

**Sacred Heart College (Autonomous), Tirupattur - 635 601**

**Minutes of the Governing Body Meeting**

**Date: 01/09/2018**

**Venue: Board Room**

**Prayer and Welcoming**

The Governing body meeting started with an audio visual prayer song. Rev.Dr.C.Antonyraj the Rector and Secretary welcomed the august members of the Governing body to the meeting. He was happy to welcome Dr.M.Valarmathi, the Joint Director of Collegiate Education, Vellore Region to the meeting amidst her busy schedule. He extended his welcome to Rev.Dr.Xavier Arockiasamy SJ, Principal, St.Joseph's College, Tiruchirappali (Outstanding Educationalist) and to Dr.V.Balu, the University Nominee. He finally welcomed all the internal members of the Governing body and in a special way Dr.S.R.Xavier Raja Rathinam and Dr.A.Periayanayagasamy, the Teacher Representative to the meeting.

Rev.Dr.D.Maria Antony Raj, the Principal informed that advance communication has been sent to all the members of the Governing body before a month. Prof.Sydney Rebeiro, the UGC Nominee, has conveyed his inability to attend the meeting on personal reasons. The communication sent to Dr.Shakeel Ahamed, the Outstanding Educationalist, has returned back. Since his current position and location is not confirmed he was unable to be contacted.

**Minutes of the previous Governing body meeting**

Rev.Dr.D.Maria Antony Raj, read out the minutes of the previous Governing body meeting held on 1<sup>st</sup> September, 2017. It was directed to change the minute entry 'renovation of indoor stadium' into 'construction of indoor stadium'. The following actions were taken in the light of the suggestions given during the previous Governing body meeting.

- All the five journals of the College have procured the ISSN.
- All the PG projects and M.Phil Dissertations are put into plagiarism check using the Turnitin Anti- Plagiarism Software which has improved the quality of research. Rev.Dr.Xavier Arockiasamy highly appreciated this effort of the college to ensure quality in research.
- Transfer of fund from one head to another has been reduced to a greater extend.
- The management learned that the laid norms and procedures towards the student insurance scheme are highly impractical. Hence, with the consent of the Joint Director of Collegiate Education, the College has implemented an in-house insurance system. The student contribution towards insurance is collected and maintained in an exclusive general insurance account. Whenever a student is in need, the college management quickly responds and disburses the fund. Dr.M.Valarmathi and Rev.Dr.Xavier Arockiasamy acknowledged this venture of the college.
- The construction of the new Chemistry Laboratory is completed.



- The concept of Degree with Diploma has been launched by the Departments of Management Studies and Biochemistry from this academic year 2018-19. The members of the Governing body were glad to know that 50-60 students are pursuing their Degrees along with additional Diplomas.
- The Department of Life Education has started organizing the courses in Human Resources, Value Education and Environmental Studies. They have developed the required study materials indigenously.
- The patent for the low cost photo acoustic tool developed by the department of Physics was not realized since the patent was availed by another party. But the tool was sold to SSN and Loyola College, Chennai.
- INR 20 Lakh worth Solar Panels was installed in the campus as a green initiative.
- The Annual Quality Assurance Report (AQAR) for the academic year 2018 will be uploaded in the month of September.

With the above correction and clarifications the minutes of the previous Governing body meeting was passed.

## **Present Reports**

### **Minutes of the Finance Committee Meeting**

The Minutes of the Finance Committee meeting held on 27<sup>th</sup> August, 2018 was presented by Rev.Fr.Principal. He highlighted that the finance committee was directed to club the accounting heads in consultation with an Accountant. At present, the autonomy grant for the current academic year has not yet been released by the UGC. Hence it was decided by the finance committee to advance the money from management account and spend it for urgent needs. Once the autonomy grant is released by the UGC, the money spend will be reimbursed. The minutes of the finance committee was approved and passed by the Governing body.

### **Minutes of the Academic Council Meeting**

Rev.Dr.D.Maria Antony Raj, the Principal read out the minutes of the Academic Council meeting held on 16<sup>th</sup> February, 2018. The minutes was approved and passed by the Governing Body.

### **Admissions**

Rev.Fr.Principal was happy to note that all the seats in the undergraduate programmes are full. The seats in postgraduate programmes except for M.A. Tamil and M.A. Economics are also full. There are no admissions in First Year of M.C.A and M.Sc., (Software Technology). He mentioned that the lack of admissions in these programmes is due to the policy of the I.T companies to recruit the undergraduates rather than postgraduates.

Rev.Fr.Principal added that efforts will be taken to admit foreign students in the M.C.A and M.Sc., (ST) programmes. This may be possible by activating the MoUs signed with eight Technical Universities in Ghana.



