Minutes of the Governing Body Meeting

Date: 21ˢᵗ May, 2022   Time: 11:00 A.M.   Venue: Board Room

Prayer

The meeting began with an audio visual prayer song followed by a prayer lead by Rev.Dr.Praveen Peter SDB, the controller of Examinations. He prayed to the Almighty to guide and support the members to engage in meaningful discussions towards providing better services to the underprivileged rural youth of the locality.

Welcoming

Rev.Dr.John Alexander SDB, the Rector and Secretary welcomed the members of the governing body to the meeting. He welcomed Dr. S. Kaveriammal, the Regional Joint Director of Collegiate Education, Vellore and acknowledged her availability amidst her busy schedule.

He then welcomed the other external members of the governing body Rev. Dr. Arockiasamy Xavier S.J., the Outstanding Educationalist and Dr. A. Liyakath Ali, the University Nominee to the meeting.

He extended his words of welcome to the internal members Rev. Dr. K.A. Maria Arokiaraj, Additional Principal, Rev. Dr. Praveen Peter, Vice Principal (Admin. Shift-I) & Controller of Examinations, Rev. Dr. G. Theophil Anand, Vice Principal (Admin.Shift-II), Dr. S.R. Xavier Rajarathinam, Vice Principal (Academics Shift-I), Dr. A. George Maria Selvam, PG Head, Dept. of Mathematics (Shift-I), the Teacher Representatives and Mr.S.Gnanapragasam, the Office Superintendent to the meeting.

Rev. Dr. D.Maria Antnony Raj SDB, the Principal informed that Rev. Fr. K.M. Jose, the Chairman has expressed his inability to attend the meeting.

He also recorded that the University Grants Commission, New Delhi has appointed Dr.Sachin Sharma, Principal, Sanskar College of Professional Studies, Indore, Madhya Pradesh, as the UGC nominee. He further added that the UGC nominee has been communicated and the office is waiting for his response.

Agenda

Minutes of the Previous Governing Body

Rev. Dr. D.Maria Antony Raj SDB, the Principal read out the minutes and presented the Action Taken Report of the previous Governing Body meeting held on 30/10/2021. Both the minutes and Action Taken Reports were passed without any corrections.

Minutes of the Finance Committee

Rev. Dr. D.Maria Antony Raj SDB, the Principal read out the minutes of the finance committee meeting held on 17/05/2022 and presented the Action Taken Report of the previous Finance Committee Meeting held on 28/10/2021. Rev.Fr.Principal highlighted that the UGC grant for the academic year 2019-20 has been received and the bills are settled to UGC. He also noted that the UGC has not released the grants for the academic years 2020-21 and 2021-22, and mentioned that fund has been transferred from the college account and spent under UGC heads. He further noted that once UGC releases the grants for these years, the bills would be claimed to UGC. Rev.Dr. Arockiasamy Xavier SJ suggested that the bills for the amount advanced from the college account and spent under UGC grant for the academic years 2020-21 and 2021-2022 can be forwarded to the UGC.

There was a suggestion by the members to change the title "Upgradation of Physics Lab" as "Upgradation of Physics and Computer Science Lab". With the above amendment the minutes of the Finance Committee was passed by the Governing Body.

Minutes of the 39th Ordinary Meeting of the Academic Council

Rev. Dr. D.Maria Antony Raj SDB, the Principal read the minutes of the 39th Ordinary Meeting of the Academic Council convened on 02/05/2022. The minutes of the 39th Ordinary Meeting of the Academic Council was passed by the Governing Body. The feedback analysis reports presented and approved by the board of studies of all the departments duly endorsed by Fr. Principal that was subsequently approved by the academic council was presented.

Results

Rev. Dr. Praveen Peter SDB, the Principal presented the results of November 2021 semester examinations. He noted that the dip in the results of I and II B.A. (Economics) is because of the reason that the students are not regular to the

classes and in I B.A. (Tamil) is because of their below par performance in English, and in M.Sc., (Mathematics) is because of the negative marking system in the Skill Enhancement Course.

