



UNNAMALAI INSTITUTE OF TECHNOLOGY

Suba Nagar, Kovilpatti-628502

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

An ISO 9001:2015 Certified Institution

GOVERNING BODY

MINUTES OF MEETING



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GOVERNING COUNCIL

PREAMBLE

Effective governance is a critical function that connects the management and stakeholders. The institution has a robust governing council consisting of distinguished individuals from diverse backgrounds. This council is responsible for devising policies and making decisions related to academics and administration. Several academic and administrative bodies have been established with specific duties and responsibilities to ensure the council's efficiency and effectiveness. The college governing council meets twice a year to discuss various issues and aspects contributing to the institution's development. It creates a roadmap to achieve the institution's goals.

MAJOR RESPONSIBILITIES OF THE GOVERNING COUNCIL

- It is important to maintain the legal status of the college by following the policies established by the Council of Architecture, State Government, and affiliating university (Anna University) or any other relevant body or agency.
- As part of this responsibility, decisions regarding the admission of students, addition or discontinuation of any program, and other matters related to affiliating bodies should be taken by the college administration. The Principal should be instructed to take formal steps to put these decisions into action.
- In addition, the college administration must fix the fee structure and other charges in accordance with the recommendations of the affiliating university. Finally, the college administration must approve the budget for the respective financial year.

FUNCTIONS OF THE GOVERNING COUNCIL

The following are the responsibilities of the college governing body:

1. Amend and approve policies periodically.
2. Approve the appointment of faculty members recommended by the selection committee, in accordance with the norms prescribed by COA and Anna University.

Dr. D. RAVINDRAN, M.E., Ph.D.,
Principal
Unnamalai Institute of Technology
Suba Nagar, KOVILPATTI - 628 502.
Thoothukudi District



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3. Construct and maintain infrastructure and amenities for the institution.
4. Review the academic performance of the institution and suggest remedial measures if required.
5. Mobilize funds and utilize the resources to the maximum for institution development.
6. Introduce new programs and/or increase intake/closure of programs or reduction in intake.
7. Implement the recommendations of IQAC, the Planning and Monitoring Board, and other committees.
8. Review the highlighted feedback summary of stakeholders and plan corrective actions towards stakeholder satisfaction.
9. Monitor the academic and other related activities of the college.
10. Consider and execute the recommendations of the Staff Selection Committee.
11. Consider important communications, and policy decisions received from the University, Government and COE, etc.
12. Monitor the students' and faculty's development programs.
13. Pass the annual budget of the college.
14. Approve the income and expenditure of the college annually.
15. General supervision and control of the affairs of the college.
16. Fix admission, tuition, and other fees to be charged to the students reading and/or residing in the College (subject to any limitation laid down by the University).
17. Appoint Principal and other members of teaching and non-teaching staff, excluding Class-IV employees of the College, in accordance with the procedure laid down.
18. Make rules and alter, amend, or repeal the same, provided all such alterations, amendments, and repeals receive approval.



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19. Delegate, at its discretion, any of its power as may be necessary from time to time to the Principal.
20. Exercise such other powers and do such other acts or things as may be necessary or expedient for the proper performance of its duties.

CONSTITUTION OF GOVERNING COUNCIL

This is to inform you that the Governing Council has been constituted by the following members:

MEMBERS OF THE GOVERNING COUNCIL

S. No	Name of the Members	Position
1	Mr. Vijayan P	Chairman
2	Mr. Karthikeyan P	Member
3	Mr. Kadirvel P	Member
4	Dr. Shanmugam	Member Secretary & Principal
5	Mr. Arumuga Samy O	Member
6	Dr. Kamachi Mudali U	Eminent Professional
7	Dr. Uma Maheshwari G	Member

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POINTS DISCUSSED

Points Discussed	Resolution
1) The members of the Governing Council persisted in improving the first-year UG admission in the academic year of 2023-2024.	Reviewed by the members.
2) The Governing body has reviewed the students' performances in Anna University (AU) examinations and suggested enhancing the pass percentages in the forthcoming years which are fixed at 75% as a target.	Reviewed by the members.
3) The members gave the responsibility of university results to HODs and individual subject staff members.	Read and reviewed.
4) The council members suggested the training and placement cell for improving the number of placements in reputable companies.	Read and ratified
5) The members also approved the e-governance of the college for this academic year.	Reviewed and approved by the members.
6) The requirements of faculty members and the internal promotions of the faculty members have been discussed by the council body.	Read and ratified.
7) The council members analyzed the steps to be taken for getting the National Assessment and Accreditation Council (NAAC) and Ranking of Institutions.	Read and ratified.
8) The members of the Governing Council approved the steps to be taken for the next five years for the overall improvement of the Institution.	Read and reviewed.

