

# **ETHIRAJ COLLEGE FOR WOMEN (Autonomous)**

## **Chennai – 600 008**

Affiliated to the University of Madras  
College with Potential for Excellence  
Re-accredited with A<sup>+</sup> Grade by NAAC



## **1.2. ACADEMIC FLEXIBILITY**

### **1.2.2 Implementation of Choice Based Credit System**



# Ethiraj College For Women

(AUTONOMOUS)

## Declaration

This is to certify that **Ethiraj College for Women (Autonomous), Chennai** as per the guidelines issued by the UGC, Tamil Nadu State Council for Higher Education and University of Madras is adopting **Choice Based Credit System from 2008 onwards**. The college had adopted CBCS during the academic period **2021- 2022** also.

PRINCIPAL  
ETHIRAJ COLLEGE FOR WOMEN  
(AUTONOMOUS)  
CHENNAI-600 008.





**UNIVERSITY OF MADRAS**

[Established under the Act of Incorporation XXVII of  
1857 – Madras University Act 1923]  
[State University]

No.V.3/S.1,S.2,S.3/SPLAC/JUNE08/2008-09/1157

From  
The Registrar-in-charge,  
University of Madras.

Centenary Building,  
Chepauk, Chennai – 5.

Dated: **21 JUN 2008**

To

1. The Secretary to Government, Higher Education Department,  
Government of Tamil Nadu, Fort St. George, Chennai – 600 009.
2. The Member Secretary, Tamilnadu State Council for Higher Education,  
Lady Willington College Campus, Kamarajar Salai, Chennai – 600 005.
3. The Director of Collegiate Education, College Road, Chennai – 600 006.
4. The Principals of all affiliated Colleges, (Non-autonomous / Autonomous)
5. The Director/ the Principal of Stand alone Institutions
6. The Dean (Academic), (Professor, Dept. of Statistics),  
University of Madras, Chennai – 5.
7. The Dean, College Development Council, University of Madras, Chennai -5.

Sir/Madam,

Sub: Academic - BOS - Choice Based Credit System- Regulations & Syllabus  
for I & II semester of First Year of UG/PG courses under CBCS pattern  
from the academic year 2008-2009 – Approval of Special Academic  
Council and Special Senate - Communicated – Regarding .  
\*\*\*\*\*

I am to inform you that the Special Academic Council and the Special  
Senate at its meeting held on 20-6-2008 and 21-6-2008 respectively, approved as  
follows:-

**(i) UG courses:**

The Regulations and Syllabi including Soft skills, for the UG Degree  
Courses (i.e., B.A., B.Sc., B.Com., etc.) of the I and II Semesters,  
(i.e., First year only) as per the format given by the Tamil Nadu State Council for  
Higher Education, (TANSCHÉ), Chennai, consequent to the introduction of  
Choice Based Credit System with the minimum of 140 Credits for the UG Degree  
Courses to be offered in the affiliated Colleges, as given in APPENDICES –  
(R&S) to take effect from the academic year 2008-2009 and thereafter.

**(ii) PG/MBA/MCA Courses:**

The Revised Regulations and Syllabi of the PG Degree Courses including  
Soft skills (i.e., M.A., M.Sc., M.Com., M.B.A., M.C.A. etc.) for the I and II  
Semesters for the PG Degree Courses as per the format given by the Tamil Nadu  
State Council for Higher Education, (TANSCHÉ), Chennai, under Choice Based  
Credit System with the minimum of 90 Credits, to be offered in the affiliated  
Colleges, as given in Appendices - [R&S] to take effect from the academic year  
2008-2009 and thereafter.

The Regulations and Syllabi including Soft skills for I and II semester of  
UG/PG/MBA/MCA courses under CBCS pattern to be offered in the affiliated  
colleges from the academic year 2008-2009 are provided herewith in the  
Electronic version (CD) for your reference.

.....Contd.. 2..

*Staff received file  
for the next meeting*



I am also to inform you that the High Power committee at its meeting held on 27-6-2008 and 1-07-2008 considered the above matter and made certain recommendations.

The recommendations regarding syllabus relating to Part IV Tamil and working hours from 6 to 4 hours for regular and 2 hours for Part IV Tamil was referred to Joint Board of Studies in Tamil (G&P) and English (G&P) for consideration and their recommendations. The Joint Board of Studies has made their recommendations.

The Syndicate at its meeting held on 11<sup>th</sup> July 2008 considered (i) the Minutes of the meeting of the High Power Committee held on 27-06-2008 and 1-07-2008 (ii) the Minutes of the meeting of the Board of Studies in Tamil (G&P) held on 9-07-2008 and (iii) the Minutes of the meeting of the Board of Studies in English (G&P) held on 9-07-2008 for reducing the Syllabus for Part I Language and Part-IV Tamil and Part II English for UG and 5 year Integrated courses to be offered by the affiliated colleges under CBCS pattern from the academic year 2008-2009 and resolved as follows:

**RESOLVED** that the Minutes of the meetings of the High Power Committee held on 27-06-2008 and 01-07-2008, Board of Studies in Tamil (G&P) held on 09-07-2008 and Board of Studies in English (G&P) held on 09-07-2008 be approved with the following modifications in the minutes of the said High Power Committee and the same be communicated to the affiliated Colleges concerned pending approval by the Academic Council and Senate.

