









Minutes of the Governing Council of Maharaja's College Ernakulam held at Govt. Guest House Ernakulam on 17th Aug. 2015, 5.P.M.

Members Present:

1. Dr. P.K. Abdul Azis 
2. Dr. Franey TV, Asst. Nominee 
3. Rita Manuel  (Prin in charge, V.Pd)
4. Dr. Pooja. P. Balasundaram  (GC member)
5. Dr. N. JAYAKUMAR. 
6. Dr. Suresh V.V. (Member, ex. Ac) 
7. Dr. Muralidharan Nair MK (Controller of Exams) 
8. Dr. Lilyagath Ali (Academic Coordinator) 

The Vth meeting of the Governing Council of Maharaja's College, Ernakulam, was held at Govt. Guest house, Ernakulam, on 17/08/2015 at 5.00 pm with the following agenda.

1. Admission Procedure of First Year UG classes – review
2. Admission Procedure of First Year PG classes – actions to be taken
3. Reconstitution of Statutory Bodies.
4. Preparation for the examinations under Autonomous Status.
5. Appointment of temporary staff sanctioned under Autonomous Status.
6. Allotment of Autonomy fund.
7. Any other matter permitted by the Chair.

The meeting commenced with the welcome address offered by Dr. Rita Manuel, Member Secretary & Principal (in charge), Maharaja's College, Ernakulam. Dr. P.K. Abdul Azis, presided over the meeting. The meeting took up the following items.

1) Presentations of the Minutes of the IV meeting of the GC held on 22/07/2015

The Academic coordinator read out the minutes of the IV meeting of the GC. The meeting approved the same.

2) Action Taken Report:

The Principal reported that even after the third stage allotment only 461 out of 692 UG seats have been filled up, but the candidates admitted are having good academic record. She also

mentioned that there have not been many complaints as well. The meeting appreciated the work done by the Principal and members of the admission committee.

3) Admission Procedure to the First Year UG:-

The meeting directed the Principal that no seat shall be left vacant. If there exists any vacancy after August 20, 2015 the same be filled up as per the following procedure.

- (i) **Filling up of vacancies under SC/ST quota:** No seat reserved for SC/ST shall be converted under any circumstances at this stage. As part of a Special Allotment Drive, the principal shall notify such vacancies at the college level through a Press Release after the above date of admission and complete the admission by September 03, 2015 based on the admission regulations.
- (ii) Application forms shall be issued till 2pm on 26/08/2015.
- (iii) Candidates have to submit duly filled application forms at the college office before 5pm on 26-8-15.
- (iv) The list will be published on 31-8-15.
- (v) The admission will be completed according to this list on 3-9-15.
- (vi) **Vacancies under other Categories:** All other category of vacancies may be converted to General Category and vacancies be filled up accordingly.
- (vii) **Vacancy under B.A.(Music):** Considering that the majority of seats in Music Programme are lying vacant, the GC permitted the Principal to invite fresh application for BA Music. The schedule of dates mentioned above may be followed in this case also.
- (viii) **Age limit for UG admissions:** The Principal placed the demands made by some candidates for UG admissions for relaxation in age-limit. The GC resolved that the rule should not be relaxed under any context. In the case of an admission done with relaxation in age-limit - as per recommendation from HOD of Physical Education - the GC authorized the Principal to seek a clarification from him asking him to produce a copy of the GO under which he has recommended for admission. The GC resolved to keep this admission pending until the GO is produced before the Principal.
- (ix) The GC further resolved to reject all requests to consider the applications that were already rejected by the LBS Centre for one reason or the other.
- (x) The GC authorized the College Council to take other necessary actions for completion of UG admission process.

4) Admission Procedure to First Year PG classes: -

1. The meeting resolved to request LBS Centre to complete the On-line admission process as early as possible so as to handover the ranklist of candidates by 5-09-2015. For this purpose, the verification of application will be done by the college. For the verification of application forms service may be hired from outside. It resolved to conduct the admission by publishing a sure-list and chance-list from the rank list prepared by LBS

Centre. The GC approved the following schedule and authorized the Principal to forward the same to the LBS for further action.

Date of Notification : 18-08-15

Last date for submitting the application: 26-08-15

- II. It was resolved that a rank list showing the names of all candidates applied under each of sports, arts and PD quota should be published in a unified way before the commencement of admission under these categories.
- III. There will be no increase in the number of PG seats during the ensuing session. All attention should be paid to improve facilities for PG teaching, practical training, project work and all round quality enhancement in the class room.
- IV. **Grace Mark for students of Maharaja's College:** The proposal of the academic council to grant 10 grace marks to students who have studied in Maharaja's College for PG admissions was rejected by the GC as it would lead to inbreeding. Quality enhancement should be the motto at all levels, the GC observed.

5) Reconstitution of BOS:

- I. The GC noticed that a large number of vacancies have arisen in various Boards of studies in the college due to the transfers ordered by the Government. Vacancies arising out of transfers etc. may be filled up as per The University Laws (third amendment) Bill 2014. The Principal is authorized to prepare a proposal to reconstitute BOS and place it at the next GC with the recommendation of the Academic Council of the College. It may thereafter be submitted to the govt., wherever necessary, for required approvals.
- II. **Bifurcation of BOS in Chemistry:** Considering the fact that there are two UG programmes and four PG programmes under Chemistry Dept. the GC resolved to bifurcate the same as a special case under one chairman. The HOD is authorized to submit the proposals in this regard through the Academic Council.

