

Minutes of the Governing Council meeting of CMS College Kottayam (Autonomous) (GC/19.07) held at 11 am on 21st October 2019 in the Office of The Manager, 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) Rev. Thomas Paikad, Treasurer, CSI Madhya Kerala Diocese, Kottayam: **Member**
- 4) Rev. Jacob George, Bursar - CMS College Kottayam: **Member**
- 5) Dr. Mini Chacko, Vice Principal: **Member**
- 6) Dr. Varghese C Joshua, Assoc. & Prof. HOD – Mathematics: **Member**
- 7) Dr. Joji John Panicker, IQAC Director, Asst. Prof. Dept. of English: **Member**
- 8) Sri. Jacob Philip Monkuzhy, Secretary, Higher Education Board - CSI Madhya Kerala Diocese, Kottayam : **Member**

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

Inconveniences of Dr. Soma Bandyopadhyay – UGC Nominee, Dr. Beena Mathew – University Nominee and Dr. K.K. Damodaran – Government Nominee 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.

Dr. Roy Sam Daniel, Ex-officio Secretary read the minutes of previous meeting (GC/19.06 dated 19.07.2019) and the members unanimously approved the same.

Action Taken:

1) Constitution of Examination standing committee.

Member Secretary reported that the report on the formation of Examination Committee will be submitted in the next meeting.

2) Convocation.

Member Secretary reported that, majority of students have personally collected their provisional mark list from University for higher admission. Hence the college is not in a position to conduct the proposed convocation ceremony. It was also reported that necessary steps have been taken to avoid the aforesaid issue in future.

Member Secretary reported that, it is planned to conduct the Convocation ceremony in December according to a convenient date of chief guest.

3) Extension Activity.

Member Secretary reported that, extension activity in nearby village is planned under Unnath Bharath Abhiyan of MHRD. Federal Bank has agreed to contribute Rs. 250000/- (under CSR scheme) to meet the initial salary of social worker appointed by the college. It was also reported that vacancy for the post of social worker is notified in news papers on 20.10.2019.

4) Vehicle.

Member Secretary reported that, MCMS tourist bus operator has consented to offer their bus for village extension activity to College on rental basis of Rs. 3000/- per day. It was also reported that now in the present position it is difficult to raise funds for the purchase of a new

bus and the maintenance of the same including drivers salary will be a financial burden for the college.

After discussion, the council entrusted Principal and Bursar to negotiate with MCMS and enter into an agreement with MCMS to provide their bus on daily rent basis as and when required.

Agenda: Item 1

Declaration of Results

I. UG 2nd Semester (April 2019 Examinations)

Dr. Mini Chacko, COE presented the result of UG 2nd Semester (April 2019 Examinations) and circulated the following consolidated statement of results.

CMS COLLEGE KOTTAYAM (Autonomous)

Total Result -UG -Second Sem-April-2019

Programmes	Total Students Registered	Total Students Appeared	S	A+	A	B+	B	C	D	F	Passed	Percentage
B.A. Communicative English	36	36	0	0	15	11	3	0	0	7	29	80.56
B.A. Economics	40	40	0	0	4	11	10	0	0	15	25	62.5
B.A. English	48	48	0	2	12	12	10	4	0	8	40	83.33
B.A. History	46	46	0	0	3	5	2	2	0	34	12	26.09
B.A. Malayalam	25	25	0	0	1	5	4	1	0	14	11	44
B.Sc. Biotechnology	30	30	0	3	3	8	0	0	0	19	14	46.67
B.Sc. Botany	46	46	0	1	10	9	6	0	0	20	26	56.52
B.Sc. Chemistry	47	47	0	5	15	9	1	0	0	19	30	63.82
B.Sc. Family & Community Science	23	23	0	0	5	4	5	1	0	8	15	65.21
B.Sc. Physics	45	45	0	8	13	6	5	1	0	12	33	73.33
B.Sc. Mathematics	42	42	0	7	11	8	8	1	0	7	35	83.33
B.Sc. Zoology	42	42	0	3	11	9	5	0	0	16	28	66.67
BCA	33	33	0	1	2	7	7	2	0	14	19	57.58
B.Com Finance & Taxation -Aided	55	55	0	3	19	9	11	4	0	9	46	83.64
B.Com Finance & Taxation Self Finance -A	51	51	0	4	9	11	12	4	0	11	40	78.43

B.Com Finance & Taxation Self Finance -B	46	46	0	3	7	14	5	4	0	13	33	71.73
Total	655	655	0	40	140	138	94	24	0	226	436	66.56%

After discussion, Chairman declared the result of UG 2nd semester April 2019 Examination.

