

Minutes of the Meeting of First Governing Council.

Date & Time : 23.06.2020 at 10.00 A.M

Venue : Chairman Office

Chairman and Members Present.

S.No	Name and Designation	Position	Signature
1.	Mr. M. Anwar Kabir	Chairman	M. Anwar Kabir
2.	Mr. M.I. Abdul Gafoor	Correspondent	M. I. Abdul Gafoor
3.	Mr. M.I. Humayun Kabir	Secretary	M. I. Humayun Kabir
4.	Mr. M.I. Ahmed Yasin	Joint Secretary	M. I. Ahmed Yasin
5.	Mr. S. Elancherzhayan	Senior Faculty	S. Elancherzhayan
6.	Dr. J. Loyola Perais	Senior Faculty	J. Loyola Perais
7.	Dr. Arand Karunakaran DJS	External Educational Expert - Bishop Heber College (Autonomous), Trichy.	Arand Karunakaran
8.	Mr. Nayeem A Khan	External Industrial Expert - HR & Trainer, TCS - Chennai.	Nayeem A Khan
9.	Hajee Dr. Ismail Mohideen	University Nominee	Ismail Mohideen
10.	Dr. S. P. Manicka Varugi	Principal	S. P. Manicka Varugi

The first Governing Council meeting was conducted on 23/06/2020 at 10.00 A.M in the Chairman Cabin. The Chairman has introduced each member to others, welcomed all members and emphasized the importance of the first meeting. He informed the members that the Management has provided good infrastructural facilities to the college and a good beginning is made. He complimented the hard work of the faculty members and Principal for producing a good result and in admissions. He wished that the Institute will maintain

its position and improve the results further.

The Principal has formally welcomed the Chairman and all members of the Governing Council and presented the detailed agenda. The Governing Council has considered it item-wise and deliberated as highlighted below. The contents of items revised based upon the suggestions of the GC Members are underlined and given in the final proceedings as enclosed.

1.1 To approve the Vision and Mission of the Institute

VISION

Resolution:

Our Chairman suggested that the Vision of the Institute should include environment protection and cultural heritage. Chief Executive Officer, Annai Group of Institutions suggested to include the keywords such as quality to reflect the importance of NAAC accreditation.

Accordingly, the Principal has revised the vision and included it in the proceedings for approval.

MISSION

Resolution:

Our Chairman suggested that Mission of the Institute should include preserve forestation and socially responsible. Accordingly the Principal has revised the Mission and included it in the proceedings for approval.

1.2 TO Approve Five-Year Plan

Resolution:

The Council pointed out to offer corporate-specific training programmes to enhance placement for developing managerial skills. Hajee Dr. S. Ismail Mohideen University Nominee informed to increase the Research

Centres approved by Bharathidasan University for the promotion of the departments. Our Chairman suggested to apply for new Courses in the under graduate Degree and to go for permanent affiliation. The five year plan is given in the proceedings for approval.

1.3 To approve the Organization Chart / Organogram.

Resolution:

Our Chairman advised the Principal to modify the Organization Chart and pointed out to include the positions of Accounts Officer, Administrative Officer, PRO and to make the ERP Administrator to report to the Principal. The Principal explained the members that the Organization Chart shown represents the current positions and new positions can be created and shown in the chart as the Institute grows. However, she agreed to include such positions in the organization chart for future expansion. The revised Organization Chart is given in the proceedings for approval.

1.4 To approve for Composition IQAC Cell

Resolution:

The Council perused the approval of new members in the Composition of the IQAC Cell for further execution.

1.5 To approved for revised Course fee

Resolution:

The Council perused and ratified the revised Course fee by the discussion with the CEO and Finance officer by considering the rural background and financial background of the students.

1.6 To Approve Add-on-Program and Certificate Courses Resolution:

It is resolved to approve as such.

