

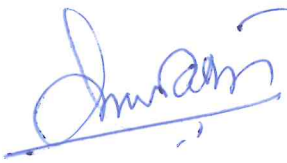
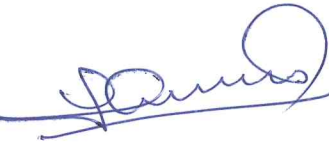


**Fourth meeting of the second Governing Council at 11.00 AM on 31<sup>st</sup> October 2017  
(Tuesday) at the Board Room of Rajagiri Business School, Rajagiri Valley Campus,  
Kakkanad, Kochi**

S.No.	AGENDA
	Silent Prayer
1	Confirmation of the minutes of the previous meeting held on 29-05-2017
2	Action Taken Report
3	Reporting of activities
4	Finalization of results of various examinations of March 2017 after re-valuation.
5	Special concession to a candidate with multiple handicap for writing semester examinations – ratification thereof.
6	Approval of syllabus revision recommended by the Board of Studies of Commerce and social work-approved by the Academic Council for 2018-19.
7	Approval of revised budget for UGC grant for 2017-18 as per the latest guidelines of UGC.
8	Suspected case of malpractice in the III Semester MCA (Supplementary) examination October 2017 - Action taken - reporting of.
9	Implementation of new syllabus of BLISc and MLISc of MG University from 2018-19 onwards.
10	Permanent increase of seats of MCA programme from 45 to 60
11	Nomination of one teacher of the College to the Governing Council under Section 111 (4b), Chapter IX of MG University Act 1985 (Amended).
12	Other items admitted by the Chair.





**Binoy Joseph Ph.D**  
**Principal & Ex-officio Secretary**

## Members Present

1. Rev. Dr. Jose Kuriyath CMI Chairman 
2. Dr. Manju Singh, Joint Secretary UGC Nominee Leave.
3. Dr. P. Thomas Mathew MG University Nominee 
4. Dr. Anilkumar K Member 
5. Dr. Anish K.R. Member 
6. Dr. Binoy Joseph Principal & Ex-officio Secretary 

## Special Invitees

1. Rev. Fr. Jose Alex Oruthayappilly CMI: 
2. Dr. Joseph I Injodey 

**Minutes of the fourth meeting of the second Governing Council of Rajagiri College of Social Sciences (Autonomous) held at 11.00 am on 31<sup>st</sup> October 2017 at the Board Room of Rajagiri Business School, Kakkanad, Kochi.**

**Members Present**

- |    |                              |                                  |
|----|------------------------------|----------------------------------|
| 1. | Rev. Dr. Jose Kuriyadath CMI | Chairman                         |
| 2. | Dr. P. Thomas Mathew         | MG University Nominee            |
| 3. | Dr. Anilkumar K.             | Member                           |
| 4. | Dr. Anish K R                | Member                           |
| 5. | Dr. Binoy Joseph             | Principal & Ex-officio Secretary |

**Special Invitees**

1. Rev. Fr. Jose Alex Oruthayappilly CMI
2. Dr. Joseph I. Injodey

**Leave of Absence**

1. Dr. Manju Singh UGC Nominee

The meeting started with a silent prayer.

The Chairman of the meeting extended a warm welcome to the members of the Governing Council and requested the Secretary to present the agenda for discussion.

**Item No. GC.2 4/1: Confirmation of the minutes of the previous meeting held on 29<sup>th</sup> May 2017**

At the very outset of the meeting, the minutes of the previous meeting of the Governing Council were presented before the Governing Council.

Q. J. Amide

As the members raised no objection the Council unanimously resolved to approve the minutes of the previous meeting of the Governing Council.

**Item No. GC.2 4/2:      Action taken reports**

The Secretary presented the action taken report on the resolutions of the previous meeting.

The Governing Council took note of the action taken on the resolutions and resolved to approve the same.

