

# FATIMA MATA NATIONAL COLLEGE

AUTONOMOUS

(Reaccredited with 'A' Grade by NAAC)

Affiliated to University of Kerala



**Minutes Governing Council**

**IQAC** INTERNAL QUALITY ASSURANCE CELL



**FATIMA MATA NATIONAL COLLEGE**

(AUTONOMOUS)

**KOLLAM****MINUTES OF THE GOVERNING COUNCIL MEETING HELD ON  
JANUARY 28, 2016 AT THE IQAC HALL  
FATIMA MATA NATIONAL COLLEGE (AUTONOMOUS), KOLLAM**

The third meeting of the Governing Council was held at the IQAC Hall, Fatima Mata National College, Kollam on 28-01-2016. Rt Rev. Dr Stanley Roman, the Bishop of Quilon graced the occasion. Rev. Fr. Anil Jose, Manager of the College, presided over the meeting. The following members were present:

1. Rt Rev. Dr Stanley Roman (Bishop of Quilon)
2. Rev Fr Anil Jose (Manager)
3. Dr N. Veeramanikandan (Pro Vice Chancellor, University of Kerala)
4. Dr S. Kevin (Former Pro Vice Chancellor, University of Kerala)
5. Dr Biju T.
6. Dr Stanley John C.
7. Dr Vincent B. Netto (Principal)
8. Dr Titus A. R. (Vice Principal)

The Meeting commenced with a silent prayer.

**Opening remarks of the Manager**

The Manager formally welcomed the members to the meeting of the Governing Council and briefed the members on the items of the agenda to be transacted.

**Minutes of the previous meeting**

The Principal, being the ex-officio Secretary, presented the minutes of the previous meeting of the Governing Council held on 10/04/2015. The report was confirmed through circulation and later ratified. Dr N. Veeramanikandan, the Pro Vice Chancellor of the University of Kerala, suggested that the copies of the minutes circulated among the members at the meeting be treated as formal presentation so that it need not be read out word to word. The council collectively agreed to the suggestion and decided to follow the proposed procedure from the next meeting.

**Action taken report**

The Principal reported on the action taken on the minutes of the previous meeting, as per the agenda circulated. The Governing Council ratified the action taken on the minutes.



i. **Ratification of Results**

The Governing Council ratified the following results approved by the awards committee.

- a. First Semester UG 2015-2016 (Regular and Self-Financing)
- b. Third Semester UG 2015-2016 (Regular)
- c. First Semester PG 2015-2016 (Regular)
- d. Third Semester PG 2015-2016 (Regular)

ii. **Approval of the proposal of the Finance Committee**

The Governing Council approved the budget proposal of the Finance Committee pertaining to the Autonomous Fund created through examination and other relevant fees.

**Approval of the syllabus for the UG programmes under the self-financing stream commencing in 2016-17**

The Governing Council resolved to approve the syllabus for the UG Programme of Bachelor of Commerce with Computer Application in Self Financing stream, adopting the scheme and Syllabus of the University of Kerala.

**Approval of Syllabus of the 'Environmental Studies' Course**

The Governing Council resolved to approve the proposal of the Academic Council for introducing the Core course on 'Environmental Studies' as directed by the UGC. Issues related to the text book, field visit and workshop were considered. Resolved that the syllabus recommended by the UGC is to be adopted and the course be conducted by the Department of English in association with Departments of Botany and Zoology.

**Approval regarding the modification of;**

a) **Syllabus for M.A. English**

The Governing Council considered the Academic Council proposal to replace the elective paper "Film Studies" with "European Fiction" for the fourth semester MA Programme. Resolved to approve the same.

b) **Syllabus for B.A. English**

The Governing Council considered the Academic Council proposal to remove the last segment "Technical White Paper" from Module 4 of "Technical English" from the second semester of BA (Self-Financing) with immediate effect on the request of Board of Studies. Resolved to approve the same.

c) **Syllabus for B.A. Malayalam**

The Governing Council considered the Academic Council proposal for replacing the poems 'Gazal', 'Pengalude Bible', 'Librarian Marichathil Pinne' and 'Thiramazha' in the Module 4 being taught in the First semester of the programme with 'Dracula' and 'Vanamakkal Yesuvinodu samvadikkunnu' Resolved to approve the same.

d) **Amendment of answering pattern for B.A. Malayalam**

The Governing Council considered the Academic Council proposal for the amendment of the word limit from 120 words to 2 pages in the Section II of all papers in B.A. Malayalam Programme. Resolved to approve the amendment.

e) **Modification of Syllabus for B Com.**

The Governing Council considered the Academic Council proposal for the inclusion of "Research Methodology" and "Basics of Inferential Statistics" for Semester V and VI respectively as part of the project work for B.Com (3 hours per week). Resolved to approve the amendment.

**Approval of Examination reforms**

The Governing Council considered the following proposals of The Academic Council

- All examinations – CAT and ESE- be brought under the Controller of Examinations
- Two Deputy Controllers will assist the Controller of Examinations(one each for CAT & ESE)
- Two Chief superintends will be in charge of the conduct of examinations(one each for CAT & ESE)
- Two continuous assessment tests (CAT) are to be conducted for each course in a centralized manner with a duration of 1 ½ hours each.
- Even semester examinations for all the programmes are to be conducted simultaneously.
- CAT-I examinations will be conducted in three days with two examinations on each day (9.30 am – 11.00 am and 2.00 – 3.30 pm).

The Governing Council ratified the proposals.

a) **Question paper setting**

The Governing Council considered the proposal for setting at least 10% of the question papers of the end semester examinations by external examiners; however, it was resolved to restrict such a practice to the next two semesters only.

b) **Valuation of Under graduate programme answer papers**

The Governing Council resolved to implement a centralized system of valuation of UG answer papers in which the valuation of each paper (course) should be done by the additional examiners in the presence of the Chief Examiner.

c) **Approval of Continuous Assessment Tests for PG Programs**

The Governing Council resolved that the Continuous Assessment Tests for PG Programmes are to be conducted by the respective departments and the average marks of the two CATs for each paper is to be awarded as the Continuous Assessment Tests marks.

d) **Question Paper analysis**

It was decided to constitute expert panels to analyze the question papers after the examinations so as to ensure objectivity in evaluation. The power to appoint such panels is vested in the Principal.



e) **Back Paper Appearance**

It was resolved to introduce the provision for back paper appearance for UG and PG programmes. The idea mooted by Dr S. Kevin that a student shall be allowed 4 chances within two years after the Programme to clear the arrear papers and/or fulfil the mandatory credits for the programme concerned was unanimously accepted by the Council. Resolved to implement the same with effect from 2015-16.

**Annual Graduation Ceremony**

The Governing council unanimously decided to conduct annual graduation ceremony and to institute medals for meritorious students.

**Remarks**

His Lordship underscored the necessity of inculcating a work culture conducive to research and academics. All the members of the faculty ought to support the institutional effort in its stride towards excellence.

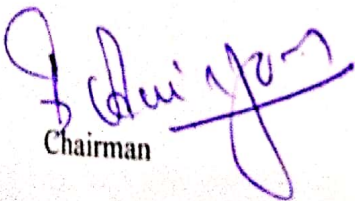
The Principal explained the effective functioning of the existing Students Grievance Redressal mechanism and Remedial Teaching in the college, in response to questions raised by the Pro Vice Chancellor Dr N. Veeramanikandan.

Rev Fr Joseph John expressed his deep concern over the low pass percentage of History and Malayalam students. Dr C. Stanley John attributed the low pass percentage to their poor proficiency in English.

The meeting started at 03.15 P.M. and concluded at 05.00 p.m.

Kollam

28<sup>th</sup> January, 2016

  
Chairman

Fr Anil Jose (Manager)

  
Secretary

Dr Vincent B. Netto (Principal)



**FATIMA MATA NATIONAL COLLEGE (AUTONOMOUS)  
KOLLAM**

**MINUTES OF THE GOVERNING COUNCIL MEETING HELD ON  
APRIL 30, 2016 AT THE IQAC HALL**

The meeting of the Governing Council was held in the IQAC Hall, Fatima Mata National College, Kollam, at 11.00 am on 30-04-2016. Rt Rev. Dr Stanley Roman, the Bishop of Quilon graced the occasion. Rev. Fr. Anil Jose, Manager of the College, presided over the meeting. The following members were present:

1. Rt Rev. Dr Stanley Roman (Bishop of Quilon)
2. Dr Jitendra Tripathi (Joint Secretary, Finance, UGC)
3. Sri Anil Xavier IAS
4. Dr Padma Rao
5. Dr Biju T.
6. Dr Titus A. R. (Vice Principal)
7. Ms Grata Ildaphonse (Vice Principal)
8. Dr Stanley John C
9. Dr Vincent B. Netto (Principal)

The Meeting commenced with a silent prayer. In his introductory remarks the College Manager, the chairman of the council, outlined the agenda of the meeting and extended a cordial welcome to the members.

