going to be conducted on 29th September, 2022. There will also be an external audit next month. The GB reminded the principal to issue proceedings of the External Peer Team of IQAC, the decision of which has been taken in an earlier GB meeting.

17. Any other matter permitted by the Chair.

17.1 A permanent clerical assistance in the office for GB related works.

It is decided that the college office should have an efficient clerical service provided for the execution of the GB decisions and maintenance of supporting file system.

17.2. Request for Mercy Chance for 2016-2019 batch student

The GB approved permitting mercy chance to in accordance with the university rules in this regard.

17.3 Request by a DA student for abstaining from classes due to her disability

According to the existing Government norms, the GB cannot make an affirmative decision in the request of Lakshmi Sivaprasad to stay home and study for the entire semester and come to college for writing the exams. This request can be allowed only if a government direction is sought and produced to this effect.

17.4. Result Approval

The fourth semester UG 2020 admission regular examinations, June 2022 results are approved. The following results published on various dates are ratified.

1. Sixth Semester UG 2019 admission regular, 2016 to 2018 admissions supplementary Examinations April 2022
Passboard meeting held on 01/06/22 and results published on 01/06/22.
2. Fourth semester UG 2016 to 2019 admissions supplementary Examinations, June 2022
Passboard meeting held on 04/07/22 and results published on 05/07/22.
3. Mercy Chance Examinations : PG 2015 admissions(All semesters), March 2022
Passboard meeting held on 04/07/22 and results published on 05/07/22.
4. Mercy Chance Examinations : PG 2016 admissions(All semesters), March 2022
Passboard meeting held on 04/07/22 and results published on 05/07/22
5. Mercy Chance Examinations : UG 2015 admissions(All semesters), March 2022
Passboard meeting held on 04/07/22 and results published on 05/07/22
6. Third semester PG 2020 admission regular examinations, March 2022
Passboard meeting held on 29/07/2022 and results published on 01/08/2022
7. Third semester UG 2020 admission regular examinations, March 2022
Passboard meeting held on 29/07/2022 and results published on 01/08/2022
8. First semester PG 2021 admission regular, 2018 to 2020 admissions supplementary examinations, March 2022

- Passboard meeting held on 29/07/2022 and results published on 01/08/2022
9. First semester UG 2021 admission regular, 2016 to 2020 admissions supplementary examinations, March 2022
Passboard meeting held on 29/07/2022 and results published on 01/08/2022
10. Fifth semester UG 2019 admission SAY examinations, July 2022
Passboard meeting held on 04/08/2022 and results published on 04/08/2022
11. Sixth semester UG 2019 admission SAY examinations, July 2022
Passboard meeting held on 04/08/2022 and results published on 04/08/2022
12. Fourth semester PG 2020 admission regular, 2018 & 2019 admissions supplementary examinations, June 2022
Passboard meeting held on 26/08/2022 and results published on 26/08/2022

17.5 Admission opportunity for students awaiting supplementary results in M G University and SAY exam results in Maharaja's College

As per the previous GB decision, applications were invited, from which two students have qualified for getting admission to this college.

17.6 Alumni Management System

The recommendations of the Alumni Coordinator are approved with the GB suggestion to seek the sponsorship of the recommended Alumni management system from the Old Students' Association (OSA) of the college.

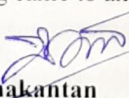
17.7 System Administrator

As the only Autonomous college in the Government Sector, it is imperative that our System Administrator should be competent enough to manage the data system of all admission, examination and website related duties. After examining the current situation, the GB decided that a letter shall be submitted to the Government for obtaining the service of a competent person on the basis of work arrangement from the Technical Education Department for filling this post.

17.8 Internal re-do application

The GB Observed that the re-doing of internal examinations and practical examinations shall be allowed only in conformity with the University rules regarding this and based on this the applicant's request is considered.

The meeting came to an end at 12.35 p.m.


Dr. N. Ramakantan

Chairman, Governing Body
Maharaja's College (Govt. Autonomous),
Ernakulam.

