

# GOVERNING BODY MEETING 2019-2020

Venue: Conference Hall

Date: 20.09.2019

Time: 10.30 a.m.

## LIST OF MEMBERS

Rev. Dr. Danis Ponniah, S.J. (Provincial, Jesuit Madurai Province)	Chairman	:	
Rev. Dr. V. Henry Jerome S.J. Rector	Vice-Chairman	:	<i>[Signature]</i>
Rev. Dr. S. Mariadoss, S.J. Principal	Secretary	:	<i>[Signature]</i>
Rev. Dr. Alphonse Manickam, S.J. Secretary	Member	:	<i>[Signature]</i>
Rev. Dr. F.X. Dominic Royce, S.J. Procurator	Member	:	<i>[Signature]</i>
Rev. Dr. S. Arul Ravi, S.J. Vice-Principal	Member	:	<i>[Signature]</i>
Rev. Dr. D. Thomas Alexander, S.J. Coordinator, Jesuit Higher Education	Educationalist	:	<i>[Signature]</i> 20/9/19
Dr. K.S. Meena Regional Joint Director of Collegiate Education, Tirunelveli	State Govt. Nominee	:	
Dr. S. Ganeshram Principal, Sri S. Ramasamy Naidu Memorial College,	University Nominee	:	<i>[Signature]</i>
Dr. S. Arul Raj Associate Prof. of Mathematics	Senior Staff	:	<i>[Signature]</i>
Dr. S. Paulraj Dean of Science	Senior Staff	:	<i>[Signature]</i>
Dr. V.S. Joseph Albert Deputy Principal	Special Invitee	:	<i>[Signature]</i>
Dr. L. Louis Jesudass Controller of Examinations	Special Invitee	:	<i>[Signature]</i>
Dr. G. Sahaya Anthony Xavier Dear of Research & UGC Affairs	Special Invitee	:	<i>[Signature]</i>
Dr. F.X. Robert Bellarmine Dean of Arts	Special Invitee	:	<i>[Signature]</i>
Dr. A. Lourdusamy QAC Co-ordinator	Special Invitee	:	<i>[Signature]</i>
Dr. P. Xavier Raj Vice Principal	Special Invitee	:	<i>[Signature]</i>

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**MINUTES OF THE GOVERNING BODY MEETING HELD ON 20<sup>th</sup> SEPTEMBER 2019**

The first Governing Body meeting for the Academic year 2019-20 was held on 20<sup>th</sup> September 2019 in the Conference Hall at 10.30 am. The meeting was chaired by the Vice-Chairman of the Governing Body Rev. Dr. Henry Jerome, Rector St. Xavier's institutions. Rev. Dr. Alphonse Manickam S.J, Secretary, led the floor in prayer.

Rev. Fr. Rector in his introductory note appreciated the members for their contribution towards the growth of the college. He gratefully welcomed Dr. Ganesh Ram, Principal, Sri S. Ramasamy Naidu Memorial College, Sattur, for his presence in the Governing Body meeting in spite of his busy schedule. Fr. Rector highlighted the role and responsibility of all the members of the Xaverian community after the achievement of A++ grade with a CGPA of 3.66. He extended his welcome and the words of appreciation to all the members present in the Governing Body meeting. Dr.K.S.Meena, Regional Joint Director of Collegiate Education, Tirunelveli could not be present due to unavoidable circumstances.

Dr. F. X. Robert Bellarmine, Dean of Arts, presented the minutes and action taken report of the Previous Governing Body meeting held on 12<sup>th</sup> March 2019. After the presentation of the minutes Fr. Secretary, raised a doubt regarding the minimum marks to be scored by the students in the internal tests. Dr.F.X.Robert Bellarmine replied that from the next Academic Year onwards UG students should get 40% and PG students should get 50% in the internal test to become eligible to write semester exam. No further clarification the Minutes were confirmed by the members.

Dr. Sahaya Anthony Xavier, presented the minutes of the Finance committee meeting held on 16<sup>th</sup> July 2019. After his presentation Dr. Joseph Albert, Deputy Principal asked to monitor the expenditure regarding the utilization of the money allotted to buy books. He also added that the fund allotted for buying books should be utilized by the departments before October 2019. It was well taken by the members. Fr. Secretary asked about the communication to be sent to the university regarding the COP amount. Dr. Xavier replied that the communication will be sent very soon to the UGC. The minutes were confirmed by the members.