#### **ARTS SUBJECTS**

|                           |                  |
|---------------------------|------------------|
| <b>Language</b>           | <b>4+2 hours</b> |
| <b>English</b>            | <b>4+2 hours</b> |
| <b>Core subject I</b>     | <b>5 hours</b>   |
| <b>Core subject II</b>    | <b>5 hours</b>   |
| <b>Allied subject</b>     | <b>6 hours</b>   |
| <b>Non-major elective</b> | <b>2 hours</b>   |
| <b>Total</b>              | <b>30 hours</b>  |

The recommendations of the High Power Committee are as follows, for compliance:-

The reduced syllabi for Part-I Tamil and Part-II English and Part-IV Tamil (VI std) and Advanced level in Tamil are enclosed and the same should be followed.

.....Contd...3...

**SCIENCE SUBJECT**

**Non-practical Science subject (without practicals)**

|                          |   |   |
|--------------------------|---|---|
| Part I - Language        | - | 6 hrs (inclusive of 2 hrs for Part IV Basic Tamil / Advanced Tamil / Non-Major electives) |
| Part II - English        | - | 6 hrs (2hrs for Soft skills)  |
| Part III - Core subjects | - |   |
| Paper I                  | - | 6hrs  |
| Paper II                 | - | 6hrs  |
| Allied                   | - | 6hrs  |
|                          |   | -----   |
|                          |   | 30hrs   |
|                          |   | -----   |

**Science subject with Practicals**

|   |   |   |
|---|---|---|
| Part I Language                               | - | 6 hrs (inclusive of 2 hrs for Part IV Basic Tamil / Advanced Tamil / Non-Major electives) |
| Part II English                               | - | 6 hrs (2hrs for Soft skills)  |
| Part III Core subjects                        | - |   |
| Core (Theory + Practicals)                    | - | 9 hrs (6 hrs + 3hrs Practicals)   |
| Allied Paper (Theory + Practicals)            | - | 9 hrs (6hrs + 3 hrs Practicals)   |
| (Total 18 hrs prescribed for I & II semester) |   | -----   |
|   |   | 30 hrs  |
|   |   | -----   |

|   |          |   |   |
|---|----------|---|---|
| 1 | Language | 4 hours regular paper + 2 hours Part IV Tamil - Basic / Advanced / Non-major Elective | Until suitable steps are taken by the Govt. to provide adequate staff for handling the various programmes |
| 2 | English  | 4 hours regular paper + 2 hours for teaching Soft skills                              |   |

Students who have studied Tamil X or XII level but are pursuing non-tamil in their graduation may be given the option of either Advanced Tamil or Non-major Elective.

**Question Paper Pattern**

|              |                                |                         |
|--------------|--------------------------------|-------------------------|
|              | <b>SECTION - A (30 words)</b>  |                         |
| 10 OUT OF 12 | -                              | 10 X 2 marks = 20 marks |
|              | <b>SECTION - B (200 words)</b> |                         |
| 5 out of 7   | -                              | 5 x 5 marks = 25 marks  |
|              | <b>SECTION - C (500 words)</b> |                         |
| 3 out of 5   | -                              | 3x 10 marks = 30 marks  |
|              | <b>TOTAL</b>                   | <b>= 75 marks</b>       |

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**INTERNAL MARKS**

|                    |          |
|--------------------|----------|
| Tests (2 out of 3) | = 10     |
| Attendance*        | = 5      |
| Seminars           | = 5      |
| Assignments        | = 5      |
|                    | -----    |
|                    | 25 marks |
|                    | -----    |

**\*Break-up Details for Attendance**

|             |            |
|-------------|------------|
| Below 60%   | - No marks |
| 60% to 75%  | - 3 marks  |
| 76% to 90%  | - 4 marks  |
| 91% to 100% | - 5 marks  |

*? 75% mandatory*

The Committee recommends that the college, over and above the minimum credits of 140 can offer Add-on Courses to the students in various disciplines to enhance their employability. It is **optional and not compulsory.**

The number of working hours per week for the students for getting the 140 prescribed credits should not exceed 30 hours of class per week and no faculty member should be allocated extra hours beyond the prescribed 16 lecture hours.

The recommendations in-respect of Part-IV Tamil courses may be offered by the Autonomous Colleges also in tune with the policy of the Govt. of Tamil nadu.

