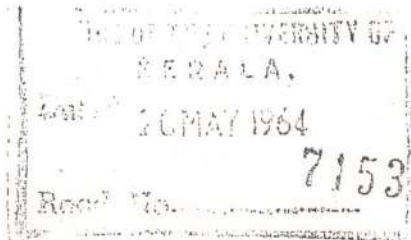


The President,
Managing Body,
St. Mary's Forane Church,
Kuravilangad.



To

The Registrar,
University of Kerala,
Trivandrum-1.

Sub:- Opening of a Junior College at Kuravilangad.

Ref:- Your letter No.GC 2/2879/63 dated 16th April, 1964.

Sir,

With reference to the above, I have the honour to report that the work of fulfilling the conditions prescribed in your letter cited above, is being carried out urgently. The college has been named the "DEVA MATHA COLLEGE, KURAVILANGAD"

1). The following documents, in connection with the financial security for the college are enclosed herewith.

- (i) Title deeds of the properties provided as security.
- (ii) Certificate from the local Tahsildar, regarding the annual guaranteed income from the property.
- (iii) No encumbrance certificate relating to the above.

2). A managing body for the proposed college has been set up with provision for a representative of the University and a member of the staff (other than the Principal). A copy of the Constitution and Rules of the Managing Board is enclosed herewith, for approval.

3). The construction of the main building is fast progressing. Five rooms will be ready for occupancy by the 15th June 1964, in the new building. The existing old building has been re-arranged and two rooms made ready for classes. The large verandah of the old building has been partitioned into four rooms - Principal's room, Office room, staff room and Library. There is thus sufficient accommodation to start the first year class of the Pre-Degree course.

4) In order to organise the college and its work, the Managing Body has appointed Rev. Dr. N. A. Thomas M.A., Ph.D., former Principal, Mar Ivanios College, Trivandrum, as the Principal of the new college. He held the M.A. Degree in Economics and the Ph.D. Degree in Economics from the University of New York U.S.A. He has three years experience as Professor and nine years as Principal in various colleges.

5). Applications for appointment as Lecturers have been invited and already sufficient applications are on the files. The appointments will be made after scrutiny of the applications and interview, before the commencement of classes.

6). sufficient furniture for conducting 3 batches of the Pre-Degree classes have been already got down, orders for books and equipments have been placed.

I request that provisional sanction be accorded for admitting five batches of students to the first year class of the 2 year Pre Degree Course, as early as possible.

Kuravilangad
19-5-1964.

Yours faithfully,



President.

Enclosures:

1. Title deeds of the properties provided as security.
2. Certificate from the local Tahsildar, regarding the annual guaranteed income from the property.
3. Non-encumbrance certificate relating to the above.
4. Constitution of the Managing Board and Rules of Administration.

True copy
attested
C. A. Augustine
13-8-87
C. A. Augustine
Member of the Senate
University of Kerala.
C. A. AUGUSTINE
Reader in Education

DEVA MATHA COLLEGE, KURAVILANGAD.

Constitution of the Managing Board
and Rules of Administration.

The Deva Matha College, Kuravilangad, is established and owned by the St. Mary's Forane Church, Kuravilangad in the Diocese of Palai. The Bishop of Palai shall be the Patron of the College.

The management of the college is vested in a Managing Board of eight members, constituted as shown below. The Managing Board shall administer the college according to the Rules and Administration laid down hereunder:

Constitution of the Managing Board.

1. Vicar-Forane, St. Mary's Forane Church, Kuravilangad, Ex-Officio President of the M.B and Manager of the college.
2. Principal of the college.
3. A permanent member of the teaching staff of the college, not below the rank of a Senior Lecturer.
4. A Principal or a Professor of a Degree college of the Palai Diocese, nominated by the Patron.
5. Headmaster, St. Mary's High School, Kuravilangad.
6. A representative of the St. Mary's Forane Church, Kuravilangad, who is at least a Graduate, nominated by the President of the Managing Board.
7. A distinguished educationalist from the Forane District not engaged in teaching.
8. A representative of the University of Kerala.

Tenure of the M.B.

All the members of the Managing Board, except the President and the Principal, shall hold office for a period of three years.

Rules of Administration.

1. The Vicar, Forane, St. Mary's Forane Church, Kuravilangad shall be the Ex-Officio President of the Managing Board and

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Gangustine

Manager of the College.

2. The Principal shall be the ex-officio secretary of the Board. He shall issue notices of its meetings, prepare the agenda and record the proceedings of the meetings in a Minutes Book.

