

**Minutes of the Governing Council meeting of CMS College Kottayam (Autonomous) (GC/18.04) held at 2pm on 13<sup>th</sup> September 2018 in the IQAC Conference Hall, CMS College Kottayam (Autonomous).**

**Members Present**

- 1) Most. Rev. Thomas K Oommen, Manager – CMS College Kottayam : **Chairman**
- 2) Rev. John Issac, Clergy Secretary - CSI Madhya Kerala Diocese, Kottayam : **Member**
- 3) Sri. Jacob Philip Monkuzhy – Secretary, Higher Education Board - CSI Madhya Kerala Diocese, Kottayam : **Member**
- 4) Rev. Jacob George, Bursar - CMS College Kottayam : **Member**
- 5) Dr. Mini Chacko, Vice Principal & HOD – Botany : **Member**
- 6) Dr. Tomy Mathew, Controller of Examinations & HOD – Commerce : **Member**

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

Inconveniences of Dr. Soma Bandhopdhyay – UGC Nominee, Dr. K.K. Damodaran – Government Nominee, Dr. Beena Mathew – University Nominee, Rev. Thomas Paikad and Dr. Varghese C Joshua to attend the meeting were recorded.

The meeting was presided over by Most. Rev. Thomas K Oommen, Chairman Governing Council & 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/18.03 dated 27.06.2018) and the members unanimously approved the same.

**Action Taken:**

**1) Academic and Administrative Audit.**

Member Secretary reported that, in the case of academic audit the completion of DSAR will satisfy the task. The work on DSAR has already started in departments.

For administrative audit, Dr. Cherian T Kurian, Bursar, CSI College for Legal Studies has given consent to lead the audit. Due to recent flood disaster the college couldn't conduct the audit.

After discussion, it was decided to expedite the audit process as early as possible.

**2) Department wise Accreditation.**

Member Secretary reported that, the format for filling DSAR for last five years has been circulated to all departments. The data collected through this source will be very useful for the upcoming NAAC Accreditation also. It is expected that all departments will complete the process and submit data by 25<sup>th</sup> September 2018. The data will be evaluated by external experts.

**3) Appointment of UGC Librarian.**

Member Secretary reported that, the University has given approval for the panel of experts to the interview board. Interview for the post of UGC Librarian was conducted on 28<sup>th</sup> July 2018. Out of 46 applicants 27 candidates attended the interview. Rank list follows.

- |                          |        |
|--------------------------|--------|
| a) Mr. Raysh Thomas      | Rank 1 |
| b) Dr. Midhula Soman V.S | Rank 2 |
| c) Mrs. Dhanya. S        | Rank 3 |

Manager & Chairman, Governing Council, CMS College Kottayam appointed Mr. Raysh Thomas as UGC Librarian of CMS College Kottayam w.e.f 01<sup>st</sup> August 2018.

After discussion, the council approved the appointment of Mr. Raysh Thomas as UGC Librarian in CMS College Kottayam.

**4) Nomenclature of B.Sc. Family & Community Science.**

Member secretary reported that letter has been sent to Mahatma Gandhi University requesting to change the nomenclature of B.Sc. Family & Community Science to B.Sc. Home Science, in view of the approved nomenclature of UGC.

**5) Re-constitution of Board of Studies.**

Member Secretary reported that, the academic council has nominated two experts from outside parent University to 19 Board of Studies. Following is the list:-

**1. ENGLISH AND COMMUNICATIVE STUDIES**

1. Dr. Anne Angeline Abraham, Associate Professor, Department of English, Bishop Moore College, Mavelikkara.
2. Dr. S.R Sanjeev, Asst. Professor & HOD – Dept. of Journalism & Mass Communication, Mar Ivanios College, Thiruvanthapuram.

**2. MALAYALAM**

1. Dr. S. Preeya, Professor, Department of Malayalam Sree Sankaracharya Sanskrit University, Kalady.
2. Dr. Rajesh M. R., Assistant Professor, Department of Malayalam, Sree Kerala Varma College, Thrissur.

**3. HINDI**

1. Dr. Jayakrishnan K.M, Asso. Professor & Head, Dept. of Hindi, Christ College, Irinjalakuda. Thrissur.
2. Dr. Sasikala Nampoothiri, Asso. Professor & Head, Dept. of Hindi, S.D College, Alapuzha.

**4. MATHEMATICS**

1. Dr. A. Krishnamoorthy, Professor Emeritus, Dept. of Mathematics, CUSAT.
2. Dr. P.B Vinodkumar, Professor, Department of Mathematics, Rajagiri College of Engineering, Kalamasserry, Ernakulam.

**5. PHYSICS**

1. Dr. K.C James, Professor, School of Physics, University of Hyderabad, Hyderabad.
2. Dr. V. Biju, Ass. Professor, Dept. of Physics, University of Kerala, Thiruvananthapuram.

**6. CHEMISTRY**

1. Dr. Manoj K. J, Scientist, Rubber Research Institute of India, Kottayam.
2. Dr. Desy P Koruthu, Associate Professor, Christian College, Chengannur.