**PG COURSES**

|   |                    |                 |            |
|---|--------------------|-----------------|------------|
| The total credits allotted for          |                    |                 |            |
| PG COURSES                              |                    | - is minimum of | 90 credits |
| Core subjects                           | 15 x 4 =           |                 | 60 credits |
| Soft Skills                             | 4 x 2 =            | 8 Credits }     |            |
| Internship                              | 1 x 2 =            | 2 Credits }     | 10 credits |
| (during summer vocation of II semester) |                    |                 |            |
| Internal Elective subject +             |                    |                 |            |
| Extra Disciplinary Elective Subjects    | 5 + 2 = 7 subjects |                 |            |
|   | 7 x 3 =            |                 | 21 credits |
| 60 + 10 + 21 = 91 credits               |                    |                 |            |

**Extra disciplinary subjects should be allocated in the II & III semester alone for all PG Courses.**

The number of working hours per week for the students for getting the 90 prescribed credits should not exceed 30 hours of class per week and no faculty member should be allocated extra hours beyond the prescribed lecture hours.

The Chairman / Chairperson were requested to forward the list of Non-major elective for I & II semester together with Syllabus and same are enclosed for necessary action

The remaining subject of Non-Major Elective will be placed in Web and the same may be downloaded from the University Web site "**viz. www.unom.ac.in.**"

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S.

I am also to inform you that the above Regulations and Syllabus including Soft skill for I & II semester of UG/PG/MBA/MCA/ courses under CBCS pattern to be offered in the affiliated Colleges from the academic year 2008-2009 and thereafter are placed in the University Web site Viz. "www.unom.ac.in." The matter is placed under Word.

I am further to inform you that necessary prior permission shall be obtained from the University in the prescribed manner for offering any New course instituted in the University.

Any further clarification required by the colleges, please contact  
Tel: 25399561

This may kindly be brought to the notice of all the concerned in your College / Department / Institution/ Staff/ Students.

The receipt of this communication together with CD may kindly be acknowledged.

Yours faithfully,

*M. R. S. 1/7*  
REGISTRAR-i/c.

Encl: Electronic Version [CD]

Copy to :

- 1 The Controller of Examinations-in-charge
2. The Director, IDE
3. The Sr. Deputy Registrar (Academic) 4. The Additional C.O.E. (Regular)
5. The Secretary to Vice-Chancellor
6. The Assistant Registrar (UG/PG Exams)
7. The Assistant Registrar (Confidential) / A.R. (Affln.)
8. The Sr. P.A. to the Registrar / 9. The Sr. P.A. to C.O.E.i/c.,
10. The Section Officers; A1, A II, C & R-I, C&R-II, C&R-III, CBCS  
M.A./ M.Com, M.Sc. , M.B.A./M.C.A. ; B.A/B.Sc., B.Com, G.1 Section.
11. The Director, Network Operating Centre 12. Spare copy



The following method be adopted for allotting credits for UG/PG Courses offered in the affiliated colleges as per TANSCHÉ by this University.

### UG COURSES

The total credits allotted for UG COURSES is minimum of 140 credits

| Sl No | Paper   | No. of Papers            | Credits                 | Total Credits |
|-------|---|--------------------------|-------------------------|---------------|
| 1     | Part-I Language   | 4 Papers                 | 3 credits               | 12            |
| 2     | Part-II English   | 4 Papers                 | 3 credits               | 12            |
| 3     | Part-III<br>Core subjects                                 | 13-15<br>Papers          | 4-5 credits             | 60            |
|       | Allied Subjects   | 4 Papers                 | 5 credits               | 20            |
|       | Project/Electives with<br>3 courses                       | Project (or)<br>3 Papers | 15 credits<br>5 credits | 15            |
| 4     | Part-IV<br>Non-Major<br>Elective/Basic<br>Tamil/Adv.Tamil | 2 Papers                 | 2 credits               | 4             |
|       | Soft Skill  | 4 Papers                 | 3 credits               | 12            |
|       | Environmental<br>Studies                                  | 1 Paper                  | 2 credits               | 2             |
|       | Value Education   | 1 paper                  | 2 credits               | 2             |
| 5     | Part-V<br>Extension Activity                              |                          | 1 credit                | 1             |
|       | <b>Total</b>  |                          |                         | <b>140</b>    |

Paper on Environmental Studies (ES) shall be dealt by the respective core paper departments; the aim of this course is to learn the major concepts of Environmental Studies in the context of Core subject and is assigned 2 credits.

Institutions are free to offer papers of their interest in all categories, Core Allied, NME.

Online Registration = 18/7/23



## PG COURSES

The total credits allotted for PG COURSES is minimum of 90 credits

| SI No | Paper                                | No. of Papers | Credits   | Total Credits |
|-------|--------------------------------------|---------------|-----------|---------------|
| 1     | Core Subjects                        | 15 Papers     | 4 credits | 60            |
| 2     | Soft Skills                          | 4 Papers      | 2 credits | 8             |
| 3     | *Internship                          | -             | 2 credits | 2             |
|       | Elective Subjects                    | 5 Papers      | 3 credits | 15            |
|       | Extra Disciplinary Elective Subjects | 2 Papers      | 3 credits | 6             |
|       | <b>Total</b>                         |               |           | <b>91</b>     |

\*Internship will be carried out during the summer vacation of the II Semester

The above mentioned distribution structure shall be followed by all colleges and Universities without any alterations.

