

Minutes of the Governing Council meeting of CMS College Kottayam (Autonomous) (GC/20.01) held at 9.30am on 11thFebruary2020 in the IQAC Conference Hall, CMS College Kottayam (Autonomous).

Members Present

- 1) Very. Rev. Daniel George, Bishop Commissary – CSI Madhya Kerala Diocese, Kottayam
- 2) Rev. John Issac, Clergy Secretary, CSI Madhya Kerala Diocese, Kottayam: **Member**
- 3) Rev. Thomas Paikad, Treasurer, CSI Madhya Kerala Diocese, Kottayam: **Member**
- 4) Rev. Jacob George, Bursar -CMS College Kottayam: **Member**
- 5) Sri. Jacob Philip Monkuzhy, Secretary, Higher Education Board - CSI Madhya Kerala Diocese, Kottayam : **Member**
- 6) Dr. Mini Chacko, Vice Principal: **Member**
- 7) Dr. Beena Mathew: **Member** (University Nominee)
- 8) Dr. Varghese C Joshua, Assoc. & Prof. HOD – Mathematics: **Member**
- 9) Dr.Joji John Panicker, IQAC Director, Asst. Prof. Dept. of English: **Member**

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

Inconvenience of Dr. Soma Bandyopadhyay (UGC nominee) and Dr. K.K Damodaran (Government nominee) to attend the meeting was recorded.

The meeting was presided over by Very. Rev. Daniel George, Bishop Commissary – CSI Madhya Kerala Diocese, Kottayam.

Principal welcomed the members.

Dr. Roy Sam Daniel, Ex-officio Secretary read the minutes of previous meeting (GC/19.08 dated 16.12.2020) and the members unanimously approved the same with the following correction.

The number of examination malpractices reported is to be corrected as **12** instead of 14.

Action Taken:

1) Online Valuation.

Dr. Mini Chacko made a brief presentation about the feasibility of implementation of online valuation of answer scripts. It was also reported that a more detailed study is needed and more time is required for the process.

After discussion, the council decided to constitute a committee with the following members to prepare a detailed report and to present the same in the next meeting.

- a) Dr. Mini Chacko
- b) Dr. Varghese C Joshua
- c) Dr. Joji John Panicker

2) Graduation Day Ceremony.

Member Secretary reported thatthe Graduation day Ceremony was conducted on 11th February 2020. Dr. Jancy James, Former Vice Chancellor – Central University of Kerala and Mahatma Gandhi University was the chief guest.

Agenda Item: 1**Declaration of Results****I. UG 1stSemester (November2019Examinations)**

Dr. Mini Chacko, COE presented the result of UG 1st Semester (November 2019 Examinations) and circulated the following consolidated statement of results.

CMS COLLEGE KOTTAYAM (Autonomous)**Total Result - UG Examination (2019 Admissions -Regular) -Sem I NOV 2019**

Programme	Total Students Registered	Total Students Appeared	S	A+	A	B+	B	C	D	F	Passed	Percentage
B.A English Language and Literature Model I	46	45	0	2	13	6	9	1	0	15	31	67.39
B.A Malayalam Language and Literature Model II Copy Editing	22	22	0	0	5	10	2	1	0	4	18	81.82
B.A History Model I	46	46	0	0	0	8	9	5	0	24	22	47.83
B.A Economics Model I	31	31	0	1	5	6	7	1	0	11	20	64.52
B.A English Literature ,Communication and Journalism Model III (Triple Main) (Self Financing)	29	29	0	0	3	2	9	0	0	15	14	48.28
B.Sc Mathematics Model I	35	35	1	6	11	7	3	1	1	5	30	85.71
B.Sc Physics Model I	35	35	0	4	14	5	3	0	0	9	26	74.29
B.Sc Chemistry Model I	37	37	0	4	15	10	4	0	0	4	33	89.19
B.Sc Zoology Model I	39	39	0	1	14	8	5	1	0	10	29	74.36
B.Sc Botany Model I	35	35	0	2	4	12	3	2	0	12	23	65.71
B.Sc Family & Community Science Model I	25	24	0	0	1	5	2	1	0	16	9	36
B.Sc Botany and Biotechnology Model III Double Main (Self Financing)	32	31	0	3	6	6	5	4	0	8	24	75
Bachelor of Computer Application (B C A) (Self Financing)	32	32	0	6	4	6	7	2	0	7	25	78.12
B.Com Model I Finance & Taxation(Aided)	46	45	0	7	19	8	9	1	0	2	44	95.65
B.Com Model I Finance & Taxation(Self Financing) (A)	48	48	0	1	12	20	9	2	0	4	44	91.67

B.Com Model I Finance & Taxation(Self Financing) (B)	45	45	0	1	10	16	13	1	0	4	41	91.11
B.Voc-Travel , Tourism & Logistics Management	37	37	0	3	6	12	5	0	0	11	26	7.027
B.Voc- InformationTechnology	42	42	0	2	3	7	10	2	1	17	25	59.52
Total	662	658	1	43	145	154	114	25	2	178	484	73.56

After discussion, Chairman declared the result of UG 1st Semester November 2019 Examinations.

