

MEETINGS OF THE ACADEMIC COUNCIL

Date : Saturday 26th July 2014
 Time : 10.00 am to 1.00 p.m.
 Venue : Conference Hall, RBS, Kakkanaad.

AGENDA

Remarks by the Chairman.

1.1 - Admissions

1.1.1 - Admission Committee (108/ii - p.46) - Ratification of the process of 2014

1.1.2 - Constitution of Admission Committee to study and present a proposal for 2015-16.

1.2 - Board of Studies: Nomination of Experts to BOS - S109/2 c

1.3 - Syllabus :-

1.3.1 - Approval of Syllabus for the UG & PG programmes for Admissions 2014

1.3.2 - Curriculum Revision of all programmes for Admissions 2015

1.4 - Examinations :-

1.4.1 - Indirect Grading (Marks system) to PG Course evaluation as in the UG programmes - proposed from Board of Studies

1.4.2 - Continuous Internal Assessment (CIA) Component to be uniformly 40% of the total for UG and PG programmes. S108/iii

1.4.3 - Re-allocation of internal marks: Proposal from Boards of Studies

1.5 - 1.5.1 - Examination Manual

1.5.2 - Examination Calendar

1.5.3 - Use of Pariman software for the conduct of examinations.

1.6 - Constitution of Academic Audit Committee (108/iii-p.46) - An academic Audit system be devised and implemented by IQAC with external resource persons from science and humanities disciplines.

1.7 - Course restructuring: Restructuring of PODAHS

1.8 - New programmes for 2015-16: Committee to explore viable and relevant programmes.

1.9 - Advancement of Research and Publications: Presentation of draft policy for faculty research and publications, by the Research Committee

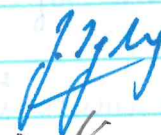
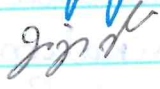





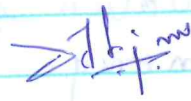
1.10 - General Discussion

1) Orientation for staff on excellence through Autonomy

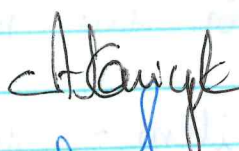
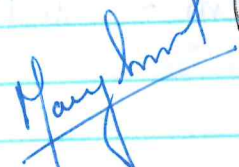
2) Nominating Directors and Deans & Administrators of the College as permanent special invitees for the meetings.

Any other item - with the consent of the Chair.

Members present for the meeting:

- 1) Dr. Joseph I. Injodey (Chairman) - 
- 2) Dr. Joji Alex 
- 3) Dr. Lizy P.J 
- 4) Dr. Anil Kumar K.
- 5) Dr. Bindhiya M. Varghese 
- 6) Dr. M.D. Baby 
- 7) Dr. Fr. M.K. Joseph 
- 8) Ms. Vimina E.R 
- 9) Dr. Manoj Mathew
- 10) Ms. Neeva Mathew
- 11) Dr. Johnson x. Palackappillil
- 12) Fr. Saji M.D. (Member Secretary) 

Special invitees present:

- 1) Rev. Dr. Antony Kargil (Director) 
- 2) Dr. Mary Venus Joseph.
(Dean & Administrator) 

RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

MINUTES OF FIRST ACADEMIC COUNCIL MEETING

Date: 26th July 2014

Time: 10 am- 12.30 pm

Venue: Conference Hall, RBS, Kakkanad

The first meeting of the Academic Council was held on 26th July 2014, from 10 am to 12.30 pm at Conference Hall in RBS, in the Valley campus of Rajagiri College of Social Sciences at Kakkanad. Since the names of the nominees from Mahatma Gandhi University have not been received, the meeting was held as an internal meeting of the Council.

The meeting began with a silent prayer.

Introductory remarks by Chairman

The Chairman of the Council, Dr. Joseph I. Injodey welcomed the members after introducing each member present. He also briefed about the purpose and functions of the Academic Council. In his preliminary remarks he emphasized that how we utilize the academic autonomy shall be a model for other higher education institutions who aspire for autonomous status. This calls for transparency, accountability and innovation in pursuing excellence through autonomy.

After this, the Agenda was taken up for discussion.

