LADY DOAK COLLEGE
MADURAI

MINUTES of the GOVERNING BODY MEETING held on 16th June 2020 at 10:30 a.m.

Prayer: Dr. Christianna Singh

Present:

1.	Mr. PWC Davidar	-	Chairperson of the Board
2.	Dr. Christianna Singh	-	Principal & Secretary
3.	Dr. Sembon David	-	Member of the Board
4.	Mr. Jeyakumar	-	Member of the Board
5.	Dr. Nirmala Rebecca Paul	-	Vice Principal
6.	Dr. Geetha Kanagaraj	-	Faculty Member
7.	Dr. Hepzibah Joseph	-	Faculty Member
8.	Dr. R. Baskaran	-	JDCE, Madurai Region

Special Invitees:

1.	Dr. M. Krishnan	-	Vice Chancellor, MKU
2.	Mr. Paul Prabhakaran	-	Financial Advisor, KWEA
3.	Dr. Rachel Regi Daniel	-	COO, KWEA
4.	Dr. Nimma Elizabeth	-	Dean of Academic Affairs (Sciences)
5.	Dr. Helen Mary Jacqueline	-	Dean of Academic Affairs (Humanities)
6.	Dr. Mumtaj Begum	-	Controller of Examinations
7.	Dr. Carmel Richard	-	Asst. Controller of Examinations
8.	Dr. R. Priyatharsini	-	IQAC Coordinator (Sciences)
9.	Dr. R. Jeyakodeeswari	-	IQAC Coordinator (Humanities)
10.	Mrs. M. Praveena Kirubabai	-	CCM Coordinator
11.	Mrs. Hema D.	-	CCM Coordinator
12.	Ms. S. Padmaja	-	CIT Coordinator

Apology for Absence received from:

1.	Dr. Thangamuthu	-	Educationist

Absent:

2.	Dr. N. S. Santhosh Kumar	-	University Nominee

MINUTES OF GOVERNING BODY DATED 16TH JUNE 2020:

I. **Matters of Discussion based on ATR of the Governing Body Meeting in October 2019**

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S.No.	Subject/Issue	Discussions	Decision/Status
1.	To simplify Part II English for Tamil Medium students	The recommendation to introduce PART II English at C level to cater to the needs of the BA Economics (Tamil Medium) students was not carried out as it was not accepted at the Academic Council.	Not allowed by the University
2.	Guideship for SF Faculty	The difficulties in this proposition were discussed, such as the movement of SF faculty to more lucrative jobs making it difficult for their research students to continue working under them. Hence measures needed to be developed to protect prospective research scholars' interests. • The body proposed that the SF faculty interested in guideship and the institution where they are working could be required to give an undertaking that they will not leave the institution. • The Principal could connect with other colleges, discuss and work out a blueprint to protect student interests and submit it to the University.	It is decided to take up this matter once again at the next Academic Council meeting of MKU. If qualified SF faculty were also permitted to be research guides by MKU, it would enhance research output and standing of both the institution and the university.
3.	MOOCs and SWAYAM courses	The Vice Chancellor, Dr. M. Krishnan encouraged the faculty of LDC to participate in MOOCs and SWAYAM Courses. He also urged the faculty to prepare e-content and present it in collaboration with EMRC, MKU.	• 11 faculty members from 4 departments are involved in translation of SWAYAM courses. • 4 SWAYAM courses have been translated by our staff. • 4 faculty members have done translation of NPTEL courses • 8 faculty members created content along with EMRC, MKU for CEC

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4.	NAAC Visit and Reaccreditations	The College was due for its next NAAC visit in Oct. 2020 but it is uncertain when the visit will occur.	SSR yet to be uploaded – delay on account of lockdown and changes in formats
5.	Confirmation of the Minutes	The JDCE, Dr. R. Baskaran proposed the minutes and Dr. Sembon David, a Board member seconded it.	The minutes was approved

II Matters of Discussion based on Principal's Report – June 2020

S.No.	Subject/Issue	Discussions	Decision/Status
1.	NIRF 2020	Ministry of Human Resource Development of the Government of India has ranked Lady Doak College 52nd in the National Institutional Ranking Framework year 2020.	• Lady Doak College has shown remarkable improvement in the ranking. • The College will examine where the score needs improvement and work on it.
2.	Awards	• ThinkEdu Award instituted by the New Indian Express for continued excellence in education on 9th January 2020 was given by the Chief Minister of Tamil Nadu, Thiru Edappadi Palaniswami. • Lady Doak College was awarded the Cloud Literate Campus Award initiated by ICT Academy and AWS Education. • The College was recognized as Territory Topper in the Territory of Madurai for NATIONAL COMMUNICATION SKILLS CHALLENGE 2019 by ICT Academy and Standardised Test of English Proficiency (STEP) from THE HINDU GROUP • Three students, M. Chithira Senaa M. (19ENG014), Darshini K.B. (18SOC012) and Shalini S. K. (19ECE045) were recognized	Placed on record.

