

# **HOD COUNCIL MEETING MINUTES**

## **FROM MAY 2020 – JUNE 2021**



## HOD Council Meeting Minutes – 7th May 2020 @ 5:00 PM

### AGENDA

1. Admission
2. Publicity
3. Arrear Fees
4. Usage of lockdown time

### Minutes

#### Admission

- Availability of online application on website is from May 9, 2020 and it will be 100% online.
- Application and Prospectus is being prepared and corrected by the Committee comprising of Principal, Vice Principal, Mr.Prithvi Raj and Mr.Martin
- The application and prospectus will be scrutinized by HOD team and finally by Academic Director for approval
- A trial run on the admission process will be done by Vice Principal and Mr.Martin with a team of 5 more people.
- Procedure for filling the application form is also available on the website
- Fee details will be sent only after the call letter is generated.
- Admission will start from May 11, 2020
- Application form cost is Rs.250
- Applied students can be selected, based on XI final exam and XII half-early exams
- Selected students can be sent for approval to Principal(Shift I) and Vice Principal (Shift II)
- After approval from concerned authority, call letter is sent for provisional admission to pay 60% or 100% fees to confirm admission
- The remaining 40% fees have to be paid before the first semester exams.
- Only after partial or full payment of fees the seat is considered to be filled.
- The whole admission process will happen through ERP and HOD will be able to view till the last stage - status of fee payment.
- No rejection of eligible application and consideration to be given for Christians and Girls.
- PG application to be available by next week, tentatively May 16, 2020.

#### Publicity

- Dr.Sweety to forward the admission and publicity committee meeting minutes.

- Information on start of admission and courses to be sent
- Email
  - Email to Parish Priests – AD & Mr.Raja
  - Email to Churches- Principal & Mr.Raja
  - Email to Madha TV- Mr.Raja
- Poster creation to use in social media (FB, Watsapp, Instagram)- Vice Principal & Mr.Daniel and send for circulation.
  - To students – HOD and class teachers
  - To alumnae–Mrs.Unica
- Message
  - Through ERP
- Videos
  - U tube Channel of College and Churches
  - Videos available in all webinar of all departments during registration process

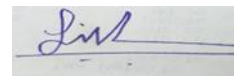
#### **Arrear Fees**

- The arrear fee students list to be updated by HODs removing the TC and long absent students.
- Arrear fee payment will be decided case to case basis by HOD checking the background of students through class teachers.
- A reminder message to be sent.

Fees for the next year for present first and second years – nature of payment yet to be decided.

#### **Usage of lockdown time**

- Faculties are encouraged to attend webinars and organize one each.
- Students to be actively engaged by enabling classes.
- Students to be encouraged to participate in e-platform and equip themselves.
- HODs to ensure completion of portion and report to Principal(Shift I) and Vice Principal (Shift II).
- HODs to ensure completion of portion (if any) by subject teachers through online coaching.



**Dr.Sindhu Sivan**

**HOD COUNCIL SECRETARY**

## HOD Council Meeting Minutes -11<sup>th</sup> May 2020, at 11.AM

### Agenda

1. Admission
2. Promotions and Publicity
3. Pending academic work
4. Arrear fees
5. Management Meeting
6. Paid Webinar

### Points discussed and Decision taken

#### 1. Admission

- Ms. Sangeetha, Asst. Prof, Department of BCA explained the procedure of admission in ERP to all heads of the department.
- Ms. Sangeetha will mail the procedure in writing to all HODs for clear understanding.
- All departments have to complete 80% admission by second week of June. The 20% admission will be done after 12<sup>th</sup> result publication with high merit students.
- Admission is the responsibility of HODs and their team.
- All departments have one admission committee including HOD and two faculty members.
- Any application should not be rejected and give first choice itself.
- After consulting the principal and vice principal only the application will be rejected.
- There should be telephonic interview or video call interview by any faculty member of the concern department admission committee with the candidate after the application selection by the HOD.
- Ms. Meena Ramakrishnan, HOD, Department of Commerce will prepare a draft regarding the conversation during the telephonic interview with the candidate and circulate among the Heads of the department.
- All applicants will give two days time to pay the fees after the confirmation of the admission.
- HODs can contact for any clarification on ERP admission procedure to Ms. Sangeetha and Mr.Martin.

#### 2. Promotions and Publicity

- Dr.Raja, Asst.Prof.BBA Dept. had given an overview of publicity work of admission. He contacted parists priests and collected the phone number and mail ids.
- The promotions through social networks will do by Dr.Geetha Rufus, Vice principal and Mr.Rassol , Faculty ,department of Electronic Media.
- Ms.Bronwen will collect the updates from the publicity team and inform to Academic Director.

### 3. Pending Academic Work

- The principal will get the information from university regarding the procedure to conduct the NME, EVS and pending Practical exams and inform the Heads of the department.
- All departments should ready with Subject internal mark.

### 4. Arrear fees

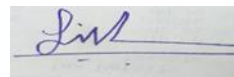
- The arrear fee students list to be updated by HODs removing the TC and long absent students.
- A reminder message to be sent.
- The list of fee defaulters will get from the class teachers by HODs and forward to principal
- Fees for the next year for present second and third years and first years will email to the HODs.

### 5. Management Meeting

- The Vice Principal summarise the management meeting.
- The academic year 2018-19 magazine should complete.
- The magazine committee meeting will held on 12/05/2020 with academic director.
- The faculty members including senior faculty members who have not cleared NET/SLET have given one more year to continue their service in the college. For the coming exams they need to prepare themselves to clear the exam.
- On 19<sup>th</sup> May 2020 at 11.30 AM , HODs meeting will be held in the college if the public transportation will ply.

### 6. Paid Webinar

- All departments have to conduct a paid webinar as revenue generation of their department. The resource person payment will pay from the registration amount and the balance amount can be used for the department purpose.



Dr.Sindhu Sivan

HOD COUNCIL SECRETARY

**HOD Council Meeting Minutes on 29<sup>th</sup> May 2020 @ 2 p.m.**

**Agenda**

1. Admission Status – UG & PG - HOD
2. Application procedure video demo
3. Publicity and Promotion – Student and Alumni Network – Promotion Video – Mr. Martin
4. Online Coaching for forth coming semester examination –
5. Fees - Academic Director
  - a. Fee Defaulters
  - b. II and III year fee structure
6. Setting up online application help desk in college – Academic Director
7. Certificate Courses – HOD
8. International Seminar Proposal
9. Updation of curriculum - Ms. Anandapriya
10. Workload and Time Table – Ms. Anandapriya
11. Highlights about NAAC Director – Mr.Daniel
12. Any other matter

**Points discussed and Decision taken**

1. Admission Status – UG & PG - HOD
  - Ms. Sangeetha presented the consolidated admission status of UG and PG.
  - Academic Director informed columns to be added for comparison between previous week admission and current week admission.
  - Academic Director asked the HODs for an explanation on the difference between the number of call letters sent and payment of the fees received.
  - Permission was granted to few candidates to pay the fees during the first week of June due to the financial constraints of the parents during the month end.
2. Application procedure video demo
  - Ms. Sangeetha presented the application procedure video demo.
  - Vice Principal informed in the video only Adhar card mentioned as valid proof, other proofs like ration card and driving license should also be mentioned.
  - Academic Director suggested that the audio part of the video need to be perfect for better clarity and to language to be improved.
  - The decision taken that Mr. Dany will present the audio of the application procedure video and submit by 30/05/2020.

