



## SENGAMALA THAYAAR EDUCATIONAL TRUST WOMEN'S COLLEGE (AUTONOMOUS)

(Re-accredited by NAAC / An ISO 9001: 2015 Certified Institution)  
SUNDARAKKOTTAI, MANNARGUDI-614 016, TAMILNADU

### MINUTES OF THE GOVERNING BODY MEETING

The first meeting of the Governing Body was held on 4<sup>th</sup> October 2021 at 10.A.M. in the Conference Hall, Vivekanandam Block, under the Presidentship of Dr.V.Dhivaharan, Correspondent of the Institution. The following members were present.

Google Meet: <https://meet.google.com/ohv-iobs-vbv>

1.	<b>Dr. V. Dhivaharan</b> , Secretary and Correspondent, STET Women's College (Autonomous)
2.	<b>Mrs.D.H.Lattha</b> - Member, Board of Management, Management Representative
3.	<b>Mr. B. Thamizharasan</b> - Member, Board of Management, Management Representative
4.	<b>Mr. S. Rajendran</b> - Member, Board of Management, Management Representative
5.	<b>Mr. T. Rajadurai</b> - Member, Board of Management, Management Representative
6.	<b>Dr. (Ms.) K. Rama</b> , UGC Nominee, Advisor, National Assessment and Accreditation Council, Bengaluru -560 072
7.	<b>Dr. T. ArivudaiNambi</b> , State Government Nominee, Regional Joint Director of Collegiate Education, Thanjavur Zone, Thanjavur – 613 005
8.	<b>Dr. V. Vinod Kumar</b> , University Nominee, Professor & Head, Department of English, Bharathidasan University, Tiruchirappalli – 620 024
9.	<b>Dr. J. Pandiyan</b> , Educationalist, Management Nominee, Assistant Professor of Zoology and Wild Life Biology, AVC College (Autonomous), Mannampandal, Mayiladuthurai – 609 305
10.	<b>Dr. S. Amudha</b> , Ex-officio, Principal, STET Women's College (Autonomous)
11.	<b>Dr. N. Uma Maheswari</b> , Teachers Representative, Vice – Principal, STET Women's College (Autonomous)
12.	<b>Dr. R. Anuradha</b> , Teachers Representative, Vice – Principal, STET Women's College (Autonomous)
13.	<b>Dr. A. Yogeswari</b> , Teachers Representative, Controller of Examinations, STET Women's College (Autonomous)
14.	<b>Ms.K.Savima</b> , Teacher Representative, ERP In-charge, Asst. Prof. Comp. Science.

**Agenda 1:** Confirmation and up-gradation of Autonomous status, S.T.E.T. Women's College, by UGC, New Delhi, dated 15.07.2020 and by Bharathidasan University, Tiruchirappalli, dated 30.09.2020

- **Dr.S.Amudha, Principal,** placed the letter, dated 15.07.2020, received from the UGC, New Delhi, conferring the Autonomous status to the Sengamala Thayaar Educational Trust Women's College, Sundarakkottai for a period of 10 Years from 2020-2021 to 2029-2023; and also she placed the letter received, dated 30. 09. 2020 from the parent university endorsing the grant of Autonomous status by the UGC, New Delhi.(Annexure: I & Annexure: II)

**The Governing Body unanimously appreciated the Principal and her team for the meticulous efforts made to get the Autonomous status awarded from the UGC, New Delhi.**

**Agenda 2:** Constitution of Governing Body

- **Dr.S.Amudha** reported to the august body regarding the constitution of the Governing body as per the guidelines stipulated by the UGC, and. introduced the members of the Governing Body (Annexure: III)

**The Correspondent of the institution formally welcomed the members, and the same was ratified.**

**Agenda 3:** Constitution of Academic Council

- **Dr.S.Amudha,** informed the constitution of the Academic Council for the period of three years (from 2020-21 to 2022-23) as per the guidelines of the UGC and also reported the functions of the Academic Council. She presented the list of members representing various categories. The Principal also reported the first and second meetings of the Academic Council, which were held on 03.12.2020 and 29.07.2021 respectively, to ratify the syllabi framed by the respective Board of studies during the corresponding periods (Annexure: IV)

**The Governing Body noted and ratified the same.**

**Agenda 4:** Constitution of Board of Studies for various Departments

- **Dr. N.Umamaheswari, Vice Principal,** reported the constitution of Board of studies for the period of three years (from 2020-21 to 2022-23) for various subjects as per the guidelines of the UGC and also roles of the Board of studies. She also reported that two meetings of the Board of Studies were conducted on 02.11.2020 and 05.05.2021 respectively by all the departments respectively, in which the syllabi for corresponding programmes were framed, and the revisions were made accordingly, wherever necessary in the second meeting (Annexure: V)

