



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

(Accredited by NAAC) (An ISO 9001:2015 Certified Institution)

**SUNDARAKKOTTAI, MANNARGUDI,
THIRUVARUR (Dt.) TAMIL NADU, INDIA.**

Minutes of the Governing Body Meeting

The Governing body meeting was held on 23rd August 2023 at 10.00 a.m in the Conference Hall Vivekanandam Block, under the Presidentship of Dr. Jeyanandh Dhivaharan, Correspondent of the Institution. The following members were present.

Google Meet: <https://meet.google.com/wnw-mhsq-sao>

1.	Dr. V. Dhivaharan , Member , Chairman , S.T.E.T Women's College (Autonomous)
2	Dr. Jeyanandh Dhivaharan , Correspondent and Secretary, S.T.E.T Women's College (Autonomous)
3	Mrs. D.H. Latha – Member, Board of Management, Management Representative
4	Mr. B. Thamilzharasan – Member, Board of Management , Management Representative
5	Mr. S. Rajendran - Member, Board of Management, Management Representative
6	Dr. N. Dhanarajan , State Government Nominee, Regional Joint Director of Collegiate Education
7	Dr. D. Velmurugan , Educationist , Management Nominee, Professor (Research), School of Bioengineering, Department of Biotechnology, SRMIST, Kattankulathur – 603 203.
8	Dr. V. Vinod Kumar , University Nominee, Professor & Head, Department of English, Bharathidasan University, Tiruchirappalli – 620 024.
9	Dr. S. Amudha , Ex-officio , Principal, S.T.E.T Women's College (Autonomous)
10	Dr. B. Kayathribai , Teachers Representative, Vice Principal,(General) S.T.E.T Women's College (Autonomous)
11	Dr. N. Uma Maheswari , Teachers Representative, Vice Principal,(Research) S.T.E.T Women's College (Autonomous)

12	Dr. A. Yogeswari , Controller of Examinations, STET Women's College (Autonomous)
13	Dr. G. Vijayalakshmi , IQAC Director S.T.E.T Women's College (Autonomous)
14	Ms. P. Nagajothi , Administrative Officer, S.T.E.T Women's College (Autonomous)

Agenda 1: Augumentation of Infrastructural facilities

- Dr. Jeyanandh Dhivaharan, Correspondent, explained the Infrastructural facilities of the college which is situated in an area of 2,73,162 sq.mts.in Sundarakottai Village, Mannargudi Taluk, Thiruvarur District, Tamil Nadu. He also stated that a separate ground with an estimation of Rs.30, 00,000 with an area of 10 acres has been allotted for OTA with the needed infrastructure as per the guidelines from NCC commanding officer of the 8th Battallian, Kumbakonam to conduct the NCC parade and NCC camp.
- He also stated that the Institution has allotted Rs, 1, 48,534 to the Cadets for the purchase of NCC uniforms and other accessories.
- The Institution has allotted Rs.8, 31,143 for the reconstruction of Basket Ball court and Rs. 5, 77,900 for purchasing Library books for the Academic Year 2022-2023.
- He further stated that the Institution has planned to introduce new courses such as B.Sc Artificial intelligence, Data Science, Fashion technology and B.Com C.A from the Academic year 2024-2025. (**Annexure I**)

The Governing body noted and ratified.

Agenda 2: Ratification of the Board of Studies meeting 2022-2023

- **Dr. S. Amudha**, Principal reported the fourth Board of Studies meeting, conducted on 11.05.2023 in the respective departments.

Courses were revised and updated with the guidelines of UGC and TANSICHE. (**Annexure II**)

The Governing body noted and ratified.

Agenda 3: Ratification of the Academic Council meeting 2022-2023

- **Dr. S. Amudha**, reported that the **fourth meeting** of the Academic Council meeting held on 30.05.2023 to ratify the syllabi framed by the respective Board of Studies. (**Annexure III**)

It was noted and ratified

Agenda 4: Staff Recruitment for the Academic year 2022-2023

- **Dr.S.Amudha** stated the constitution of the committee for the recruitment of members of the teaching faculty including the Chairman, Correspondent, Principal, External Member and Heads of the Department and Two Experts of the concerned subject. Candidate will be called for an interview and the selection process will be done in merit basis analyzing the teaching skill, experience and qualifications. (**Annexure IV**)

It was noted and ratified.

