



ETHIRAJ COLLEGE FOR WOMEN (Autonomous)

Chennai

Affiliated to the University of Madras * College with Potential for Excellence * Reaccredited with A grade by NAAC

3.1.1

MINUTES OF THE BOARD/ECRIC MEETING

Minutes of the Board meeting held on 16 th April. 2019

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TRUST BOARD MEETING HELD ON 16th APRIL 2019
at 10.00 AM

MEMBERS PRESENT:

TMT. CHANDRA DEVI THANIKACHALAM *Tak. 16.4.19*
CHAIRPERSON

THIRU. S. SRIDHARAN *S. Sridharan*
FINANCIAL TRUSTEE

PROF. S. VITTAL *S. Vittal*
MEMBER

DR. M. SEKAR *M. Sekar*
MEMBER

DR. D. KRUPA SHANKAR *D. Krupa Shankar*
MEMBER

PROF. DR. C. MURUGAN *C. Murugan*
UNIVERSITY REPRESENTATIVE

DR. TMT. S. KOTHAI *S. Kothai*
PRINCIPAL & SECRETARY

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Ethiraj College for Women (Autonomous)
Chennai - 8

Agenda for the Trust Board Meeting 04-2019 to be held on 16th April 2019 (Tuesday) at 10.00am

S.NO	AGENDA ITEMS	DETAILS	Pg.Nos
1	Recording of the Quorum		
2	Approval of the Minutes of the Previous Meeting held on	The Minutes of the Trust Board Meeting held on 15.03.2019	3-5
3	Review of the Action Taken Report	Action Taken Report - Minutes of the Trust Board Meeting 15.03.2019	7-9
4	Academic Issues	Letter from Dean of Research - improving research activity - recommendations.	10-13
5	Academic Activities	List of Activities	14-22
6	Staff Issues	1. Reemployment of a. Mr.B.Chandrababu, Deputy Finance Officer from 02.04.2019 to 31.03.2020. b. Mr.Baskarsundaram, Manager Administrative from 01.04.2019 to 30.03.2020. c. Dr. Mrs. S. Seivam, Physical Director from 01.06.2019 - 30.04.2020. d. Dr. N. Thenmozhi, Medical Officer from 02.06.2019 to 30.05.2020. e. Consolidated Staff are 1. Ms. G. Angel, 2. Mr. T. Sasikumar, 3. Mr. Balaji, 4. Mrs. N. Rani and 5. Mr. Saleem. 2. Filling up the post of Assistant - Promotion of Tmt. R. Nagamani, Junior Assistant (Aided Office).	23 & 24 25 26 & 27 28 & 29 30 31 & 32
7	Staff Compensation	Pay anomaly of the Teaching and Non-Teaching Staff members (Trust and Self-Supporting). a. Exercising option to retain in old scale of pay b. Request for increase of pay in the revised salary by certain senior faculties of the Self-Supporting Stream c. Request for increase in salary for Senior Non-Teaching Staff. d. Fee Concession request from Non - Teaching staff - Mrs. Kalavani.	33 34 35-37 38
8	Students Affairs and Achievements	Students' Achievements	39 & 40
9	Infrastructure	Minutes of the Building Committee Meeting held on 07.03.2019	41 - 43

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10	Admission process & Fees Collection	a. Formation of Admission Committees	44- 51
		b. Online fee collection	52& 53
		c. Revision of Hostel fees	54 & 55
11	Repairs & Maintenance	1. Request for Mobile Staircase	56
		2. Campus II white washing	57
		3. Library white washing	58
12	External events	Nil	
13	School at Vellore	Letter from EMHSS, Vellore – 9. Intimation letter of Mrs.D.Jayasree, B.T.Assistant in Mathematics – One month notice	59 & 60
14	Finance	a. Summary of Receipts and Payments for the month of March 2019	61 - 65
		b. Appointment of Auditor for 2019 - 2020.	66
15	Technology	Nil	
16	Endowments	Nil	
17	UGC/ State Government related developments, if any	Nil	
18	Compliance Matters	a. GST – Registration for GST, action is being taken by our Auditors Gopal & Murthy.	67
		b. IT & TDS is done by our Auditors Gopal & Murthy through Online	68 - 70
19	Quality & Ranking related matters, if any	a. Autonomy Review Inspection held on 23.03.2019 & 24.03.2019.	
		b. NIRF ranking 36 th place	
20	Major P.O's & Contracts awarded since last Board meeting	Nil	
21	Update on legal matters		

Any other matter with the approval of the Chairperson

S. Kothai
12/11/19

ETHIRAJ COLLEGE FOR WOMEN

**Minutes of the Trust Board Meeting 04-2019 held on
16th April 2019 (Tuesday) at 10.00am**

Agenda Item No.1

Members present:

Tmt.Chandra Devi Thanikachalam – Chairperson
Thiru.S.Sridharan – Financial Trustee
Prof.S.Vittal – Member
Dr.M.Sekar - Member
Dr.D.Krupa Shankar - Member
Prof.Dr.E.Murugan – University Representative
Dr. S. Kothai – Principal & Secretary

Agenda Item No.2

Confirmation of the Minutes of the Trust Board Meeting held on 15.03.2019

The Board confirmed the Minutes of the Trust Board Meeting held on 15.03.2019

Agenda Item No.3

Action Taken Report

Recorded

Agenda Item No 4

Letter from Dean of Research – request for improving Emoluments for different research activities.