**It was noted and ratified**

**Agenda 5: Appointment of COE, Deputy COE and other Clerical staff of the COE**

- **The Principal, Dr.S.Amudha**, highlighted the significance of Controller Office in the Autonomous institution and the establishment of Controller's Office with the support of Management, and reported that Dr.A.Yogeswari, Department of Mathematics, has been appointed as Controller of Examinations, and Dr.J.Victoria, Department of Microbiology and Dr.R.Anitha, Department of Computer Science, have been appointed. as Deputy Controller of Examinations; and technical members of the staff have also been appointed. In this context she categorically appreciated and congratulated the team work of the Controller of Examinations for the successful conduct of the odd and even semesters for the first year during the academic year 2020 – 2021, and publication of results in due time (Annexure: VI)

**It was ratified, and the Correspondent also appreciated the team work of the COE's office.**

**Agenda 6: Constitution of Finance Committee**

- **Dr.A.Yogeswari, Controller of Examinations** reported the constitution of Finance Committee of the Institution, as per the guidelines of the UGC (Annexure: VII)

**It was noted and ratified.**

**Agenda 7: Constitution of Admission Committee for the year 2020-2021**

- **Dr.S.Amudha** explained the need of the various statutory and non statutory committees for the effective administration of the institution. She reported the constitution of the Admission committee including the Principal, University Representative and the Heads of the Departments, and she also stated that the admission policy of the institution is to provide equal opportunities to the women students, and to satisfy the diverse category of students and the Government norms (Annexure: VIII)

**It was noted and ratified**

**Agenda 8: Constitution of Staff Recruitment Committee for the year 2020-2021**

- **Dr.S.Amudha** reported the constitution of the committee for the recruitment of members of the teaching faculty including the Correspondent, Principal, External member and Heads of the Departments and two experts of the concerned subject (Annexure: IX)

**It was noted and ratified.**

**Agenda 9: Appointment of Teaching and Non-teaching staff**

- **Dr.S.Amudha** stated that the appointment of Teaching and Non-teaching staff members of the staff is made by the Staff Recruitment Committee following the mandatory principles and guidelines. Candidates are screened on the basis of their consistent academic performance and the selection process includes interview, analyzing the teaching skill, experience and qualifications. Recruitment of the teaching and non teaching members of the staff have also been made for the academic year 2020-2021 (Annexure: X)

**It was noted and ratified.**

**Agenda 10:** Management Contribution for the student, staff etc.,

- **Dr.S.Amudha** reported the contribution made by the Management as welfare measures for the students and members of the Staff such as endowment for rank holder, term fee for economically weaker section students, Free commutation facility for staff and meals for supporting staff

**It was noted and ratified.**

**Agenda 11:** Introduction of New Programmes and Courses-2020-2021

- **Dr.N.Uma Maheswari** reported that 12 UG Programmes, 13 PG Programmes, 5 M.Phil., Programmes, 4 Ph.D., Programmes and 1 PG Diploma Programme are offered in the Institution, and also it has been planned to introduce new certificate programmes and proposals have been made. .
- She also stated that introduction of new courses in various Departments and Group Project(UG), Extra Disciplinary Courses, Non-Major Elective courses, Exclusive Project(PG), etc., have been made in the curriculum (Annexure: XI)

**It was noted and ratified.**

**Agenda 12:** Student Admission details for the year 2020-2021

- **Dr.N.Uma Maheswari** reported that the institution adheres the norms and guidelines provided by the government and the parent university. 50% of the seats are filled as per the reservation policy. 1036 UG, 357 PG students and 14 M.Phil., and Ph.D., scholars are admitted in the academic year 2020-2021 (Annexure: XII)

**It was noted and ratified.**

**Agenda 13:** Student Scholarship details

- **Dr.N.Uma Maheswari** reported that the institution facilitates the eligible students to get the scholarship from the Government. She also provided information regarding the details of the scholarships received by the SC/ST, and minority students, and every year there is an increasing trend of beneficiaries. Eligible MBA and MCA, who secured admission through counseling are also facilitated to get the scholarship (Annexure:XIII)

**It was noted and ratified.**

**Agenda 14:** Co-curricular and Extra Curricular activities – students

- **Dr.N.UmaMaheswari** reported the importance of Co-curricular and Extra Curricular activities of the students to groom the social responsibility, leadership qualities, showcase the hidden talents, and to create awareness regarding the social problems, and hence every year students are motivated to participate in various events and activities
- She also pointed out that the institution creates a platform to showcase their talents, and in this context the institution every year celebrates STET FIESTA as cultural festival and the outstanding students are honoured (Annexure: XIV)