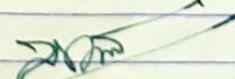
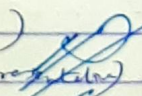

28th of September, 2022.

Minutes of the Governing Body Meeting of Mahaleja's College, Ernakulam held in the Board Room on the 13th of February, 2023 at 10.30 AM.

Agenda

1. Approval of the minutes of the last G.S meeting
2. Action taken report of the previous G.S meeting
3. Examination reforms
4. Meeting with C.E. office authorities
5. Question Bank software
6. Syllabus Revision procedures
7. Inauguration of New Hostel
8. Library Shifting process
9. Review of ongoing construction work (Auditorium, Staff Hostel etc)
10. NIC issues
11. External Expert for IQAC
12. Separate room for G.S and IQAC
13. Clean campus initiatives
14. Strengthening and monitoring of academic activities
15. Research activities regarding
16. IQAC activities regarding
17. Centralized Instrumentation Facility
18. BOS and Academic council reconstitution
19. Any other matter permitted by the Chair

Members Present

1. Dr. N. Ramakrishnan (Chairman) 
2. Dr. V.S. Jay (Member Secretary / Principal) 
3. Dr. Suresh Mathew (MA University representative) 
4. Dr. M.S. Murali, Member
5. Dr. Sajan P.V., Member
6. Dr. Jolly V. Antony, Member

**Minutes of the Governing Body Meeting of Maharaja's College (Autonomous),
Ernakulam held in the Governing Body Board Room on the 13th of February, 2023 at
10.30 a.m.**

I. Agenda

1. Approval of the minutes of the last Governing Body meeting
2. Action taken report of the previous GB meeting
3. Examination Reforms
4. Meeting with CE office Controllers
5. Question bank software
6. Syllabus Revision procedures
7. Inauguration of New Hostel
8. Library shifting process
9. Review of ongoing construction work (Auditorium, Staff Hostel etc.)
10. NIC issues
11. External Expert for IQAC
12. Separate room for GB and IQAC
13. Clean campus initiatives
14. Strengthening and monitoring of academic activities
15. Research activities regarding
16. IQAC activities regarding
17. Centralised Instrumentation Facility
18. BoS and Academic Council reconstitution
19. Any other matter permitted by the Chair.

II. Present

1. Dr. N. Ramakantan (Chairman)
2. Dr. V. S. Joy (Member Secretary/ Principal)
3. Dr. Suresh Mathew (MG University Representative)
4. Dr. M.S. Murali, Member
5. Dr. T.V. Suja, Member
6. Dr. Jolly V. Antony., Member

III. Deliberations and Decisions

1. Approval of the minutes of the previous GB meeting held on the 28th of September 2022.

The minutes of the previous meeting is approved.

2. Action taken report of the previous GB meeting

2.1 It is reported that the details of students admitted in the year 2022-23 have been submitted to the parent university for the registration process.

2.2 The detailed proposal for developing student life cycle management system has been obtained from ITI Palakkad. The member secretary/Principal is authorized to form a technical committee and initiate the steps to implement the system at the earliest.

2.3 The Principal/member secretary reported that the DCE has issued stringent warning letters to the two teachers DR. Divya G and Smt. Geetha P.C, in connection with the valuation anomaly in the History Department. The letters have been sent to these teachers, who are at present working in Govt. Victoria College, Palakkad and Govt. College, Thripunithura respectively.

2.4. It is reported that a Technical Assistant is selected by way of interview for the running of Central Instrumentation Facility.

2.5 The Principal reported that Dr. J.Kumar is appointed as the Additional Chief Superintendent in place of the earlier faculty who was removed from the post as a penalty of failure in the conduct of examinations.

2.6. Application for permanent seat increase is withheld for the time being taking into consideration the practical difficulty during the implementation of the four year UG programmes.

