

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Principal approval Letter from the University of Madras

		Phone: 25399566 e-mail- affiliation2unom@gmail.com UNIVERSITY OF MADRAS (Established under the Act of Incorporation XXVII of 1857 – Madras University Act 1923) (State University) Centenary Building, Chepauk, Chennai - 600 005.	
No. A-II/JPR/Principal Approval/Patrician College/2023/ 110		Date: 6 JUN 2023	
From The Registrar, University of Madras.			
To The Director and Secretary, Patrician College of Arts and Science, Canal Bank Road, Gandhi Nagar, Adyar, Chennai – 600 020.			
Sir / Madam, Sub: Self-Financing Colleges – Patrician College of Arts and Science, Chennai - Grant approval of qualifications to Dr. Arokiamary Geetha Doss to hold the post of Principal (By Direct Recruitment) – Regarding. Ref: Your letter dated: 15.05.2023.			
With reference to the above letter cited, I am, by direction, to inform you that the approval of qualification has been granted to Dr. Arokiamary Geetha Doss to hold the post of Principal (By Direct Recruitment) for a period of 5 years at your College, w.e.f. 01.06.2023 i.e. for the date of her joining duty, as per the rules of qualification prescribed for the post by the University of Madras.			
Name		Dr. Arokiamary Geetha Doss	
Age & Date of Birth		55 yrs & 02.01.1968.	
Qualifications		M.Com. Commerce First Class – November 1991 – University of Madras.	
Second Language: Tamil		M.Phil. – Philosophy in Commerce –Commended– October 2004 – University of Madras.	
		SET –Commerce – 21.02.2016 – Mother Teresa women's University	
		Ph.D. – Commerce – June 2012 – Mother Teresa women's University	
Teaching Experience		Worked as Assistant Professor in Commerce at Patrician College of Arts and Science, Chennai. From = 01.08.2001 to 11.05.2023 =22 years.	
		Total service = 22 years.	
By Promotion or By Direct Recruitment		By Direct Recruitment	
Selection Committee constituted as per UGC Norms		Constituted	
Date of Appointment Order		11.05.2023	
Date of Joining		01.06.2023	



I am, further to state that the **Principal appointed to your College for a period of five years only**, extendable for another term of five years on the basis of performance assessment by a Committee constituted as per the UGC Regulations 2018 and G.O.Ms.No.5, dated 11th January 2021.

Further, I am to inform you that the college is directed to implement the UGC scale of pay to the Principal as per the UGC norms and University Affiliation condition without which the Principal post is deemed to be temporary.

Kindly acknowledge the receipt of this communication.

Yours faithfully,


REGISTRAR

Copy to:

- 1) Dr. Arokiamary Geetha Doss, Principal, Patrician College of Arts and Science, Canal Road, Gandhi Nagar, Adyar, Chennai— 600 020.
- 2) The Controller of Examinations, University of Madras.
- 3) The Dean I/c, College Development Council, University of Madras.
- 4) The Section Officer, V-1 Section.
- 5) The Section Officer, A-1 Section.

Affiliation Letters from the University of Madras



Email: registrar@unom.ac.in

**UNIVERSITY OF MADRAS**[Established under the Act of Incorporation XXVII of 1857 -
Madras University Act 1923
[State University]PHONE: 25399554
FAX : 91-44-25360749Prof. Dr. N. MATHIVANAN, M.Sc, M.Phil, Ph.D
Registrar-in-chargeCentenary Building,
Chepauk, Chennai - 600 005

No.A1 /PCAS/2021-2022 / 675

Date: 27 NOV 2021

TO WHOM IT MAY CONCERN

This is to certify that Patrician College of Arts and Science, Canal Bank Road, Gandhi Nagar, Adyar, Chennai - 600 020 is a Self-Financing Arts and Science College (Non-Autonomous) which is affiliated to University of Madras, Chepauk, Chennai- 600 005, since 2001 and for the academic year 2021-2022, the following Courses/Subjects are taught in the said college as per approval.

Sl No	Name of the Course(s) and Duration	Affiliation		Period of Validity for the year(s)
		Permanent	Temporary	
Shift -I U.G Courses - Three years				
1.	B.Com. Courses: (General, Accounting & Finance, Corporate Secretaryship)		Temporary	
2.	B.B.A. Course: Business Administration		Temporary	
3.	B.Sc. Courses: (Computer Science, Visual Communication, Mathematics, Psychology)		Temporary	
4.	BCA Course: Computer Application		Temporary	
5.	B.A. Course: (English)		Temporary	
6.	B.S.W.: Social Work		Temporary	
P.G Courses - Two Years				
7.	M.Com Course: General		Temporary	
8.	M.A. Course: English, Human Resource Management		Temporary	
9.	M.S.W.: Social Work		Temporary	
Shift -II U.G Courses - Three years				
10.	B.A. Course: (Journalism)		Temporary	
11.	BCA Course: Computer Application		Temporary	
12.	B.Com. Courses: (General, Corporate Secretaryship, Accounting & Finance)		Temporary	
13.	B.Sc. Course: (Computer Science, Electronic Media)		Temporary	
P.G Courses - Two Years				
14.	M.Sc. Courses: (Applied Psychology, Mathematics)		Temporary	
15.	M.Phil (Full time): (Social Work, Commerce)		Temporary	

N. Mathivanan
Registrar-in-charge
UNIVERSITY OF MADRAS.



Phone: 2539 9554

Fax: 91-044-25360749

**UNIVERSITY OF MADRAS**

(Established Under the Act of Incorporation XXVII of 1857 -
Madras University Act 1923) (State University)
Centenary Building, Chepauk, Chennai 600 005.



No A1/SR/PCAS/2023-2024/ 875

Dated: 17 JUL 2023

From

The Registrar,
University of Madras.

To

The Chairman / Secretary / Correspondent,
Patrician College of Arts and Science,
Canal Bank Road, Gandhi Nagar, Adyar,
Chennai - 600 020.

Sir / Madam,

Sub: Colleges - Patrician College of Arts and Science, Chennai - Provisional affiliation granted to start B.Sc. Computer Science with Data Science Degree Course in Shift-I for the Academic Year 2023-2024 - Regarding.

I am, by direction, to inform you that provisional affiliation is granted to the following additional course to offer at your College with an annual intake of students noted against the course for the academic year 2023-2024, subject to condition that the Management of the college should provide Emergency Exit in the laboratory and CCTV Camera in the classroom and also conditions of affiliation.

Further, the Management of the College is directed to implement the Scale of Pay to the faculties as per the existing UGC norms and University Affiliation Conditions, without which the faculties are deemed to be temporary.