**Extra disciplinary subjects should be allocated in the II & III semester alone for all PG Courses.**

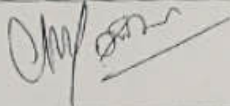
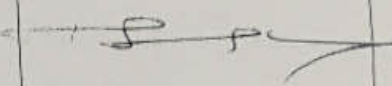
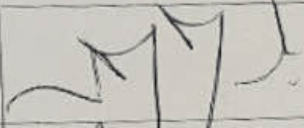
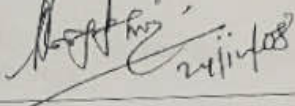
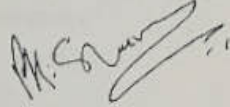
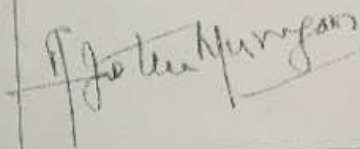
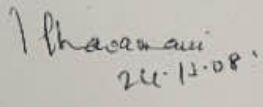
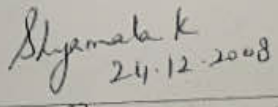
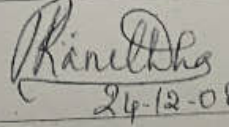
*K. Srinivasan*  
8/1/15

**Governing Body Meeting**

Date : 24.12.2008

Time: 11 a.m.

**The Members Present :**

|     |   |   |
|-----|---|---|
| 1.  | Dr. A.M.Swaminathan IAS (Retd.)<br>Chairman, Ethiraj College Trust.   |     |
| 2.  | Mr.R.Shannmugam IAS (Retd.)<br>Financial Trustee, Ethiraj College Trust.                                    |     |
| 3.  | Mr. V.M.Muralidharan<br>Member, Ethiraj College Trust   |     |
| 4.  | Prof.S.P.Thiagarajan,<br>Member, Ethiraj College Trust  |     |
| 5.  | Prof. P.Krishnan<br>Membe, Ethiraj College Trust &<br>University Representative.                            |   |
| 6.  | Thiru. P.K.Sharma<br>Under Secretary, UGC.<br>UGC Representative  |   |
| 7.  | Dr.Jothi Murugan<br>Joint Director of Collegiate Education,<br>Chennai Region.<br>Government Representative |   |
| 8.  | Dr. Tmt M.Thavamani<br>Principal &<br>Secretary, Ethiraj College Trust.                                     |   |
| 9.  | Dr.Tmt Leela Abraham<br>Vice Principal & Staff Representative   |   |
| 10. | Dr.Tmt Shyamala Kanakarajan<br>Staff Representative   |  |
| 11. | Dr.Tmt Rani Chrithu Dhas<br>Controller of Examination   |  |



Ethiraj College for Women (Autonomous) - Chennai 08  
Governing Body Meeting

Date : 24.12.2008

Time : 11 a.m.

AGENDA

1. Welcome and Introduction of New Members :

- a. Thiru. P.K.Sharma
- b. Prof. S.P.Thyagarajan
- c. Prof. P.Krishnan
- d. Dr.Jothi Murugan

2. Approval of previous minutes.

3. Presentation of a brief report by Principal.

I. Academic activities

(a) Introduction of CBCS in UG. The University of Madras has revised and introduced the new pattern of syllabus from 2008-2009.

Part I - Foundation Course exclusive for languages

Part II - English

Part III- Core and Allied subjects including job oriented elective papers.

Part IV- 1a/1b/1c in I & II Semesters, Skilled based subjects in all semesters  
EVS/ Value Based Education in III/IV Semester.

Part V - NCC / NSS / Sports / CSS / YRC / RRC / ROT.

Total credits 140

(b) Introduction of Soft skill courses for PG – each student must complete any two from the following.

- (i) Personality Development
- (ii) Communication skills
- (iii) Business English.

(c) New courses introduced in 2008-2009

- (i) M.Phil. PB & PB
- (ii) M.Phil. Corporate Secretaryship.

(d) New Courses to be introduced in future :

- M.A. Developmental Studies
- Conversion of M.A. History to M.A. Travel and Tourism Management
- P.G. Diploma in Tourism Guidance

(e) Introduction of present students in Board of studies.

II. Sports : Seminar for Sports Students on “Enhancing Excellence in Sports” conducted on 4<sup>th</sup> July 2007

In Prestigious Dr. Sir. A.L.Mudaliar Sports Meet the College won 2<sup>nd</sup> place

Anees Kowsar represented India in an inter regional tournament held in South Korea

Organized a State level Chess Tournament for women

Opened a Gymnasium for Staff and Students

Sweetha S had the honour of participating in Ranjit Trophy

- m. Conduct of seminar/workshops/ Training Programme
  - Courses on Personality Development and health hygiene for all non teaching staff & Courses on Computer skills and spoken English for qualified non teaching staff Rs. 20,000/-
  - Training Programme on Guidance, Career Counselling and Soft Skills for Teaching Staff..... Rs. 75,000/-
- n. Staff Assessment and Enhancement of their performance Rs. 3,00,000/-

|   |               |
|---|---------------|
| Total -   | Rs. 17,03,400 |
| Amount already spent - Purchase of Storage Rack | Rs. 2,14,518  |
| Purchase of Paper cutter                        | Rs. 15,750    |
| Purchase of CD Player (Teaching Aid)            | Rs. 5,990     |
| Purchase of Book                                | Rs. 6,295     |

GRAND TOTAL Rs. 19,45,953

5. Statement of Results of Novemeber 2007 and April 2008 Examinations
6. Statement of Accounts - Autonomy Grant (2007-2008)  
Examination fee Accounts (2007-2008)
7. Assessment of Autonomy by the students.
8. Any other matter for discussion.



