



**ST. ALBERT'S COLLEGE (AUTONOMOUS)
ERNAKULAM, KOCHI-682 018**

(Affiliated to Mahatma Gandhi University, Kottayam)

SACA/2020/GC/20-21/01

08-07-2020

**MINUTES OF THE ONLINE MEETING OF THE GOVERNING BODY
HELD ON 8th JULY 2020, AT 11 AM**

MEMBERS PRESENT:

1. Fr. Antony Arackal (Chairman)
2. Dr. Nelson Rodrigues (Secretary)
3. Fr. Christy David Pathiala (Vice Chairman)
4. Fr. Jolly John Odathackal (Vice Chairman)
5. Fr. John Christopher Vadassery
6. Fr. Joseph Antony
7. Dr. Keerthy T. R., (M. G. University Representative)
8. Dr. Rosalind Gonzaga
9. Prof K. J. Benny (Newly incorporated member instead of Dr. Nelson Rodrigues)

SPECIAL INVITEES.

1. Dr. M. A. Solomon (Controller of Examinations)
2. Dr. Sabu M. C. (Dean of Resource Mobilisation)

AGENDA

Agenda of the meeting

1. Publication of results of UG and PG programs
2. Procedure of admission in the academic year 2020-21
3. Proposal for applying new skill programs to UGC.
4. Human Resource Policy (Introduction & Revision)
5. Platinum Jubilee Celebrations
6. Proposal of Autonomous funding
7. Any other matters permitted by the chair.

The online meeting was presided over by the Chairman, Rev. Fr. Antony Arackal and started with a prayer at 11.00 AM. Dr. Rosalind Gonzaga, Vice Principal welcomed all the members including the new teacher representative Prof. Benny K.J, who is appointed instead of Dr. Nelson Rodrigues (present Principal in charge).

Dr. Nelson Rodrigues, secretary presented the minutes of the previous Government Body meeting held on 19.03.2020 and it was approved by the Chairman with the consent of the members present.

Item 1. Publication of results of UG and PG Programs

Dr. Solomon M.A, Controller of the Examinations presented the results of the UG and PG programs. Theory and practical exams for the 4th and 6th semester had concluded on 22nd June 2020. He also presented the detailed results gender wise and grade wise.

During the meeting it was pointed out that the female students performed better than male students with an exception in Zoology. The Chairman Rev. Fr. Antony Arackal suggested to analyse the result category wise. Vice chairman Rev. Fr. Christy David emphasized the importance of the adoption of the remedial measures to improve the results.

Dr. Nelson Rodrigues suggested to focus on the improvement of the standard of U.G and P.G. Projects at par with National/International level publications by utilizing support and assistance from faculties of premium research institutes. Prof K.J Benny stated that tutors should support and train the students to improve the performance in their internal & external examinations.

Dr. M.A Solomon sought permission of the Governing body to publish the results on the 8th of July, 2020 immediately after the Governing Body meeting. The same was approved by the Governing Body.

Item 2. Procedure of Admissions in the academic year 2020-21

In order to maintain uniformity of academic standard of applicants in the admission, the suggestions and decisions of Academic council were discussed. It was decided in the Governing body meeting that we could move in consensus with the other Autonomous colleges affiliated to M.G. University Kottayam for designing new admission procedures. In case further clarification was required, the Executive Committee of the college is entrusted to take the appropriate decision in this matter.

Item 3. Proposal for applying new skill programs (Ph. D course, M. Voc, B Voc, P. G. Diploma and certificate courses) to UGC

Dr. Nelson Rodrigues presented the minutes of the Academic Council, held on 02-07-2020 during the meeting. He stated that the Academic Council accepted the proposal of the Board of studies regarding the new programs and recommended to forward to Governing Body. Proposals for the following courses were discussed in detail and approved by the Academic council. Governing Body decided to apply for all these courses to UGC and start the program during the year 2020-2021 if permission granted by the UGC. The list of courses is given below:-

Sl. No	Department	Name of Course
1	Department of Commerce	Ph. D in Commerce
2	Department of English	Ph. D in English
3	Department of Management	Ph. D in Management & Entrepreneurship
4	Department of Physics	Ph. D in Physics
5	Department of Physical Education	Ph. D in Physical Education
6	Department of Logistics	M. Voc. Logistics & Supply Chain management
7	Department of Renewable Energy	M. Voc. Renewable Energy Management
8	Department of Aquaculture	B. Voc. Fish Post Harvest Technology & Management
9	Department of Journalism and mass communication.	B. Voc Journalism and Mass Communication.
10	Department of Social work	B. Voc. Medical & Psychiatric Social Work
11	Department of Physical Education	B. Voc. Sports Nutrition and Physiotherapy
12	Department of Commerce	P. G. Diploma in Securities Analysis and Portfolio Management
13	Department of Mathematics.	P. G. Diploma in Data Visualisation & Info graphics.