S.No	Name of the Course	Sanctioned Strength
1.	B.Sc. Computer Science with Data Science -Shift-I	50 (Fifty)

Sl.No	CONDITIONS OF AFFILIATION FOR COLLEGE
01.	The College shall implement each and every one of the recommendations of the Inspection Commission.
02.	- The Class room shall be according to the norms suggested by the UGC. - The Library should be strengthened as suggested by the Inspection Commission. The Library shall have common reading room and stack room as per standard prescribed by the UGC / State Government. - The Library should be kept opened from 8.00 a.m. to 8.00 p.m. on all working days.
03.	The teachers should be paid as per pay scales of UGC/AICTE/VII th Pay Commission of the State Government as the case may be and their salary should be paid through Banks by means of cheques only. This is to be verified by the authorities from time to time.
04.	The maximum number of students admitted to each course shall not exceed the strength sanctioned by the University.
05.	Laboratory shall be strengthened as suggested by the Inspection Commission. The Laboratory shall have sufficient equipments required for performing experiments prescribed for the courses of study. The laboratories shall also have adequate arrangements for gas supply, regular water supply and electricity. The safety standard shall be fully observed.
06.	Necessary Hostel accommodation, staff quarters, play ground are to be provided.



07.	Arrangements shall be made by the College for the conduct of University Examinations.
08.	No donations shall be collected from the students seeking admission to any course of study in the College.
09.	Excess admission shall never be made to any course(s) over and above the sanctioned strength of the respective course(s).
10.	The Management of the College shall not discontinue any existing course without prior permission from the University which should be intimated before 30 th September of every year.
11.	The Management shall collect tuition and other fees from the students as per the rates prescribed by the Director of Collegiate Education / Government.
12.	In the interest of maintaining standard of PG Education, the guidelines prescribed by the University for the PG courses shall be followed. The admission to PG courses will be considered as per the guidelines determined by the Syndicate from time to time.
13.	The College should have (i) separate lounge (ii) rest room (iii) toilet (iv) women faculty etc
14.	A Librarian, Physical Director/Directress and a Medical Officer with the prescribed qualification shall be appointed.
15.	Teaching and non-teaching staff shall be appointed as per norms prescribed by the University / UGC / Government for each course including foundation course, allied and application oriented subjects.
16.	No teacher shall be appointed, if he/she has not fulfilled the qualifications as laid down by the University and UGC from time to time.
17.	Teaching and non-teaching staff shall be paid as per the pay scale of State Government/UGC prescribed from time to time.
18.	An agreement shall be entered into with each teacher who is appointed as per the requirements of the University / Tamilnadu Private Colleges (Regulation) Act and rules there under.
19.	The post of teacher and Head of the Department wherever required for the proposed course shall be filled up before starting the course.
20.	No teacher shall be appointed or shall be continued in service, who has attained the age of superannuation as may be prescribed by the Tamilnadu Government.
21.	Suitable leave rules for teachers and non-teaching staff to be framed, generally in conformity with the State Government rules.
22.	Approval shall be obtained from the University before appointing the teaching staff.
23.	All conditions of affiliation laid down in Chapter XXVI Laws of the University Calendar, Volume I 2001 as amended shall be strictly followed.
24.	Such other rules and regulations as may be generally prescribed from time to time by the University shall also be complied with.
25.	If all the conditions of Provisional Affiliation granted are not complied with by the end of the period fixed then affiliation or approval shall cease automatically.
26.	The College should obtain the land use certificate and approved plan from the competent authorities before starting construction.
27.	<i>The College should provide rain water harvesting structure in the entire college, safe drinking water facilities and adequate toilet facilities for boys and girls. To provide solar power facility in the buildings of the Colleges.</i>
28.	<i>To fillup 3% of the post under teaching / non teaching category from differently abled persons.</i>
29.	<i>To fill up the post of Assistant Professors with visually impaired persons with 25% salary subsidy in self financing Arts and Science Colleges.</i>

I am also to inform you that provisional affiliation to the said course is granted to your College, for the academic year 2023-2024 only and will not be extended further (i.e., for the academic year 2024-2025) until and unless all the above conditions are satisfied in full. If the conditions are not fulfilled by the end of the academic year 2023-2024, as per Statute 44-A of Chapter XXVI of the Laws of the University Calendar Volume I, 2016, the provisional affiliation granted for the above said course will cease automatically and will not be extended for the next academic year i.e., 2024-2025.



I am to request you to kindly apply for continuation of provisional affiliation well in advance before the commencement of the next academic year 2024-2025 and no students should be admitted to the above said course without getting continuation of provisional affiliation from the University for the academic year 2024-2025.

Kindly acknowledge the receipt of this communication.

Yours faithfully,


REGISTRAR

Copy to:-

1. ☒ The Principal, Patrician College of Arts and Science, Canal Bank Road, Gandhi Nagar, Adyar, Chennai - 600 020.
2. The Controller of Examinations, University of Madras, for information.
3. The Section Officer, B.Sc Examination
4. A-1 Section - for filing purpose.


18/11/23



Phone: 2539 9554

Email:affiliation1uom@gmail.com



UNIVERSITY OF MADRAS
(Established Under the Act of Incorporation XXVII of 1857 -
Madras University Act 1923) (State University)
Centenary Building, Chepauk, Chennai 600 005.



No A1/SR/PCAS/2024-2025/ 711

Date: 14-OCT-2024

From
The Registrar,
University of Madras.

To
The Chairman / Secretary / Correspondent,
Patrician College of Arts and Science,
Canal Bank Road, Gandhi Nagar, Adyar,
Chennai - 600 020.

Sir / Madam,

Sub: Colleges - Patrician College of Arts and Science, Chennai - Provisional affiliation granted to start M.A Journalism and Communication programme in Shift-I for the Academic Year 2024-2025 - Regarding.

I am, by direction, to inform you that provisional affiliation is granted to the following additional programme to offer at your College with an annual intake of students noted against the programme for the Academic year 2024-2025, subject to conditions of affiliation.

Further, the Management of the College is directed to implement the Scale of Pay to the faculties as per the existing UGC norms and University Affiliation Conditions, without which the faculties are deemed to be temporary.

