

MARIAN COLLEGE KUTTIKKANAM AUTONOMOUS

Minutes of the Meeting of Governing Body

Date: 19 February 2024
Time: 11 AM
Venue: Board Room, MAGIS

Present

Rev. Fr. Bobby Alex Mannamplackal Chairman
Rev. Fr. Joseph Ponganthanath
Prof. Dr. Jose James
Dr. Jose Kallarackal
Dr. James Jacob
Dr. Soosy Joseph
Dr. Joshy John
Prof. Dr. Ajimon George Principal & Secretary

The meeting started with a prayer.

After ascertaining the quorum, the Chairman called the meeting to order

The Chairman welcomed the guests and as his introductory remarks noted that as per the new UGC regulations (2023) for Autonomous colleges, the duration of the Governing Body is five years. Steps will be initiated to reconstitute the Governing Body aligning with the new UGC Regulations 2023. The present governing body is constituted as per UGC regulations 2018.

- The Principal and Secretary presented the minutes of the governing body meeting held on 22nd August 2023 and explained the action taken.
- The Chairman then invited Mr. Arun George Joseph, Faculty in charge, Marian Entrepreneurship Cell to present the report prepared as per the suggestions of Mr. T K Jose IAS in the previous Governing Body meeting. (**Annexure IB**)
- The meeting discussed the matter in detail and resolved to establish Marian Incubation Centre with proper registration to the relevant regulatory bodies.
- The meeting also resolved to authorise Mr. Arun George Joseph for coordinating the registration of the Incubation Centre and allied activities in consultation with the Principal and Administrator.

The meeting then discussed the agenda items and resolved the following:

Item No.	Agenda	Note/Report	Proposal/Action sought
1.	Presentation of the minutes of the previous meeting held on 22 nd August 2023 and action taken	Annexure I (A)	Approved
	Report by Marian Entrepreneurship Cell.	<p>Annexure I (B)</p> <p>Report prepared as per the suggestion by Mr T.K Jose IAS in the governing body meeting held on 22nd August 2023.</p> <p>Details of discussion in Annexure I (C)</p>	Accepted the Report. Resolved to entrust Mr. Arun George Joseph to take urgent steps in consultation with the Principal and Administrator to establish a Marian Incubation Cell with proper registrations with TBI/ KEDC with separate PAN and other credentials. If needed, expert advice shall also be sought. Mr. Arun George Joseph shall report the actions taken including the number of start- ups registered under the new Incubation Cell in the next Governing Body meeting.
2.	<p>(a) Presentation and approval of results of</p> <p>(I) UG 1, 3 and 5 semesters (October 2023 examinations)</p> <p>(II) PG 1, 3 and 5 semesters. (October 2023 examinations)</p> <p>(b) Issuing of mark list to the students.</p>	<p>Annexure II</p> <p>Annexure III</p>	<p>Ratified and approved.</p> <p>Also resolved to entrust the Principal to constitute an Expert Committee to conduct a review on the reasons for the low results in some programmes and to suggest remedial measures to improve the results. The Committee shall include the Manager, Principal, HoD, teachers teaching the courses and experts in the courses concerned.</p>

	<p>(c) Diploma Results</p> <p>(I) PG Diploma in Administration and care management in geriatrics (March 2023 examinations).</p> <p>(II) Diploma in counselling and psychotherapy. (March 2023 examinations).</p> <p>(III) PG Diploma in counselling and psychotherapy (March 2023 examinations).</p>	Annexure IV	
3.	Approval of appointment of teachers in SF stream.	<p>Annexure V</p> <p>The appointments made after 24-07-2023.</p>	Approved
4.	Update on the Autonomy renewal	<p>Annexure VI</p> <p>The College got the approval for extension of Autonomous status for a period of 10 years from the academic year 2022 -2023 to 2031- 2032. The UGC has requested the Registrar of M.G University to issue necessary notification within 30 days regarding the extension of autonomous status. The notification is still pending.</p>	Reported
5.	Nomination of one person to Finance Committee of the College for a period of 2 years as per the UGC Regulations 2023	Nominated Fr. Dr. Sibichen Joseph to the Finance Committee of the College w.e.f 25 th August 2023.	Ratified and approved