**MINUTES OF THE GOVERNING BODY MEETING HELD ON  
24<sup>TH</sup> DECEMBER 2008.**

**Members Present :**

1. Dr. A.M. Swaminathan IAS (Retd)
2. Mr. R. Shanmugam IAS (Retd)
3. Mr. V. M. Muralidharan
4. Prof. S.P. Thiagarajan
5. Thiru.P.K.Sharma
6. Dr.Jothi Murugan
7. Dr.Tmt M.Thavamani
8. Dr.Tmt Shyamala Kanakarajan
9. Dr.Tmt Rani Christhu Dhas

The 7<sup>th</sup> Governing body meeting was held on 24<sup>th</sup> December 2008 at 11.00 am with Dr.A.M.Swaminathan, as Chairperson in the college premises.

At the outset Chairman welcomed all the members and in particular the new members Thiru.P.K.Sharma, UGC Representative, Prof.S.P.Thiyagarajan Trust board member, Dr.Jothi Murugan Regional Joint Director, Chennai region and Dr.P.Krishnan University representative. He said that the institution is fortunate to have them in the governing body, seeking for their valuable advice and suggestions which would help the college to achieve greater heights.

The members approved the minutes of the previous meeting.

**Academic Activities**

Dr.Jothi Murugan suggested the following

1. The agenda sent to the members to include the actions taken by the institution along with minutes of the previous meeting. The number of governing body meetings to be mentioned.
2. He checked on the difficulties in the introduction of CBCS, Part-I, II,III,IV and V and the non major electives, introducing new papers and on the constraints faced without affecting the work load of the departments.

The Principal replied that in accordance with the TamilNadu State Council for Higher Education and the Government of TamilNadu, CBCS system was introduced without affecting the work load norms of the departments. The skill based courses were introduced based on the availability of qualified staff. It was difficult to include the non major electives within the workload of 30 hours per week, with the reduction in major and allied hours. Compulsory introduction of Tamil as a language was accepted with some resistance.

The Principal informed that the streaming (A,B,C) was introduced in the Foundation course English, to help the weak students. She also mentioned that the class strength has been reduced to 40 for Foundation English classes so that personal attention can be given to each student for better performance. Job oriented courses have been introduced as Skill based subjects.

The Principal also mentioned about the introduction of soft skill courses- for PG students Personality Development, Communication Skills and Business English. She also

said that the Board of studies of each Department includes the representation from the alumnae and the present students to give valuable suggestions to update the curriculum content.

She also informed that M.Phil in BBPB and Corporate Secretaryship were introduced during 2008-2009. The new courses proposed to be introduced in the future are M.A Development Studies, Conversion of M.A History to Travel and Tourism Management and PG Diploma in Tourism Guidance.

She also mentioned that in accordance to the XI plan period of UGC, the new courses can be introduced with the approval of Board of studies of that Department and Academic Council of the Autonomous College. However, the University must be informed about the same.

Dr.S.P.Thiyagarajan informed that the foresaid modification has been brought in the XI plan due to the enormous delay on part of the affiliating University in providing the ratification of new courses introduced.

He also mentioned that the introduction of CBCS at the PG level was difficult and said that to make the students a holistic personality, social orientation, value education need to be included in the syllabus. He also suggested to strengthen the activity of the IQAC.

Thiru.Muralidharan suggested that the senior students can guide and help the junior students in selecting the choice based subjects. Thiru.Sharma welcomed it as a good suggestion and opined that the senior students can be given some financial support for their guidance.

Dr.S.P.Thiyagarajan said that the IQAC should be actively involved in the quality improvement and quality sustenance.

Principal briefed the members about the Sports activities, NSS,NCC.CSS. Placement cell and others. Sac also mentioned about the certificate courses of all the departments and the UGC sponsored add on course on Investment management.

#### **Sports / NCC / NSS / CSS / and Others**

Dr.S.P.Thiyagarajan enquired about the motivation given to the students to showcase their talents in various fields. Dr.Shyamala Kanakarajan replied that after the admission the 1 year UG students are given a week long orientation to brief them about NCC, NSS, Sports etc. She also mentioned that sports is encouraged through attractive incentives like free boarding and lodging, fee waivers, scholarships etc.