II. PG 2th Semester (May 2019 Examinations)

Dr. Mini Chacko, COE presented the result of PG 2nd Semester (May 2019 Examinations) and circulated the following consolidated statement of results.

CMS COLLEGE KOTTAYAM (Autonomous)

Total Result -PG Sem-II May 2019

S.I No	Programmes	Total Students Registered	Total Students Appeared	A	B	C	D	F	Passed	PG Sem 2 May 2019
1	MA English	24	24	4	18	2	0	0	24	100.00%
2	MA Malayalam	9	9	0	5	3	0	1	8	88.89%
3	MA Sociology	23	23	0	16	0	0	7	16	69.57%
4	MA History	14	14	1	13	0	0	0	14	100.00%
5	M.Com	18	18	1	16	0	0	1	17	94.44%
6	M.Sc Physics	15	15	4	7	0	0	4	11	73.33%
7	M.Sc Applied Physics	9	9	2	3	0	0	4	5	55.56%
8	M.Sc Botany	11	11	1	8	0	0	2	9	81.82%
9	M.Sc Biotechnology	6	6	0	6	0	0	0	6	100.00%
10	M.Sc Chemistry	14	14	1	11	0	0	2	12	85.71%
11	M.Sc Applied Chemistry	15	15	0	11	0	0	4	11	73.33%
12	M.Sc Analytical Chemistry	14	14	3	8	0	0	3	11	78.57%
13	M.Sc Food Service Management and Dietetics	5	5	0	5	0	0	0	5	100.00%
14	M.Sc Mathematics	23	23	7	10	0	0	6	17	73.91%
15	M.Sc Zoology	11	11	1	9	0	0	1	10	90.91%
	Total	211	211	25	146	5	0	35	176	83.41%

After discussion, Chairman declared the result of PG 2nd semester May 2019 Examination.

III. B.Voc 2nd Semester (July 2019 Examinations)

Dr. Mini Chacko, COE presented the result of B.Voc 2nd Semester (July 2019 Examinations) and circulated the following consolidated statement of results.

CMS COLLEGE KOTTAYAM (Autonomous)

Total Result -UG - B.Voc -Second Sem - July-2019

Programmes	Total Students Registered	Total Students Appeared	S	A+	A	B+	B	C	D	F	Passed	Percentage
B.Voc -IT	18	18	0	0	3	1	1	1	0	12	6	33.33
B.Voc -Travel & Logistics Management	29	29	0	2	0	6	4	0	0	17	12	41.38
Total	47	47	0	2	3	7	5	1	0	29	18	38.30%

After discussion, Chairman declared the result of B.Voc 2nd semester July 2019 Examination.

Agenda: Item 2

Online valuation.

Member Secretary presented a proposal for online valuation of answer scripts in order to avoid the delay occurred in the valuation of answer scripts and declaration of results. Software development will be done by the software division in the college. A custom made scanner (with the support of Uralungal Labour Co-operative Society) at a cost of Rs. 75000/- can be used to digitalize the answer scripts.

It was decided to implement the system at the earliest.

Agenda: Item 3

Appointments of Academic staffs

Member Secretary reported that concurrence from Government is obtained for making appointments of Assistant Professors in Department of English – 2 (Community 1, Open 1), Department of Chemistry – 1 (Community), Department of Commerce – 1 (Community) and Department of Malayalam – 1 (Community).

The council entrusted Chairman to constitute staff selection committee including Government representative, subject experts, Principal and Management representatives and to comply with all procedures for making the appointments as per rules.

The council also entrusted Chairman to initiate immediate steps for the appointment of new Principal as the term of the present Principal ends in this academic year.

Member Secretary reported about the vacant positions of Assistant Professors arising in following departments.

- Department of Mathematics – 2
- Department of Chemistry – 3
- Department of Physics – 2
- Department of Zoology – 2
- Department of History – 1
- Department of English – 1
- Department of Commerce - 1

After discussion, the council entrusted Principal to initiate immediate steps to forward the proposal to Government for concurrence.

➤ **Appointment of Non Teaching Staffs**

Member Secretary reported about the six vacant positions in last grade staff.

After discussion, the council entrusted Principal to initiate immediate steps to forward the proposal to Government for concurrence.

Agenda: Item 4

Introduction of value added courses.

Member Secretary presented the proposal for the introduction of value added course with a minimum of 36 hour duration to all UG students. It is proposed to offer the theory classes in three days in the beginning of the even semester.

After discussion, the council approved the proposal.

Agenda: Item 5

Extension activities under Unnath Bharath Abhiyan.

The council entrusted Principal to initiate steps for the appointment of Social worker and to start the extension activities from the next semester.