The admissions in M.Phil., programmes have declined excepting M.Phil (English) and M.Phil (Mathematics). The reasons for the decline in the admissions are due to

- The restriction on the number of M.Phil scholars that a research supervisor can guide.
- The strict anti-plagiarism policy of the college encouraging only the quality researchers to enroll in M.Phil programmes.
- The PG students preferring to get into employment than taking up higher studies.

## **Results**

The results of November 2017 and April 2018 were visually presented by Rev.Fr.Principal. The results of the undergraduate, postgraduate programmes were presented shift wise. The presentation revealed that the results from odd to even semester has improved a lot. The visual presentation was appreciated by the members of the Governing body. Rev.Dr.Xavier Arockiasamy suggested presenting the comparison of the odd and even semester results in a single chart.

## **Scholarships**

### **Sacred Heart Work Scholarships**

Rev.Dr.C.Antonyraj explained the modalities of the work scholarships. He mentioned that number of students applying for the work scholarship is on the raise every year. This reflects the tendency of the student community to reduce the burden of their hard earning parents. A sum of INR 5000 is given for the students working for 100 hours in library or teaching in neighboring schools. He was happy to note that the schools are highly appreciative about the services rendered by our students. This year the number of working hours is reduced to 70. He also expressed the difficulty in allotting jobs to the students. Rev.Dr.Xavier Arockiasamy suggested consulting the Loyola Student Support Center in this regard.

### **General Scholarships**

Rev.Fr.Principal highly acknowledged the efforts of the college office to procure INR 2.11 Crores worth of various scholarships to 2680 deserving students. This conveys that socially under privileged section of the society is taken care by the management. It was decided to include the scholarship for orphan or semi orphan students worth of INR 5 Lakhs in the list. Rev.Dr.Xavier Arockiasamy recommended displaying the list of the beneficiaries in the college website to attract the attention of alumni to persuade them to extend their helping hands.

Rev.Dr.K.A.Maria Arokiaraj the Additional Principal briefed about the Student Participatory Scholarship. The students share their possible contributions and Mr.Kulandei Francis, Founding President, IVDP has consented to contribute an equal amount of share in his part. The total sum of money is disbursed to the deserving students in each class who are identified by the students themselves. During the last academic year 2017-18, INR 1.75 Lakhs was generated and INR 4600 was dispensed



to 72 needy students and in this ongoing academic year 2018-19 the students have already contributed INR 1.1 Lakhs upto August 2018.

Rev.Dr.Xavier Arockiasamy opined to institute scholarships through alumni contributions. He stressed on strengthening the alumni network with the help of the department faculty. He suggested to the management to initially concentrate on establishing a strong network of alumni in fewer departments and latter to extend it to all the departments of the college. Rev.Fr.Principal briefed on the efforts to build up the alumni link, including the annual alumni and chapter meetings and connecting with them regularly through the circulation of the college e-newsletter.

### **Research Initiatives**

Rev.Fr.Principal mentioned that management has realized the importance of quality research and highlighted the following aspects.

The college has instituted seed money for novel projects and researches. The seed money is availed to the students under 'Sacred Heart Fellowship' and to the faculty under 'Don Bosco Research Grant'. Every year applications are invited during the beginning of the scholastic year and the shortlisted applicants are made to present their proposals to an expert committee. The expert committee recommends the final list of beneficiaries to the college management for final approval. The grantees of the award/fellowships are expected to publish quality research articles in springer/scopus/web of science/Indian citation indexed journals.

The college has initiated a scheme to provide incentives to promote the publication of quality research articles. As per the policy INR 2000 will be given as an incentive to the articles published in Springer, Web of Science, Scopus or Indian Citation Indexed Journals and INR 1000 to the articles published in UGC approved journals.

The college is planning to conduct an "Institute Research Day" in which prominent researchers will be invited to stimulate research among the staff and students.

An active research forum is in place to support the advanced learners in post graduation to pursue quality research. Each department is designated with a research advisor who in collaboration with the research forum director organizes and conducts research oriented activities in their respective departments.

The college is trying to include the college journals in the list of UGC approved journals. Rev.Fr.Additional Principal highlighted about the process and methodology to avail UGC approval for the journals.

The college has understood the importance of Intellectual Property Rights (IPR) and Plagiarism free research. The first national conference on IPR and Plagiarism was conducted successfully in February 2018.

The students and staff are encouraged to apply and win grants through the Tamilnadu State Council for Science and Technology (TANSCST). The sustained efforts have ensured that 32 proposals were applied to TANSCST this year.



The college has attracted an INR 95 Lakhs of project sanctioned by the Department of Science and Technology (DST), Government of India, through the Fund for Improvement of Science and Technology infrastructure (FIST) programme.

