

DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)
Thorapakkam, Chennai – 600 097

**Minutes of the 18th Governing Body Meeting held on 26.05.2016 at
12.30 p.m. at D.B.Jain College, Chennai - 600 097.**

Members Present:

Dr. Harish L Metha	-	Chairman - Governing Body
Dr.K.K. Vashistha	-	UGC Nominee
Dr.R.Subbalakshmi	-	University Representative
Dr.B.Kanniga	-	Joint Director, JDCE Chennai Region Government Nominee
Dr. R. Vijayaraghavan	-	Member
Dr. K. Minraj	-	Member
Prof.V.Chandrasekhar	-	Principal i/c & Member Secretary

Leave of Absence:

Mr.M.Lalchand Munoth	-	Member
Mr.S. Mahaveerchand Jain	-	Member
Mr.K. Vinaychand Galada	-	Member
Mr.R.Dayachand Savansukha	-	Member
Mr.L.Jaswant Munoth	-	Member
Mr.K.Pukhraj Jain	-	Member
Mr.R.Dharmendra Savansukha	-	Member
Mr. L. Uday Metha	-	Member
Mr.K. Subash Chand Ranka	-	Member

Dr.Harish L Metha, Chairman, Governing Body welcomed all the members present at the meeting with greetings.

The Chairman gave a brief note on the each item of the agenda. Detailed discussions took place for every item of agenda. Suggestions were given by the members.

1. The Governing Body considered the minutes of the 17th Meeting of the Governing Body and the members of the Governing Body ratified the minutes of the meeting with the following observations:

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- a. With regard to the 'Action Taken' on the minutes, records must be shown in support of the action taken for the suggestions made in the meetings.
 - b. As regards Language Proficiency Programmes, the members were of the view that the students must be empowered in English Speaking Skills. Therefore, in the light of the discussions held in the previous Governing Body Meeting, further suggestions were to include one hour AV Class, one hour Soft skills and one hour English subject to be taught in the class. The Syllabus must be revised in such a way that AV, Soft Skills and English form part of the Syllabus.
 - c. It was also suggested that English News Paper reading must be in place for one hour every day for all Courses as part of Syllabus.
 - d. Prof.K.Vashishtha ,UGC Nominee gave his suggestions in Governing Body to improve the standards of the students.
 - e. The Chairman suggested that one hour library reading to be made compulsory for all students and that the records to be kept for library reading as part of Syllabus.
 - f. The Chairman also expressed his desire to meet the teaching staff of the English department & other staff members at the college at the beginning of the coming academic year.
2. The Governing Body considered the minutes of the Academic council meeting held on 20.05.2016 and resolved that the minutes be ratified.
 3. The Governing Body considered the minutes of the Finance Committee meeting held on 21.05.2016 and resolved that the minutes be ratified.
 4. The Governing Body reviewed the Examination Results of various courses for November 2015 and suggested that
 - a. Reasons for poor performance of the students in the examination to be diagnosed in all the department.
 - b. Remedial solution be identified for better performance
- It was also suggested by the UGC Nominee Dr.K.Vaishista that teaching and learning practice for teachers be strictly followed.
- The Governing Body strongly felt that the performance of the students in UG and PG examinations be improved in the coming years.

5. The Governing Body reviewed Academic Development Activities for the Academic year 2015-16 and ratified with the following suggestions;

- a. Teacher Development and Training Programmes be conducted by experts from Teacher Training Institute and one week long Refresher Courses for Teachers be conducted in every Semester.
 - b. Effective tutorial system must be followed with 50 students being allotted to each staff, so that each staff can pay attention to the allotted students and keep a watch on their academic behavior, Soft Skills attitude and other such issues concerning their academic advancement. Such mentoring would enhance the skills of the students in the years to come.
6. In the discussion on "any other matter", the Governing Body discussed at length the effective assessment of the teachers. In the competitive educational scenario, teachers ~~have~~ have a role in modifying and moulding the character of the students to whom they teach. Therefore, the Governing Body was of the firm view that the teachers should assess themselves to ascertain whether they are capable of imparting effectively. Self assessment has to be done for enhancing the 'Capacity building' for quality education. The Governing Body felt that self assessment must be in force from the beginning of the next academic year i.e. 2016-2017.