**7. ZOOLOGY**

1. Dr. Johnson Baby, Associate Professor and Head, Department of Zoology, Christian college, Chengannur.
2. Dr. Nagendra Prabhu, Associate Professor, Department of Zoology, Sanatana Dharma College, Alleppey.

**8. BOTANY**

1. Dr. Dennis Thomas T, Professor & HOD – Botany, Central University, Kasargod.
2. Dr. Radhamany P.M, Professor, Dept. of Botany, University of Kerala, Thiruvananthapuram.

**9. FAMILY AND COMMUNITY SCIENCE**

1. Dr. Suma Divakar, Associate Professor, Agriculture College, Vellayani
2. Dr. Selsa, Assistant Professor, SN College for women, Kollam

**10. BIOTECHNOLOGY**

1. Dr. A. Jayakumaran Nair, HOD – Biotechnology, University of Kerala, Thiruvananthapuram.
2. Dr. Bindu Roy, Scientist, Rubber Research Institute of India, Kottayam.

**11. COMPUTER SCIENCE**

1. Dr. Jalaja M.J, Rajiv Gandhi Institute of Technology, Kottayam.
2. Dr. Kannan. B, Associate Professor, Department of Computer Applications, Cochin University.

**12. ECONOMICS**

1. Dr. P.K Santosh Kumar, Asst. Professor, Economics, CUSAT.
2. Dr. Jisha V John, Asst. Professor, Christian College, Chengannur.

**13. HISTORY**

1. Dr. Shaji. A, Associate Professor in History, School of Distance Education, University of Kerala, Thiruvananthapuram.
2. Dr. Susan Thomas, Professor, Department of History, Sree Sankaracharya University, Thuravoor Centre.

**14. COMMERCE**

1. Dr. Santhosh Kumar S, Professor, School of Management Studies, CUSAT.
2. Dr. Joseph James, Associate Professor & HOD – Commerce, Fatima Mata National College, Kollam.

**15. SOCIOLOGY**

1. Dr. Shobha B. Nair, Associate Professor & HOD, University of Kerala, Karyavattom Campus.
2. Dr. Antony Palackal, Associate Professor, Department of Sociology, University of Kerala, Karyavattom Campus.

**16. STATISTICS**

1. Dr. K. K Jose, Former faculty, Central University, Hyderabad.
2. Dr. Asha Gopalakrishnan, Dept of Statistics, Cochin university of Science and technology, Cochin.

**17. POLITICAL SCIENCE**

1. Prof. Joseph Antony, Former Director, Department of Political Science, Kerala University, Kariyavattom.
2. Dr. Samuel J Kuruvilla, Assistant Professor, Department of Political Science, Kerala University, Kariyavattom.

**18. PHYSICAL EDUCATION**

1. Dr. Dhinu M R, HOD, Deputy Director, Department of Physical Education, Sree Sankaracharya University of Sanskrit, Kalady.
2. Lt. Dr. Baiju P. Jose, HOD, Asst. Professor, Department of Physical Education, St. Cyril's College, Adoor.

**19. SYRIAC**

1. Rev. Saju C Pappachan, Marthoma Theological Seminary, Kottayam.
2. Dr. Stephen Olickal, St. Johns College, Anchal.

After discussion, the council approved the above list of experts.

**Agenda:Item 1****Declaration of Result****i. 2<sup>nd</sup> Semester PG Programme(2017 Admission)**

Dr. Tomy Mathew, COE made a presentation about the result and circulated the following consolidated statement of result of 2<sup>nd</sup> semester PG (2017 Admission).

**CMS COLLEGE KOTTAYAM ( Autonomous)****Total Result -PG Sem-II May 2018**

Programmes	Total Students Registered	Total Students Appeared	A	B	C	D	F	Passed	PG Sem 2 May 2018	PG Sem 1 Dec 2017	PG Sem 2 June 2017
MA English	23	23	4	18	1	0	0	23	100.00%	87.50%	100.00%
MA Malayalam	13	13	0	12	1	0	0	13	100.00%	92.86%	35.71%
MA Sociology	17	17	1	11	3	0	2	15	88.24%	77.78%	76.19%

