

**St. Xavier's Catholic College of Engineering
(Autonomous)
Chunkankadai, Nagercoil - 629003**

First Governing Body Meeting

Date : 18.02.2023

Venue: Board Room

Time : 10:30 am to 4:30 pm

Members present : enclosed

Agenda


- GB : 01A.01 Activities Report**
- GB : 01A.02 To consider, discuss & approve the minutes and decisions of I Statutory committee meetings**
- GB : 01A.03 To consider, discuss & approve the minutes and decisions of Sub Committee meetings**
- GB : 01A.04 To review Admissions in 2022-'23, Graduation Rate in 2022 and Placement Records in 2022-'23**
- GB : 01A.05 Reporting Faculty and Staff Joined in odd semester of 2022-'23**
- GB : 01A.06 To discuss the proposal of increase the intake in MCA, B.E CSE and closure of M.E Construction Engineering and Management, M.E Applied Electronics for 2023-'24**
- GB : 01A.07 Other Matters with the permission of Chair Person**

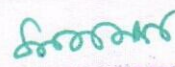
The Secretary of the Governing Body Dr. J. Maheswaran (Principal) welcomed and introduced UGC nominee and Anna University nominee to the internal members and the internal members to UGC and AU nominees.

GB :01 A.01 Activities Report

The Principal presented the activities and important events conducted during the odd semester of 2022-'23. He also presented the recent achievements of the College, faculty and students.

The Governing Body noted down the happenings.


(Dr. J. MAHESWARAN)


Dr. P. SUBHA KARUVELAN
Professor (CAS) / EEE
Govt. College of Engg
Tirunelveli - 627 007




Dr. K. ARUL PRAKASH
Professor
Department of Applied Mechanics
Indian Institute of Technology Madras
Chennai - 600 036, India

GB : 01A.02 To consider, discuss & approve the minutes and decisions of I Statutory committee meetings

➤ **Board of Studies**

The Principal presented the extract of minutes of all I BoS meetings along with the dates of each meeting.

He also presented the suggestions and recommendations of the experts of various Board of studies with the action taken report. The Governing Body verified whether the recommendations are incorporated in the curriculum and syllabi. The nominees asked for the credit (PG & UG) details of each programme and it was shown. The members enquired about the uniqueness of our curriculum. Industry relevant and community relevant courses like Higher Order Thinking, Coding and Programming, Communication Skills Training, Personality and Character Development Programmes, Research Methodology, Internships etc are included in the curriculum which are few examples of uniqueness.

Suggestions offered by the nominees

1. Overlapping of syllabus should be avoided (PG with UG)
2. In the reference section, it is preferred to include video links of UG courses given in the Tamil Nadu DoTE website.


After detailed discussions, **the Governing Body approved the decisions of all I Board of Studies meetings.**


➤ **Academic Council**

The Principal presented the highlights of Academic Council meeting held on 9-12-2022 and the recommendations with the action taken report.

The suggestions offered by the experts are as follows

1. It is recommended to mandate PG students Journal publication.
2. It is preferred to collect the answer key from the same question paper setter.
3. It is preferred to collect cent percent questions from the external question paper setters except arrear subjects with less students count and also evaluate the examiners and the question papers based on BTL (Blooms Taxonomy Levels).
4. It is recommended to offer online courses in NPTEL / Swayam platform.


(Dr. J. MAHESWARI)


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Dr. K. ARUL PRAKASH
Professor
Department of Applied Mechanics
Indian Institute of Technology Madras
Chennai - 600 036, India

The Governing Body approved the decisions and recommendations of I Academic Council meeting.

➤ **Finance committee**

The Principal presented the minutes of I Finance Committee meeting and described the anticipated income from exam fee and proposed expenditure itemwise. The committee approved obtaining Audited Statement along with Utility Certificate for examinations conducted.

It is resolved to issue CoE's salary from the establishment.

The Governing body suggested the following

1. To increase the remuneration amount of the Chief Superintendent
2. Roles and responsibility of CoE and CS should be clearly mentioned in the manual and CS has to take care of seating arrangement.
3. Internal booklet with evaluation, attainment calculation of Course Outcomes may be practiced.

