

Kerala State Higher Education Council

Minutes of the 3rd Executive Body Meeting held on 17-04-2018

The third Executive Body Meeting of the third KSHEC (2017) was held at the office of the Council on 17-04-2018. Prof. Rajan Gurukkal P.M., Vice Chairman presided. The following members attended the meeting.

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| 1.Prof. Rajan Gurukkal P.M. | : | Vice Chairman |
| 2.Dr. Rajan Varughese | : | Member Secretary |
| 3.Dr. Usha Titus IAS | : | Principal Secretary to Government |
| 4.Dr. J. Letha | : | Member, Executive Body |
| 5.Dr. Joy Job Kulavelil | : | Member, Executive Body |
| 6.Dr. Fathimathu Zuhara | : | Member, Executive Body |
| 7.Dr. J. Rajan | : | Member, Executive Body |
| 8.Dr. R.K. Suresh Kumar | : | Member, Executive Body |
| 9.Dr. K.K. Damodaran | : | Member, Executive Body |

The following agenda was transacted and decisions taken.

Item No. 1 Autonomous Colleges

Discussed the Draft Report on Autonomous Colleges.

It was resolved to submit the final report on Autonomous Colleges with specific recommendations within two months time.

Item No. 2 Open University

Resolved to finalise the Detailed Project Report (DPR) on Kerala State Open University with financial and other implications within two weeks time.

Item No. 3 Revision of Guidelines of KSHEC Scholarship

It was resolved to incorporate the following additional clause in the KSHEC Scholarship Scheme Guidelines.

“Failure to appear in University semester examinations necessitated by participation of a student in Republic Day Parade (NCC)/ National or State Level or University level competitions shall be condoned on production of relevant certificates forwarded by the Principal/ Head of the College / Institution. “

Item No. 4 Draft UGC Regulations on Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and Colleges 2018

The Item was not taken up for discussion.

Item No. 5 Pro – Vice Chancellors Committee meeting on 26-03-2018

Reported the detailed minutes of the Pro-Vice Chancellors committee meeting held on 26/03/2018 (as given below) for preparing the details pertaining to formulation of a

common academic and examination calendar for universities in the state held on 26-03-2018.

Minutes of the Meeting of Pro – Vice Chancellors for preparing the details pertaining to formulation of a common academic and examination calendar for Universities in the State, held on 26/03/2018 11 am in the Council Board Room.

The following members attended the meeting.

1. Prof. Dr. Rajan Gurukkal
Vice Chairman,KSHEC
2. Dr. Rajan Varughese
Member Secretary, KSHEC
3. Prof. (Dr.) Sabu Thomas
Pro Vice Chancellor, Mahatma Gandhi University, Kottayam
4. Prof. (Dr.) K. S. Ravikumar
Pro Vice Chancellor, Sree Sankaracharya University of Sanskrit, Kalady
5. Dr.P.Mohan
Pro Vice Chancellor, University Of Calicut, Kozhikode
6. Prof. (Dr.) T. Asokan
Pro Vice Chancellor, Kannur University, Kannur

Decisions of the Meeting - Resolved to formulate common Academic – Examination Calendar for affiliating Universities in the State. It was also resolved to introduce a system of split vacation (November – May) instead of the annual vacation (April – May) system now prevailing in the affiliated Universities/ Colleges (Kerala, Mahathma Gandhi, Calicut & Kannur Universities). The following details of the above scheme were also agreed upon by the Committee. They include:

I. Academic Year:

The Academic year for all Universities/ Colleges affiliated to the University and Educational Institutions and Departments maintained by the University begins on the 1st June each year and ends on the 31st of May next year.

II. Semesters:

1. The academic year shall consist of two semesters of six months duration, as following except for B.Ed Programmes.
2. Duration of odd number semesters (1, 3, 5 etc) shall be June to November every year, for all programmes (UG/PG).
3. Duration of even number semesters (2, 4, 6 etc) shall be December to May, every year, for all programmes (UG/PG).
4. There shall be one month semester break/vacation in each semester, in November, and May every year.

5. A period not exceeding 15 days shall be allowed for the Onam & Christmas holidays. The exact days will be notified by the University each year. These holidays will not be treated as vacation.

