

**Auxilium College (Autonomous), Vellore, Vellore District  
(Re-Accredited by NAAC with A Grade)**

**.....Minutes of the Meeting of Governing Body held at 1.00 a.m. Saturday, 9<sup>th</sup> July 2011.....**

**The following members were present:**

1. Rev. Sr. Magnificat Soosai, Chairperson
2. Rev. Sr. Jacintha L., Secretary
3. Rev. Sr. Eugini Fatima Mary L., Principal
4. Rev. Sr. Amalorpavam Samala, Auxilium College, Management Representative
5. Rev. Sr. Alice K.T., Management Representative
6. Mrs. Margaret Joan Jebarani G., Staff Representative
7. Mrs. Assunta Selvam, Staff Representative
8. Prof. Ehsanul Haq, UGC Nominee
9. Dr. Major Syed Shahabudeen, Educationist
10. Dr. D. Siva, University Nominee
11. Prof. M. Dhanushkodi, Special Invitee
12. Ms. Arul Mary C. Member Secretary
13. Ms. Rita D. Member Secretary

**The Agenda**

1. Invocation : Chairperson
2. Welcome : Secretary
3. Governing Body Members 2010 - 2012
4. Staff List
5. Introduction & Presentation : Principal  
of the Minutes
6. Ratification of Academic Council Members
7. Academic Calendar 2010 - 2011 and 2011 - 2012
8. Growth and Development in the year 2009 - 2011
9. Report of College Activities 2009 - 2011
10. Report of the Sports Activities 2010 - 2012
11. Semester Examination Results 2009 - 2011 (Autonomous Stream)
12. Admissions 2010 - 2012
13. Choice Based Credit System (2010 - 2012)
  - List of Core electives for UG & PG (List Enclosed)
  - List of Non major electives for UG & PG (List Enclosed)
  - List of Skill Based Electives UG (List Enclosed)

14. New Courses introduced in the year 2009 - 2011  
Ph.D. Zoology
15. Plan of the Institution
16. Termination of the Staff member
17. Concluding Remarks : Chairperson
18. Ratification of Finance Committee Report
19. Closing Prayer :

The members of the Governing Body of Auxilium College gathered together at 1 a.m. on 9<sup>th</sup> July 2011 for a meeting to hold a fruitful discussion on the Agenda for the academic year 2011-2012.

**1. Invocation :**

The meeting commenced after our beloved Provincial Rev. Sr. Magnificat Soosai, the Chairperson invoking the presence of Holy Spirit amidst us.

**2. Welcome :**

Rev. Sr. Jacintha L, the Secretary, welcomed the Chairperson and the members of the Governing Body.

**3. Introduction and Felicitation**

Dr. (Sr.) Ugini Fatima Mary introduced the Chairperson Rev. Sr. Magnificat Soosai, fma, to the members. She felicitated her with a ponnadai and garlanded her. Prof. Ehsanul Haq, the UGC nominee, Prof. M. Dhanushkodi, one of Special Invitees, Dr. Major Syed Shahabudeen, an Educationist and Dr. D. Siva, the University Nominee were felicitated with ponnadai by Rev. Sr. Amalorpavam Samala (Management Representative), Rev. Sr. Alice K.T. the Controller of Examinations, Mrs. G. Margaret Joan Jebarani, Head, Department of Mathematics and Mrs. Assunta Selvam, Head, Department of History respectively and respectively.

**4. Staff List**

Dr. (Sr.) Ugini Fatima Mary, the Principal, presented the name lists of teaching and non teaching staff for Shift I and Shift II for the academic year 2010-2011 and 2011-2012.

**5. Presentation of the Minutes**

The Principal presented the minutes of the meeting of Governing Body held on 19<sup>th</sup> July 2009.

**6. Ratification of Academic Council Members**

The names of the members of the Academic Council were presented and ratified by the Governing Body.

**7. Growth and Development in the year 2009 - 2011**

A long list of 30 noteworthy achievements towards the growth of the institution was presented by the Principal. To mention a few :

- i) Re-accreditation by NAAC with A grade with a CGPA of 3.41 out of 4
- ii) Completion of New Administrative block
- iii) Separate internet centres for students and staff
- iv) Media Laboratory
- v) Orientation programme for teaching and non-teaching staff.

**8. Academic Calendars for 2009-2010 and 2010-2011**

A detailed report of the activities for 2009-2010 and 2010-2011 was presented by the Principal.