The members also pointed out that the lack of attendance in these classes is because the students are mainly sportspersons or NCC cadets. Rev.Dr.Arockiasamy Xavier S.J. mentioned that these students bring laurels to the college in sports or NCC, hence they can be considered for moderations. Rev.Fr.Principal and Rev.Fr.Controller of Examinations informed him that, sports students representing divisional level and NCC cadets attending state and national level camps and parades are eligible for moderations. Rev.Dr.Arockiasamy Xavier SJ further suggested that curriculum can be tailored for the sportsperson and NCC cadets.

Rev.Dr.K.A.Maria Arokiaraj, the Additional Principal suggested, if the register numbers for the students can be allotted in sequence for the sportspersons and NCC cadets. Rev.Fr.Principal responded that, since the register numbers are allotted and forwarded to the university, well before students are earmarked for sports and NCC, hence, he felt that this option is not viable. He instead suggested that the students name list can be downloaded in excel format and sorted accordingly.

Dr.Xavier Rajarathinam expressed that the first year students are lacking in motivation and members suggested that periodically they could be disseminated with the value system of the college in various forums.

Representation to the State Government to include self-financing students in NCC

The members expressed that the NCC directorate is providing financial aid only to the students from the aided programmes, and students from self-financing programmes are not considered. The governing council requested Dr. S. Kaveriammal, the Regional Joint Director of Collegiate Education, Vellore to present this plea to the state government.

Scholarships

Rev.Dr.D.Maria Antony Raj SDB, the Principal mentioned that the management scholarship worth Rs.62,48,516 has been disbursed to the students during the ongoing academic year 2021-22. He acknowledged the support of the management , Rev.Fr.Rector, Rev.Fr.Additional Principal and Mr.Kulandai Francis, Founder, IVDP.

Enhancement of Physics and Computer Science Lab

In UG computer Science laboratory, CPUs of 62 systems were replaced with newer ones, and remaining 35 Computers would be upgraded with new CPUs before the end of this academic year.

The upgradation of Physics Laboratory is under process, so far Rs. 25 Lakhs had been spent in this regard, and before the commencement of next academic year 2022-23, further equipment would be bought, and the Lab building would be renovated with new furniture, wiring and equipped with a dark room. The proposed expenditure would be Rs. 80 lakhs.

ISO – Accreditation of Lab

Rev.Fr.Principal informed that during the next academic year 2022-23, all the laboratories would be directed to go for ISO certification. Also, the AICTE courses (MCA and MBA) are in the process of applying for NBA accreditation.

Outcome Based Education (OBE)

Series of workshops would be organized and faculty would be trained to design the OBE based curriculum. The board of studies of respective departments would present their OBE based curriculum in the academic council of the upcoming scholastic year 2023-24, and the OBE curriculum would be eventually implemented.

As a response to Dr.Liyakath Ali's query on implementation of National Educational Policy (NEP), the Principal responded that it depends on the decision of the state government. Dr.Liyakath Ali also asked about the College's response on Credit Bank System, and the Principal replied that, the College is waiting for clear directions from the government, since mapping and transferring of credits should be done in detailed manner.

Future Projects

- **Green Initiatives**

   Approximately 800 CFL bulbs are replaced with LED bulbs in Main Building, Church, Hostel, John Med Block, Silver Jubilee, Golden Jubilee, Bicentenary and Library Buildings. In the upcoming academic year, the rest of the blocks would be fitted with LED bulbs.

   The existing solar panels have been destroyed during the recent thunderstorms. The installation of new solar panels systems is under consideration as per the availability of funds.

- **Gray Water Conversion**

  This project is long pending because of lack of funds, and in the upcoming year efforts would be made to earmark the fund and implement Gray Water conversion plants.

- **Leadership Training Center**

  The estimated cost for building up the leadership training center is approximately Rs.5 to Rs.6 Crores, and fund would be raised from various sources and the project would be realized.

- **Plantation of Palmyra Trees**

  During the academic year 2019-20, nearly 25,000 Palmyra trees were planted, and the target was not achieved in the academic years 2020-21 and 2021-22 due to the pandemic. In the upcoming scholastic year 2022-23, the scheme would be resumed.

- **Starts Ups(CIBI)**

  In the next academic year Rs. 10 Lakhs would be budgeted for incubations and innovations.

- **Upgradation of Smart Class Rooms**

  As per the quotations received from various players, each smart class room would cost Rs.8 Lakhs approximately. Considering the number of departments and rapid change of technology in ICT, this project would be incorporated in phases.

