

Lady Doak College, Madurai
MINUTES of the GOVERNING BODY MEETING
held on 22nd October 2021 at 11:00 a.m.

Prayer: Dr. Jessie Ranjitha Jebaselvi, Chaplain

Members Present:

S. No.	Name	Category
1.	Mr. John Devadason	Chairperson of the Board
2.	Dr. Christianna Singh	Principal and Secretary, Lady Doak College – present in person
3.	Dr. G.J. Samathanam	Member of the Board
4.	Dr. C.D. Lethi	Member of the Board
5.	Mr. Sndhar Sivaprakasa	Member of the Board
6.	Mr. Glenn Garfield Croning	Member of the Board
7.	Dr. Carmel Richard	Senior Faculty Member – present in person
8.	Dr. R. Beulah Jeyashree	Senior Faculty Member (Vice Principal) – present in person
9.	Dr. C. Thangamuthu	Educationist (Former Vice Chancellor, Bharathidasan University)
10.	Dr. P. Ponmuthuramalingam	State Government Nominee - JDCE, Madurai
Special Invitees		
11.	Dr. Shakeel Ahamed	Joint Secretary, UGC, New Delhi
12.	Dr. Belinda Bennet	Member of the Board – present in person
13.	Dr. Vanitha Malarvizhi	Bursar, Lady Doak College; Treasurer, KWEA – present in person
14.	Dr. Rachel Regi Daniel	Chief Operating Officer, KWEA – present in person
15.	Dr. A. S. Priscilla	Dean of Academic Affairs (Sciences) – present in person
16.	Dr. Helen Mary Jacqueline	Dean of Academic Affairs (Humanities) – present in person
17.	Dr. J. Chitra	Dean of Student Services (Aided) – present in person
18.	Ms. Joice Rathinam E.	Dean of Student Services (SF) – present in person
19.	Dr. S. Vijayarani	Controller of Examinations – present in person
20.	Dr. Jessie Ranjitha Jebaselvi C.,	Chaplain – present in person
21.	Ms. Felicia Shirley P.,	IQAC Coordinator (Sciences) – present in person
22.	Dr. R. Jeyakodeeswari	IQAC Coordinator (Humanities) – present in person
23.	Dr. Padmaja S.,	CIT Coordinator – present in person
24.	Dr. Sivapriya	CCM Coordinator – present in person
25.	Ms. Lakshmi	CES, Coordinator – present in person
26.	Dr. Ann Nirmala Carr	CWS, Coordinator – present in person
27.	Dr. Sriilatha S.	CHRD, Coordinator – present in person

Apology for Absence received from:

Dr. V. S. Vasantha, University Nominee (Registrar i/c, MKU)

Absence:

UGC Nominee – yet to receive a response from the UGC for the nomination requests

S. No.	Subject/Issue	Discussions	Decision/Status
1.	Invocation		Dr. Jessie Ranjitha Jebaselvi C., Chaplain, lead the meeting in prayer
2.	Welcome		Dr. Christianna Singh, Principal and Secretary, welcomed the members to the meeting.

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3.	Minutes of Governing Body	The minutes of the previous Governing Body meeting held on 30 th June 2021 were read out and placed for approval.	The minutes were unanimously approved. Dr. C. Thangamuthu, Former Vice Chancellor, Bharathidasan University proposed the approval of the minutes and Dr. G.J. Samathanam, Member of the Board seconded it.
4.	Action Taken Report	Ref.# 6. Aided Teaching and Non-Teaching Staff Status Report One vacant aided teaching post caused by the retirement vacancy of Dr. Synthia Mary Mathew, Associate Professor, Department of Social Sciences is advertised in the papers and will be filled up following the due process. The 27 Aided Non-Teaching Staff posts will also be advertised and filled up following an interview process.	Placed on record.
		Ref# 8. Examination Matters Each department was asked to discuss the possibility of changing to 50:50 pattern of internal and external examination weightage. The college is following a special pandemic year assessment pattern duly approved in the Academic Council for the year 2021-22. The CPEC will work on the suggestions given by the Governing Body and the feedback received from the Departments for changes to be made from the year 2022-23 onwards	Placed on record.
		Ref# 9. Research & Development Cell Efforts have been taken to encourage and foster research output taking into consideration the suggestions from the Senatus and the Departments.	Placed on record.
		Ref# 11. Report of the Curriculum Planning and Evaluation Cell The Department of Business Administration is working on the possibility of introducing a MBA programme. This year marks the Silver Jubilee year of the department. Being sensitive to the needs of the environment and society, the departments and centres have been encouraged to frame courses that intend to provide skillset and employability. There are plans to utilise the Satellite Campus for sports infrastructure and innovative degree and diploma courses on Rural Development catering to the rural women community as well as for developing a sustainable campus that could house new postgraduate programmes.	

