

Meeting of the Governing body
of Maharaja's College Ernakulam
held in Governing body room on
4th August 2023 at 10.30 am.

Agenda

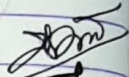
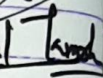
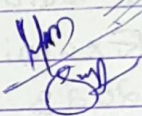
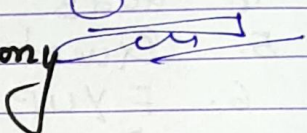
1. Approval of the minutes of the last GB meeting
2. Action taken report of the Previous GB Meeting
3. Examination Results Related issues
4. 2023 UG PG Admission Progress
5. Question bank software
6. FYUP and syllabus Revision Procedures
7. New hostel admission
8. Library Shifting Process
9. Review of ongoing construction work (Auditorium, Staff Hostel etc)
10. Research activities Progress
11. External Expert for IQAC
12. Separate room for GB & IQAC
13. Strengthening & Monitoring Academic Activities
14. Orientation for freshers
15. IQAC activities regarding
16. Academic calendar
17. Activation of Various Subcommittees
18. Any other items.
 - Resignation of joint controller and deputy controller

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16. Academic calendar
17. Activation of Various Subcommittees
18. Any other items.
 - Resignation of joint controller and deputy controller

~~Agenda~~ Members Present.

1. Dr. N. Remakanthan chairman 
2. Dr. Binda Bharmila T.K. Vice principal 
3. Dr. Sureeb Mathew
4. Dr. M.S. Murali 
5. Dr. Sujia T.V.
6. Dr. Jolly V. Antony 

**Minutes of the Governing Body Meeting of Maharaja's College (Autonomous),
Ernakulam held on 04th August 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 last GB meeting
3. Examination results related issues
4. Review of the progress of 2023 UG PG admission
5. Question Bank software implementation
6. FYUP and syllabus revision procedures
7. New hostel admission
8. Library shifting process
9. Review of ongoing construction work (Auditorium, Staff Hostel, Library interior etc.)
10. Review of the progress of research activities
11. Appointment of the External Expert for IQAC
12. Separate room for GB and IQAC
13. Strengthening and monitoring of academic activities
14. Orientation for freshers
15. IQAC activities regarding
16. Academic Calendar
17. Review of the activation of various sub committees
18. Reconstitution of Examination Sub-Committee
19. Examination Malpractices - Follow up action
20. Special examination for Mohammed Fahiz
21. Any other matter permitted by the chair

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. Suja T.V., Member
6. Dr. Jolly V. Antony., Member

III Deliberations and Decisions

1.Approval of the minutes of the previous GB meeting.

The minutes of the previous meeting of the Governing Body was approved.

2. Action taken report of the previous GB meeting.

The GB strongly expressed its concern and regret in the non- implementation of many of the decisions in the previous GB meetings. Hence the meeting decides to direct the Member Secretary of the GB to put up a detailed Action Taken Report on the progress of

implementation of the GB decisions and presented in the next GB meeting showing the details of the entire meetings since 2020, including decisions, status of implementation and the effect of the decisions.

3. Examination result related issues.

The GB has decided to convene a meeting with the staff and teachers in charge of the CE office on 19/08/2023 to discuss the work flow chart and to set up an efficient mechanism of the functioning of the examination system in the college. The Examination standing committee in consultation with the CE office must get ready all files and related documents to this effect before the date of meeting.

4. Review of the progress of 2023 UG PG Admission

a. The details of the Campus Soft, including the copy of the MOU, Administrative Sanction (AS) from the Director of Collegiate Education (DCE)/ Government of Kerala and the Technical Sanction (TS) with respect to the contract awarded 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 has to be placed before the next Governing Body.

b. The GB expressed great concern in the time lag and discrepancies in the admission process which led to bring the college admission process into news reports and negatively impacted the credibility of the college.

c. It has come to the notice of the GB that a new fee called "Gateway Fee" is levied on the applicant in addition to the registration fee during the admission procedure as Rs. 25 for UG and PG, which is not allowed as per the approved prospectus. The Member Secretary is directed to convince the GB on the legitimacy of collecting such a fund and where this amount is to be accounted in the fund management system of the college.

d. From the feedback received from various authentic in house sources, the GB expressed concern about the inadequacy and poor performance of the new admission software developed by the KEL.

5. Question Bank Software implementation;

It is reported that the new software is ready for implementation. Workshops have to be conducted in three phases- science, languages and social sciences for teachers to equip them and to prepare and upload questions and answer key into the software in the required format. It is decided that the workshops shall be conducted before the 30th of September, 2023.

6. FYUP and syllabus revision procedures

This shall be undertaken and implemented in a time bound manner on getting clear guidelines from the parent university regarding this and the detailed process and procedures to this effect.

7. New Hostel admission;

It is reported that the admission process will be started by 10th August 2023 after getting electricity connection.

8. Library shifting process;

Once the books in the various department libraries are shifted to the new central library, all department library rooms will be free. Such rooms shall be reallocated by the Principal considering the need and priorities recommended by the Accommodation Committee. Interior work of the new library complex will be completed within two weeks. It is reported that department libraries can be shifted to the new library complex in the month of August itself.