Dr. Jothi Murugan, RJD suggested that the following details can be presented to the governing body

1. Admission details of UG and PG
2. Research Programs
3. Scholarships- Amount and the number of beneficiaries
4. UGC Sponsored minor and major projects
5. Results- only the final years to be presented and the 2 consecutive years results can be represented so that the progress of the department can be noted.
6. Concept of moderation if followed, details to be given.
7. Audited statement of accounts



He appreciated the performance of the college and said that Ethiraj College is one of the best colleges in the Chennai region.

### Placement Cell

Regarding the activities of the placement cell, it was suggested to appoint a full time placement officer, who is qualified and trained in Human resource. The Principal said that college organizes career fair, training programme through the placement cell to orient the students on career opportunities and enhance employability. She also informed, that a two day training programme for teachers on career counselling and life skills would be organized in collaboration with Rajiv Gandhi National Institute of Youth Development at Sriperambatur.

Thiru.Muralidharan commended the interdepartmental activities conducted annually by each department for 2 days. Dr.S.P.Thiyagarajan suggested that the college events can be presented in a chronological order. Thiru.Sharma said that the faculty to be informed about the various schemes and programmes of UGC. Principal stated that the UGC cell of the college is functioning actively with its secretariat. The principal placed her request for more recurring grants than the non-recurring grants.

Thiru.Sharma congratulated the college for its status as the college with potential for excellence. He also said that there is a separate grant available for computers and the autonomy grant need not be diverted for the purchase of computers.

Dr.S.P.Thiyagarajan said that Rs.3.Lakhs is allocated by UGC exclusively for IQAC. Principal mentioned that a training programme for IQAC members would be organized on 21<sup>st</sup> January 2009. Dr.S.P.Thiyagarajan said that under the XI plan, grant is available for the purchase of teaching aids, technology mediated – audio-video, visuals and software.

Dr.S.P.Thiyagarajan also mentioned that the II installment of Rs.2 Lakhs for infrastructure would be released soon after receiving the statement of accounts for the first installment. Rs.1 lakh is given for the project work undertaken during the regular or summer vacation, Rs.5000/- for fellowship and Rs.6000/- for contingency.

Principal also mentioned that 8 teachers were trained in e-learning in education by National Institute of Technical Teachers Training and Research. Dr.S.P.Thiyagarajan replied that UGC allocates funds for e-content preparation..

Principal said that the teachers evinced keen interest in participating in seminars and workshops to update their knowledge .

Thiru.Sharma said that mock examination can be conducted, so that the students will gain confidence. Mrs. Shyamala Kanakarajan replied that model examination for practical and theory are conducted before the end semester examination.

### Results

Dr.S.P.Thiyagarajan said that 3 important factors have evolved from the results of Nov 2008 End Semester Examination .

1. Percentage of failures in UG courses is more
2. Arrears students fail in the same paper in reappearance
3. Continuous assessment is the stumbling block.



### Future Plan

Dr.S.P.Thiyagarajan suggested that a revised module could be followed for CA marks. The examination should not be mark scoring skills of the students, it should be structured to fulfill complete assessment of the students and not be mark based only .

Thiru.Sharma said that the utilization certificate to reach UGC on time, so that further funds can be sanctioned. Thiru Muralidharan also said that the accounts should be finished to request for further funds. Principal remarked that the XI Plan provides the time schedule , so that good planning can be exercised for funding from UGC.

### Feedback From Students

The members analyzed the feedback of the students on autonomy and suggested the following;

1. UG and PG – separate questionnaires to be given
2. More number of students to be involved for significant results of statistical analysis .
3. Valuable suggestions by the students to be considered.

Principal said that self appraisal by the staff has been completed. She also mentioned that the evaluation of staff by students will be also completed and both the reports will be compared. Principal requested Dr.S.P.Thiyagarajan to recommend well versed academicians to help in structuring the credit awarding system for UG under CBCS. In response, Dr.S.P.Thiyagarajan suggested Dr.Duraiswamy University of Madras and Prof.Krishnamurthy of Pondichery University.

Dr.S.P.Thiyagarajan insisted on statistical analysis of the feedback from the students and necessary actions pertaining to the same. This being the requirement for constructing the quality performance index as stipulated under the XI plan of UGC. He also said that to attract more students, some best practices of other institutions can be adopted.

### Budget for 2008-2009

The committee analyzed and approved the budget for 2008-2009 for the following

- a) Honorarium to Controller & Assistant Controller
- b) Purchase of Generator
- c) Construction & Electrical work for generator
- d) Purchase of digital duplicator
- e) Purchase of Fax machine for Principal's office
- f) Replacement of furniture
- g) Purchase of books & Journals
- h) Conduct of Seminar / Workshops / Training Programe for Teaching & Non-teaching.

The suggestions made were.

1. Purchase of computers can be from separate grants from UGC
2. Amount for IQAC can also be separate.
3. Purchase of more teaching aids, technology mediated software can be included.

Dr.A.M.Swaminathan, Chairman thanked all the members for their valuable suggestions and recommendations and assured them appropriate actions will be taken in the future to implement their suggestions, with that the meeting came to close at 1.p.m.