Rev.Dr.G.Theophil Anand enquired if Data Science related courses can be introduced as allied/elective course for programmes other than computer science and computer applications. Rev.Fr.Principal responded that the students can avail it as an additional diploma (PG Diploma in Data Science offered by MCA department), and in future these courses would be offered as value added courses with additional credits for all the departments.

Suggestions by the External Members

Rev. Dr. Arockiasamy Xavier SJ appreciated the green initiatives of the college, especially the replacement of CFL bulbs with LEDs. He suggested the transfer of credits from online courses, and to organize orientation programmes for the first year students. He also suggested the college to consider the option of starting B.Sc., / M.Sc. (Data science) programmes.

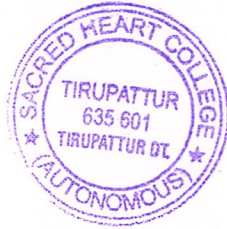**Dr.Liyakath Ali** suggested starting value added courses in computational biology.

Vote of Thanks

Rev. Dr. D. Maria Antony Raj SDB, the Principal acknowledged the members for their contributions. After which, the members disbursed for the group photo followed by Lunch.

Minutes prepared by
Dr. A. George Louis Raja
Head, Dept. of MCA

21/05/22
Principal

Principal,
Sacred Heart College,
(Autonomous)
Tirupattur-635 601. Tirupattur District.

Sacred Heart College (Autonomous), Tirupattur - 635601

Minutes of the Governing Body Meeting

Date: 30/10/2021   Time: 11:00 a.m.   Venue: Board Room

Prayer and Welcoming

Rev. Dr. D. Maria Antony Raj SDB, the Principal started the meeting with an Audio Visual Prayer Song.

He then welcomed the members of the Governing Body to the meeting. He welcomed Rev. Dr. John Alexander, the Rector and Secretary. He extended his words of welcome to Dr. S. Kaveriammal, the Regional Joint Director of Collegiate Education, Vellore who is attending the governing body meeting for the first time as the state government nominee.

He then welcomed the other external members of the governing body Rev. Dr. Arockiasamy Xavier, SJ, the Outstanding Educationalist and Dr. A. Liyakath Ali, Member-Syndicate, Thiruvalluvar University, Vellore, the University Nominee to the meeting.

He extended his words of welcome to the internal members Rev. Dr. K.A. Maria Arokiaraj, Additional Principal, Rev. Dr. Praveen Peter, Vice Principal (Admin.) Shift-I & Controller of Examinations, Rev. Dr. G. Theophil Anand, Vice Principal (Admin.) Shift-II, Dr. S.R. Xavier Rajarathinam, Vice Principal (Academics Shift-I), Dr. A. George Maria Selvam, PG Head, Dept. of Mathematics (Shift-I), the Teacher Representatives and Mr.S.Gnanapragasam, the Office Superintendent to the meeting.

Rev. Fr. Principal informed that Rev. Fr. K.M. Jose, the Chairman has expressed his inability to attend the meeting.

He also recorded that the University Grants Commission, New Delhi has been contacted twice to appoint the UGC nominee, and awaiting for the response.

Minutes of the Previous Governing Body

Rev. Dr. D.Maria Antony Raj SDB, the Principal read out the minutes and presented the Action Taken Report of the previous Governing Body meeting held on 19/12/2020. Both the minutes and Action Taken Reports were passed without any corrections.

Minutes of the Finance Committee

Rev. Dr. Praveen Peter, Vice Principal (Admin.) Shift-I & Controller of Examinations read the minutes of the Finance Committee meeting held on 28/10/2021. Dr. A. Liyakath Ali asked whether the M.Phil programmes are discontinued, and Fr.Principal responded that the programmes are not discontinued officially but kept in abeyance. Then, the minutes of the Finance Committee was passed by the Governing Body.

Minutes of the 36th Ordinary Meeting of the Academic Council

Rev. Dr. D.Maria Antony Raj SDB, the Principal read the minutes of the 37th Ordinary Meeting of the Academic Council convened on 10/05/2021. Dr. A. Liyakath Ali enquired about the composition of Internal:External marks in the evaluation pattern, and the Chairman responded that earlier for UG it was 30:70 and PG 40:60, now it is revised as 50:50 for both UG and PG. Then, the minutes of the 37th Ordinary Meeting of the Academic Council was passed by the Governing Body. The feedback analysis reports presented and approved by the board of studies of all the departments duly endorsed by Fr. Principal that was subsequently approved by the academic council was presented.