It was also suggested by the Governing Body that feed - back be obtained from the students on the teaching their subjects at the end of every semester.

The Governing Body further suggested that class Teacher-in-Charge be nominated for classes and the responsibility of keeping the records of the students such as attendance, assignments and class test etc be entrusted to them.

The Meeting was concluded with the vote of thanks proposed by Dr.R.Vijayaraghavan.

Harish - metha

Dr. Harish L Metha
Chairman
Governing Body

DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

Thorapakkam, Chennai – 600 097

Minutes of the 19th Governing Body Meeting held on 23.12.2017 at 12.30 p.m. at Principal's Room, D.B.Jain College, Chennai – 600 097.

Members Present:

Dr.Pankaja R.P.	-	Principal & Member Secretary
Dr.K.K. Vashistha	-	UGC Nominee
Dr.R.Subbalakshmi	-	University Representative
Dr.M.Sakthivel Murugan	-	Member

Leave of Absence:

Dr. Harish L Metha	-	Chairman - Governing Body
Mr.M.Lalchand Munoth	-	Member
Mr.L.Jaswant Munoth	-	Member
Mr.R.Dayachand Savansukha	-	Member
Mr.R.Dharmendra Savansukha	-	Member
Mr.S. Mahaveerchand Jain	-	Member
Mr.K.Pukhraj Jain	-	Member
Mr.K. Vinaychand Galada	-	Member
Mr. L. Uday Metha	-	Member
Mr.K. Subash Chand Ranka	-	Member
Dr.A.Vennila	-	Joint Director, JDCE Chennai Region, Government Nominee

Dr.Pankaja R.P, Principal and Member Secretary of the Governing Body has welcomed all the members at the meeting.

The Principal gave a brief note on the each item of the agenda. Detailed discussions took place for every item of agenda. Suggestions were given by the members.

1. The Governing Body ratified with the following decision taken on the minutes of the previous Governing Body meeting.
 - a) 200 Nos. of Indian Express News paper for every 15 days have been purchased for reading purpose by the students.

- b) The Soft Skills class and English Special coaching class along with Audio Visual Class have been conducted as per the suggestion of the Governing Body.
 - c) The Syllabus for English has also been revised by the Board of Studies in English with the approval of Academic Council.
 - d) Prof.K.K.Vashishtha, UGC Nominee, commended that the improvement of the students has considerably increased.
 - e) As per the suggestion of Chairman, one hour of library session has been enforced as part of the regular timetable.
 - f) The first year students, have been implemented by conducting (a) Bridge Course for all students in the first year. (b) Remedial classes for the weak students and (c) challenging assignments for high achievers.
2. The Minutes of the Academic Council held on 21.04.2017 is ratified and necessary action may be taken accordingly.
3. The Governing Body approved the Exam Results of the various Courses conducted during 2016 – 2017 with following remarks:
- a) As per the suggestion of the Governing Body, one week long refresher Course for Teachers have been conducted in every semester.
 - b) 50 students have been allotted to each staff member for monitoring the academic status of students etc.,
 - c) A class teacher has been nominated as teacher-in-charge for classes to watch the Attendance, Assignment and class test etc., for the students.
 - d) Pass percentage has improved in all the Courses.
 - e) The Governing Body appreciated that the English Lab is to be set up shortly by the College.
 - f) Efforts for improving the overall pass percentage is appreciable.
 - g) While verifying the Results, it was observed that the Research Methodology in M.A. (Business Economics) and Functional Analysis in M.Sc. (Mathematics) have to be improved.

- h) As per the suggestion of Prof.K.K.Vashishtha, UGC Nominee, and Dr.R.Subbalakshmi, University Nominee, the format for recording teaching learning procedures by teachers may be strictly followed by writing Notes of Lesson in a separate Book etc., The content of the work diary used by the faculty was perused by the honourable members.
- i) The performance of the students in UG and PG Exams have improved considerably.
3. The Governing Body reviewed the development activities for the academic year with the following remarks:


The Governing Body requested the details of Paper presentation by the faculty members with date instead of numbers of papers in future.