2.7. **The Examination Cell is reconstituted** with Dr. K. Krishnakumar, (Associate Professor of Botany) as Controller of Examinations, Dr. Neena George (Assistant professor of Chemistry) as Joint Controller, and Smt. Sruthymol K.S. (Assistant Professor of Hindi), Dr. K.P. Prasanthkumar (Assistant Professor of Chemistry) and Dr. Balakrishnan R.(Assistant Professor of Mathematics) as Deputy Controllers and orders issued.

2.8 It is reported that interview has been conducted for the posts of temporary staff and appointment orders are issued to Data Entry Operator, Part time Clerk and Office Attendant. The post of System Administrator was renotified and appointment has been made to the post after the interview procedure.

2.9 Rooms are allotted to various Committees and clubs.

2.10 Alumni Management Committee is formed and orders issued.

3.Examination Reforms

The GB approved the proposal for Examination Reforms presented by the Examination Standing Committee. The Following reforms are to be implemented in the examination system henceforth:

3.1 UG/PG answer script valuation and revaluation/challenge valuation

All end semester regular examination valuation should be done in centralized camp (CV camp). Teachers in the CV camp need not take regular classes. The

HOD should take necessary steps for the conduct of classes by making use of the teachers not participating in the camp. If the HOD finds it difficult to manage classes it should be intimated to the Principal and the Principal can suspend classes of the respective departments.

CV camp should be started immediately on the next day after the end semester examination. 2 day CV camp is for the core courses and complementary courses. In that 2 day camp itself valuation and chief valuation should be completed. Chief examiner should be there in the second day to return the papers after completing the chief valuation. For common courses (English) and second language courses 3-day valuation camp can be conducted.

During CV camp 2 day semester break can be given. Semester break can be given only if the CV camp is next day immediately after the end semester examination.

Teachers who are assigned for revaluation/challenge valuation are not permitted to take answer scripts home. Valued papers should be returned in the same day. No need to engage regular classes if no:of papers are more than 10.

Two day CV camp

UG

Day 1 – Answer Key discussion (FN) , 10 papers valuation (AN)

Day --2 20 papers valuation.

Day 3 is allowed only for the valuation of common English and Malayalam courses

(In the case of non-completion of other papers in the first two days, they shall also be completed on Day 3)

PG

Day 1 – Answer Key discussion (FN) , 10 papers valuation (AN)

Day --2 20 papers valuation.

3.2 UG/PG supplementary paper valuation.

Follow home valuation and can be given remuneration as per the university order (No.586/EA11/2/296/2018 exam dtd 26/12/2018)

UG- Rs. 27/- per paper

PG- Rs.40/- per paper

3.3 Decided to give remuneration to teachers for invigilation duty (Chief supdt, additional chief and additional examiner) as per university rule.

3.4 Decided to hike Rs. 2000 in the salary of CE office system administrator.

3.5 Decided to change FN examination time except on Fridays. FN examination time should be from 10 am to 1pm . On Fridays FN examination time shall be from 9.30 am to 1.30 pm

3.6 Decided to give 2 day gap for PG end semester examinations.

3.7 Double valuation system should be reinstated.

3.8 From next academic year Question paper setting should be done using Question bank software

3.9 Internal exams- first internal exam after 50% completion

Second internal can be done as model examination prior to study leave.

4.Meeting with CE office Controllers

The GB met the CE office faculty and discussed the affairs related to the conduct of examinations and related pertinent issues, afterwhich the following decisions were made.

4.1 Considering the existing difficulties in the deal with NIC, it is decided that the user id and password of NIC should be made available to the CE, who can upload necessary data after getting approval from the Principal.

4.2 As regards the complaint regarding the issue of wrong question paper to a DA student, it is decided that he must be allowed a chance for re examination along with the eligible NCC students.

4.3 In the case of discrepancy regarding the students who were issued the regular pattern question papers instead of the relaxed covid pattern ones, the issue shall be resolved by the concerned departments, by resorting to a just valuation of these papers.

