



THE COCHIN COLLEGE

Koovapadam, Kochi-2

Affiliated To Mahatma Gandhi University

Re-accredited by NAAC With B+ Grade



Fourth Cycle
NAAC Accreditation 2024

Criterion 6 Governance, Leadership and Management

6.2 - Strategy Development and Deployment

Metric No. 6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

College Council and Minutes

Submitted to



National Assessment and Accreditation Council



THE COCHIN COLLEGE

KOCHI - 682 002

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Website: www.thecochincollege.edu.in

email: email@thecochincollege.edu.in

Declaration of the Principal

This is to declare that the institution has conducted academic audit during 2019-2020

Mrudula Menon V.





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Contents

1 The College Council	3
1.1 Constitution of the College Council	3
1.1.1 Functions of the College Council	3
1.2 Composition of the College Council	4
1.3 Minutes of the College Council	5





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1 The College Council

1.1 Constitution of the College Council

The College Council, also known as the Staff Council, is the primary governing body of the college, responsible for overseeing its academic and administrative functions. The council is composed of both ex-officio and elected members, ensuring broad representation and effective governance.

- **Ex-Officio Members:** These include the Principal (who serves as the Ex-officio President), Vice-Principal, Heads of Departments, the College Librarian, the IQAC Coordinator, and the Head of the ministerial staff. These members are part of the council by virtue of their positions.
- **Elected Members:** The council also includes elected representatives from the teaching faculty. The number of elected members is proportional to the size of the faculty, with one member elected for every 30 teachers, up to a maximum of four.
- **Invitees:** On occasion, invitees such as NSS officers, and a guest lecturer who heads a single-faculty department may be invited to attend meetings. The college union chairman can also be invited to provide opinions on special matters, though these invitees are not regular members.

1.1.1 Functions of the College Council

- **Advisory Role:** The council serves as an advisory body, assisting the Principal in ensuring the smooth functioning of the college. It addresses academic matters, administrative tasks, and the maintenance of discipline within the institution.
- **Committee Formation:** The Principal, with the help of the council, forms various committees, clubs, and societies related to academics, extracurricular activities, and administrative work. These committees help in the efficient management of the college throughout the academic year.
- **Decision-Making and Policy Implementation:** The council discusses and provides suggestions on various issues to assist in important decision-making processes. It helps in the implementation of college policies and ensures that staff issues are effectively addressed.





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1.2 Composition of the College Council

Table 1: Members of the College Council-2023-24

Nature of Membership	Name
President(Principal)	Dr. M. Geetha
Elected Member	Ms. Neena Simon V
Elected Member	Mr. Unniraja P.S.
Elected Member	Dr. Manju Subramanian
HoD of English	Ms. Mrudula Menon V
HoD of Economics	Dr.Sindhu K
HoD of Botany	Dr. Suprabha G. Nair
HoD of Physics	Dr. Manjusha M
HoD of Chemistry	Dr. Zafna Rasheed
HoD of Commerce	Dr. Rekha P.G.
HoD of Zoology	Dr. Smitha N.R.
HoD of Hindi	Ms. Srividya K.S.
HoD of Malayalam	Dr. Reshimon P R.
HoD of French	Ms. Janu V Kumar
HoD of Electronics	Dr. Paulbert Thomas
HoD of History	Ms. Renjith S.
HoD of Mathematics	Mr. Dominic T. Joseph
HoD of Bio-technology	Dr. Jayesh Kuriakose
HoD of Biochemistry	Dr. Nayana Jose
Academic Head (SF)	Dr. Meera Menon
UGC Librarian	Ms. Jeena Jayan
Office Superintendent	Ms. Anitha Kumaari T.P.





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1.3 Minutes of the College Council

3

College Council Meeting - 2

Date: 16/1/2021 Principal's Chamber

Presided by: Ms Mrudula Menon

Agenda:

1. Ratification of the minutes of the previous council meeting.
2. Review of the functioning of the college after implementing new time schedule
3. To decide the teacher representatives to be included in the college council (notice to be issued)
4. Discuss about ARTIA, Certificate Course, Entry level test for IDC
5. Any other matter

Members present

1) Ms Mrudula Menon V <i>Mrudula</i>	15. Dr Meera Menon <i>Meera</i>
2) Dr Biyu P. Thampi <i>Biya</i>	
3) Dr Greetha M <i>Greetha</i>	
4) Dr Annieta Philip <i>Annieta</i>	
5) Sindhya K.S <i>Sindhya</i>	
6) Dr Sindhu K <i>Sindhu</i>	
7) Dr Reshimon P.R <i>Reshimon</i>	
8) Dr Mini P. Mathai <i>Mini</i>	
9) Dr Sony B <i>Sony</i>	
10) Anilika Kumar <i>Anilika</i>	
11) Jayash Kuriakose <i>Jayash</i>	
12) Paulbut Thomas <i>Paulbut</i>	
13) Smitha N.R <i>Smitha</i>	
14) Laffna Rasheed <i>Laffna</i>	





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4

Decisions:

1. Approved the minutes of the previous Council meeting
2. Covid-19 Monitoring Committee has been formed with the following members:
 1. Ms Mrudula Menon-V
 2. Dr Nayana Jose
 3. Mr. Ummeraja P.S
 4. Ms Anithakumari T.P
 5. Mr. Stanley. P.A
 6. Mr Antony hazar
 7. Mr Sanilmon J
 8. Ms Agnas Treasa Thomas
3. HOD's reported that students are facing various issues such as lack of adequate Transport facilities and are not getting student concession. Students are also apprehensive of getting infected in buses and bus stops. Compared to other working days, students attendance was low on Saturday (20-35% students only attended). Two UG batches were suspended due to contact with Covid +ve Cases. (3 Physics / 3 Tax). Online classes will be being conducted for them. Students have demanded for online classes on Saturdays instead of offline classes.
4. Decided to continue with the existing time schedule for Teaching, Non-teaching and library staff. Even though a group of students have requested for change of class timings to 9am - 2pm, the Council preferred to adhere





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45

Meeting of the College Council No: 4

Date : 29/07/2022
 Time : 3 pm
 Venue : Board Room
 Presided over by Dr. M. Geetha, Principal in charge

Agenda

1. Internal Examination
2. Utilisation of accumulated P.D
3. Any other matter - Independence Day Celebrations

Members present

1. Dr. Sindhu K	
2. Dr. Nayana Jose .c	
3. Mrudula Menon V	
4. Anneli Philip K	
5. Rekha P.G	
6. Neena Simon	
7. Sruvidya K.S	
8. Biju P. Thomas	
9. Revinith S	
10. Dr Paulbert Thomas	
11. Janu V Kumar	
12. Dr Manjun. V Subramaniam	
13. Geena Jayan	
14. Dominic T Joseph	
15. Unirgia P.S.	
16. Dr Suresha G. Nair	
17. Veena R. Nair	





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46

Decisions

1. First internal examination of V semester has to be conducted department wise during 16/8/22 - 23/8/22.
2. NSS & cultural clubs assigned ^{with} the responsibility of 75th independence day celebrations. It is also decided to conduct various competitions as part of the celebrations.
3. Teacher coordinator for "Dheeksharamb" student induction program - Jami V. Kumar
Asst. Coordinator Adhira Shanmugha from S.F.
4. Discussed various proposals for utilizing accumulated PD fund and approved.
5. Forming mandatory cells under NSS. It is decided to constitute various cells as per the directions from NSS.



[Signature]
Principal - in - Charge
The Cochin College
Kochi-682 002.