Any other Matter:

- (a) The Governing Body approved the Budget Estimate and Receipts & Payments of UGC Autonomous Account for the year 2017 - 2018.
- (b) The Governing Body appreciated the Management of the College for instituting proposal for the M.Sc. Computer Science for the academic year 2018 - 2019.

The Meeting concluded with the vote of thanks proposed by the Principal of the College, Dr.Pankaja R.P.

Dr.Harish L Metha
Chairman
Governing Body


Dr.Pankaja.R.P.
Principal, Member Secretary
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DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)
Thorapakkam, Chennai – 600 097

**Minutes of the Governing Body Meeting held on 30.06.2018 at 12.30 p.m. at
Principal's Room, D.B.Jain College, Chennai – 600 097.**

Members Present:

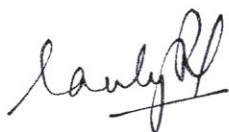
Dr.Pankaja R.P.	-	Principal & Member Secretary
Dr.K.K. Vashistha	-	UGC Nominee
Dr.R.Subbalakshmi	-	University Representative
Dr.M.Sakthivel Murugan	-	Member

Leave of Absence:

Dr. Harish L Metha	-	Chairman - Governing Body
Mr.M.Lalchand Munoth	-	Member
Mr.L.Jaswant Munoth	-	Member
Mr.R.Dayachand Savansukha	-	Member
Mr.R.Dharmendra Savansukha	-	Member
Mr.S. Mahaveerchand Jain	-	Member
Mr.K.Pukhraj Jain	-	Member
Mr.K. Vinaychand Galada	-	Member
Mr. L. Uday Metha	-	Member
Mr.K. Subash Chand Ranka	-	Member
Dr.A.Vennila	-	Joint Director, JDCE Chennai Region, Government Nominee

The Principal welcomed the members of the meeting and gave a brief note on the each item of the agenda. Detailed discussions took place for every item of agenda.

1. The Governing Body ratified the minutes of the previous Governing Body meeting.
2. The Principal elaborated the NAAC Peer Team visit and Self Study Report preparation and preparedness of various departments for NAAC Peer Team visit.
3. Principal briefed the members about the Principal Report presentation to the governing Body members and they ratified the same.
4. The Meeting concluded with the vote of thanks proposed by the Principal of the College, Dr.Pankaja R.P.


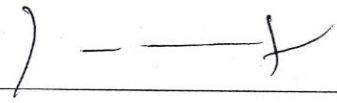
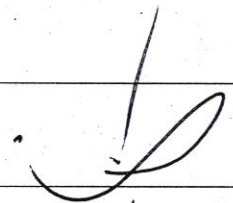
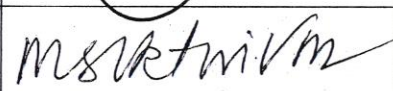
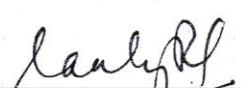


Dr.Pankaja.R.P.
Principal, Member Secretary

Dr.Harish L Metha
Chairman
Governing Body

Governing Body Meeting Members List

Members Present:

S. No.	Names	Signature
1	Dr.Harish L Metha - Chairman	
2	Prof.K.K.Vashishtha UGC Nominee	
3	Thiru.M.Lalchand Munoth	
4	Thiru.Jaswant Munoth	
5	Thiru. R.Dayachand Savansukha	
6	Thiru.R.Dharmendra Savansukha	
7	Thiru.Mahaveer Chand Jain	
8	Thiru.J.Pukhrai Jain	
9	Thiru. K. Vinaychand Galada	
10	Thiru L. Uday Metha	
11	Thiru.Subhashchand Ranka	
12	Dr.A.Vennila, Joint Director JDCE, Chennai Region, Tamilnadu Government Nominee	
13	Dr.R.Meganathan University of Madras - University Representative	
14	Dr.M.Sakthivel Murugan	
15	Dr.R.P.Pankaja Principal, Member Secretary	

DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)
Thoraipakkam, Chennai – 600 097

Minutes of the Governing Body Meeting held on 23.03.2019 at 12.00 Noon
in the D.B.Jain College, Chennai - 600 097.