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9) The council body approved the policy/procedure to be amended for the sanctioning of financial support to the staff for doing co-curricular activities, attending workshops, and conferences, and submitting research papers.	Read and ratified
10) The council members identify the mechanism for content delivery leading to effective learning outcomes.	Read and approved.
11) The members discussed improving the performance of academically weak students and steps to be taken for bright students to excel in the modern world.	Read and approved.
12) The members of the Governing Council discussed imparting soft skills including aptitude, communication, behavioral, and managerial skills to increase the employability of the students.	Discussed and approved.
13) The council approved the conduct of various programs such as Internships, Industrial visits, Guest lectures, workshops, symposiums, and other social activities.	Approved by the members.
14) The Governing Council members reviewed the minutes and resolutions of the various committee meetings during this academic year.	Reviewed and approved by the members.

Member Secretary & Principal

Chairman

P. VIJAYAN, M.Com., M.B.A.,
CHAIRMAN
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GOVERNING BODY

MINUTES OF MEETING

(2021 - 2022)



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Governing Council

Minutes of Meeting

Minutes of the Governing Council meeting for the academic year 2021-2022 to be held on 01.09.2021 at 11:00 AM in the Seminar Hall.

MEMBERS PRESENT

S. No	Name of the Members	Position
1	Mr. Vijayan P	Chairman
2	Mr. Karthikeyan P	Member
3	Mr. Kadirvel P	Member
4	Dr. Shanmugam R	Member Secretary & Principal
5	Mr. ArumugaSamy O	Member
6	Dr. KamachiMudali U	Eminent Professional
7	Dr. Uma Maheshwari G	Member

MINUTES

The Governing Council of Unnamalai Institute of Technology held a meeting on September 1st, 2021. Led by the Chairman, the council approved various topics, including:

1. Assigning responsibility for university results to Heads of Departments (HODs) and individual subject staff members.
2. To consider and approve the electives chosen based on technological advancement.
3. Consider the students suggestions and ensure that the classrooms and labs will be equipped with proper resources.
4. To consider and approve the Students' comprehension of the concepts is improved via laboratory experiments, which also help them connect theory to real applications.
5. Consider the Alumni suggestions, the faculty members are instructed to conduct lab experiments are related to the real applications.
6. The consolidated feedback report from the all the stakeholders, was submitted before the governing council.
7. Considered and approved the action taken report on the feedback collected from different stakeholders.
8. To consider and approve the action taken report.



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Council (NAAC) and Ranking of Institutions.

9. Approving a five-year plan for the overall improvement of the institution.
10. Approving changes to the policy/procedure for financial support to staff for co-curricular activities, attending workshops and conferences, and submitting research papers.
11. Identifying methods for content delivery to enhance learning outcomes.
12. Discuss measures to improve the performance of academically weak students and promote excellence for bright students in today's world.
13. Discussing the importance of imparting soft skills, such as aptitude, communication, behavioral, and managerial skills, to increase students' employability.
14. Approving various programs, including internships, industrial visits, guest lectures, workshops, symposiums, and social activities.
15. Reviewing minutes and resolutions from various committee meetings during the academic year.

At the end of the meeting, the Chairman expressed gratitude to all attendees to all participants for their valuable contributions.

Member Secretary

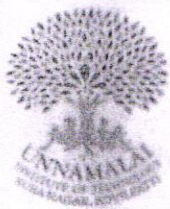
Chairman

Copy To,

- i) The Members of the Governing Body
- ii) File

P. VIJAYAN, M.Com., M.B.A.
CHAIRMAN
UNNAMALAI INSTITUTE OF TECHNOLOGY
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THOOTHUKUDI - DIST.

