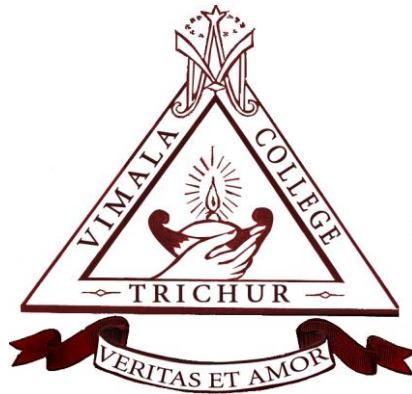# Vimala College (Autonomous)
Thrissur

Governing Council Minutes-Extract

Minutes of the Seventh meeting of the Governing Council of Vimala College (Autonomous) Thrissur held on 25 January 2019 in the Conference hall

Agenda:

1. Confirmation of the minutes of the previous meeting held on 27 June 2018
2. Action taken report
3. Publication of examination results, October 2018 1, III, V Semester UG / I & III Semester PG
4. Proposal for the enhancement of examination fee
5. Annual budget
6. Commencement of B Voc and Community College programmes
7. Policy for Research and Consultancy
8. e-Governance Annual report
9. Initiation of Planning and Development Committee
10. Institution of prize for academic excellence
11. Consent for uploading on website Perspective Plan and Strategy Plan
12. Staff Recruitment
13. New programmes proposed
14. Any other matter that may arise

Members Present:

Dr Sr Liviy John

Dr Fathimathu Zuhara K

Dr Sr Beena Jose

Dr. Jaya Cherian

Dr Minimol k

Apologies:

Dr Abdul Majeed, University Nominee

Dr O J Joycee

Dr Sr Lissy John Irimpan, Chairperson of the Governing Council, extended a warm welcome to the members of the Council. In the welcome address she mentioned the College's major activities since last Governing Council meeting, the awards and achievements secured by the academic community and also the new initiatives. The Chairperson also informed the members that the College has been selected as a participating institution under the Unnath Bharat Abhiyan (UBA), a flagship programme of MHRD, Govt. of India which aims at involving higher education institution in devising and ensuring government programmes in remote villages. The villages adopted under UBA are Madakkathara, Mulangunnathukavu, Kolazhy, Thekkumkara, Vilvattom. The College also has been selected as a mentoring college for five unaccredited colleges under UGC's Paramarsh Scheme. The Chairperson also mentioned about the certification process undertaken by the College such as NIRF and India today.

Item 1: Confirmation of the minutes of the previous meeting held on 27 June 2018.

The minutes of the previous meeting of the Governing Council held on 27/06/2018 was read out and the Council unanimously resolved to pass the minutes.

Item 2: Action taken Report

The Principal, who is the Ex Officio Secretary of the Council presented the action taken report on the resolutions of the previous meeting as given below:

1. Publication of the results

The result of the II & IV Semester UG & PG

examination held during March/April 2018 was published on 30 June 2018.

2. Bridge Courses for Complementary Course

The Department has prepared a syllabus for a bridge course in Chemistry for the students of 2019 admission. A procedure for this can be drafted by the department. A faculty has been deployed for the purpose.

3. Complementary Courses of Textiles and Fashion Technology

The Board of Studies of the University of Calicut arrived at a consensus that the two complementary courses offered now are not related to the core program. Therefore, it has been decided to change either one or both the courses and substitute the same with a course on Costume and Fashion designing at the next UG regulations meeting.

4. Remedial Coaching for Mathematics courses

The Department conducted peer teaching to improve the performance of students in complementary course. 9 advanced learners were identified and each was assigned 4-5 slow learners. The focus was on additional practice exercises and extra coaching on complex concepts.

5. Remedial Coaching in English

Two students from the outgoing PG batch volunteered to offer remedial coaching for slow learners in the beginning of the year. But this could not continue as it did the previous year as these students got placement. So the department resorted to peer teaching. Advanced learners were identified and slow learners assigned. Peer teaching was also done during days when faculties were summoned to the valuation camps. Student teachers were assigned portions and excercises

Item 6: Commencement of B.Voc & Community College Programmes

The Principal informed the Council regarding the commencement of B.Voc Programmes and Community College. Vimala College has been approved as a centre by the UGC to introduce the following vocational programmes under NSQF (National Skill Qualification Framework) on 3 August 2018.

The B.Voc programmes started are B.Voc (Web-Technology) and B.Voc (Food Processing).