Members Present:

Mr.Jaswant Munoth	-	Member
Dr.Pankaja R.P.	-	Principal & Member Secretary
Dr.K.K. Vashishtha	-	UGC Nominee
Dr.R.Meganathan	-	University Representative
Dr.M.Sakthivel Murugan	-	Member

Leave of Absence:

Dr. Harish L Metha	-	Chairman - Governing Body
Mr.M.Lalchand Munoth	-	Member
Mr.R.Dayachand Savansukha	-	Member
Mr.R.Dharmendra Savansukha	-	Member
Mr.S. Mahaveerchand Jain	-	Member
Mr.K.Pukhraj Jain	-	Member
Mr.K. Vinaychand Galada	-	Member
Mr. L. Uday Metha	-	Member
Mr.K. Subash Chand Ranka	-	Member
Dr.A.Vennila	-	Joint Director, JDCE Chennai Region, Government Nominee

Shri.Jaswant Munoth, Secretary (Academic & Finance) and member of the Governing Body chaired the meeting. He welcomed the members.

1. The minutes of the previous meeting was considered with the action taken thereon.
2. The minutes of the Academic Council meeting held on 14.02.2019 was considered for ratification.
3. Valuation during End Semester Examinations with effect from students admitted in the year 2019-2020 to increase objectivity in valuation:

UG Valuation	-	Single valuation by external only
PG Valuation	-	Double valuation by Internal and External.
4. Result Analysis : (a) The UGC Nominee lauded the efforts of the faculty to improve the performance of the students.


- (b) He observed that the class -wise analysis of results may be presented in the next meeting .
- (c) Improvement in Languages-Tamil and English was absolutely essential. Efforts have to be taken to improve the grammar and writing skills of the students. The Principal informed him about the Bridge Courses being conducted in all subjects for 10 days when the freshers join the College.

He emphasised that excellent communication was the need of the hour, especially for good placement.

- (d) With the class strength bring small, 100% pass has to be essential for a Post Graduate course like M.A. (Business Economics). "Research Methodology" should be given great attention.

5. The members appreciated the ERP facility in the College for its effective implementation. The Chairman suggested that a presentation on the ERP utilized by the College could be made in the next meeting of the Governing Body.
6. Selection of the books for the library have to be the best authors in the field as they enrich the knowledge of the teacher and the taught. Faculty should inculcate the reading habit in the students.
7. The Principal also informed the members about the magnanimity of the Management in sanctioning funds for any development activity of the Institution.
8. Faculty Development Programmes have to be utilized by the faculty for capacity building. Good communication and in-depth knowledge of the subject will increase the quality of good teachers.
9. The Chairman accepted the suggestion of the Prof-in-charge to reimburse the fees paid by the faculty for publishing articles in Scopus Journals with high impact factor.
10. The meeting concluded with the chairman thanking the members for their interactions towards building D.B.Jain College as one of the most sought after institutions.

Dr.Harish L Metha
Chairman
Governing Body


Dr.Pankaja.R.P.
Principal, Member Secretary

DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)
Thoraipakkam, Chennai – 600 097

**Minutes of the Governing Body Meeting held on 26.12.2019 at
12.00 Noon in the College Campus, NAAC Room**

Members Present:

Dr.M.Senthilraj	-	Principal & Member Secretary
Dr.K.K. Vashishtha	-	UGC Nominee
Dr.R.Meganathan	-	University Representative
Dr.M.Sakthivel Murugan	-	Member

Leave of Absence:

Dr. Harish L Metha	-	Chairman - Governing Body
Mr.Jaswant Munoth	-	Member
Mr.M.Lalchand Munoth	-	Member
Mr.R.Dayachand Savansukha	-	Member
Mr.R.Dharmendra Savansukha	-	Member
Mr.S. Mahaveerchand Jain	-	Member
Mr.K. Vinaychand Galada	-	Member
Mr. L. Uday Metha	-	Member
Mr.K. Subash Chand Ranka	-	Member
Dr.R.Ravanan	-	Joint Director, JDCE Chennai Region, Government Nominee

Dr.M.Senthilraj, Principal - Member Secretary, welcomed the members of the Governing Body meeting.

