

**MINUTES OF THE VI MEETING OF THE GOVERNING COUNCIL OF
MAHARAJA'S COLLEGE, ERNAKULAM, HELD ON 16/09/2015 AT 2.00 PM**

A meeting of the Governing Council of Maharaja's College, Ernakulam, was held on 16/09/2015 at 2.00 pm with the following agenda.

1. Admission Procedure to First Year UG classes – review
2. Admission Procedure to First Year PG classes – review
3. Preparation for the examination to be conducted for the newly admitted students- review, approval of question models.
4. Reconstitution of various BOS.
5. Appointment of temporary staff sanctioned for autonomy.
6. Nomination of four members to the Academic Council by GC.
7. Actions to be taken for the development of the College in various fields like arts and culture , academics and research, sports, infrastructure and students' amenities and general discipline.
8. Any other matter permitted by the Chair.

Members Present:

1. Prof. (Dr.) P.K Abdul Azis, Chairman, Governing Council.
2. Dr.TV Franey, Deputy Director, Member, Governing Council
3. Dr. N.L. Beena, Principal & Member Secretary, Governing Council
4. Dr. N Jayakumar, Member, Governing Council.
5. Dr. Liyaquath Ali, Member, Governing Council (Academic Coordinator)
6. Dr. Pooja P Balasundram, Member, Governing Council.
7. Dr TV Thulaseedharan, Member, Governing Council.

Special Invitees:

1. Dr. Rita Manuel, Vice Principal
2. Dr.M.K Muraleedharan Nair, Controller of Examinations
3. Dr. V. N Suresh, Member Secretary, Academic Council

The meeting commenced with a welcome address by Dr. N.L. Beena, Member Secretary of the Governing Council & Principal of Maharaja's College. Dr. P.K.Abdul Azis, Chairman of G.C. presided over the meeting.

The Academic Coordinator presented the Minutes of the 5th meeting of the Governing Council held on 17/08/2015. The meeting approved the same.

The Principal reported the actions taken to implement the decisions of the previous meeting of the GC. Actions were taken for the implementation of all resolutions and decisions taken in the 5th meeting of the GC except item no. (7-i & ii) and (9- iii). The same will be done at the earliest.

Thereafter, the meeting took up the following matters on the agenda.

1) UG Admission:

The Principal informed the meeting that Admission to UG programmes was conducted as per decision of the GC. A total of 659 seats out of a total of 694 seats have been filled up as on 16-09-15. A total of 8 SC and 7 ST seats remained vacant. A special drive was undertaken to fill up these vacancies. As directed by the GC, advertisement was given twice in leading newspapers, but still some seats remain vacant, and the Principal wanted a further direction on the matter.

The GC examined the matter in detail. In the light of the policy 'not to leave any seat vacant', and since the Prospectus carries a provision, the GC decided to convert these seats as OEC and directed the Principal to fill up the same accordingly after due notifications as per rule.

The Principal drew the attention of the members to the problem that has arisen in the college regarding the demand of admission to over-aged candidates.

Candidates above the age of 22 years are barred for admission as per the college Prospectus. The final verification of admission records revealed that a total number of 13 candidates have been admitted violating this rule. Seeing this lapse, there is now a mounting demand from those candidates who had been denied admission to reconsider their application and admit them, and the students have launched an agitation for the same. The agitators have warned to go on strike if their demands are not agreed upon. The College Council discussed the matter in detail on 14/09/2015. Some HODs expressed an opinion to retain such students on humanitarian grounds. Some others held the opinion that since it was a mistake from the legal perspective it must be rectified – the earlier the better. They also pointed out that, if anybody complains to UGC interpreting it as a malpractice in the admission procedure it would jeopardize the future of the college as an autonomous institution. At last, the College Council decided to cancel all such admissions. The Principal also has informed the house that she had communicated this to the government of Kerala for further advice.

The GC considered the matter afresh and felt that the rules stipulated in the Prospectus must prevail and the violation of the same will have great legal consequences. The GC resolved to cancel all such admission and directed the Principal to stick to rules published in the Prospectus.

The GC authorized the Principal to write to the Govt. once again on 17/09/2015 seeking their final opinion on the issue and to wait for a reply from the Govt. till 18/9/2015. In case no reply is received even after 18/09/2015 all such admissions should be nullified and the vacancies be filled up as per rules.