**Minutes of the previous meeting**

The Principal handed out the minutes of the previous meeting of the Governing Council held on 28/01/2016 and recapitulated the salient aspects. The council, after a brief discussion, unanimously approved the minutes.

Dr Jitendra Tripathi was all appreciation for the inclusion of Research Methodology in B.Com Syllabus with 3 instructional hours a week. He also underscored the necessity of the college registering with Public Financial Management System (PFMS) for availing of financial assistance from Central Government, UGC, etc. The Council unanimously agreed to his suggestion to abide by the Central Government directive.



Sri Anil Xavier IAS suggested initiating a permanent mechanism for departmental ranking in line with the state government's methodology so as to impart a healthy competition among the teaching departments. However, the Body sought another year or two to implement the same.

#### **Action taken report**

The Principal reported on the action taken on the minutes of the previous meeting as per the agenda circulated. The Governing Council ratified the action taken on the minutes.

#### **Budget Proposal – UGC Autonomy Grant 2016-17**

The Governing Council ratified the budget proposal of the Finance Committee for Autonomy Grant to be received from the UGC during the Financial Year 2016-17.

Dr Jitendra Tripathi asked the Principal to forward budget proposals to the tune of Rs. 2500000/- w.e.f. 2017. He also suggested that the college submit a viable proposal to the UGC seeking financial support for building a hostel for female students.

#### **Examination Remuneration**

The Governing Council approved the Finance Committee's proposal of Remuneration for Examination related duties with an amendment. As per the amendment, the remuneration to be paid to the examiners within the college for the valuation of all regular/supplementary/improvement of the theory examinations of the postgraduate programmes is fixed at Rs.25/Paper (against the Finance Committees proposal of Rs 23/paper). The Governing Council fixed examination related remunerations as detailed below.

1. Remuneration for the valuation of answer scripts of all regular/supplementary/ improvement of the theory examinations of UG Programmes

| <b>Sl No.</b> | <b>Category</b>                     | <b>Rate</b>        |
|---------------|-------------------------------------|--------------------|
| <b>1</b>      | <b>External Examiners</b>           | <b>Rs 25/Paper</b> |
| <b>2</b>      | <b>Examiners within the College</b> | <b>Rs 15/Paper</b> |

Note: TA as per University norms shall be paid to the External Examiners.



2. Remuneration for the valuation of all regular/supplementary/ improvement of the theory examinations of PG Programmes

| Sl No. | Category                     | Rate        |
|--------|------------------------------|-------------|
| 1      | External Examiners           | Rs 30/Paper |
| 2      | Examiners within the College | Rs 25/Paper |

Note: TA as per University norms shall be paid to the External Examiners.

3. The remuneration for the revaluation of answer scripts is fixed at Rs 25 per paper subject to a minimum of Rs 100 per day
4. The remuneration for practical examinations shall be paid as per University rates/norm
5. The remuneration for setting question papers and scheme of valuation for the examiners of the college for the UG Programme is fixed at Rs 500 (Rs 250 for QP and Rs 250 for scheme of valuation)
6. The remuneration for setting question papers and scheme of valuation for the external examiners for the UG Programme is fixed at Rs 1000 (Rs 500 for QP and Rs 500 for Scheme of valuation)
7. The question papers for the PG examination are to be prepared by the external examiners and the remuneration for the same is fixed at Rs 2000 (Rs 1000 for QP and Rs 1000 for scheme of valuation)
8. The remuneration towards the exam work of the non teaching staff shall be divided equally by the AA
9. The remuneration for PG Valuation is fixed at Rs 28 + DA+ TA II class. An examiner shall evaluate 10 answer scripts on the first day and 15 answer scripts each on subsequent days
10. The remuneration for non-teaching staff (excluding the AA) shall be fixed on the basis of student strength
11. The AA is entitled to remuneration equivalent to that of an invigilator per session
12. The entire sum of remuneration due to the non-teaching staff shall be uniformly disbursed among them by the AA
13. The AA is authorized to distribute all the pending remuneration/allowances till 2015-16, due to the non-teaching staff (excluding the retired AA), from the sum to be handed over to the present AA



14. The allowance due to the former AA shall be paid by the Manager

### **Introduction of Bachelor in Computer Application (BCA) Programme under Self Financing Stream (2016 Admissions)**

The Governing council gave its formal ratification to the Academic Council proposal for introducing Bachelor in Computer Application (BCA) Programme under the Self Financing Stream adopting the scheme and Syllabus of the University of Kerala.

### **Certificate/Diploma Programmes**

The Governing council approved the proposal for introducing the following Certificate/Diploma programmes under the Self Financing Stream.

1. One Year PG Diploma in Journalism
2. One Year Diploma in Travel and Tourism
3. One Year Diploma in Hospital Administration

### **Calendar for Meetings of various Bodies**

The Governing Council accepted the proposed schedule for meetings of various Bodies under autonomy. As per the plan the meetings of various bodies will be held in the following sequence.

#### **1. Governing Council**

April (To approve the Budget Proposal for Autonomy Grant)

August (To pass the Budget of the Autonomous Fund)

January (For academic proposals, evaluation of monitoring)

#### **2. Academic**

January (To discuss proposal for the next academic session)

August (To monitor status of the newly introduced programmes/courses)

#### **3. Finance Committee**

April (Budget meeting for Autonomy Grant)

September (Budget Meeting for Autonomous Fund through fees and grants)

### **Feedback Analysis 2015-16**

The Governing council unanimously expressed its appreciation for the excellent rating (more than 90%) in the different aspects of curriculum, skill development, and PTA meetings and extracurricular activities.

The members wanted to strengthen the ICT enabled teaching and learning process. The delay in the result and the poor rating (51%) was beyond the control of the institution as the examination were under the purview of the University. However the college has to prepare itself and insist on the timely conduct of examinations and publication of results of the autonomous period


### **Graduation Ceremony**

The Governing Council authorized the Principal (in the exercise of the powers as per 2.1.4 (viii) of the Examination Manual) to forward the tabulation mark register and the tabulation result register of MA/MSc/M.Com 2014-16 batch, approved and recommended by the Awards Committee, to the University of Kerala for the Award of Degrees, so as to avoid the delay in getting the Degree Certificates.

The Council also authorized the Principal to issue the Consolidated Mark Sheets to the Students.

The Council asked the Chairman to chart out a plan of action to conduct the Graduation Ceremony on receipt of the Degree Certificates from the University. A concerted effort must be made to bring together as many dignitaries as possible to make the function a grand event.

Dr. Vincent B. Netto, the *Ex officio* secretary of the Governing Council, proposed the Vote of Thanks. The meeting ended at 1.00 pm.

  
Chairman

Fr Anil Jose (Manager)

  
Secretary

Dr Vincent B. Netto (Principal)



**FATIMA MATA NATIONAL COLLEGE (AUTONOMOUS)  
KOLLAM**

**MINUTES OF THE GOVERNING COUNCIL MEETING HELD ON  
September 28, 2016 AT THE IQAC HALL**

The meeting of the Governing Council was held in the IQAC Hall, Fatima Mata National College, Kollam, at 10.30 am on 28-09-2016. Rev. Fr. Anil Jose, Manager of the College, presided over the meeting. The following members were present:

1. Rev Fr Anil Jose (Manager)
2. Dr S. Kevin
3. Dr Padma Rao
4. Rev. Fr Joseph John
5. Ms Grata Ildaphonse (Vice Principal)
6. Dr Titus A. R. (Vice Principal)
7. Dr Vincent B. Netto (Principal)

The Meeting commenced with a silent prayer.

College Manager, the chairman of the council, in his introductory remarks thanked the Principal for the accomplishments so far under the new framework of academic autonomy. He also outlined the agenda of the meeting and extended a cordial welcome to the members.

**Minutes of the previous meeting**

The Principal handed out copies of the minutes of the previous meeting of the Governing Council held on 30/04/2016 and read out the essential points. The council, after a brief discussion, unanimously approved the minutes.