II. UG B.Voc 3rd Semester (January 2020 Examinations)

Dr. Mini Chacko, COE presented the result of UG B.Voc3rd Semester (January 2020 Examinations)and circulated the following consolidated statement of results.

CMS COLLEGE KOTTAYAM (Autonomous)

Total Result -B.Voc - Sem III January 2020

Programmes	Total Students Registered	Total Students Appeared	S	A+	A	B+	B	C	D	F	Passed	Pass% Sem 3 -2019
Information Technology	18	18	0	0	1	1	4	0	0	12	6	33.33
Travel Tourism & Logistics Management	27	27	0	0	2	9	6	1	0	9	18	66.67
Total	45	45	0	0	3	10	10	1	0	21	24	53.33

After discussion, Chairman declared the result of UG B.Voc 3rd Semester January 2020 Examinations.

III. PG 1st Semester (November 2019 Examinations)

Dr. Mini Chacko, COE presented the result of PG 1st Semester (November 2019 Examinations) and circulated the following consolidated statement of results.

CMS COLLEGE KOTTAYAM (Autonomous)

Total Result - PG Examination (2019 Admissions-Regular) -Sem I NOV 2019

Programme	Total Students Registered	Total Students Appeared	A+	A	B+	B	C+	C	D	F	Passed	Percentage
M.A English	23	22	0	1	3	6	5	2	3	3	20	86.96

M.A. Malayalam	11	11	0	3	3	3	1	1	0	0	11	100
M.A History(Self Financing)	18	18	0	1	2	5	3	3	0	4	14	77.78
M.A. Sociology	18	16	0	4	1	4	0	3	1	5	13	72.22
M.Sc. Mathematics	18	18	2	0	2	5	1	1	0	7	11	61.11
M.Sc. Physics	10	10	1	1	5	2	0	1	0	0	10	100
M.Sc. Applied Physics	9	9	0	3	1	2	0	1	0	2	7	77.78
M.Sc. Chemistry	14	14	1	4	1	1	1	1	1	4	10	71.43
M.Sc. Analytical Chemistry	13	13	0	2	3	3	2	2	0	1	12	92.31
M.Sc. Applied Chemistry	14	14	0	3	4	1	1	2	0	3	11	78.57
M.Sc. Zoology	8	8	0	2	2	0	1	0	0	3	5	62.5
M.Sc. Botany	10	10	0	2	5	2	1	0	0	0	10	100
M.Sc. Home Science Branch X(E) Dietetics and Food Service Management	19	19	0	0	2	2	8	6	0	1	18	94.74
M.Sc. Biotechnology(Self Financing)	20	20	0	1	3	7	2	0	0	7	13	65
M.Com	11	11	0	0	6	2	0	1	0	2	9	81.82
Total	216	213	4	27	43	45	26	24	5	42	174	81.48

After discussion, Chairman declared the result of PG 1st Semester November 2019 Examinations.

IV. UG / PG - Betterment / Supplementary / Special supplementary Examinations

- **UG I Semester betterment examination 2018 admission**
Total no. of course registered – 599
Total no. of course passed – 349
- **UG I Semester supplementary examination 2017 admission**
Total no. of course registered –85
Total no. of course passed - 27
- **UG I Semester supplementary examination 2016 admission**
Total no. of course registered –39
Total no. of course passed - 14
- **PG I Semester betterment examination 2018 admission**
Total no. of course registered –113
Total no. of course passed – 67
- **PG I Semester supplementary examination 2017 admission**
Total no. of course registered –16
Total no. of course passed - 5
- **PG I Semester supplementary examination 2016 admission**

- Total no. of course registered –5
- Total no. of course passed - 2
- **PG III Semester Special supplementary examination 2018 admission**
- Total no. of course registered –96
- Total no. of course passed – 34
- **UG V Semester Special supplementary examination 2017 admission**
- Total no. of course registered –178
- Total no. of course passed – 82
- **BVoc I Semester Betterment examination 2018 admission**
- Total no. of course registered –49
- Total no. of course passed – 30

Agenda Item: 2

Omission of Open Course ‘Business Economics’, during the reporting to the University on 2017 UG Curriculum

In 2017 CMS College Kottayam followed the syllabus of Mahatma Gandhi University for all the Undergraduate Programmes in the College, except the open course ‘Business Economics’, offered by the Economics Department, were same as that of the UG courses of Mahatma Gandhi University. The Board of Studies of Economics, in its meeting held on 02-07-2016 had decided to offer ‘Business Economics’ as an open course for 2017 admissions. The syllabus for the Open course ‘Business Economics’ offered by CMS College Kottayam is same syllabus of Business Economics offered by Mahatma Gandhi University(as an elective course to B A Economics in 2017 admission). However, due to the lapse from the office, the decision of the Board of studies of Economics to offer Business Economics as an open course from 2017 admission had not been informed to the University.

