

**Minutes of the Governing Council meeting of CMS College Kottayam (Autonomous) (GC/17.05) held at 4.00 pm on 10<sup>th</sup> November 2017 in the IQAC Conference Hall, CMS College Kottayam.**

**Members Present**

- 1) Most Rev. Thomas K Oommen, Chairman & Manager – CMS College Kottayam
- 2) Prof. Dr. Soma Badyopadhyay, UGC Nominee, Registrar – Calcutta University
- 3) Rev. Jacob George, Member & Bursar – CMS College Kottayam
- 4) Sri. Jacob Philip Monkuzhy, Member & Secretary – Higher Education Board
- 5) Dr. Varghese C Joshua, Member & Vice Principal - CMS College Kottayam
- 6) Dr. Tomy Mathew, Member & HOD – Commerce
- 7) Dr. Mini Chacko, Member & HOD – Botany

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

Inconvenience of Rev. Dr. Sabu K Cherian, Treasurer – CSI Madhya Kerala Diocese and Very Rev. Daniel George, Clergy Secretary - CSI Madhya Kerala Diocese to attend the meeting was recorded.

Principal reported that the University and Government have not nominated their representatives to Governing Council, in spite of reminders from the College.

The meeting was presided over by Most Rev. Thomas K Oommen, Chairman & Manager – CMS College Kottayam.

Principal welcomed the members.

Chairman delivered introductory speech.

Dr. Roy Sam Daniel, Ex-officio Secretary read the minutes of previous meeting (GC/17.04 dated 04.08.2017) and the members unanimously approved the same, proposed by Dr. Varghese C Joshua and seconded by Dr. Tomy Mathew.

**Matters arising out of minutes.**

Principal reported that the Special Committee constituted for studying the poor results of certain courses in UG 2<sup>nd</sup> Semester and PG Examination (2016 Admission) has submitted the report.

Copy of the report was circulated to all the members.

After discussion, the council decided to implement the suggestions mentioned in the report and authorized the Principal to take initiatives for the same.

## **AGENDA ITEMS**

### ***Agenda item 1 – Approval of Audited Income & Expenditure account and Utilization Certificate in respect of Autonomous Grant allocated to CMS College for the year 2016 – 2017.***

Principal reported that the College has received Autonomous Grant for the year 2016 - 2017 on 09.02.2017, hence out of Rs. 20 lakhs, only Rs.18,87,639/- was utilized before 31<sup>st</sup> March 2017. Rs. 1,12,361/- is unutilized under the General head.

It was also reported that, the Finance Committee held on 23.10.2017 has approved the audited Income & Expenditure account and Utilization Certificate and the same is forwarded to the Governing Council for final approval.

Copy of Audited Income & Expenditure account and Utilization Certificate was circulated to all the members.

After discussion, the council unanimously approved the audited Income & Expenditure account and Utilization Certificate and authorized the Principal to forward the same to University Grants Commission.

### ***Agenda item 2 – Approval of proposed budget for the release of Autonomous Grant for the year 2017 – 2018.***

Principal reported that, Finance Committee held on 23.10.2017 has approved and forwarded the Budget for Autonomous Grant from UGC for the year 2017 – 2018 for final approval.

Copy of Budget for Autonomous Grant for the year 2017 - 2018 was circulated to all the members.

It was reported that budgeted amount is Rs, 18,87,369/-, *ie.* after deducting the previous years unutilized fund.

After discussion, the council pointed out to include the following statement as a note in the proposed budget.

*“The maximum budget provision of Rs. 20 lakhs to the college as Autonomous Grant is adjusted against the unspent balance of previous years allocation. The unspent balance of previous year is Rs. 1,12,361/- and hence the budgeted amount for the year 2017 -2018 is Rs. 18,87,639/-”.*

It is decided to forward the following Budget to University Grants Commission for the release of Autonomous Grant for the year 2017 – 2018.

**CMS COLLEGE KOTTAYAM (AUTONOMOUS)**  
**Budget for the release of Autonomous Grant for the year 2017 - 2018**

GENERAL (031)		
Sl. No.	Item	Budget Rs.
i	Guest / Visiting Faculty	100000
ii	Orientation and re-training of teachers	100000
iii	Re-designing courses and development of teaching / learning materials	200000
iv	Workshop and Seminars	200000
v	Examination reforms	300000
vi	Upgradation of syllabus on regular basis making it skill oriented with quantifiable outcomes	100000
vii	Capacity building for teachers	96000
viii	Development of Area Study Programs	50000
ix	Extension Activities	41660
TOTAL - GENERAL (031)		<b>1187660</b>
CAPITAL (035)		
Sl. No.	Item	Budget Rs.
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	149979
TOTAL - CAPITAL (035)		<b>699979</b>
<b>GRAND TOTAL (GENERAL + CAPITAL)</b>		<b>1887639</b>

**Note:**

*The maximum budget provision of Rs. 20 Lakhs to the college as Autonomous Grant is adjusted against the unspent balance of previous years allocation. The unspent balance of previous year is Rs. 1,12,361/- and hence the budgeted amount for the year 2017 -2018 is Rs. 18,87,639/-.*

**Agenda item 3 – Curriculum Revision**

Dr. Varghese C Joshua, Chairman of Curriculum Revision Committee reported that the work of framing regulations for both UG and PG programs is in progress. PG regulations are almost completed and the work on UG regulations is under process. The revised curriculum will be placed before the Board of Studies and Academic Council and in the next Governing Council which is proposed to be held in the 2<sup>nd</sup> and 3<sup>rd</sup> week of January 2018.

After discussion the council commented to expedite the process so as to submit the proposal to Mahatma Gandhi University by the last week of January 2018.

**Agenda item 4 – Examination Fee.**

Dr. Tomy Mathew, Controller of Examinations reported that the examination fees for Regular Appearance / Betterment / Supplementary examinations is Rs. 50/-, which needs revision considering the heavy examination expenses.

Principal reported that the Finance Committee held on 05.06.2017 has taken up this matter and decided to follow the prevailing examination fee structure of Mahatma Gandhi University for regular appearance of examination and to enhance the fees for Betterment / Supplementary examinations to Rs. 100/- and has forwarded the decision to Governing Council for final approval.

After discussion the council decided to fix the fee for Betterment / Supplementary examinations of UG and PG program as Rs. 100/-.

**Agenda item 5 – Department wise Accreditation.**

To promote excellence in teaching, learning and evaluation activities and as a best practice, it is decided to introduce accreditation system for each department in the College in the pattern of accreditation of Colleges by NAAC. The departmental accreditation process should be done each year.

**Agenda item 6 – Publication of In-house Journal.**

To promote research, it is decided to start an In-house Research Journal for the College. It shall be a quarterly journal with long abstract Research Articles of teachers and researchers in the College published in other reputed journals, and full articles of teachers and research scholars in the College and reputed researchers from outside the College.

**Agenda item 7 – Other Matters.**

No matters arise from the floor.

Dr. Varghese C Joshua proposed vote of thanks.

The meeting came to a close at 05.00 pm.

sd/-

Dr. Roy Sam Daniel  
(Ex-Officio Secretary)