GB : 01A.03 To consider, discuss & approve the minutes and decisions of Sub Committee meetings

| Sl. No. | Seeking approval for | Resolution |
|------------------|---|---|
| 01A.03.01 | Anti-Sexual Harassment Committee [30-1-2023] ➤ Sending circular/posters about the structure and functioning of the committee ➤ Arranging Gender Sensitization Programme for both boys and girls ➤ Fixing a complaint box at a prominent place preferably near the Principal's Office/Central office for lodging the representations /grievances | Approved |
| 01A.03.02 | Library Committee [30-1-2023] | |
| | ➤ Library hour for all classes | Approved |
| | ➤ Feedback on library resources and facilities | Resolved to get feedback once in a semester |
| | ➤ Library budget for 2022-'23 • Requested : Rs. 24,03,000/- • Allotted : Rs. 23,98,000 /- • Spent : Rs. 11,92,861/- | Noted and Approved |
| | ➤ Book Bank for SC/ST : Vol. available : 245 | Noted and Approved |

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Dr. K. Arul Prakash
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| Sl. No. | Seeking approval for | Resolution | | |
|-----------|---|---|-----------|---------|
| 01A.03.03 | Grievance Redressal Committee [31-1-2023] | | | |
| | ➤ Neatness in rest rooms, cleaning of water filters | Resolved to put separate registers for the same | | |
| | ➤ A separate committee for monitoring neatness of the campus. | Approved and resolved to mention the action taken report too | | |
| 01A.03.04 | Disciplinary Committee [2-2-2023] | | | |
| | ➤ Sending circular to the students about their behavior inside the premises ➤ Discipline Monitoring teams and mobile app usage for discipline issues | Approved | | |
| | ➤ A meeting for I year faculty | GB recommended to conduct a separate meeting for I year faculty | | |
| 01A.03.05 | Students Affairs Committee [3-2-2023] | | | |
| | ➤ 2 hours for professional cell activities and 2 hours for Non-professional cell activities in a week | Approved | | |
| | ➤ Status of activities of cells/clubs/chapters | | | |
| | Cell/ Club | No. of Activities | | |
| | | Planned | Conducted | Pending |
| | NSS | 8 | 13 | - |
| | NCC | 13 | 13 | - |
| | YRC | 9 | 5 | 4 |
| | IEEE | 20 | 2 | 18 |
| | IE(I) | 8 | 3 | 5 |
| | ISTE | 11 | 4 | 7 |
| | CSI | 9 | 8 | 1 |
| | FACEAT | 0 | 3 | - |
| | ISHRAE | 10 | 3 | 7 |
| | SAE | 0 | 2 | - |
| | ACM | 14 | 12 | 2 |
| | IET | 0 | 1 | - |
| EDC | 11 | 2 | 9 | |
| IIC | 33 | 6 | 27 | |
| REACH | 16 | 16 | - | |
| Megx | 2 | 10 | - | |
| ACE | 14 | 14 | - | |

[Signature]
(Dr. J. MAHESWARAN)

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| Sl. No. | Seeking approval for | | | Resolution |
|---------|--|---|------------------|---|
| | | USB Converter | 14,750 | Noted & Approved |
| | | DSP kit | 76,110 | |
| | | Pulse Oximeter | 48,451 | |
| | | Photo Transducer | 31,490 | |
| | CSE | Batteries | 1,20,000 | |
| | | Computers(35) | 14,00,000 | |
| | CoE Office | Systems(8), Xerox machine(3), A/C unit, LED TV, Barcode scanner, LCD Projector, UPS battery, CCTV cameras, DVD, Cable, Switch, D-link, firewall | 14,31,367 | |
| | Common | NB, Battery, SMPS, Computer Monitor, ID Card accessories | 5,00,919 | |
| | Internet | Subscription | 11,45,668 | |
| | Purchase Requirement during even semester | | | Recommended for purchasing the listed items |
| | Dept. | Items | Qty | |
| MECH | UPS Battery | 20 | 90,900 | |
| | CNC Turning m/c | 1 | 1,50,000 | |
| | Computers | 12 | 5,82,000 | |
| | Gas Chromatograph maintenance | 1 | 65,000 | |
| | Multifuel Petrol engine maintenance | 1 | 85,000 | |
| | Maintenance Dynamics lab | 4 | 35,000 | |
| | Total | | 10,07,900 | |
| ECE | DSO (70 MHz) | 4 | 1,64,000 | |
| | PAM Trainer Kit | 1 | 18,000 | |
| | PWM Trainer Kit | 1 | 18,000 | |
| | Total | | 2,00,000 | |