<b>MA History</b>	7	7	0	4	1	0	2	5	<b>71.43%</b>	71.43%	59.53%
<b>M.Com</b>	17	17	4	13	0	0	0	17	<b>100.00%</b>	88.89%	88.24%
<b>M.Sc Physics</b>	13	13	9	4	0	0	0	13	<b>100.00%</b>	84.62%	61.54%
<b>M.Sc Applied Physics</b>	9	9	2	5	0	0	2	7	<b>77.78%</b>	55.56%	57.14%
<b>M.Sc Botany</b>	11	11	0	10	0	0	1	10	<b>90.91%</b>	90.91%	70.00%
<b>M.Sc Biotechnology</b>	7	7	1	5	0	0	1	6	<b>85.71%</b>	100.00%	66.67%
<b>M.Sc Chemistry</b>	15	15	2	9	0	0	4	11	<b>73.33%</b>	93.33%	83.33%
<b>M.Sc Applied Chemistry</b>	15	15	0	12	0	0	3	12	<b>80.00%</b>	100.00%	60.00%
<b>M.Sc Analytical Chemistry</b>	13	13	1	8	0	0	4	9	<b>69.23%</b>	57.14%	100.00%
<b>M.Sc Food Service Management and Dietetics</b>	6	6	1	3	0	0	2	4	<b>66.67%</b>	100.00%	80.00%
<b>M.Sc Mathematics</b>	25	25	12	8	2	0	3	22	<b>88.00%</b>	72.00%	59.01%
<b>M.Sc Zoology</b>	12	12	0	8	2	0	2	10	<b>83.33%</b>	75.00%	91.67%
<b>Total</b>	203	203	37	130	10	0	26	177	<b>87.19%</b>	82.69%	73.68%

The Chairman declared the result of 2<sup>nd</sup> semester PG programmes(2017 Admission).

After analyzing the result, the council pointed out that the pass percentage of various courses viz. M.A History, M.Sc Analytical Chemistry and M.Sc Food Service Management & Dietetics is low. The council entrusted the Principal to take necessary steps for remedial coaching.

ii. **2<sup>nd</sup> Semester UG programme(2017 Admission)**

Dr. Tomy Mathew, COE made a presentation about the result and circulated the following consolidated statement of results of 2<sup>nd</sup> semester UG programme (2017 Admission).

**CMS COLLEGE KOTTAYAM ( Autonomous)**

**Total Result -UG - Sem 2 April 2018**

Programmes	Total Students Registered	Total Students Appeared	S	A+	A	B+	B	C	D	F	Passed	Pass% Sem 2	Pass% Sem 1
B.A. Communicative English	33	33	0	0	9	11	6	0	0	7	26	78.79	63.64
B.A. Economics	40	40	0	1	10	5	8	2	0	14	26	65.00	72.50

B.A. English	46	46	0	1	13	10	8	4	0	10	36	78.26	80.43
B.A. History	46	46	0	1	3	6	6	3	0	27	19	41.30	54.35
B.A. Malayalam	23	23	0	1	4	3	2	0	0	13	10	43.48	65.22
B.Sc. Biotechnology	32	32	0	3	11	8	4	0	0	6	26	81.25	78.13
B.Sc. Botany	46	46	0	5	10	12	4	0	0	15	31	67.39	71.74
B.Sc. Chemistry	37	37	0	4	18	8	2	0	0	5	32	86.49	83.78
B.Sc. Family & Community Science	26	26	0	0	2	2	2	0	0	20	6	23.08	10.71
B.Sc. Physics	40	40	0	3	15	9	2	1	0	10	30	75.00	88.10
B.Sc. Mathematics	40	40	0	2	17	8	3	0	0	10	30	75.00	87.50
B.Sc. Zoology	44	44	0	2	11	10	3	0	0	18	26	59.09	61.36
BCA	31	31	0	0	2	9	10	2	0	8	23	74.19	58.06
B.Com Finance & Taxation - Aided	54	54	0	2	18	11	11	5	0	7	47	87.04	87.04
B.Com Finance & Taxation - Self Financed (A)	56	56	0	3	9	18	9	4	0	13	43	76.79	87.93
B.Com Finance & Taxation -Self Financed-(B)	39	39	0	1	9	9	8	4	0	8	31	79.49	75.00
<b>Total</b>	<b>633</b>	<b>633</b>	<b>0</b>	<b>29</b>	<b>161</b>	<b>139</b>	<b>88</b>	<b>25</b>	<b>0</b>	<b>191</b>	<b>442</b>	<b>69.83</b>	<b>72.50</b>

The Chairman declared the result of 2<sup>nd</sup> semester UG programmes (2017 Admission).

After analyzing the result the council pointed out that the pass percentage of BA Economics, History, Malayalam, B.Sc Botany, Zoology and Home Science is very low. The council entrusted the Principal to appoint external faculty, if necessary for remedial coaching.

### **Agenda: Item 2**

#### **Approval for B.Voc programs & MA Economics.**

##### **a) B.Voc programs:**

Member Secretary reported that as per UGC directive dated 14<sup>th</sup> June 2018, College submitted proposal to UGC for commencing two B.Voc programs with UGC Aid, viz. Travel Tourism and Logistics Management and Information Technology under National Skill Qualification Work (NSQF). Syllabus and regulations are prepared with the technical support of experts in the field. It is also reported that UGC will provide financial assistance of Rs.

1.70 crore in various stages. The curriculum of both programs was approved by the Academic council and is forwarded to the Governing council for final approval.

After discussion it is decided to start two B.Voc programs. The venue is proposed to be up stair floors of canteen building.

**b) MA Economics:**

Member Secretary reported that the College has submitted proposal to Mahatma Gandhi University to start MA Economics program under aided stream. It was also reported that officials from Mahatma Gandhi University inspected the premises and the College is awaiting report.

