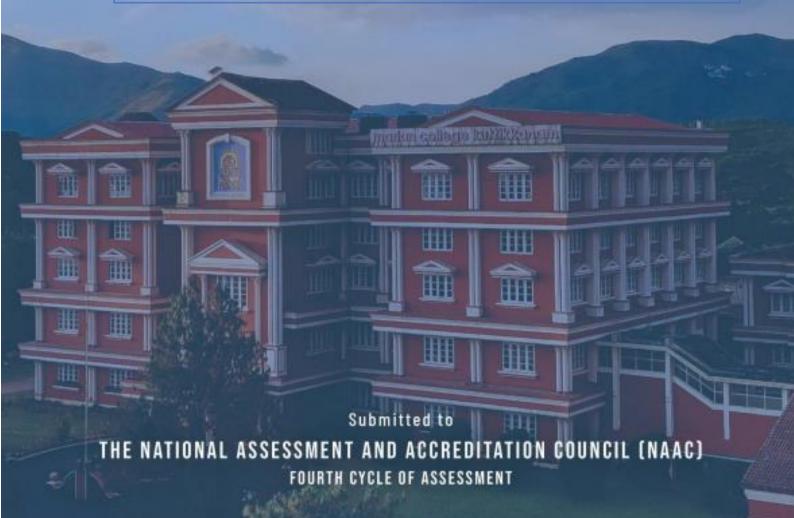


MARIAN COLLEGE KUTTIKKANAM

MINUTES OF THE GOVERNING BODY



Minutes of the Relevant Bodies

2017-18(Click here)

2018-19(Click here)

2019-20(Click here)

2020-21(Click here)

2017-18

MINUTES OF THE GOVERNING BODY MEETING

HELD ON 30 MAY 2017

Members present for the meeting

1. HE Mar Mathew Arackal (Patron)

2. H E Mar Jose Pulickal (Auxiliary Bishop)

3. V Rev Fr Justin Pazheparambil

4. K.C. Dominic Karippaparampil

5. Chev. Adv. V C Sebastian

6. Sri George J Mathew

7. Fr James Kozhimala

8. Michael A Kallivayalil

9. Dr Jose James

10. Dr Mendus Jacob

11. Fr Dr Roy Abraham P (Secretary)

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The meeting of the Governing Body was held in the office of the Patron Bishop Mar Mathew Arackal in the Pastoral centre Kanjirapally at 3.30 PM. The meeting started with prayer said by HE Mar Jose Pulickal.

Bishop Mar Mathew Arackal welcomed the gathering and said that he is happy about the progress of the College. He thankfully remembered the great services done by Rev. Fr Ruban J Thannickal during his tenure as the Manager. He also promised all his support to Rev Fr James who is appointed as the new Manager.

 After the words of blessings from the Patron the minutes of the previous meeting was approved. Then discussions were made on the following.

Functioning of Autonomy: Members expressed their satisfaction regarding the steps taken by the College in line with the Act of the University.

Constructions:

 The proposal for completing the construction of the new academic building was approved.

b. The proposal for the construct ion of the new ladies' hostel was put on hold till the college reaches a comfortable financial position.

- c. The GB asked to go ahead with the drawing the plan and taking the estimates for the proposed auditorium.
- d. Approved the proposal to provide adequate facilities to Examination Cell of the College. V Rev. Fr Justine Pazhayaparambil was asked make personal visit to the College and approve the details after discussions with the Manager and Principal.
- 4. New Academic Programmes: The legal implications of starting a new academic programme without the approval of the University were discussed. The GB gave Its consent to go ahead with the plans to start Master of Communication and Media Studies even if the University does not give their consent after obtaining the legal opinion from Adv. Kurian George Kannamthanam. Also gave permission to start additional one more batch in B Com and M Com.
- 5. GB was appraised of the negative attitude of the University towards autonomous colleges. The GB advised the Manager and Principal that utmost care must be taken to avoid possible confrontations with the University. Also, the Board cautioned that every step taken by the college shall be legally sound and should seek the advice of Adv. Kannamthanam whenever necessary.
- 6. Financial Position of the College: Rev. Fr James Kozhimala, the Manager of the College presented the financial position of the college. He communicated that since the funds flow is not uniform during all the months of the year, there are shortages of funds on certain months. However, he assured that the financial position of the college is stable and has sufficient funds to meet the administrative expenses, salaries and repayment of loans.
- 7. Approval of sanctioned number of teaching posts in various departments. The meeting resolved to approve the numbers of teaching posts in the various departments of the College for the academic year 2017- 18 as detailed below:

Sl. No	Name of the Faculty Position	Posts Sanctioned 2017-18
1	Department of Languages	4
2	Department of Mathematics	2
3	Research and PG Department of Commerce	13
4	School of Social Work	11
5	Department of Communication & Media Studies	5
6	Department of Applied Economics	3
10	Department of Computer Applications	9
	Total	47

8. Seed Money for research

The recommendation submitted by the Marian Research Committee to sanction the seed money for research for faculty members was considered and it was resolved to approve the recommendation given by the Research committee and release a sum of Rs 18,000 as seed

money for research to two faculty members as given below during the academic year 2017-18.

Dr Jobi Babu	RS. 9,000	
Ms. Princy T Sebastian	Rs. 9,000	

9. Other Items:

- The Action Taken Report on the annual feedback for the previous academic year prepared by IQAC and approved by the Feedback Committee is verified and approved.
- Resolved to accord approval to the Annual Budget of the College for the academic year 2017- 2018.
- The Annual Report on Examinations submitted by the Controller of Examinations was analyzed and resolved to approve the report.
- Resolved to entrust the IQAC to initiate urgent steps to secure ISO certification for the College.
- 5. Resolved to approve the recommendations for scholarships to students during the academic year 2017-18 prepared by the Scholarship Committee.
- Resolved to approve the details submitted by the Admissions Committee regarding the intake of students in various programmes.
- 7. Resolved to approve the report on e- Governance implemented in the College to enhance the performance of the Office of CoE and general administration.
- Resolved to earmark 6% of total sanctioned seats of all programmes for OBC category from Management Quota seats, and these seats are interchangeable among different programmes.
- 9. Resolved to earmark a total of 28% of total merit seats for SC and 7% of total merit seats for ST in the Self-Financing programs (total 35%). Also resolved to earmark 8% of total seats for SC and 2% of total seats for ST in MCA programme as per AICTE guidelines.
- 10. Resolved to approve the students intakes to various Programmes for the year as follows: also resolved to sanction marginal increase subject to a maximum of 5 seats for PG programmes and 10 seats for UG programmes as per the request of the Head of the Department concerned.

Programme Code	Number of seats sanctioned
UBC	60
UBB	60
UBM	160
USW	64
2.4%	
WITH CONTROL OF THE C	25
The state of the s	70
	UBC UBB

2018-19

MINUTES OF THE MEETING OF GOVERNING BODY (BOARD OF MANAGEMENT)

HELD ON 22 FEBRUARY 2018

The meeting started with prayer lead by Bishop Mar Jose Pulickal at 4 PM in the Pastoral Centre, Kanirapally. The meeting was attended by the following members of the Board of Management.

- Bishop Mar Mathew Arackal
- Bishop Mar Jose Pulickal
- 3. V. Rev. Fr. Justine Pazheparampil
- Sri. Michel A Kallivayalil
- Sri. George J Mathew
- 6. Sri. KC Dominic Karippaparampil
- 7. Dr Jose James
- 8. Dr Mendus Jacob
- 9. Rev. Fr James Kozhimala
- 10.Adv. VC Sebastian
- 11.Fr Dr Roy Abraham P

After the prayer, the report was presented by the Secretary of the BoM and was accepted.

In his introductory speech Bishop Mar Mathew Arackal, the Patron of the College, reiterated the need for sustaining the quality of higher education given by the

Page **1** of **8**

college. He also said that Marian College should be relevant also to the immediate neighbours of the institution. Hence the college should try to organize many extension programmes that would add meaning and value to the lives of people in the region.

AGENDA ITEM 1: FUNCTIONING OF AUTONOMOUS SYSTEM

There was a brief presentation of the successful functioning of the Autonomous System of the College. The College is able to successfully update the syllabus of all its existing programmes. The Controller of Examinations and the Examination Cell of the College functions effectively and the conduct of the examinations takes place smoothly. The declaration of the results happened within two weeks of the conduct of the examinations, without any complaints from anyone. The first batch of students in the autonomous stream will graduate in May 2018.

However, the attitude of the University hinders the smooth and effective functioning of the autonomous system. At present there were 3 cases pending with Honorable High Court (Regarding the affiliation of new programmes, Continuation of PhD Centre in Social Work, Appointment of regular faculty members in aided programmes.)

The Board members appreciated the authorities of the college for their hard work and effective implementation of autonomous system, even amidst challenges laid by the University.