S.No	Name of the Course	Sanctioned Strength
1.	M.A Journalism and Communication -Shift-I	20 (Twenty)

Sl.No	CONDITIONS OF AFFILIATION FOR COLLEGE
01.	The College shall implement each and every one of the recommendations of the Inspection Commission.
02.	- The Class room shall be according to the norms suggested by the UGC. - The Library should be strengthened as suggested by the Inspection Commission. The Library shall have common reading room and stack room as per standard prescribed by the UGC / State Government. - The Library should be kept opened from 8.00 a.m. to 8.00 p.m. on all working days.
03.	The teachers should be paid as per pay scales of UGC/AICTE/VII th Pay Commission of the State Government as the case may be and their salary should be paid through Banks by means of cheques only. This is to be verified by the authorities from time to time.
04.	The maximum number of students admitted to each course shall not exceed the strength sanctioned by the University.
05.	Laboratory shall be strengthened as suggested by the Inspection Commission. The Laboratory shall have sufficient equipments required for performing experiments prescribed for the courses of study. The laboratories shall also have adequate arrangements for gas supply, regular water supply and electricity. The safety standard shall be fully observed.
06.	Necessary Hostel accommodation, staff quarters, play ground are to be provided.



-2-

07.	Arrangements shall be made by the College for the conduct of University Examinations.
08.	No donations shall be collected from the students seeking admission to any course of study in the College.
09.	Excess admission shall never be made to any course(s) over and above the sanctioned strength of the respective course(s).
10.	The Management of the College shall not discontinue any existing course without prior permission from the University which should be intimated before 30 th September of every year.
11.	The Management shall collect tuition and other fees from the students as per the rates prescribed by the Director of Collegiate Education / Government.
12.	In the interest of maintaining standard of PG Education, the guidelines prescribed by the University for the PG courses shall be followed. The admission to PG courses will be considered as per the guidelines determined by the Syndicate from time to time.
13.	The College should have (i) separate lounge (ii) rest room (iii) toilet (iv) women faculty etc.
14.	A Librarian, Physical Director/Directress and a Medical Officer with the prescribed qualification shall be appointed.
15.	Teaching and non-teaching staff shall be appointed as per norms prescribed by the University / UGC / Government for each course including foundation course, allied and application oriented subjects.
16.	No teacher shall be appointed, if he/she has not fulfilled the qualifications as laid down by the University and UGC from time to time.
17.	Teaching and non-teaching staff shall be paid as per the pay scale of State Government/UGC prescribed from time to time.
18.	An agreement shall be entered into with each teacher who is appointed as per the requirements of the University / Tamil Nadu Private Colleges (Regulation) Act and rules there under.
19.	The post of teacher and Head of the Department wherever required for the proposed course shall be filled up before starting the course.
20.	No teacher shall be appointed or shall be continued in service, who has attained the age of superannuation as may be prescribed by the Tamil Nadu Government.
21.	Suitable leave rules for teachers and non-teaching staff to be framed, generally in conformity with the State Government rules.
22.	Approval shall be obtained from the University before appointing the teaching staff.
23.	All conditions of affiliation laid down in Chapter XXVI Laws of the University Calendar, Volume I 2001 as amended shall be strictly followed.
24.	Such other rules and regulations as may be generally prescribed from time to time by the University shall also be complied with.
25.	If all the conditions of Provisional Affiliation granted are not complied with by the end of the period fixed then affiliation or approval shall cease automatically.
26.	The College should obtain the land use certificate and approved plan from the competent authorities before starting construction.
27.	<i>The College should provide rain water harvesting structure in the entire college, safe drinking water facilities and adequate toilet facilities for boys and girls. To provide solar power facility in the buildings of the Colleges.</i>
28.	<i>To fill up 3% of the post under teaching / non teaching category from differently abled persons.</i>
29.	<i>To fill up the post of Assistant Professors with visually impaired persons with 25% salary subsidy in self financing Arts and Science Colleges.</i>

Contd.3



-3-

I am also to inform you that provisional affiliation to the said course is granted to your College, for the Academic year 2024-2025 only and will not be extended further (i.e., for the academic year 2025-2026) until and unless all the above conditions are satisfied in full. If the conditions are not fulfilled by the end of the academic year 2024-2025, as per Statute 44-A of Chapter XXVI of the Laws of the University Calendar Volume I, 2016, the provisional affiliation granted for the above said course will cease automatically and will not be extended for the next academic year i.e., 2025-2026.

I am to request you to kindly apply for continuation of provisional affiliation well in advance before the commencement of the next academic year 2025-2026 and no students should be admitted to the above said course without getting continuation of provisional affiliation from the University for the academic year 2025-2026.

Kindly acknowledge the receipt of this communication.

Yours faithfully,


REGISTRAR

Copy to:

- ✓ 1. The Principal, Patrician College of Arts and Science, Canal Bank Road, Gandhi Nagar, Adyar, Chennai - 600 020.
2. The Controller of Examinations, University of Madras, for information.
3. The Section Officer, M.A. Examination
4. A-1 Section - for filing purpose.



Minutes of the Academic Advisory Meeting Meeting

PATRICIAN COLLEGE OF ARTS AND SCIENCE

Minutes of the Academic Advisory Meeting held on Friday, 30th August 2024 @ 03.00 p.m.
at Board Room, PCAS

MEMBERS PRESENT:

01. Bro Naveen F, Director and Secretary, PCAS
02. Dr. Fatima Vasanth Academic Director, PCAS
03. Dr. Arokiamary Geetha Rufus Principal, PCAS
04. Dr. B. Anandapriya, Vice Principal, PCAS
05. Mr. Daniel Felix Chalke IQAC Coordinator, PCAS
06. Dr. Paul Wilson, Principal and Secretary of Madras Christian College, Chennai and
Syndicate Member, UNOM
07. Dr. J. A. Charles, Deputy Principal, Loyola College
08. Dr. Vinodh S, Assistant Professor of Management, MEASI Institute of Management
09. Mr. S Bruno Cruz, Advocate
10. Mr. Joshua Gerard, Chief Operating Officer Tamilnadu Advanced Technical Training

Minutes of the Meeting:**Agenda 1 – Welcome and Introductory Remarks:**

Mr. Naveen F., Director and Secretary of Patrician College, welcomed the gathering and delivered the introductory remarks. (Annexure I)

Agenda 2 – Introduction of External Members:

Dr. Fatima Vasanth, Academic Director, PCAS, introduced the external members and expressed gratitude for their participation in the AAC Meeting.

Agenda 3 – Approval of Minutes of the Previous Meeting:

Dr. B. Anandapriya, Vice Principal and Member Secretary, PCAS AAC, presented the minutes of the previous meeting. The motion to approve the minutes was proposed by Mr. Joshua Gerard and seconded by Mr. Bruno Cruz. The minutes were approved. (Annexure II)

**Agenda 4 – Action Taken Report (ATR):**

Dr. B. Anandapriya highlighted key points from the previous AAC meetings and presented the Action Taken Report (ATR). (Annexure III)

Discussions / Suggestions on the Agenda:**Dr. Paul Wilson:**

- Proposed allocating seed money to promote research and innovation among staff and students.
- Recommended recognizing research achievements with certificates and public announcements.
- Advocated encouraging faculty to publish at least one paper per semester.
- Suggested organizing department programs that align with institutional core values.
- Proposed conducting awareness programs for school students focused on capacity-building and career planning during the admission period.