Agenda: Item 6

External Tie ups & Collaboration.

Member secretary reported that, Ministry of Micro, Small & Medium Enterprises, Govt. of India has invited proposals from institutions for setting up business incubators through innovative ideas and latest technologies. The total funding from MSME for the project will come around 2 crores. CMS College Kottayam (Autonomous) has applied for the project through the proposal forwarded by Dr. Gigi Joseph, Asst. Professor, Department of Chemistry and the same is shortlisted. MSME has invited for the project presentation and Dr. Gigi Joseph will do the presentation at New Delhi.

After discussion, the council congratulated Principal and team members for their effort and wished all success to Dr. Gigi Joseph.

It was also decided to start collaboration / tie ups with Academic / Government agencies for the optimum utilization of external resources.

Agenda: Item 7

External mentoring for NAAC under UGC - Paramarsh Scheme.

Member secretary reported that UGC has introduced Paramarsh scheme, for mentoring NAAC accreditation aspirant institutions to promote quality assurance in higher education. Under this scheme NAAC accredited colleges having A Grade and overall score of 3.26 and above can identify five colleges and mentor them for NAAC accreditation. The total funding from UGC for this scheme

is Rs. 30 lakhs. As per UGC notification no. F.36-1/2018(IC) dated 31.07.2019, CMS College Kottayam (Autonomous) submitted proposal to UGC on 17.09.2019 including five colleges viz. Baker College for Women, Kottayam, Sree Narayana Arts & Science College, Kumarakom, CSI College for Legal Studies, Kanakkary, Bishop Speechly College, Pallom and Ettumanoorappan College, Ettumanoor. UGC vide letter no. PARAM-2019-CLG-KER-10337-78 dated September 2019 has approved the proposal. Dr. M.P. Rajan, Member, Peer Team, NAAC, Bangalore is the Accreditation Ambassador of Paramarsh scheme of CMS College.

After discussion, the council congratulated Principal and IQAC Director for their effort and entrusted Principal to implement the scheme.

Other matters.

➤ **Late Admission.**

Member Secretary reported that an application has been received from Emmanuel Sam John (ST candidate) seeking admission for academic year 2019 - 2020 for B.Sc Zoology course. He was relieved from SH college Thevara with TC dated 10.07.2019 for joining BDS program in Government Medical College. But he could not pursue the program. Later he submitted application to the Vice Chancellor, Mahatma Gandhi University for admission in CMS College Kottayam. Vice Chancellor permitted to join CMS College Kottayam subject to eligibility and availability of seats.

The council considered the application as a special case and it was reported that few seats are available in Management Quota. It was decided to give admission to Emmanuel Sam John to 1st semester B.Sc Zoology course for the academic year 2019 – 2020 under Management Quota.

➤ **Result Analysis / Academic Audit.**

It was decided to conduct Academic audit to review the result, progression and placement of students

➤ **BA Economics: Eligibility for admission.**

Member Secretary reported that students who complete plus two with Maths are ignored in the admission to BA Economics due to the weightage given to plus two students with Humanities. Hence, presented the need to revise the eligibility for admission by giving same weightage to students with Maths.

After discussion, the council decided to keep the proposal in abeyance.

➤ **RUSA Fund**

Member Secretary reported that, Kerala State Project Directorate vide letter no. 159/RUSA-SPD/2017 dated 13.06.2018 invited Detailed Project Report for RUSA funding of Rs. 2 crores. CMS College Kottayam (Autonomous) submitted Detailed Project Report to The State Project Directorate in the month of July 2019 for proposed outlay of Rs. 2,34,72,000/- under following heads including an undertaking stating excess amount of Rs. 34,72,000/- will be met by the Management.

- Construction – Rs. 1,22,85,000/-
- Renovation – Rs. 54,01,000/-
- Purchase – Rs. 57,86,000/-

Kerala State Project Directorate approved the DPR submitted by CMS College Kottayam (Autonomous) instructing the construction and renovation works must be done by District Nirmithi Kendra Kottayam. It was also reported that till date Rs. 20 Lakhs has been credited to South Indian Bank a/c no. 37053000028123 which was opened for RUSA funding.

After discussion, the council entrusted Principal to go forward and act accordingly as per the proposal and Government norms.

➤ **Demise**

Member Secretary reported about the demise of Dr. Nuja S John, Asst. Professor, Department of Physics.

Council stood for one minute silence as a mark of respect to late Dr. Nuja S John who has recently passed away.

Dr. Mini Chacko rendered vote of thanks.

The meeting came to a close at 1.30 pm.

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

(Read and Confirmed)

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