AGENDA ITEM 2: ADMISSION TO MQ

Rev. Fr James Kozhimala presented the admission details under management quota during 2017-18 academic year. He expressed great satisfaction for admitting students in Management Quota as per the norms fixed by the BoM without accepting any capitation fees from anyone. He also proposed a change in in the existing MQ application form to add 10 marks additional weight to students from Dalith Catholic community. The proposed change was accepted by the BoM.

AGENDA ITEM 3 STRATEGIC PLANNING

NAAC Re-accreditation

NAAC re-accreditation is due in May 2019. NAAC has thoroughly revised the manual with see changes in the evaluation pattern. 70% of the questions are quantitative and the marks for those questions will be system generated only. 30% of the questions are qualitative and the evaluation will happen, without onsite visit of peer team to the college. The Principal presented to the BoM that this new system brings in several disadvantages to the College. The Members of the Board promised wholehearted support for the successful conduct of the NAAC re-accreditation.

National Institutional Ranking Framework

The Principal informed the BoM that the college is applying for the first time for NIRF ranking, this academic year.

Library Modification

The need for library modification was presented in the BoM and Board gave consent to the proposal given by the Principal.

New Hostels

The need for new hostel for girls was discussed in the meeting. However, the BoM expressed their concern in going ahead with the plan for new girls' hostel amidst the tight financial situation of the college. The BoM said that the proposal for the extension of the existing girls' hostel may be postponed until the financial situation improves.

New Auditorium

The need for a new auditorium was explained. The BoM agreed that there is a need for new auditorium for the college. The Board also said that the new auditorium can be constructed in the one acre of new land that was bought recently from Joseph Kallivayalil. The Manager and the Principal are entrusted to go ahead with obtaining detailed drawings for the new structure.

New Faculty House/ Guest House

The College at present has a guest house with 10 rooms. This is being utilized by both MIIM and Marian. Of the 10 rooms available at present 4 rooms are

permanently occupied. Three rooms by MIIM and one room by Marian. Hence only 6 rooms are available for the visiting faculty members. At present this is grossly insufficient and there are many occasions when visiting faculty members are given accommodation in the hotels nearby. This results in loss of huge amounts. Hence there is the need for new faculty house. Also the availability of rooms/ quarters for lady staff is very much insufficient.

The BoM were convinced of the need for new faculty houses. Therefore, the Board asked the Manager and the Principal to make a presentation of the solution in the next meeting of the Board.

Walkways connecting Hostels and the College

Rev Fr Manager presented the details of the walkways created connecting the hostels and the academic buildings. Now the staff and students can come to the college from their residence without umbrella even during heavy rains. The facility is very much appreciated by all the users.

Energy Park

The concept of energy park was explained by Rev. Fr. James Kozhimala. He explained that proper guidance was taken from several knowledgeable people including Dr VK Damodaran. He also said that there is the possibility for establishing energy park in Marian and the park could be visited by many for a learning experience.

AGENDA ITEM: 4 FINANCIAL POSITION

The financial position of the college was explained by Rev. Fr Manager. He explained to the BoM that the inflow of funds is insufficient in many months to honour the fund requirements. However, he expressed confidence that there will sufficient funds to meet all the obligations during a financial year. He also explained, how he is effectively managing the funds flow without affecting the smooth functioning of the College.

Some of the members asked whether the loans are repaid on time. Rev. Fr. Manager said that all loans are properly maintained without affecting other financial requirements

AGENDA ITEM 5: NEW PROGRAMMES OF THE COLLEGE

The proposal to start Integrated PG programme in Physic was presented. BoM consented to the proposal and asked the Manager and Principal to take further steps to begin integrated MSc Physics in the academic year 2018-19.

AGENDA ITEM 6: ALUMNI UPDATES

The need for strengthening the alumni association was presented in the meeting. Principal informed the Board that there is going to be an alumni gathering in the name of Marian Diaries on 29 & 30 of April 2018. He also communicated to the Board that already different committees' function for the success of the alumni gathering.

AGENDA ITEM 7: APPROVAL OF SANCTIONED NUMBER OF TEACHING POSTS-2018-19.

The meeting resolved to approve the numbers of teaching posts in the various departments

Of the College as detailed below

SI No	Name of the Faculty Position	Posts Sanctioned 2018-19
1	Department of Languages	5
2	Department of Mathematics	3
3	Research and PG Department of Commerce	16
4	School of Social Work	12

5	Department of Communication & Media Studies	5
6	Department of Applied Economics	4
10	Department of Computer Applications	9
	Total	54

AGENDA ITEM 8: SEED MONEY FOR RESEARCH

The recommendation submitted by the Marian Research Committee to sanction/ratify the seed money for research for faculty members was considered and it was resolved to approve the recommendation given by the Research committee and release a sum of Rs 45,000 as seed money for research to thirteen faculty members (Annexure 2) during the academic year, 2018- 19 as follows.