Dr. J.A. Charles, Deputy Principal, Loyola College:

- Emphasized the importance of fostering a culture of innovation and research within the institution.

Dr. Vinodh S., Assistant Professor of Management:

- Recommended encouraging faculty to maintain an active presence on social media, particularly LinkedIn, to increase professional visibility and citations.
- Suggested assessing outcomes of MOOC or NPTEL courses and sharing knowledge through Faculty Development Programs (FDPs).

Agenda 5 – College Report:

Dr. Arakiamary Geetha Rufus presented the College Report. (Annexure IV)

Discussions / Suggestions on the Agenda:**Dr. Paul Wilson:**

- Noted that repeating courses across shifts 1 and 2 impacts admissions negatively.
- Suggested creating new course titles to attract more students.
- Proposed engaging with school students and maintaining contact to build a pipeline for future admissions.



- Suggested implementing an "Earn while you Learn" scheme to aid fee collection and maintain financial stability.
- Recommended seeking corporate sponsorships to assist financially challenged students and enhancing alumni engagement through Corporate Social Responsibility (CSR) initiatives.
- Proposed appointing a Development Officer and a dedicated Placement Officer to improve financial resources and student employment opportunities.

Dr. Charles:

- Emphasized the importance of strict fee payment policies to avoid future financial challenges.
- Suggested identifying fee defaulters and implementing measures like withholding hall tickets to address non-payment issues.

Dr. Vinodh S:

- Recommended collecting fees before exams and withholding final-year privileges like placements and internships for those who have not paid in full.
- Emphasized increasing alumni engagement to assist with fee collection.

Mr. Joshua:

- Proposed that fee defaulters should not be recommended for any benefits or concessions.
- Suggested offering concessions only to students with strong academic performance.

Agenda 6 – Permanent Affiliation & Autonomy Status:

Dr. Fatima Vasanth, Academic Director, presented the proposal for Permanent Affiliation and Autonomy Status. (Annexure V)

Discussion / Suggestions:**Dr. Wilson:**

- Recommended submitting the proposal directly to the UGC.

Agenda 7 – IQAC Quality Initiatives:

Mr. Daniel Felix Joseph presented the IQAC Quality Initiatives. (Annexure VI)

**Discussion / Suggestions:****Dr. Wilson:**

- Suggested that faculty promotions under the Career Advancement Scheme (CAS) be based on publications in Scopus and Web of Science and completion of two refresher courses.

Dr. Vinodh S:

- Noted that for NIRF rankings, only Scopus and Web of Science publications are considered. He recommended assigning a faculty member to validate research articles.

Agenda 8 – Proposal for New Programmes (2025-2026):

Dr. Fatima Vasanth presented proposals for new programs for the academic year 2025-2026. (Annexure VII)

Discussion / Suggestions:**Dr. Vinodh S:**

- Suggested introducing high-demand programs such as Business Intelligence and Business Analytics.

Agenda 9 – Any Other Matter:**Dr. Wilson:**

- Recommended developing a 5-year strategic plan for PCAS in 2025 and implementing a 360-degree feedback system from stakeholders.
- Emphasized focusing on the Student Satisfaction Survey (SSS) for NAAC and considering purchasing 3D printers.
- Suggested collaborating with industries for professional certification programs and developing corporate ecosystems with training offered by companies like L&T.
- Advocated establishing a dedicated placement cell.

Dr. Vinodh S:

- Suggested using AI tools for plagiarism checks and increasing paper publications.

**Dr. Charles:**

- Presented a critical analysis of the college's performance in NAAC Cycle 2, suggesting strategies to improve in Cycle 3.
- Recommended enhancing library resources, increasing alumni engagement, and exploring alternative energy sources and water conservation initiatives.

Agenda 10 – Concluding Remarks:**Dr. Wilson:**

- Proposed facilitating student conferences with ISBN proceedings and integrating Learning Management Systems (LMS) for blended learning and monitoring.

Dr. Charles:

- Recommended using benchmarks from NAAC Cycle 2 to prepare for Cycle 3 and exploring grant-sharing collaborations with other institutions.

Mr. Joshua:

- Proposed evaluating the Entrepreneurship Development Cell to assess student interest and improve outcomes.
- Suggested organizing job fairs with costs covered by students, developing value-added courses, and ensuring alignment between industry needs and student skills.

Agenda 11 – Vote of Thanks:

Dr. B. Anandapriya, Vice Principal and Member Secretary, concluded the meeting with a vote of thanks.



PATRICIAN COLLEGE OF ARTS AND SCIENCE, Adyar, Chennai

GOVERNING BODY MEETING NOTICE

There will be a meeting of the Governing Body on Friday, 27th September 2024 @ 3 p.m. in the Board Room, C Block. All members are invited to attend the meeting.

AGENDA

- | | |
|--|--|
| 1. Prayer | - Bro. John Kennedy
Principal, St. Patricks A.I.H.S.S- Member |
| 2. Welcome &
Introductory Remarks | - Bro. Pasca S
Patrician Community Superior-Chairperson |
| 3. Minutes and passing of the Last Meeting | - Bro Naveen F Director and Secretary,
PCAS- Member Secretary |
| 4. Action taken report (ATR) | - Bro Naveen F |
| 5. Director & Secretary's Report | - Bro Naveen F |
| 6. Principal's Report | - Dr. Arokiamary Geetha Rufus
Principal, PCAS-Member |
| 7. Approval of the Recommendations
of the Academic Advisory Committee | - Dr. Fatima Vasanth
Academic Director, PCAS- Member |
| 8. Remarks by University Representative | - Dr. Padmaja TVS,
Principal, Valliammal College for Women
University Representative- Member |
| 9. Any other matter with the Permission of Chair | |
| 10. Vote of Thanks | - Dr. B. Anandapriya
Vice Principal PCAS-Member |



To

All Members of the College Governing Body

1. Bro. S. Pasca, Chairperson
2. Bro. Naveen F, Director and Secretary– Member Secretary
3. Bro. Thomas Pushparaj, Principal, SMA – Member
4. Bro. K J Anthony, Principal, St. Patrick's ICSE School – Member
5. Bro. John Kennedy, Headmaster, St. Patrick's AIHSS – Member
6. Fr. Xavier Arul Raj, Legal Expert – Member
7. Dr. Fatima Vasanth, Academic Director, PCAS – Member
8. Dr. Arokiamary Geetha Rufus, Principal, PCAS – Member
9. Dr. Anandapriya B, Vice Principal, PCAS – Member
10. Dr. S. Sriram, HoD, Department of Mathematics, PCAS – Member
11. Dr. Padmaja TVS, Principal, Valliammal College for Women, University Representative– Member

MINUTES OF GOVERNING BODY MEETING held on Friday, 27th September 2024

@ 3 p.m.