It also resolved to authorize the Principal to issue a press release clarifying the propaganda against the college regarding the age limit for UG admission.

2) PG Admission:-

In accordance with the decision taken at the last GC meeting, the College contacted the LBS Centre for the approved schedule for PG admission. The College was informed that it could prepare and hand-over the rank list of selected candidate only by 10/09/15. In order to get the best candidates, it was felt that the admission should be completed on or before 10-09-15. Hence the college decided to complete the admission procedure with the service of in-house expertise in the college from among the teaching faculty. The LBS Centre was asked to hand over the soft data to the college. A team of software experts from the teachers worked hard, and without hiring any outside service they wrote the software, prepared the rank list, and completed the first phase of admission on 10/09/2015, the day set for MG University admission. The Principal reported that out of 283 PG seats, 174 had been thus filled. Principal expressed confidence that almost all remaining seats will be filled by 18/09/2015- the next phase of admission.

3) Preparation for Examination for Autonomy Stream of UG Students:-

The CE reported that his office has started functioning in a room set up temporarily for the purpose. The meeting underlined the need for setting up a fully secured Office for the Examination Wing to carry out the duties assigned under autonomy. Hence it authorized a committee consisting of the Principal, the CE and the Secretary of the Academic Council to take urgent actions to make the building already identified for Pareeksha Bhavan fully functional at the earliest ensuring the confidentiality of the exam proceedings and with facility of strong

rooms to keep the confidential records. The fund allocated must be spent by following the Govt. of Kerala rules.

The Controller of Examination reported that he has got the model questions and panel of question paper setters from the concerned HODs to conduct the I Semester examinations and requested the GC to approve the Academic Council resolution in this regard. The Governing Council approved the Minutes of the Academic Council held on 15-09-2015. (Annexure-I)

4) Reconstitution of BOS:-

The Member Secretary of the Academic Council informed the GC that the Academic Council at its meeting on 15/09/2015 had approved the reconstitution of all Boards of Studies. He presented the same as approved by the AC. The GC felt that in the Department of Chemistry, the name of BOS "Other than Pure Chemistry" should be called "BOS in Applied Chemistry, Analytical Chemistry and Pharmaceutical Chemistry" and two external members, University nominee, alumni representative and industrial representative etc. should be separate for both BOSs in the Department of chemistry. The new BOS list, as approved by the Governing Council is given in Annexure-II.

5) Appointment of temporary staff sanctioned for autonomy:

The Principal and other members in the council appreciated the service rendered by Mr. Jeevan Joshy and Mr. Sajith Sunny appointed temporarily to carry out the works under the autonomy, and resolved to retain their service -the former as office attendant and the latter as system administrator. The Principal was entrusted with the work of appointing two more staff - Data Entry Operator and attendant- for the smooth functioning of affairs related to autonomy and get the appointment ratified by the Government of Kerala.

6) Nomination of four members to Academic Council:-

It was pointed at the meeting that as per the provisions of the University Laws (Third Amendment Act) 2014, the Governing Council has to nominate four experts to the Academic Council. Accordingly, the GC nominated the following four academicians to the Academic Council of Maharaja's College.

- 1) Dr. S Muraleedharan (Former Prof. in the Dept. of Economics)
- 2) Dr. Mohammed EM (Former Prof. in the Dept of Physics, Maharaja's College, Ernakulam.)
- 3) Dr. Rangarajan (Former Prof. in the Dept of Physics, Maharaja's College, Ernakulam.)
- 4) Dr. Rajagopal, Former Prof., Dept. of Chemistry, Maharaja's College, Ernakulam)

It also pointed out that two vacancies have arisen as a result of the promotion to HODs of the teacher members nominated to the Academic Council. To fill these vacancies the GC nominated Dr. P R Sasi Kumar (Dept. of Physics) and Dr. I Anitha (Dept. of Chemistry).

7) Actions to be taken for the development of the College in various fields like arts, culture, academics, research, sports, infrastructure, students' amenities and general discipline:-

The Academic Coordinator explained that the matter regarding the appointment of a Govt. approved agency to formulate a master-plan for the college was discussed with the Additional Chief Secretary, Dr. K.M.Abraham IAS - as per the earlier decision of the G.C., who appreciated the idea and directed orally to initiate discussion with the reputed agencies like EdCIL under MHRD, Govt. of India. The Chairman had earlier directed to approach the Govt. for any specific direction or order to help materialize the idea. The meeting authorized the Chairman to initiate the discussion with such agencies in this regard.