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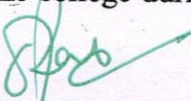
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POINTS DISCUSSED

Points Discussed	Resolution
1) Assigning responsibility for university results to Heads of Departments (HODs) and individual subject staff members.	Read and reviewed.
2) To consider and approve the electives chosen based on technological advancement	Read and reviewed.
3) Consider the students suggestions and ensure that the classrooms and labs will be equipped with proper resources	Reviewed by the members
4) To consider and approve the Students' comprehension of the concepts is improved via laboratory experiments, which also help them connect theory to real applications	Reviewed by the members
5) Consider the Alumni suggestions, the faculty members are instructed to conduct lab experiments are related to the real applications.	Read and reviewed.
6) The consolidated feedback report from the all the stakeholders, was submitted before the governing council.	Reviewed by the members
7) Considered and approved the action taken report on the feedback collected from different stakeholders.	Read and ratified
8) To consider and approve the action taken report	Read and reviewed.
9) Upgrading various laboratories to meet AU regulations.	Reviewed by the members
10) Suggest improvements to the training and placement cell to secure more placements in reputable companies.	Read and ratified
11) Implementing e-governance for the college during the current academic year.	Reviewed and approved by the members.


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12) Discuss measures to improve the performance of academically weak students and promote excellence for bright students in today's world.	Read and approved.
13) Discussing the importance of imparting soft skills, such as aptitude, communication, behavioral, and managerial skills, to increase students' employability.	Discussed and approved.
14) Approving various programs, including internships, industrial visits, guest lectures, workshops, symposiums, and social activities.	Approved by the members.
15) Reviewing minutes and resolutions from various committee meetings during the academic year.	Reviewed and approved by the members.

Member Secretary & Principal

Chairman

P. VIJAYAN, M.Com., M.B.A.,
CHAIRMAN
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GOVERNING BODY

MINUTES OF MEETING

(2020-2021)



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Governing Council

Minutes of Meeting

Minutes of the Governing Council meeting for the academic year 2020-2021 to be held on 07.09.2020 at 11.00 AM in Seminar Hall.

MEMBERS PRESENT

S. No	Name of the Members	Position
1	Mr. Vijayan P	Chairman
2	Mr. Karthikeyan P	Member
3	Mr. Kadirvel P	Member
4	Dr. Shanmugam	Member Secretary & Principal
5	Mr. ArumugaSamy O	Member
6	Dr. KamachiMudali U	Eminent Professional
7	Dr. Uma Maheshwari G	Member

MINUTES

On September 7th, 2020, the Governing Council meeting of Unnamalai Institute of Technology was chaired by the Chairman. During the meeting, the following points were discussed and approved:

1. To consider and approve the electives chosen based on technological advancement.
2. The electives will be selected based on student suggestion is related to the technological advancement.
3. To consider and approve the curriculum is effective developing innovative thinking skills.
4. Consider employer suggestions, Placement training activities and job oriented programs will be organized.
5. The Members suggested improvements to the training and placement cell to secure more


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placements in reputable companies.

6. The council approved e-governance for the college during this academic year.

7. The council discussed faculty requirements and internal promotions.

8. The Members analyzed the steps needed to obtain the National Assessment and Accreditation Council (NAAC) and Ranking of Institutions.

9. The Governing Council approved a five-year plan for the overall improvement of the institution.

10. The council approved changes to the policy/procedure for sanctioning financial support to staff for co-curricular activities, attending workshops and conferences, and submitting research papers.

11. The Members identified mechanisms for content delivery to improve learning outcomes.

12. The council discussed measures to improve the performance of academically weak students and steps for bright students to excel in the modern world.

13. The Members discussed imparting soft skills, such as aptitude, communication, behavioral, and managerial skills, to increase students' employability.

14. The council approved various programs, including internships, industrial visits, guest lectures, workshops, symposiums, and social activities.

15. The council reviewed minutes and resolutions from various committee meetings during the academic year.

The chairman thanked all participants for their contributions.

Member Secretary

Chairman

P. VIJAYAN, M.Com., M.B.A.,
CHAIRMAN

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Copy To,

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Dr. D. RAVINDRAN, M.E., Ph.D.,
Principal
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