1.7 To approve Teaching/Non-Teaching staff Recruitment, Promotion and Relieving Procedures Resolution:

The Council suggested organizing FDP for atleast one week in every semester to encourage internal promotion of eligible faculty members. The Principal has agreed and introduced this provision in the proceedings. Our Chairman stating that "In the event of misconduct, misappropriation of funds or causing loss to the college, forgery, indiscipline, violation of college rules and regulation the faculty member or non-teaching staff or an employee concerned at any level will be suspended immediately pending enquiry".

1.8 To approve the guidelines for Faculty, students, Non-Teaching Examination, HR. Resolution:

The members of Governing Council appreciated the efforts of the management and Principal in bringing out a well drafted, Standard guidelines, rules and regulations for students, Faculty members and Non-Teaching staff. It was approved as such.

1.9 Infrastructure facilities Created and Proposed Resolution:

It is resolved to approve to include auditoriums in the list of facilities proposed for future. The revised content is given in the proceedings for approval.

1.10 To approve for New Courses in UG, PG and Research Departments

Resolution:

It is resolved to approve as such.

1.11 To approve for E-Governance

Resolution:

Our chairman appreciated the initiation taken by Mr. M. Parthiban for implementing E-Governance in Library, LMS office, Social clubs and Department activities and suggested to develop the software in all areas related to academic and non-academic.

1.12 Academic Performance

Resolution:

The Governing Council members appreciated the hardwork and efforts of faculty members and the good academic system created and implemented by the Principal that has resulted in securing a very good result by securing the overall pass percentage of the outgoing batch (98%) in Bharathidasan University Examination. The Council also appreciated the department securing University Rank holders in UG and PG.

1.13 Corona impact and Covid Centre

Resolution:

The Governing Council members approved for Covid Centre in our Campus due to Covid impact.

1.14 On-Line classes and Examination

Resolution:

As per the G.O passed the classes to be organized only through online mode and the university Examination

to be organized as per the G.O.

1.15 To approve API score for faculty performance appraisal
Resolution:

It is resolved to approve the same. The Governing Council members appreciated the Principal for designing and implementing a standard format for faculty performance appraisal.

1.16 To approve the salary revision, increment for Teaching and Non-Teaching staff.
Resolution:

It is resolved to approve the same.

1.17 To approve remuneration for guest speaker and allowance for Head of the Institution.
Resolution:

It is resolved to approve the same.

1.18 To approve the activities of Social Club
Resolution:

Our Chairman suggested to include more activities to be given to outreach the society measures and keen attention with special care to be given to the female students by counselling and motivational videos.

1.19 To approve for NCC in our campus by FSFS mode
Resolution:

It is resolved to approve the same.

1.20 To approve the students activities beyond the curriculum.

Resolution:

The Council suggested to involve the students beyond the curriculum and the Principal agreed to do the same.

1.21 Training and Placement activities

Resolution:

The Council suggested to offer more placement to the students and to organize career skill development programmes.

1.22 To approve for Bridge Course/Induction Programme/Value added Programme/Skill based Programme.

Resolution:

The Council ratified the Courses as per the suggestion from the department with the approval of Principal.

1.23 To approve the Psychological Counsellor for the students.

Resolution:

It is resolved to approve the same.

1.24 Academic targets planned and achieved during the year 2020-2021

Resolution:

The Council appreciated the academic activities achieved and suggested to prepare as per report.

1.25 Academic and other targets planned to be achieved in the academic year 2021-2022.

Resolution:

It is resolved to approve the same. The Council suggested to involve students in organizing seminars, programmes, etc.

1.26 Proposal to prepare documentation for Submission of AQAR and SSR (NAAC - Cycle II)

Resolution:

It is resolved to approve the same.

1.27 Any other matters regarding the Academic.

The Chairman, suggested measures to enhance the research, result and placement as an adoption scheme practiced in a college which secured the highest result, shall be followed. The Principal replied that our Institute has a standard academic system in place to take care of the slow-learners, enable them to improve their knowledge and enhance the result. It will be implemented more effectively during the coming academic year.



Prepared by: Principal



Approved by: Chairman