After discussion it is decided to start MA Economics course subject to the approval from Mahatma Gandhi University.

**Agenda:Item 3**

**Approval for instituting :**

**a) Research Excellence award for teachers.**

Member secretary reported that, the academic council proposed to implement Research Excellence awards for teachers for promoting research in various domains viz. Physical Science, Life Science, Humanities and Languages.

The award is given annually for the research activities of the faculty member in the previous year commencing from June 1 to May 31. A Minimum score 30 is to be scored by a faculty member to be considered for the award. The duly filled proforma, attached with proof shall be submitted to the Principal. Data will be counter verified with DSAR.

After discussion, the council approved the proposal and to initiate Rev. Joseph Peet Award for the best researcher every year. The council decided to evaluate the best researcher through the following criteria.

**CMS COLLEGE KOTTAYAM (AUTONOMOUS)**

**Rev. JOSEPH PEET AWARD FOR BEST RESEARCHER IN .....**

CMS COLLEGE KOTTAYAM (AUTONOMOUS) Rev. JOSEPH PEET AWARD FOR BEST RESEARCHER -		Maximum Score	Obtained Score
<b>Score Distribution</b>			
<b>Criterion 1: Publication of articles:</b>			
1.UGC approved journals	a) First/corresponding Author – 2 Score / paper	<b>40</b>	
	b) Co-Author- 1 Score each / paper		
2.Journals indexed in Web of Science/ Scopus /ICI	a) First/corresponding Author - (i) impact factor < 2.5: 4 Score/paper (ii) impact factor ≥ 2.5: 6 Score/paper		
	b) Co-Author- (i) impact factor < 2.5:2 Score / paper (ii) impact factor ≥ 2.5: 4 Score / paper		
<b>Criterion 2: Book Publishing</b>			
3.Books published	a) International publisher (single author) :12Score; chapter- 4 Score	<b>12</b>	
	b) National publisher (single author) :8Score; chapter- 2 Score		
	c) State level publisher (single author) : 5 Score; chapter- 1 Score		
<b>Criterion 3: Research</b>			
4. Projects	a) Major Project(completed >5 lakhs) –10 Score (ongoing 2 score for the sanctioned period)		

	b) Minor Project(completed) –5 Score (ongoing 1 score for the sanctioned period)	15	
	c) Individual research collaborations (as evident by publications) 2 Score		
5. Research Guideship	a) 1 Score / student for first five years – Max 6 Score	15	
	b) Ph.D degree awarded (current year) – 5 Score / student		
6. Consultancy	Industrial Consultancy with a minimum income generation of Rs. 10,000/-	5	
7. Patents	International/National Patent	5	
<b>Criterion 4: Leadership</b>			
8. Editor /Ass. Editor	Editor of international/ UGC listed research journals: 2 Score per journal.		
9. Reviewer	Reviewer forUGC approved research journals:2 Score per journal.		
10.Resource Person	Keynote speaker in International/National seminars/ workshops: 2 Score per seminar/workshop	5	
11. Criterion5: Others	Any other commendable research activity	3	
<b>Total Score</b>		<b>100</b>	

It is decided to give, cash award and certificate to researchers under the following domains.

- a) Physical Science - Rs. 25000/-
- b) Life Science - Rs. 25000/-
- c) Humanities - Rs. 25000/-
- d) Languages - Rs. 25000/-

The council entrusted Rev. Jacob George, Bursar to allocate Rs. 100000/- from Management a/c for this purpose.

**b) Issuing rank certificates for UG & PG programs.**

Member secretary reported that, in the present autonomous system students are facing difficulty to attain ranks in University level since the examinations are conducted by the College itself. The academic council proposed to issue rank certificates for the class toppers who secure minimum A+ grade for UG and A grade for PG programs.

After discussion, the council approved the proposal and to initiate rank certificate to the class toppers every year.

**c) Awards for best class (UG & PG) and best student (UG & PG)**

Member secretary reported that, the academic council proposed to implement award for best class and best student for UG & PG, considering the academic performance and participation in extracurricular activities.

The council decided to give a citation and a cash award of Rs. 10,000/- each to best final year outgoing students of both UG & PG programs.