**3. Publicity and Promotion – Student and Alumni Network – Promotion Video**

- All HODs to do promotion of admission through their students by using different strategies.
- The admission flyers will be circulated among the alumni by the committee
- Ms. Lenora and other members of the alumni committee will have meeting with Academic Director for discussing the promotion of admission.

**4. Online Coaching for forth coming semester examination**

- Revision classes for 3<sup>rd</sup> year students to be scheduled by class teachers.
- I and II year students can involve in webinars

**5. Fees****a. Fee Defaulters****b. II and III year fees payment**

- The HODs have to give instruction to class teachers to give reminders to fee defaulters.
- The II and III year students have to pay their fees through ERP .The last date for payment of fees will be on July 15<sup>th</sup>.The class teachers have to guide them for paying the fees. If any issues in ERP payment they can contact Ms. Sangeetha.
- Students will receive the payment receipt.
- Video demo for fee payment will do by Mr.Martin
- Only class teacher has the authority to reset the pass word of ERP.

**6. Setting up online application and help desk in college**

- June 2<sup>nd</sup> 2020 onward few staff will come to college on rotation basis for admission work.
- One faculty from each department who is having two wheelers will represent in the admission help desk.
- June 2<sup>nd</sup> to June 8<sup>th</sup> first batch and June 9<sup>th</sup> to June 15<sup>th</sup> second batch.
- The venue will be auditorium and office also will be working.

**7. Certificate Courses**

- The department has to ensure that all students are getting benefitted by online certificate course.
- For the benefit of the this the HODs can decide to organize the certificate course after the commencement of college.

**8. International Seminar Proposal**

- All HODs are asked to submit international webinar proposal

**9. Updation of curriculum - Ms. Anandapriya**

- The updated curriculum circulated to all HODs .The official communication from the University has not been received for the implementation of the curriculum. The principal will contact the officials and get the information.
- The workload and time table will be finalized by next Friday (5/06/20) after getting the communication from the university.



**10. Workload and Time Table – Ms. Anandapriya**

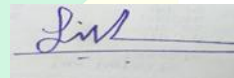
- The workload and time table will be finalized by next Friday (5/06/20) after getting the communication from the university.

**11. Highlights about NAAC Director –**

- Mr. Danny, IQAC Coordinator shared the highlights from the speech delivered from Union Minister, MHRD
- The detailed report will be sent by mail.

**12. Any other matter**

- The Academic Director expressed the need of FDP on leadership for HODs and other officials in the college. She instructed the IQAC to arrange one FDP for the same.
- It was informed that the salary of the May, June and July will be paid 50 % due to financial constraints.
- The tour money collected from faculty will be refunded in August 2020.
- The college working timing will be changing to wind up evening college little early. The modules are under discussion.



**Dr.Sindhu Sivan**

**HOD COUNCIL SECRETARY**





**HOD Council Meeting Minutes on Saturday, 7<sup>th</sup> June 2020 @ 2.00PM.**

**Agenda**

- 1. Admission Status – Ms. Sangeetha**
- 2. Video – Online Application and Fees payment through ERP – Mr. Martin J**
- 3. Webinar Status – HODs**
- 4. Review on Help Desk and admission desk – Ms. Bronwen**
- 5. Status of Fees - HODs**
  - a. Fee Defaulters**
  - b. II and III Year Fees**
- 6. IQAC Presentation**
- 7. Any other matter**

**Points discussed and Decision taken**

**1. Admission Status**

- Over all admission status was presented. Each HOD gave the explanations on their admission status. The presentation showed the progression in the admission status.
- Vice Principal expressed the concern on the low admission status of Shift II. The HODs of shift II are asked to do lot of promotional strategies. For discussing the same the Academic Director asked the Vice Principal to convene a meeting with faculty of shift II. She gave the suggestion that the college timing of shift II (1pm - 5.30pm) can be mentioned as a promotion strategy for attracting more students.
- In the next HOD meeting Shift II admission will be an Agenda for the discussion.
- Alumni association coordinators meeting will be held shortly for the admission promotion.
- The Academic Director expressed the need to update the college promotional videos presented in the webinars. She suggested that Mr.Martin to update the promotional video with all infrastructure facility which is available in the campus in the last two years. New courses information also needs to be added.
- In all webinars the departments should inform that admission is opened and showcase the admission promotional videos.

**2. Video – Online Application and Fees payment through ERP – Mr. Martin J**

- Academic Director congratulated Mr.Martin, Mr.Danny and Ms.Sangeetha for making the Videos – Online Application and Fees payment through ERP

- She added the role of HODs in promoting this video among the students for their better understanding about the fee payment process.
- For organizing webinars with large number audience the HODs are asked to contact Mr.Martin for better platform.
- Mr. Martin requested the HODs to instruct all students to subscribe to college YouTube channel.

### 3. Webinar Status – HODs

- The shift I and Shift II HODs reported their webinar status. The Academic Director congratulated all the HODs for their effort to conduct webinars.
- Social Work department will organize the FDP webinar with IQAC on 12<sup>th</sup> June 2020. All faculty members are asked to join in this FDP programme.
- Academic Director gave the inputs on how to conduct the webinars as standard format because the webinars are the face of the college she added.

### 4. Review on Help Desk and admission desk – Ms. Bronwen

- Last week Admission desk enquiries report was presented. The Vice Principal suggested that due to the less number of enquiries the timing of each faculty can be made less as 9am-11 am and 11am-to 1.00pm.

### 5. Status of Fees - HODs

#### Fee Defaulters

#### II and III Year Fees

- HODs expressed different issues on fee defaulters regarding concessions and sports quota.
- Ms.Bronwen will prepare and send the format for filing the different issues and current status of fee defaulters to HODS and it will be discussed in the management meeting for getting better understanding.
- The Academic Director gave the instruction to all HODs to keep reminding the students through class teachers on payment of II and IIIrd year fees before July15th through class teachers.

### 6. IQAC Presentation

- Mr.Danny , IQAC Coordinator presented the blue print of IQAC activities in the coming academic year. From that presentation the main points are:

#### ➤ Programme To Be Conducted By IQAC

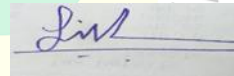
- a. Faculty Development Programme –Teacher orientation
- b. Leadership Programme for Officials
- c. Leadership Development programme for student Leaders
- d. Upcoming quality initiatives

➤ **Other Deliberations**

- a. Integrated Data Submission Format
  - b. IT Service Center
  - c. AQAR
  - d. Technology Enhanced Learning
  - e. Performance Appraisal and Analysis
  - f. Extended Committee Constitution and Addition of Student quality control group
- The Academic Director appreciated Mr. Danny on the presentation of clear road map of IQAc.
  - Further suggestions are called from the HODs.

**7. Any other matter**

- The HOD council congratulated Dr.Meena for her new position as Vice Principal of Shift 1.
- In return she expressed her gratitude to management for recognizing her and gave the assurance that she will do her best for the development of the institution.
- Academic Director instructed Ms. Bronwen to update the birthdays and personal information of the faculty.
- On request through mail the Bonafide certificate will be issued by Principal and fee details and service certificate will be issue from accounts department.