Venue: Board Room

Members Present

1. Bro. S. Pasca, Chairperson
2. Bro. Naveen F, Director and Secretary– Member Secretary
3. Bro. Thomas Pushparaj, Principal, SMA – Member
4. Bro. K J Anthony, Principal, St. Patrick's ICSE School – Member
5. Bro. John Kennedy, Headmaster, St. Patrick's AIHSS – Member
6. Dr. Fatima Vasanth, Academic Director, PCAS – Member
7. Dr. Arokiamary Geetha Rufus, Principal, PCAS – Member
8. Dr. Anandapriya B, Vice Principal, PCAS – Member
9. Dr. S. Sriram, HoD, Department of Mathematics, PCAS – Member

Apology Received - Fr. Xavier Arul Raj, Legal Expert – Member

& Dr. Padmaja TVS, Principal, Valliammal College for Women, University Representative– Member

**The Agenda was taken - Proceedings****Agenda 1 - Prayer**

The Governing Body Meeting commenced with a prayer by Bro John Kennedy, Headmaster, St. Patricks AIHSS

Agenda 2 - Welcome & Introductory Remarks

Bro. S. Pasca, Chairperson and Community Superior, welcomed the members and gave the introductory remarks. As Chairperson of the Governing Body, he expressed his honor in welcoming everyone to this year's meeting, reflecting on the institution's 23-year journey of excellence in arts and science education. He conveyed heartfelt appreciation to the Patrician Brothers, faculty, and staff for their dedication in shaping the college while also acknowledging the challenges faced in student admissions and resource management. Bro. S. Pasca urged everyone to unite in their shared mission to nurture and expand Patrician College as a thriving center of learning for future generations.

Agenda 3 - Minutes of Previous Meeting & Approval

The Minutes of the previous meeting held on 13.10.2023 was presented by Bro. Naveen F. Director and Secretary, PCAS. The minutes were proposed by Bro. Thomas Pushparaj, Principal, SMA and seconded by Bro John Kennedy, Headmaster, St. Patrick's AIHSS for approval. The minutes passed.

Agenda 4- Action Taken Report

The ATR was presented by Bro. Naveen F. Director and Secretary, PCAS and accepted

Agenda 5 - Director & Secretary's Report

Bro. Naveen F. Director and Secretary presented for the period October 2023 to September 2024. The report covered the following areas.

- Awards and recognitions received by the College.
- Introduction of new Academic Programs & Suspension Of Academic Programmes 2024 – 2025
- College Fee Structure 2024 – 2025
- Expense Details
- Enhancement Of Infrastructural Facilities
- Enhancement Of Learning Resources



- Management Scholarship For 2023 – 2024
- Private Scholarship For 2023 – 2024
- Central / State Govt. Scholarship For 2023 – 2024
- Challenges
- Way Forward

Clarifications raised by members based on Director & Secretary's Report

- Bro. Thomas Pushparaj raised a concern regarding the suspension of B.Sc. E.M. and B.Sc. Maths programs and asked about the status of the faculty in those departments. The Director replied that the faculty workload is managed by assigning them Allied papers.
- Bro. Kennedy inquired about students opting for Hindi as one of their language choices. The Director confirmed that students do opt for Hindi and explained that this year, the university introduced mandatory language courses for all streams of II UG. The college has recruited 4 Tamil and 1 full-time French faculty member to meet the demand.
- Bro. Thomas Pushparaj asked about the implications of reducing student fees on staff salary increments. The Director responded that salary increments have been given to faculty members.
- Bro. Pasca asked for clarification on "communication expenses." The Director explained that this covers all postal-related expenses.
- Bro. Thomas Pushparaj further inquired whether medical insurance is provided for staff members. The Director confirmed that it is.
- Bro. Thomas Pushparaj asked for clarification on the MUFES seat mentioned in the scholarship details. The Academic Director explained that MUFES stands for the Madras University Free Education Scheme. It adds an additional seat beyond the sanctioned strength (e.g., if the sanctioned strength is 70, the MUFES seat makes it 71). The university gives candidates the preference to choose which college they wish to attend.

Agenda 6 – Principal's Report

Dr. Arakiamary Geetha Doss, Principal presented the College Report for the period October 2023 to September 2024. The report covered the following areas:

- Admission Status 2023-2024 & 2024-2025
- University Examination Results.
- Faculty- Academic participation/ Awards and Recognitions
- Research/MoUs/Programmes Organized
- Patrician Knowledge Transfer
- Placements
- Certificate Courses
- Innovation and Entrepreneurship Eco System
- Extension activities/SEDS/CLUBS/CELLS/IRAMOU

- Student Support Services/Student Achievements
 - Mentoring and Counselling
 - Patrician Knowledge Resource Center
 - Students Safety Insurance Scheme
 - Grievances / Complaints
 - Anti Drug Cell / SAC / Alumni Association
 - IQAC
 - Challenges
 - Future Directions.
- Bro. Thomas Puspapraj inquired whether the UBA (Umat Bharat Abhiyan) scheme under Extension Activities is mandatory for III UG students. The Director responded that it is a central government scheme, and the college has adopted 5 villages, making it mandatory for all III UG students to participate.
 - Bro. Puspapraj also asked about the difference between Academic Mentoring and Personal Mentoring. The Academic Director (AD) explained that class teachers act as Academic Mentors, handling academic-related issues, while Personal Mentors are assigned at a 1:30 ratio. In addition, the college has 2 psychology professors who serve as counselors.
 - Bro. Thomas Puspapraj raised concerns regarding the delay in the issuance of university mark sheets. The Director explained that the delay is due to the absence of a Vice-Chancellor in the university.
 - Bro. Puspapraj also asked about the major steps taken to improve placements, as the report showed only an 8% placement rate. The AD responded that a separate Placement Officer is needed, as existing staff handling placement work also have other duties, making it difficult to maintain consistent communication with companies. Building more industry connections is crucial.
 - Bro. Pasca also expressed concern regarding the low placement rate. The AD explained that the 8% figure only covers placements through on-campus online recruitment. Many students have secured jobs through off-campus opportunities, which are not included in this statistic. Additionally, some students take over family businesses or pursue higher studies.
 - Bro. Anthony raised a query about upgrading the Mathematics Department to a research department, especially since there are no admissions. The AD replied that for the department to become a research department, it must have both UG and PG programs, and two batches of PG students must graduate. This year, 1 student has been admitted to PG Mathematics, so the process can begin.
 - Bro. Thomas Puspapraj asked about fee defaulters. The AD explained that some final-year students are allowed to sit for university examinations without paying their college fees. After completing their exams, they often do not bother to collect their certificates. To address this, II-year students will not be permitted to sit for exams unless they clear their college fees.