The Community College Diploma Course in Interior Architecture and Design and Digital Video-Production Course commenced on 26 November 2018, and Tourism Management and Hospitality on 10 December 2018 as evening college with 15 students each, out of which 27 are male students.

The Governing Council resolved to ratify the decision to commence B.Voc and Community College.

Item 7: Policy for Research and Consultancy

A policy for Research and Consultancy was formulated and placed before the Governing Council for approval and upload the same on the institutional website. The Council approved the Policy and resolved to upload the same on the institutional website.

Item 8: e-Governance: Annual Report

The Principal informed the Council regarding the constitution of a committee for e-Governance. The committee conducted a study on the current status of e-governance in the college and the requirements to enhance e-governance. The committee initiated various documentation initiatives aiming at 100 percent automation in the college governance. The annual report

Development Committee are:
1. To facilitate an integrated Management Information System.
2. To prepare the Enterprise Resource planning document
3. To plan in anticipation of future growth of the institution.

The members of the committee will include the IQAC Coordinator, Controller of Examinations, the faculty in the working committees for documentation, e-governance, certification, and the Bursar. The committee will be headed by the Principal. The Governing Council resolved to approve the initiation of the Planning and Development Committee.

The meeting concluded at 12.45 pm with a vote of thanks proposed by the Principal.

Dr Sr Lissy John Irimpan   Dr Sr Beena Jose
Chairperson   Principal

Minutes of the Twelfth Meeting of the Governing Council of Vimala College (Autonomous) Thrissur held on 8 April 2021– Google Meet

The 12th Meeting of the governing Council of Vimala College(Autonomous) was held on 8 April 2021 at 10.30 am via google meet (due to COVID 19).

The agenda of the meeting is given below:

ITEM.01/GC/08.04.2021 - Approval of the minutes of the previous Governing Council meeting held on 25/06/2020 (Minutes attached)

ITEM.02/GC/08.04.2021 – Action Taken Report on the resolutions of the Governing Council Meeting held on 25/06/2020 (Attached)

ITEM.03/GC/08.04.2021 – Report of the College Activities/Achievements since last meeting of the Governing Council (Attached)

ITEM.04/GC/08.04.2021–Ratification of Publication of results (Attached)
1. Second Semester PG Examination April 2020
2. Fourth Semester BA/BSc/BCom Examination April 2020
3. Third Semester BVoc Examination April 2020
4. Second Semester BA/BSc/ BCom Examination April 2020
5. Fifth Semester BA/BSc/ BCom Examination November 2020

ITEM.05/GC/08.04.2021 - Analysis of results

ITEM.06/GC/08.04.2021 - Approval of Add-on and Value Addition Courses for the academic year 2021-22 and ratification of new courses offered during 2020-21 (List attached)

ITEM.07/GC/08.04.2021–Approval of Annual e-Governance Report (attached)

ITEM.08/GC/25.06.2020 – Approval of Policies (Attached)

1. Student Mentoring system
2. Implementation of Add-on, value added and Audit Courses
3. Infrastructure Maintenance

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4. Professional Development Grant for Faculty

5. Research and Research Promotion

6. Quality Policy

7. Student engagement in Community Extension Activities

8. Anti- Ragging

9. Resource Mobilisation

10. Consultancy Services

11. Stakeholder Feedback

12. Emergency and Critical Incidents Management

13. Services for Divyangjan (Differently abled Students)

14. E- Governance

15. Use of IT Resources

16. Standard Operating procedure – COVID 19

17. Library Manual

18. Plagiarism -Policy and Procedure

19. OBE- CO-PO-PSO Mapping and Measurement of Attainment -Procedure

ITEM.9/GC/08.04.2021: Stakeholder feedback Report and Action Taken Report– approval (Attached)

ITEM 10/GC/08.04.2021: Examination Manual- Minor Revision

ITEM.11/GC/08.04.2021– Submission of AQAR to NAAC
ISO Certification Process
Preparation and submission of SSR for the fourth cycle of NAAC Accreditation

ITEM.12/GC/08.04.2021 - Any other matter of importance with the permission of the Chair

Members present:

1. Dr Sr Ritty J Nedumpara, Chairperson   Sd/-

2. Prof Dr Kuldip Singh Dhindsa, UGC Nominee   Sd/-

3. Prof Fathimathu Zuhara K   Sd/-

4. Dr Jos T Puthur University Nominee   Sd/-

5. Dr Sr Beena Jose, Principal   Sd/-

6. Dr Jaya Cherian, Principal's Nominee   Sd/-

7. Dr Minimol K, Principal's Nominee   Sd/-

8. Dr Malini K A, Principal's Nominee   Sd/-

Minutes of the Meeting:

The meeting began at 10.30 am. Dr Sr Ritty J Nedumpara, the Chairperson of the Governing Council welcomed all the members to the meeting.