**Action taken report**

The Principal reported on the action taken on the minutes of the previous meeting as per the agenda circulated. The Governing Council ratified the action taken on the minutes.

**Budget Proposal – Autonomous Fund 2016-17**

The Governing Council ratified the budget proposal of the Finance Committee for the Autonomous Fund during the Financial Year 2016-17. The Budget projected an expected expenditure of Rs.5158000/- (Rupees Fifty one Lakh Fifty Eight Thousand only) against an expected income of

Rs.5558810/- (Fifty Five Lakh Fifty Eight Thousand Eight Hundred and Ten only).

### **Statement of accounts of Autonomous Fund and UGC Grant 2015-16**

The Governing Council approved the Income and expenditure account (Autonomous Fund and UGC Grant) for 2015-16.

### **UG/PG Results**

The Governing Council made a comprehensive analysis of the results of the first, second, third, and fourth semester of BA/B.Sc./B.Com (2014-'17); and MA/M.Sc./M.Com (2014-'16). Dr S. Kevin, Dr Padma Rao and Rev. Fr Joseph John expressed grave concern over the relatively low pass percentage of BA Malayalam. The Principal attributed it to their poor performance in the English papers which had affected the overall result. He informed the council about a bridge programme, which is on the anvil, to redress the situation.

The Governing Council unanimously ratified and approved the results of the UG and PG Exams and resolved to make recommendations to the University of Kerala to confer the award of Degrees to the Postgraduate students of MA/M.Sc./M.Com 2014-16 Batch.

### **Provisional Certificate**

The council delegated the Principal to make a representation to the University seeking powers to issue provisional certificates to the college students so as to avoid inordinate delay in getting the provisional certificates from the university.

### **Pass Certificate**

The council entrusted the Principal with the responsibility of issuing pass certificates to students on demand, after levying a fee. The template of the pass certificates may be designed by the college.

### **New Programmes**

The Manager put across the need for introducing new UG programmes in Biochemistry and Microbiology to meet the needs of the changing academic requirements, and the council asked the Principal to initiate the formal procedure.

### **Preparation of Text book**

The governing council accepted the Academic Council proposal for the introduction of Environmental Studies as Core course at the UG level and the drafting of a reference text book with the contribution of a panel of teachers from within the college.



### **Modification of M. Sc. Botany Viva Voce Examination**

The Governing Council approved the Academic Council proposal for including Submissions and Viva Voce Examinations in all the first three semesters of the MSc Botany Programme, and drawing up a departmental schedule for it; and conducting a comprehensive Submission-cum-Viva-Voce Examination at the end of the Programme.

### **Continuous Assessment Test (CAT)**

The Governing Council approved the Academic Council resolution to conduct an additional Continuous Assessment Test – CAT – III towards the end of the semester, for students admitted late or those who could not appear for CAT- I or CAT – II due to unavoidable reasons.

### **Curriculum design**

The Governing Council approved the following proposals of the Academic Council for revamping the present curriculum to meet the requirements of the revised grading system of NAAC for autonomous colleges.

- a) All undergraduate curricula be refurbished with the inclusion of contents with direct applications or impact on the society.
- b) Curriculum modification may be done, taking the suggestions from the stakeholders into consideration
- c) Frame a work plan for every 60 days at the departmental level
- d) Remedial teaching through the involvement of students
- e) More student activities be encouraged with extra credits to students

### **Students' Hostel**

The Governing Council felt the need for Students' Hostels in order to attract and accommodate students from faraway places including foreign students. The Manager promised to take up the matter with the Management Board.

### **Community College**

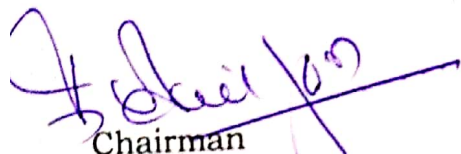
The Governing Council authorised the Principal to go ahead with the modalities of B-Voc Programmes in:

1. Travel & Tourism
2. Journalism
3. Banking, Financial Services and Insurance

### Other Decisions

1. To set up a help desk during the time of admissions
2. To conduct both Online and Offline admissions
3. To keep a constant vigil on fake websites

Dr Vincent B. Netto, the *Ex officio* secretary of the Governing Council, proposed the Vote of Thanks. The meeting ended at 1.00 pm.



Chairman

Fr Anil Jose (Manager)



Secretary

Dr Vincent B. Netto (Principal)



## Appendix IV

### Modification of Syllabus & Evaluation

#### 1. UG Programme in Mathematics

The textbooks currently prescribed for Theory of Equations and Theory of Numbers for S 1 and S 2 to be changed to those authored by Manica Vachakom Pillai or Susheela Gopalan

#### 2. PG Programme in Mathematics

- (i) The syllabi of the following courses – (i) Abstract Algebra in Sem. 2 (ii) Computer Programming in Sem. 2 (iii) Graph Theory in Sem. 3 and (iv) Mechanics in Sem. 4 – to be in total consonance with the newly revised University of Kerala syllabus
- (ii) The course “Automata” of Sem. 3 to be replaced by the course “Integral Equations and Calculus of Variations” of Sem. 4

3. PG Programme in Physics – (i) Changes to be made in the syllabus of Nuclear Physics courses PPH33N Advanced Nuclear (Special Paper 1) in the third semester, PPH42 Nuclear and Particle Physics and PPH43N Radiation Physics (Special Paper 2) in the fourth semester:

##### **PPH33N (Special Paper 1) Advanced Nuclear Physics**

Unit I: Nuclear properties and structure – included Atomic nucleus, Experimental determination of charge radius using various methods and potential radius, electric quadrupole moment of nucleus

Unit II: Nuclear Instrumentation shifted to PPH43N and the Unit II of PPH43N (Radioactivity) brought to this course. Introduced: photo electric effect, Compton scattering and pair production, electro positron annihilation, nuclear isomerism, internal conversion

Unit III: Particle Physics replaced with Nuclear Models. Particle Physics portion shifted to the third Unit of PPH42. Nuclear Reactions introduced in the Unit.

##### **PPH42 Nuclear and Particle Physics**

Unit I : Renamed as Nuclear force and two body problem

Unit II: Renamed as Nuclear Fission and Fusion. Introduced: Nuclear Reactor theory, reactor buckling, critical size, reactor materials, reactor control, breeder reactor, thermonuclear fusion, fusion in plasma, fusion reactor, conditions for sustained fusion, magnetic confinement, toroidal confinement: Tokamak.

Unit III: Renamed as Elementary Particles and interactions. Introduced Neutrons, Kinematics in high energy collisions, particles in high energy reactions, classification of elementary particles, interactions among particles, states of particles in terms of quantum numbers, Yukawa

hypothesis, properties of pi mesons, muons, K-mesons and hyperons, particle interactions and Feynman diagrams, symmetries and conservation laws, CPT invariance, Gellmann Nishijima Formula, Quark Model, Quantum Chromo Dynamics (QCD)

#### **PPH43N (Special Paper II) Radiation Physics**

Unit II Renamed as Nuclear instrumentation and dosimetry. Included Nuclear instrumentation with topics : Particle accelerators-electrostatic accelerators-cyclotron accelerators-synchrotrons-linear accelerators-colliding beam accelerators, Tandem accelerator, LHC (basic idea only) Gas filled detectors, Ionization Chamber, Proportional counter, GM Counter, Scintillation counter, Cerenkov counter, semiconductor detectors [Si(Li), Ge(Li), HPGe]

Unit III Introduced: Natural exposure pathways - exposure through manmade source - X-ray, Ultra sound, CT, MRI scans (elementary ideas only) and (ii) Two experiments related to Nuclear Physics in PPH61 Advanced Physics Practical using GM counter; and three experiments in PPH 62 related to Advanced Electronics Practical using microprocessor 8085 to be included.

#### **4. PG Programme in Psychology**

##### **SEMESTER - I**

##### **15PPC13: PSYCHOMETRY**

- Unit 2: Methods- removed the portions titled "Psychological Tests: History of Testing. Nature and use of tests".
- Unit 4: Removed "use of computer in testing".
- Unit 4: Added "Ethical Standards in Testing: Informed consent, Test construction (Ethical), Interpreting assessment results, Test scoring and Interpretation Services, Explaining Assessment Results, and Maintaining Test Scoring".