- **Bro. Thomas Pushparaj** also inquired about the role of a Development Officer. The Director clarified that the position is for handling CSR (Corporate Social Responsibility) initiatives.

Agenda 7 - Approval of the Recommendations of the Academic Advisory Committee

Dr. Fatima Vasanth, Academic Director presented the minutes of the Academic Advisory Committee meeting held on Friday, 30th August 2024. The recommendations were accepted by the committee.

Clarifications raised by members based on Academic Director's Report

- **Bro. Kennedy** asked about the need for separate individuals to be appointed as Development Officer and Placement Officer.
- **Bro. Anthony** further inquired about the role of the Placement Officer, questioning whether the Placement Officer would also serve as a PRO (Public Relations Officer). The Academic Director clarified that either a Development Officer or a Placement Officer could be appointed, depending on the institution's needs.
- It was finalized that the institution will appoint a **Placement Officer**, with the committee recommending that this position be filled to enhance placement efforts.

Agenda –8- Any other matter with the permission of Chair

- The members **appreciated** the college management and staff for their numerous new initiatives.
- It was **suggested** to conduct more school programs to boost admissions, specifically targeting students of Classes 11 and 12 by organizing career guidance sessions, with at least one program per semester.
- The **Director** proposed utilizing van drivers who transport school students. These drivers could drop off college students at the campus from bus stops while waiting for schools to finish. The vans could display the college's name, and on a **payment basis**, they would assist in this transportation.
- The **Principal** suggested that during the **Sriram** competitions held at SMA, the **Visual Communication department** could be allowed to do video coverage, further aligning with the college's publicity initiatives.

Agenda 9 - Vote of Thanks

The meeting concluded with a vote of thanks delivered by **Dr. Anandapriya**, Vice Principal of Patrician College of Arts and Science. She extended her heartfelt appreciation to all the attendees for their participation, insightful presentations, and valuable contributions throughout the session.



Minutes of the Academic Advisory Meeting Meeting

PATRICIAN COLLEGE OF ARTS AND SCIENCE

Minutes of the Academic Advisory Meeting held on Friday, 30th August 2024 @ 03.00 p.m.
at Board Room, PCAS

MEMBERS PRESENT:

01. Bro Naveen F, Director and Secretary, PCAS
02. Dr. Fatima Vasanth Academic Director, PCAS
03. Dr. Arokiamary Geetha Rufus Principal, PCAS
04. Dr. B. Anandapriya, Vice Principal, PCAS
05. Mr. Daniel Felix Chalke IQAC Coordinator, PCAS
06. Dr. Paul Wilson, Principal and Secretary of Madras Christian College, Chennai and
Syndicate Member, UNOM
07. Dr. J. A. Charles, Deputy Principal, Loyola College
08. Dr. Vineth S, Assistant Professor of Management, MEASI Institute of Management
09. Mr. S Bruno Cruz, Advocate
10. Mr. Joshua Gerard, Chief Operating Officer Tamilnadu Advanced Technical Training

Minutes of the Meeting:**Agenda 1 – Welcome and Introductory Remarks:**

Mr. Naveen F., Director and Secretary of Patrician College, welcomed the gathering and delivered the introductory remarks. (Annexure I)

Agenda 2 – Introduction of External Members:

Dr. Fatima Vasanth, Academic Director, PCAS, introduced the external members and expressed gratitude for their participation in the AAC Meeting.

Agenda 3 – Approval of Minutes of the Previous Meeting:

Dr. B. Anandapriya, Vice Principal and Member Secretary, PCAS AAC, presented the minutes of the previous meeting. The motion to approve the minutes was proposed by Mr. Joshua Gerard and seconded by Mr. Bruno Cruz. The minutes were approved. (Annexure II)

**Agenda 4 – Action Taken Report (ATR):**

Dr. B. Anandapriya highlighted key points from the previous AAC meetings and presented the Action Taken Report (ATR). (Annexure III)

Discussions / Suggestions on the Agenda:**Dr. Paul Wilson:**

- Proposed allocating seed money to promote research and innovation among staff and students.
- Recommended recognizing research achievements with certificates and public announcements.
- Advocated encouraging faculty to publish at least one paper per semester.
- Suggested organizing department programs that align with institutional core values.
- Proposed conducting awareness programs for school students focused on capacity-building and career planning during the admission period.

Dr. J.A. Charles, Deputy Principal, Loyola College:

- Emphasized the importance of fostering a culture of innovation and research within the institution.

Dr. Vinodh S., Assistant Professor of Management:

- Recommended encouraging faculty to maintain an active presence on social media, particularly LinkedIn, to increase professional visibility and citations.
- Suggested assessing outcomes of MOOC or NPTEL courses and sharing knowledge through Faculty Development Programs (FDPs).

Agenda 5 – College Report:

Dr. Arakiamary Geetha Rufus presented the College Report. (Annexure IV)

Discussions / Suggestions on the Agenda:**Dr. Paul Wilson:**

- Noted that repeating courses across shifts 1 and 2 impacts admissions negatively.
- Suggested creating new course titles to attract more students.
- Proposed engaging with school students and maintaining contact to build a pipeline for future admissions.



- Suggested implementing an "Earn while you Learn" scheme to aid fee collection and maintain financial stability.
- Recommended seeking corporate sponsorships to assist financially challenged students and enhancing alumni engagement through Corporate Social Responsibility (CSR) initiatives.
- Proposed appointing a Development Officer and a dedicated Placement Officer to improve financial resources and student employment opportunities.

Dr. Charles:

- Emphasized the importance of strict fee payment policies to avoid future financial challenges.
- Suggested identifying fee defaulters and implementing measures like withholding hall tickets to address non-payment issues.

Dr. Vinodh S:

- Recommended collecting fees before exams and withholding final-year privileges like placements and internships for those who have not paid in full.
- Emphasized increasing alumni engagement to assist with fee collection.

Mr. Joshua:

- Proposed that fee defaulters should not be recommended for any benefits or concessions.
- Suggested offering concessions only to students with strong academic performance.

Agenda 6 – Permanent Affiliation & Autonomy Status:

Dr. Fatima Vasanth, Academic Director, presented the proposal for Permanent Affiliation and Autonomy Status. (Annexure V)

Discussion / Suggestions:

Dr. Wilson:

- Recommended submitting the proposal directly to the UGC.