**Item No. GC.2 4/3:      Reporting of Activities**

- a) **Placements:** Several top placed companies visited the campus and interacted with students for their requirements. The excellence shown by the students encouraged the companies to offer placements at various capacities with a reasonably better pay package.
- b) **Meetings of Board of Studies (Commerce & Social Work) and Academic Council.**

Considering the demand for revision in the existing syllabus of B. Com Model-II (Voc) Finance & Taxation and MSW programmes, the Board of Studies of each discipline met on 25<sup>th</sup> August 2017. The meeting of each Board of Studies recommended to modify both the syllabus observing the general guidelines issued by the MG University.

The Academic Council at its meeting held on 29<sup>th</sup> August 2017 considered the recommendations and resolved to approve the same.

- c) **Extension of period of NAAC Accreditation:** As per the revised policy of NAAC, the validity of the accreditation period has been extended to 7 years taking into account the high performance of the Institution. Accordingly, the validity period of accreditation of this Institution has been extended for a further period from 22-03-2018 to 22-03-2020, based on the CGPA of 3.70 on four point scale-‘A’ Grade.

The Governing Council noted the matters and expressed their gratitude towards NAAC for granting extension of accreditation for a further period of two years with effect from 22<sup>nd</sup> March 2018.

**Item No. GC.2 4/4:      Finalization of results of various examinations held in March 2017**

*L. J. Amirth*

The results of various examinations held in March 2017 were published on time. Subsequent to this, several students submitted applications for revaluation and after completing the revaluation process, the final results were published as per the orders of the Principal. In addition to the above, semester results of MBA, MHRM & MSc Psychology were also published as given in the appendix.

Thus the action taken by the Principal may be ratified by the Governing Council so as to forward the same to MG University for the award of degree/diploma to the successful candidates. Alongside, approval may be given to issue the revised mark list to the students.

**Result Statistics after Revaluation and Semester Examinations – March 2017**

Programme	Semester	No. of Candidates Appeared	No. of Candidates Passed – Final	Final Pass %
MCA	II	38	30	79%
	IV	40	34	85%
	VI	43	43	100%
MLISc	II	14	14	100%
BLISc	II	20	17	85%
MSW	II	49	45	92%
	IV	57	56	98%
M.Phil	II	5	5	100%
BSW	II	38	32	84%
	IV	38	35	92%
	VI	36	35	97%
PGDCSW	II	6	5	83%
BBA	II	29	15	52%
B.Com Model-I (CA)	II	37	20	54%
	IV	48	40	83%
B.Com Model-II (FT)	II	37	33	89%
	IV	49	45	92%
B.Com Model-I (FT)	II	35	34	97%
B.Sc. Psychology	I	29	29	100%
	II	29	29	100%
M.Sc. Psychology	I	3	2	67%
	II	3	2	67%
MBA	II	116	96	83%
	IV	116	93	80%
MHRM	II	33	26	79%
	IV	35	32	91%

L. J. Anand

The Governing Council noted the statistics of results presented before the meeting and resolved to ratify the action taken by the Principal.

**Item No. GC.2 4/5: Special concession to a candidate with multiple handicap for writing the semester examinations**

Mr. Josen George, 1 Semester MLISc student has sought permission to allow him the assistance of a scribe while appearing for the semester examinations, grant of extra time to complete the examination and claim eligible grace marks as per University rules. It is certified by the District Medical Board, Ernakulam that the candidate is suffering from multiple handicap (mental retardation, cerebral palsy, low vision) and is eligible to receive the same as per the MG University rules. He was granted the same benefits by the MG University during his degree and post graduate examinations as well.

Considering the above facts, sanction has been accorded by the Principal to grant the assistance of a scribe, extra time of 45 minutes to answer each paper of three hours duration with proportionate reduction of extra time for papers of shorter duration and grace marks of 25% of the total marks for theory papers during the whole examinations of MLISc programme.

The action taken by the Principal may be ratified by the Governing Council.

The Governing Council resolved to ratify the action taken by the Principal in granting the special concessions to the candidate with multiple handicap.