##### **15PPC14: FRONTIERS OF PSYCHOLOGY**

- Unit 3: Added "3 Waves of Feminism" along with the Consequences of Feminism.

##### **SEMESTER - II**

##### **15PPC21: INTELLIGENCE, LEARNING AND MOTIVATION**

- Unit 1: Replaced the term "Seven Intelligence" with "Multiple Intelligence".
- Unit 2: Removed "Razran's Learning Theory"

##### **15PPC22: PSYCHOPATHOLOGY**

- Unit 3: Modified "Causal Factors in Mood Disorders and General Socio-Cultural Factors in Both Unipolar and Bipolar Disorders" into "General causal factors of Unipolar and Bipolar Disorders".



- Unit 4: Added "Hypochondriasis and Body Dysmorphic Disorder" under Somatoform Disorder and removed "Biological factors, Psycho-Social Factors, Socio-Cultural Factors" from causal factors in Somatoform and Dissociative Disorders.
- Unit 8: Replaced "Problems in Defining Schizophrenia" into "Clinical Picture of Schizophrenia: Delusions, Hallucinations, Disorganized Speech, Catatonic behaviour and Negative Symptoms".
- Unit 9: "Modified Brain Disorders" as "Brain Disorders: Brain impairments in Adults - Delirium, Dementia. Alzheimer's Disease. Dementia from HIV-1 Infection. Amnestic Syndrome. Disorders involving Head Injury".
- Unit 10: Removed "Maladaptive Behaviour in different life periods" and added "Specific Learning Disorders: Clinical Picture, Causal Factors, Treatment and Outcomes".

**5. PG Programme in Chemistry** – Modifications to be made in the syllabus of the newly introduced paper of Semester IV M. Sc. programme titled "Chemistry of Advanced Materials".

Introduction to **Nanomaterials** (Module I) is replaced with **Nanomaterials-Types and Synthesis** (Module IV)

**Unit IV Nanomaterials-types and synthesis**

Nanomaterials. Materials in the nanodomain. Zero, one and two dimensional materials. Particle size dependent change in properties of materials. Metals in the nanodomain. Gold and silver nanoparticles. Preparation, properties and applications. Core shell structures. Semiconductor nanoparticles. Quantum dots. ZnO, ZnS, CdS and CdSe quantum dots. Electrical and optical properties.

Synthesis of nanomaterials-Sol-Gel, colloidal precipitation, co-precipitation, hydrothermal, vapour deposition, and sonochemical method

Metal nanoparticles: Size control, characterization, and properties (optical, electronic, magnetic) Surface Plasmon resonance and its applications, role in catalysis, alloy nanoparticles.

**Polymerization processes** (Module III) is replaced with **Polymerization techniques and Characterization** (Module I)

**Unit I Polymerization techniques and characterization**

Kinetics and mechanism of Free radical addition polymerization, cationic and anionic polymerization. Chain transfer. Molecular weight distribution and molecular weight control. Step growth polymerization - Linear Vs cyclic polymerization. Other methods of polymerization - bulk, solution, melt, suspension, emulsion and dispersion techniques. Stereochemistry of Polymers: Configuration and conformation. Tacticity. Chiral polymers.



Polymer Characterization. Molecular weights. Concept of average molecular weights, Determination of molecular weights. GPC and Light scattering techniques. Molecular weight distribution. Crystalline and amorphous states. Glassy and Rubbery States. Glass transition and crystalline melting. Spherulites and Lammellae. Degree of Crystallinity, Thermal analysis of polymers. TG/DTG, DTA/DSC, Spectroscopy of polymers. Microstructure determination by IR, Raman, UV, NMR and MS techniques. Solid State NMR and polymer stereochemistry.

**Speciality Polymers** (Module IV) is replaced with **Advanced Polymeric Materials-Synthesis and Applications** (Module II)

**Unit II Advanced polymeric materials-synthesis and applications**  
Industrial Polymers: carbon chain and hetero chain polymers-  
synthesis and applications-Polymeric reagents, catalysts and  
substrates

Conducting polymers - Synthesis & applications of polyacetylenes,  
polyanilines, polypyrroles & polythiophenes.

Photoresponsive and photorefractive polymers. Polymers in optical  
lithography - Drug delivery - Drug carriers - Polymer based  
nanoparticles.

Polymer based LEDs, lithium-polymer batteries, Liquid crystalline  
polymers - Main chain and side chain liquid crystalline polymers.  
Phase morphology.

6. **BoS Botany** - Titles of papers in the UG and PG syllabi to be  
shortened.

**PG Programme in Botany:**

| Paper code | Old Title  | New Title                                   |
|------------|--|---|
| 15PBO13    | Microbiology, Histology,<br>Microtechnique &<br>Histochemistry                   | Microbiology, Histology &<br>Microtechnique |
| 15PBO21    | Plant Breeding, Horticulture<br>& Reproductive Botany                            | Reproductive Botany & Crop<br>Improvement   |
| 15PBO22    | Environmental<br>Biology, Phytogeography,<br>Conservation Biology &<br>Evolution | Environmental Biology                       |
| 15PBO23    | Cell and Molecular Biology &<br>Genetics   | Cell Biology & Genetics                     |
| 15PBO31    | Taxonomy, Economic Botany<br>& Ethnobotany                                       | Angiosperm Systematics &<br>Economic Botany |



|         |   |   |
|---------|---|---|
| 15PBO33 | Research Methodology, Biostatistics & Plant Biotechnology     | Research Methodology & Plant Biotechnology          |
| 15PBO41 | Special Paper -I- Plant Physiology, Biochemistry & Enzymology | Special Paper -I- Plant Physiology & Biochemistry   |
| 15PBO42 | Special Paper -II Elective - Biotechnology                    | Special Paper -II Elective - Advanced Biotechnology |

**Botany UG Core Course:**

| Course Code | Old Title  | New Titles                               |
|-------------|--|--|
| 15UBO141    | Angiosperm Anatomy, Reproductive Botany & Palynology                                   | Angiosperm Anatomy, & Embryology         |
| 15UBO341    | Microbiology, Phycology, Mycology, Lichenology & Plant Pathology                       | Lower Plants I & Plant Pathology         |
| 15UBO441    | Bryology, Pteridology, Gymnosperms & Paleobotany                                       | Lower Plants II & Paleobotany            |
| 15UBO541    | Angiosperm Morphology, Systematic Botany, Economic Botany, Ethnobotany & Pharmacognosy | Angiosperm Systematics & Economic Botany |
| 15UBO543    | Cell Biology, Genetics & Evolutionary Biology  | Cytology, Genetics & Evolution           |
| 15UBO642    | Molecular Biology, General Informatics & Bioinformatics                                | Molecular Biology & Informatics          |
| 15UBO643    | Plant Breeding, Horticulture & Research Methodology                                    | Crop Improvement & Research Methodology  |

**Botany UG Complementary Course:**

| Semester | Paper Code | Old Title  | New Title                               |
|----------|------------|--|---|
| I        | 15UBO131   | Phycology<br>Mycology<br>Lichenology<br>Bryology<br>Pteridology<br>Gymnosperms<br>&<br>Plant pathology | Cryptogamic Botany &<br>Plant pathology |
| II       | 15UBO231   | Histology<br>Reproductive Biology<br>&<br>Micro technique  | Anatomy, Embryology &<br>Microtechnique |
| III      | 15UBO331   | Angiosperm Taxonomy<br>Economic Botany<br>Ethno Botany<br>Pharmacognosy &<br>Plant breeding            | Plant Systematics & Crop<br>Improvement |
| IV       | 15UBO431   | Plant Physiology<br>Environmental Biology<br>Horticulture<br>&<br>Plant Biotechnology                  | Plant Physiology & Applied<br>Botany    |

**7. BoS Commerce –**

**UG Programme - B. Com.(Finance [aided], Co-operation and  
Computer Science self-financing)**

**Semester II**

Inclusion of the topic, 'Application of IT in Digitization along with relevant provisions of Cyber Laws' in Module III in the paper "Informatics and Cyber Laws.

**Semester III**

- (i) Introduction of a practical session, interaction with successful local entrepreneurs as part of the paper "Entrepreneurship Development".
- (ii) Inclusion of the topic Registration of MSME instead of Registration of SSI in Module III.
- (iii) Inclusion of the topics "Introduction of Startup Projects" and "Business Incubation" in Module IV.
- (iv) In Company Administration, change of the topic Table A to Table F.