After discussion, the council approved the proposal for implementing award for best class and best student for both UG and PG programs. The council decided to evaluate the best class and students through the following criteria:-



**CMS COLLEGE KOTTAYAM (AUTONOMOUS)**  
**BEST CLASS AWARD – Under Graduate**  
**Marks Distribution**

<b>CMS COLLEGE KOTTAYAM (AUTONOMOUS)</b> <b>BEST UNDER GRADUATE CLASS AWARD -</b> <b>Score Distribution</b>		Maximum Score	Score Obtained
<b>Criterion 1: Academics:</b>		<b>50</b>	
<i>No. of students passed X 50</i> <i>No. of students appeared</i>			
<b>Criterion 2 : Co-curricular / Extra-curricular</b>			
1. Sports	a) Membership in college team (1/2 Score per student)	<b>2</b>	
	b) Annual sports event (individual) – I /II positions ( 1 Score / event)	<b>3</b>	
	c) Inter university / inter collegiate / national championship – I/II/III positions (2 Score per event)	<b>6</b>	
	d) International championship : individual/Team (I, II or III positions 2 score per event)	<b>2</b>	
2.NSS/NCC/ Other co-curricular activities	a) Leadership at the college/University/State level (1/2 Score per student)	<b>2</b>	
	b) NSS/NCC awards including participation in Republic Day parade, National integration Camp selection from University – I/II positions (1 Score per student)	<b>4</b>	
3. College Union	a) Membership (1/2 Score per student)	<b>2</b>	
	b) Arts Festival at the college level – I / II positions (1 Score per event)	<b>5</b>	
	c) University youth festival & Inter university youth festival – I/II positions/A Grade (2 Score per event)	<b>6</b>	
4. Associations	Inter collegiate programs / Fests – I/II positions (1 Score per event)	<b>6</b>	
5.Student achievement /award	Scholarships (Inspire/aspire/Higher Education/Centre sector) 2 score per student/award	<b>2</b>	
6. Award/Prizes	New idea /New design etc	<b>2</b>	
7..Village Extension Activity	Organization of extension activity at the adopted village 3 score per activity	<b>6</b>	
8.. Any other	Any other commendable activity or innovation	<b>2</b>	
<b>TOTALSCORE</b>		<b>100</b>	

**CMS COLLEGE KOTTAYAM (AUTONOMOUS)**

**BEST CLASS AWARD – Post Graduate**

**Marks Distribution**

CMS COLLEGE KOTTAYAM (AUTONOMOUS) BEST POST GRADUATE CLASS AWARD – Score Distribution		Maximum Score	Score Obtain ed
<b>Criterion 1. Academics</b>		<b>50</b>	
<i>No. of students passed X 50</i> <i>No. of students appeared</i>			
<b>Criterion 2 : Co-curricular / Extra-curricular</b>			
1. Conferences / Seminars	a) Participation (1/2 Score per student)	<b>2</b>	
	b) Paper presentation (2 Score per student)	<b>4</b>	
	c) Publication in UGC approved journals (3 Score per student)	<b>9</b>	
2.Sports	a) Membership in college team (1/2 Score per student)	<b>1</b>	
	b) Annual sports event (individual) – I /II/positions ( 1 Score / event)	<b>2</b>	
	c)Inter university / inter collegiate / national championship – I/II /III positions (2 Score per event)	<b>4</b>	
	d) International championship : individual/Team (I, II or III positions 2 score per event)	<b>2</b>	
3. College Union	a) Membership (1/2 Score per student)	<b>2</b>	
	b) Arts Festival – I/ II positions (1 Score per event)	<b>4</b>	
	c) University youth festival & Inter university youth festival – I/II/ positions /A Grade (2 Score per event)	<b>4</b>	
4. Associations	Inter collegiate programs / Fests – I/II positions (1 Score per event)	<b>4</b>	
5.Student achievement /award	Scholarships (Inspire/aspire/Higher Education/Centre sector) 2 score per student/award	<b>2</b>	
6. Award/Prizes	New idea /New design etc	<b>2</b>	
7.Peer Teaching	<i>No. of students involved X 4</i> <i>Total number of in the class</i>	<b>4</b>	
8..Village Extension Activity	Organization of extension activity at the adopted village 2 score per activity	<b>2</b>	
9. Any other	Any other commendable activity /achievement	<b>2</b>	
<b>TotalScore</b>			

**CMS COLLEGE KOTTAYAM (AUTONOMOUS)**

**BEST POST GRADUATE STUDENT AWARD**

**Marks Distribution**

CMS COLLEGE KOTTAYAM (AUTONOMOUS) BEST POST GRADUATE STUDENT AWARD – Score Distribution		Maximum Score	Score Obtained
<b>I</b>	<b>CURRICULAR ASPECTS</b>		
	i) CGPA converted in to Maximum 40 index $\frac{\text{CGPA scored} \times 40}{\text{Maximum CGPA}}$	40	
	ii) Rank/ Positions - I Rank = 5, II Rank = 3, III Rank = 2.	5	
<b>II</b>	<b>CO- CURRICULAR ASPECTS</b>		