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		Ref# 18. Report on the Centre for Women's Studies The Senatus recommended that the college management should continue to budget and extend support and funding for the Centre for Women's Studies as it continues to be a flagship centre of the college.	Placed on record.
		Ref# 19. Financial Report – (Management Support of Active Researchers) The Management Board has encouraged the support of active researchers through advances and incentives given from management funds.	Placed on record.
		Ref# 20. Vaccination of Staff and Students Daily reports are submitted to the JDCE Office on the vaccination count of staff and students. Letters have been sent to the students encouraging them to get themselves vaccinated	Placed on record.

Principal's Report Highlights

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5.	Vaccination Camps	Free COVID-Vaccination Camps have been arranged for staff and students	Placed on record.
6.	Permanent Affiliation	Letter from MKU Ref.CDC-1/2021-22 dated 27.08.2021, Permanent Course Affiliated Approval of Aided UG – 26 courses /PG - 10 courses/Diploma Courses – 1 Diploma & PG Diploma 3 courses were received	Placed on record.
7.	NIRF 2021	Lady Doak College has come in the top 100 colleges in the nation as per the NIRF Ranking 2021 at 87 th position.	Placed on record.
8.	Gift books from Renison University	We are awaiting a gift collection of about 900 books on Social Work from the library collection of Late Dr. Frank Turner of Renison University College, Canada	Placed on record.
9.	International Service-Learning Program	The International Service-Learning Program hosted by International Studies Centre had students from international institutions (International Christian University, Japan & Singapore University of Social Sciences) taking part in the month-long program conducted virtually from 7th July 2021 to 6th August 2021. The focus for this years' service activities was gender equality and human rights	Placed on record.
10.	Centre for Women Studies – Breaking Barriers	Centre for Lifelong Learning and Experiential Learning, Singapore University of Social Sciences Breaking Barriers and Building Bridges – Social content and Film Making workshop to produce films to promote gender equality was a great success. Amount to be received from that program \$300(Singapore) ₹16,440/-	Placed on record.

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11.	Local School acknowledges LDC's ICT Mentoring Services	Eight out of a total of ten students of Class XI in Mahatma Montessori who qualified to compete in the GRUEN Project won a total prize money of Rs. 95,436/- under the guidance of Dr. Manju Muralidharan and her team from Lady Doak College. Mahatma School has sent a letter of appreciation to Lady Doak College	Placed on record.
12.	Tamil Virtual Academy	Tamil Virtual Academy, Chennai has provided the seed money of Rs. 25,000 to initiate a Digital Tamil Forum	Placed on record.
13.	Teaching Assistance in an Internationally Offered Course	Ms. Meenakshi V., Assistant Professor of Computer Science, has been invited to serve as a teaching assistant in the course on 'Introduction to Programming & Python' organised by PLAKSHA TEACH LEADERS FELLOWSHIP PROGRAM in partnership with Berkeley Engineering & Purdue University from 01.09.2021 to 08.10.2021.	Placed on record.
14.	Admission Statistics and Student Strength	Students have been admitted successfully in all disciplines and classes are ongoing. A few withdrawals were there due to admission into professional course, but the vacancies have since been filled up. Despite the pandemic situation admissions were in high demand.	Placed on record.
15.	Academics	The 66 th Academic Council Meeting is scheduled to be held on 28 th October 2021 OBE: Attainment of CO and PSO are on trial for semester II and will be implemented for the 2022 batch. Guidelines for framing course (Certificate / Diploma / PG Diploma) have been renewed. Ph.D. course work as per MKU guidelines 202 has been renewed.	Placed on record.
16.	Examination matters	Result Passing Board & Publication of Results The Result Passing Board was held on 02 July 2021. The results were published in the College website on 07 July 2021. Marksheet Distribution Major wise Marksheet distribution for VI Semester (2018 Batch UG), IV Semester (2019 Batch PG) and Consolidated Marksheets, were scheduled from 26 July 2021 to 03 August 2021 Supplementary Examinations - June 2021 The online registration period for Supplementary Examinations- JUNE 2021 was from 10 August 2021 to 17 August 2021. The online June Supplementary Examinations 2021 were scheduled from 14 September 2021 to 24 September 2021. The results were published on 30.09.2021. No. of students appeared: 225 Pass percentage: 71.8%	An analysis is to be done among students and prospective employers to find out if the online examinations have given the student an advantage. Faculty of all departments must be given a chance to criticise the exam system. This will expose the weaknesses of the system and allow for reforms.