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		as Territory Toppers in Madurai Territory.	
3.	Grants	• National Commission for Women, New Delhi, has approved the proposal for Research Study on Urban Transportation and Women's Safety and sanctioned Rs. 5 lakhs financial assistance. • DST-FIST (Fund for Improvement in Science & Technology Infrastructure) recommended a grant of Rs.43 lakhs in Level 0 Category	• Project Completed in September 2020 • Placed on record
4.	Recognition of Research Centre	Madurai Kamaraj University has approved the Department of History as a Research Centre which can offer PhD Program from the year 2019-2020	Placed on record
5.	Fulbright-Nehru Specialist Program Project Approval	The project administered by World Learning, an implementing partner of the U.S. Department of State and the United States - India Educational Foundation (USIEF) awarded a Fulbright Specialist whose grant would be $5,300 to work on a project on 'Gender Constructs in Modern Workplaces' with the UGC-Supported Centre for Women's Studies.	Dr. Robin Chandler, (Prof. Emeritus of Cultures, Societies & Global Studies, College of Social Sciences & Humanities, Northeastern University, Boston) visit from 24th June to 21st July 2020 was put on hold on account of the pandemic situation.
6.	Consolidated Report on the Teaching, Learning & Evaluation Activities during Lockdown Period 17.03.2020 – 20.05.2020	• The Deans of Academic Affairs reported that majority of the teachers had completed 75 to 90 per cent of the portions before the lockdown. • During the period (17.03.20 to 20.05.2020) teachers took special efforts to complete the portions prescribed in the syllabus. • The pending formative components were also completed and evaluated online. • Students clarified their doubts and solved practice problems,	

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		quiz, etc. through virtual meets and online discussion forum. • Academic project dissertations and LiFE reports were also submitted online. • The Vice Chancellor, Dr. M. Krishnan enquired if 100% of students had access to online classes and materials and expressed his concern for those who hail from remote villages with no access to technology and with network connectivity issues. The Deans clarified that 75% to 90% of the students attended online lectures. • The study materials were shared to such students through whatever means was possible by the faculty. • The VC appreciated the efforts taken by the Deans and the faculty to complete portions in the syllabus and conduct formative assessments online during lockdown from17.03.2020 – 20.05.2020.	• The VC told the Principal to send a copy of the report of completion of portions and formative assessments online to MHRD – Report sent to DCE through JDCE
7,	Introducing Blended Learning	The college was planning to introduce Blended Learning for all courses and at all times. All students were to be encouraged to possess mobile phones/laptops so that they have access to study materials. Those students in remote areas could locate to places with internet connectivity.	Concerted efforts were taken to ensure that each student had a smart device to use. Educational support was arranged or sponsored.
8.	Report from Counselling Unit	"Psychosocial Interventions during the COVID-19 Pandemic" was organized for the NSS Volunteers and Programme Officers of Lady Doak College in collaboration with Madurai Kamaraj University and MS Chellamuthu Trust from 6th – 8th May 2020. The Principal thanked the VC for his wholehearted involvement in	Placed on record.