**Dr.Sindhu Sivan**

**HOD COUNCIL SECRETARY**



**Minutes of the HODs Meeting on Saturday, 20<sup>th</sup> June 2020 @ 11 am.**

**Agenda**

**8. Admission Status – Ms. Sangeetha**

**9. Alumni meet**

**10. Status of Fees - HODs**

**c. Fee Defaulters**

**d. II and III Year Fees**

**11. IQAC Presentation**

**12. Director farewell**

**Points discussed and Decision taken**

**1. Director's Farewell**

- The farewell for Bro. Johnson Rex Dhanapal, Director and Secretary of Patrician College of Arts and Science was decided on 23/06/2020 at 11.30 am.
- Ms. Divya, Faculty Secretary presented the programme schedule. She requested all HODs to inform the faculty of the department to send personal wishes to Director through Mr.Sabapathi by 20/06/2020.
- Mr.Jayaseelan and Mr.Nandakumar will felicitate the Director on behalf of the faculty members.

**2. Alumni Meet.**

- Ms. Lenora , Alumni committee coordinator discussed the decisions taken by the committee and explained the goals to be achieved of 2020-21.
  - To remain financially sound
  - To maintain up-to-date alumni database
  - Strengthen alumni relations with students.
  - Raise funds through alumni
  - Recognize alumni

### 3. Admission Status

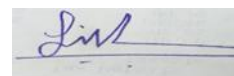
- Ms.Sangeetha presented the last week admission status.
- The difficulty in getting more responses from the candidate justified by Mr.Danny by explaining the opinion of parents to pay the fees in this pandemic time.
- The Academic director asked the HODs to not to pressurize any one for paying the fees and informed to explain the admission procedure and policy of the college
- The Academic Director informed that the college campus is converted to Covid center so the on campus admission work will wind up till further announcement.

### 4. Fee Payment

- The status of fee defaulters was presented by the HODs.
- The list of the II and III year fees paid by the students in each department was presented.
- The HODs were asked to inform the class teachers to do the follow up regarding the fees.
- The Academic Director informed that all faculty and HODs are responsible to bring it to the notice of the management if anyone spreads wrong message against the college.

### 5. Any other matter

- Mr. Martin presented the video of online class link sharing.
- The decision had taken that online classes will conduct on one subject per teacher each day. The duration of the class will be 45 minutes to one hour.
- The time table for online classes will be prepared accordingly and coordinated by Mrs. Anandapriya.



Dr.Sindhu Sivan

HOD COUNCIL SECRETARY

**HODs meeting on Saturday, 27<sup>th</sup> June 2020 @ 11 am.**

**Agenda**

13. Admission Status – Ms. Sangeetha
14. Status of Fees - HODs
  - e. Fee Defaulters
  - f. II and III Year Fees
15. IQAC –FDP
16. Certificate Course
17. Online Class

**Points discussed and Decision taken**

**1. Congratulate Message**

- The Council appreciated and congratulated Dr.Senthil, Asst.Prof. Department of Psychology, for achieving Ph.D. Award. Academic Director asked Mrs. Bronwen to send a congratulate message to Dr. Senthil, behalf of the Council.

**2. Admission Status:**

- Ms. Sangeetha presented the last week admission status.
- Mr. Rasool , had given suggestion that more publicity and advertisement can be given in the media.
- Academic Director instructed for continue with our promotional activities and will discuss in the management meeting regarding more publicity strategies.
- Database of Michael and Patrick School Students will help to send bulk SMS of admission information.
- Most of the applicants are waiting for the 12<sup>th</sup> std result to publish to submit application in the college.

**3. Fee Defaulters**

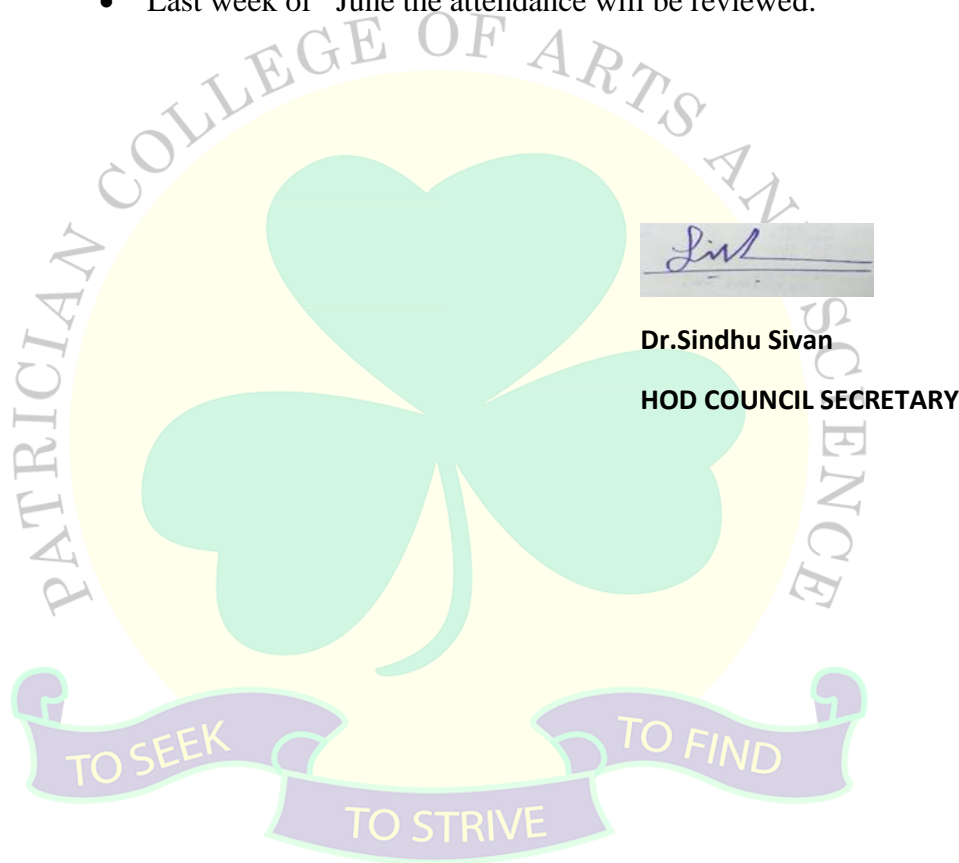
- Next HOD meeting onwards Dr. Meena, Vice Principal will present the report on fee defaulters.

**4. Certificate Course**

- Every academic year two certificate course will conduct.
- Those departments who have not conducted the certificate course will submit the proposal to the Principal and Academic Director.
- The payment of the certificate course will be a consolidated amount not based on hourly basis as decided in the last discussion.

**5. Online Classes and Report**

- From the report presented by Ms. Anandapriya it was observed that the online class attendance was good
- Many faculty members staying in rural areas and using poor network is facing problem in conducting online classes. So this will discuss in the management committee meeting to come out with a better plan.
- Any technical issues faced by HODs and teachers in conducting online classes can contact Mr. Martin and Ms. Anandapriya.
- The academic calendar will be ready by July and will get clarity in conducting online class and assessment.
- Last week of June the attendance will be reviewed.