1. Action taken in the minutes of the previous meeting held on 23.03.2019 at Trust Office.
2. Minutes of the Academic Council meeting held on 18.12.2019 discussed and approved.

Dr.K.K.Vashishtha, UGC Nominee requested to put Name and Institution of the respective Academic Council Members attended from University of Madras.

1. Dr.S.Armstrong, Professor & Head, Department of English,
University of Madras.
2. Dr.R.Rangarajan, Professor, Department of Commerce,
University of Madras.
3. Dr.K.Sivaji, Professor, Department of Nuclear Physics,
University of Madras.

3. Prof.K.K.Vashishtha, UGC Nominee discussed the Result Analysis of Examination results conducted during the year 2018 - 2019.

a) Improvement in Language Tamil and English was absolutely essential. Efforts have to be taken to improve the Grammar writing and skills of the students. He emphasized that excellent communication was the need of the hour, especially for good placement.

b) Improvement in B.Sc. Mathematics and M.Sc. Mathematics is necessary.

1. Learning gaps are minimum.
2. Giving work and get report.
3. Identify the teaching faculty and make use of the learning gap.
4. What methods of Teaching should be identified.
5. If students are not satisfactory, motivate the Teachers and Students.
6. Identify the Teachers if not benchmark them give work and complete them to achieve the target.
7. Right person for Right Job, to get maximum output.


Particularly Languages, English concerned teachers should motivate the students to get more marks as well as pass the subjects.

One or two subjects of Mathematics, Commerce, Corporate Secretaryship the UGC Nominee requested the concerned faculty members in some subjects should motivate the students and prepare well before the examinations. Students are advised to consult the teachers and get through in all the subjects.

After detailed deliberations and discussions by members on result analysis and it is approved by them unanimously.

4. The members appreciated and approved development activities for the academic year 2018 - 2019.

The meeting concluded with the Principal - Member Secretary thanking the members for their interactions towards enhance Dhanraj Baid Jain College (Autonomous) as one of the most sought after interactions.


Dr.Harish L Metha
Chairman
Governing Body

DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)
Thoraipakkam, Chennai - 600 097

Minutes of the Governing Body Meeting held on 23.09.2020 at 12.00 Noon
through zoom online platform.

Dr.Harish L Metha, Secretary (Administration) chairman of the Governing Body chaired the meeting. He welcomed the members.

1. The minutes of the previous meeting was considered with the action taken thereon.
2. The minutes of the Academic Council meeting held on 17.09.2020 was considered for ratification. Governing Body approved the Academic Council decision of conducting Autonomous Examination through online zoom mode as per resolution of University of Madras.

The meeting concluded with the chairman thanking the members for their interactions towards building D.B.Jain College as one of the most sought after instructions.

Harish metha

Dr.Harish L Metha
Chairman
Governing Body

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Dr.R.Meganathan
University Representative

PRINCIPAL
MOHAMED SATHAK COLLEGE OF ARTS & SCIENCE
SHOLINGANALLUR, CHENNAI - 600 119.

DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)
Thoraipakkam, Chennai - 600 097

**Minutes of the Governing Body Meeting held on 30.12.2020 at
12.00 Noon through Video conferencing**

Dr.Harish L Metha, Chairman of Governing Body welcomed the members of the Governing Body meeting.

1. Action taken in the minutes of the previous meeting held on 23.09.2020 in Zoom mode.
2. Minutes of the Academic Council meeting held on 24.12.2020 discussed and approved.
3. Governing Body approved to conduct of Autonomous Examination through online platform as directed by University of Madras.

The meeting concluded with the Chairman, Governing Body thanking the members for their interactions towards enhance Dhanraj Baid Jain College (Autonomous) as one of the most sought after interactions.

Harish metha

Dr.Harish L Metha
Chairman
Governing Body

Dr.R.Meganathan
Dr.R.Meganathan
University Representative

PRINCIPAL
MOHAMED SATHAK COLLEGE OF ARTS & SCIENCE
SHOLINGANALLUR, CHENNAI - 600 119.