



**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 10th July 2024 at 10.15a.m in the Conference Hall Vivekanandam Block, under the Presidentship of Dr. V. Dhivaharan, Correspondent of the Institution. The following members were present.

1	Dr. V. Dhivaharan ,Chairman and Correspondent, S.T.E.T Women's College (Autonomous)
2	Mrs. D.H. Latha – Member, Board of Management, Management Representative
3	Mr. R. Balamurugan – Member, Board of Management , Management Representative
4	Mr. T. Rajadurai - Member, Board of Management , Management Representative
5	Mr. S. Rajendran - Member, Board of Management, Management Representative
6	Dr. D. Rosi ,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. C. Lakshumanan , University Nominee, Professor, Department of Remote Sensing, Bharathidasan University, Tiruchirappalli – 620 024.
9	Dr. N. Uma Maheswari , Ex-officio, Principal, S.T.E.T Women's College (Autonomous)
10	Dr. B. Kayathiri Bai , Teachers Representative, Vice Principal, S.T.E.T Women's College (Autonomous)
11	Dr. G. Vijayalakshmi , Teachers Representative, Director, IQAC, S.T.E.T Women's College (Autonomous)
12	Dr. K. Thiyagesan , Academic Advisor, STET Women's College (Autonomous)
13	Dr. A. Yogeswari , Controller of Examinations, STET Women's College (Autonomous)
14	Ms. P. Nagajothi , Administrative Officer, S.T.E.T Women's College (Autonomous)

Agenda 1 : Meeting of the previous governing body and action taken report

Dr. N.Uma Maheswari, Principal explained the suggestions given by Prof. Dr. D.Velmurugan in the previous governing body meeting to apply for more funded project proposals for mobilization of funds and to conduct more workshops

Action Taken

- CSIR had sanctioned Rs.50,000/- to the department of Physics and Chemistry to conduct National Conference cum workshop.
- DBT-CTEP New Delhi had sanctioned Rs.2,00,000/- to the department of Biochemistry to organize an international conference.
- 127 research proposals were submitted to Tamil Nadu State Council for Science and Technology under student project scheme.
- Faculty members applied proposals to various funding agencies on various disciplines(**Annexure I**)

It was noted and ratified.

Agenda 2: Augmentation of Infrastructural facilities

Dr. V. 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

- Conference Hall was renovated at a cost of Rs.3,62,444.
- Animal House was newly constructed with a cost of Rs. 5,87,680.
- Library was recently equipped with new books and software at a cost of Rs.4,12,905.
- New Computers were purchased for an amount of Rs.1,96,650.
- Well equipped laboratory was established for the new programme Fashion Technology and Costume Designing at a cost of Rs. 4,46,460.
- New Projectors with stand were purchased for an amount of Rs.1,89,882.
- New Bus was added to the fleet for the convenience of students for an amount of Rs.32,82,200.
- New Xerox machine was procured for an amount of Rs.2,61,500.
- Laboratories were enriched with new equipments at a cost of Rs.1,89,777.
- Infrastructures of the college were renovated with maintenance cost of Rs.80,72,251(**Annexure II**).

He further stated that the Institution has planned to introduce

Management’s Support for this Academic year 2024-2025

- Management Scholarship namely Dr. Dhivaharan Scholarship is to be implemented for the meritorious students of all the years of UG Programme.
- To train the students in Carrom, Chess and Badminton classes will be conducted to excel the students to participate in the indoor games.

It was noted and ratified.

Agenda 3: Ratification of the Board of Studies meeting 2023-2024

- **Dr. N. Uma Maheswari**, Principal reported the fifth Board of Studies meeting was held on 13.05.2024 in the respective departments for syllabus framing for the Academic year 2024-2025. Courses were revised and updated with the guidelines of UGC and TANSCHÉ (**Annexure III**).
- All the courses were focused on Global/National/Regional needs fulfilling the categories such as employability/entrepreneurship and skill development. 20% of the syllabus were revised in all the courses and the introduction of new courses with 20% revision.
- 48 Value Added Courses were introduced. 6 Certificate programmes were offered.

It was noted and ratified.

Agenda 4: Ratification of the Academic Council meeting 2023-2024

- **Dr. N. Uma Maheswari**, Principal reported the fifth **meeting** of the Academic Council meeting held on 3rd June 2024 to ratify the syllabi framed by the respective Board of Studies (**Annexure IV**).
- Members of the Academic Council including the Nominees of Parent University, External Members, the Special invitees, Experts from Various Fields attended the meeting.
- Resolutions adopted by the Board of Studies in the respective departments at the meeting held on 13.05.2024 were proposed and adopted unanimously.
- Co-curricular and Extra-Curricular aspects were discussed.
- Syllabi were framed for the students those who were admitted in the Academic year 2023-2024 & 2024-2025. For UG (III to IV Semesters) and PG (III & IV Semesters) respectively.
- Especially, regarding TANSCHÉ syllabus, Question Paper pattern, Course credits the extra credit courses MOOC/SWAYM/NPTEL, addition of value added courses.