**HOD Council Meeting Minutes on Saturday, 4<sup>th</sup> July 2020 @ 11 am.**

**Agenda**

1. Admission Status – Dr.Usha George, Principal
2. Status of Fees
  - a. Fee Defaulters – Dr.Meena, Vice Principal, Shift I
  - b. II and III Year Fees – Dr.Meena
3. FDP – IQAC – Mr.Daniel
4. Certificate Courses – Dr.Meena
5. Guidelines for using G Suite – Mr. Martin
6. Uploading E Magazine – Mrs. Lakshmi and Mrs. Mohanapriya
7. Academic Calendar – Ms. Anandapriya
8. Status of Online Classes – Mrs.Anandapriya
9. Intra and Interdepartmental Competitions - Mrs. Anandapriya
10. Brothers Farewell – Monday, 6<sup>th</sup> July 11.30 a.m.
11. Website Updation – Academic Director
12. July Calendar – Academic Director
13. Any other matter

**Points discussed and Decision taken**

**1. Admission**

- The status of the application received and fees paid was presented by the Principal.
- Academic Director discussed to all the HODs regarding promotion and publicity of the admission. On these discussions the following decisions were taken
  - All faculty and staff members will display the admission brochure of our college and the department as their profile and DP till the admissions over.
  - Only paid webinars will be conducted and will give more importance to coordinate programmes, quiz competitions, webinars etc. with the targeted group like 12 STD students and parents. It will also help to collect database.
  - SMS regarding admissions open will be sent to our present IInd and IIIrd year students for getting more publicity in admission.

**2. Status of Fees****a. Fee Defaulters – Dr.Meena, Vice Principal, Shift I****b. II and III Year Fees – Dr.Meena**

- The list of fee defaulters' was presented by Dr. Meena, Vice Principal.
- As a follow up it was decided to inform all class teachers to do the regular follow up regarding default fee payment. If the HODs are not able to convince the students regarding fee payment then, those names to be sent to Vice Principals for follow up.
- Regular fee payment status was presented. Totally 45 students have paid the fees.
- HODs expressed the concern regarding the payment of full fees and suggested for payment for first term fees in two instalments. It was decided those students who want to pay in instalments can do so through NEFT , the details of which will be sent to all HODs.

**3. FDP – IQAC – Mr.Daniel**

- Mr.Daniel,Coordinator IQAC presented the proposal of FDP
  - 5 day Virtual meeting programme-2hours session each day
  - Proposed time line – 13<sup>th</sup> July to 17<sup>th</sup> July,10 am -12 noon
  - Platform- Google meet
  - Programme Theme-Life in Abundance-Managing HEI in Covid Times

**4. Certificate Courses – Dr.Meena**

- Dr. Meena presented the certificate course proposals submitted by the different departments.
- On September 2<sup>nd</sup> week certificate courses will be conducted
- Due to some technical issues the department of Media studies will conduct their certificate course after the college reopens .
- The payment to the training agency will be paid only after the collection of fees from the students in the month of October.

**5. Guidelines for using G Suite – Mr. Martin**

- Mr.Martin,Asst.Prof,Viscom department presented the Privacy policy of the use of G-Suit and will mail the details to all Faculty

## 6. Academic Calendar – Ms. Anandapriya

- Ms. Anandapriya presented the academic calendar for the period June 2020 to October 2020. She also presented the status of Online classes from 22nd June to 30th June.
- The attendance percentage of the students for online classes was 68% to 100%.
- Some of the Shift II departments' attendance were very low.
- The academic director informed that attendance below 60% should be considered low and necessary step should be taken to rectify low attendance.
- Intra and Inter departmental competitions will be held on August and September month. The HODs have to submit the proposal for the same on July 17th 2020.

## 7. Brothers Farewell – Monday, 6th July 11.30 a.m.

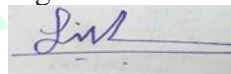
- Bro. Johnson Rex Dhanpal Farewell programme will be held on 6th July at 11.30 am in Google Platform and you Tube streaming will be there. All HODs have to give good publicity to their students, alumni, parents and other stake holders.

## 8. Website Updation – Academic Director

- Academic Director informed all HODs to check their department page and update the same through their IQAC extended members. Mr. Prithvi Rajkumar will be in charge of academic department page and Mr. Daniel will be in charge of overall.

## 9. July Calendar – Academic Director

- All departments have to forward their programme details to Mr. Martin for updation of the July Calendar on the college website.



Dr. Sindhu Sivan

HOD COUNCIL SECRETARY

## HOD Council Meeting Minutes on Saturday, 11.07.2020 @ 11 am.

### Agenda

- **Prayer – Mr. Prithiviraj, HOD Dept. of English**
- **Admission Status – Dr. Usha George, Principal**
- **Fees Status**
  - **Fee Defaulters – Dr.Meena, Vice Principal, Shift I**
  - **II and III Year Fees – Dr.Meena**
- **Academic Calendar – Ms. Anandapriya**
- **Status of Online Classes – Mrs.Anandapriya**
- **Intra / Interdepartmental /Interschool Competitions - Mrs. Anandapriya**
- **IT Services -Mr. Martin**
- **Any other matter**

### Points Discussed and Decision Taken

The Meeting started with a prayer led by Mr. Prithiviraj, HOD Dept. of English .

#### 1. Admission Status – Dr. Usha George, Principal

- Principal presented the admission status of the previous week.
- The decisions took for the publicity of the admission are
  - All departments have to conduct programme which will be focused on 12<sup>th</sup> STD students and their parents.
  - SMS regarding admission will send to our present IInd and IIIrd year students.
  - The DP and Status of the faculty and students will be college/department admission Brochure.
  - Dr.Meena, Vice Principal along with Ms.sangeetha will form a Telegram group of newly admitted students to promote our college activities and to reach to other students.

#### 2. Fee Payment

- The status of the fee payment of the academic year 2020-21 presented by Dr.Meena, Vice principal.
- Dr.Bro. .Arokyaraj, Director and Secretary suggested to add total strength of the classes in the format for getting clarity for the count of paid and unpaid in each class.
- The students of II and III years pay the first term fees /50% fees on or before 15<sup>th</sup> July 2020.students can pay through ERP or NEF transfer.
- By August 15<sup>th</sup> all students should pay first installment fees.
- The fee defaulters list also presented.
- The fee defaulters' details who are not responding and not paying the last year fees need to be send to Vice principal in a format.

### 3. Academic Calendar

- Ms.Anandapriya , Academic Coordinator presented the Academic Calendar.
- Inter school competitions will held on last week of July.
- Certificate courses will be conducting on last week of September.
- Inter and Intra department cultural will held on September.
- The portion completed status will submit to Academic Coordinator on July 31<sup>st</sup>.

### 4. Online Attendance.

- The online class attendance status presented by Ms.Anandapriya.
- It was observed that the language class attendance and subject attendance are low in shift II classes.
- Academic Director instructed Ms.Anandapriya to have a meeting with shift II HODS and find out the reason and challenges they have.
- The language classes and English classes will conduct in different days due to net package of students.
- Students who are not able to attend online classes due to unavoidable reasons will need to take in to consideration and to give alternative arrangements. This will take care by Ms.Anandapriya, Ms.Subhalakshmi and Mr. Martin

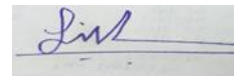
### 5. Website Update

- All departments are requested to update their website and submit programme details on July to Mr.Martin for updating July calendar in website.

### 6. Any other Matter

- Mr.Danny ,Coordinator IQAC briefed about the forming strategies for cycle III Institutional preparation 2020-25.He reported regarding NIRF preparation also
- In management meeting policy regarding YouTube uploading will be taken.
- Dr .Bro.Arokyaraj, Director and Secretary, addressed the HODs .He congratulated and expressed his happiness for the performance rendered by all. He mentioned the present financial situation of the management. He requested all HODs corporation in over coming this situation.