Signature
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| Sl. No. | Seeking approval for | | | | Resolution |
|--|--|---|------------------|----|-----------------------|
| | Brigtz | 16 | 10 | 6 | Noted and Approved |
| | Electros | 19 | 19 | - | |
| | SEE | 11 | 18 | - | |
| | SHAX | 7 | 9 | - | |
| | XMA | 18 | 2 | 16 | |
| | XACA | 4 | 6 | - | |
| | Readers Club | 6 | 2 | 4 | |
| | Constitution Club | 3 | 1 | 2 | |
| | Tamil Mandam | 7 | 1 | 6 | |
| | Jyothis | 4 | 2 | 2 | |
| | Women Cell | 1 | 5 | - | |
| | English Club | 3 | 2 | 1 | |
| | Robotic Club | 4 | 3 | 1 | |
| | Outreach | 7 | 6 | 1 | |
| | Placements | | | | |
| | ➤ No. of drives conducted : 17 | | | | |
| ➤ No. of offers : 259 | | | | | |
| ➤ No. of drives planned for future : 8 | | | | | |
| | Future Events ➤ Symposia by Departments ➤ Inter National Conferences [Civil & Chemistry, Mech & EEE] ➤ Tech Fest : 20 th & 21 st April 2023 ➤ Graduation Day for 2022 batch | | | | Noted and Approved |
| 01A.03.06 | Purchase Committee [10-2-2023] | | | | |
| | Purchased items in the ODD Semester | | | | |
| | Dept. | Items | Cost (Rs) | | |
| | Civil | Computer accessories like switch, D-link | 18,350 | | |
| | | Maintenance of equipment in Environmental lab | 44,500 | | |
| | | Consumables for EE lab | 72,714 | | |
| | EEE | Batteries | 1,19,126 | | |
| | | Wall fans, 63 A Pole change over | 13,558 | | |
| | MCA | System(5), Projector, HDMI Cable | 3,61,500 | | |
| | ECE | Batteries | 2,42,500 | | |

(Dr J Maheswaran)