Agenda 7 – IQAC Quality Initiatives:

Mr. Daniel Felix Joseph presented the IQAC Quality Initiatives. (Annexure VI)

**Discussion / Suggestions:****Dr. Wilson:**

- Suggested that faculty promotions under the Career Advancement Scheme (CAS) be based on publications in Scopus and Web of Science and completion of two refresher courses.

Dr. Vinodh S:

- Noted that for NIRF rankings, only Scopus and Web of Science publications are considered. He recommended assigning a faculty member to validate research articles.

Agenda 8 – Proposal for New Programmes (2025-2026):

Dr. Fatima Vasanth presented proposals for new programs for the academic year 2025-2026. (Annexure VII)

Discussion / Suggestions:**Dr. Vinodh S:**

- Suggested introducing high-demand programs such as Business Intelligence and Business Analytics.

Agenda 9 – Any Other Matter:**Dr. Wilson:**

- Recommended developing a 5-year strategic plan for PCAS in 2025 and implementing a 360-degree feedback system from stakeholders.
- Emphasized focusing on the Student Satisfaction Survey (SSS) for NAAC and considering purchasing 3D printers.
- Suggested collaborating with industries for professional certification programs and developing corporate ecosystems with training offered by companies like L&T.
- Advocated establishing a dedicated placement cell.

Dr. Vinodh S:

- Suggested using AI tools for plagiarism checks and increasing paper publications.



Dr. Charles:

- Presented a critical analysis of the college's performance in NAAC Cycle 2, suggesting strategies to improve in Cycle 3.
- Recommended enhancing library resources, increasing alumni engagement, and exploring alternative energy sources and water conservation initiatives.

Agenda 10 – Concluding Remarks:

Dr. Wilson:

- Proposed facilitating student conferences with ISBN proceedings and integrating Learning Management Systems (LMS) for blended learning and monitoring.

Dr. Charles:

- Recommended using benchmarks from NAAC Cycle 2 to prepare for Cycle 3 and exploring grant-sharing collaborations with other institutions.

Mr. Joshua:

- Proposed evaluating the Entrepreneurship Development Cell to assess student interest and improve outcomes.
- Suggested organizing job fairs with costs covered by students, developing value-added courses, and ensuring alignment between industry needs and student skills.

Agenda 11 – Vote of Thanks:

Dr. B. Anandapriya, Vice Principal and Member Secretary, concluded the meeting with a vote of thanks.



Minutes of the Governing Body Meeting

PATRICIAN COLLEGE OF ARTS AND SCIENCE, ~~Adyar~~, Chennai

GOVERNING BODY MEETING NOTICE

There will be a meeting of the Governing Body on Friday, 27th September 2024 @ 3 p.m. in the Board Room, C Block. All members are invited to attend the meeting.

AGENDA

- | | |
|--|---|
| 1. Prayer | – Bro. John Kennedy
Principal, St. Patricks A.I.H.S.S- Member |
| 2. Welcome &
Introductory Remarks | – Bro. Pasca S
Patrician Community Superior-Chairperson |
| 3. Minutes and passing of the Last Meeting | – Bro Naveen F Director and Secretary,
PCAS- Member Secretary |
| 4. Action taken report (ATR) | – Bro Naveen F |
| 5. Director & Secretary's Report | – Bro Naveen F |
| 6. Principal's Report | – Dr. Arokiamary Geetha Rufus
Principal, PCAS-Member |
| 7. Approval of the Recommendations
of the Academic Advisory Committee | – Dr. Fatima Vasanth
Academic Director, PCAS- Member |
| 8. Remarks by University Representative | – Dr. Padmaja TVS ,
Principal, Valliammal College for Women
University Representative- Member |
| 9. Any other matter with the Permission of Chair | |
| 10. Vote of Thanks | – Dr. B. Anandapriya
Vice Principal PCAS-Member |



To

All Members of the College Governing Body

1. Bro. S. Pasca, Chairperson
2. Bro. Naveen F. Director and Secretary– Member Secretary
3. Bro. Thomas Pushparaj, Principal, SMA – Member
4. Bro. K J Anthony, Principal, St. Patrick's ICSE School – Member
5. Bro. John Kennedy, Headmaster, St. Patrick's AIHSS – Member
6. Fr. Xavier Arul Raj, Legal Expert – Member
7. Dr. Fatima Vasanth, Academic Director, PCAS – Member
8. Dr. Arokiamary Geetha Rufus, Principal, PCAS – Member
9. Dr. Anandapriya B, Vice Principal, PCAS – Member
10. Dr. S. Sriram, HoD, Department of Mathematics, PCAS – Member
11. Dr. Padmaja TVS, Principal, Valliammal College for Women, University Representative– Member

MINUTES OF GOVERNING BODY MEETING held on Friday, 27th September 2024

@ 3 p.m.

Venue: Board Room

Members Present

1. Bro. S. Pasca, Chairperson
2. Bro. Naveen F. Director and Secretary– Member Secretary
3. Bro. Thomas Pushparaj, Principal, SMA – Member
4. Bro. K J Anthony, Principal, St. Patrick's ICSE School – Member
5. Bro. John Kennedy, Headmaster, St. Patrick's AIHSS – Member
6. Dr. Fatima Vasanth, Academic Director, PCAS – Member
7. Dr. Arokiamary Geetha Rufus, Principal, PCAS – Member
8. Dr. Anandapriya B, Vice Principal, PCAS – Member
9. Dr. S. Sriram, HoD, Department of Mathematics, PCAS – Member

Apology Received - Fr. Xavier Arul Raj, Legal Expert – Member

& Dr. Padmaja TVS, Principal, Valliammal College for Women, University Representative– Member

**The Agenda was taken - Proceedings****Agenda 1 - Prayer**

The Governing Body Meeting commenced with a prayer by Bro John Kennedy, Headmaster, St. Patrick's AIHSS

Agenda 2 - Welcome & Introductory Remarks

Bro. S. Pasca, Chairperson and Community Superior, welcomed the members and gave the introductory remarks. As Chairperson of the Governing Body, he expressed his honor in welcoming everyone to this year's meeting, reflecting on the institution's 23-year journey of excellence in arts and science education. He conveyed heartfelt appreciation to the Patrician Brothers, faculty, and staff for their dedication in shaping the college while also acknowledging the challenges faced in student admissions and resource management. Bro. S. Pasca urged everyone to unite in their shared mission to nurture and expand Patrician College as a thriving center of learning for future generations.

Agenda 3 - Minutes of Previous Meeting & Approval

The Minutes of the previous meeting held on 13.10.2023 was presented by Bro. Naveen F. Director and Secretary, PCAS. The minutes were proposed by Bro. Thomas Pushparaj, Principal, SMA and seconded by Bro John Kennedy, Headmaster, St. Patrick's AIHSS for approval. The minutes passed.