Vote of thanks given by Dr.Sindhu Sivan, HOD council Secretary



Dr. Sindhu Sivan

HOD COUNCIL SECRETARY

Minutes of HOD's meeting held on Saturday, 18<sup>th</sup> July 2020 @ 10 am.

## Agenda

1. Student Council Virtual Election and Investiture ceremony – Mrs. Lakshmi Kumari, Coordinator, Student Affairs.
2. Admission Status – Dr.Usha George, Principal
3. Status of Fees Payment - Dr.B.Meena, Vice Principal, Shift I
  - a. Fee Defaulters
  - b. II and III Year regular Fees
4. Online Class Attendance – Mrs. Anandapriya
5. Challenges faced in online classes -Absenteeism – ATR -Ms. Anandapriya, Academic Coordinator
6. Academic Calendar - Intercollegiate / Interschool/Intradepartment – Proposal- Action Plan Ms. Anandapriya, Academic Coordinator
7. Any other matter

## Points Discussed and Decision Taken

The meeting commenced with a silent prayer

1. Student Council Virtual Election and Investiture ceremony – Mrs. Lakshmi Kumari, Coordinator, Student Affairs.
  - Mrs.Lakshmi Kumari presented the procedure of virtual student council election.
  - The time line approved in the meeting were:
    - Filing of nomination -17<sup>th</sup> July 2020
    - Submission of PPT and photograph of Nominees -20<sup>th</sup> July 2020 before 10.am
    - Online Canvasing by students -22<sup>nd</sup> July from 11.00am-1.00PM
    - E-election voting using Google form -23<sup>rd</sup> July 2020 from 11.00am-1.00PM
    - Declaration of the results – 23<sup>rd</sup>July 2020 at 5.00 PM
    - Nomination of other office bearers -25<sup>th</sup> July 2020 at 5.00 PM
    - Finalize the list for investiture ceremony -27<sup>th</sup> July 2020, 5.00 PM
    - E investiture ceremony -30<sup>th</sup> July 2020
    - Rehearsel of the ceremony -28<sup>th</sup> July 2020
    -
  - The student affairs Committee coordinator requested all HODS to reschedule the classes for smooth conduct of election on 22nd and 23<sup>rd</sup> July 2020.



- The timeline and procedure of virtual election was accepted and approved by all the HoD's.  
The Head's of BCA ,B.Com CS and Psychology expressed the inconvenience of handling both election as well as admission work together .They suggested for a change in the dates as HoD's will be busy on these days with admission work.
- Dr.B .Meena, Vice Principal, shift I, pointed out that the role of HOD's will be very minimal in the election process if any one faculty from the department is deputed to be incharge of the election duty. Moreover, since many department programmes have already been planned and scheduled, the student representatives' leadership is needed for conducting department programmes; hence it was decided that it need not be postponed.
- The decision taken was that those departments with less number of faculty will get assistance from student affairs committee and the Head's will give full attention to admission work.
- The investiture ceremony will be an internal programme .Bro.Dr. Arockiaraj, Director and Secretary will be the chief guest.
- Investiture ceremony Program will be planned later.
- Online classes can be rescheduled .It is left to the decision of faculty and HODs

## 2. Admission Status – Dr.Usha George, Principal

- Dr.Usha George , Principal presented the admission report as on 17<sup>th</sup> July 2020
- She pointed out that though the number of applications received and admissions has increased in some departments, the trend is still low in depts. such as English, Maths, Vis.com. and Journalism
- Total Application received till 17<sup>th</sup> July - 896
- Total fee paid till 17<sup>th</sup> July -124
- The Academic Director once again reminded all that the initial payment for admission is Rs.20,000/ and also pointed out that the publicity through our own channels like students, alumni known network, admission pamphlets should continue to improve admissions.
- Dr.Meena , intimated that there is a discrepancy in the data on admissions presented by ERP and the data maintained by the department, as the students with whom the interview was conducted and given time to pay the fees was also reflected as admitted number.

The decision taken was that after generating the admission letter, only two days may be given to those who are unable to pay the fees. If they fail to pay the fees within the two days, the provisional admission should be cancelled.



**3. Status of Fees Payment - Dr.B.Meena, Vice Principal, Shift I**

**a. Fee Defaulters**

**b. II and III Year regular Fees**

- Dr.B.Meena presented the arrear fee status.
- The decision taken was that the list of students who are not responding and not paying the fees can be forwarded to Vice Principal with the details.
- After presenting the regular fees status the Academic Director pointed out the classes where less than ten students have paid. The HODs were asked to remind the class teachers to follow up with the students to pay the fees.

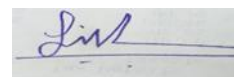
**4. Mrs.Anandapriya , Academic Coordinator presented - the Online Class Attendance Challenges faced in online classes -Absenteeism – ATR**

**Academic Calendar Intercollegiate / Interschool/Intradepartmental – Proposal-Action Plan**

- From the presentation it was reported that in the second shift in some departments, students online class attendance percentage was low especially in second year.
- The decision taken was that a special meeting will be organised for HODs of shift II with Academic coordinator.
- The Academic coordinator presented the strategies to overcome the challenges of online classes faced by the shift II departments.
- The Academic Director instructed the shift II HODs to adapt the strategies mentioned in the presentation to resolve the issues in online classes and contact the Academic Coordinator for guidance if required.
- Ms. Anandapriya presented the academic calendar and tentative proposal of Intra/inter departmental and inter school which will take place in July and September.
- The main purpose of the inter school competitions is to promote admission.

**5. Any other matter**

- Dr. Meena , requested HODs to update the student information in ERP so that the total amount of fees paid can be tallied.
- She also requested to maintain record of regular fee payment under the heads, ERP payment and other mode of payment.



**Dr. Sindhu Sivan**

**HOD COUNCIL SECRETARY**

## Minutes of HOD meeting held on 25<sup>th</sup> July 2020

### AGENDA

#### Silent Prayer

1. Student Council Virtual Investiture ceremony  
Ms. Lakshmi Kumari, Coordinator, Student Affairs.
2. College Anniversary Celebrations –Ms.Divya , Faculty Secretary
3. Admission Status – Dr.Usha George, Principal
4. Status of Fees Payment - Dr.B.Meena, Vice Principal, Shift I
  - a. Fee Defaulters
  - b. II and III Year regular Fees
5. Academic calendar - Action plan for the first years – Mrs. Anandapriya .
6. You Tube policy - Mrs. Anandapriya
7. Examination Internal Mark Entry April -2020 and ERP –Ms.Masia, Examination Coordinator
8. Any other matter

#### Points Discussed and Decision Taken

The HOD meeting held on 25<sup>th</sup> July 2020 commenced with a silent prayer

#### 1. Student Council Virtual Investiture ceremony

**MS. Lakshmi Kumari, Coordinator, Student Affairs**

- Ms.Lakshmi Kumari presented the report of student council virtual election conducted on 23/07/20.
- She gave an over view of the investiture ceremony which will be held on 30<sup>th</sup> July 2020 at 11 am in google platform
- She presented the agenda and informed about the participants of the investiture ceremony.

- The chief guest of the ceremony will be Bro.Ramesh Amalanthan, Headmaster, St.Patrick Anglo Indian HSC
- The audience will be the Chief guest, college officials, faculty members, golden badge holders, department secretaries and club coordinators.
- The rehearsal will be held on 28<sup>th</sup> July at 11am.
- Academic Director congratulated the coordinator for the systematic planning
- A suggestion from faculty was given that instead of google platform, CiscoWebex can be used so that it can accommodate a larger audience can be accommodated.
- Mr.Martin, Technical coordinator expressed the difficulty in making use of CiscoWebex.