4.4 The request for mercy chance for a student shall be granted.

4.5 Since the college has to adopt the question bank software in the near future, it is decided that all faculty shall be given a workshop to familiarise the pattern of question s to be prepared for the same, in the month of March 2023.

4.6 Decisions on 3rd sem and 5th sem UG examination malpractice

4.7 Decided to cancel all the examination results of that semester in which the following students did the malpractice.

a. Jagan Binu, II B A Philosophy (cancel 3rd sem exam result)

b. Adarsh P S, II BA Philosophy(cancel 3rd sem exam result)

c .Hijas P, II B.Com(cancel 3rd sem exam result)

d.. AksharaViswambharan, IIIBA Arabic (cancel 5th Sem exam result)

e. Christa Jyothi V T, IIIBA Economics(cancel 5th Sem exam result)

f. Robinson, IIIBA Malayalam(cancel 5th Sem exam result)

g. Punya Shynal, III BA Malayalam(cancel 5th Sem exam result)

h. MeeraRadhakrishnan, IIIBA Political Science(cancel 5th Sem exam result)

4.7 Decided not to take any action against Merin Diana (5th Sem exam) and her result can be published.

5. Question Bank Software

6. Syllabus Revision Procedures

As the first step, all departments have reconstituted the Board of Studies and the lists are sent to the parent University for approval. As soon as clear guidelines are received from the Government and DCE, the college shall conduct workshops and execute syllabus revision.

7. Inauguration of New Hostel

Adequate furniture and utensils for the new hostel are procured, water tank maintenance and supply works are in progress, compound wall construction work is in the tendering process. It is reported that the New Hostel can be inaugurated next month and students can be accommodated in the new hostel in the first week of June, 2023.

8. Library Shifting Process

Government have sanctioned allotment of Rs. 3.86 Cr for library interior works and tendering is in process. The work order shall be issued by the end of February and it is expected that library shifting can be completed by June 2023.

9. Review of Ongoing Construction Work

Water connection to New Academic building and Library Complex is withheld due to the pending arrears at KWA. Request to DCE for fund allotment is pending. 56% of the work is completed in the case of New Auditorium, Chemistry Block second floor and the renovation of Staff Hostel. It is informed that the buildings will be handed over by KITCO in June 2023. As regards the relaying of synthetic track, a revised estimate for Rs. 8.73 Cr is given by PWD, for which new AS and allotment is required from the Government. In the case of Hockey Turf Project, the MOU with Kerala Sports Department is modified and sent to its Chief Engineer, the signing of which is pending.

10. NIC Issues

11. External Expert for IQAC

The Member secretary/Principal is directed to invite Prof. Martin Patric as the external expert for IQAC

12. Separate room for GB and IQAC

13. Clean Campus Initiatives

14. The College has formed a committee to monitor the cleaning and removal of waste on a daily basis. Dr. Rekha G. Menon is the convenor of the committee. Help is sought from NSS and at times massive cleaning initiatives is done by the whole college fraternity including students and teachers. Separate areas are allotted to each department.

15. Research Activities regarding

Dr. G.N. Prakash is the present Research Committee coordinator. The mandatory sub committees are formed and meetings are convened to discuss decide and implement steps to strengthen the research force of the college.

16. IQAC activities regarding

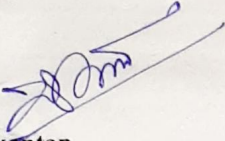
Rigorous meeting of criterion-wise working committees are convened and data collected to prepare for AQAR uploading.

17. Centralized Instrumentation Facility (already mentioned in 2.4)

1st BoS and Academic Council reconstitution

The BoS of all departments are reconstituted and are sent to University for approval.

The meeting came to an end at 12.35 p.m.



Dr. N. Ramakantan

Chairman, Governing Body

Maharaja's College (Govt. Autonomous),

Ernakulam.