- Report of the Results of Autonomous Examinations (Under Graduate Programme and Post Graduate Programme) for the academic year 2023-2024 were submitted.
- Suggestions and recommendations given by the members are incorporated.

It was noted and ratified.

Agenda 5: Staff Recruitment for the Academic year 2023-2024

- **Dr. N. Uma Maheswari**, Principal stated that every year Faculty Members were recruited by the Staff Recruitment Committee according to the needs of the institution. The Staff Recruitment Committee includes Chairman and Correspondent, Principal, External members and Heads of the Departments along with two subject experts. Candidates are called for interview and the selection process is on merit analyzing the teaching skill, experience and qualifications of the candidate. In this academic year, New Principal was appointed from the month of October, 2023 onwards by the management (**Annexure V**).

It was noted and ratified.

Agenda 6: Financial support from the Management for the students teaching and non-teaching staff

- **Dr. N. Uma Maheswari**, Principal highlighted the contribution made by the management as welfare measures for the students and members of the staff for an amount of Rs. 18,66,969/- to the students and Staff members on various categories such as endowments for rank holders, term fees for under privileged students, free commutation for staff members and hospitality for the supporting staff.
- Seed Money of Rs.2,77,000 was provided to faculty members for doing research(**Annexure VI**).

It was noted and ratified.

Agenda 7: Communication received from University, RJD, UGC, NAAC and TANSICHE etc.,

- **Dr. N. Uma Maheswari**, Principal explained the communications received from all the mentioned statutory bodies and the communications were responded as per the requirements.
- Communications from RJD related to student's admission and student's support services are responded and processed immediately
- Communications received from UGC related to curriculum framework and higher education norms were responded and considered in urgent basis

It was noted and ratified.

Agenda 8 : Commencement of the new programmes

- **Dr. N. Uma Maheswari**, Principal declared that the commencement of new UG programmes viz., B.Com., (CA), B.Sc., Artificial Intelligence and Machine Learning, B.Sc., Fashion Technology and Costume Designing, B.Sc., Data Science from the academic year 2024-2025 (**Annexure VII**).

It was noted and ratified.

Agenda 9 : A skill training programme- Deen Dayal Upadhaya Grameen Koushalya Yojana DDU-GKY a Central Government Project in association with Adyar Anandha Bhavan Sweets Private Limited (A2B), India as a part of Community service of the College

- **Dr. N. Uma Maheswari**, Principal stated that the skill training programme under the Central Government Skill Development Scheme DDU-GKY (Deen Dayal Upadhaya Grameen Koushalya Yojana) is being conducted in association with Adyar Anandha Bhavan Sweets Private Limited (A2B), India to train school dropout students and provide them employment, 5 batches (each comprises of 35 students) have been admitted and provided training for the duration of 3 months. 5 batches of students had completed their training and all the 5 batches got placement in various branches of Adyar Ananda Bhavan (A2B) (**Annexure VIII**).

It was noted and ratified.

Agenda 10: NAAC-AQAR-(2022-23) and An ISO-9001:2015 Certification related details

- **Dr. G. Vijayalakshmi**, IQAC Director, reported that the Institution has successfully submitted the AQAR for the academic year 2022-2023 and also received the message as accepted from the NAAC. She also stressed that An ISO 9001:2015 surveillance audit was conducted and completed successfully. AISHE data was also submitted for the academic year 2022-2023 within a stipulated period (**Annexure IX**).

It was noted and ratified.

Agenda 11 : Functioning of the QAC

- **Dr.G.Vijayalakshmi**, IQAC Director, reported that the IQAC is functioning effectively to develop a system for conscious, consistent & catalytic improvement in the overall performance of the institutions. IQAC had organized various programmes to enhance the quality of institution. Regularly organized seminars, workshops and conferences to the students and also

organize faculty development programme for the betterment of the faculty
Special FDP was organized in Designing and framing the question pattern in Bloom's taxonomy (**Annexure X**)

It was noted and ratified.