## 2. College Anniversary Celebrations –Ms.Divya , Faculty Secretary

- Ms.Divya.J, presented the agenda for college anniversary celebrations which will be held on August 1<sup>st</sup> 2020 at 11.am in Google Meet.
- The audience will be faculty members and student council members.
- The Academic Director congratulated the committee coordinator and the members for the good planning.

## 3. Admission Status – Dr.Usha George, Principal

- The Principal presented the last week admission status.
- She reported that there is increase in the admission status compared to last week
- She pointed out that the admissions were better this week in the Commerce streams and in BCA but in other departments – English, Vis.com. , Maths, Social Work and Shift 11 it was still going very slow .
- The Principal presented the numbers of students admitted in shift 1 and shift II.
- Total 250 students are admitted as on 23<sup>rd</sup> July .
- Academic Director asked the HODs to express their difficulty in admission.
- The HODs expressed some technical issues related to ERP the applicants faced while selecting the departments of their choice in the application.
- It was pointed out that the technical errors had been removed.
- Another issue registered was that there were complaints from applicant's parents that the faculty were not contacting the parents on time as mentioned in the call letter.
- The decision was taken that henceforth instead of the interview call letter with timings the direct provisional admission call letter without mentioning the time should be sent.
- Regarding the mode of fee payment the Academic Director informed that for those who are not able to pay the fees online, a provision will be made to pay

through the HDFC bank counter in the college campus from Monday 27th onwards between 9am to 1pm..Every student has to pay Rs.20,000/as first instalment, no further break up in the first payment should be permitted.

- The Director also added that parents who have cash in hand can make the payment directly to the Accounts Office in college.
- Academic Director motivated all the HODs to focus on admissions and fee payment and that free webinars need not be conducted till the admissions are completed.
- All HODs should work closely with the officials attached to their department to update on admission and fee payment status.
- The departments which have surplus applications were asked to share it with shift II departments and the HODs to be given the right to view and select the applications.

#### **4. Examination Internal Mark Entry April -2020 and ERP –Ms.Masia, Examination Coordinator**

- The exam coordinator explained the internal mark entry procedure of April 2020 exam.
- She requested all HODs to direct the faculty to give decent marks. It was decided that all UG students may be given minimum 15 out of 25 and PG students more than 50% .
- Since July 31<sup>st</sup> is the last date for submitting the marks all HODs were requested to complete the process on or before 29<sup>th</sup> July 2020.
- The columns of the exams which are not conducted are to be left blank.
- Those faculty members who wish to use the college system can complete the work in the college.
- Ms.Masia explained the ERP issues and action plan report.
- For the online transaction failure the interface was introduced.

#### **5. Status of Fees Payment - Dr.B.Meena, Vice Principal, Shift I**

##### **a. Fee Defaulters**

##### **b. II and III Year regular Fees**

Dr.B.Meena, Vice Principal , Shift I, presented the data of fee defaulters and regular fee payment.

- It was reported that the number of fee defaulters has decreased compared to last week

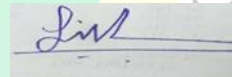
- Academic Director, instructed all HODs to follow up and give the list of fee defaulters who have been not responding to their calls to the vice principals.
- The last day for payment of Regular fees, first instalment is 14<sup>th</sup> August .
- Dr.Meena, presented the details of the paid webinars conducted by the departments, the details of income generated and expenditure incurred was presented.

**6. Academic calendar - Action plan for the first years – Mrs. Anandapriya .**

- Ms.Anandapriya, the Academic Coordinator presented the tentative academic calendar for the first years.
- As per the calendar the Orientation Program for the first year UG students will be on 20<sup>th</sup> August .
- The Online classes will commence from 31<sup>st</sup> August 2020.

**7. You Tube Policy**

- Ms. Anandapriya , the Academic Coordinator presented the You Tube policy.
- The policy will be circulated to all faculty members through mail.



**Dr. Sindhu Sivan**

**HOD COUNCIL SECRETARY**



## Minutes of HOD meeting held on 13<sup>th</sup> August 2020

### Agenda

1. Prayer - Dr Sreepriya, HOD, Dept of Corporate Secretaryship
2. Admission - Dr. Usha George, Principal
3. Fees status - Dr. Meena, Vice Principal Shift 1
4. Report on online classes - Mr. Daniel, IQAC Coordinator
5. Academic orientation/ Bridge course for first years - Mrs. Anandapriya, Academic Affairs coordinator
6. First Year Orientation - Mrs. Lakshmi Kumari, Coordinator, Student Affairs
7. Independence day - Mr. Arul Murugan, Physical Director
8. Concluding Remarks - Dr. Bro. Arockiaraj, Director & Secretary
9. Vote of Thanks - Dr. Sindhu Sivan, Secretary, HOD Council

### Points Discussed and Decision Taken

The HOD meeting started with prayer led by Dr Sreepriya, HOD, Dept of Corporate Secretaryship

#### 1. Admission - Dr. Usha George, Principal

- The admission status as on 13<sup>th</sup> August presented by Dr. Usha George, Principal was as follows:
- The Commerce stream and BBA has filled the sanctioned strength.
- Social Work, English, Psychology and Media Studies Departments have to improve their admission status as it is going slow
- To focus on PG Admissions after the inaugural day of UG 1<sup>ST</sup> Years .
- B.com(CS) and B.com(A&F) faculty of Shift 1 are assisting shift II faculty to fill up the seats by diverting the applications.

#### 2. Fees status - Dr. Meena, Vice Principal Shift 1

- The fee status of II and III<sup>rd</sup> year students was presented by Dr. Meena, Vice Principal Shift 1.
- Academic Director analysed the status of fee payment of the classes according to the maximum and minimum number of students paid in each class. .



- Mr.Senthil Kumaran of Psychology Department and Ms.Sunitha John ,B.com Shift 1, were appreciated for making more than 60% students pay the fees.

- The Vice Principals were asked to arrange for a meeting with the class teachers where there was less than 50% of payment , to know the challenges they were facing.

- The decision taken regarding fee defaulters was that the marks of the internal exam can be withheld, and the students can also be orally informed about this by the class teachers.

- Academic Director instructed the HODs to orient the faculty that they should not give any wrong message or information to students regarding fee payment.

### **3. Report on online class - Mr. Daniel, IQAC Coordinator**

- The IQAC Coordinator, Prof. Daniel, presented the feedback of students on online classes which was conducted the previous week.

- The overall analysis of the feedback report showed that 87% students have given positive feedback on the different aspects while 13 % students differed in their opinion.

- Major issues and concerns faced by the students were discussed.

#### **The decisions taken were:**

- The attendance percentage of the students can be informed by class teachers
- Regular time table with five hours should be followed, with three hours of theory classes and two hours activity based classed from 19<sup>th</sup> August.

- All subjects , including EVS, soft skills and language should be included in the time table.

- The timing will be 10 am to 3.00 PM with one hour lunch break.

- If any classes is suspended, the students must be informed well in advance.

- If any faculty member has network connectivity problem they are permitted to go to college and make use of internet facilities for conducting classes.

### **4. Academic orientation/ Bridge course for first years - Mrs. Anandapriya, Academic Affairs coordinator**

- First year college and Department Orientation ,Bridge course and collection of ERP details was presented by Ms.Anandapriya, Academic Coordinator.