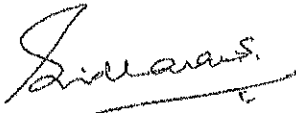

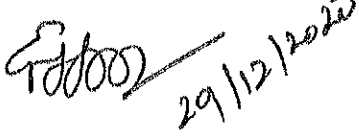

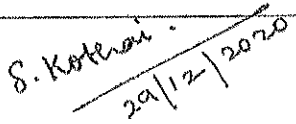
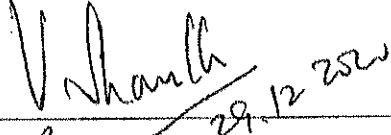
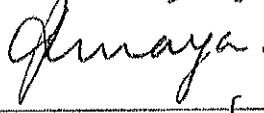
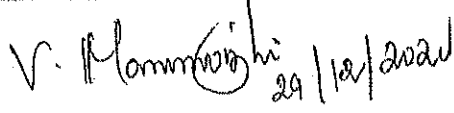
**ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS)**  
**CHENNAI - 8**

**GOVERNING BODY MEETING**

Time: 11.00 AM

Date: 29/12/2020

The Members present :

|   |  |
|---|--|
| 1. Tmt. Chandra Devi Thanikachalam<br>Chairperson, Ethiraj College Trust  |                  |
| 2. Thiru. S. Sridharan<br>Financial Trustee, Ethiraj College Trust  |                  |
| 3. Dr. M Sekar,<br>Member, Ethiraj College Trust  |                  |
| 4. Prof. S Vittal,<br>Member, Ethiraj College Trust   | -  |
| 5. Dr.D.Krupa Shankar<br>Member, Ethiraj College Trust  | -  |
| 6. Prof. Dr.E. Murugan,<br>University Representative,<br>Professor & Head,<br>Department of Physical Chemistry<br>School of Chemical Sciences,<br>Guindy Campus, University of Madras | <br>29/12/2020 |
| 7. Tmt. Indira Arjun Dev,<br>Member Governing Body,<br>UGC Nominee  | -  |
| 8. Dr. R. Ramanan<br>Joint Director of Collegiate Education<br>Chennai Region<br>Chennai - 600 015.   | <br>29/12/2020 |
| 9. Dr. Tmt. S.Kothai,<br>Principal & Secretary.   | <br>29/12/2020 |
| 10. Dr. V.Shanthi<br>Staff representative   | <br>29.12.2020 |
| 11. Dr. Tmt.R.K. Maya<br>Controller of Examinations   |                |
| 12. Tmt. V. Manimozhi<br>Academic Council Secretary   | <br>29/12/2020 |

## ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAI-600008

### MINUTES OF THE 16th GOVERNING BODY MEETING HELD ON 29/12/2020 AT 11am

The Governing Body Meeting of the College was held on 29/12/2020 at 11 am in the online mode with the Chairperson Tmt. Chandra Devi Thanikachalam in the Chair and was attended by the following members of the Governing Body.

1. Tmt. Chandra Devi Thanikachalam - Chairperson,
2. Thiru S. Sridharan -Financial Trustee
3. Dr. M.Sekar -Trust Board Member
4. Prof. E.Murugan -University Representative, University of Madras
5. Dr. S. Kothai -Principal and Secretary
6. Dr. V. Shanthi -Staff Representative
7. Dr. R K Maya -Controller of Examinations
8. Tmt. V. Manimozhi -Academic Council Secretary

The Chairperson, Dr Chandra Devi Thanikachalm welcomed the gathering and stated that due to unavoidable reasons the UGC Nominee to the Governing Body, Dr Indira Arjun Dev had expressed her inability to join the meeting. She said that Dr. Indira Arjun Dev sent her best wishes and has agreed to join the next Governing Body Meeting scheduled for the next semester. In her introductory remarks,she complimented the staff and students of the college and said that the well documented and extensive report submitted for the Governing Body was testament to the continuing academic activities of the college despite the pandemic induced lockdown and highlighted that nearly 62 webinars were organised during this period.

The Principal and Secretary Dr S. Kothai, introduced the members present and invited Tmt. V Manimozhi, Academic Council Secretary, to read out the minutes of the previous Governing Body Meeting. The Academic Council Secretary, Tmt. V Manimozhi, presented the minutes of the 15th Governing Body Meeting held on 28/02/2019.

**Agenda 1-** The minutes of the previous Governing Body Meeting was approved

**Agenda 2-** The Action Taken report on the matters put up for discussion in the previous Governing Body was taken up and at this point it was suggested that with regard to the Bharathiyar Study Centre that was inaugurated in the college in March 2019, the fund collected could be met with a matching grant from the college management and an Endowment Chair may be instituted in the the name of the study centre.

In the discussions that followed it was decided that the matter could be put before the Board to take suitable steps for the creation of such an Endowment Chair.

**Agenda 3-**The Minutes of the 22nd Academic Council Meeting of the College held on 05/12/2019, for the approval of the Outcome Based Education syllabus for UG and PG programmes were placed and approved.