Agenda 12 : Students' Admission for the academic year 2023-2024

- **Dr. B. Kayathiri Bai**, Vice-Principal 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 their reservation policy. 682 students for UG, 325 for PG students and Ph.D., scholars were admitted in the academic year 2023-2024.
- For admission to all PG courses other than MBA and MCA, the qualifying examination marks in part III (Major, Allied/ Ancillary) alone is to be taken into consideration.
- For MBA/MCA admission, AICTE/TANCET Anna University norms are being followed (**Annexure XI**)

It was noted and ratified

Agenda 13: Students Scholarship details for the academic year 2023-2024

- **Dr. B. Kayathiri Bai**, Vice-Principal reported that the institution facilitates the eligible students together scholarship from the Government. She also stated 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. Government has sanctioned Rs.15, 42, 620/- as scholarship to our students under various schemes such as SC/ST scholarship, farmer scholarship, minority scholarship, Disability scholarship, 609 students were benefited through Puthumai Pen scheme scholarship. Students of MCA and MBA received Rs.2, 89,400/- as BC/MBC scholarship. Apart from this, our management provided scholarship for an amount of Rs.63,480 as term fees and 18,600 as bus fees (**Annexure XII**).

It was noted and ratified.

Agenda 14 : Functioning of Training, Placement and Target CE

- **Dr. B. Kayathiri Bai**, Vice-Principal stated that the Career Guidance and Placement Cell is effectively working for the development of students to enrich their needed skills to avail an opportunity in their career path. The primary aim of the cell is to develop corporate skills, competitive examination skills, entrepreneurial skills, personality development skills, academic skills and communication skills among the students with the help of Target CE, Soft

skill Development Cell and Entrepreneurship Development Cell of the college. The Target CE cell conducted a one day Orientation programme on “Civil Services and Other Competitive Examinations”, Five days “Intensive Programme on Competitive Examinations” and One day Orientation programme on “District Employment Opportunities on Civil Services”. Totally 1004 students were benefited and also announced that 377 students are placed in Vertical Solution, Chennai, 70 students in Sriram Enterprise Pvt. Ltd., Chennai, The college had organized STET MEGA JOB FAIR- 2023 exclusively for women candidates on 28th April in which more than 60 MNC and private companies participated and 627 students received their offer Letter (**Annexure XIII**).

It was noted and ratified.

Agenda15:Signing of MoUs with academic institutions, research bodies and Industriesetc.

- **Dr. B. Kayathiri Bai**, Vice-Principal reported the college has promoted institution industry interface and the enhancement of research activity, employability skills. 70 functional MoUs were signed by all the departments in various Government and Non-Government organizations. In the academic year 2023-2024, 18 MoUs are newly signed by the departments of Biochemistry, Microbiology, Chemistry, English, Business Administration, Computer Application, Commerce, and Mathematics (**Annexure XIV**).

It was noted and ratified.

Agenda 16 : Functioning of Research and Development Cell

- **Dr. N. Uma Maheswari** explained that the Research is considered as the advanced stage in the process of learning and 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. In order to attain the stage, the cell plays vital role to flourish research and development and provides Seed money Project Scheme to the faculty members to execute collaborative work (**Annexure XV**).

It was noted and ratified.

Agenda17 : Research Grants received from Funding Agencies

- **Dr. N. Uma Maheswari** reported that the development of the Research and the active participation of the Members of the Staff and Students.
- CSIR had sanctioned Rs.50,000/- to the department of Physics and Chemistry to conduct National Conference cum workshop.
- DBT-DTEP New Delhi had sanctioned Rs.2,00,000/- to the department of Biochemistry to organize an international conference.
- Faculty members applied proposals to various funding agencies on various disciplines (**Annexure XVI**)

It was noted and ratified.

Agenda18: Significant Academic Activities

- **Dr.G.Vijayalakshmi**, IQAC Director, highlighted that the Management has played vital role in uplifting the departmental activities through motivation to conduct the programmes such as Seminars, Workshops, Webinars, Industrial Visits, Field Trip, Quiz Programmes, Faculty Development Programmes and Extension activities for the enrichment of the students and also creates the social responsibility among the students.
- Part-V activities also functioning in our college effectively. Students are also motivated to appear in the autonomous college rank examination conducted by Bharathidasan University and secured top ranks. Proper platform have been created to the students to exhibit their talents in Co-curricular activities and also won several prizes (**Annexure XVII**).

It was noted and ratified.

Agenda19: Results of the Autonomous examinations for the academic year 2023-2024

Dr A. Yogeswari, Controller of Examinations announced that the college completed four years after getting the Autonomous status in the year 2020-2021. Three batch of PG students and two batch of UG students have completed their degree successfully. Four batch of PG students have completed their PG Diploma. Two batch of PG students and one batch of UG students have received their degree certificate from the University. In the Academic year 2023-2024, Odd semester Examination was conducted in the month of November 2023 and Even Semester Examination was conducted in the month of April and May 2024. The semester Examination results were published within 15–20 days after the completion of the last examination. Supplementary Examinations are conducted for every semester. Instant

Examinations are conducted for the students who have only one arrear irrespective of the semesters from Semesters I to V for UG and Semesters I to III for PG to write exams for such arrear paper at the end of their sixth and fourth semesters of UG and PG respectively, which helps the students to complete their programme on time (**Annexure XVIII**).