Name of the teacher provided with seed money	Seed money sanctioned (INR)
Fr Robin Pendanath	3000
Dr Jobi Babu	5000
Joby Joseph	1000
Dr Ajimon George	5000
Mamtha Mariam Joseph	4000
Vinitha M V	5000
Sijo Thomas	1000
Dr Binu Thomas	5000
Dr Chackochen J Njavallil	4000
Dr Brijesh George John	1000
Jismy Maria Joseph	3000
Dr. Thomas K V	5000
Sinu Susan Varghese	3000

AGENDA ITEM 9: OTHER ITEMS

- The Action Taken Report on the annual feedback for the previous academic year prepared by IQAC and approved by the Feedback Committee is verified and approved.
- Resolved to accord approval to the Annual Budget of the College for the academic year 2018- 2019.
- The Annual Report on Examinations submitted by the Controller of Examinations was analyzed and resolved to approve the report.
- 4. Resolved to approve the Staff Welfare Policy of Marian College.
- Resolved to approve the recommendations for scholarships to students during the academic year 2018-19 prepared by the Scholarship Committee.
- Resolved to approve the details submitted by the Admissions Committee regarding the intake of students in various programmes.
- Resolved to approve the report on e- Governance implemented in the College to enhance the performance of the Office of COE and general administration.
- Resolved to earmark 6% of total sanctioned seats of all programmes for OBC category from Management Quota seats, and these seats are interchangeable among different programmes.
- Resolved to earmark a total of 28% of total merit seats for SC and 7% of total merit seats for ST in the Self-Financing programs (total 35%). Also resolved to earmark 8% of total seats for SC and 2% of total seats for ST in MCA programme as per AICTE guidelines.
- 10. Resolved to approve the students intakes to various programmes for the year as follows: Also resolved to sanction marginal increase subject to a maximum of 5 seats for UG programmes and 10 seats for UG programmes as per the request of the Head of the Department concerned.

Programme name	Programme Code	Number of seat sanctioned		
BCA	UBC	60		
BBA	UBB	60		
BCOM	UBM	160		
BSW	USW	64		
ММН	РМН	25		
мсом	PMM	70		
BA Economics	UEC	30		
BA English Literature, Communication and Journalism	UEN	40		
BSC Mathematics	UMA	30		
MSW	PSW	30		
MCA	PMC	120		
MCMS	PMS	30		

The meeting came to an end by 5.30 pm with the formal vote of thanks proposed by the Principal of the college.

Dr. Roy Abraham P

Secretary

2019-20

Minutes of the meeting of the Governing Body (Board of Management)

Held Online on 17th May 2019

Venue: Pastoral Centre Kanjirapally

Time: 4.30 pm

Members present in the meeting

H E Mar Mathew Arackal

H E Mar Jose Pulickel

V Rev Fr Justin Pazheparambil

Sri. T.K Jose IAS

Sri. Michael A Kallivayalil

Sri. George J Mathew

Sr. K.C. Dominic Karippaparampil

Dr Jose James

Dr. Mendus Jacob

V Rev. Fr James Kozhimala

Shev. Adv. V.C. Sebastian

Fr Dr Roy Abraham P

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Minutes of the meeting held on 17 May 2019

After the prayer lead by Mar Jose Pulickal, the Manager welcomed all the members to the meeting. The Patron Bishop Mar Mathew Arackal congratulated and appreciated all the efforts of the Manager and the Principal in developing the college.

The minutes of the previous meeting was presented and approved.

Agenda 1: Silver Jubilee celebrations

It was decided to invite Mr Pinarayi Vijayan the honorable Chief Minister of Kerala to inaugurate the silver Jubilee celebrations. The proposal to publish a postal stamp was not accepted by the board. The proposal to have a lecture series every month was welcomed by the board. It was also decided to have a colorful celebration in October 2020 to mark the conclusion of the celebrations.

Agenda 2: Appointment of teachers

The appointment of the aided teachers in the department of BBA was reported in the meeting.

Agenda 3: Infrastructure for BSW

The board was appraised of the need to have additional infrastructure facility for the conduct of BSW programmes. Manager was asked by the board to provide necessary infrastructure.

