

**Minutes of the Annual General Body Higher Education Commission
of Chennai Province 23.09.2017, Sacred Heart College,
Tirupattur - 635 601**

Annual General Body meeting of Don Bosco Higher Education of Chennai Province was held at Sacred Heart College, Tirupattur on 23.09.2017. The meeting began with a prayer song followed by an invocation by Rev.Fr.C.Antonyraj,SDB the Rector of the institution. After the invocation, Fr.Rector welcomed the Salesians from 12 higher education institutions and wished the gathering a fruitful discussion and to take forward the Ministry of Higher Education in the Province.

After lighting the Kuthu Vilakku, Fr.K.M.Jose,SDB the Provincial felicitated the gathering and urged the participants to take the Higher Education Ministry to the poor and needy and make it more relevant according to the signs of times. Rev.Dr.Xavier Alphonse,SJ. former member of UGC gave special address on **"Higher Education Journey Towards 2025"**. During his lecture the resource person stressed on Discernment, Collaboration and Network. He urged the member to take calculated risk in new institutes. Quoting Fr.Bernad De Samy's article in New Leader, the key note speaker dwelt on Expansion Inclusion and Excellence in Higher Education.

The speaker then focused his lecture on the challenges of higher education like lower level of Teaching, Financing of Higher Education, Traditional way of teaching, privatization, inadequate facilities, interference of political parties degrading moral values etc.

He then focused on the proposed **"Higher Education Empowerment Regulatory Authority" (HEERA)** and New Education policy.

Rev.Dr.Xavier Alphonse,SJ, also asked the Salesian to explore the possibilities of starting a Rural University at Tirupattur. Father also spoke about five trends that would eventually evolve in the future in the field of Higher Education. The 5 trends are:

1. Online Learning
2. Artificial Intelligence
3. Research Based Teaching
4. Loss of Value of Traditional Degree
5. Personalization, Customization and Contextualization

The second session was shared by Rev.Dr.Maria Soosai,SDB Delegate for Higher Education South Asia and Rev.Dr.Thaddeus, SDB Delegate for Higher Education, Chennai Province. Rev.Dr.Maria Soosai,SDB spoke about provincial level interventions and collaborations and gave a clear picture of Higher Education in South Asia.

Rev.Dr.Thaddeus, SDB in his address highlighted nine focal areas of Higher Education.

The members of Annual General Meeting dispersed for lunch at 1.00 p.m. In the post lunch session Rev.Dr.Maria Antony Raj, SDB, Head, Higher Education Commission chaired the session on "Institutional Sharing". Members from all the 12 institutions came forward to share their strengths and challenges.

At 3.30 p.m. Rev.Dr.Thaddeus,SDB brought out various challenges and issues that have to be addressed as Higher Education body. The discussions resulted in the following resolutions:

**DISCUSSIONS AND RESOLUTIONS AT THE GENERAL BODY MEETING
Higher Education Board, Salesian Province of Chennai
September 23rd, 2017**

1. Directory for Higher Educations in the province of Chennai has to be updated. It is the policy document for all HEIs irrespective of the category of DBHEI.

There are found categories of DBHEIs in the province namely arts & science. education, engineering or agriculture.

The Directory shall be updated by Fr. Thaddeus with the help of Fr. Antonyraj and the draft version be sent to all HEIs for further review, update and implementation. (Target Date: October 31st, 2017).

The Directory shall include definition of the following:

- Higher Education Youth Ministry
- Higher Education General Body (could be named as Higher Education Board)
- Higher Education Council
- Higher Education Committee for each DBHEI category

Higher Education General Body consists of all Salesians involved in higher education ministry as well as lay persons who are principals/managers in HEIs.

Higher Education Council is appointed by the Provincial for a term of three years with representatives for each DBHEI Category.

Higher Education Committee consists of the rectors and principals of DBHEIs of particular category with the representative of Higher Education Council of the respective DBHEI Category.

The policy shall include the policies of DBHEI at the national level and IUS at the congregation level.

2. Operation manuals for each category of DBHEIs such as **human resource, finance, facilities, academics, student services, pastoral project** etc., shall be developed and applied by each category of DBHEI.

To begin with HR Manual shall be finalized for Arts and Science Colleges and the sample shall be given to the other categories of DBHEIs.

Responsible:

Arts and Science	- Fr. Thaddeus and Fr. Antonyraj
Education	- Fr. Maria Louis and Fr. Lourdusamy
Engineering	- Fr. Sathiaseelan and Fr. James
Agriculture	- Fr. Maria Soosai and Mr. Lourduraj(Dean)

Target Date for HR Manual : March 31st 2018

3. To strengthen the **faith formation** among students (building convictions), campus culture and formation plan have to be drawn. Salesian University Ministry document dated January 2017 can form the base for this Campus Ministry manual. Fr Antonyraj has been requested to develop this manual.

About the text-book for Religion/Ethics, common text books can be followed among DBHEIs.