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| Sl. No. | Seeking approval for | Resolution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|----------------|-------------|--|--------|---------------------------------|--------|---|------------|--------------------------------|-----------|------------------------------|-----------|---|--------|---------------------------------|----------|--------------|------------------|----------------|-------------|--|----------|----------------|-------------|-------------------------|-------|------------------------------|--------|----------------------|--------|--------------------------|-------|--|-------|--|--------|--------------|---------------|----------------|-------------|------------------------------|--------|------------------------------|--------|---|--------|---------------------------------------|--------|----------------------------------|--------|--------------------|
| 01A.03.07 | Buildings & Works Committee [15-02-2023] Works Completed last Semester Civil Works <table><tr><th>Nature of Work</th><th>Amount (Rs)</th></tr><tr><td>Bishop Leon Tharmaraj Block portico terrace flooring works</td><td>11,000</td></tr><tr><td>Compound wall works at bus shed</td><td>17,500</td></tr><tr><td>Student's rest area shed alteration works</td><td>15, 00,000</td></tr><tr><td>Name board in auditorium stage</td><td>6, 50,000</td></tr><tr><td>Painting works in COE office</td><td>1, 00,000</td></tr><tr><td>Aluminum partition and reception table for COE office</td><td>80,000</td></tr><tr><td>MS rack for COE office (27 nos)</td><td>2,11,500</td></tr><tr><td>Total</td><td>27,05,000</td></tr></table> Electrical Works <table><tr><th>Nature of Work</th><th>Amount (Rs)</th></tr><tr><td>Solar water heater for gents and ladies hostel</td><td>1,77,000</td></tr></table> Civil Maintenance Works <table><tr><th>Nature of Work</th><th>Amount (Rs)</th></tr><tr><td>Reception area painting</td><td>7,500</td></tr><tr><td>Roof repair works by rendroc</td><td>22,000</td></tr><tr><td>Drainage repair work</td><td>13,000</td></tr><tr><td>Toilet tiles repair work</td><td>6,500</td></tr><tr><td>Brick works in garden near Mary statue and in front of Civil</td><td>5,500</td></tr><tr><td>Periodical maintenance for fire extinguisher</td><td>12,000</td></tr><tr><td>Total</td><td>66,500</td></tr></table> Electrical Maintenance Works <table><tr><th>Nature of Work</th><th>Amount (Rs)</th></tr><tr><td>320 KVA radiator repair work</td><td>2, 500</td></tr><tr><td>Substation maintenance works</td><td>13,000</td></tr><tr><td>Flood light and electrical items for Indoor Stadium</td><td>45,500</td></tr><tr><td>Electrical items for maintenance work</td><td>35,416</td></tr><tr><td>Ceiling fan, Wall fan and motors</td><td>30,046</td></tr></table> | Nature of Work | Amount (Rs) | Bishop Leon Tharmaraj Block portico terrace flooring works | 11,000 | Compound wall works at bus shed | 17,500 | Student's rest area shed alteration works | 15, 00,000 | Name board in auditorium stage | 6, 50,000 | Painting works in COE office | 1, 00,000 | Aluminum partition and reception table for COE office | 80,000 | MS rack for COE office (27 nos) | 2,11,500 | Total | 27,05,000 | Nature of Work | Amount (Rs) | Solar water heater for gents and ladies hostel | 1,77,000 | Nature of Work | Amount (Rs) | Reception area painting | 7,500 | Roof repair works by rendroc | 22,000 | Drainage repair work | 13,000 | Toilet tiles repair work | 6,500 | Brick works in garden near Mary statue and in front of Civil | 5,500 | Periodical maintenance for fire extinguisher | 12,000 | Total | 66,500 | Nature of Work | Amount (Rs) | 320 KVA radiator repair work | 2, 500 | Substation maintenance works | 13,000 | Flood light and electrical items for Indoor Stadium | 45,500 | Electrical items for maintenance work | 35,416 | Ceiling fan, Wall fan and motors | 30,046 | Noted and Approved |
| Nature of Work | Amount (Rs) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bishop Leon Tharmaraj Block portico terrace flooring works | 11,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Compound wall works at bus shed | 17,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student's rest area shed alteration works | 15, 00,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name board in auditorium stage | 6, 50,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Painting works in COE office | 1, 00,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aluminum partition and reception table for COE office | 80,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MS rack for COE office (27 nos) | 2,11,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 27,05,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nature of Work | Amount (Rs) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Solar water heater for gents and ladies hostel | 1,77,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nature of Work | Amount (Rs) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reception area painting | 7,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Roof repair works by rendroc | 22,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Drainage repair work | 13,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Toilet tiles repair work | 6,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Brick works in garden near Mary statue and in front of Civil | 5,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Periodical maintenance for fire extinguisher | 12,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 66,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nature of Work | Amount (Rs) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 320 KVA radiator repair work | 2, 500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Substation maintenance works | 13,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flood light and electrical items for Indoor Stadium | 45,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electrical items for maintenance work | 35,416 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ceiling fan, Wall fan and motors | 30,046 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| Sl. No. | Seeking approval for | | Resolution | |
|---------|--|--------------------|------------------|--|
| | repair work | | Noted & Approved | |
| | Electrical items for COE office | 44,266 | | |
| | LED logo for Silver jubilee in name board | 89,100 | | |
| | Total | 2,59,828 | | |
| | Plumbing Maintenance Works | | | |
| | Nature of Work | Amount (Rs) | | |
| | Plumbing items for maintenance works <ul style="list-style-type: none">• Tap and valve replacing• Pipe line rectification works | 32,929 | | |
| | New wash basin in main block III floor | 23,000 | | |
| | Toilet maintenance work at D block II floor and F block I floor gents toilet | 2,500 | | |
| | Plumbing work for solar water heater | 23,000 | | |
| | New wash basin fixed in auditorium | 13,000 | | |
| | New pipe lines 5 valves in football ground | 8,500 | | |
| | Total | 1,02,929 | | |
| | Carpentry Works | | | |
| | Nature of Work | Amount (Rs) | | |
| | Furniture for COE Office | 6, 56,500 | | |
| | Carpentry maintenance work <ul style="list-style-type: none">• Air hole packing• Window hook replacing• Providing mesh for windows• Toilet door lock maintenance work• Aluminum partition maintenance works• Class room bench and desk repair works | 65,000 | | |
| | Old S-chair repair works | | | |
| | Class room chairs maintenance work in MCA | 35,000 | | |
| | Cup Board for Guest rooms | 20,000 | | |
| | Cup Board for Security Room | 25,000 | | |