9. Review of Ongoing Construction Work;

No file was put up. Hence agenda was not discussed. The progress of implementation of all ongoing infrastructure development activities will have to be reported by the Member Secretary in the next GB Meeting

10. Review of the progress of research activities;

It is reported that 9 common classes were provided for research scholars in connection with course work and that uniform time schedule has been implemented for half yearly progress report presentations in all departments. It is decided that a Research Meet shall be conducted in September 2023 in which the research policy and the proposed Research Journal of the college shall be announced.

11. External Expert for IQAC;

The GB meeting has decided to appoint Dr. Martin Patrik as the chairman of the IQAC External Expert Committee about two years ago. No proceedings in this regards has been issued by the Member Secretary and this is a serious lapse on the part of him and this GB meeting entrusts him to issue orders immediately.

12. Separate Room for GB and IQAC;

The office of the IQAC has to be shifted to the room facing the computer room. The furniture of the said room shall be moved to the record room (Room 14) and necessary provisions for the office shall be installed. This decision is to be implemented before the next GB meeting.

13. Strengthening and monitoring the Academic Activities;

The GB meeting has decided to strengthen the academic activities and its quality. The Convocation Ceremony for 2023-24 UG and PG course passed students shall be organized on September 5, 2023.

14. Orientation for freshers;

As soon as the UG and PG admission process gets completed, the Student Induction programme shall be organized with fruitful sessions on knowing the various activities, both

curricular and extra curricular, of the college, acquaintance with mandatory cells, committees and clubs, in addition to classes on legal awareness, Mental and Physical fitness, Goal oriented learning, Sports activities etc.

15. IQAC activities regarding;

A brief report of activities from 01/06/2023 to 03/08/2023 is submitted by the IQAC which includes data regarding placement promotion proposals submitted, preparation of Annual Report and uploading of AQAR 2021-22, ground work for AQAR 2022-23, Documentation of activities and format for collecting comprehensive data from Departments, Students and teachers.

16. Academic Calendar;

The Draft Academic Calendar 2023-24 is examined. The discrepancies in the dates of exam have to be rectified.

17. Activation of various sub-committees;

All the statutory committees listed in the University Act will have to be convened regularly. All sub committees of GB like Finance, Examination, Development and Maintenance are also to be convened. The progress of activities of all these committees should be reported in the next GB meeting.

18. Reconstitution of Examination Sub-Committee;

Examination Sub-Committee is to be reconstituted with Dr. Jolly V. Antony as convenor, Dr. Anitha P.L. (Teacher representative), Sri. Balakrishnan (Deputy Controller of Examinations), Dr. Kumar J. (Addl. Chief Spndt. of Examinations) and Sri. Benoy (Section Clerk, Examinations) as members.

19. Examination Malpractices;

As per the enquiry report, the Examination Sub Committee recommended to cancel the semester result and debaring from the next semester examination of the following students: Abhirami K.V. (Physics Instrumentation), Apsara S Jayarajan (Malayalam), Muhsin C.P (Economics), Greeshma J. (Islamic History), Dibish A D (Islamic History), Anna Ashb (Sanskrit) and Aleena Nazeer (Sanskrit).

The GB cautioned that the report of the malpractices should be submitted and decisions should be taken and intimated to the concerned students and office sections within one month of the incident.

20. Special Examination for Mohammed Fahiz;

The GB decision of canceling the whole semester examination should be intimated to the student. The possibilities of conducting special examination in this case have to be considered by the Examination wing of the college.

21. Any other matter permitted by the Chair

21.1..Enhancing the remuneration for question paper and answer key setting, and scrutiny of papers.

Complying with the enhancement of remunerations in the parent university, it is decided to enhance the remuneration of setting question papers, answer keys and scrutiny of papers in UG level from Rs.750 to Rs. 1000, and in PG level from Rs.1000 to Rs. 1200.

21.2. Resignation letters from Joint Controller of Examination and Deputy Controller of Examination

The GB approves the resignation, but insists that the teachers holding these posts should continue their office till the appointment of new personnel in these posts and join duty at the earliest. The GB decides to appoint Dr.Sameera Rajan (Associate Professor of English) as Joint Controller, Dr. Maya S.S (Assistant Professor of Statistics) and Sri. Ramesh T.P (Assistant Professor of Sanskrit) in place of the vacancies arisen due to the resignation of Dr. Neena George, Dr. Prasanth and Smt.Sruthimol T.K. from the CE office positions.

21.3 Preparation of draft guidelines of Autonomous College

The GB entrusts the Member Secretary to prepare and submit the draft guidelines for the effective functioning of the college and to fulfill the responsibilities of an autonomous college in the next GB meeting.

21.4.Centralised Instrumentation Facility (CIF)

The GB directs that the functioning of the CIF shall be brought under the Research Committee and the present CIF coordinator shall be included as a member in the Research Committee.

The meeting ended at 1.45 p.m

Dr. N. Remakanthan

Chairman

Governing Body

10th August, 2023.