6.	Update on implementing 4-year degree programmes w.e.f. 2024 academic year.	Details of discussion in Annexure VII	Reported
7.	Approval of the recommendations of Finance Committee (being an advisory body to the Governing Body). Minutes of finance committee in Annexure VIII and details of discussion in Annexure IX	<ol style="list-style-type: none"> <li data-bbox="619 320 999 472">1. Audit Report for the Financial Year 2022-2023 <li data-bbox="619 472 999 600">2. Budget for Autonomy Grant (2024-25) <li data-bbox="619 600 999 813">3. Budget Planning 2024 -2025 Financial year <li data-bbox="619 813 999 1025">4. Fees for the conduct of Academic Fest and Community Fest- “SAHYA- The Marian Fest” <li data-bbox="619 1025 999 1279">Annexure X 5. Fees increase for UG and PG from Academic year 2024 – 2025 <li data-bbox="619 1279 999 1659">6. Fees to be collected from Ph D scholars in connection with expenses of acquiring research software, databases, journals etc. for use by scholars. <li data-bbox="619 1659 999 1953">7. Fees to be collected for Certificate programmes and Global Certification programmes from the Dept. of Computer Applications (PG) 	<p data-bbox="999 320 1434 472">Approved</p> <p data-bbox="999 472 1434 600">Approved</p> <p data-bbox="999 600 1434 813">Resolved to authorize the Finance Officer Fr. Joseph Ponganthanam to scrutinize the proposals and finalize allocation of funds.</p> <p data-bbox="999 813 1434 1025">Approved Resolved to collect a sum of Rs. 500 from each student with effect from 2024 Academic year.</p> <p data-bbox="999 1025 1434 1279">Approved Resolved for an increase of 5% every year as per GO (Rt.) No. 1836/2019/ HEDN dated 17/10/2019</p> <p data-bbox="999 1279 1434 1659">Approved Resolved to collect a sum of Rs. 10000/- per semester from each scholar.</p> <p data-bbox="999 1659 1434 1953">Approved the fee structure as detailed in Annexure II of the minutes of finance committee.</p>

		8. Internal Audit report. April- December 2023 (2023-24 F.Y)	The administrator and FO of Marian College, Fr. Joseph Ponganthanam, reported that the audit is completed and will be presented in the next governing body meeting.
		9. Proposal for conducting Department wise cost audit by a qualified Cost Accountant.	Approved
8.	Update on the progress of research publications of the faculty during the academic year 2023-24 and suggestion to institute an award for the faculty who publishes maximum number of publications.	Details of discussion in Annexure XI	Reported and approved The Governing Body conveyed its profound appreciation to Prof. Dr. Ajimon George for his committed endeavours in fostering a research-oriented environment on campus, consequently leading to an outstanding increase in research publications to 27. It was also resolved to institute Gold medals of 1gm each to recognize top 3 teachers who publishes highest number of publications in an academic year.
9.	Bringing BBA/BCA programmes under AICTE Regulations	Reported and discussed	Reported The principal reported that BBA / BCA programmes are registered under AICTE regulations as per university order No. 8488/AC A1-2/2024/AC A1 dated 29.01.2024.
10.	Starting of Integrated B.Ed. programmes	To move ahead with the proposal as per Government norms	Resolved to move forward as per Government guidelines and authorized the Chairman to take further steps.

11.	Fixing the retirement age of teaching and non- teaching staff of self-financing stream at par with the retirement age of Government employees of Kerala	Briefing and discussion	Resolved to fix the retirement age as per the Government guidelines. However, a legal opinion in this matter is to be taken. Subsequent to the GB meeting, there was an in-person consultation made by the Manager, Principal and the Administrator with our Legal Advisor Advocate Kurian George Kannanthanam in his Office on 23/02/2024. According to him we are free to fix the retirement age in the self-financing stream based on the contract with the staff. He will give us a written legal opinion in this regard.
12.	Any other matter permitted by the Chairman. 1. Various fees and fines charged by M.G University (During the year 30 lakhs)	Discussed and decided to collect the amount from students under the head university fees.	Approved
	2. Fee paid to AICTE for BBA/BCA Programmes (9,20,000)	Discussed and decided to collect the amount from students under the head AICTE fees.	Approved
	3. Convocation for outgoing UG and PG students. Fees for convocation Rs.3,000/-	The fee include cost of executive file folders, gown and cap, food for the student and 2 family members, expenses of chief guest and key note speaker, stage arrangements, decoration etc.	Approved

	4. Appointment of new Controller of Examinations	The present Controller of Examinations Dr. Soosy Joseph is due to retire on 31 st May 2024	Authorised the Chairman to take suitable actions in accordance with the UGC regulations in this regard.
	5. Retirement of 2 teachers (Dr. Soosy Joseph and Mr. Bobby K Mani) and 2 Non-teaching staff (Mr. Sunny Thomas, Office Superintendent and Mr. Saji Joseph, UD Clerk)		Reported and authorised the Chairman to take suitable actions to fill the vacancy as per Government norms.
	6. KIRF 2024		Resolved to participate in KIRF 2024.

The meeting came to an end at 2:00 PM.

Sd/-
Prof. Dr. Ajimon George
Secretary

Sd/-
Fr. Bobby Alex Mannamplackal
Chairman