### **Semester IV**

- (i) In the paper "Capital Market", inclusion a report on a visit to a financial service institution. Assignments too to be based on the visit.
- (ii) Introduction of the topic 'Swaps' (basic concepts only) in module IV.
- (iii) Correction of a minor mistake in "Banking Theory and Practice"– remove the first 'NPA' from 'NPA Management of NPA' in module IV.

### **PG Programme (M. Com.)**

#### **Semester I**

- (i) Change in the name of the paper "Contemporary Management Concepts and Thoughts" to "Management Concepts and Thoughts".
- (ii) In Research Methodology, introduction of the topic "Plagiarism" in Module V.
- (iii) In Planning and Development Administration, correction of Neethi Aayog to NITI Aayog. No other change is recommended for other papers.

#### **Semester III**

Changes for "Advanced Cost and Management Accounting":

- Remove the present topics of Module V from the syllabus.
- The topic Activity based Costing and Target Costing in Module VI to be shifted to Module V.
- The topic Life Cycle Costing, Total Quality Management and Economic Value Added to remain in Module VI.
- Re-arrangement of hours:
  - Module III – 23 Hours instead of 18 Hours
  - Module V – 20 Hours instead of 22 Hours
  - Module VI – 20 Hours instead of 23 Hours.

#### **Semester IV**

- (i) Inclusion of the topic, Introduction to GST in Module I of the paper "Indirect Tax Laws and Practices".
- (ii) Re-arrangement of hours. 5 hours are to be added to Module I and 3 hours be reduced from Module II and 2 Hours from Module VI.
- (iii) For "Management Optimization Techniques", Module V is to be divided into two parts and the syllabus is specified.  
Module V: Queuing Theory and Inventory Control
  - (A) Queuing Theory - MM1 Model (simple problems)
  - (B) Inventory Model with a maximum of two price breaks.
- (iv) In the paper "Financial Statements – Interpretation and Reporting", inclusion of a case analysis by a professional to create awareness among the students on the practicability of IFRS.

- (v) Internship for M. Com. be introduced with the following mark distribution:

Project report – 75 marks

Project viva voce – 15 marks

Internship with Project evaluation and viva voce – 10 marks

Comprehensive viva voce – 100 marks

**8. BoS English** – recommended that the following alterations be made to rectify certain anomalies that occurred in the re-framing of the syllabi of the UG and PG syllabi in 2015:

**UG Programme (Regular) B. A. English Language and Literature**

- i. **Foundation Course I – Writings on Contemporary Issues**  
“Globalization and Education: Third World Experience” by Amit Bhaduri from *Meeting the World: Writings on Contemporary Issues* (Pearson, 2013) from Module I: Globalization and its Consequences to be deleted.
- ii. **Complementary Course — History of English Literature I, II, III.**
  - a. The core text for the course to be *A Concise History of English Literature and Language* by Dr K. Radha Kumari (Delhi: Primus, 2015).
  - b. Module III of the current syllabus of Semester 1 to be shifted to History of English Literature II of Semester II and made Module I.
  - c. The existing Module III of Semester 2 to be shifted to History of English Literature III of Semester 3 and made Module I.
  - d. Pramod K. Nayar’s *A Short History of English Language* will be included in the Reading List.
- iii. **Complementary Course — Journalism**
  - a. Module IV of Sem. 2 syllabus (History of Indian Media) – Milestones of radio, television and film – an overview of Indian cinema and Malayalam cinema – be shifted to Module III of Sem. 1 (Introduction to Mass Communication).
  - b. Module IV of Sem. 2 to newly feature the following topics – Advertising Basics: History of Advertising – History of advertising in India – Advertising and audience – Function of ads – types of ads – Effects of Advertising – Critical Analysis of Advertisement in the Indian media.
  - c. The Practical Session of this module which requires creation of tabloids, reports of college activities, compilation of human interest stories, or recording of interviews to be changed to: Tabloids based on Regional news, Campus, Sports, Films, Business, Arts, Current Affairs, Cookery, Health or any Human Interest story.
  - d. The sub-module ‘Translation of stories from Malayalam to English and vice versa’ from Module II of Basics of News Editing



- of Sem. 4 to be made part of the Practical Session of Module IV of Basics of News Reporting of Sem. 3.
- e. The sub-module - Principles of Editing, selection, correction, rewriting – of Module III of Basics of News Editing to be shifted to become part of Module II of the same course.
  - f. Module IV to accommodate newer items: Page Make up and Page Design – the problem of style – Style book – overall page design – planning of pages
  - g. Module V to additionally include a Practice Session (Poster exhibition and Caption writing competition)
- iv. **Open Course – Communicative Applications in English (Sem. 5)**  
The sub-module “Varieties of modern English – British, American, Indian” and “corresponding American expressions” of Module I: Listening and Speaking be deleted.
- v. **Foundation Course—Informatics**  
The core text titled *The Basics of Informatics* by Ravindran Asari to be replaced by *Informatics* authored by Dr Antony Thomas (Changanassery: Prathibha, 2014).

**UG Programme (Self-financing) B. A. ENGLISH LANGUAGE, LITERATURE AND COMMUNICATION**

- i. The Elective Course Communicative Applications in English (Sem. 5 – Open Course) to replace the existing course New Media Technologies (prescribed in Sem. 3)
- ii. Pramod Nayar’s *An Introduction to Cultural Studies* and Chris Barker’s *Culture Studies: Theory and Practice* to be as part of the Reading List of the Course on Media and Culture Studies in Sem. 4.

**PG Programme M. A. – ENGLISH LANGUAGE & LITERATURE**

**SEMESTER I**

**Paper I Chaucer to the Elizabethan Age**

Francis Bacon’s essays, “Of Unity in Religion” and “Of Gardens”; and Thomas Kyd’s *Spanish Tragedy* to be deleted.

**Paper II Shakespeare**

The non-detailed text *Hamlet* to be deleted.

**Paper III Augustan Age**

- i. Dryden’s “Mac Flecknoe” and Gray’s “Elegy Written in a Country Churchyard”, prescribed for detailed study (Poetry) to be replaced by Alexander Pope’s *The Rape of the Lock*.
- ii. Pope’s “An Epistle to Dr Arbuthnot” to be replaced by Collins’ “Ode to Evening”.
- iii. Richardson’s *Pamela* to be deleted.

## **SEMESTER II**

### **Paper V The Victorian Age**

Arnold's "Dover Beach" to be deleted.

Browning's "Fra Lippo Lippi" to be replaced with "Andrea Del Sarto".

### **Paper VI The Twentieth Century**

T. S. Eliot's "Tradition and Individual Talent" to be replaced with "The Frontiers of Criticism".

### **Paper VII Indian Writing in English**

- i. Replace 1. Ezekiel's "Good Bye Party to Miss Pushpa TS" with "Poet, Lover, Birdwatcher" 2. Parthasarathy's "As a Man Approaches Thirty, He May" with Jayanta Mahapatra's "Grandfather". 3. Tishani Doshi's "The Day We Went to the Sea" with Toru Dutt's "Our Casuarina Tree". 4. Girish Karnad's *Tuglaq* with *Nagamandala*. 5. Rushdie's *The Moor's Last Sigh* with *Shalimar the Clown* 6. Mulk Raj Anand's "Barbers' Trade Union" with Ruskin Bond's "The Cherry Tree". 7. G.B. Mohan Thampi's "Rasa as Aesthetic Experience with Dr K. Ayyappa Paniker's "Theorizing about a Theory," *Samyukta* IV, I (January 2004): 7-12
- ii. Delete Tagore's songs 81, 95 and 103 from *Gitanjali*.

### **Paper VIII Literary Theory I**

Replace selections from Ferdinand Saussure's *Course in General Linguistics* of Module I: Theories of Structuralism with "Ecocriticism: The Nature of Nature in Literary Theory and Practice" by Michael Branch.

## **SEMESTER III**

### **Paper XI Women's Writing**

- i. Replace Alice Walker's "Before I Leave the Stage" with Maya Angelou's "Phenomenal Woman"
- ii. Delete Penelope Fitzgerald's *The Axe* and Susan Glaspell's play, *Trifles*.

## **SEMESTER IV**

### **Paper XV American Literature**

Faulkner's *The Light in August* to be replaced with *The Sound and the Fury*.