Agenda 4- Action Taken Report

The ATR was presented by Bro. Naveen F. Director and Secretary, PCAS and accepted

Agenda 5 - Director & Secretary's Report

Bro. Naveen F. Director and Secretary presented for the period October 2023 to September 2024. The report covered the following areas.

- Awards and recognitions received by the College.
- Introduction of new Academic Programs & Suspension Of Academic Programmes 2024 – 2025
- College Fee Structure 2024 – 2025
- Expense Details
- Enhancement Of Infrastructural Facilities
- Enhancement Of Learning Resources

- Management Scholarship For 2023 – 2024
- Private Scholarship For 2023 – 2024
- Central / State Govt. Scholarship For 2023 – 2024
- Challenges
- Way Forward

Clarifications raised by members based on Director & Secretary's Report

- Bro. Thomas Pushparaj raised a concern regarding the suspension of B.Sc. E.M. and B.Sc. Maths programs and asked about the status of the faculty in those departments. The Director replied that the faculty workload is managed by assigning them Allied papers.
- Bro. Kennedy inquired about students opting for Hindi as one of their language choices. The Director confirmed that students do opt for Hindi and explained that this year, the university introduced mandatory language courses for all streams of II UG. The college has recruited 4 Tamil and 1 full-time French faculty member to meet the demand.
- Bro. Thomas Pushparaj asked about the implications of reducing student fees on staff salary increments. The Director responded that salary increments have been given to faculty members.
- Bro. Pasca asked for clarification on "communication expenses." The Director explained that this covers all postal-related expenses.
- Bro. Thomas Pushparaj further inquired whether medical insurance is provided for staff members. The Director confirmed that it is.
- Bro. Thomas Pushparaj asked for clarification on the MUFES seat mentioned in the scholarship details. The Academic Director explained that MUFES stands for the Madras University Free Education Scheme. It adds an additional seat beyond the sanctioned strength (e.g., if the sanctioned strength is 70, the MUFES seat makes it 71). The university gives candidates the preference to choose which college they wish to attend.

Agenda 6 – Principal's Report

Dr. Arakiamary Geetha Doss, Principal presented the College Report for the period October 2023 to September 2024. The report covered the following areas:

- Admission Status 2023-2024 & 2024-2025
- University Examination Results.
- Faculty- Academic participation/ Awards and Recognitions
- Research/MoUs/Programmes Organized
- Patrician Knowledge Transfer
- Placements
- Certificate Courses
- Innovation and Entrepreneurship Eco System
- Extension activities/SEDS/CLUBS/CELLS/IRAMOU

- Student Support Services/Student Achievements
 - Mentoring and Counselling
 - Patrician Knowledge Resource Center
 - Students Safety Insurance Scheme
 - Grievances / Complaints
 - Anti Drug Cell / SAC / Alumni Association
 - IQAC
 - Challenges
 - Future Directions.
- Bro. Thomas Pushparaj inquired whether the UBA (Uttar Bharat Abhiyan) scheme under Extension Activities is mandatory for III UG students. The Director responded that it is a central government scheme, and the college has adopted 5 villages, making it mandatory for all III UG students to participate.
 - Bro. Pushparaj also asked about the difference between Academic Mentoring and Personal Mentoring. The Academic Director (AD) explained that class teachers act as Academic Mentors, handling academic-related issues, while Personal Mentors are assigned at a 1:30 ratio. In addition, the college has 2 psychology professors who serve as counselors.
 - Bro. Thomas Pushparaj raised concerns regarding the delay in the issuance of university mark sheets. The Director explained that the delay is due to the absence of a Vice-Chancellor in the university.
 - Bro. Pushparaj also asked about the major steps taken to improve placements, as the report showed only an 8% placement rate. The AD responded that a separate Placement Officer is needed, as existing staff handling placement work also have other duties, making it difficult to maintain consistent communication with companies. Building more industry connections is crucial.
 - Bro. Pasca also expressed concern regarding the low placement rate. The AD explained that the 8% figure only covers placements through on-campus online recruitment. Many students have secured jobs through off-campus opportunities, which are not included in this statistic. Additionally, some students take over family businesses or pursue higher studies.
 - Bro. Anthony raised a query about upgrading the Mathematics Department to a research department, especially since there are no admissions. The AD replied that for the department to become a research department, it must have both UG and PG programs, and two batches of PG students must graduate. This year, 1 student has been admitted to PG Mathematics, so the process can begin.
 - Bro. Thomas Pushparaj asked about fee defaulters. The AD explained that some final-year students are allowed to sit for university examinations without paying their college fees. After completing their exams, they often do not bother to collect their certificates. To address this, II-year students will not be permitted to sit for exams unless they clear their college fees.



- **Bro. Thomas Pushparaj** also inquired about the role of a Development Officer. The Director clarified that the position is for handling CSR (Corporate Social Responsibility) initiatives.

Agenda 7 - Approval of the Recommendations of the Academic Advisory Committee

Dr. Fatima Vasanth, Academic Director presented the minutes of the Academic Advisory Committee meeting held on Friday, 30th August 2024. The recommendations were accepted by the committee.

Clarifications raised by members based on Academic Director's Report

- **Bro. Kennedy** asked about the need for separate individuals to be appointed as Development Officer and Placement Officer.
- **Bro. Anthony** further inquired about the role of the Placement Officer, questioning whether the Placement Officer would also serve as a PRO (Public Relations Officer). The Academic Director clarified that either a Development Officer or a Placement Officer could be appointed, depending on the institution's needs.
- It was finalized that the institution will appoint a **Placement Officer**, with the committee recommending that this position be filled to enhance placement efforts.

Agenda –8- Any other matter with the permission of Chair

- The members **appreciated** the college management and staff for their numerous new initiatives.
- It was **suggested** to conduct more school programs to boost admissions, specifically targeting students of Classes 11 and 12 by organizing career guidance sessions, with at least one program per semester.
- The **Director** proposed utilizing van drivers who transport school students. These drivers could drop off college students at the campus from bus stops while waiting for schools to finish. The vans could display the college's name, and on a **payment basis**, they would assist in this transportation.
- The **Principal** suggested that during the **Sriram** competitions held at SMA, the **Visual Communication department** could be allowed to do video coverage, further aligning with the college's publicity initiatives.

Agenda 9 - Vote of Thanks

The meeting concluded with a vote of thanks delivered by Dr. **Anandapriya**, Vice Principal of Patrician College of Arts and Science. She extended her heartfelt appreciation to all the attendees for their participation, insightful presentations, and valuable contributions throughout the session.