3. The Managing Board shall, ordinarily, meet at least twice an year.

4. The quorum at any meeting of the Board, shall be three. Due notices of all meetings shall be given to the members three clear days before the date of the meeting.

5. It shall be the duty of the Managing Board.

- i) to frame service rules for the staff and fix their scales of salary.
- ii) to attend to proper accommodation according to the needs of the various Departments and the requirements of the University.
- iii) to make proper provision for Hostels and lodgings of students and their efficient maintenance and supervision.
- iv) to pay the college establishment regularly every month.
- v) to consider and pass the annual budget presented by the Principal.
- vi) to have the college accounts annually audited by duly qualified auditors.

6. The Board shall have the power:

- i) to appoint members of the staff, other than the Principal and Vice-Principal, if any, after considering the recommendations of the Principal. The Principal and Vice-Principal, if any, shall be appointed by the Patron, on the recommendation of the President of the Managing Board.
- ii) to consider any report of the Principal on members of the staff and to take appropriate action thereon. There shall be a right of appeal for any member, on a decision of the Board, to the Patron.
- iii) to grant members of the staff, extra-ordinary leave not contemplated in the Service Rules and to decide whether and what allowance may be given to the members during the period.
- iv) To raise loans or find funds for the development of the college.
- v) To frame such bye-laws as are not inconsistent with these rules for the conduct of the Board Meetings.

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7. It shall be the duty of the President (Manager):

- i) to appoint the non-teaching staff, as per pattern approved by the Government/University, in consultation with the Principal. ✓
- ii) to issue appointment orders to members of the staff in writing and to maintain a record of such orders and any other contracts between the Managing Board and teachers.
- iii) to make disbursement of salaries to the staff of the college regularly and to make payments of all other bills.
- iv) to carry on the official correspondence with the Director of Collegiate Education, State Government and the University regarding grants for the College, its Hostels, staff etc.

8. It shall be the duty of the Secretary (Principal):

- i) to keep in custody all the records connected with the college.
- ii) to receive and remit to the account in the Bank in the joint names of the President and Principal, all monies, fee-collections, fines, grants from Government/University/U.G.C and any endowment income from endowments, donations, subscriptions etc.

9. It shall be the duty of the Principal:

- i) to be responsible for the internal administration of the college, admission, discipline, promotion, selection of candidates, for University examinations, framing of time tables, proper distribution of work among the teachers, efficient supervision of teaching, holding of periodical examinations, preparing the college calendar and other extra-curricular activities.
- ii) to recommend to the Managing Board, suitable persons for appointment as lecturers, tutors, demonstrators etc: whenever such vacancies come to exist on the staff.
- iii) to maintain service records of teachers and to report in writing to the Managing Board, neglect of duty or misbehaviour on the part of any member of the teaching staff, after giving the teacher concerned, an opportunity to offer his explanation in writing to any allegations made against him.
- iv) to be custodian of the records and registers of the college, the common seal and all other properties and furniture of the college.
- v) to have control over the college office work, the clerks and the menial staff of the college.
- vi) to carry on the official correspondence with the University on academic matters and submit periodical reports and returns in time.
- vii) to prepare the annual budget of the college, in consultation with the President of the Managing Board, for the consideration and approval of the Managing Board. The annual budget should show the needs of the college and satisfy the requirements of the University regarding accommodation, equipment, hostels, playgrounds etc.

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G. Augustine

viii) to conduct the meetings of the college council at regular intervals

ix) to prepare the annual report of the college for submission to the Managing Board.

~~for~~ 10. It shall be within the power of the Principal:

- i) to take proper disciplinary action against the non-teaching staff, in consultation with the Manager. ✓
- ii) to grant leave to any member of the staff as per service Rules and to recommend to the Managing Board, extra ordinary leave and any allowance to be paid to the teacher during that period.
- iii) to grant remission of fine due for late payment of fees, when he is satisfied with the reasons for such late payment.
- iv) to appoint necessary staff to conduct the University examinations.
- v) to have control and supervision over the Wardens and the working of the different Hostels and Lodgings of the college.
- vi) to check the General and Class Libraries and Laboratories at any time.
- vii) to keep for contingencies expenses, an amount not exceeding Rs. 200/-.

11. The constitution of the Managing Board and the Rules of Administration can be changed only by the President of the Managing Board, with the previous approval of the Patron and the syndicate of the University of Kerala.

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*True copy of Enclosure No. 4 to
letter dated 19-5-1964 received in the
University as No. 7153 on 20-5-1964.*

attested
C. A. Augustine
19/8/84
Member of the Senate
University of Kerala
C. A. AUGUSTINE
Reader in Library and
Information Science
University of Kerala
Trivandrum.