

**Minutes of the Governing Council meeting of CMS College Kottayam (Autonomous) held at 3.30 pm on 24<sup>th</sup> October 2016 in the IQAC Conference Hall of CMS College Kottayam.**

**Members Present**

- 1) Rt. Rev. Thomas K Oommen, Manager – CMS College Kottayam (Chairman)
- 2) Dr. Varghese C Joshua, Vice Principal - CMS College Kottayam (Nominee – Teacher from the College)
- 3) Dr. Tomy Mathew, HOD – Commerce (Nominee – Teacher from the College)
- 4) Dr. Mini Chacko, HOD – Botany (Nominee – Teacher from the College)

Also present Dr. Roy Sam Daniel, Principal (Ex-officio Secretary)

Inconvenience for absence from Mr. M.R. Unni, Registrar - M.G University and Prof. Dr. Soma Bandopadhyay, Registrar – University of Calcutta were noted.

The meeting was presided over by Rt. Rev. Thomas K Oommen, Chairman of Governing Council and Manager of the College.

Principal welcomed the members.

Dr. Roy Sam Daniel, Ex-officio Secretary read the minutes of previous meeting and the members jointly approved the same. Proposed by Dr. Tomy Mathew and seconded by Dr. Mini Chacko.

**Matters arising out of minutes.**

It was reported that:

- Academic Council was duly constituted and all the orders relating to the same were issued. Two meetings of Academic Council were convened. As per the decision of Academic Council, the college adopts the existing academic regulations and curriculum of Mahatma Gandhi University for 2016 -17 admission. The same has been conveyed to the University.
- Finance Committee was duly constituted and all the orders relating to the same were issued. One meeting of Finance Committee was convened to finalise the budget.
- 19 Board of Studies were constituted for various disciplines of study and all the orders relating to the same were issued. Each Board of Studies convened one meeting.

**AGENDA ITEMS**

***Agenda item 1 – Budget Approval for the year 2016 – 2017.***

Secretary reported that the Finance Committee held on 07.10.2016 proposed the budget of the College for Autonomy Grant of Rs. 2000000/- under various permissible heads of expenditure.

After detailed discussion, the council resolved to approve the Budget proposal forwarded by the Finance Committee and to submit the following budget to University Grants Commission for the release of Autonomy Grant for the academic year 2016 – 2017.

**BUDGET**

**GENERAL (031)**

<b>Sl. No.</b>	<b>Item</b>	<b>Budget Rs.</b>
i	Guest / Visiting Faculty	100000
ii	Orientation and re-training of teachers	175000
iii	Re-designing courses and development of teaching / learning materials	300000
iv	Workshop and Seminars	125000
v	Examination reforms	200000
vi	Expenditure on meetings of the governing body and committees	175000
vii	Honorarium to Controller of Examination (full time) not exceeding Rs. 8000/- p.m.	96000
viii	Accreditation (NAAC)fee	0
ix	Extension Activities	129000
<b>TOTAL - GENERAL (031)</b>		<b>1300000</b>

**CAPITAL (035)**

<b>Sl. No.</b>	<b>Item</b>	<b>Budget Rs.</b>
i	Office equipment, teaching aids and laboratory equipment	175000
ii	Furniture for office, Class rooms, Library and Laboratories	175000
iii	Library equipment, books/journals	200000
iv	Renovation and repairs not leading to construction of a new building	150000
<b>TOTAL - CAPITAL (035)</b>		<b>700000</b>

***Agenda item 2 – Curriculum Revision.***

After detailed discussion, the council resolved to revise curriculum of 16 UG and 15 PG programs in the College which is to be implemented from the academic year 2017-18. It is

decided that the change in contents of the syllabus for the current year shall be minor and shall not exceed 20% of the total content. The council decided to appoint Dr. Varghese C Joshua, Vice Principal as Convener of Curriculum Revision Committee and also decided to conduct Workshops, Orientation/Training programs for the effective revision of curriculum and its implementation. It is decided to make complete revision of curriculum, including methods of teaching and evaluation reforms, within 2 years.

**Out of Agenda –**

**1) Academic Calendar**

Academic Calendar for the year 2016 – 2017 including the schedule of examination were finalized and decided to conduct the examinations as per the schedule.

**2) Payment of remuneration for Examination duties.**

**i. Valuation**

It is decided to approve the decision of Finance Committee to give DA of Rs. 15/- per answer script (for both UG & PG programs) to the teachers in the college for domestic valuation and to give remuneration of Rs. 30/- per answer script (for both UG & PG programs) to the teachers from outside the college for external valuation.

**ii. Question paper Setting**

It is decided to approve the decision of Finance Committee to pay Rs. 1000/- for setting one question paper and Rs. 1000/- for the answer key, for both UG and PG programs.

**iii. Question paper Scrutiny**

It is decided to approve the decision of Finance Committee to pay minimum TA of Rs. 500/- + Rs. 500/- for the scrutiny of one question paper and its answer key.

**3) Salary to clerical staff at the office of Controller of Examinations.**

It is decided to approve the decision of Finance Committee to fix a minimum salary of Rs. 10000/- per month plus other benefits like PF and ESI to the clerical staff appointed on a contract basis, depending upon the qualifications and experience.

Dr. Varghese C Joshua, Vice Principal proposed vote of thanks.

The meeting came to a close at 4:30pm.

sd/-

Dr. Roy Sam Daniel  
(Ex-Officio Secretary)