13.02.2023

**Minutes of the Governing Body Meeting of Maharaja's College (Autonomous),
Ernakulam held online on 20th March, 2023 at 3 p.m.**

Agenda

1. Proposals of Campus Software to be implemented in the College.
2. Any other matter permitted by the Chair.

II. Present

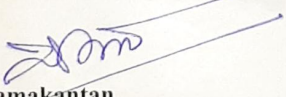
1. Dr. N. Ramakantan (Chairman)
2. Dr. V. S. Joy (Member Secretary/ Principal)
3. Sri. Harikumar G, (Govt. Nominee)
4. Dr. Suresh Mathew (MG University Representative)
5. Dr. M.S. Murali, Member
6. Dr. T.V. Suja, Member
7. Dr. Jolly V. Antony., Member
8. Sreekanth T S, College Union Chairman

Deliberations and Decisions

The member secretary reported that the College has received proposals from ITI Palakkad and KEL for the installation of new Campus software from the next academic year onwards.

The meeting entrusted the member secretary to form an expert technical committee with external experts competent to assess the proposals, and invite the proposers to make demonstration in front of the newly constituted technical committee and GB members.

The meeting came to an end at 3.30 p.m.


Dr. N. Ramakantan

Chairman, Governing Body
Maharaja's College (Govt. Autonomous),

Ernakulam.
20th March, 2023.

**Minutes of the Governing Body Meeting of Maharaja's College (Autonomous),
Ernakulam held online on 31st March, 2023 at 10.30 a.m.**

Agenda

1. Proposals of Campus Software to be implemented in the College.
2. Any other matter permitted by the Chair.

II. Present

1. Dr. N. Ramakantan (Chairman)
2. Dr. V. S. Joy (Member Secretary/ Principal)
3. Dr. Suresh Mathew (MG University Representative)
4. Dr. T.V. Suja, Member
5. Dr. Jolly V. Antony., Member
6. Sreekanth T S, College Union Chairman

Deliberations and Decisions

The member secretary reported that as per the previous GB Meeting decisions the proposals received from ITI Palakkad and KEL for the development of new Campus software were demonstrated in front of an expert committee consisting of 3 members belonging to Computer Science discipline. Based on these two presentations, the Expert Committee unanimously recommended the KEL for awarding the software application development work. The GB has directed the Member secretary to comply the suggestion of the expert committee and a detailed offline meeting shall be convened on 4th April 2023 with KEL, attended by all the committee conveners who have to give inputs for the development of software in various stages like admission, examination, and website.

The following amendments in reforming the examination system approved by GB meeting held on 13 February, 2023, presented by Dr. Jolly V Antony were also approved.

(3) i. Two day CV camp - In UG camp valuation the additional examiner in the camp for 2 days can also use the 3rd day for valuation only if more than 20% of the total answer scripts in a programme remains pending for valuation.

(3) ii. Decided to give remuneration to guest faculties of the two cost sharing courses for the valuation of regular papers.

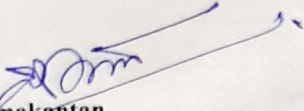
(3) v. Decided to conduct examinations only in the forenoon. Time-10 am - 1pm except Friday. Friday Time -9.30am to 12,30

Under the heading (4) Meeting with CE office controller

(4) c) Mercy chance can also be granted for 2016-2019 UG batch

Considering the favourable future prospects of applicants it is also decided that mercy chance provision can also be granted for 2016-19 UG batch.

The meeting came to an end at 11 am



Dr. N. Ramakantan
Chairman, Governing Body
Maharaja's College (Govt. Autonomous),

Ernakulam.

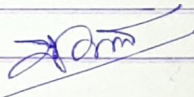
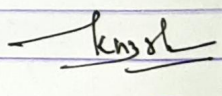



31st March, 2023.