The member Secretary of the Academic Council reported the various suggestions put forwarded by the Academic Council, as recorded in the minutes of its meeting held on

15/09/2015 for maintaining a positive academic atmosphere in the college (Annexure-I). The GC approved all of them and authorized the Principal to take necessary actions to implement the recommendations of the AC.

8) Any other matter permitted by the Chair:

- i. The meeting scrutinized the Examination Manual presented by the Controller of Examinations (CE) and approved the same with the suggestions offered by the Chairman.
- ii. The Controller of Examination presented the Academic cum Examination Calendar as approved by the Academic Council (Annexure-I). The meeting noticed that the calendar does not indicate minimum number of working days as stipulated by the Government/UGC. The house approved the proposal with a directive to the Principal to rectify the deficiency for each semester and implement the same. After corrections, the same be uploaded on the college website.
- iii. It approved the proposal submitted by the CE regarding the remuneration for examination work. (Annexure ii)
- iv. The Principal informed that there are a number of appeals made by candidates who could not report for admission in time and subsequently lost their chance in PG admissions and sought a directive. Since it cannot be considered from the legal perspective the GC resolved to reject all such appeals.
- v. It considered the representation submitted by the HOD of Islamic History on the distribution of funds received for the purpose of Study Tour. The Principal replied that no decision has been taken so far regarding this matter. A meeting of Heads of the Departments, which have study-tour as part of syllabus, will be convened by the Principal before taking a final decision and the appeal will be considered only then.
- vi. It discussed the appeal submitted by a candidate, named Fathima Rasheed, to give special consideration for admission to BA Islamic History, as a candidate from outside the state. As there was no provision in the Prospectus to consider such requests, the GC resolved to reject the same.
- vii. There was a request from the HOD of Chemistry to increase the amount sanctioned for conducting Curriculum Restructuring Workshop - considering the number of programmes dealt with by their two BOS. GC observed that such requests should have been made earlier. However, it resolved to limit the amount for the Dept. of Music and the Dept. of Statistics to One Lakh each so as to transfer the balance of Rs. 25,000/- from each department (a total of 50,000/-) to the BOS of Chemistry. The Principal was directed to make this modification in consultation with the concerned HODs and office staff.
- viii. The memorandum by the Unit Committee of KSU:- After considering the memorandum the following decisions were taken:
 - It cancelled the decision of the College Council to purchase a library software utilizing the amount of Rs. 10,00,000/- under the Head of student amenities, library and internet. Instead, that amount will be utilized for starting a common internet centre cum language lab which shall be set up in the room offered by the Dept. of Arabic. The balance amount under the Head of "Furniture and Equipments" will also be utilized for the same.
 - It authorized the Principal to convene a meeting of students' representatives to create a better understanding among students regarding the opportunities the autonomous

status gives to the college and discuss the development plans for the college in the context of grievances raised by KSU unit committee in their representation. Meetings of office bearers of students' organizations and best-performing students nominated by HODs shall be convened by the Principal separately and frequently for this purpose.

- The GC resolved to include special orientation programme for first year UG and PG students, orientation programme for parents of newly admitted UG students and Career and Civil Service orientation programme for interested students, utilizing the special autonomy funds available now. A special programme will be conducted for students interested in creative writing and literature – with which a better performance of the college in University literary competitions can be ensured.
- ix. The GC resolved to form a Committee to review the Government orders in the context of the Autonomy and the powers of the Governing Council and the college council regarding college governance. The committee may propose modifications needed in the administrative rules of the college for the smooth functioning of the college as a Govt. Autonomous College and present a comprehensive proposal to the GC at the earliest. The Academic Coordinator, Controller of Examination, Member Secretary of the Academic Council and two representatives from the office shall be the members of the committee.
- x. The GC resolved to upload all necessary information related to autonomy implementation in the official website of the college. (Including the details of members of various academic bodies, detailed information on utilization of funds under each head and minutes of Governing Council and Academic Council meetings). The GC particularly emphasized the need for maintaining transparency in all financial matters and making it public through website.
- xi. The G.C. decided to implement a digital mechanism for maintaining the students' attendance.
- xii. The GC noticed the low-level of turn outs in the UG Programme in the Music Dept. and directed the HOD of Music to submit recommendations to improve the turn-out in the coming years.

The meeting came to an end at 6.30 pm.



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