**Item No. GC.2 4/6: Approval of syllabus revision recommended by the Board of Studies of Commerce & Social Work and approved by the Academic Council**

The Board of Studies of Commerce met on 25<sup>th</sup> August 2017 and recommended to revise the syllabus of B. Com Model-II (Voc. Finance & Taxation) to strengthen the content and to make it more compatible. The Board also recommended to follow the existing syllabus of MG University for B. Com Model-I (Computer Application), B. Com Model-I (Finance & Taxation) and BBA.

Similarly, the Board of Studies of Social Work which met on 25<sup>th</sup> August 2017, recommended to revise the existing scheme and syllabus of MSW programme and to continue the existing syllabus of other programmes.

The Academic Council at its meeting held on 29<sup>th</sup> August 2017 resolved to approve the modifications effected in the syllabi of B. Com Model-II (Voc. Finance & Taxation) and MSW programme with effect from 2018-19 academic year.



Accordingly, the revised syllabi have been submitted to MG University for approval, but approval of the same has not been issued by MG University for which the recommendation of the Governing Council is also required.

The Governing Council considered the revision effected in the syllabus of B.Com Model-II (Voc. Finance & Taxation) and MSW programmes and resolved to forward the same to MG University for approval for the academic year 2018-19 onwards.

**Item No. GC.2 4/7: Approval of revised budget for UGC grant for 2017-18 as per the latest guidelines of UGC**

As per the communication received from the Office of the UGC, SWRO, Bengaluru, the budget estimate submitted for UGC grant for the financial year 2017-18 has to be resubmitted as per the revised guidelines for autonomous colleges with the approval of the Finance Committee and Governing Council of the College. The meeting of the Finance Committee held on 19<sup>th</sup> October 2017 approved the revised budget estimate and the same has been submitted to UGC as an advance copy. As per the revised guidelines of UGC, the same needs to be approved by the Governing Council of the College also.

(Copy of the budget estimate appended)

The Governing Council resolved to approve the revised budget for 2017-18. Also resolved to forward the audited utilization certificate and statement of expenditure for the grant paid in the year 2016-17 to UGC.

**Item No. GC.2 4/8: Suspected case of mal-practice detected in the III Semester MCA degree (Supplementary) examination held in October 2017**

During the written examination of III Semester MCA degree (Supplementary) programme "MCA 302: Data Communication & Computer Networks" on 12<sup>th</sup> October 2017, it was found on CCTV footage that Mr. Vineeth K. Jose, a candidate with Regn No.1524042 has taken out a small pre-written manuscript kept in his right hand shirt sleeve for copying it. As directed by the Controller of Examinations, an Enquiry Committee was constituted consisting of:

- 1) Dr. Bindiya M. Varghese, HOD-Computer Science
- 2) Prof. PTC Titus, Dept. of Commerce
- 3) Ms. Vimina E R, A C E, Computer Science

and conducted a detailed enquiry. The candidate was given a chance to explain his case. He had admitted the mistake and handed over the manuscript used for copying.

R. J. M. Jose

After considering all the facts, the Committee recommended to cancel the examination "MCA 302 Data Communication & Computer Networks" taken by him on 12-10-2017 and debar him from writing any further supplementary examinations of III Semester during the current session (October 2017).

The recommendations made by the Enquiry Committee were accepted by the Principal and appropriate punishment was given as per orders.

The action taken by the Principal may be ratified by the Governing Council.

The Governing Council considered the matter and observed that stringent steps should be taken to prevent such unhealthy practices occurring in the examination hall. It was resolved to ratify the action taken by the Principal.

**Item No. GC 2. 4/9**      **Implementation of the new syllabus of BLISc and MLISc programme introduced by the MG University for the academic year 2018-19**

As proposed by the chairperson of Board of Studies in Library & Information Science the Academic Council at its meeting held on 29-08-2017 resolved to introduce the revised syllabus of MG University for BLISc & MLISc programmes of the College with effect from 2018-2019. This may be approved by the Governing Council.