Admissions

Rev. Dr. D. Maria Antony Raj SDB, the Principal presented the admission statistics. He informed that seats in all the Undergraduate programmes are full except for B.A., History, English and B.Sc., (Mathematics).

He also stated that seats in most of the Postgraduate courses are also full, although vacancies are there in M.Sc., (Biochemistry, Mathematics), M.Com., M.A (Tamil , English, Economics) programmes. Due to change of policy by UGC the admissions for all the M.Phil programmes have dipped. He also mentioned that the admissions in the new diploma courses Postgraduate Diploma in Data Science & Postgraduate Diploma in Cyber Security is also less and hoped that the admissions in these programmes will improve from the next academic year.

Results

Rev. Dr. D. Maria Antony Raj SDB, the Principal presented the results of December 2020 and April 2021 semester examinations. The members enquired about the dip in the results of I BBA in April 2021 examinations, the Controller of

Examination responded that, it is due to the below par performance of students in the communicative English course.

Scholarships and Research Grants

Rev. Dr. D. Maria Antony Raj SDB, the Principal briefed on various scholarships provided to the students. He was happy to place on record that INR. 2.16 Crore worth of scholarships was received through various Government scholarship schemes and Rs. 2.14 Crore has been disbursed to 2,827 students. He also highlighted about the Management scholarship tallying to INR.27 Lakhs disbursed to 153 students, Mid-day meal scheme worth INR 74,710 provided to the students and IVDP scholarship for orphan/semi-orphan students for INR 10 Lakhs.

Rev.Dr.John Alexander SDB, the Rector & Secretary briefed that two new scholarships namely, "Fr.P.M.Thomas scholarship for orphans/semi orphans" and "Scholarship for Domestic staff children" are installed from this academic year. He further mentioned that the "Don Bosco Work Scholarship" is re-named as "Don Bosco Busy Bees Club".

Dr. A. Liyakath Ali wanted to know about the procedure for Mid day meals & Work Scholarship schemes. Rev.Fr.Principal mentioned that the deserving day scholar students who are financially poor/coming from long distance are identified through the dean of student's affair along with Head of the Departments. Then, they are provided with subsidized mid-day meal in the college canteen.

Rev.Fr.Rector explained that under the work scholarship scheme, the needy students are asked to apply; their applications are scrutinized by a committee which identifies the list of deserving students. These students are allotted with tasks in the library, garden or to teach in nearby schools. They are paid with stipend of Rs.70 per hour of their labor, and can work for a maximum of 30 to 40 days, by which they can receive up to Rs.5,000 to aid their academic expenses.

Rev. Dr. D. Maria Antony Raj SDB, Principal further briefed about the research grants instituted by the management for students and faculty. Fr. Principal suggested that due to the positive impact of Don Bosco Research Grant more faculty were keen on taking up research in their specialization and that the grant

would be increased to Rs. 7,00,000 in the next cycle. He also assured to increase the Fr. Carrenho Grant (for full time Ph.D students) and Sacred Heart Fellowship (for Final year PG students) each to about Rs. 2,00,000. Fr. Principal also noted that the incentives for research publications has crossed Rs. 4,00,000 suggesting that the research initiatives of the college were bearing fruit.

Starting of New Courses

Rev.Fr.Principal informed that two new courses will be started from the next academic year, MSW (HR) – Additional Section (Self-financed) and PG Diploma in Civil Aviation (Self-financed).

Annual Quality Assurance Report (AQAR)

Rev. Fr. Principal presented the AQAR for the academic year 2020-2021 and sought for the approval of the Governing Body. The Governing Body approved the AQAR of the academic year 2020-2021.

Enhancement of Laboratories

Rev. Fr. Principal mentioned that as an initiative to enhance the laboratories, the Physics and UG Computer Science laboratories will be upgraded with investments of INR 25 Lakhs and INR 10 Lakhs respectively.

He also informed that all the Laboratories will apply for ISO certification in the future.

Institution of Award of Excellence

Rev.Fr.Principal mentioned that the college will institute an award of excellence to the alumni who are outstanding in social intervention/literature/media etc. He sought for the approval from the governing body in this regard, and the governing body approved to institute the award.

