

Meeting of The Governing Council

Day & Date: Saturday, 5th July 2014

Time: 2.00 pm to 4.00 pm

Venue: Conference Hall, RBS, Kalkkanad

Acenda

Remarks by the Chairman

- 1.1 - Constitution of Statutory bodies under autonomy: Academic Council, Boards of Studies, Controller of Examinations, Finance Committee.
- 1.2 - Appointment of Staff for Controller of Examinations office
- 1.3 - New Academic Programmes for 2015-16
- 1.4 - Policy on use of Software for Conducting examinations
- 1.5 - Additional space for new programmes
- 1.6 - Admission of foreign nationals in Academic programmes
- 1.7 - Human Resource Policy manual
- 1.8 - Advisory Council for the College
- 1.9 - Nominating Director of the College as a permanent special invitee for the meetings

1.10 - Nominating Dean & Administrative of the College as a permanent special invitee for the meetings

Any other item - with the consent of the Chair.

Members present for the meeting

1. Dr. Jose Cleatus Plackal CM (Chairman) [Signature]

2. Dr. Joseph I. Injodey (ex-officio Secretary) [Signature]

3. Dr. [Faded Name]

3. Dr. Anil Kumar K. [Signature]

4. Dr. Lizy P.J. [Signature]

5. Dr. Binoy Joseph. [Signature]

RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)**MINUTES OF FIRST GOVERNING COUNCIL****Date:** 5th July 2014**Time:** 2 pm- 4 pm**Venue:** Conference Hall, RBS, Kakkanad

The first meeting of the Governing Council was held on 5th July 2014, from 2 pm to 4 pm at Conference Hall in RCBS, in the Valley campus of Rajagiri College of Social Sciences at Kakkanad. Since the request for the names of the nominees from Mahatma Gandhi University and UGC is in process, 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. Fr. Jose Cleetus Plackal welcomed and congratulated the members for obtaining autonomous status for the college. He further, briefed about the purpose and functions of the Governing Council. In his preliminary remarks he stressed the importance of pursuing excellence with accountability and transparency.

After this, the Agenda was taken up for discussion.

GC1.1 -Constitution of statutory bodies under autonomy: Academic Council, Boards of Studies, Controller of Examinations, Finance Committee

GC 1.1.1 It was resolved to constitute Academic Council for the College and Boards of Studies in Social Work, Management, Computer Science and Library Science. Based on the recommendations from various heads of departments, it was also resolved to nominate the following names of the experts for the Academic Council.

1. Dr. Keith Gomez, Psychotherapist, VHS, Chennai-125- Social Work
2. Dr. Sam Thomas, Faculty Member, School of Management, CUSAT, Kochi
3. Dr. Poulose Jacob, Pro-VC, CUSAT, Kochi
4. Dr. Johnson X. Palackappillil, Principal, SH College, Thevara

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The Chairman suggested the holding of the first meeting of the Boards of Studies followed by the meeting of Academic Council within July 2014 itself so as to avoid delay in decision making.

GC 1.1.2 It was resolved to appoint Dr. Binoy Joseph, Associate Professor as the Controller of Examinations. The Controller may appoint Assistant Controller of Examinations from each department. It was also resolved to set up a separate office for Controller of Examinations. The Council suggested the Principal to finalize the examination manual and examination calendar for 2014-15 by the end of July 2014 itself.

GC 1.1.3 It was also resolved to constitute a Finance Committee with Dr Joseph I Injodey as the Chairman and Fr. Saju M. D., Finance Officer and Dr Binoy Joseph, Faculty member, as members for a period of two years.

GC 1.2 - Appointment of staff for Controller of Examinations office

GC 1.2.1 It was resolved to appoint two full time staff in the Controller of Examinations office for the administrative work in the office. The Council entrusted the Finance Committee to decide the salary of the staff.

GC 1.3 - New Programmes for 2015-16

GC 1.3.1 It was resolved to continue with the existing programmes and start the newly sanctioned MLISc for the academic year 2014-15 and start new programmes in 2015-16. The Council entrusted the Academic Council to suggest viable and market relevant programmes with potential employment. The Council also suggested looking for the need for restructuring or renaming of any existing programme in 2015-16.

GC 1.4 - Policy on use of software for conducting examinations

GC 1.4.1 The Principal informed the Council on the details of a preliminary study conducted by the examination committee on the challenges and projected expenses of conducting examinations under autonomy. He also informed that the examination committee recommended the use of software in conducting examinations under autonomy, which avoids delay in procedures and also ensures randomness. It was resolved to use software for generating question papers for examinations. The Council entrusted the Principal to finalize a proven software package in conducting examinations, in consultation with the Academic Council.



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GC 1.5 - Additional space for new programmes

- GC 1.5.1** The Principal brought the problem of space constraint in launching new programmes in the Hill campus of the College in Kalamassery. A lengthy discussion was then followed regarding the immediate space requirement as well as the need for a separate building for the new programmes. It was resolved to use the Rajagiri L.P. section building of the Rajagiri Higher Secondary School for 2015 new admissions. The Council also resolved to see the possibility of registering the piece of land that lies between Rajagiri Kindergarten and Rajagiri College in the name of the College for erecting a new building, subject to the approval of the matter in the Provincial Council.
- GC 1.5.2** The Principal informed the Council about the possibility of obtaining UGC Grant for building new ladies hostel annexe in the Valley campus. The Council noted the information.

GC 1.6 - Admission of foreign nationals in academic programmes

- GC 1.6.1** It was resolved to admit foreign nationals in the academic programmes of the college. The Council entrusted the Academic Council to follow up the matter with UGC, ICCR and AICTE. The Chairman also suggested developing a policy for the campus decorum relevant to a multicultural student population, without compromising on the values upheld by the institution.
- GC 1.6.2** The Council also entrusted the Principal to look into the existing collaborations of the College with universities abroad and to have more academic collaborations in the future.

GC 1.7 - Human Resource Policy manual

- GC 1.7.1** The Principal presented the draft human resource policy of the college in the context of the grant of autonomy. This was followed by a discussion on the performance appraisal of the staff. The Principal explained the existing systems of faculty assessment in terms of student evaluation, faculty self appraisal and the appraisal by the Principal. It was resolved to approve the human resource policy manual.



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GC 1.8- Advisory Council for the College

GC 1.8.1 The Council directed the Principal to form an Advisory Council for the college with members of repute from different fields, including few distinguished alumni, who could support the college in its pursuit for excellence.

GC 1.9 - Nominating Director as permanent special invitee for the Council meetings


GC 1.19.1 It was resolved to nominate Director of the College, Rev. Dr. Antony Kariyil CMI as a permanent special invitee for the Council meetings.

GC 1.10 - Nominating Dean & Administrator as permanent special invitee for the Council meetings

GC 1.10.1 It was resolved to nominate Dean & Administrator of the College, Dr. Mary Venus Joseph as a permanent special invitee for the Council meetings.

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


Dr. Joseph I Injodey
Ex-officio Secretary


Dr. Jose Cleetus Plackal CMI
Chairman