- The Orientation and Bridge course for first years is scheduled as follows:

- 19<sup>th</sup> August 2020- College Orientation

- 20<sup>th</sup> and 21<sup>st</sup> August 2020 –Department Orientation

- 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> August 2020 –Bridge Course

- 27<sup>th</sup> and 28<sup>th</sup> August 2020 –Collection of Student details



➤ 31<sup>st</sup> August 2020 –Commencement of classes

- The plan of bridge course to be conducted was also presented.
- Academic Director instructed Ms. Anadapriya to collect the name list of first year class teachers of all the departments and circulate the information presented in the HOD meeting for implementation .

**5. First Year Orientation- Mrs.Lakshmi Kumari, Coordinator, Student Affairs**

- Mrs.Lakshmi Kumari, Coordinator, Student Affairs presented the program schedule and all the arrangements made for 1<sup>st</sup> Year UG inauguration which will be held on 19<sup>th</sup> August.
- The recorded video of the programme to be viewed by the students through Google meet link, will be sent to all departments to conduct the programme.
- Departments which are small in number can be combined with the permission of the officials.
- The mail will be sent to all the HODs with all information regarding the inaugural programme from student affair committee.

**6. Independence day - Mr. Arul Murugan, Physical Director**

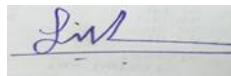
- Mr. Arul Murugan, Physical Director presented the programme schedule and action plan for the Independence Day celebrations.
- Prize winners also to be included in the audience list as suggested by Mr.Prithviraj, HOD, English Department.

**7. Concluding Remarks –Dr.Bro. Arockiaraj, Director & Secretary**

- Dr.Bro.Arockiaraj , Director & Secretary appreciated the HODs and IQAC team for the dedicated work they are doing.
- He asked the HODs to motivate the team members and students to work as a team with good spirit. He instructed that the students who are not attending classes be encouraged to attend.

The Academic Director added that the UG admissions and fee payment will be the main agenda and we need to concentrate on that now.

The meeting concluded with vote of thanks.



**Dr. Sindhu Sivan**

**HOD COUNCIL SECRETARY**

**HOD Council Meeting held on 21/08/2020 @11.AM**

**AGENDA**

- 1. Prayer - Mr.Prithviraj Kumar, HOD, Dept. of English**
- 2. Admission - Dr. Usha George, Principal**
- 3. Fee status of Ist year UG-Dr. Geetha Rufus, Vice Principal Shift II**
- 4. Fee status of IInd and IIIrd Years- Dr. Meena, Vice Principal Shift I**
- 5. Status of 1<sup>st</sup> year UG Orientation Programme – Mrs. Anandapriya, Academic Co-ordinator**
- 6. Practicals for IInd and IIIrd Years – Mrs. Anandapriya, Academic Co-ordinator**
- 7. PTA Meeting and PTA Election – Mr. Sriram, Coordinator, PTA**
- 8. PATRICIAN SEEDS Outreach Programme– Dr.A.Raja, Coordinator, PATRICIAN SEEDS**
- 9. Mentoring Programme – Dr J. Senthil Kumaran, Coordinator,Mentoring and Counselling Committee**
- 10. Any other matter -**
- 11. Concluding Remarks –Bro.Dr. S. Arockiaraj, Director & Secretary**

**Points Discussed and Decision Taken**

The HOD meeting started with the prayer led by Mr.Prithviraj Kumar, HOD, Dept.of English

**1. Admission - Dr. Usha George, Principal**

- Principal presented the admission status of shift I and II as on 21/08/20
- She pointed out that the remaining seats in BSW, English, Media Studies and Psychology should be filled at the earliest. Since the admissions in Maths department is still very low, the faculty need to work on it.
- The Academic Director instructed Maths and Media Studies departments to adopt the special strategies, suggested by the officials to complete the admissions before September 10<sup>th</sup>. She said that the officials will also help out the departments in the admissions.

- Principal presented the admission status in both the shifts - gender and community wise.
- Academic Director suggested that the percentage of students admitted Community wise can also be presented.

## **2. Fee Status of Ist year UG-Dr. Geetha Rufus, Vice Principal Shift II**

- Dr.Geetha Rufus, Vice Principal Shift II, presented the first year UG fee payment status .
- She appreciated the class teachers of shift I B.com. CS and Shift II B.com General, the two departments which have completed admissions for making the highest fee collection, 96% and 53% respectively.
- Among the departments which are yet to complete the admissions - Bsc Psychology (50%) has done highest fee payment and BSW (18%) is the least .
- The decision taken was that the remaining fee of the first instalment has to be paid on or before 31<sup>st</sup> August by the first year UG students.

## **3. Fees status of IInd and IIIrd Year- Dr. Meena, Vice Principal Shift I**

- Dr.Meena , Vice Principal shift I presented the fee status of II and III year UG students.
- She said that the fee payment status has improved this week compared to last week.
- The Academic Director instructed that the Vice Principals should discuss with the class teachers where the payment is less than 50% and find out the issues they are facing.
- The Vice Principals shared their observations on the payment of fee of II and III year UG students.

### **The decisions taken were**

- Vice Principals will converse with the class teachers where fee collection is less than 50% and find out the reasons why the students are not making the payment.

- Both the Director and the Academic Director stressed that it is important that the staff focus on making the students pay the fees, to improve the financial position of the institution and that any increase in the percentage of staff salary will be possible only if the income is generated through this source.  
Admissions and fee payment are to be the main focus. The departments which have filled the sanctioned strength were instructed to keep a few students in the wait list to make admissions against withdrawal.
- The Minutes of the Management and HOD meetings are to be circulated in time to apprise the faculty of the discussions and decisions taken in the meetings, for implementation.
- The Director observed that many faculty themselves have no clarity and therefore the confusion while talking to the parents regarding remittance of fee.
- The Director shared that if salary was to be paid based on the income generated by the departments, then he will not be able to pay salary for some departments. He repeated that the HODs need to understand that the payment of salary is based on fee collection and income generation .He also added that the Vice Principals and HODs have to coordinate with the class teachers to speed up the process .

**4. Status of First UG Orientation Programme – Mrs. Anandapriya, Academic Coordinator.**

- Ms.Anandapriya, Academic Coordinator presented the Status of First UG Orientation Programme.
- She reported that overall 95% students from all the departments had attended the Orientation Program.
- The HODs stated the reasons for the absence of the rest of the students who were admitted .
- Feedback and suggestions on the Orientation programme collected from the HODs were presented.
- Suggestions were given that the audio of the recorded speech of some officials were not clear.
- The old videos edited should have been cropped.

- The technical team will look into all these suggestions to avoid such lapses.

#### **5. Commencement of Practicals for II and III Years – Mrs. Anandapriya, Academic Coordinator**

- The proposals and the details of practical classes conducted by each department was shared by Ms.Anandapriya.
- Practical classes are scheduled to be completed by October and if need occurs it can be extended till November.
- If any department wishes to use the college lab for practical sessions, it should be planned with small number of students accompanied by one faculty. Classes can commence from 24<sup>th</sup> August after informing the Vice Principals on the use of lab facility.