Digitalization of Administration

Rev.Fr.Principal mentioned about the new add-ons in the e-Administration of Sacred Heart College. He noted that a provision to register for the convocation online was included, and certain new modules were added under the controller of examination link, inventory of all the laboratories are completely automated.

Dr. A. Liyakath Ali suggested commercializing the modules developed by the Institution under e-administration. Rev.Fr.Principal responded that there is a

plan to customize and commercialize this indigenously developed ERP software and also to develop a MobileApp variant of it.

Outcome Based Education Syllabus

Rev. Fr. Principal informed that due to the lack of proper guidelines to implement the new educational policy, the revision of curriculum under OBE framework is unclear. In spite of that, the College is planning and proceeding towards the implementation of OBE based curriculum. As an initial step, software to assess the quality of question paper under bloom's taxonomy was developed. The faculty of the college will be trained to use the software during November, 2021.

Dr. A. Liyakath Ali expressed that external question paper setters are not adhering to Bloom's taxonomy. The Controller of Examination responded that the external question paper setters will be trained to use the software, enabling them to follow bloom's taxonomy.

Future Projects

- **Green Initiatives**

  As a step towards green initiatives, the energy consuming CFL bulbs will be replaced by energy preserving LED bulbs. In this year INR 5 Lakhs will be spent in replacing the CFL bulbs with LED bulbs in the Administrative Block and Main Building.

- **Leadership Training Centre**

  Rev.Fr.Principal mentioned that a leadership training centre will be established.

- **Plantation of Palmyra trees one lakh Next three years.**

  During the inaugural year of the project, 2018-19 , around 25,000 palmyra seeds were planted in the neighborhood. Due to the outbreak of the pandemic, the project was put on hold. At present, considering the situation, the scheme will be activated again. The target would be to plant one Lakh trees in next four years.

- **Start ups**

  A Memorandum of Understanding (MoU) was signed with Centre for Development of Advanced Computing (CDAC), Chennai, for skilling and

placing the students. Rev.Fr.Principal mentioned that the institution has to apply for more projects attracting funds to start incubation centres.

Rev.Dr.G.Theophil Anand SDB, intervened and proposed to the management, to budget and allot funds towards startups and purchase of equipment. The members including Rev.Fr.Principal, Rev.Dr.Praveen Peter, Dr.A.Liyakath Ali, & Dr.S.R.Xavier Rajarathinam responded that funding of this proposal by the management is impossible, and further suggested to either apply for projects to attract funds from Government agencies for startups or to approach laboratories of other institutions to use costlier equipment.

- **Upgradation of Smart Classrooms**

  The need for smart classrooms will be studied. It will be verified if LCDs will become obsolete when smart classrooms are constructed.

- **Herbal Garden**

  The herbal plants that will grow in shade will be identified and nurtured.

He also noted that the above projects will be implemented from time to time based on the availability of funds.

Covid-19 relief measures by the College

The college reached out to deserving 500 families in the vicinity and supported them with medical kit & dry ration worth INR 15 Lakhs; out of which INR 10 Lakhs was sponsored by the Management and the remaining INR 5 Lakhs was sponsored by various benefactors.

Two of the staff members Mr. C. Sivakumar, Junior Assistant, Controller of Examinations, Mrs. S. Kalaiyarasi, Department of Communicative English lost their lives during the pandemic. Their families were supported with INR 10 Lakhs, out of which 5 Lakhs was collected from the Faculty and Non-Teaching staff, and the management contributed another INR 5 Lakhs. In addition to that, wife of Mr.C. Sivakumar has been offered a job in the Laboratory.

Feedback of Dr. A. Liyakath Ali

Dr. A. Liyakath Ali acknowledged the efforts of the college, particularly the work scholarships, Institutional award of excellence, applying for ISO certification in Laboratories and Covid-19 relief measures of the institution.

Vote of Thanks

Rev. Dr. D. Maria Antony Raj SDB, the Principal acknowledged the members for their contributions. After which, the members disbursed for the group photo.

Principal 30/10/21

Minutes prepared by
Dr. A. George Louis Raja
Head, Dept. of MCA

Principal,
Sacred Heart College,
(Autonomous)
Tirupattur-635 601. Tirupattur District.