III. Working days:

1. Each semester consists of a minimum of 450 contact hours distributed over 90 working days, inclusive of examination days, within 18 five-day academic weeks.
2. Provided that it shall be competent for the Syndicate to condone the shortage of attendance in minimum number of working days/hours in appropriate cases, to the extent fixed.

IV. Academic and Examination Calendar:

1. First semester UG Admission should be completed after one month of the publication of the qualifying examination results (Plus two etc).
2. First semester UG classes should commence after two/ three allotments by the Universities through the Single Window Systems of (SWS) admission (CAP etc.)
3. In all circumstances first semester UG classes should commence before June 30th.
4. Detailed examination calendar for all programmes/ semesters should be published in the month of January every year after consultation with teachers'/ students'/ service organizations.
5. A schedule for Centralised Valuation Camps should also be prepared along with the examination calendar.
6. Earned Leave and other benefits, if any, now enjoyed by all staff (Teaching and non-teaching) in the annual vacation pattern (April – May) should be retained in the split vacation (November – May) pattern also. Necessary amendments in the KSR/KSSR/Statute/Ordinance/ Regulation etc of all affiliating Universities should be made before June 2018.
7. Results of odd semester examinations (1, 3, 5) should be published before December 31st of every year.
8. Results of even semester examinations (2, 4, 6) should be published before June 30th of every year.
9. Separate examinations calendar for private registration/SDE stream should also be published.
10. Approval of teachers in the Self Financing Colleges/programmes should be made mandatory by the university to ensure quality of teaching/ examinations and availability of teachers in the CV Camps.

Item No. 6 Formation of Committees – Reporting

Reported the details of formation of various committees constituted by the Vice Chairman as per the decision of the Governing Body meeting, of the KSHEC held on 23-01-2018 which authorised the Vice chairman to constitute these committees.(as given below).

I. Committee to study the Problem of Researchers in the State Universities/ Colleges

Dr. J. Rajan (Chairman)	Member, Executive Body, KSHEC
Dr. A. Sabu	Faculty (Dept. Of Biotechnology and Micro Biology). School of Life Science, Talassery Campus Kannur University
Dr. Sunil.P. Elayidom	Faculty(Dept. Of Malayalam),Sree Sankaracharya University of Snskrit, Kalady
Dr. S. S. Vivekanandan	Asst. Prof. Govt. Sanskrit College, TVPM
Dr. Hari Kumar. P. N	Associate Prof. Department of Commerce, Catholicate College,Pathanamthitta
Dr. S. Naseeb	Associate professor, School of Distance education , University of Kerala

II. Committee to study the Problems of filling up teaching posts in Universities.

Dr. Achuthsankar. S. Nair	Director, Inter University Centre for Bio Informatics, University of Kerala
Dr. Fathimathu Zuhara	Member, Executive Body
Dr. C. T. Aravindakumar	Director, School of Environmental Science, Mahatma Gandhi University

III. Committee to study the Finances of State Universities

Dr. B. Ekbal (Chairman)	Member, Kerala State Planning Board
Dr. T. Jayaraman	Member, Kerala State Planning Board
Dr. Rajan Varughese	Member Secretary, KSHEC

IV. Committee for Restructuring Post Graduate Curriculum in State Universities/ Colleges

Prof. E. D. Jemmis (Chairman)	Professor Inorganic and Physical Chemistry Department , IISc. Bangalore
Prof. K. L. Sebastian	J. C. Bose National Fellow, Department of Inorganic and Physical Chemistry, IISc. Bangalore
Prof. N. J. Rao	Professor Emeritus, CEDT, IISC, Bangaluru
Dr. Santhosh. T. Varghese	Department of Economics.Maharajas College, Ernakulam
Sri. Indulal. R	Department of English, SD College, Alapuzha
Dr. Rajan Varughese (Convenor)	Member Secretary, KSHEC