	iii)	Summer school/Internships/Research projects at other Institute : National =5, State =3	5	
	iv)	Participated in Seminars: International/National level=1, State level= 05,	1	
	v)	Paper presented at Seminars :International=2, National=2 State=1,	2	
	vi)	Article Published in Journals- International=4, National=3, others=1	4	
	vii)	Merit Scholarship/award from state/national or other funding agencies	3	
<b>III</b>		<b>EXTRA-CURRICULAR ASPECTS</b>		
	viii)	Cultural activities ((Dance/Music/Literary/Debates/Quiz , project etc) College Arts festival level : 1 <sup>st</sup> or 2 <sup>nd</sup> =1, Participation=0.5 Inter-collegiate Fest: 1 <sup>st</sup> or 2 <sup>nd</sup> =1, Participation=0.5 Inter collegiate(University): 1 <sup>st</sup> =3, 2 <sup>nd</sup> =2, 3 <sup>rd</sup> or A Grade = 1, Participation=0.5 National Level: 1 <sup>st</sup> =4, 2 <sup>nd</sup> =3, 3 <sup>rd</sup> = 2, Participation=1	7	
	ix)	Sports and games :College Annual Sports : 1 <sup>st</sup> or 2 <sup>nd</sup> =1, Participation=0.5 Inter-collegiate(university): 1 <sup>st</sup> =3, 2 <sup>nd</sup> =2, 3 <sup>rd</sup> = 1, Participation=0.5 National Level: 1 <sup>st</sup> =4, 2 <sup>nd</sup> =3, 3 <sup>rd</sup> = 2, Participation=1	7	
<b>IV</b>		<b>PROGRESSION</b>		
	x)	Qualified National/International Level tests like NET/CSIR/JRF/GATE/GRE/JEST/etc.	5	
	xi)	Job placements with average monthly salary of:Rs. 25000 or more = 10 Rs 10,000 to 25000=5	10	
	xii)	Admission to Higher Education institutions Ph D in National level institutes like IIT or internationally accredited universities = 8 Ph D in colleges and universities=5: M Phil, B Ed etc, = 1	8	
	xiii)	Member of college union executive committee /other official committees in the college	1	
	xiv)	Any other commendable activity /achievement.	2	
<b>TotalScore</b>			100	

## CMS COLLEGE KOTTAYAM (AUTONOMOUS)

### BEST UNDER GRADUATE STUDENT AWARD

#### Marks Distribution

		<b>CMS COLLEGE KOTTAYAM (AUTONOMOUS) BEST UNDER GRADUATE STUDENT AWARD – Score Distribution</b>	Maximum Score	Score Obtained
<b>I</b>		<b>CURRICULAR ASPECTS</b>		
	i)	CGPA converted in to Maximum 40 index $\frac{CGPA\ scored \times 40}{Maximum\ CGPA}$	40	
	ii)	Rank/Positions- I Rank = 5, II Rank = 3, III Rank = 2.	5	
<b>II</b>		<b>CO- CURRICULAR ASPECTS</b>		
	iii)	Internships/Summer School/Research projects at other Institute : National =5, State =3	5	
	iv)	Participated in Seminars : <i>International/ National level 1 /state = 05,</i>	1	
	v)	Paper presented in State/National/International Seminars <i>International=2. , National level=1, State level= 05,</i>	2	
	vi)	Article/academic writings Published in Journals: International=3, National= 2, others=1	4	

	vii)	Merit Scholarship/award from state/national or other funding agencies	3	
<b>III</b>		<b>EXTRA-CURRICULAR ASPECTS</b>		
	viii)	Cultural activities ((Dance/Music/ literary/Debates/Quiz, project etc) College Arts festival level : 1 <sup>st</sup> or 2 <sup>nd</sup> =1, Participation=0.5 Inter-collegiate Fest: 1 <sup>st</sup> or 2 <sup>nd</sup> =1, Participation=0.5, Inter collegiate(University): 1 <sup>st</sup> =3, 2 <sup>nd</sup> =2, 3 <sup>rd</sup> = 1, Participation=0.5 National Level: 1 <sup>st</sup> =4, 2 <sup>nd</sup> =3, 3 <sup>rd</sup> = 2, Participation=1	8	
	ix)	Sports and games College Annual Sports : 1 <sup>st</sup> or 2 <sup>nd</sup> =1, Participation=0.5 Inter-collegiate(university): 1 <sup>st</sup> =3, 2 <sup>nd</sup> =2, 3 <sup>rd</sup> = 1, Participation=0.5 National Level: 1 <sup>st</sup> =4, 2 <sup>nd</sup> =3, 3 <sup>rd</sup> = 2, Participation=1	8	
<b>IV</b>		<b>PROGRESSION</b>		
	x)	Qualified national or international exams like IELTS, JAM/ISER etc.	4	
	xi)	Job placements with average monthly salary of: Rs. 25000 or more = 10 Rs 10,000 to 25000= 8	10	
	xii)	Admission to Higher Education institutions PG in National level institutes like IIT, IIM, IISc., etc., or Central Universities / internationally accredited universities = 8; Other universities and colleges =- 5 B Ed, etc.= 2	8	
	xiii)	Member of college union executive committee /other official committees in the college	1	
	xiv)	Any other commendable activity /achievement	1	
	<b>Total Score</b>		100	

After discussion, the council approved the proposal for implementing award for best class and best student for both UG & PG programs and decided to offer bus fare for an excursion made by the students of best class.