- In November 2023 Odd Semester Examination

Programme	Appeared	Passed	100% Result
I UG	668	662	Economics, English, BBA, Commerce, Mathematics, Computer Science, Nutrition and Dietetics, Physics and BCA
II UG	827	821	Except English and Chemistry
III UG	787	781	Except commerce and Chemistry
I PG	363	363	All the Departments
II PG	369	369	All the Departments

- In April 2024 Even Semester Examination

Programme	Appeared	Passed	100% Result
I UG	660	659	All Departments except Nutrition and Dietetics,
II UG	818	817	All Departments except Chemistry
III UG	781	781	All the Departments
I PG	320	320	All the Departments
II PG	368	368	All the Departments

It was noted and ratified.

Agenda20 : Account Statement for the Year 2023-2024

- **Dr. A.Yogeswari** stated the report of the Annual Budget including the receipt and payments for the Academic Year 2023-2024(**Annexure XIX**).

It was noted and ratified.

Agenda21 : Proposed budget allocation for the academic year 2024-2025

- **Dr.G.Vijayalakshmi**, IQAC Director, specified that the management allocates the majority percentage of the funds to the augmentation of infrastructure and also the development of the institution. Nearly an amount of Rs.12,06,59,000 have been allocated to spend for the academic year2024-2025(**Annexure XX**).

It was noted and ratified.

Agenda22 : Future Plan for the academic year 2024-2025

Dr. B. Kayathiri Bai, Vice-Principal revealed that

- The management has planned to enrich computer laboratory in tune with the commencement of advanced courses such as B.Sc., Artificial Intelligence & Machine Learning, B.Com, Computer Applications, B.Sc., Fashion Technology and Costume Designing and B.Sc., Data Science.
- To conduct more number of Faculty Development Programmes in teaching, learning and Research.
- Management support for encouraging research such as increase in providing seed money, infrastructure augmentation, library facilities etc.
- More number of MoU's will be signed with various institutions and organizations.
- Motivate faculty to apply for more research funding and research publications.
- Enrichment of library facilities with e-books, e-journals, Sodh Ganga, Sodhsindhu, e-magazines etc and enriched plagiarism software.
- More Training programmes for students to enable them to attend competitive examinations to be implemented (**Annexure XXI**).

It was noted and ratified.

Agenda23 : Any other

- **Dr. B. Kayathiri Bai**, Vice-Principal declared that the college has enrolled and registered in National Institutional Ranking Framework (NIRF 2024)
- UG Programme BBA and BCA have received AICTE approval
- 33 faculty members were re-designated as Associate professors since October 2023
- A sum of Rs.2,77,000/- was provided as seed money to the researchers in the academic year 2023-2024
- Ilakkiya Virudhu 2023, with a cash prize of Rs.1,00,000/- to felicitate eminent writer in Tamil was presented to writer Indira Soundararajan
- Institution innovation council was established under government of India, Ministry of education (MOE)
- Skill Hub has initiated the skill development scheme- Pradhan Mantri Kaushal Vikas Yojana 4.0 under the ministry of skill development and entrepreneurship (MSDE), Government of India in which 240 members are allotted as a target (**Annexure XXII**)

It was noted and ratified.

After passing all the agenda, the members shared their suggestions and views as follows:

Dr. D. Rosi, State Government Nominee, Regional Joint Director of Collegiate Education appreciated that the Institution provides quality education to women in the rural area who hail from the weaker section of the society and she also appreciated the faculty members for the good percentage of results. She further stated that the students should be enrolled in more number of online courses for the enrichment of their knowledge. She also suggested to conduct more number of competitive examinations coaching classes for the betterment of the students society.

Dr. D. Velmurugan, Educationist, Management Nominee, Professor (Research), School of Bioengineering, Department of Biotechnology, SRMIST, Kattankulathur, Chennai appreciated the Management for the proposed budget for the academic year 2024-2025, promotion of qualified faculty members as Associate Professors, research grants received for the conduction of workshop/conference and also submission of more number of research project proposals to various funding agencies.

Dr. C. Lakshumanan, University Nominee, Professor, Department of Remote Sensing, Bharathidasan University, Tiruchirappalli appreciated the management for the conduction of more number of outreach programmes and also emphasised the to increase the number of patents.

Dr.K.Thiyagesan, Academic Advisor, S.T.E.T Women's College (Autonomous), thanked the Management and all the faculty members of their tireless work for the tremendous success of the Governing Body and also suggested the staff members to follow the suggestions given by the members, to improve the academic excellence for the welfare of the students.

As no matter has been left after discussion, **Dr.G.Vijayalakshmi**, Director, IQAC expressed her gratitude to the Government, UGC, Parent University, Members of Governing Body and all other people for the resounding success of the fourth Governing Body meeting.