Governing body also approved the suggestion given by the Finance committee regarding the fees structure of the proposed program.

Item 4. Human Resource Policy (Introduction & Revision):

Fr. Antony Arackal presented the Human Resource Policy of the Institution and it includes the revision of existing policies and introduction new policies as listed below. List of policies is attached.

1. Code of Professional Ethics
2. Teachers and their responsibilities
3. General Rules and Guidelines for Non-Teaching Staff
4. Committees, their Roles and Responsibilities
 1. Governing Council
 2. Academic Council
 3. Board of Studies
 4. Executive Committee
 5. Extended Executive Committee

6. Finance Committee
7. Purchase Committee
8. Grievance Redressal Cell (for Students)
9. Internal Quality Assurance Cell
10. Parent Teacher Association
11. Academic and Administrative Audit Committee
12. Anti-Ragging Committee
13. Internal Complaints Committee
14. Discipline Committee
15. Admission Committee
16. Attendance Monitoring Committee
17. Placement Committee
18. Social Outreach Committee
19. Public Relation Committee
20. Library Committee
21. Cell for Prevention Of Caste-Based Discrimination And Committee For
22. SC/ST, Minority Cell, OBC Cell
23. Women Development Cell

5. Roles and Responsibilities

1. Roles and Responsibilities of Class Tutors
2. Roles and Responsibilities of the HoD
3. Roles and Responsibilities of the Librarian
4. Roles and Responsibilities of the Deans
5. Roles and Responsibilities of the Principal
6. Roles and Responsibilities of the Placement coordinator
7. Roles and Responsibilities of DQAC coordinator
8. Roles and Responsibilities of Club Coordinators
9. Roles and Responsibilities of Arts Coordinator
10. Roles and Responsibilities of Sports Coordinator
11. Roles and Responsibilities of Department Secretary
12. Roles and Responsibilities of Examination Coordinator
13. Roles and Responsibilities of IEDC Coordinator
14. Roles and Responsibilities of Department Treasurer
15. Roles and Responsibilities of Media Coordinator
16. Roles and Responsibilities of Social Outreach Coordinator
17. Roles and Responsibilities of E-Governance Coordinator
18. Roles and Responsibilities of Green Coordinator

6. Policies (13 policies were introduced and 21 policies were revised as per the need)

1. Anti-Bribery Policy
2. Award for Excellence
3. Birthday Policy
4. Business Expenses Policy
5. Change in Employment or Personal Data

6. Consultancy Policy
7. Employee Recognition
8. Employee Referral
9. Employee Satisfaction Survey
10. Equal Employment Opportunity
11. Grievance Policy
12. Health, Safety & Environment
13. Incentives
14. Induction Policy
15. Industrial Visit Policy
16. Intellectual Property Rights (IPR) Policy
17. Internship Policy
18. Leave Policy
19. New Born Policy
20. Performance Appraisals
21. Personal Conduct
22. Personal Records, Privacy & Retention
23. Policy and Procedures for Albertian Incubation Centre
24. Procedure for Purchases Policy
25. Professional & Personal Development
26. Recruitment and Selection Policy (Self-Financing Staff)
27. Research Policy
28. Sexual Harassment
29. Student Admissions Policy
30. Student Involvement and Participation Policy
31. Social Outreach Policy
32. Suggestion and Bright Idea Policy
33. Intellectual Property and Security
34. Conflict of Interest

Item 5. Platinum Jubilee Celebrations

Fr. Christy had mentioned it would be nice if there was a building/infrastructure or a memorial erected in memory of our Jubilee celebration. Dr. Rosalind Gonzaga had mentioned that all activities should be highlighted with the term "Platinum Jubilee Celebration 2020-2021". Fr. Antony Arackal suggested that an executive committee meeting is to be conducted exclusively for the Jubilee preparations to form the platinum Jubilee committee for the same.

Item 6 Proposal of Autonomous funding 2020-21

Autonomous funding proposal of the year 2020-21 was presented by Dr. Sabu M.C and the same is approved by the Governing Body.

Item 7.1. Attendance of Teachers

With regard to the attendance of teachers during the current situation (COVID 19) enough reasons were raised by the teachers to conduct work from home. Fr. Antony directed to follow the government orders for smooth functioning of the college.

Item 7.2 Actions regarding examination malpractice

Actions regarding examination malpractice need to be reported at the Governing body meeting by the Controller of Examination with the suggestions for remedial action. Once those suggestions are accepted by the Governing Body, they should be implemented promptly.

Meeting ended with the vote of thanks by Fr. John Christopher at 1 p.m.

Fr. Antony Arackal
Chairman, Governing Body

Dr. Nelson Rodrigues
Secretary, Governing Body