AC1.1 - Ratification of the procedures of UG & PG admissions 2014-15

The procedure adopted for the UG & PG admissions 2014-15 was presented by Prof. George Joseph, Admission Committee Chairman. The admissions to the BSW programme in the autonomous stream for the academic year 2014-15 was conducted as per the Centralized Admission Process (CAP) of the Mahatma Gandhi University due to the delay in the award of Autonomous status to Rajagiri College of Social Sciences by the University Grants Commission. Students were admitted as per the affiliating university rank list, strictly adhering to rules & regulation regarding reservation and merit. All the students and parents submitted an undertaking showing their willingness to join the programme under autonomous scheme.

The admissions to the PG programmes in the autonomous stream for the academic year 2014-15 was conducted by the College with the permission of Mahatma Gandhi University, strictly following the rules & regulations stipulated by the Government of

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Kerala and MG University. Admissions to the MCA, MBA, MHRM, BLISC, MLISC and PGDAHS have been completed as per prospectus of the College, designed in tune with the MG University pattern. Notifications of admissions were published in five leading newspapers and in the college website. For MBA and MHRM programmes, admission was done based on the CAT/MAT/CMAT scores, group discussion and personal interview. For MCA programme, admission was done based on ASTIK entrance, academic record and personal interview. Admission to the BLISC, MLISC and PGDAHS was conducted based on academic record and personal interview.

Admission to the MSW programme will be done in the month of August 2014. The admission procedure consists of an entrance test, group discussion and personal interview.

AC 1.1.1 It was resolved to ratify the admission procedures of 2014-15.

AC 1.1.2 It was resolved to constitute an admission committee with Prof. George Joseph as its Chairman to prepare a proposal regarding UG & PG admissions for the academic year 2015-16, ensuring compliance with the university and state regulations.

AC 1.1.3 As per the resolution of the first Governing Council held on 5/7/2014 (GC 1.6.1), foreign nationals can be admitted in the academic programmes of the College. A committee consisting of Prof. George Joseph and Prof. Alex was constituted for finding out the government and AICTE procedures in admitting foreign national students.

AC1.2 - Approval of the nominations of two experts to the Boards of Studies

As per the Kerala Government the ordinance 56 of 2013, Government of Kerala, Nov. 30, 2013, S 109/2 C the Academic Council of the college has to nominate two experts in each subject from outside the college to the Board of Studies.

The lists of the experts suggested by the Chairmen of the BOS are given below:

Board of Studies in Social Work

1. Dr. P. K. Shajahan, Professor & Dean, Tata Institute of Social Sciences, Mumbai.
2. Dr. Mary Venus Joseph, Dean & Administrator, Rajagiri College of Social Sciences

Board of Studies in Management



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1. Mr. M.S.A. Kumar, MD, AVT Natural Products Ltd
2. Mr. Geemon Korah, CEO, Kancor Ingredients Ltd

Board of Studies in Computer Science

1. Dr. Kannan B, Head, Dept. of Computer Applications, CUSAT
2. Dr. M S Bindu, STAS, Kottayam

Board of Studies in Library Science

1. Dr. Susan Mathew, University Library, CUSAT

AC 1.2.1 The Academic Council resolved to approve the nominations of the experts to each of the various Boards of Studies, presented by the departments concerned.

AC1.3. Ratification of the syllabus of 2014-15 batch admissions

AC 1.3.1 The respective Boards of Studies approved following the existing syllabus of Mahatma Gandhi University for all UG & PG batches of 2014-15 admissions. It was resolved to approve the decision of the Boards of Studies.

AC 1.3.2 The Council entrusted the heads of different academic departments to plan the syllabus revisions for 2015 admissions. It was also suggested to have discussions at student, department and employer levels for getting feedback on revision of the existing syllabi.

AC1.4 - Approval of changes in assessment of all courses in UG & PG

AC 1.4.1 It was resolved to approve the proposal of the various Boards of studies to introduce indirect grading (marks based evaluation) in PG course evaluation as is being done in the existing UG programmes.

AC 1.4.2 The Council resolved to approve the recommendation of the various Boards of studies to fix continuous assessment component to be uniformly 40% of the total for the UG & PG programmes.