The Governing Council considered the recommendation of the Academic Council of the College for the introduction of revised syllabus of MG University for BLISc and MLISc programmes of this College with effect from the academic year 2018-19.

The meeting resolved to approve the same and inform the University.

**Item No. GC 2. 4/10**      **Permanent increase of seats of MCA programme from 45 to 60**

The AICTE granted approval for the enhancement of seats of MCA programme of the College from 45 to 60 after complying with all procedures, and applied to MG University for granting affiliation to the enhancement of seats during 2017-18. But it was not granted by the MG University.

The Academic Council at its meeting held on 29<sup>th</sup> August 2017 recommended to submit application to the MG University in the next academic year. The matter is reported for a final decision.

Q. J. Amiji



The Governing Council discussed the recommendation made by the Academic Council of the College and resolved to submit fresh application to the University seeking permission to grant the enhancement of seats sanctioned by the AICTE.

**Item No. GC 2. 4/11      Nomination of one senior teacher to the Governing Council.**

The tenure of Dr. Manoj Mathew as the member of the Governing Council expired on 6<sup>th</sup> October 2017. As per Section 111 (4) (b) Chapter IX of MG University Act 1985 (Amended) one senior teacher may be nominated to the Governing Council.

The Governing Council considered the matter and resolved to re-nominate Dr. Manoj Mathew, the Controller of Examinations, as member of the Governing Council for a further period of two years (1<sup>st</sup> November 2017 to 31<sup>st</sup> October 2019).

**Item No. GC 2. 4/12      Other items**

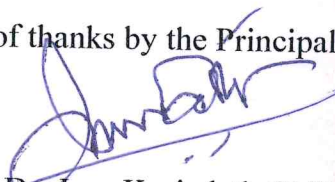
The result of various examinations and the pass percentage were discussed in the meeting. It was felt that conduct of supplementary examination in the final year of UG and PG programmes is advisable to save a year of certain students. The Governing Council resolved to submit a detailed proposal to the MG University for approval.

**Vote of Thanks**

The meeting came to an end by 1.00 pm with a vote of thanks by the Principal.



Binoy Joseph Ph.D  
Principal & Ex-officio Secretary



Rev. Dr. Jose Kuriedath CMI  
Chairman

Place: Kakkanad, Kochi  
Dated: 31-10-2017

Notification issued ✓

do to mm ✓  
HA

APPENDIX

**RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)  
KALAMASSERY**

Budget for the year 2017-2018 as per the revised guidelines for autonomous colleges

Item	Total Budget	For UGC Autonomy
<b>Capital Head:</b>		
(1) Office Equipment, Teaching Aids and laboratory equipment	2,50,000	2,20,000
(2) Furniture for Office, Class Rooms, Library and laboratories	2,20,000	2,00,000
(3) Library Equipment, Books/Journals	5,00,000	4,80,000
(4) Renovation & repairs not leading to construction of a new building	0	0
<b>Total</b>	<b>9,70,000</b>	<b>9,00,000</b>
<b>General Head:</b>		
(1) Guest/Visiting Faculty	1,60,000	1,50,000
(2) Orientation & Re-training of Teachers	1,20,000	1,00,000
(3) Re-designing Courses & Development of Teaching/Learning Material	40,000	25,000
(4) Workshop and Seminars	1,75,000	1,50,000
(5) Examination Reforms	50,000	35,000
(6) Development of Area Study programmes	80,000	50,000
(7) Extension Activities	1,75,000	1,50,000
(8) Up-gradation of syllabus on regular basis making it skill oriented with quantifiable outcomes	3,60,000	3,40,000
(9) Capacity building for teachers	1,25,000	1,00,000
<b>Total</b>	<b>12,85,000</b>	<b>11,00,000</b>
<b>Grand Total</b>	<b>22,55,000</b>	<b>20,00,000</b>

*R. J. Prithvi*

Signature of Principal with Seal