✓ Dr. Paulraj, Dean of Science, presented the minutes of the Planning and Evaluation Committee Meeting held on 2<sup>nd</sup> August 2019. After his presentation Dr. Joseph Albert suggested to strengthen the activities of Placement Cell by appointing a separate Placement Officer to take care of the training and placement of the students. He also added that corpus fund should be created for placement cell to meet placement requirements and the role of AAVE in imparting the skills required for placement by conducting skill based courses. He again strongly recommended to identify 150 UG first year students and give training programme to them to get employed after the completion of the degree programme. It was well taken by the members. In this regard Dr. Ganesh Ram said that college can approach TCS for conducting skill oriented programmes in the campus and the programme will be conducted for a period of one year outside the class hours. Fr. Secretary suggested appointing a knowledgeable, resourceful, qualified regular staff to take care of the placement activities.

✓ Rev. Dr. Dominic Royce S.J. Procurator welcomed the idea of raising corpus fund for placement cell. He also added that 10% of the fund in the budget should be spent for placement activities. In this regard Rev. Fr. Thomas Alex, Jesuit Higher Education Coordinator suggested to strengthen the language skill of the students in particular the third year students.

✓ Dr. Joseph Albert, asked to make change in the 4<sup>th</sup> point of page number 5 instead of 'A seminar hall accommodating 300 students' as 'A seminar hall accommodating 300 persons' and it was immediately changed. He also added that at least two ECC courses must be made compulsory for the UG students.

✓ Dr. F. X. Robert Bellarmine presented the Academic Council minutes held on 09<sup>th</sup> September 2019. Regarding the plan of conducting special CIA for those joined in the year 2013-14 in UG and 15-16 in PG, Dr. Louis Jesudass, Controller of Examinations, informed that a letter regarding this has to be sent by the Principal to conduct special CIA to the Controller of Examinations of Manonmaniam Sundaranar University. The Governing body approved the above issue and asked the Controller of Examinations to proceed immediately.

✓ Regarding the number of chances to write the CIA improvement to be given to the students who have not cleared the CIA, the forum decided that the Principal may take decision in this regard.

Dr. Paulraj, Dean of Science, presented the Admission Committee Report for the Academic Year 2019-20. The Governing Body Members suggested to remove the sentence 'during the admission, no entry in to the college premise is to be allowed for the non-selected candidates and others'. The sentence was removed immediately.

Dr. S. Arul Raj, Head, Dept. of Mathematics, presented the minutes of the Board of Studies of the Departments, Commerce, English and Mathematics held on 09/09/2019 to start new additional sections in the self financing stream in the Academic year 2020-21. The Governing body approved the minutes and agreed to start new sections in the coming academic year 2020-21. The Governing body also suggested to follow running numbers for the students in different sections of the same major.

Dr. Lourdusamy, IQAC coordinator presented the IQAC activities. In his presentation he highlighted the SWOC analysis given by the NAAC peer team. He also presented the Recommendations given by the NAAC team to the college. Dr. Joseph Albert, asked to fix the time frame for achieving the recommendations given by NAAC. Dr. Lourdusamy informed that the process of applying NIRF is going on and every year AQAR is to be uploaded and the IQAC office will sent the questionnaire to the departments to collect informations for the academic year 18-19.

Regarding the centenary celebrations to be held in the year 2023-24 Fr. Secretary asked the departments to work in a systematic way to celebrate the event in a grant and meaningful manner. He also requested to extend the support for the construction of new building.

Fr. Secretary Presented the report consisted of

1. New appointments in aided and management stream both teaching and non teaching staff members
2. Promotions
3. RE-EMPLOYMENT OF RETIRING STAFF

Approval is sought for re-employment of following teaching Staff who will retire during the Academic year 2020-21

S. No	NAME	DATE OF BIRTH	DATE OF APPOINTMENT	DATE OF RETIREMENT	Reemployment Period	
					From	To
1	Dr. P. Xavier Raj Dept. of Maths	04-05-1962	07-03-1991	31-05-2020	NIL	
2	Dr. A. Lourdasamy Dept. of Maths	15-06-1962	07-03-1991	30-06-2020	01-07-2020	31-05-2021
3	Dr. R. Francis Xavier Dept. of Tamil	03-06-1962	01-08-1988	30-06-2020	01-07-2020	31-05-2021
4	Dr. J. Amalanathan Dept. of Economics	28-07-1962	15-09-1999	31-07-2020	01-08-2020	31-05-2021

#### 4. New initiatives

#### 5. Infrastructure facilities in the campus.

The changes, Reemployment and appointments were confirmed by the members of the Governing Body.

Dr. Louis Jesudass, Controller of Examinations presented the semester results April 2019. In his report he highlighted the following

1. The overall pass rate of even semester is 78%
2. The overall pass percentage of UG courses is 76% & PG courses is 88% the pass percentage is 98% & MBA is 64%
3. The pass rate in UG languages & foundation courses is commendable.