Sd/-

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- AC 1.4.3** Dr. Binoy Joseph also explained the proposal from the Boards of Studies on adopting seven point scale grading system for each programme, based on the total percentage of marks for all courses (theory & practical) with A+ (outstanding) as the highest Grade (with grade point 9 or above) and F (failure) as the lowest Grade (with grade point 4 or below). Candidates securing E grade and above will be eligible for higher studies. It was resolved to adopt the seven point scale based on the total percentage of marks obtained for all courses.
- AC 1.4.4** The examination cell suggested the reallocation of internal marks in which 15 marks will be allotted for internal assessment tests (7.5 for each test); five marks will be allotted for class participation, ten marks for individual assignment and the rest 10 marks for group projects/seminar/quiz. The proposal was approved by the Boards of Studies and has been submitted to the approval of the Academic Council. It was resolved to reallocate the internal marks as per the recommendation of the Boards of Studies.
- AC1.5 - Approval of examination manual and calendar and use of Pariman software for conducting examinations**
- AC 1.5.1** The Controller of Examinations, Dr. Binoy Joseph presented the examination manual prepared by the examination committee members sticking to the basic structure and content of the MG University examination manual with necessary modifications. The Council unanimously approved the manual for submission to the Governing Council.
- AC 1.5.2** Dr. Binoy also presented the examination calendar for the year 2014-15 for the autonomous batches (first year UG & PG) and the Council resolved to approve the examination calendar.
- AC 1.5.3** As per the resolution of the first Governing Council meeting held on 5 July 2014 (GC 1.5.1), Prof. Abhilash G. Namboodiri from the examination committee gave a brief presentation on the Pariman software for conducting examinations. After the clarifications on the presentation, the Council approved the use of the software in conducting the examination



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AC1.6 - Constitution of an Academic Audit Committee

UGC guidelines for autonomous colleges suggest the constitution of several non statutory committees in the college to ensure the quality of education. All non-statutory committees other than Academic audit committee mentioned in the guidelines are present in the college.

AC 1.6.1 It was resolved to constitute an academic audit committee comprising external experts in the Science and Humanities/Commerce streams under the auspices of IQAC, for conducting internal audits and for organizing external audit.

AC1.7- Restructuring of PGDAHS programme

AC 1.7.1 Dr. Sr. Lizy P. J. explained the issue of declining applicants for the PGDAHS programme and proposed a total restructuring of the programme. The Council resolved to approve the restructuring of the programme. A committee consisting of Dr. Sr. Lizy P. J., Fr. Saju M. D. and Dr. Anish K. R. was constituted to restructure the programme. But it was suggested that the new programme should have a social work base while restructuring it. Research, Counselling or Corporate Social Responsibility could be considered as options for framing the programme focus.

AC1.8 - New Programmes 2015-16

AC 1.8.1 As per the resolution of the first Governing Council held on 5/7/2014 (GC 1.4.1) the Academic Council has to identify new programmes to launch during the academic year 2015-16. It was resolved to constitute an expert committee consisting of Dr. Roshna Varghese, Dr. K. G. Jose and Dr. Fr. M. K. Joseph to identify PG, UG and short term certificate programmes which are viable and market relevant for potential employment.

AC1.9 - Approval of Research and Publication Policy

AC 1.9.1 The Coordinator of the Research Committee, Dr. Mathew Joseph presented the draft policy of the Research Committee in advancing research and publications among the faculty members. The committee has categorized the journals into A*, A, B and C categories depending on their ratings by the Journal Citation Reports. The policy also include incentives to faculty members for their publications based on the above mentioned categories as well as travel grant for presenting papers in international conferences,

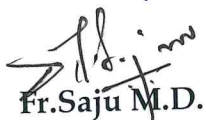
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once the research committee verify and approve the same. The Academic Council suggested encouraging the faculty members to apply for travel grants from UGC too. It was resolved to approve the draft policy for submission to the Governing Council.

AC1.10 - General Discussions and Decisions

- AC 1.10.1** It was resolved to entrust IQAC to explore the right resource persons and themes for orienting the staff on achieving excellence through autonomy.
- AC 1.10.2** It was resolved to look for possibilities of programme equivalence at international level so that more faculty and student exchanges, varied twinning and heterogeneity in student population could be made possible.

The meeting ended with a vote of thanks to the Chair.


Fr. Saju M.D.

Member Secretary


Joseph I. Injodey PhD
Chairman