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		organising programmes of this kind that are the need of the hour.	
9.	Extension of Secretaryship for Dr. Christianna Singh, Principal & Secretary	As per the communication received from Director of Collegiate Education, Chennai Ref. O.Mu.N 8886/G2/2020 dated 5.6.2020, extension has been given to Dr. Christianna Singh as the Secretary from 01.06.2020 to 31.05.2021 (One Year).	Placed on record
10.	Advertisement for Retirement Vacancies	JDCE said that the college could request permission from the DCE to advertise for the retirement vacancies.	No response to request received. Advertised in September 20.09.2020 as per legal advice.
11.	Payment of increment pending for the 24-faculty appointed in 2013	Increments are due for the 24 faculty that got government approval through court order who are receiving government salary without any increment, though they are eligible for the increment from the date of order.	The Principal met the JDCE to obtain increment for the 24 faculty from the date of order. A reminder was sent to the JDCE also.
12.	Workshop / Training Programmes	Three NTS attended a "Trainer of Trainers" Training program on "Gender Studies for Men" from 2nd to 7th February 2020 at the Women and Ecology Wholeness Farm, of the IWS in Mendex, Cavite of the St. Scholastica's College, Philippines.	Placed on record.
13.	Development of Infrastructure	The details of infrastructure development carried out from 01.10.2019 to 31.05.2020 were presented	Placed on record.
14.	Admission for the Academic Year 2020-2021	The college planned to post information regarding admission for 2020 - 2021 in the college website. The last date for payment of fees for PG was decided as 5th July 2020. It was decided by the Management that the fees could be paid in three instalments.	PG admissions are still open as per MKU guidelines.
15.	Report from Deans of Student Services	Highlights: • e-election for the Student Cabinet 2020-21 was conducted on 12th February 2020	To increase hostel facilities for students as many students are from

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		• Hostel leaders were also elected. • Students participated in various competitions inside and outside college and won several prizes. • Hostel student strength	rural areas and remote villages.
16.	Examinations and Results	• The reason for lower performance by B.Com. SF streams - Corporate Secretaryship and Professional Accounting is that the students attend many training programmes which occupy most of their time. • It was noted that the performance of Economics Tamil Medium students improves in the III year. • Generally, students of all majors tend to perform well in the final year, showing their growing ability to cope with challenges.	Placed on record
17.	• Report on Research Publications • Ongoing Research Projects	• Research & Development Cell – prepared a 'Report on Research Publications' (October 2019 – June 2020) (UGC approved and Peer reviewed) • The graph showed a high performance by the Biotechnology department. • The amount received for research grants for each project to be included in the presentation.	Placed on record
18.	Report of Internal Quality Assurance Cell	Highlights: • NIRF ranking – 52nd rank • Annual Quality Assurance Report (AQAR) • All India Survey on Higher Education (AISHE) • Online Workshop on "Enhancing Online Teaching and Learning Process through Technology" in collaboration with Department of Computer science from 26.05.2020 to 28.05.2020 • Student feedback for the Courses 2019-2020 (for Odd semester)	• NIRF score analysed • Uploaded in the portal • Uploaded in AISHE website • Faculty participated and benefitted. • Under process

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S.No.	Subject/Issue	Discussions	Decision/Status
		• Student and Faculty feedback for the Courses 2019-2020 (for Even semester) • Compliance Certificate from Department 2019-2020 (Odd Semester – November) • NIRF Analysis • The Vice Chancellor pointed out that the area that requires attention is perception. It is an undefined area. So public relations need to be strengthened by the college. • The Vice Chancellor congratulated the IQAC for obtaining 3rd rank among the MKU colleges. • He encouraged the college to aim to get the 1st position in MKU	• Under process • Under process
19.	Finance Committee Deliberations • Review and Approval of the Autonomy Grant for 2020-21	Highlights: • The Budget for Autonomy Grant for 2020-21 was reviewed and confirmed by the Finance Committee in their meeting dated 15th June 2020.	Letter received from UGC dt. 25.09.2020 requesting Autonomous Colleges not to spend any amount in anticipation of funds from Autonomy Grant for the year 2020-21 due to paucity of funds.
	• Building & Infrastructure needs	• A master plan for revamping the hostels and other college buildings in the campus in a phased manner has been developed. Repairs and maintenance in the buildings is done keeping in mind the master plan.	Placed on record Placed on record.
	• New Positions	• An organisational restructuring exercise was undertaken during the latter part of the year 2019-20 and senior management personnel have been appointed in positions	Placed on record

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SL. NO.	SUBJECT/ISSUE	DISCUSSIONS	DECISIONS/STATUS
		such as Financial Advisor, Chief Operating Officer & Accounts Manager for better professional management of the Institution.	
	• Autonomy Grant Budget – (2020-2021)	• Details of Expenditure using Autonomy Grant during 2019 – 2020 was presented	

CHAIRPERSON
(Mr. PWC DAVIDAR)

PWC DAVIDAR IAS
Retd. Additional Chief Secretary
Chairperson
KATTE WILCOX EDUCATION ASSOCIATION

PRINCIPAL
(Dr. CHRISTIANNA SINGH)

Principal & Secretary
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