**Agenda 4-** The minutes of the Finance Committee meetings of 2019-20 and 2020-21 were placed and approved

**Agenda 5-** The results of the End-Semester Examinations of 2019 and 2020 were placed and approved

**Agenda 6-** The admission details of 2019-20 and 2020-21-Graduate and Post-Graduate Courses- Aided and Self-Supporting were placed and approved.

**Agenda 7-** The provisional affiliation granted by the University for two new PG courses- M.A. Human Resource Management and M.Sc. Applied Psychology in Shift II for the academic year 2020-21 were placed and approved.

**Agenda 8-** The college activities for the period February 2019 to December 2020 were placed. Professor E Murugan enquired about the mode of organisation of the activities and the Principal replied that after the lockdown all the activities were organised only through the online mode i.e., virtual meeting. The numerous awards and recognitions received by the Principal Dr. S. Kothai and the teachers of various departments were well appreciated by the members. The members expressed their appreciation for the achievement of the Guinness Record for the world's longest play on Human Rights issues by the students of the college.

While discussing the Management sponsored research projects taken up by the staff and students through ECRIC, (the Ethiraj Centre for Research, Innovation and Creativity-funded by the Management), Dr. M.Sekar, Trust Board member suggested that the research output of these projects in the form of publications, could also be presented from the next meeting. The Principal replied that as most of the projects sanctioned during the period under review were nearing completion only this month, the researchers would be getting their papers published shortly.

Next the MoUs signed by the various departments were discussed and it was suggested that the the MoA signed by the college during the period with Binghamton University, New York, USA should be utilised to its maximum. The Financial Trustee, Thiru S. Sridharan stated that the college should ensure that the MoA should result in interaction between Ethiraj College and Binghamton University at all levels, namely student, faculty etc., Prof.E Murugan, the University Representative and Dr. M. Sekar, Trust Board Member suggested that the outcome of the MoUs signed with other Universities and corporate organisations could be included in future presentations.

It was also suggested that the Dean of Academics of the college should organise more such interactions and ensure full utilization of the MoUs.

Dr. M.Sekar also suggested that the Principal could explore the possibilities of establishing and securing research projects from UGC and other institutions to which the Principal agreed to the suggestion. Thiru.S. Sridharan said the college could explore the possibility of establishing tie-

ups with other notable and like-minded women's universities overseas to which the Principal assented.

Continuing with the need to place emphasis on research activities the members suggested that awareness programmes on the New Education Policy (NEP), which stresses on H-Index and I-Index as a parameter for grants-in-aid should be held for the teaching faculty. The Principal Dr S. Kothai replied that an awareness programme on the NEP for the teaching faculty would be organised in the month of January.

With regard to the activities of the various student leagues, which was one of the unique best practices of the college in ensuring student participation and inclusion in large numbers, the Trust Board Member, Dr. M Sekar felt that this aspect could be highlighted better in the future presentations on student achievements.

**Agenda 9-**The achievements of the students in Sports for the period February 2019 to December 2020 was placed and was appreciated by the members.

In discussions that followed Dr. V.Shanthi, Staff Representative highlighted the need to continue with the training regimen of the sportspersons after lockdown restrictions are lifted. She was of the opinion that the Physical Director of the college could be available after college hours as well to promote sports activities in the college. She also added that the promising sportspersons in schools could be identified and admissions could be given for courses of their choice. Tmt. V Manimozhi, Academic Council Secretary, suggested that talented sports candidates can be identified well in advance and may be given provisional admission in our college.

Dr M. Sekar, Trust Board member endorsed the suggestions and suggested that sports meet for schools could be organised in the college and this would help in identifying such talent. Thiru. S Sridharan, the Financial Trustee suggested that such a meet could be publicized well in advance to enhance active participation by the school students. The Principal, Dr S. Kothai replied that steps would be taken to conduct such a sports meet for schools in the college during the current academic year, so that we could identify good sportspersons for admission to our college.

**Agenda 10-**The Grants received from UGC for the period 2019-20 was presented and approved.

**Agenda11-** The audited statement of accounts for the UGC Autonomy Grant of 2018-19 and the Examination Accounts of 2018-19 were placed and approved.The Trust Board Member, Dr. M Sekar suggested that in future presentations the financials could be presented in the form of a table or bar diagram for purposes of clarity.

**Agenda 12-** The Financial Statements relating to Staff Salary and student scholarship were placed and approved.



**Agenda 13-** In "any other matters" the members asked the Principal to forward the presentation (ppt) in a CD to the UGC Nominee, Dr. Indira Arjun Dev. The Chairperson, Tmt. Chandra Devi Thanikachalam, said that the next Governing Body Meeting of the academic year would be conducted in the presence of the UGC Nominee Dr Indira Arjun Dev and the Regional Joint Director of Collegiate Education.

The meeting came to an end with the Controller of Examinations, Dr R K Maya, proposing the vote of thanks at 12.35 pm.

**Signatures of Members Present:**

1. T. Ch. ee.
2. Sridharan S.
3. Anu
4. S. Uthairi.
5. Anaya.
6. E. S. S.
7. V. Shankar
8. V. Hemapriya
9. R. G. S.