The members appreciated the Controller for the nice presentation of the semester results and it was passed by the members.

In any other matters the following points were discussed

- Steps will be taken to start Navy or Air force wing in addition to Army wing of NCC.
- Rev.Fr. Thomas Alex appreciated the management for the good semester results. He also added that communicative English and logical thinking of the students particularly the third UG students should have to be improved. He also congratulated for the installation of ERP in the campus.
- Dr. Ganesh Ram suggested to ask the first year UG students to join in the Standardized test of English Proficiency (STEP) programme conducted by the HINDU newspaper by

making all the students to undergo the course compulsorily. He also informed that the programme will be conducted for 45 days.

Finally, Rev.Fr. Henry Jerome, Vice Chairman of the governing body thanked all the members for their effective participation and suggestions given by them towards the betterment of the students and the overall development of the college. With there being no further business the meeting came to an end at 1.30 pm.

20/09/2019

  
Principal  
**PRINCIPAL**  
**ST. XAVIER'S COLLEGE**  
(Autonomous)  
**PALAYAMKOTTAI**



## Minutes of the Governing Body Meeting held on 06-03-2020

Date: March 06, 2020

Venue: Conference Hall

Time: 10:00 am

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The Governing Body meeting of the college was held on Friday, 6<sup>th</sup> March 2020, at 10:00 a.m. in the conference hall to review the action taken based on the resolutions of the previous GB meeting and evolve certain important decisions on the agenda furnished below: After the prayer by the Vice-Principal Rev.Dr.S.Arul Ravi, S.J., the Vice-Chairman of the Governing Body Rev. Dr. V. Henry Jerome, S.J., Rector, made an introductory note and welcomed Rev.Dr.DanisPonniah S.J., Chairman of the governing Body & Provincial, Madurai Jesuit Province, and all the participants. Rev. Dr.Thomas Alexander, S.J., Rev. Dr. Dominic Royce, S.J., and the Regional Joint Director of Education could not attend the meeting for various reasons.

Fr. Provincial appreciated all the stakeholders of the college for accomplishing a very good NAAC score of A<sup>++</sup> with a CGPA of 3.66 out of 4.00 in the fourth cycle and very particularly, noted the role played by Dr. A. Lourdasamy, IQAC Coordinator and his team, for achieving this landmark. Dr. Ramamurthy congratulated the entire college team that worked in realising such a high score and expressed his happiness for the same.

### 5.1. Minutes of the previous Governing Body meeting

**Discussion:** The minutes of the previous meeting was read out by Mr.S. Benjamin Franklin, the Dean of Arts. Having listened to the minutes, Dr. Ramamurthy said that when chances arise to represent, he would insist the UGC to provide more academic freedom to the colleges of such a higher grade and to the faculty as well. He further insisted that the autonomous colleges with a long period of autonomy should be given the status of degree awarding institutions.

Dr.V.S.Joseph Albert, Deputy Principal, insisted on the appointment of a separate Placement Officer. He said that the Management could consider this appointment in accordance with the financial situation of the college and that a corpus fund could be created for the Placement Office expenditure. Rev.Dr.S.Mariadoss, S.J., Principal, responded that the college is looking for a fresh and competent candidate for the Placement Cell.

Dr.V.S.Joseph Albert also suggested that in the forthcoming revision of the UG curriculum, at least 2 ECCs (Extra Credit Courses) could be made compulsory within the three year period as in some colleges in Coimbatore. Dr.A.Lourdasamy suggested that 30 contact hours could be fixed as minimum for an extra credit course. To enhance the employment opportunities of Shift II students, Dr.V.S.Joseph Albert suggested that a separate NCC wing could be created to help the enthusiastic students join NCC. Fr. Principal said that if the college was prepared to meet the



expenditure incurring on a separate NCC wing operating exclusively for Shift II, it could be thought of. Fr. Provincial considered these two proposals as valid and relevant to the context.

While reviewing the performances of the students in the exam reported in the minutes, Rev. Dr. Alphonse Manickam, S.J., Secretary, raised his concern on how many chances shall be given to those students who fail in the internal tests. Fr. Provincial asked the Controller of Examinations to work on that aspect.

Dr. Ramamurthy gave an idea of placing laptops in front of every member or else the reports could be presented over the LCD projector. This practice in future could reduce using paper. Fr. Provincial appreciated Dr. Ramamurthy for suggesting e-governance and paperless transaction. Later, the minutes of the previous meeting were confirmed and passed.