9. **BoS French** - (i) Subdivisions to be inserted into essay questions in Section D of the question papers of all the four semesters, and (ii) Questions relating to Kerala Culture and Civilization to be restricted to Sections C and D of the question paper of Sem. 4 of B. A./B. Sc. examinations.
10. **BoS - Sanskrit**

### **First Semester (Poetry and Grammar-I)**

#### **Grammar:**

Noun : (Masculine) - Add **Aswa** & **Kavi** instead of 'Rama' & 'Hari' respectively.



**Subhaashitaani:**

Maateva Rakshati Piteva Hite Niyunkte

Kaanteva Khedamapaneeya Karoti Modam

Lakshmeem Thanoti Vitanoti Cha Dikshu Keerthim

Kim Kim Na Saadhayati Kalpalateva Vidyaa

**(Add the above Sloka instead of Sloka 5 of the previous Subhashitani)**

Yasyaasti Vittam Sa Nara: Kuleena:

Sa: Pandita: Sa Shrutavaan Gunajna:

Sa eva Vaktaa Sa Cha Darshaneeya

Sarve Gunaa: Kaanchanamaashrayanti

**(Add the above Sloka instead of Sloka 11 of the previous Subhashitani)**

Nintantu Neetinipunaa: Yadi Vaa Stuvantu

Lakshmee: Samaavishatu Gacchatu Vaa Yadeshtam

Adyaiva Maranamastu Yugaantare Vaa

Nyaayyaatpatha: Pravichalanti Padam na Dheeraa:

**(Add the above Sloka instead of Sloka 12 of the previous Subhashitani)**

Padmaakaram Dinakaro Vikacham Karoti

Chandro Vikaasayati Kairavachakravaalam

Naabhyarthitito Jaladharo[pi Jalam Dadaati

Santa: Parahiteshu Vihitaabhiyoga:

**(Add the above Sloka instead of Sloka 13 of the previous Subhashitani)**

Gurupatnee Raajapatnee Jyeshatapatee Tathaiva Cha

Patneemaataa Swamaataa Cha Panchaite Maatara: Smritaa:

**(Add the above Sloka instead of Sloka 14 of the previous Subhashitani)**

Sampoornakumbho Na Karoti Shabdham

Artho Ghato Ghoshamupaiti Nityam

Vidvaan Kuleeno[pi na karoti Shabdham

Alpo Jano Jalpati Saattahaasam

**(Add the above Sloka instead of Sloka 15 of the previous Subhashitani)  
Second Semester (Poetry and Grammar- II)**

**Grammar:**

Noun (Feminine): Add **Lata** instead of **Rema**

Epic Poem- Valmiki Ramayana-

Add **Sundarakanda (First 41 Slokas of 9<sup>th</sup> Sarga)** instead of Balakanda (First 24 Slokas)

### **11. PG Programme in Malayalam**

(i) Delete two sub-modules "Gaveshana Parichayam" and "Adhyapana Abhiruchi" from the Course "Sahitya Charitram – Samagra Padhanam" of Sem. 2 of M. A. (ii) delete one sub-module of Module I "Origins of Malayalam Novel and its different stages of growth" from Sem. 4 "Ezhuthukaran – Samagra Padhanam" of Sem 4 M. A. (iii) limit the syllabus of the Course "Ezhuthukaran – Samagra Padhanam" of Sem. 4 M. A. to three novels (*Asura vithu*, *Manju*, *Randamoozham*) in Module I; to nine short stories ("Valarthu Mrganangal," "Kutyedathi," "Iruttinte Atamavu," "Bandhanam," "Ninte Ormakku," "Swargam Thurakkunna Samayam," "Sherlock," "Perumazhayude Pittenu" and "Vaanaprastham" in Module II; to one travelogue "Aalkoottathil Thaniye" in Module IV; to one critique "Kaathikante Panipura" in Module V; to three screen plays "Olavum Theeravum," "Neela Thamara" and "Kerala Varma Pazhassi Raja" in Module VI; to one children's literature text "Daya Enna Penkutty" in Module VIII; and to one essay "Kannanthali Pookkalude Kaalam" in Module IX.



**FATIMA MATA NATIONAL COLLEGE (AUTONOMOUS), KOLLAM**  
**MINUTES OF THE GOVERNING COUNCIL MEETING HELD ON**  
**JANUARY 28, 2017 AT THE IQAC HALL**

The meeting of the Governing Council was held in the IQAC Hall, Fatima Mata National College, Kollam, at 11.00 am on 28-01-2017. Rev. Fr. Anil Jose, Manager of the College, presided over the meeting. The following members were present:

1. Rev Fr Anil Jose (Manager)
2. Dr Jitendra Tripathi (Joint Secretary, Finance, UGC)
3. Sri Anil Xavier IAS
4. Dr Padma Rao
5. Ms Grata Ildaphonse (Vice Principal)
6. Dr Titus A. R. (Vice Principal)
7. Dr Vincent B. Netto (Principal)

The Meeting commenced with a silent prayer.

The College Manager, the chairman of the council, in his introductory remarks thanked the Principal for the accomplishments so far under the new framework of academic autonomy. He also outlined the agenda of the meeting and extended a cordial welcome to the members.

**Minutes of the previous meeting**

The Principal handed out the minutes of the previous meeting of the Governing Council held on 28/09/2016 and read out the essential points. The council, after a brief discussion, unanimously approved the minutes.

**Action taken report**

The Principal reported on the action taken on the minutes of the previous meeting as per the agenda circulated. The Governing Council ratified the action taken on the minutes.

The meeting discussed comprehensively the following aspects of the Agenda

- Examination Manual: Amendments
- Modification of Syllabus & Evaluation
- New Programmes - Add on Certificate Qualifications:  
**BEC (Business English Certificate)**  
**TKT (Teaching Knowledge Test)**
- Community Colleges

## **Examination Manual: Amendments**

The Council deliberated on the amendments to the Examination Manual proposed by the Academic Council based on the suggestions by the University of Kerala. The Governing Council unanimously decided:

1. To take up the amendments with the legal advisor of the management as to see the legal implications of the provisions.
2. To make a representation to the University stating the practical difficulties in getting the service of the external faculty alone for the evaluation of answer scripts. Also decided to approach the honourable high court of Kerala if inevitable.

The Council ratified the amendments appended (vide attachment 1) subject to the opinion of the legal advisor.

## **Modification of Syllabus & Evaluation**

The Council entrusted the principal to organize a workshop on curriculum design and syllabus revision. The council felt the need for revamping of the syllabus so as to make the courses equivalent to that offered by the prestigious autonomous institution such as Loyola College Chennai, SRCC Delhi, and St Stephen's College Delhi. To get the PG students equipped for UGC-CSIR NET/JRF Examinations, a comprehensive test (UGC/CSIR model) should be introduced within the Department. A workshop can help a long way in equipping the teachers for better designing the curriculum in sync with the latest developments, recent trends and local needs.

The Council recommended introduction, if possible, of Econometrics and Mathematical Economics for BA Economics. An MoU may be signed with *Kerala Veterinary and Animal Sciences University (KVASU)* to facilitate introduction of new programmes and interdisciplinary research to the profit of the Departments of Botany, Economics, and Zoology. A Workshop for teachers may be organised under the auspices of *Kerala Veterinary and Animal Sciences University (KVASU)*. A comparative analysis of the results of the college and that of the University for the last Five years will help us identify the shortfall in achievement if any under the autonomy stream so as to evolve a work plan for improvement.

The Council ratified the modifications and specifications of the syllabus of the various courses of the following programmes.

- B.Sc Mathematics
- M.Sc Mathematics
- M.Sc Physics
- M.Sc Psychology



- M.Sc Chemistry
- M.Sc Botany
- B.Sc Botany
- B. Com. (Finance (Aided))
- B. Com. Co-operation (SF)
- B. Com. Computer Science (SF)
- M. Com.
- B. A. English Language and Literature (Aided)
- B. A. English Language, Literature and Communication (SF)
- M. A. English Language & Literature
- French
- Sanskrit
- MA Malayalam
- M. Sc. Botany Viva Voce Examination

#### **New Programmes - Add on Certificate Qualifications:**

The Governing Council gave its approval for the introduction of the following programmes from this academic year.