Agenda 5: Financial support from the Management for the students teaching and non-teaching staff

- **Dr. S. Amudha** highlighted the contribution made by the Management as welfare measures for the students and members of the Staff.
- Infrastructure facility for the introduction of new courses such as B.Sc Artificial intelligence, Data Science, Fashion Technology and B.Com C.A from the Academic Year 2024-2025 were highlighted.

- Masters in music such as Keyboard, Rhythm pad, Veena and in Martial Arts were appointed to train the students. (**Annexure V**)

It was noted and ratified.

Agenda 6: Conduct of Prime Minister – DDU-GKY Project in collaboration with (A2B).

- **Dr. S. Amudha stated** that the institution has signed an agreement with Adyar Ananda Bhavan to train the school dropout students under the Central Government Skill Development Scheme Deen Dayal Upadhaya Grameen Kaushalya Yojana DDY-GKY Project with 210 students. (**Annexure VI**)

It was noted and ratified.

Agenda 7: NAAC-AQAR-(2021-22) and ISO-9001:2015 related details

- **Dr. G. Vijayalakshmi, IQAC Director,** reported that the Institution has successfully submitted the AQAR for the academic year 2021-2022 and also received the acceptance report from the NAAC. She also stressed that the ISO surveillance audit was conducted for the academic year 2022-2023. (**Annexure VII**)

It was noted and ratified.

Agenda 8: Functioning of the IQAC

- **Dr.G.Vijayalakshmi, IQAC Director,** reported that the IQAC conducts and organizes more Faculty Development Programmes to update and enrich the recent technologies in teaching and learning. She also stressed that the IQAC conducted a training programme on “Assessment and Implementation of Outcome Based education” and a

three day workshop on “Statistical Applications” and a workshop on “How to Write World Class Research Article” . (**Annexure VIII**)

The Governing body noted and ratified.

Agenda 9: Student Admission for the academic year 202-2023

- **Dr. B. Kayathri Bai** 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. 877 students for UG, 424 for PG students, M.Phil. and Ph.D., scholars were admitted in the academic year 2022-2023 (**Annexure IX**)

It was noted and ratified

Agenda 10: Students Scholarship details for the academic year 2022-2023

- **Dr. B. Kayathri Bai** reported that the institution facilitates the eligible students to get the scholarship from the Government. She also submitted the details of the scholarships received by the SC/ST, Single Girl Child, Disability Resource Center Scholarship, Minority Students and also under PM Army Scholarship and Puthumai Penn Scheme. Every year there is an increasing number of beneficiaries.
- MBA and MCA students admitted through counselling are also eligible to avail Government Scholarship and received Rs.2, 48,305 for BC/MBC scholarship. She also stressed that the management has contributed the amount of Rs. 23, 22,181 as endowment for Rank holders, mess fee, and term fee and bus fee for under privileged students. (**Annexure X**)

It was noted and ratified.

Agenda 11: Training and Placement

Dr. B. Kayathri Bai stated that the cell motivates the students to develop their skills in the different kinds of aspects in the day to day job sector. Totally 804 students were benefited through the programmes on “Communication and Aptitude Training”, “How to face Competitive Examinations” and a motivational talk on TNPSC Exam. 260 students were well placed in reputed companies and institutions. She also proudly stated that the Institution has organized STET MEGA JOB FAIR 2023 exclusively for women candidates on 28th April in which 627 participants received offer letters from 60+ MNC and private companies. (Annexure XI)

It was noted and ratified.

Agenda 12: Signing of MoUs with academic institutions, research bodies and Industries etc.

Dr. N. Uma Maheswari reported the college has signed 56 functional MoUs by all the Departments in various government and non-government organizations for the academic year 2022-2023. 21 MoUs are newly signed by the Departments of Economics, English, BBA, Commerce, Physics, Chemistry, Microbiology, Biochemistry, Computer science, Computer Applications, and Nutrition and Dietetics. (Annexure XII)

It was noted and ratified.