V. Committee to study the problems of Inter University Centres

Prof. Rajan Gurukkal (Chairman)	Kerala State Higher Education Council, TVPM
Dr. P.K.Michael Tharakan	Chairman, Kerala Council For Historical Research, (KCHR), Thiruvananthapuram
Dr. Ibnusaud	Director, IIRBS, Mahatma Gandhi University, Kottayam
Dr. K. V. Kunhikrishnan	Former Registrar, Cochin University of Science and Technology (CUSAT), Cochin
Dr. A.K. Ampotti	Associate Professor and Head, Department of Islamic Studies, University of Kerala Kariyavattom Campus

VI. Committee to frame Guidelines for Equivalency/ Recognition of Degrees/Diploma of Universities and Institutions

Prof. (Dr.) Rajan Gurukkal (Chairman)	Vice Chairman, KSHEC
Prof. A. Nisanth	Member Syndicate, Kannur University
Prof. Tomichan Joseph	Member Syndicate, Mahatma Gandhi University, Kottayam
Prof. Alexander. K. Samuel	Member Syndicate, University of Science and Technology
Adv. K. H. Babujan	Member Syndicate, Kerala University
Dr. C. Abdul Majeed	Member Syndicate, Calicut University
Prof. K.K. Viswanathan	Member Syndicate, Sree Sankaracharya University of Sanskrit, Kalady
Dr. R. Sasikumar	Director, Co operative Academy of Professional Education (CAPE), Thiruvananthapuram
Dr. Rajan Varughese (Convenor)	Member Secretary, KSHEC
A nominee of UGC	Member

Vice Chairman also Constituted Committee for Curriculum Restructuring in Teacher Education Programmes (B.Ed)

Prof. Anil Kumar K. (Chairman)	Professor of Teacher Education, Regional Institute of Education,(RIEM) Manasagangothri,Mysore,Karnataka
Dr. K. P. Suresh	(Professor, Department of Education, Central University of Kerala, Kasargoad)Head & Dean, School of Education, Central University of Kerala, Kasaragod
Dr. Giby Geevarughese (Convener)	(Chairman, Board of Studies in Education – (UG) Associate Professor, Mar Theophilus Training College, Nalanchira, Trivandrum
Dr. Varghese K. Cherian	(Chairman, Board of Studies in Education – UG), Principal, St.Joseph’s Training College, Mananam, Kottayam
Dr. Jayaprakash R.K.	(Chairman, Board of Studies in Education – UG) Assistant Professor, N.S.S Training College, Ottappalam
Dr. C. K. Babu	Assistant Professor Govt.Brennen College Of Teacher Education, Thalassery, Thalassery .P.O., Kerala,670101

Item No. 7 Collaboration between Public Sector Industries and Higher Education

Discussed the suggestions given by Dr. M. P. Sukumaran Nair (Chairman, Public Sector Restructuring and Internal Audit Board, Department of Industries and Commerce (RIAB), government of Kerala with regard to collaboration between public sector Industries and Higher Education.

It was resolved to authorise Dr. J. Letha (Vice Chancellor, Cochin University of science and Technology) to submit a detailed report on various areas of collaboration between Public Sector Industries in Kerala and Higher Education Institutions in the state.

Item No. 8 Upper age limit criteria of Assistant Professors / Associate professors

Discussed the representations given by *General Secretary, Kerala History Congress* with regard to fixing of age limit for the post of Associate Professors in Universities in the state when appointments are made through direct recruitment. It also discussed the representation given by Dr. Sajeev P.P. (Ellilmeethal House, Vadayam PO, Kakkattil Via, 673507, Kozhikode) pertaining to upper age limit fixed by the Government of Kerala for appointment of Assistant Professors in Universities and Colleges in the State. He argued for scrapping the upper age limit fixed for appointment of Assistant Professors at least in the case of Ph.D degree holders of Kerala.

After discussion, it was resolved to recommend to the Government / Universities to dispense with the age limit (45 Years) fixed for the post of Associate Professors in Universities for direct recruitment in accordance with the UGC norms for recruitment of Associate Professors.

Item No. 9 National Seminar on 'Higher Education Policy Initiatives and Federal Principle of the constitution'

Resolved to defer the item.

Additional Agenda

Item No. A1 Implementation of Higher Education Scholarship Scheme – Engagement of assistants on daily wages basis

Resolved to authorise the Vice chairman to engage two graduates as Assistants on daily wages basis to augment the staff strength of the Scholarship Wing as done in the past.