		Feedback on Online Evaluation Feedback questionnaires on Online Evaluation, for students, faculty, exam office staff & parents were evolved by the Examination office and CHRD. After validation by an educationist and approval from the administrative team they have been shared with the faculty, students & exam office staff in the LDC automation portal. The feedback from parents will be collected through advisor-advisee system before 15th November 2021. Once the responses are received from the parents, follow up action would be taken.	
17.	R&D Cell	Funds received from projects: DST-SERB: Rs. 4,50,000.00 (Dr. Anandhi, Department of Biotechnology) ICHR: Rs.59,375 (Sanctioned Rs.2,50,000) Dr. J. Jeyamathi, Department of History No. of papers published since June 2021: 13 No. of MoUs signed: 4 The number of projects is low, so also the number of research scholars and guides. When compared to the number of faculty holding guideship the number is low. The process of obtaining guideship from the university is difficult and very few teachers are up to this challenge. This is one of the reasons affecting research adversely.	Placed on record. Faculty are to be encouraged to take up more research projects and become research guides.
18.	IQAC	NIRF ranking 2021: Falling within the 100th rank is a good sign but the fact that the college has slipped from the 52nd rank to the 81st is of grave concern. An analysis has been done and we have fallen short on the research and perception front. Extra mural R&D is weak, even though the management is offering funding (Rs. 30,000) there are few faculty who avail the opportunity. Every faculty who has a Ph.D. must have maximum allowed number of candidates. This encourages research and publishing of research work. Perception of the college also needs to be given some thought. How the public views the college carries great weightage.	An introspection has to be done and changes made to ensure that more research is done in the college. Also, the public perception of the institution needs to be gauged.
19.	CCM	Swayam / NPTEL on campus: 585 enrolments Training in Active Learning Techniques and Content Development: 65 faculty attended. Training in Moodle LMS for New faculty members: new faculty from 6 departments attended.	Placed on record. The college offering courses on Artificial Intelligence, with a certified instructor is

		Content sharing within College: Ongoing Knowledge Sharing between Institutions: Policy, Ethical guidelines, list of subjects, team formation at department level LMS Training to students	appreciated.
20.	CIT	2 new modules implemented; 21 modules updated. 5 modules are still at the development and testing phase.	Placed on record.
21.	Student Activities	Multifold Part V, Sports and other student activities have been conducted successfully	Placed on record.
22.	Financial matters	a. The meeting of the Finance Committee pertaining to government funds was conducted prior to this meeting. The meeting of the finance committee as per the UGC guidelines was conducted prior to this meeting. The audited Government Aided Financial statements for the year 2020-2021 was presented. b. Amount spent by the Management from April 2021 to September 2021 based on the Heads under Autonomy Grant: Rs. 12,87,122.00. The Autonomy Grant has not been released for the last 2 years and the management has contributed towards the Autonomy Grant. c. Purchase of Equipment under FIST Programme: Amount spent by the Management Rs. 19,26,323.00 d. Grants Received from Central Government: Projects during the Financial Year 2021-2022 - o DST-SERB: Rs. 4,50,000.00 (Dr. Anandhi, Department of Biotechnology) - o DST-SERB: Rs. 2,36,134.00 (Dr. Mu. Akshaya, Department of Biotechnology) - o ICHR: Rs.59375 (Sanctioned Rs.2,50,000) Dr. J. Jeyamathi ,Dept of History	Placed on record.