Though the Board approved the recommendations it was also felt that lot more motivation, planning and commitments are required to enhance the quality & quantity of research program ventures by different departments of the college. For this purpose following decisions were taken.

To create a centre called The Ethiraj Centre for Research, Innovation and Creativity (ECRC)

Along with individual research activities, each Department to plan for Departmental research, undertake studies that are relevant to their subjects and to the society.

HODs to submit their proposal to the Dean of research.

Dean of Research to submit a plan of action for the whole year in the beginning of the academic year to ECRC and every month to submit a report updating the progress made in this regard.

3. Improvement of our college programmes

The Board members requested that our programme such as College Day, convocation etc. to be planned such that the duration of the programme does not take more than three hours.

A Committee was formed with the following Members to come up with recommendations in this regard:

- a Prof. S. Vittal
- b Dr. M. Sekar
- c Dr. E. Murugan

4. Approval of medical expenses

The Board approved the request from Mr. Senguttvan, Marker who fell down from the Founder Statue while cleaning on 25.03.2019 for Medical expense of Rs.45,103/-

5. Appointment of Trust staff

The Board approved the appointments of the following staff under Trust vacancy as follows:

Mr. Tamilarasan, Mr. Vineeth – as Lab Assistant on consolidated pay of Rs. 13,500/- from 01.06.2019 (without EPF & ESI)

Mrs. Fathima and Mrs. Varalakshmi as Sweepers on consolidated pay of Rs. 9,000/- from 01.06.2019 (without EPF & ESI)

6. New Administration Block

The Trust Board Members visited the location identified for building the Administration Block (next to the Science Block). The Members felt that the lung space available within the College at this location may be lost apart from Non availability of adequate light and wind to existing buildings. The alternative location chosen was the Tennis Court area. The Architect was authorized to prepare concept drawings and also apply to the CMDA seeking an extension of time to upload planning documents.

There being no other matters, the meeting ended with a vote of thanks to the Chair.

Date : 16.04.2019

T. C. C.
Chairperson

04-2019 | AGENDA: 3

ETHIRAI COLLEGE FOR WOMEN
Minutes of the Trust Board Meeting held on 16th April 2019 (Tuesday) at 10.00am
ACTION TAKEN REPORT

S. No	Meeting Date	Decision	Action taken
1.	15-03-2019	Confirmation of the Minutes of the Trust Board Meeting held on 14.02.2019. The Board confirmed the Minute of the Trust Board Meeting held on 14.02.2019	Recorded
2.	15-03-2019	Action Taken Report	Recorded
3.	15-03-2019	List of Activities	Recorded
4.	15-03-2019	Staff & Students' Achievements	Recorded
5.	15-03-2019	Summary of Receipts and Payments for the month of February 2019. The Board approved the account of Receipts and Payments for the month of February 2019.	Recorded
6.	15-03-2019	Letter from University of Madras – Grant of approval of qualification of Dr. S. Kothai, Principal & Secretary, dated: 19.02.2019. The board noted the letter from University of Madras – Grant of approval of qualification of Dr. S. Kothai, Principal & Secretary, dated: 19.02.2019	Recorded
7.	15-03-2019	Budget for College Day. The board approved the Budget for College day and not to exceed Rs.8,00,000/-	Recorded
8.	15-03-2019	Honouring the retired/ retiring Teaching & Non-Teaching staff with 8 gram gold coin and cash prize of Rs.5000/- respectively. Annual Get Together – Reg. The Board approved the proposed expenditure to honour, as per usual practice, the retired/ retiring Teaching staff with 8 gram gold coin at an estimate of Rs. 1,41,675/- & Non-Teaching staff with cash prize at an estimate of Rs. 5,000/- respectively	Recorded
9.	15-03-2019	Honouring Teaching and Non-Teaching Staff (Aided) with 25years and Teaching and Non-Teaching Staff (Self –Supporting) with 15 years of service in the College Day. Reg. The board approved the proposed expenditure to honour Teaching and Non-Teaching Staff (Aided) with 25years of service and Teaching and Non-Teaching Staff (Self –Supporting) with 15 years of service, at a total estimate of Rs.15,000/-	Recorded
10.	15-03-2019	Letter from Dr. S. Bhuvanagiri, Head, Department of Tamil to conduct the Certificate course in the name of Bharathiyar Study Centre from the academics year 2019-2020. The Board approved to conduct the Certificate course in the name of Bharathiyar Study Centre from the academic year 2019-2020	Recorded, a amount of Rs.60,000/- deposited into Trust account

Minutes of the ECRIC Meeting



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Minutes of ECRIC Committee (Ethiraj Centre for Research, Innovation and Creativity) meeting held on 24th July, 2019 at 1:00 pm at Board room, Ethiraj College for Women, Chennai.