### **e-Learning Management System (MOODLE)**

Rev.Fr.Principal mentioned that the college is focusing on blending the traditional teaching pedagogy with eLearning initiative. The college has ensured the application of MOODLE (Modular Object Oriented Dynamic Learning Environment) in Teaching and Learning. Periodic training programmes are organized to the Faculty to feel and learn the application of MOODLE in Teaching and Learning. To further facilitate the process each department is assigned with an MOODLE coordinator. The usage of MOODLE in online assignments, quizzes, tests and discussion forums is encouraged. The management is planning to install hotspots to ease the access of MOODLE by student and staff. The staff are directed to draft the teaching plan and upload it online to augment teaching and learning.

### **NPTEL Courses**

Rev.Fr.Principal mentioned the initiatives to promote National Programme on Technology Enhanced Learning (NPTEL) courses. The continuous thrust given in this line has recorded 659 students and staff enrolling in 900 different courses. Efforts are also taken to authorize the college as a Nodal examination centre for NPTEL examinations.

### **Income Status of the Students**

The income status of the students was presented by Rev.Fr.Principal and the members agreed that the report conveys that the college has not diverted from its objective of educating the underprivileged rural youth.

### **List of Left Students**

Rev.Fr.Principal presented the report on the list of students left in between the course duration due to various circumstances. The Governing body members were convinced that the number of students discontinuing from the college is quite reasonable.

### **Revision of salary for non teaching staff in line with the province**

Rev.Fr.Rector briefed about the steps taken by the institute to streamline the salary structure of the non teaching staff. The management has now regularized the pay structure along with the benefits for the non teaching staff.

Rev.Fr.Rector expressed the difficulty of including performance as a parameter for Teaching staff appraisal. He mentioned that at present only the basic parameters such as qualification and experience are considered during the appraisal. Rev.Dr.Xavier Arockiasamy suggested referring Loyola College, Chennai in this regard.

### **Preparation towards 4<sup>th</sup> Cycle of NAAC Re-Accreditation**

Rev.Fr.Principal briefed that the preparation towards 4<sup>th</sup> Cycle of NAAC Re-accreditation started during June 2017 and by August 2018 the Self Study Report (SSR) of the institution was successfully uploaded. He was of the opinion that NAAC visitation might happen in the month of October/November 2018.



## **New Courses**

Rev.Fr.Principal informed that in future B.A in History , Ph.D., in English and Counselling Psychology and Urudu Language-General (part time) will be started. There was an opinion to start visual communication programmes. It was ruled out since this expensive programme is not affordable to the low and medium income group of students seeking for admissions. The option of starting M.Sc. in Statistics and if needed B.Sc., in Statistics was accepted by the members.

## **Views of Dr.M.Valarmathi, Joint Director of Collegiate Education, Vellore Region**

Dr.M.Valarmathi highly appreciated the efforts of the college to educate the rural youth of this locality and wished the college to acquire top ranking in the forthcoming NAAC re-accreditation. She also greatly admired the e-Learning initiatives of the college.

## **Views of Rev.Dr.Xavier Arockiasamy, Outstanding Educationalist**

Rev.Dr.Xavier Arockiasamy acknowledged the various initiatives of the college in digitalization, Establishment of MoUs, Publications, Anti Plagiarism software, SHAPE programme, Scholarships and Research Initiatives.

He suggested including an Action Taken Report (ATR) followed by the minutes of the meeting.

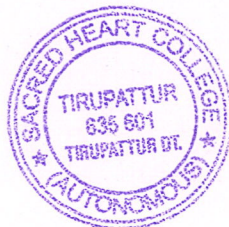
He recommended presenting the future plans of the college in line with the institutional vision and to align the plan with socially relevant programmes. He also proposed to start IAS coaching academy and Incubation centers.

## **Words of Gratitude**

Rev.Fr.Principal acknowledged the members of the Governing body for their active contribution. He greatly admired the inputs of Dr.M.Valarmathi and Rev.Dr.Xavier Arockiasamy. He thanked all the members for their fruitful and one minded discussions.

The meeting came to an end with a group photo followed by a solemn lunch.

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



  
Principal 01/09/18

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



## **Sacred Heart College (Autonomous), Tirupattur - 635 601**

### **Minutes of the Governing Body Meeting**

**Date: 30/03/2019**

**Venue: Board Room**

#### **Prayer and Welcoming**

The Governing body meeting started with an audio visual prayer song. Rev.Dr.C.Antonyraj the Rector and Secretary welcomed the august members of the Governing body to the meeting. He rendered his words of welcome to Dr.M.Valarmathi, the Joint Director of Collegiate Education, Vellore Region Rev.Dr.Xavier Arockiasamy SJ, Principal, St.Joseph's College, Tiruchirappali (Outstanding Educationalist) , and Dr.V.Balu, the University Nominee. He also extended his words of welcome to all the internal members of the Governing body.

Rev.Dr.D.Maria Antony Raj, the Principal informed that Prof.Sydney Rebeiro, the UGC Nominee has conveyed his inability to attend the meeting on personal reasons. Dr.Shakeel Ahamed, the Outstanding Educationalist was unable to be contacted since his current position and location is not confirmed.