#### **d) Financial Incentive**

Member secretary reported that, the academic council proposed to implement Financial incentive for paper publications – Rs. 3000/- for papers published in Web of science / Scopus indexed journals and Rs. 1500/- for paper published in UGC listed journals.

After discussion, the council approved the proposal.

#### **Agenda: Item 4**

##### **Approval for rescheduling practical exams of UG programs.**

Member secretary reported that, in the present autonomous system and examination schedule it is difficult to get external examiners for the conduct of practical examinations and the academic council proposed to conduct practical examination semester wise / annually according to the pattern of Mahatma Gandhi University and also as per the decision of respective Board of Studies.

After discussion it is decided to approve the proposal.

#### **Agenda: Item 5**

##### **Approval of Audited Receipts & Payments account and Utilization Certificate in respect of Autonomous Grant for the year 2017 - 2018.**

Member secretary reported that the College has received Autonomous Grant of Rs. 17,75,278/- for the year 2017 - 2018 on 13.11.2017. College has clubbed the previous year unspent amount

of Rs. 1,10,600/- and cash at bank of Rs. 1761/- with Autonomous Grant for the year 2017 – 2018 of Rs. 17,75,278/- to a total of Rs. 18,87,639/- . College has utilized Rs. 18,87,617.36/- and a balance of Rs. 21.64/- in Central Bank of India a/c.

It was also reported that, the Finance Committee held on 11.09.2018 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 Receipts & Payments 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 6**

#### **Approval of proposed Budget for the release of Autonomous Grant for the year 2018 -2019.**

Member secretary reported that, Finance Committee held on 11.09.2018 has approved and forwarded the Budget for Autonomous Grant from UGC for the year 2018 – 2019 for final approval.

Copy of Budget for Autonomous Grant for the year 2018 - 2019 was circulated to all the members.

It was reported that budgeted amount is Rs.20,000,00/-. After discussion, the council decided to forward the following Budget to University Grants Commission for the release of Autonomous Grant for the year 2018 – 2019.

### **CMS COLLEGE KOTTAYAM (AUTONOMOUS) Budget for the Academic year 2018 - 2019**

<b>GENERAL (031)</b>		
<b>Sl. No.</b>	<b>Item</b>	<b>Budget Rs.</b>
i	Guest / Visiting Faculty	150000
ii	Orientation and re-training of teachers	50000
iii	Re-designing courses and development of teaching / learning materials	200000
iv	Workshop and Seminars	275000
v	Examination reforms	300000
vi	Upgradation of syllabus on regular basis making it skill oriented with quantifiable outcomes	100000

vii	Capacity building for teachers	75000
viii	Extension Activities	150000
	<b>TOTAL - GENERAL (031)</b>	<b>1300000</b>
<b>CAPITAL (035)</b>		
<b>Sl. No.</b>	<b>Item</b>	<b>Budget Rs.</b>
i	Office equipment, teaching aids and laboratory equipment	400000
ii	Furniture for office, Class rooms, Library and Laboratories	250000
iii	Library equipment, books/journals	50000
iv	Renovation and repairs not leading to construction of a new building	0
	<b>TOTAL - CAPITAL (035)</b>	<b>700000</b>
	<b>GRAND TOTAL (GENERAL + CAPITAL)</b>	<b>2000000</b>

### **Agenda: Item 7**

#### **Department Accreditation.**

Member Secretary reported that, all the departments are actively working for the completion of the DSAR format. It is expected that all the Departments will be submitting the completed format in the stipulated time.

After discussion the council entrusted Principal to complete the process within the time limit.

### **Agenda: Item 8**

#### **Approval for inclusion of Value Added Courses in the curriculum.**

Member Secretary reported that it was decided to provide the following elective courses as per UGC directives.

- As per UGC directive dated 23.02.2018 to provide Swachcha Bharat Abhiyan under CBCS as an elective course with two credits for 100 hours.
- As per UGC directive dated 13.08.2018 to implement NCC as an elective subject in Autonomous Colleges. It is proposed to start NCC as an elective course with two credits for 100 hours.
- To incorporate Value Added and Service Learning Initiatives to inculcate social consciousness and service motive in the student. Each student shall undergo 20 hours of involvement in the value added initiatives in a semester. A student shall fulfill the minimum mandatory requirement of 80 hours (with a minimum of 75%

attendance) in the two years (I<sup>st</sup> and II<sup>nd</sup>) for value added initiatives for the successful completion of a UG degree program.

Member secretary reported that it was decided in the Academic Council to change the name of the elective course 'Swachcha Bharat Abhiyan' as "Environmental Hygiene, Waste & Sanitation Management".

After discussion the council approved the proposal.

#### **Agenda: Item 9**

##### **Approval for conduct of International conference on Advances in Applied Probability and Stochastic Process (Dept. of Mathematics).**

Member secretary reported that, Centre for Research in Mathematics, Department of Mathematics proposed to conduct International Conference on Advances in Applied Probability and Stochastic Processes from 07<sup>th</sup> to 10<sup>th</sup> January 2019 at CMS College Kottayam.