- BEC (Business English Certificate)
- TKT (Teaching Knowledge Test)

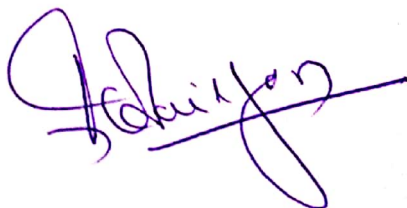
#### **Community Colleges**

Dr Jitendra Tripathi (Joint Secretary, Finance, UGC) informed the Council that the portal for submission of application for Community Colleges will be ready in the UGC website and our college can submit application online when the portal gets activated. In order to make education relevant and to create 'industry fit' skilled workforce, Dr Jitendra Tripathi emphasized the need for introducing skill based courses offered by KAUSHAL Kendras.

Sri Anil Xavier felt the need for a revamping of the UG Programme in Economics by including Mathematical Economics, Mathematics and Econometrics. The management could also deliberate on the feasibility of introducing PG Diploma in Informatics and Management. It was high time that the college go for Technology Business Incubation that enables Translating ideas into products - Organic farming, Interdisciplinary research. The institution must also think of switching over from the conventional teacher centric system to Student centric learning.

Dr Padma Rao informed the council about unscrupulous elements making baseless allegations and filing complaints with the University against the college authorities. He underlined the importance of strengthening the Grievance Redressal Cell. The Principal informed the committee about the effective functioning of the Grievance Redressal Cell Unit in the College.

The meeting came to a close at 1.30pm.



  
**PRINCIPAL**  
 Fatima Mata National College  
 Kollam

## Appendix I

### Minutes of the 11<sup>th</sup> meeting of the Governing Council of Fatima Mata National College (Autonomous), Kollam held on 4<sup>th</sup> May 2019

The meeting of the Governing Council of the college was held at Bishop's House on 04-05-2019.

The following members attended the meeting:

|   |                            |
|---|----------------------------|
| Most Rev. Dr Paul Antony Mullassery   | - Patron                   |
| Rev. Dr Rolden Jacob (Manager)  | - Chairperson              |
| Sri Anil Xavier, IAS<br>(Former Vice Chancellor, KVASU &<br>Director Bishop Jerome Institute, Kollam) | - Management               |
| Rev. Fr Anil Jose<br>( Director, Bishop Benzigar Hospital)  | - Management               |
| Dr S. Kevin (Former Pro Vice Chancellor,<br>University of Kerala)                                     | - Management               |
| Dr.R.K.Suresh Kumar<br>(Member- Higher Education Council)   | - State Government Nominee |
| Dr.G. Padma Rao (Professor,<br>Dept. of Malayalam ,University of Kerala)                              | - University Nominee       |
| Ms Grata Ildaphonse (Vice Principal)  | - Member                   |
| Dr.Shelly M.R (Vice-Principal)  | - Member                   |
| Dr Vincent B Netto ( Principal)   | - Ex- officio Secretary    |



**Item No -1** The meeting started at 10.30a.m. with a silent prayer followed by the welcome Speech by Rev. Dr Rolden Jacob, the Manager. Most Rev. Dr Paul Antony Mullassery, the patron greeted the members and reiterated on the inevitability of steering the college towards excellence.

**Item No -2 -Confirmation of the minutes of the meeting held on 24<sup>th</sup> November 2018.**

The Principal, Dr Vincent B Netto, the ex-officio secretary, presented the minutes of the previous meeting held on 24<sup>th</sup> November 2018.

*The committee resolved to confirm the minutes.*

**Item No -3 Report of the action taken on the decisions of the meeting held on 24<sup>th</sup> November 2018.**

The Principal made a brief presentation of the action taken on the decisions taken on the meeting held on 24<sup>th</sup> November 2018.

**Item No -4 a) Ratification of revised Syllabus UG**

The modification to the syllabus w.e.f.2019 admission of the following programmes of UG proposed by the respective UG BoS and approved by the Academic council in its meeting held on 17.04.2019 was ratified by the Governing council.

| Program                            | Program Code | CBCS/Elective |
|------------------------------------|--------------|---------------|
| B.Sc Mathematics                   | U11          | CBCSS         |
| B.Sc Physics                       | U12          | CBCSS         |
| B.Sc Chemistry                     | U13          | CBCSS         |
| B.Sc Polymer Chemistry             | U14          | CBCSS         |
| B.Sc Botany                        | U15          | CBCSS         |
| B.Sc Zoology                       | U16          | CBCSS         |
| B.Sc Psychology                    | U17          | CBCSS         |
| BA English Language and Literature | U21          | CBCSS         |

|   |     |                 |
|---|-----|-----------------|
| BA Malayalam Language Culture and Literature      | U22 | CBCSS           |
| BA Economics                                      | U23 | CBCSS           |
| BA History  | U24 | CBCSS           |
| B.Com Finance                                     | U31 | CBCSS           |
| <b>Self Financing courses</b>                     |     |                 |
| BA English Language, Literature and Communication | U42 | CBCSS           |
| B.Com Co-operation                                | U43 | CBCSS           |
| B.Com with Computer Applications                  | U44 | Career Oriented |
| Bachelor in Computer Applications                 | U45 | Career Oriented |

***Ratified***

**Item No -4 b) Ratification of revised Syllabus PG**

The modification to the syllabus w.e.f.2019 admission of the following programmes of PG proposed by the respective PG BoS and approved by the Academic council was ratified by the Governing council.

| Program          | Program Code | CBCS/Elective |
|------------------|--------------|---------------|
| M.Sc Mathematics | P11          | Elective      |
| M.Sc Physics     | P12          | Elective      |
| M.Sc Chemistry   | P13          | Elective      |
| M.Sc Botany      | P14          | Elective      |
| M.Sc Zoology     | P15          | Elective      |
| M.Sc Psychology  | P16          | Elective      |
| MA Malayalam     | P22          | Elective      |
| MA Economics     | P23          | Elective      |
| M.Com            | P31          | Elective      |

***Ratified***



**Item No -5 Add on courses**

The Governing council ratified the following Add on courses approved by the Academic council. It was decided to introduce the programme w.e.f 2019 admissions with the duration of 30 hours and a fee of Rs 500.

|             |  |
|-------------|--|
| Mathematics | – Mathematics software LATEX               |
| Physics     | – Radiation Physics                        |
| Chemistry   | – Drinking Water quality Analysis          |
| Botany      | – Mushroom Cultivation                     |
| Zoology     | – Ornamental Fish Production               |
| Psychology  | – Certificate in Counselling               |
| English     | – Proficiency in English and soft skills   |
| Malayalam   | – Pathra Pravarthanam Patanavum Prayogavum |
| Economics   | – Skill enhancement course                 |
| Commerce    | – Applied Business Accounting              |
| Hindi       | – Communicative Hindi                      |

The Council felt that the Add on course proposed by the Department of Economics titled **Skill Enhancement Course** be changed to **Data Analysis Course** w.e.f 2020. The Council also expressed that the Add on course by Department of Commerce be modified w.e.f 2019.

The Governing Council felt the need to extend the duration of the programme from 30 hours to 50 hours w.e.f 2020 admissions in consultation with the relevant bodies, and to change the fee structure as required and approved by the Finance Committee.

***Resolved***

**Item No -6 (a) Ratification of results – UG**

The results of the following programmes of UG have been ratified by the Governing Council.

| S No | Semester           | Batch     | Date of Publication |
|------|--------------------|-----------|---------------------|
| 1    | S1 BA/BSc/BCom/BCA | 2018-2021 | 25-02-2019          |
| 2    | S1 BA/BSc/BCom/BCA | 2017-2020 | 25-02-2019          |
| 3.   | S1 BA/BSc/BCom/BCA | 2016-2019 | 25-02-2019          |

|     |                    |           |            |
|-----|--------------------|-----------|------------|
| 4.  | S1 BA/BSc/BCom     | 2015-2018 | 25-02-2019 |
| 4.  | S1 BA/BSc/BCom     | 2014-2017 | 25-02-2019 |
| 5.  | S3 BA/BSc/BCom/BCA | 2017-2020 | 25-01-2019 |
| 6.  | S3 BA/BSc/BCom/BCA | 2016-2019 | 25-01-2019 |
| 7.  | S3 BA/BSc/BCom     | 2015-2018 | 25-01-2019 |
| 8.  | S3 BA/BSc/BCom     | 2014-2017 | 25-01-2019 |
| 9.  | S5 BA/BSc/BCom/BCA | 2016-2019 | 19-12-2018 |
| 10. | S5 BA/BSc/BCom     | 2015-2018 | 19-12-2018 |
| 11. | S5 BA/BSc/BCom     | 2014-2017 | 19-12-2018 |

### ***Ratified***

#### **Item No -6 (b) Ratification of results – PG**

The results of the following programmes of PG have been ratified by the Governing council.

|    |                |           |            |
|----|----------------|-----------|------------|
| 1. | S1 MA/MSc/MCom | 2018-2020 | 15-03-2019 |
| 2. | S1 MA/MSc/MCom | 2017-2019 | 15-03-2019 |
| 3. | S1 MA/MSc/MCom | 2016-2018 | 15-03-2019 |
| 4. | S1 MA/MSc/MCom | 2015-2017 | 15-03-2019 |
| 5. | S3 MA/MSc/MCom | 2017-2019 | 15-03-2019 |
| 6. | S3 MA/MSc/MCom | 2016-2018 | 15-03-2019 |
| 7. | S3 MA/MSc/MCom | 2015-2017 | 15-03-2019 |

The Governing council felt the need for assessment, analysis and evaluation report of 2015-19. The Vice principals were entrusted with the task of analyzing the result of the period (2015 -19).