Dr Kuldip Singh Dhindsa, the UGC Nominee enquired about the general wellbeing of the students and faculty during the COVID 19 Pandemic. The Principal Dr Sr Beena Jose reported that the students and staff are considerably doing well despite the pandemic situation and explained briefly the college's initiatives to support students.

ITEM.01/GC/08.04.2021
Approval of the minutes of the previous Governing Council meeting held on 25/06/2020

The minutes of the previous meeting of the Governing Council was circulated and presented by Dr Minimol K, Principal's Nominee. The Council approved the minutes.

ITEM.02/GC/08.04.2021 – Action Taken Report on the resolutions of the Governing Council Meeting held on 25/06/2020

The Principal of the College Dr Sr Beena Jose presented the actions taken by the institution on the resolutions made in the previous Governing Council meeting as given below:

Resolution 1: Publication of results of Sixth Semester BA/BSc/BCom Examination April 2020

Action Taken: Results Published

ITEM.08/GC/25.06.2020 – Approval of Policies

The Council resolved to approve the policies revised by the college and circulated to the members.

1. Student Mentoring system
2. Implementation of Add-on, value added and Audit Courses
3. Infrastructure Maintenance
4. Professional Development Grant for Faculty
5. Research and Research Promotion
6. Quality Policy
7. Student engagement in Community Extension Activities
8. Anti- Ragging
9. Resource Mobilisation
10. Consultancy Services
11. Stakeholder Feedback
12. Emergency and Critical Incidents Management
13. Services for Divyangjan (Differently abled Students)
14. E- Governance
15. Use of IT Resources
16. Standard Operating procedure – COVID 19
17. Library Manual
18. Plagiarism -Policy and Procedure
19. Code of Conduct
20. Green Protocol and Swatchh Policy
21. OBE- CO-PO-PSO Mapping and Measurement of Attainment -Procedure

The Council suggested to draft an institutional policy for women empowerment.

ITEM.9/GC/08.04.2021: Stakeholder feedback Report and Action Taken Report– approval

The Council resolved to approve the report of the Stakeholder feedback which was circulated to the members

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ITEM 10/GC/08.04.2021: Examination Manual- Minor Revision

The Council approved the modifications suggested by the Controller of Examinations on the Examination Manual of the College to be implemented w.e.f. November 2021. The modifications proposed were:

1. Changes brought about in the CBCSS UG Regulations 2019 and CBCSS PG Regulations 2019 of the University of Calicut are incorporated in the Examination Manual. This is mainly related to changes in the grading pattern and composition of internal and external marks/grades.

2. Earlier double valuation was done in the case of PG answer scripts. Instead of that, it is proposed to appoint one Chief Examiner from outside the College by the CE for each subject. The Chief Examiner has to scrutinize every answer script and revalue 20% of the total answer scripts which are valued by an internal examiner.

ITEM.11/GC/08.04.2021– Submission of AQAR to NAAC

ISO Certification Process

Preparation and submission of SSR for the fourth cycle of NAAC Accreditation

The Annual quality Assurance Report of the College which was prepared for the period April 2019 to December 2020 was approved by the Governing Council and resolved to upload the same on the NAAC portal.

The Council reviewed and evaluated the progress made by the College in the ISO certification process and preparation of Self Study Report for the fourth cycle of NAAC reaccreditation.

ITEM.12/GC/08.04.2021 - Any other matter of importance with the permission of the Chair

Outcome Based Education: Dr Fathima Zuhara, the government nominee enquired whether the faculty members attended any OBE workshop/courses. The Government Nominee also asked about the attendance of teachers in OBE workshops and training. Dr Minimol reported that all the faculty in the college have been given orientation on OBE in the form of workshops, seminars etc. since 2018. Also informed that the college is progressing well with the implementation of OBE. The faculty members were actively involved in formulating course outcomes, and now a programme has been developed to measure the attainment of course outcomes by students.

The meeting concluded at 12 pm with vote of thanks by Dr Sr Beena Jose, Principal.

Dr Sr Beena Jose
Principal

Dr Sr Ritty J Nedumpara
Chairperson

Place: Thrissur
Date: 08/04/2021