After discussion the council approved the Program and appointed Dr. Varghese C Joshua, Assoc. Professor, Dept. of Mathematics as the program coordinator.

#### **Agenda: Item 10**

##### **Online Examination**

Member secretary reported that as part of the automation of evaluation system and also to equip the students for online competitive examinations it is decided to include online examination in the evaluation process.

After discussion it was decided to incorporate online examination for one of the two In semester examinations or for the objective type component of End semester examination.

#### **Agenda: Item 11**

##### **Other matters**

##### **a) Approval of remuneration to staffs for the conduct of Autonomous Examinations.**

Member secretary reported that, Dr. Tomy Mathew, Controller of Examinations proposed regarding payment of remuneration to Chief Supdt., Additional Chief Supdt., Senior Assistant, Invigilators, Off. Supdt., Clerks, Skilled Assts., Lab Staffs, Store Keeper, Mechanic, Herbarium Keeper and Peons for the conduct of autonomous examinations of both UG and PG programs.

Proposal follows.

##### **Theory Examinations**

Sl. No.	Designation	Rate of remuneration / Session
1	Chief Superintendent	Rs. 200/-
2	Additional Chief Superintendent	Rs. 170/-
3	Senior Assistant	Rs. 120/-
4	Invigilators	Rs. 100/-
5	Office Superintendent	Rs. 90/-
6	Clerks	Rs. 15/- for every 10 candidates or part there of subject to a minimum of Rs. 45/-

7	Peons	Rs. 15/- for every 10 candidates or part thereof subject to a minimum of Rs. 45/-
8	Preliminary arrangements	Rs. 1/- per candidate

**Practical Examinations (UG)**

Sl. No.	Designation	Rate of remuneration / Session
1	Skilled Assistant	Rs. 9/- per candidate for 3hrs exam, minimum of Rs. 90/- per exam (Two skilled assistants are permitted for Chemistry and Zoology only)
2	Laboratory Staff	Rs. 7/- per candidate for 3hrs exam, minimum of Rs. 70/- per exam
3	Store Keeper	Rs. 70/- per day for Chemistry Department
4	Mechanic	Rs. 70/- per day for Physics Department
5	Herbarium Keeper	Rs. 50/- per day for Botany Department

**Practical Examinations (PG)**

Sl. No.	Designation	Rate of remuneration / Session
1	Skilled Assistant	Rs. 150/- per day if there are two batches of 3 hrs duration or more and attend by the same person Rs. 220/- per day will be allowed.
2	Laboratory Staff	Rs. 13/- per candidate for 3hrs exam, minimum of Rs. 70/- per exam
3	Store Keeper	Rs. 70/- per day for Chemistry Department
4	Mechanic	Rs. 70/- per day for Physics Department
5	Herbarium Keeper	Rs. 50/- per day for Botany Department

Member secretary reported that, the above proposal was approved by the Finance Committee and was forwarded for final approval.

After discussion the council approved the proposal and entrusted Principal to make payments to the staffs as per University pattern.

**b) Graduation Day Ceremony**

Member Secretary reported that it is decided to organize the Graduation Day ceremony for the passed out batch of PG students (2016-18).

After discussion the council entrusted the Principal to invite any renowned person or academician as Chief Guest for the Ceremony.

**c) Approval of PG Diploma course in Travel Tourism & Logistics Management.**

Member Secretary reported that it was decided to start PG Diploma course in Travel Tourism & Logistics Management. The syllabi approved by the Board of Studies is also placed before the meeting.



After discussion the council approved the decision and entrusted Principal to inform the decision to Mahatma Gandhi University.

**d) Add on course for Zoology**

Member Secretary reported that an Add on course “Advanced Diploma in Medical coding” is proposed to be included in the syllabus of Zoology. The syllabi approved by the Board of Studies of Zoology was also placed before the meeting.

After discussion the council approved the proposal.

**e) Modification in revised curriculum**

Member Secretary reported that there was a portion to be added in the curriculum of English and Malayalam which was left out during the printing of revised curriculum.

After discussion the council approved the decision and entrusted Principal to send the revised proposal to Mahatma Gandhi University for approval.

**f) Expansion of College council**

Member Secretary reported that it was proposed to expand the present College council by electing members from the teaching faculty. The tenure of such members of College council will be equivalent to that of Governing Council and Academic Council members.

After discussion the council entrusted Principal to re-constitute College council with the above mentioned members.

**g) Community College**

Member Secretary reported the need of starting a Community College to provide skill based education to those who could not avail regular education.

After discussion it was decided to start a Community College and to give application to University Grants Commission for necessary funding. It was also decided to offer a Diploma course in Carpentry and Interior Designing work by making use of facilities of CMS Industrial School, Kottayam.

Dr. Mini Chacko rendered vote of thanks.

The meeting came to a close at 3.45 pm.

Dr. Roy Sam Daniel  
(*Ex-Officio Secretary*)

(Read and Confirmed)

Most. Rev. Thomas K Oommen  
(*Chairman – Governing Council*)