The Deans of Research welcomed and briefed the ECRIC committee members on the background for formation of ECRIC and the road ahead in order to achieve the Vision of the management to make Ethiraj College a Centre for Research Excellence.

Eight Faculty members representing Aided and Self Supporting Streams volunteered to form the ECRIC committee along with the two deans of Research (enclosed).

The following were discussed.

1. Recommendations to enhance research submitted to the management on 01.02.2019 were briefed based on which the suggestions were -

- a. On a priority basis, two more lab technicians to operate high-end equipment in the FIST Centre and Instrumentation Centre are required urgently.
- b. A single hall hosting all the Equipments has to be provided for better monitoring of the Equipments.

2. Subgroups were formed to frame Guidelines for the following to be submitted in the next meeting

- a. Research Policy
- b. Minor/Major Research Projects
- c. Kothari Research Fellowships
- d. Startups and incubation Centre

The next meeting was scheduled on 30.07.19.

Members present

Dr. S. Sudha Parimala Associate professor Department of Chemistry Ethiraj College for Women	Member	
Dr. C. N. Deepa Associate professor Department of Biochemistry Ethiraj College for Women	Member	
Dr. M. Menaka Associate professor Department of Clinical Nutrition and Dietetics Ethiraj College for Women	Member	
Ms.V.R. Shirley Grace Assistant professor Department of Human Rights and Duties Education Ethiraj College for Women	Member	
Dr. M. B. Pavithra Associate professor Department of Human Rights and Duties Education Ethiraj College for Women	Member	
Dr. A.S.Saranya Associate professor and Head, Department of Commerce Ethiraj College for Women	Dean of Research (Aided)	
Dr. K. Krishna Prema Associate professor and Head Department of Microbiology Ethiraj College for Women	Dean of Research (SS)	



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Minutes of ECRIC Committee (Ethiraj Centre for Research, Innovation and Creativity) meeting held on 30th July, 2019 at 1:00 pm to 3:00 pm at Board room, Ethiraj College for Women, Chennai.

The following agenda were discussed.

1. Research Policy was finalized

2. Format of Operational Guidelines released by UGC in JULY 2019 with respect to STRIDE (Scheme for Trans-disciplinary Research for India's Developing Economy) was give to the members in-charge of framing guidelines for Major/Minor projects.

3. Requirements for starting an incubation centre in college was discussed by the two committee members in-charge of the same – Dr. M. Menaka and Ms T. Sudesna (Former E-cell Co-ordinator SS).

4. Need for modification of Criteria for deciding Research Excellence Award given on Founders day was discussed. The suggestions are -

a. Application for the research excellence award to be sent by mail to IQAC and submission of copies supporting documents to be handed over to IQAC who are responsible for calculating the points for grant of the Award.








b. Self-Supporting faculty have restrictions with respect to securing grants for research projects and therefore for research publications. They are eligible to apply only for UGC Minor Projects.

c. Out off 25 Self-Supporting department only three have M.Phil recognition and One department has Ph.D. recognition. This makes it difficult for the Self-Supporting faculty to Publish research papers without having research scholars. Therefore the minimum cut-off points as per API guidelines for SS faculty need not be mandated.

d. As per API guidelines the calculation of points is different for science stream Faculty and humanities and arts stream faculty. Therefore it is suggested that research excellence awards be given separately totalling to four, two each for Aided and Self-Supporting streams.

5. NAAC Criteria III (3.1 to 3.7) were allocated to the ECRIC committee members after discussion.

Members present

Dr. S. Uma Gowrie Associate professor Department of Plant Biology and Plant Biotechnology Ethiraj College for Women	Member	
Ms. C. Jayashree Assistant professor Department of Economics Ethiraj College for Women	Member	
Dr. C. N. Deepa Associate professor Department of Biochemistry Ethiraj College for Women	Member	
Dr. M. Menaka Associate professor Department of Clinical Nutrition and Dietetics Ethiraj College for Women	Member	
Ms. V. R. Shirley Grace Assistant professor Department of Human Rights and Duties Education Ethiraj College for Women	Member	
Dr. M. B. Pavithra Associate professor Department of Human Rights and Duties Education Ethiraj College for Women	Member	
Dr. A. S. Saranya Associate professor and Head, Department of Commerce Ethiraj College for Women	Dean of Research (Aided)	
Dr. K. Krishna Prema Associate professor and Head Department of Microbiology Ethiraj College for Women	Dean of Research (SS)	