Minutes of the Governing Body Meeting of Maharaja's College, Ernakulam held in the IQAC room on the 24th April, 2023 at 10.30 AM

Agenda

1. Campus Management System
2. Admission Fees for 2023-24
3. Enhancement in cost Sharing Course fee..
4. Conduct of Merit chance Examination
5. Any other matter permitted by the chair

Members present

1. Dr. N. Remakanthan, Chairman 
2. Dr. Bindu Sharmila T K, Vice principal. 
3. Dr. Suresh Mathew 
4. Dr. M S Murali 
5. Dr. Jolly V Antony 

Minutes of the Governing Body Meeting of Maharaja's College (Autonomous), Ernakulam held on 24th April 2023 at 10.30 a.m.

Agenda

1. Campus Management System
2. Admission Fees for 2023-24
3. Enhancement in Cost sharing course fee from 2023-24
3. Conduct of Mercy chance examination
4. Other items permitted by the Chairman.

II. Present

1. Dr. N. Ramakantan (Chairman)
2. Dr. Bindu Sharmila (Principal in - charge)
3. Dr. Suresh Mathew (University Representative)
4. Dr. M.S. Murali, Member
5. Dr. Jolly V. Antony., Member

Deliberations and Decisions

1.Campus management system

The Principal (in-charge) made a presentation on the initiative taken by the Principal for the development of an integrated software for the effective management of the admission process and other academic activities of the college. The Governing Body meeting in principle agreed on the significant importance of an integrated software for the effective management of admission, conduct of examinations and other academic activities of the college. The GB meeting discussed the details of this proposal and decided the following points;

- a. This is not a modification of the software for admission, which has already been developed by the NIC. The Director of Collegiate Education in an earlier meeting held in 2019 with college authorities has agreed and issued sanction only for modifying the existing software for admission and permitted to make use of the money in the PD account maintained by the College Principal. The present proposal is for designing a new software which is comprehensive and integrated for the management of the entire academic activities of the college. Moreover, the cost involved for development of the new software comes to more than ninety lakhs rupees. Therefore, prior administrative sanction shall be obtained from the Director of Collegiate Education for awarding the contract to the organization/ firm concerned to execute the project and the draft MoU shall be approved by the DCE.

b. It is also decided that the Software Implementation and Monitoring Committee shall be constituted only after getting sanction from Directorate of Collegiate Education for awarding the contract for the same.

2. Introducing Allotment Fees for the Students with effect from 2023-24 Admission

The proposal for introducing allotment fees for admission was placed before the meeting by the Principal in -charge. The GB meeting has decided that introduction of any new fees or enhancement of the existing fees structure shall be decided only after due consultation with students organization and getting them in to confidence. Moreover, it should be part of the Admission Prospectus of the college. Therefore, we have to convene a meeting of the representatives of students organizations. The GB meeting entrusted Dr. Jolly V. Antony, Member of the GB to collect the status of such fees in other autonomous colleges within the university jurisdiction. The GB meeting has also decided to place the draft Admission Prospectus in the next GB meeting and get it approved.

3. Enhancement of Fees for the Existing Cost-sharing Courses from 2023-24

Governing Body meeting in principle agreed to enhance the fees of cost sharing courses in the college. This will be decided and the new fees structure will have to be fixed at par with the cost-sharing courses in other autonomous colleges under the MG University. The GB meeting entrusted Dr. Jolly V. Antony to collect the status of the fees structure in other colleges. This decision will have to be taken only after discussion with representatives of students organizations.

4. Conduct of Mercy Chance examination/ Examination related matters

All mercy chance examinations shall be conducted along with SAY examinations by the last week of May 2023. It is decided to conduct regular and supplementary II Semester UG and II Semester PG examinations by the third week of June, 2023.

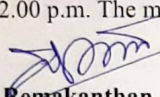
5. Other Items Permitted by the Chair

5.1. Inauguration of the Ladies Hostel

It is decided to send a letter to the office of Higher Education Minister and Minister of Industries to seek their convenience for the inauguration of the ladies hostel by the 1st week of June.