**9. i) Report of College Activities 2009 - 2010**

The Principal presented the report of the College activities. To mention few :

- i) An international seminar on “Naveena Ilakkiyathil Manidha Urimai Sindhanaigal” by the Dept. of Tamil in December 2009
- ii) Visit of NAAC Peer team for Re-accreditation in January 2010
- iii) Youth Fest Celebrations on the theme “Greatest of all is Love”
- iv) Farewell expressing appreciation and love to the dedicated teacher Mrs. Rhona Peterson, Head, Department of English who retired after 36 years of fruitful service to the institution.

**9. ii) Report of the College Activities 2010-2011**

- i) A workshop on Education to Human Love (July, 2010)
- ii) Visit of Mother Cathelyn Taylor from Ireland (September, 2010)

- iii) World Ozone day celebration by the Enviro Club (September, 2010)
- iv) Participation of Sr. Principal in a conference at South America (September, 2010)
- v) A seminar on Water Management and Pollution Control (January, 2011)
- vi) Farewell honouring the service rendered by Dr. Uthriya Mary Sugirtha, Head, Department of Tamil and Mrs. V. Padmasani, Head, Department of Zoology on their retirement after serving the institution for 36 and 34 years respectively.

#### **10. Report of the Sports Activities**

The report of Sports activities for the year 2010-2011 and 2011-2012 was presented.

- i) Yoga as a skill based elective
- ii) Physical fitness programme for I years
- iii) Participation at University, Inter University, Vellore Division, Inter Division and state and national level tournaments and Athletics and the successes secured were reported.

#### **11. Results**

The results for 4 semester examinations conducted in November 2009, April 2010, November 2010 and April 2011 were presented.

#### **12. Admissions**

A detailed account of admission for the years 2010-2011 and 2011-2012 was presented.

#### **13. Choice Based Credit System (2010-2012)**

- i) Core Elective Subjects :
  - a) A list (Same for the year 2010-2011 and 2011-2012) of 39 Core Elective subjects for 13 undergraduate courses three each for a department.
  - b) A list of 30 subjects for 8 post graduate courses, the list being the same for both the years except the deletion of M.Sc. Bio-informatics.
- ii) Non-Major Elective Subjects

- a) A list of 21 subjects offered as non-major elective by 13 core departments (UG), Department of Tamil and Allied department of Economics, the list being the same for both the years.
- b) A list of 10 subjects by 9 PG departments and 9 Subjects by 8 departments for the year 2010-2011, 2011-2012, the change due to the deletion of M.Sc. Bio-informatics.
- iii) Skill Based Elective

A list of 63 subjects offered as skill based electives by 17 departments for the year 2010-2011; 61 subjects for the year 2011-2012. Deletion of 3 subjects and inclusion of a subject "Home Appliances" by the department of Physics for the year 2011-2012.

#### **14. Plan of the Institution**

Lastly the plan of the institution was presented :

A few among the 26 plans mentioned :

- i) Facilitation of Research activities
- ii) Publications in reputed journals
- iii) Internet, Intranet and Video-conference facilities
- iv) New courses : B.Ed. and MBA
- v) A number of seminars, both at state and national level

#### **15. Discussion on various issues**

The discussion was facilitated by the Principal, various queries on a number of issues were posed by the external members of the Governing body. The internal members of the Governing Body replied to the queries adding clarity. They were ready for a fruitful discussion and to absorb the essence leading to the betterment of the institution.

- i) Vacancies (Teaching and Non-teaching)
  - a) From the set of applications received, candidates called for interview
  - b) Walk-in-interviews based on the advertisements given in the newspapers - English and Tamil

The Secretary briefed the difficulties faced in getting the posts sanctioned
- ii) Staff members of Shift II
 

A question on qualification and appointment of Shift II staff raised

- a) A few have finished SLET / NET
- b) Quite a many are our own students due to 6 M.Phil. courses
- c) Stability of married staff members is appreciable

iii) Academic Calendar

After a perusal through the Academic Calendars, a discussion on it was made. The Principal answered :

- i) Generally activities are carried out according to the schedule
- ii) Occasionally slight changes are made due to the unavailability of the Resource persons.

iv) Growth and Development :

A number of questions were posed by the external members by Prof. Haq, Dr.Shahabudeen, Prof. Dhanushkodi and Dr. Siva, Sr. Secretary, Sr. Principal and Sr.Amalorpavam answered them.