**It was noted and ratified.**

**Agenda 15:** Various Departments-Academic activities

- **Dr. Uma Maheswari** highlighted the objectives of seminars, workshops, webinars, Quiz Programmes, Faculty Development Programmes and Extension activities conducted by the various departments for the betterment of the members of the faculty and students
- **Dr.R.Anuradha, Vice-Principal (Research)** presented the details regarding the participation and publication of research articles by the faculty members in various seminars, workshops, conferences conducted by various institutions and colleges (Annexure: XV)

**It was noted and ratified.**

**Agenda 16:** ISO (9001:2015) related details

- **Dr.R.Anuradha** reported the recognition through ISO 9001:2015 Certification for the Quality Management System in the year 2018, and every year the surveillance audit is being conducted so as fulfil the requirements in different activities (Annexure: XVI)

**It was noted and ratified.**

**Agenda 17:** NAAC related details

- **Dr.R.Anuradha** reported the successful completion of II cycle of NAAC assessment and accreditation. The Institution has also received the recognition as a mentor Institution from the UGC (Annexure: XVII)

**It was noted and ratified.**

**Agenda 18:** Related Grants from various funding agencies

- **Dr.R.Anuradha** stated that the Institution received funds from various funding agencies to promote the research activity as well as to motivate and encourage the researchers within their fields

**It was noted and ratified.**

**Agenda 19:** Creation of MOUs with other academic institution / research bodies

- **Dr.R.Anuradha** explained the college has signed, number of MoUs with various Colleges, Institutions and other organizations to keep with the present educational trend (Annexure: XVIII)

**It was noted and ratified.**

**Agenda 20:** Augmentation of infrastructural facilities

- **Dr.V.Dhivaharan, Correspondent**, elucidated the infrastructure facilities of the Institution which is situated in an area of 2,73,162.8sq.mts. in the Sundarakkottai Village, Manargudi Taluk, Thiruvarur District, Tamil Nadu. He also stated that the Institution provides quality education to women in the rural area through updating the infrastructure facilities by providing ICT gadgets to enhance the process of effective teaching and

learning, and also the institution is conscious of the social and economic background of the women students who hail from the weaker section of the society. Further he stated that there are nine blocks with various class rooms and well-equipped laboratories, seminar hall and auditorium. It also has a Biominin Laboratory, a unit supported by STET Bio floral Products Development and Research centre (Annexure: XIX)

**Agenda 21: Strengthening of IMS (ERP)**

- **Ms.K.Savima**, Assistant Professor, Department of Computer Science reported that the STET ERP, an integrated Cloud based campus management system that contains all prime functionalities of the Administration, Academic, Learning Management System and Communication, has been installed as the green initiative and to ensure effective administration (Annexure: XX)

**It was noted and ratified.**

**Agenda 22: Autonomous results of the Academic year 2020-2021**

- **Dr.A.Yogeswari** proudly, Controller of Examinations, reported the successful publication of the results of the ODD and EVEN end semester examinations of the academic year 2020-2021 which were held in November 2020 and April 2021 respectively (Annexure: XXI)

**It was noted and ratified.**

**Agenda 23: Financial Statement Report for the year 2020-2021**

- **Dr.A.Yogeswari** stated the report of the Annual Budget including the receipt and payments for the academic year 2020-2021 (Annexure: XXII)

**It was noted and ratified.**

**Agenda 24: Any other**

1. **Dr.K.Rama, UGC Nominee, Advisor, NAAC Bengaluru**, made valuable suggestions for the betterment of the Institution. She emphasized that the area of research is one of the important dimensions of higher education and hence it should be given due weightage in the promotion of higher education, and stressed that attempts should be made to mobilize funds from various funding agencies through projects. She further stressed that efforts should be made to publish the research findings in peer reviewed journals, and as experienced teachers attempts should be made to publish books in the specialized areas.

2. **Dr.T.Arivudai Nambi, State Government Nominee, The Regional Joint Director of Collegiate Education**, sought clarification regarding the conduct of Examination during the Pandemic period

- **Dr.A.Yogeswari**, The Controller of Examinations replied that the question papers were received from the external question paper setters through mail confidentially, examination was conducted through online and evaluation of the answer scripts was done by the Internal Examiners with due care and adhering the standard principles of the Institution

3. **Dr.V.Vinoth Kumar, University Nominee**, stated as the Autonomous Institution TANSCHESyllabus should be followed for Part-II English. Research area should be updated frequently and students are to be motivated and trained to get an opportunity for the placement.

- The Correspondent stated that the placement cell is functioning effectively and every year relatively good number of students are being placed in reputed companies and organizations. The Institution takes special efforts to encourage and motivate the students to get a on campus jobs
- The Management announced Research Fund (Dr.Dhivaharan Research Fund) to motivate the research activities and E-content Development, and as a welfare measure for the students and members of the staff