Agenda 13: Functioning of Research and Development Cell

Dr. N. Uma Maheswari explained that the cell is functioning with advisory committee with research policy, consultancy policy and guidelines for seed money scheme. The cell aims to have Research Centre to enhance

the faculty and students in research on emerging area. R&D Cell provides a platform for creativity and innovation for young minds to flourish in future research and development. (**Annexure XIII**)

It was noted and ratified.

Agenda 14: Research Grants received from Funding Agencies

- **Dr. N. Uma Maheswari** reported the development of the Research and the active participation of the Members of the Staff and Students. Department of Chemistry and Economics have received the sanctioned amount from Tamil Nadu State Council for Science and Technology (TNSCST) under student project scheme.
- Dr. R. Anuradha, Department of Biochemistry has received Rs. 100000, for cough syrup preparation from Red Med medical services, Chennai.
- The Management encourages and supports to develop the Research and has provided Seed Money amount of Rs.7, 47,500 to researchers for the academic year 2022-2023.
- She also stressed that the Intellectual Property Rights Cell conducted a workshop entitled “Bibliographic information sources in academic world” on 09.01.2023 for the upliftment of research. Totally 150 faculty members of STET Society were benefited. (**Annexure XIV**)

It was noted and ratified.

Agenda 15: Significant Academic Activities

Dr. N. Uma Maheshwari highlighted the objectives of Seminars, Workshops, Webinars, Industrial Visits, Field Trip, Quiz Programmes, Faculty Development Programmes and Extension activities conducted by various

departments for the betterment of the faculty members and the students.

(Annexure XV)

It was noted and ratified.

Agenda 16: Results of the Autonomous examinations for the academic year 2022-2023

Dr A. Yogeswari Controller of Examinations reported the successful publication of the results of the end semester examinations (ODD and EVEN) for the Academic Year 2022- 2023 held on November 2022 and April 2023 respectively. She also proudly stated that the COE has planned to generate the question paper from the Question Bank prepared by the faculty members based on the revised Bloom's Taxonomy. **(Annexure XVI)**

It was ratified and the Chairman appreciated the team work of the Faculty Members and the Office of the COE for Question Bank preparation.

Agenda 17: Account Statement for the Year 2022-2023

Dr. A.Yogeswari stated the report of the Annual Budget including the receipt and payments for the Academic Year 2022-2023 **(Annexure XVII)**

It was noted and ratified

Agenda 18: Any other

- **Dr N.Uma Maheshwari** stated that Outcome-Based Education (OBE) is adopted and implemented by the institution to meet the stated goals and objectives for holistic student development. Programme Outcomes (POs), Programme Specific Outcome (PSOs) and Course outcomes (COs) are correlated with the Vision, Mission of the College and the Departments. The POs, PSOs and COs for each programme are framed by the respective

department faculty members and sent along with the syllabi to external subject experts for suggestions and finalized in Board of Studies.

- She proudly announced that the Institution has received the Best College Award from IARA, Chennai for the academic year 2023 and also received Green campus award for Exemplary and Continuous efforts for maintaining environment friendly practices in the campus from JCI, Thiruthuraipoondi.
- She also announced that 30 Cadets of NCC (SW) has attended the Combined Annual Training Camp at AVC College, Mannampandal for 10 days and also attended the Inter Unit Shooting Competition at Tiruchirapalli. K. Vidhyasri of II Physics has attained the second position and now she has been selected for National Shooting Competition.
- She reported that the Chairman Dr. V. Dhivaharan has contributed rupees 200000/- to the 46th Indian Social Science Congress Association in association with Bharathidasan University, Tiruchirappalli. (**Annexure XVIII**)

Dr. N. Dhanarajan, State Government Nominee, Regional Joint Director of Collegiate Education stated that the Institution provides quality education to women in the rural area who hail from the weaker section of the society. He further stated that the students should utilize the Library Books to improve their knowledge.

Dr. D. Velmurugan, Educationist, Management Nominee, Professor (Research), School of Bioengineering, Department of Biotechnology, SRMIST, Kattankulathur made valuable suggestions for the betterment of the institution. He stressed that attempts should be made to mobilize funds from various Funding Agencies for Research. He also emphasized that efforts should be made to plan more workshops in the upcoming years.