- a) Re-accreditation with A grade with 3.41 out of 4
- b) Annual maintenance of 300 Computers
- c) Annual evaluation of staff members by the students
- d) Seminars on family life conducted for the students
- e) A full time counselor available; Staff members too for counseling
- f) Facilities filled infrastructure, 10 smart class rooms, mikes for large classes; one unit using Computers taught by a few
- g) Coaching classes for placement such as SLET / NET, ICWAI organized
- h) Remedial courses for slow learners
- i) Staff of both Shift I and Shift II encouraged to attend Refresher courses and orientation courses
- j) Seminars organized regularly exposing students and staff to new academic horizons
- k) Noon meal programme by Social work department, Prison Ministry by BBA department, After Care Home Visit were a few activities mentioned during the discussion.

v) Examinations and Results

A discussion on conduct of examinations and results was made. The Controller of Examinations explained.

- a) Paper setters - 2 external, 1 internal for each paper
- b) Central evaluation - neither too strict nor too lenient
- c) Revaluation and Re totaling - required by a very small percentage

- d) Publication of results within a month's span from the start of the exams
- e) External examiners appointed according to the needs
- f) Debarring for 3 years - for malpractice
- g) No threat to students by staff regarding marks. Students are free to bring it to the notice of the Principal and Controller of Examinations. Such incidents are yet to occur, added the Controller of Examinations
- h) Preference for internal examiners
- i) Dummy numbers were given for papers of English department valued by external examiners
- j) Results are very good in general.

The external members unanimously congratulated the Controller of Examinations for her efficiency and diligence.

vi) Admissions

Answering the question regarding admissions, the Principal said;

- a) 10% more in the strength of the class is availed
- b) Demand is on the decrease for the UG courses - Bio-Chemistry, Microbiology and Visual Communication
- c) Anti-ragging committee - total absence of ragging due to vigilance and assistance offered by the Wardens and Deans

vii) Hostels

Sr. Amalorpavam in particular and the Secretary and Principal replied to the query on hostels.

- a) Every department has a leader in the hostels
- b) Good night thoughts and night prayers - a special feature
- c) Films shown and competitions conducted at frequent intervals
- d) Academic performance followed scrupulously
- e) Ample time provided for study
- f) Assistance offered
- g) Care and Concern shown
- h) Hidden talents brought out
- i) Healthy friendly atmosphere sought out
- j) Laziness thrashed down
- k) Discipline maintained
- l) Good culture nurtured

Prof. Haq and Dr. Shahabudeen expressed deep appreciation regarding the functioning of hostels.

viii) Subjects

- a) Appreciation for the core elective subject - Historiography at the UG level - the paper generally taught for PG students Mrs. Assuntha Selvam enlightened the members on the selection of this subject as a reply to Prof.Dhanushkodi.
- b) Prof. Haq and all the other external members congratulated for the variety of subjects offered as core, core elective, NME and SBE which is a strong force pulling the College to a higher stream.

ix) Suggestions

- a) The College to work at becoming a deemed University - Prof. Haq
- b) To organize more UGC sponsored seminars - Prof. Haq
- c) To build up contact with other Universities for better exposure
- d) To collaborate with the neighbouring Colleges
- e) To organize invited talks on integration of courses
- f) To enhance Research activities - Biological Science and Chemical Science blocks
- g) To encourage publications by the staff
- h) To make representations to the Regional Joint Director for major projects in Science and Technology
- i) To start PG courses in Biochemistry and Microbiology
- j) To start B.Ed. and M.Ed. courses
- k) To organize coaching classes for Civil service commission examinations
- l) To improve the reading habits and to add more reading materials

x) Concluding Remarks - Chairperson

The Chairperson thanked profusely the external members of the Governing Body for participating in a fruitful discussion and generating valuable suggestions towards the welfare of the institution. She was happy that the institution maintains a family atmosphere which is very conducive to the all round development of young girls entrusted to the institution. She thanked everyone who work tirelessly towards the achievement of the goal, the mission and vision of the institution, with Mary as our model, St. John Bosco and Mother Mary Mazzarello as guides.

xi) Ratification of Finance Committee Report

The report of the finance committee was ratified by the members of Governing body.



xii) **Closing Prayer**

The Governing body meeting came to a close with a prayer of thanksgiving.

**17. Concluding Remarks**

The Chairperson thanked the members for their presence and valuable suggestions.

**18. Closing Prayer**

The Governing body meeting concluded with a thanksgiving prayer.