Value Education book prepared by Sacred Heart College can be used by all. Similarly, other catholic institutions in Tamil Nadu can be approached and a suitable textbook for Religion classes can be fixed.

Fr. Antonyraj has accepted to spearhead this initiative.

4. A Help Desk (HEI DESK) can be set up for all DBHEIs to attend to the legal and statutory requirements such as AISHE, UGC (2f, 12B), minority certification, NAAC etc. One of the retired administrative staff for college services such as Mr Martin could be appointed. The compensation fee for the consultant could be contributed by all DBHEIs. The experience and expertise of Sacred Heart College could be shared with the consultant to provide service to all DBHEIs.

5. All DBHEIs shall develop the **Institution Project** in two phases of three years each for the period 2017-2023. This shall address the priorities of the province as key aspects.

Professional consultancy shall be obtained from experts like Dr Henry Rosario who conducts workshops on strategic planning.

One-day workshop shall be arranged for representatives from every institute (including lay leaders) in the month of November 2017 (Responsible: Fr. Maria Antonyraj).

Institution Project of each DBHEI shall be presented to the Provincial Council for firming up and implementation. Target Date: January 2018

"The **Institution Project** defines the vision and mission, its identity as a Catholic and Salesian institution and its educative and pastoral purpose. It

specifies fields in which the institution concentrates its work and the criteria according to which it will be oriented, for the future expansion or reduction of its field of activity; the programs of study it offers and the corresponding curricula of study; the syllabi of subjects that are required by corresponding sciences and that are congruent with the very identity of the institution; the pedagogical method of learning and teaching which the institution proposes for research, teaching, and community outreach; the style and characteristics of university life which distinguishes the institution from other similar institutions; the body of norms (statutes, regulations...) and the organizational set-up.

To develop the Institutional Project, every DBHEI must have:

a strategic and tactical plan, which helps in the progressive, global, orderly, and systematic realization, of the institutional project over a defined period of time (several years); defines the goals and objectives which should be attained progressively, the selected strategies, and lines of action; foresees the necessary human and financial resources, the timelines for each line of action, and the manner of monitoring and evaluation;

a plan of action, which helps in the progressive implementation of the strategic and tactical plan annually; establishes the general and specific objectives to be attained, each of the operations (the sequence of the activity which comprise each operation, the time and duration of each) that are needed to achieve the objectives, the way these actions are to be carried out, the human resources needed and the persons responsible, the financial budget and the availability or secure sourcing of these funds.

For the constant improvement of the institution, every DBHEI must use the following two procedures:

the institutional evaluation, which consists of a periodical, objective, and methodical analysis of the unfolding of the projects and plans, with special emphasis on the processes, attempts, and results, using data and hypotheses in reference to previously defined criteria; it involves the entire academic community; it aids in monitoring and controlling the implementation of the strategic-tactical and working plans, and in putting corrective measures when strengths and weaknesses have been identified, along with the threats and tendencies not leading to the attainment of the proposed goals and objectives. The self-evaluation, or the internal evaluation of the institution, should be the ordinary practice of the IUS. This is completed with the audit or external evaluation which should be done periodically in the DBHEI by competent agencies with the participation of the academic community.

accreditation which is the public recognition of the institution according to standards of quality determined by an external body of national and/or international prestige; thus academic excellence is sought by insuring the levels of quality; besides conferring prestige and credibility, accreditation serves to confirm the institutions in its decisions and guide d`ecision-making with regard to new frontiers.

A **Project Plan** should be prepared specifying the outcome and timeline.”
Policies for Salesian Presence in Higher Education 2003-2008, Nos: 30-32

6. Let every DBHEI pay the due amount to IUS as **subscription** for every five years period directly in consultation with Fr Maria Susai, the National Coordinator for DBHEI.

Fr. Maria Susai clarified the possible outcome of subscription to IUS as the following:

- International Certification
- Training for Salesian Leaders at subsidized fee
- Sponsorship for Regional Programmes
- Student Scholarships

The subscription to DBHEI (national level) shall be done if there are some valid outcomes from this contribution.

Fr. Maria Susai informed that the utilization of subscription amount will be notified in the general body meeting of DBHEI to be held in Mumbai between November 24th and 26th.

7. Networking among DBHEIs could be realized through training programmes in common. Programmes for the current year are:

- Internship for Research Work at Sacred Heart College during Summer
- LEAD Workshop (Leadership Excellence and Development) for the Student Leaders at Yelagiri Hills in the last week of May 2018
- IQAC Staff Training at Sacred Heart College for NAAC proceedings

8. Next DBHEI meeting is held at Don Bosco Matunga, Mumbai between November 24th and 26th 2017.

9. Sacred Heart College can conduct at least one batch of the **online course “Cooperative Learning and Education Technology”** for the development of faculty from all DBHEIs. This course could be conducted between the months of July and December every year.

10. A centralized database for DBHEIs shall be developed to share information and to know the status of all institutions. This database must be updated annually by every institution.

Rev. Dr. D. Maria Antony Raj, SDB
Head, Don Bosco Higher Education Commission
Chennai Province