Agenda 4: NIRF ranking

It was informed in the meeting that the NIRF ranking of the college in 2019 is between 100 to 150. The board suggested the following to improve the ranking in coming years.

- Admit 10% NRI students to have better student diversity
- In future try for better faculty diversity also
- Give more incentive to research and encourage faculty members to publish

Agenda 5: Case in high court

The college obtained a favorable order in the case for the approval for the new programmes started under the autonomous system.

Agenda 6: RUSA funding

It was informed to the board that the college is selected under component 9 for financial support under RUSA. Therefore, the college is promised of a support of 5 crores and the initial payment of Rs 2.5 crores is already given to the college.

Agenda 7: Auditorium Construction

The construction of the auditorium has started and is progressing.

Agenda 8 Administrative reforms. The Principal communicated to the board, the need to complete the framing of rules and regulations of the college. The board also agreed to this proposal and requested Dr Jose James to complete it at the earliest.

Agenda 9. Approval of sanctioned number of teaching posts in various departments for the academic year 2019- 20.

The meeting resolved to approve the numbers of teaching posts in the various departments of the College as detailed below

SI No	Name of the Faculty Position	Sanctioned 2019-20
1	Department of Languages	7
2	Department of Mathematics	4
3	Research and PG Department of Commerce	21
4	School of Social Work	12
5	Department of Communication & Media Studies	5
6	Department of Applied Economics	5
7	Department of Physics	1
10	Department of Computer Applications	8
	Total	63

Agenda 10. Seed Money For research

The recommendation submitted by the Marian Research Committee to sanction/ratify the seed money for research for faculty members was considered and it was resolved to approve the recommendation given by the Research committee and release a sum of Rs 10,47,813 as seed money for research to fifteen faculty members (Annexure 2) during the academic year, 2019-20 as follows.

1.	Raji R Nair	5000
2.	Xavier Vinayaraj	129388
3.	Jaison M C	255555
4.	Fr.Biju John	200000
5.	Dr Binu Thomas	10000
6.	Dr Ajimon George	20000
7.	Dr Muraliivallabhan T V	15000
8.	Jacob Bose	88515
9.	Lumy Joseph	62500
10.	Fr Soby Thomas	92363
11.	Benymol Jose	83123

12.	Boban Joseph	3000
13.	Suzanna Oommen	10000
14.	Kochumol Abraham	10000
15.	Semichan Joseph	63369

Agenda 11. Other Items

- The Action Taken Report on the annual feedback for the previous academic year prepared by IQAC and approved by the Feedback Committee is verified and approved.
- Resolved to accord approval to the Annual Budget of the College for the academic year 2019- 2020.
- The Annual Report on Examinations submitted by the Controller of Examinations was analyzed and resolved to approve the report.
- 4. Resolved to approve the Research Promotion Policy of Marian College.
- Held detailed discussions on the Master Plan of the College and resolved to approve the same.
- Resolved to approve the recommendations for scholarships to students during the academic year 2019-20 prepared by the Scholarship Committee.
- Resolved to approve the details submitted by the Admissions Committee regarding the intake of students in various programmes.
- Resolved to approve the report on e- Governance implemented in the College to enhance the performance of the Office of CoE and general administration.
- Resolved to earmark 6% of total sanctioned seats of all programmes for OBC category from Management Quota seats, and these seats are interchangeable among different programmes.
- 10. Resolved to earmark a total of 28% of total merit seats for SC and 7% of total merit seats for ST in the Self-Financing programs (total 35%). Also resolved to earmark 8% of total seats for SC and 2% of total seats for ST in MCA programme as per AICTE guidelines.
- 11. Resolved to approve the students intakes to various Programmes for the year as follows. Also resolved to sanction marginal increase subject to a maximum of 10 seats for UG programmes and 5 seats for PG programmes as per the request of the Head of the Department concerned.

Programme name	Programme Code	Number of seats sanctioned
BCA	UBC	60
BBA	UBB	60
BCOM	UBM	160

MMH	USW	
	PMH	64
MCOM		25
BA Applied Economics	PMM	70
BA English Literature Communication	UEC	30
Journalism BSC Mathematics	UEN	40
MSW	UMA	30
MCA	PSW	30
ACMS	PMC	120
	PMS	30

The meeting was concluded with vote of thanks proposed by the secretary

Dr. Roy Abraham P

Secretary

2020-21

Minutes of the meeting of the Governing Body (Board of Management)

Held Online on 4th June 2020

Members present in the meeting

H E Mar Mathew Arackal

H E Mar Jose Pulickel

V Rev Fr Justin Pazheparambil

Sri. T.K Jose IAS

Sri. Michael A Kallivayalil

Sri. George J Mathew

Sr. K.C. Dominic Karippaparampil

Dr Jose James

Dr. Mendus Jacob

V Rev. Fr James Kozhimala

Shev. Adv. V.C. Sebastian

Fr Dr Roy Abraham P

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The meeting started with a prayer at 10am.