#### **NAAC Ranking**

Rev.Fr.Principal mentioned that the Self Study Report of the College was uploaded online during August 2018. A three member peer team constituted by the NAAC including Dr.Manimala das, Former Vice Chancellor, Netaji Subhas Open University, West Bengal, Dr.Pachauri, Professor and Head, Dept. of Social Work, HNB Garhwal University, Uttarakand, Dr.Valan Arasu, Principal, St.Aloysius College, Madhya Pradesh, inspected the college on 28<sup>th</sup> and 29<sup>th</sup> of January, 2019. Various activities of the college, with respect to the NAAC perspectives were presented before the committee.

Rev.Fr.Principal was happy to place on record that the college has been accredited with a CGPA of 3.31/4 at A+ Grade, shortly after the visit of the peer team. He also gratefully acknowledged the support of the Governing Body for permitting to initiate various activities in NAAC perspective, which helped a lot to acquire a better ranking during the NAAC accreditation process.

#### **Minutes of the previous Governing body meeting**

Rev.Dr.D.Maria Antony Raj, read out the minutes of the previous Governing body meeting held on 1<sup>st</sup> September, 2018. The minutes was accepted without any changes by the members of the Governing Body.

#### **Minutes of the Finance Committee Meeting**

The Minutes of the Finance Committee meeting held on 27<sup>th</sup> August, 2018 was presented by Rev.Fr.Principal. He highlighted that the finance committee was directed to club the accounting heads in consultation with an Accountant. At present, the autonomy grant for the current academic year has not yet been released by the UGC. Hence it was decided by the finance committee to advance the money from management account and spend it for urgent needs. Once the autonomy grant is



released by the UGC, the money spend will be reimbursed. The minutes of the finance committee was approved and passed by the Governing body.

### **Minutes of the Academic Council Meeting**

Rev.Dr.D.Maria Antony Raj, the Principal read out the minutes of the Academic Council meeting held on 01<sup>st</sup> March, 2019. 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. The minutes was approved and passed by the Governing Body.

### **Results**

The results of November 2018 examination was visually presented by Rev.Fr.Principal. The results were analysed by the members of the Governing body, and was recorded to be satisfactory by the members with a mention that the results have improved compared to the previous semester results.

### **Scholarships**

#### **Sacred Heart Work Scholarships**

Rev.Dr.C.Antonyraj explained the modalities of the work scholarships. He mentioned that number of students applying for the work scholarship is on the raise every year. This reflects the tendency of the student community to reduce the burden of their hard earning parents. A sum of INR 5000 is given for the students working for 100 hours in library or teaching in neighboring schools. He was happy to note that the schools are highly appreciative about the services rendered by our students. This year the number of working hours is reduced to 70. He also expressed the difficulty in allotting jobs to the students. Rev.Dr.XavierArockiasamy suggested consulting the Loyola Student Support Center in this regard.

#### **Research Initiatives:**

A total of Rs. 2,73,200 was dispersed as seed money under “Don Bosco Research Grant” for Faculty last year. In the next cycle it is proposed to increase it to Rs. 4,00,000. It was suggested to increase the seed money under the umbrella of Sacred Heart Fellowship (for final year PG students) to about Rs 1,50,000.

#### **Introduction of New Courses**

Rev.Fr.Principal informed that in the upcoming academic year 2019-20 B.A in History , Ph.D., in English and Counselling Psychology and Urudu Language-General(part time) will be started. There was an opinion to start visual communication programmes. It was ruled out since this expensive progamme is not affordable to the low and medium income group of students seeking for admissions. The option of starting M.Sc. in Statistics and if needed B.Sc., in Statistics was accepted by the members.



### **Views of Dr.M.Valarmathi, Joint Director of Collegiate Education, Vellore Region**

Dr.M.Valarmathi highly congratulated the college for acquiring A+ grade with 3.31/4 CGPA in the fourth cycle of NAAC re-accreditation. She was also appreciative on the Work scholarship scheme initiated by the college.

### **Views of Rev.Dr.XavierArockiasamy, Outstanding Educationalist**

Rev.Dr.Xavier Arockiasamy acknowledged the various initiatives of the college in Work Scholarships and Research Initiatives. He congratulated the college for emerging with an excellent grade in the NAAC accreditation.

He suggested including an Action Taken Report (ATR) followed by the minutes of the meeting.

He recommended presenting the future plans of the college in line with the institutional vision and to align the plan with socially relevant programmes. He also proposed to start IAS coaching academy and Incubation centers.

### **Words of Gratitude**

Rev.Fr.Principal thanked the members of the Governing body for their presence and prolific suggestions. The meeting came to an end with a group photo followed by a solemn lunch.

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