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| Sl. No. | Seeking approval for | | Resolution |
|-----------|---|--------------------|--|
| | Cup Board for indoor stadium | 6,000 | |
| | Cup board for sounds in conference hall and seminar hall | 30,000 | |
| | Cup Board for Maintenance room | 8,000 | |
| | New S-Chairs for office use (25nos) | 1, 37,500 | |
| | Total | 9,83,000 | |
| | Proposed Construction Works | | Approved |
| | Nature of Work | Amount (Rs) | |
| | Shed work and road for generator | 5, 00,000 | |
| | Compound wall construction work in old panel room | 1, 40,000 | |
| | Shed work in ladies hostel for arresting the leak | 12, 00,000 | |
| | Total | 18,40,000 | |
| | Prayer hall Classrooms, labs for new programs St. Xavier's photo point | | Resolved to study the location & budget requirements |
| 01A.03.08 | Faculty & Staff Development Committee(16-2-2023) | | Noted and approved |
| | Staff Training Programmes in this semester | | |
| | 4 FDPs & Workshop organised | | |
| | 16 Online courses Completed | | |
| | 180 Training attended (FDPs – 107, Workshops – 21, Conferences – 11, Seminars – 30, Guest Lectures - 10 | | |
| | Workshops on Research paper writing | | |
| | New faculty orientation programmes for two days (14 faculty members) | | |
| | Ongoing Programmes | | Noted and approved |
| | 88 faculty members – Student Psychology 18 faculty members – Naan Mudhalvan FDPs Curriculum Design and Development (NITTTR, Chandigarh) | | |
| | Programmes Planned | | Approved and Recommended to conduct |
| | • NAAC Autonomous benchmarks and SOP • consultancy | | |
| | Programmes for Non – Teaching Staff • Computer Training • Personality Development | | |

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| Sl. No. | Seeking approval for | Resolution |
|-----------|---|------------|
| 01A.03.09 | College Development Committee (17-2-2023) | Approved |
| | Interview for reviewing performance assessment of faculty(PAS) will be from March I week | |
| | Faculty requirement: II year AI&DS – 3faculty members II year MBA – Additional Intake – 3 faculty members | |
| | Finetuning the existing policies of the Institution for better Governance and Administration | |

GB : 01A.04 To review Admissions in 2022-'23, Graduation Rate in 2022 and Placement Records in 2022-'23

The Principal presented First year UG admission, Lateral entry admission, ME, MBA and MCA admission in 2022-2023 against the sanctioned intake (Overall: 75%)

The Principal presented the Graduation rate in 2022(Overall: 97.25%)

The Principal presented the placement records of 2022-2023 company wise, branch wise with salary package details and also the upcoming drives.

The Governing body noted down the data related to admission, Graduation rate and placement details presented by the Principal

GB : 01A.05 Reporting Faculty and Staff Joined in odd semester of 2022-'23

The Principal reported the details of faculty and staff members joined in the odd semester of 2022-2023 with their joining dates.

The committee members noted down the contents.

GB : 01A.06 To discuss the proposal of increase the intake in MCA, B.E CSE and closure of M.E Construction Engineering and Management, M.E Applied Electronics for 2023-'24

It is resolved to apply for the additional intake and closure of programmes after a detailed feasible study.

The meeting came to an end at 4.30 pm and the Chair Person thanked all the members for attending the meeting.

(Dr. J. MAHESWARAN)

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Rev. Fr. Dr. M. Maria William
ChairPerson

Dr. K. Arul Prakash
UGC Nominee

Dr. P. Subha Karuvelam
Anna University Nominee

Rev. Fr. M. Francis Xavier
Management Nominee

Dr. S.L. Rayar
Management Nominee

Dr. Joseph Dunston
Management Nominee-
Educationist

Dr. V. Selvam
Management Nominee

Dr. A. Reena Evancy
Management Nominee

Mr. M. Prince Paul Raj
Management Nominee-
Industrialist

Dr. V. Christus Jeya Singh
Faculty Nominee

Dr. M. Marsaline Beno
Faculty Nominee

Dr. A. Milton
Special Invitee

Dr. J. Annrose
Special Invitee

Dr. M. Anto Xavier Roach
Special Invitee

Dr. R. P. Anto Kumar
Special Invitee

Dr. J. Maheswaran
Member Secretary