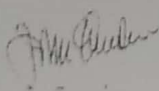
		e. Pending Grants from UGC as on 30.09.2021 - Autonomy Grant: Rs.23,72,442.38 For the years 2018 -2019; 2019 – 2020; 2020 – 2021 - Development of Women's studies in Indian Universities and Colleges: Rs 14,84,763.00 - Other Grants: Rs. 68,78,449.47 Total pending grants with UGC is Rs.1,07,35,654.85. These are of older projects. The Principal had visited UGC, New Delhi along with the UGC Committee convener and is also taking steps to try and get the outstanding amount. f. Opening of Treasury Single Account (TSA): - Application has been sent for opening account under TSA system to Sri. Arunkumar Sinha, Nodal Officer, UGC, New Delhi & a copy to The Secretary, UGC New Delhi on 30.03.2021 g. UGC Supported Project: Development of Women's studies in Indian Universities and Colleges: It has been unanimously recommended by the college Senatus that the management extend funds to support the Centre for women's studies (CWS) as it was and is a flagship programme of the college. - The government has stopped funding for the project since of late. - A total of Rs. 14,84,763.00 has been advanced so far. - This project will be continuously supported by the Management by meeting all the expenses in organising all activities/programs organised by the Centre for Women Studies to the extent of Rs.8.00 Lakhs per annum	
23.	B.Voc. Program	h. Refund of unspent balance for settlement up to 31.3.2019 under B.Voc. Program: - An email from the University Grants Commission was received on 24.8.2021 requesting the institution to refund the amount of Rs 8, 94,855 with 10% interest. Request for refund was the fee collected from the students. - The existing bank balance is Rs. 7, 71,652.50 as on date. - A Utilization certificate was sent previously and	The Bursar is to write back to the UGC asking how they arrived at the present amount when the UC for the project had already been accepted. Also inform them that 10% interest is not
		has been accepted. The interest received on the amount also does not come up to 10%. The Bursar recommends that money in the bank be returned, and the account closed as we do not run this course now.	what is being received from the bank.

24.	Courses under National Skills Qualifications Framework	i. Courses under National Skills Qualifications Framework by the UGC for the year 2020-21. The Centre for Women's Studies submitted a proposal to the UGC through the online portal on 20th July under the National Skills Qualification Framework as per its prescribed guidelines to begin the following two diploma and two certificate skills-based courses: 1. Diploma in Digital Films Production 2. Diploma in Dietetics and Nutrition 3. Certificate Course in Energy Utilization 4. Certificate Course in Food Processing Technology and Quality Control • The courses were approved by NSQF and passed in the College Academic Council. Unfortunately, due to the pandemic there were few takers for the course and the course has not been run so far. All the four courses come with MoUs with external partners and are beneficial for the college in the long run.	MoUs and Skill based courses are beneficial to the institution and will increase the scores for rankings. Consider keeping the courses and offering them in the next academic year
25.	Centre for Women's Studies (CWS)	CWS has successfully completed many projects, workshops during this academic year. And more are planned for the coming months	Placed on record.
26.	Centre for Environmental Studies (CES)	Swachhta Action Plan policy - 2021 Inauguration of Kitchen and Herbal Garden SANUS 2k21- World Environment Health Day	Placed on record.
27.	Centre for Human Resource Development (CHRD)	Programmes planned were successfully implemented. Webinar on "Conflict Management" Webinar on "Team Building" Training on Tamil Nadu Government Service Rules For Aided Faculty World Mental Health Day- Awareness on Mental Health jointly organized by CHRD & Dept. of Social Science Teaching Tamil to Class IV workers	Placed on record.

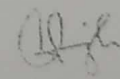
Any other matters (with the permission of the Chairperson)

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28.	Revisiting the weightage for the Exams: from 60:40 to 50:50	The proposition has been well received and has been taken to the departments. But it is to be considered that the present system of 60:40 (Internal: End Semester) would also have been debated, deliberated and then accepted. Would it not seem that changing infringes on the autonomic freedom of the college? 60:40 seemed a far-sighted venture, in light of our transition to OBE we have proposed continuous internal assessment (5) and an end semester exam. The 60:40 weightage is in line with our POs and is a progressive and the Controller of Examinations requests that this august body does not insist on revering. Students are not deprived of any opportunities in the process. CoE's point is well taken and progress is appreciated, but this seems upside down. Going for a 50: 50 ratio will bring balance. Loyola college follows 100 marks internal / CIA and 100 marks semester exam. At one time the UGC stressed on internalization of studies and exam system but giving more weightage for the CIA lessens the importance of the semester exam. A progressive evaluation system is when the internal assessment system is less than the external evaluation system. Teachers on campus may conduct the exams without any authoritarian intervention, the components can be in any number of combinations and permutations but the weightage must be more for external than internal. There is no question of teacher's freedom but the structuring of the program must be 50:50. Yes, the college must be given credit for taking the decision to go 60:40, a bold decision but let this stop here. The student may not benefit in the long run	Await the decisions of the department. After deliberation a definitive decision will be taken and brought back to this body.

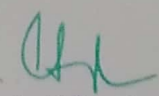
Closing Prayer: The meeting ended with a prayer by Dr. C. D. Lethi



CHAIRPERSON
(Mr. JOHN DEVADASON)



PRINCIPAL
(Dr. CHRISTIANNA SINGH)


Principal & Secretary
LADYDOAK COLLEGE
MADURAI-2.