Item No. A2 Prabudhata- Engagement of a Facilitator to work with Prabudhata volunteers at the field level and for carrying out process documentation of the piloting of the Project

Resolved to engage on contract basis a **Facilitator** having at least PG degree in social work/ sociology for the Prabudhata Project with a consolidated monthly remuneration of Rs.33,925/- (the monthly consolidated remuneration mentioned in GO (P) No.56/2017/Fin dtd. 28/4/2017 for category X contract personnel, including Vocational Higher Secondary teachers.) till the completion of the project or for 1 year, whichever is earlier.

Item No. A3 Guidelines for purchase of Books in Higher Education Institutions in the State

Considered the report of Dr. Dileep Raj (Assistant Professor, Dept of Philosophy, Govt. Brennen College Kannur) pertaining to problems of book purchase in Higher Education Institutions in Kerala.

Based on the report and the recommendations of the meeting of the librarians held on 15-09-2015 at KSHEC, it was resolved to recommend the following guidelines for purchase of books in Higher Education Institutions in the state.

1. In Higher Education Institutions, Quotations/Tenders/Negotiations are to be done away with in book purchase.
2. There should be a fixed discount rate which will be valid for a period of three years or till the next amendment and the rates may be decided at the Govt. level. Steps should be taken to fix the discount rates before the end of every third year.
3. The minimum discount rates for the purchase of books in the Higher Educational Institutions in the state could be fixed as :
Foreign Books - 17% and the exchange rates as fixed by the GOC (Good Offices Committee)
Indian Books - 20%
Malayalam - 30%
Other language books like Tamil, Kannada, Sanskrit, Arabic and books on Music -15%
4. The Kerala Store Purchase Manual Revised Edition (2013) rule 7.5 page 36 is to be amended to exclude the purchase of books and periodicals of a library from the purview of stores. In its place the provisions about the purchase of library books contained in the General Financial Rules 1963 (3rd ed.) - rules 99 & 116 which have been amended as indicated in office memorandum No. F23(7)-EII(A)/83 dated 7/2/1984 and as in the General Financial Rules, 2005 (P.27) and General Finance Rules 2017 (P.41) Ministry of Finance, Dept. of Expenditure, Govt. of India have to be incorporated.
5. Procurement of books is a routine and continuous process which is to be followed throughout the year so that the latest editions of the books are made available to the academic community.
6. Documents like periodicals, standards, patents, govt. and society publications, short discount/ no discount titles where the above mentioned discount is not available may be purchased as per the GOC terms and conditions.
7. More or less equal distribution of placing orders may be followed with the booksellers, who agree to the terms and conditions.
8. The booksellers who fail to supply at least 75% of the books ordered by an institution would be blacklisted by the institution. The list of such blacklisted booksellers should be sent to the Kerala State Higher Education Council/ Higher Education Dept. so that the Council/Govt. can keep track of their performance.

9. In colleges, it is mandatory that College Councils and Library Advisory Committee are constituted where they are non-existent and College Librarians are included in them. The provisions of the ***Expert Committee on the Functioning of College Libraries*** (V. P. Joy Committee Report, 1994) as stipulated in the G O (M S) Np.169/34/H. Edn. dated 22/11/1994 (which is enclosed) regarding the membership of the librarian in the College Councils and Library Advisory Committees and the selection and ordering of documents should be strictly adhered to.
10. A list of empanelled publishers should be prepared and updated by all Universities in the State which can be used by all Higher Education Institutions, irrespective of the University to which the Colleges / Institutions are affiliated.
11. Each University shall publish the particulars of empanelled Publishers/ Book sellers in their websites for nationwide use.
12. The terms and conditions for including vendors / publishers in the panel to be prepared by the Universities should be prepared with reference to the terms and conditions followed by leading Educational Institutions in the country. This task shall be entrusted to the Kerala State Higher Education Council.

The minutes were read and confirmed.

The Executive Body meeting began at 10.30 AM and came to an end at 1.15 PM

Vice Chairman

Member Secretary