It is imperative to resort to periodical publication of student's attendance and the same should be displayed in the departmental notice board every month. Mentoring should be made more effective for the better performance of the students.

### ***Ratified***

#### **Item No -7 -Budget for autonomous grant 2019-20**

The Governing council resolved to approve the budget for autonomous grant of Rs20 lakhs as proposed by the Finance Committee in its meeting held on 30.04.19.

### ***Resolved***



### **Item No -8 - Approval of the recommendations of IQAC**

The Academic council in its meeting held on 17.04.2019, approved the recommendations of IQAC in the following regard:

- a) Introduction of MOOC (online courses) – the Academic Council resolved that the students of third semester UG & PG w.e.f 2018 admission onwards take at least one online course of not less than two weeks duration (on an experimental basis) and submit a concise report of the course detailing the objectives, frame work and relevance of the course. The students should produce relevant documents to attest their satisfyingly completing the course.
- b) MOODLE (assignments & tests) - Academic Council resolved that UG students submit their assignment and PG students take their CAT - I using the MOODLE platform (on an experimental basis). Applicable to all admissions.
- c) Internship for PG programmes - Academic Council resolved that internship of the duration of two to five weeks be made compulsory for PG programmes w.e.f 2019 admission onwards. However, there will be no additional weightage for the time being.
- d) The body expressed its appreciation for the good rating in the different aspects of curriculum, skill development, infrastructure facility, examination and PTA meetings and extracurricular activities. However certain areas as per the report need to be strengthened in the attainment of learning outcomes and curricular activities.

*The Governing Council ratified the recommendations. The Council emphasized the need for maintaining the log book for recording daily attendance of the students countersigned by Firm/ Company/Organisation where the student is assigned internship.*

### **Item No -9 - Question bank**

Academic Council resolved to implement question bank system w.e.f 2019 admission so that the questions address the difficulty levels as also the learning outcomes and graduate aptitude outlined in the curriculum.

The body observed that proper scrutiny of the questions by experts will make the question bank fool proof as such provision must be incorporated to the extent

***Resolved***

**Item No -10- Provision for improvement of individual papers for PG programmes**

Academic Council resolved to introduce provision for improvement of individual papers for PG programmes in sync with the parent University (Ref U.O. Ac.A.II/1/2014 dated 28.02.2015 - Appendix - VI) w.e.f 2019 admission onwards.

***Resolved***

**Item No -11- Project submission**

Academic council resolved that the UG students have to submit their projects before CAT II of sixth semester.

***Resolved***

**Item No -12- Amendments to Examination Manual**

Academic Council by virtue of its powers as contemplated in Fatima Mata National College (Autonomous) Kollam - Examination Manual (Draft) – clause 30 - resolved to amend the manual incorporating/revising/changing the below mentioned clauses:

- a) Amendments to Examination Manual based on the regulations of University Grants Commission (Conferment of Autonomous status upon colleges and measures for maintenance of standards in Autonomous Colleges) Regulations 2018, New Delhi 12<sup>th</sup> February 2018:
- i) Clause 2.1.2- “The term of office of the nominated members of the Governing council shall be a period of two years”.

To be amended as

*“The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have term of five years”.*

- ii) Clause 2.1.3-“The Governing Council shall meet at least three times in an academic year”.



To be amended as

*“The meetings of the Governing Body shall be held at least twice a year”.*

iii) Clause 2.2.2- “The term of office of the nominated members of the Academic Council shall be a period of two years”.

To be amended as

*“The term of the nominated members of the Academic Council shall be three years”.*

iv) Clause 2.3.2- “The term of the members nominated to the Board of Studies shall be two academic years”.

To be amended as

*“The term of the nominated members of Board of Studies shall be three years”.*

b) Amendments to Examination Manual based on the report from the Controller of Examinations and in the exercise of the powers of the Principal (vide Clause 30- Interpretation and Amendment) - Notification of ESE (Amendment of Clause 28)- “Notifications for each semester exams will be published before 40 days of the commencement of Examination”.

To be amended as

*“Notifications for each semester exams will be published before 15 working days of the commencement of Examination” as per Academic council meeting agenda item No -4(5)*

***Ratified and resolved to inform the same to the parent University.***

**Item No -13 - NAAC Reaccreditation**

The Governing council approved the proposal for NAAC reaccreditation. The Council underscored the need for digitalization. At least 50% of the classrooms must be provided with LCD projectors and smart board. The teachers must be given orientation in the matter. A new research culture should be the focus. Teachers should be encouraged to publish articles to present papers in conferences, to engage in collaboration, consultancy and entrepreneurship. Extension activities should be promoted. A written directive to the extent on behalf of the council should be circulated among teachers any leniency, negligence or apathy on the part of teachers shall be dealt with seriously. Frequent motivational talks and monthly inter departmental competition may be organized. The best department prize, the best teacher award etc should be initiated as a token of appreciation and acknowledgement.

***Resolved***

**Item No -14 Shifting of campus self financing stream to Annexe w.e.f 2019 admission**

The Governing council approved the proposal of the management to shift the venue of the first year self financing programme to the Annexe w.e.f 2019

***Resolved***

**Item No -15- Mercy Chance – exam fee proposal from Finance Committee**

The Finance Committee in its meeting held on 30.04.19 has proposed a fee of Rs 2000/- as registration fee for mercy chance.

***Resolved***

**Item No - 16 - Additional Agenda – submission of compliance report and inspection & annual administration fee**

The Finance Committee in its meeting held on 30.04.19 has proposed to submit a compliance report along with the inspection & annual administration fee. The committee felt that an autonomous institution need not submit the inspection & annual administration fee levied for the Self Financing mode as the SF stream was a part of the



autonomous system. However the institution would pay for the time being in order to avoid hassles and possible hardships to the final year students who are to receive the degree certificate from the University. The Committee felt it would be in the interest of the autonomous college to approach the court for a legal remedy.  
**Governing Council ratified the decision and felt that a letter of intimation in the regard would be sent to the University.**




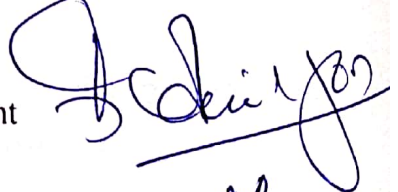

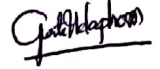
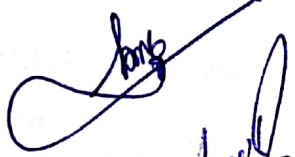

The meeting came to a close at 1.00 p.m.

### READ AND CONFIRMED

  
**Dr Vincent B Netto**

Ex- Officio Secretary

### APPROVED

|   |                      |   |
|---|----------------------|---|
| Most Rev. Dr Paul Antony Mullassery   | - Patron             |    |
| Rev. Dr Rolder Jacob (Manager)  | - Chairperson        |   |
| Sri Anil Xavier, IAS<br>(Former Vice Chancellor, KVASU &<br>Director Bishop Jerome Institute, Kollam) | - Management         |  |
| Rev. Fr Anil Jose<br>( Director, Bishop Benziger Hospital)  | - Management         |  |
| Dr G. Padma Rao (Professor,<br>Dept. of Malayalam ,University of Kerala)                              | - University Nominee |  |
| Ms Grata Ildaphonse (Vice Principal)  | - Member             |  |
| Dr Shelly M.R (Vice-Principal)  | - Member             |  |
| Rev. Fr. Joseph John  | - Management         |  |