Minutes of Governing Body Meeting held at the Conference Hall on 01.06.2024 (Saturday) at 11.00 am.

REENA ITTYACHAN
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Agenda:-

(1) Review and Approval of Governing Body Constitution
(2) Appointment of Office Bearers
(3) Review and Approval of Academic Council Constitution
(4) Review and Approval of Board of studies of Different Programmes.
(5) Discussion on Academic Matters
(6) Strategic Planning and Goals
(7) Any other relevant items approved by the Chairperson of the Body
(8) Setting Dates for future Meetings

Attendance of Members Present:-

1. Sr. Lilly Thomas C, Chairman
2. Dr. Sr. A. Princy Anto, Management Nominee
3. Dr. Sajimol Augustine M, Management Nominee
4. Prof. (Dr.) D. Sajan, Management Nominee
5. Prof. (Dr.) Abraham Joseph, Management Nominee
6. Dr. Nijo Varghese, Principal Nominee

7. Dr. V. Neetha, Principal Nominee

8. Sr. Sheena Joseph K, Administrative Officer Sheena Joseph

9. Dr. Dhanya Alex, Educationist

10. Prof. (Dr.) Sr. Reena Ittyachan, Principal

## REPORT

The meeting commenced with a prayer. The Manager of Sacred Heart College welcomed the members and addressed the gathering. The quorum was met with more than 50% of the members present.

The agenda for the meeting was discussed.

Item 1 - Dr. Sr. Princy Anto, Vice Principal was nominated as representative of the governing body in the finance committee. Dr. Santhosh Paul was nominated as the Controller of Examinations. ~~Dr. A Princy Anto was~~ Dr. Sr. Betty K.P was nominated as the Dean of Academic affairs, Dr. A Princy Anto was nominated as the Dean of student Affairs and Dr. Sr. Miranto was nominated as the Dean of Research.

Item 2 - Discussion on Academic Matters.

* The list of Board of Studies (BoS) members for Different Disciplines was discussed, with emphasis on having separate boards for each subject. Special invites to the BoS were to be included as and when required. The Board of Studies

of the different disciplines were reviewed and ratified.

* The Governing Body recommended the college to offer more Add-on courses and Certificate courses to enhance the skills set and employability of the students.
* ERP- The Governing Body suggested that a robust ERP is of utmost importance in the smooth functioning of the academic affairs of the college. For which the Principal said that Linways was chosen as the ERP.
* OBE (Outcome-Based Education): The Governing Body stressed the importance of focusing on OBE, especially in the context of an autonomous institution. It was decided to map the outcomes for the UG and PG autonomous batch of students.
* Conduct of Examinations-
  - A detailed Exam Manual was to be prepared. All details regarding security features (holograms, bar codes, answer sheets), question paper setting, valuation processes, and result publication timelines were discussed. Several suggestions were also given by various members of the governing body.
  - It was emphasized to ensure timely release of results. To ensure this, it was suggested that the valuation camp should commence the day after the exams end, with results to be published within 10 days. In light of this the first semester exams were to be

conducted in November, with results to be published by December.

- The governing body suggested State of the art Exam Cell facilities such as high speed printers, high-speed internet, and CCTV were a necessary requirement to ensure smooth conduct of examinations.

* Several suggestions were given regarding the preparation of the following documents: Academic Calendar, Exam Calendar, Administrative Calendar and Fee Calendar.

Item 4 - Strategic Planning and Goals

The Governing Body discussed the need for a strategic plan with both short term (1-3 years) and long term (10 years) goals.

Areas of focus included career and placement services, research seed money, consultancy policies, and international collaborations.

More workshops on IPR and entrepreneurship as well as the advancement of human values, were proposed, along with improvements to the incubation centre, IIC, and IEDC's activities.

Item 5 - Additional items

Annual Budget: The budget was to be submitted and passed by the Governing Body.

Policies Documents - all the necessary documents related to policies of the college including academic policy, research policy, e-governance policy etc.

The meeting adjourned at 2.30 PM with a vote of thanks.

1. Dr. Sajeevi Augustine H.
2. Dr. D. Sajeev