Fr. James Kozhimala, Manager welcomed the members to the meeting.

The meeting then discussed the agenda of the meeting and resolved the following after detailed deliberations:

Agenda 1. Approval of sanctioned number of teaching posts - 2020-21

The meeting resolved to approve the numbers of teaching posts in the various departments of the College as detailed below

SI No	Name of the Faculty Position	Posts Sanctioned 2020- 2021
1	Department of Languages	8
2	Department of Mathematics	4
3	Research and PG Department of Commerce	19
4	School of Social Work	13
5	Department of Communication & Media Studies	5
6	Department of Applied Economics	5

7	Department of Physics	3
10	Department of Computer Applications	7
	Total	64

Agenda 2: Seed Money For research

The recommendation submitted by the Marian Research Committee to sanction/ratify the seed money for research for faculty members was considered and it was resolved to approve the recommendation given by the Research committee and release a sum of Rs 4,95,000 as seed money for research to twentyone faculty members (Annexure 2) during the academic year, 2020-21 as follows.

1.	Suzanna Oommen	130000
2.	Sr. Celin	50000
3.	Dr Anupdev Michael	5000
4.	Binny Jose	108000
5.	Fr.Sobi Kannalil	108000
6.	Ms. Seethalakshmi	1000
7.	Dr Binu Thomas	1000
8.	Ms. Reny Jose	1000
9.	Dr Boban Joseph	1000
10.	Aswin Uthaman	1000
11.	Dr Shinta Sebastian	1000
12.	Ms. Jismy Maria	4000
13.	Ms. Mamtha Mariam Joseph	1000
14.	Ms. Kochumol Abraham	1000
15.	Ms. Raji Ramakrishnan Nair	1000
16:	Ms. Reshma Roy	8000
17.	Abin Thomas Mathew	1000
18.	Dr Thomas KV	5000
19.	Dr Rasi R A	7000
20.	Merin John	10000
21.	Dr. Marykutty Thomas	50000

Agenda 3: Other Items

- The Action Taken Report on the annual feedback for the previous academic year prepared by IQAC and approved by the Feedback Committee is verified and approved
- Resolved to accord approval to the Annual Budget of the College for the academic year 2020-2021.
- The Annual Report on Examinations submitted by the Controller of Examinations was analyzed and approved.
- 4. Resolved to entrust the IQAC to redefine the Vision and Vision of Marian College.
- Resolved to approve the recommendations for scholarships to students during the academic year 2020-21 prepared by the Scholarship Committee.
- Resolved to approve the proposal for change in the name of the PG and Research Department of Commerce to School of Commerce and Professional Studies (SCAPS).

 Resolved to approve the details submitted by the Admissions Committee regarding the intake of students in various programmes.

 Resolved to approve the report on e-governance implemented in the College to enhance the performance of the Office of CoE and general administration.

 Resolved to earmark 6% of total sanctioned seats of all programmes for OBC category from Management Quota seats, and these seats are interchangeable among different programmes.

10. Resolved to earmark a total of 28% of total merit seats for SC and 7% of total merit seats for ST in the Self-Financing programs (total 35%). Also resolved to earmark 8% of total seats for SC and 2% of total seats for ST in MCA programme as per AICTE

guidelines.

11. Resolved to approve the students' intakes to various Programmes for the year as follows. Also resolved to sanction marginal increase subject to a maximum of 10 seats to UG programmes and 5 seats for PG programmes as per the request of the Head of the Department.

Programme name	Programme Code	Number of seats sanctioned
BCA	UBC	60
BBA	UBB	60
BCOM	UBM	160
BSW	USW	64
MMH	PMH	25
MCOM	PMM	70
BA Applied Economics	UEC	30
BA English Literature Communication and Journalism	UEN	40
BSC Mathematics	UMA	30
MSW	PSW	30
MSC Integrated Physics	IPH	15
MCA	PMC	60
MCMS	PMS	30

The meeting came to an end at 12 30 pm

Dr. Roy Abraham P

Secretary