The Council, after discussion decided to ratify the same and to report it to the University.

Agenda Item: 3

Reporting about UGC – PARAMARSH scheme

Dr. Joji John Panicker, Director IQAC reported, as a part of the quality mandate, University Grants Commission (UGC) has developed the scheme of **PARAMARSH**, for mentoring and facilitating non-accredited institutions to get accredited by 2022. With reference to the proposal submitted under the UGC scheme of Paramarsh for mentoring NAAC Accreditation Aspirant Institution to promote Quality Assurance in Higher Education, UGC has identified and approved CMS College Kottayam (Autonomous) as a Mentor Institution under the said scheme with a financial allocation of Rs.30,00,000 on 11 September 2019. 50% of the allocated amount has been released as the first installment. The Internal Quality Assurance Cell (IQAC) of CMS College Kottayam (Autonomous) will be principally in charge of the execution and instruction of the mentoring programme. The College is privileged to assign Dr. M. P. Rajan, Former Academic Consultant & Member, Peer Team, NAAC, Bangalore, as the Accreditation Ambassador.

The Internal Quality Assurance Cell (IQAC) Of CMS College Kottayam (Autonomous) organised five day Orientation Programme for all teaching and non-teaching staff of the five mentee institutions from 28th January to 1st of February 2020 at SreeNarayana Arts & Science College, Kumarakom, Baker College for Women, Kottayam, CSI College for Legal Studies, Kanakkary, Bishop Speechly College for Advanced Studies, Pallom, and Ettumanoorappan College, Choorakulangara, Ettumanoor respectively; in order to improve the Outcome Based Education and overall quality and standard of these colleges.

After the discussion, the Council entrusted Dr. Joji John Panicker, IQAC Director of CMS College Kottayam to proceed with the implementation of the scheme as per the rules and guidelines.

Agenda Item: 4

Approval of Audited Receipts & Payments account and Utilization Certificate in respect of Autonomous Grant for the year 2018 - 2019.

Member secretary reported that the College has received Autonomous Grant of Rs. 19,9,978/- for the year 2018 - 2019 on 01.03.2019. College has clubbed the previous year balance cash at bank amount of Rs. 21.64/- with the Autonomous Grant of Rs. 19,9,978/- for the year 2018 - 2019 to a total of Rs. 19,99,999.64/- . College has utilized Rs. 19,99,589.15/- and have a cash balance of Rs. 410.49/- in Central Bank of India a/c.

It was also reported that, the Finance Committee held on 10.02.2020 has approved the audited Receipts&Payments 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 Receipts&Payments account and Utilization Certificate and authorized the Principal to forward the same to University Grants Commission.

Agenda Item 5:

Approval of proposed Budget for the release of Autonomous Grant for the year 2019 -2020.

Member secretary reported that, Finance Committee held on 10.02.2020 has approved and forwarded the Budget for Autonomous Grant from UGC for the year 2019 – 2020 for final approval.

Copy of Budget for Autonomous Grant for the year 2019 - 2020 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 2019 – 2020.

**CMS COLLEGE KOTTAYAM (AUTONOMOUS)
Budget for the Academic year 2019 - 2020**

GENERAL (031)		
Sl. No.	Item	Budget Rs.
i	Guest / Visiting Faculty	300000
ii	Orientation and re-training of teachers	100000

iii	Re-designing courses and development of teaching / learning materials	0
iv	Workshop and Seminars	300000
v	Examination reforms	200000
vi	Upgradation of syllabus on regular basis making it skill oriented with quantifiable outcomes	200000
vii	Capacity building for teachers	0
viii	Development of Area study programs	0
viii	Extension Activities	200000
	TOTAL - GENERAL (031)	1300000
CAPITAL (035)		
Sl. No.	Item	Budget Rs.
i	Office equipment, teaching aids and laboratory equipment	480000
ii	Furniture for office, Class rooms, Library and Laboratories, Library equipment, books / journals	220000
iii	Renovation and repairs not leading to construction of a new building	0
	TOTAL - CAPITAL (035)	700000
	GRAND TOTAL (GENERAL + CAPITAL)	2000000

Agenda Item: 6

Approval of Audited Income & Expenditure account and Utilization Certificate in respect of Heritage Grant.