6) Preparation for the conduct of Examination Under Autonomy:

- I. The Controller of Examinations reported that he has not been given proper office and other facilities so far. The GC directed the Principal to oversee the activities of the CE and the office of CE by providing the required support mechanisms and facilities. List of paper setters and list of examiners, evaluators, etc be prepared and submitted to GC for approval. The CE should maintain strict confidentiality of all examination related works in the college. Remuneration as paid by the MG University be paid to teachers engaged for Examination work.
- II. The meeting directed the CE to publish the Examination Manual in the College Website for suggestions and remarks and to report the same for approval in the next meeting of GC.

- iii. **Question Paper setting:** The C.E. has been directed to initiate steps and get Model question Papers from the Chairmen of all the BOS – duly approved by concerned BOS (one set each for each course) before 10/09/2015.
- iv. **Fund for Electrification:** The GC approved the proposal to transfer urgently an amount of Rs.3.75 lakhs from the Autonomy Fund to PWD electricity wing and complete the electrification of CE offices on a priority basis in the building proposed for Pareeksha Bhavan.
- v. For the time, the office of the C.E. shall function from the proposed G.C. Office (Guest Room) until the Pareeksha Bhavan is made fully functional.

7. Appointment of temporary staff sanctioned for autonomy:-

- i. Since the GO regarding the appointment of temporary staff does not mention anything about the tenure of the staff on contract or daily wages, the GC authorized the Principal to submit a proposal to the GC outlining the procedure for the appointment of staff under autonomy framework.
- ii. **Remuneration :** The remuneration for the staff on contract or daily wages can be given as per existing govt. / university rates. The appointment order should mention that the remuneration will be subject to the ratification from the Govt. and that the excess amount, if any, would be deducted from their salary in future.
- iii. **The remuneration of staff already at work:** The Principal reported that some amount needs to be given urgently to two temporary staff already working under the Autonomy initiative, and without their devotion and commitment the entire admission process would have hit difficulties. These staff remained loyal and hard working. The CE and the Academic coordinator endorsed the points made by the principal and suggested that the staff be paid a lump sum amount as remuneration. The GC, after considering the points made, resolved that Mr. Jeevan P Joshy be paid a total amount of Rs. 30,000/- (Rupees Thirty Thousand only) as remuneration for his service for three months w.e.f. June 2015 to Aug. 2015. The GC also resolved that Mr. Sajith Sunny who has been working as a temporary staff under CDC be paid a total amount of Rs. 10,000/- (Rupees Ten Thousand only) as a special case as his over-time allowance for his service during three months w.e.f. June 2015 to Aug. 2015.

8. Budget allocation of autonomy Fund:-


The GC resolved to allocate the Govt. grant of Rs.10 lakhs under the following heads:-

Electrification of Controller of Examination Building:	3.75 lakhs.
Meeting expenses of GC, AC&BOS including TA&DA to Chairman, External Members, rent for meeting venue if it is outside the college premise, refreshments, stationary, and applicable sitting fee.	2.00 lakhs.
Wages/remuneration for hired services	1.50 lakhs
TA&DA for various purposes	1.50 lakhs
Unforeseen expenses:	1.25 lakhs

9) Any other matter permitted by the Chair.

- (i) **Attendance of students:** The meeting resolved that the Principal should monitor the attendance of students and should publish the status of attendance as mandated in the regulations both under the old stream and the new autonomy stream. The monthly attendance statement of classes under Autonomy stream should be sent to the office of the C.E. and that of senior classes to the University regularly.
- (ii) **Fixed tenure for Principal:** The GC noticed with concern that the frequent transfers and consequent vacuum in the seat of Principal is a big hindrance for the smooth functioning of Maharaja's college as a Govt. Autonomous College, since he/she is the Member Secretary of GC and Chairman of Academic Council. Hence, it resolved to request the Govt. to develop a mechanism to ensure that Principals appointed at the College enjoys three year tenures.
- (iii) **Furniture and Equipments for office Use:** Regarding the utilization of fund under this Head from the autonomy fund of the last financial year (Which was transferred to ELA) the GC resolved to give preference to furnish office of the CE, Office of the Autonomous College. The Chairman, GC specially mentioned that specific and detailed proposals for each of the items be prepared and placed before the GC before incurring the expenses. Strict financial control should be exercised while incurring expenditures.
- (iv) The GC has authorized the Ac. Coordinator to visit various offices in Trivandram as and when required to do follow-up works of the various files relating to autonomy pending at various offices in Thiruvananthapuram.

The meeting came to an end at 7.45 pm with a vote of thanks proposed by the Academic Coordinator.

Approved by
G.C. on 16.9.15
f.k.m. 
16.9.15





RITA MANI

Pr. in Charge

PRINCIPAL
MAHARAJA'S COLLEGE
ERNAKULAM