5.2. Examination Malpractices

The GB Meeting has decided to conduct speedy enquiry and strict action in cases of reported malpractice in the examination. The process and procedures existing in the mother university will have to be followed in the examination related malpractices. The GB meeting has also decided to conduct a meeting of Governing council with Controller of Examinations, Joint Controller, Deputy Controller and office staff of the examination wing on 6th May 2023 at 10.00 a.m. and another meeting with the officers and staff of the College Office on the same day at 2.00 p.m. The meeting came to an end at 12.30.p.m.



Dr. N. Remakanthan

Chairman

Governing Body

24th April, 2023

Meeting of the Governing Body Meeting
of Maharaja's College Ernakulam held
in the Principal Chamber on 15th May 2023
at 3.00 PM

Agenda

1. Approval of PG & UG Prospectus
2. Any other matter permitted by
Chairman

Members Present.

1. Dr. N. Remakanthan, Chairman [Signature]
2. Dr. V. S. Joy Principal [Signature]
3. Dr. Binda Sharmila T.K. Vice Principal [Signature]
4. Dr. Suresh Mathew [Signature]
5. Dr. M. S. Murali [Signature]
6. Dr. Jolly V. Antony [Signature]
7. Georgekutty C. J. [Signature]
8. Sreekanth G.S. [Signature]

**Minutes of the Governing Body meeting held on 15-05-2023 in the office chamber
of the Principal at 3.00 p.m.**

Agenda

1. Approval of PG and UG Prospectus
2. Any other matter permitted by the Chairman

Members Present

1. Dr. N. Ramakantan (Governing Body Chairman)
2. Dr V S Joy (Principal)
3. Dr. Suresh Mathew (GB Member)
4. Dr M S Murali (GBMember)
5. Dr. Jolly V Antony (GBMember)
6. Sri. T S Sreekanth (GB Member)
7. Dr. BinduSharmila T K, Vice Principal (Special Invitee)
8. Sri. Georgekutty C. Admission Committee Co-ordinator (Special Invitee)

The meeting discussed and resolved the following agenda items:

1. **Approval of the U.G. and P.G. Prospectus for admission in the academic year 2023-24.**

The meeting started with an introductory remark by the Chairman. The Principal explained the agenda items and the urgency to convene an emergency meeting of the Governing Body. The Governing Body members examined the draft prospectus for U.G. and P.G. courses and observed that these two documents have been prepared in a well thought out manner after going through all reference materials of the UGC Guidelines and prospectus of other universities in Kerala, including MG University, Kottayam. The GB meeting has raised certain points for clarification and these points were well explained by the Admission Committee Co-ordinator and based on that the meeting approved the prospectus of U.G. and P.G. courses for the academic year 2023-24.

The Governing Body congratulated the Admission Committee convenors and coordinators who have prepared the PG and UG prospectus in a structured and well thought -out manner.

2. Any other matter permitted by the Chairman

2.1. Enhancing the Course Fee for Self-Financing Courses

The GB meeting has decided to enhance the fees of two cost sharing courses in the college, such as, BSc Environmental Chemistry and BSc Physics Instrumentation at par with the existing fees structure of the self-financing UG programmes of the MG University. The prospectus of these two courses will have to be modified accordingly.

2.2. Development of Software for Campus Management System, including Admission;

The last GB meeting has decided that the Principal should get the Administrative Sanction(AS) and Financial Sanction (FS) from the Director of Collegiate Education before signing the agreement and awarding the contract with the Kerala Electrical & Allied Engineering CO.LTD. The Principal has reported the progress of the implementation of the decision on getting administrative and financial sanction for the development of an integrated software. The Principal pointed out that the office of the DCE had raised some clarifications regarding this matter and he will personally meet the DCE to discuss and get the approval. The GB meeting has entrusted the Principal to get the AS and TS from the DCE for awarding the contract to Kerala Electrical & Allied Engineering CO.LTD for developing the integrated software on campus management system, including the admission module for the academic year 2023-24.

The meeting came to an end at 4.30 PM

Dr.N.Ramakantan

Governing Body Chairman

Maharaja's College (Autonomous) Ernakulam.