Member Secretary reported that, University Grants Commission has sanctioned Rs. 4,08,00,000/- towards Conservation and Preservation of Heritage Buildings and Intellectual Assets under the scheme Granting Special Heritage Status to College and first installment of Rs. 2,04,00,000/- (Heritage Buildings – 1,79,00,000/-, Intellectual Assets – 25,00,000/-) was released in the year 2017. In the first advisory committee meeting held on 29.07.2017, the UGC nominees and INTACH nominee rejected the Detailed Project Report prepared by Arc. G. Shankar stating that the report is not suitable for Heritage Buildings and decided to prepare a new Detailed Project Report with focus on conservation and preservation. Later as per the decision of advisory committee, Arc.

Sakthimurugan. R was appointed as the consultant for Conservation and Preservation of Heritage Buildings project and Lokanathan. V, Former Dy. Supdt. Archeological Chemist, Archeological Survey of India, Karnataka was appointed as consultant for Conservation and Preservation of Heritage Intellectual Assets. Detailed Project Report prepared by Arc. Sakthimurugan and Lokanathan. V was approved by the advisory committee and the same was forwarded to University Grants Commission. The work of Conservation and Preservation of Heritage Buildings was awarded to Savani Heritage Conservation Ltd., Mumbai through e-tendering system. The work of Conservation and Preservation of Intellectual Assets was awarded to different firms through tendering system. Works started by the month of March 2019 and completed by the month of November 2019.

Rs. 1,83,69,250/- has been incurred against Rs. 1,79,00,000/- sanctioned for Conservation and Preservation of Heritage Buildings. The excess amount of Rs. 4,69,250/- was met from Management. The grant is fully utilized for the Conservation and Preservation of three buildings viz. Fenns Bungalow, Chapel and Great Hall.

Rs. 24,66,481/- has been incurred against Rs. 25,00,000/- sanctioned for Conservation and Preservation of Intellectual Assets. The grant is utilized the Conservation and Preservation of Intellectual Assets in College Library. The balance amount of Rs. 33,519/- along with the interest earned of Rs. 18,14,991.40, total amount of Rs. 18,48,510.40/- has shown as cash at bank in the statement of Income & Expenditure.

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.

The council expressed thanks to Savani Group, Arc. Sakthimurugan, Lokanathan. V and all others for their tremendous effort and dedication.

Other matters.

➤ **Historical Museum and Archives.**

Member Secretary reported that, Finance Minister, Dr. Thomas Issac has, in his Budget Speech State Budget 2020, announced Rs. 2 crores to CMS College Kottayam for the construction of Historical Museum for exhibition of ancient presses, archives, manuscripts, palm leaves etc and for the upkeep of vast Archival collections in the college. Member Secretary suggested to construct a building in which the ground floor can be exclusively allocated for Museum and Archives with funds announced in the Kerala 2020 budget, and since there is acute shortage of space in the college library, first floor can be constructed for the Library with funds offered by NRI alumni of the college.

After discussion, the council entrusted Principal submit the proposal before the Property Committee of the Educational Agency (CSI Madhya Kerala Diocese) and to prepare a detailed plan and estimate, preferably by availing the service of the architect who is presently providing consultancy services for the Heritage Project.

➤ **RUSA.**

Member Secretary reported that, college has been sanctioned Rs. 2 crores from RUSA and has received Rs. 35,00,000/- out of the total allocation. Technical sanction has been received from the Government to start the work. It was also reported that agreement has been signed with District Nirmiti Kendra, Kottayam who is the Service provider allotted to the College for the construction and renovation works of buildings.

After discussion, the council entrusted Principal submit the proposal before the Property Committee of the Educational Agency (CSI Madhya Kerala Diocese) and to initiate the procedure for the implementation of the programme with District Nirmithi Kendra.

➤ **Regularization / Numbering of Existing Buildings.**

It was reported that the process of regularization of buildings in the campus having no building number as per the Municipality records, is progressing. The college has been availing the services of S. Kumar Associates in submitting the proposal to the Kottayam Municipality.

Though the proposal was submitted to the Kottayam Municipality about one year ago, the engineering wing of the Municipality and the District Town Planning Department after inspected had made some references regarding the construction of ramp and installing fire safety measures. It was decided to fulfill the formalities as per the building rules to regularize the plan and to get building number to those buildings having no building number.

➤ **High Tension Electricity Connection.**

The college has installed two 30 KWA generators. The electricity Board, on inspecting the proposal of the college observed that the connection load of the college is 360 KWA which is above the permissible level. Hence the KSEB has given notice to the College to change the connection to HT. A per the report from the electrical engineer, the college has to install new transformer with 250 KWA under HT. It was decided to comply the formalities at the earliest.

Dr. Mini Chacko rendered vote of thanks.

The meeting came to a close at 11.00am.

sd/-
Dr. Roy Sam Daniel
(Ex-Officio Secretary)

(Read and Confirmed)

sd/-
Most. Rev. Thomas K Oommen
(Chairman – Governing Council)