## 5.2. Presentation of ODD semester exam results

**Discussion:** Dr. L. Louis Jesudass, Controller of Examinations, presented the results of the ODD semester exams, November 2019, using LCD projector. His report indicated major wise performance of UG and PG students separately that their performances were praiseworthy while the pass rate of III UG students needs to be improved with focus on avoiding low marks in Continuous Internal Assessments (CIA). Fr. Provincial appreciated the Controller for playing the lead role in producing good results.

**Resolution 5.2:** It was decided to give Counselling for the slow learners and extra classes and remedial classes shall be given to the low-performing students.

## 5.3. Introduction of BMS Programme

**Discussion:** Dr. V. S. Joseph Albert, Deputy Principal, presented the proposal to start a new programme namely BMS (Bachelor of Maritime Logistics) and sought the approval of GB. He said that St. Xavier's College is one of the six institutions selected by LSC (Logistics Sector Skill Council) of India to introduce BMS in 2020-21. He further said that St. Xavier's College will be the only college under MS University region offering this new programme. Discussions were held on the viability, marketing and placement of the students completing the programme. Dr. Ramamurthy noted that wherever a new programme is introduced, marketing and scope for placement are important.

**Resolution 5.3:** The Governing Body gave the approval for starting BMS in June 2020

#### 5.4. Presentation of Autonomy Budget Proposal

**Discussion:** Autonomy budget proposal was presented by Dr. Baby Mariyatra, Dean of Science & UGC Affairs.

**Resolution 5.4:** It was resolved to allot more amount for curriculum designing in view of syllabus revision in 2021.

#### 5.5. Presentation of IQAC Report

**Discussion:** Dr.A.Lourdusamy, IQAC Coordinator, presented the IQAC Report. He said that the NAAC Peer Team visited the College on 26<sup>th</sup> and 27<sup>th</sup> August 2019 for the fourth cycle and accredited the College at "A++" Grade with a CGPA of 3.66 out of 4.00. "This is a significant milestone in the history of St. Xavier's College", all the members acknowledged.

Fr. Provincial appreciated Dr.Ramamurthy, UGC nominee, and Dr.Ram, University nominee, for their pertinent suggestions in the Governing Body meeting.

Fr. Principal gratefully acknowledged the support and encouragement extended by Fr.Provincial to take St. Xavier's College to a higher level. He thanked all the Members for their active participation in the deliberations. He provided the concluding note; pointing out the need for strengthening AAVE and Placement Cell so as to help students develop the various skills and knowledge, as suggested by the Parents in the Parents Meeting.

There being no further business, the meeting came to an end at 1.30 p.m.

#### Action Taken Report

S. No.	Concerns/Recommendations / Resolutions	Action Taken
1	Appointment of a separate Placement Officer in accordance with the financial situation of the college. A corpus fund could be created for the expenditure incurring towards Placement Cell activities	Dr.Chidambaranathan, an experienced Placement Officer has been reappointed  SXC Corpus Fund is set up for the Placement Cell with the support of alumni, industrial personnel and other stakeholders. Mr.Vinod Antony, HR Head, Stradegi Solutions, Singapore and Mrs.Aashika Ismail, MCA, Dubai donated Rs.15,000 and Rs.10,000 respectively.
2	At least 2 Extra Credit Courses (ECC) could be made compulsory within the three year period under the UG curriculum. 30 contact hours could be fixed as minimum for an ECC	As of now, Extra Credit Courses are made optional. Plans are in place to make it mandatory. Discussions could not be carried out and strategies were not formulated at department levels due to Covid19 pandemic situation.
3	To enhance the employment opportunities of shift II students, a	The college is mulling over initiating a separate NCC wing provided, the students

	separate NCC wing could be created.	are able to meet the expenditure
4	How many chances shall be given to those students who fail in internal tests?	One chance is given to any student per test to reappear on genuine grounds.
5	Practicing e-governance during presentations in meetings	Such practice has been already initiated in meetings of different fora
6	Providing counselling, extra classes and remedial classes for slow-learners and low-performing students	It is an age old practice existing in the college. Discussions were undertaken in HoDs and Officials meetings and plans are in place to strengthen this practice of giving counselling, offering remedial class and tutor-ward programmes.
7	Introducing BMS (Bachelor of Maritime Logistics) programme in 2020-21	Due to Covid19, the BMS programme is proposed to be initiated in 2021-22
8	Allocation of more amount under Autonomy Grant for curriculum designing in view of syllabus revision in 2021	A hike of Rs.75,000 was made and therefore, the allotted amount for syllabus revision in 2021 is Rs.100,000 (One lakh only)

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Principal (In-charge)  
**PRINCIPAL**  
**ST. XAVIER'S COLLEGE**  
 (Autonomous)  
**PALAYAMKOTTAI**