#### **6. PTA Meeting and PTA members Election – Mr. Sriram, Coordinator, PTA**

- PTA programme schedule and the PTA election plan was presented by Mr.Sriram,Coordinator, PTA.
- PTA meeting will be held for II and III years in September through Google Meet.
- Class teachers, students and parents will attend the meeting.
- He explained what is to be discussed and shared with the parents in the PTA meeting.
- The report in excel sheet and feedback form from the parents should be submitted to the PTA committee after the meeting.
- He also explained the PTA election procedure and programme schedule.
- Alumni election proposal was also presented in the meeting
- The details of the officials elected should reach on or before 28/08/20.
- Under the guidance of PTA committee, the departments will organise the PTA meeting in September.
- The recorded speech of officials to be ready by 28<sup>th</sup> August.

#### **7. PATRICIAN SEEDS Outreach Programme– Dr.A.Raja, Coordinator, PATRICIAN SEEDS**

- Dr.A.Raja, Coordinator, PATRICIAN SEEDS Outreach programme gave an elaborate presentation on the SEEDS Action plan for the academic year 2020 – 2021 which will be carried out on virtual platform
- The SEEDS coordinators and students of each department will have orientation on SEEDS activities.
- HODs who have any difficulty in carrying out SEEDS activities, can approach the committee.
- The first year student's participation in SEEDS is mandatory. At the same time, if any student wishes to enrol for NSS he/she should be permitted. There is no restriction for First and Second year students in enrolling for NSS.

#### **8. Mentoring Programme – Dr J. Senthil Kumaran, Coordinator, Mentoring and Counselling Committee**

- Dr J. Senthil Kumaran, Coordinator, Mentoring and Counselling Committee, explained the key focus area and the procedures of mentoring
- The challenge he expressed in the forum was, he has not received the feedback forms from students. Only 1200 forms were received out of 2000 students.
- The suggestion given by Dr.Meena was that the class teachers have to take strict measures, like holding attendance till they fill and submit the google forms .
- For better clarity on this issue Dr.Senthil Kumaran was asked to present the data on the feedback forms received - department wise. He was also informed to present a complete report after the completion of the academic mentoring on August 31<sup>st</sup>.

#### **Any other matter**

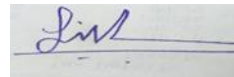
- The Academic Director informed that if any faculty wishes to resign from the job in the middle of the academic year, the policy is that they need to submit the resignation letter one month in advance giving one month's notice period. During the notice period the faculty must engage themselves fully in all the academic activities. Otherwise, they will have to forgo one month salary.
- PPTs presented during the HOD's meeting can also be circulated along with the Minutes of the meeting to all faculty for reference.

- Since no new recruitments will be made till college starts functioning in campus, the workload of the faculty have to be reworked to manage the classes with the existing staff ; not exceeding more than three online lecture hours for each faculty every day.
- Guidelines for the conduct of the test will be given by the Exam Committee.
- A meeting of the Exam Coordinator, Academic Coordinator, Principal and Vice Principals will be held at 4 p.m.

**9. Concluding Remarks –Bro.Dr. S. Arockiaraj, Director & Secretary**

- Bro.Dr. S. Arockiaraj, Director & Secretary, thanked the Academic Director, Principal, Vice Principals, HODs and Coordinators for taking the effort in presenting reports with so much clarity.
- He requested all the HODs to work towards completing the admissions.
- He expressed that the prime concern of the Management is to pay the full salary. He said that though the Management would like to increase the percentage in the salary credited, they are not in a position to do so, as the income generated is not sufficient , even the 50% salary that is presently being paid has been possible only because of the first year admissions.
- He requested the HODs to manage the online classes with the existing faculty. He said that new recruitments will be possible only after college reopens.

The meeting concluded with the Academic Director thanking everyone.



**Dr. Sindhu Sivan**

**HOD COUNCIL SECRETARY**



## **HOD Council Meeting Minutes on 12/09/20 at 10 .00. Am**

### **Meeting Agenda**

**Prayer – Dr. Sweety Regina Mary -Head, Department of Commerce, Shift II**

**1. Admission status -Dr.Usha George , Principal**

**2. Fee Status Shift I-Dr.Meena, Vice Principal, Shift I**

**Shift II-Dr. Geetha Rufus, Vice Principal ,Shift II**

**3. Online Classes Status- Ms. Anandapriya, Academic Coordinator**

**4.,Conduct of final year exam -Ms.Mashiya Afroze, Coordinator, Exam Cell**

**5. PTA Feedback - Mr.Sriram, Coordinator, PTA**

**6. Any Other Matter**

**7. Concluding Remarks - Bro.Dr.Arockiaraj,Director & Secretary**

**Vote Of Thanks - Ms.Thasin Fousia, HOD, Department of Computer Science**

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### **Points Discussed and Decision Taken**

The meeting commenced with the prayer led by Sweety Regina Mary -Head, Department of Commerce, Shift II

#### **1. Admission**

- Dr.Usha George presented the Admission status as on 12<sup>th</sup> September.
- The departments which are yet to finish with the admissions - BA. English, Viscom , Maths and BSW in shift 1 and Electronic Media and Journalism in Shift II were asked to fill the seats.
- Will have to focus on PG admissions and fill the sanctioned strength in all depts
- UG admissions to close on 30<sup>th</sup> September and PG admission on October 30<sup>th</sup>.
- PG classes will commence from 15<sup>th</sup> October.

#### **2. Fee Defaulters**

- Dr.Meena, Vice Principal Shift I presented the fee collection of shift I departments
- 70% of fee has been collected from shift I. The remaining 30% will be collected before September 30<sup>th</sup>

- Dr. Geetha Rufus ,Vice Principal, Shift II presented the fee collection status of Shift II
- 55% fee collection completed in shift II. The HODs of shift II have been instructed to follow up and complete the fee collection.
- All first year students should pay the first instalment fees by September 15<sup>th</sup> failing which they can be denied access to attend online classes.
- The IInd and IIIrd year fee defaulters will be suspended for three days from attending online classes. The class teachers will have to contact the parents and take a letter of undertaking mentioning by which date they will be able to pay the fees and to follow up on that.
- The students can be permitted to attend class after taking the undertaking from the parents.

### 3. PTA Meet

- Mr.Sriram, Coordinator of PTA presented the feedback of PTA meeting.
- He presented the percentage of attendance of parents in each department.
- The class teachers have to contact the parents who were not able to attend the PTM.
- The HOD's have to give data to Mr. Sriram , PTA Coordinator([sriram@patriciancollege.ac.in](mailto:sriram@patriciancollege.ac.in)) before September 18<sup>th</sup>.
  - No. of parents attended through Online
  - No. of parents attended through offline(phone calls)

### 4. Online Classes

- Ms. Anandapriya, Academic Coordinator presented the online class attendance percentage of students and the offline activities of each department.
- She also highlighted the suggestions given by various HODs.It was suggested that
- The percentage of attendance should be monitored every week
- The long absentee names should be reported to Vice Principals.
- The submission of assignments given to students during offline classes can be one or two assignments per subject every week.

### 5. Online Final Year Exam

- Instructions to conduct Online final Year exam was presented by Ms.Mashiya , Exam Cell, Coordinator.
- Online practical exam should be completed by September 20<sup>th</sup> and marks should be forwarded to the exam cell.
- Contact the passed out students who have arrear in UG 6<sup>th</sup> semester and PG 4<sup>th</sup> semester to inform them about the Online exams scheduled from 21<sup>st</sup> to 30<sup>th</sup> Sept.
- Collect the details of students - Name, University Register number, WhatsApp Number , Email id and the shift to which they belong.



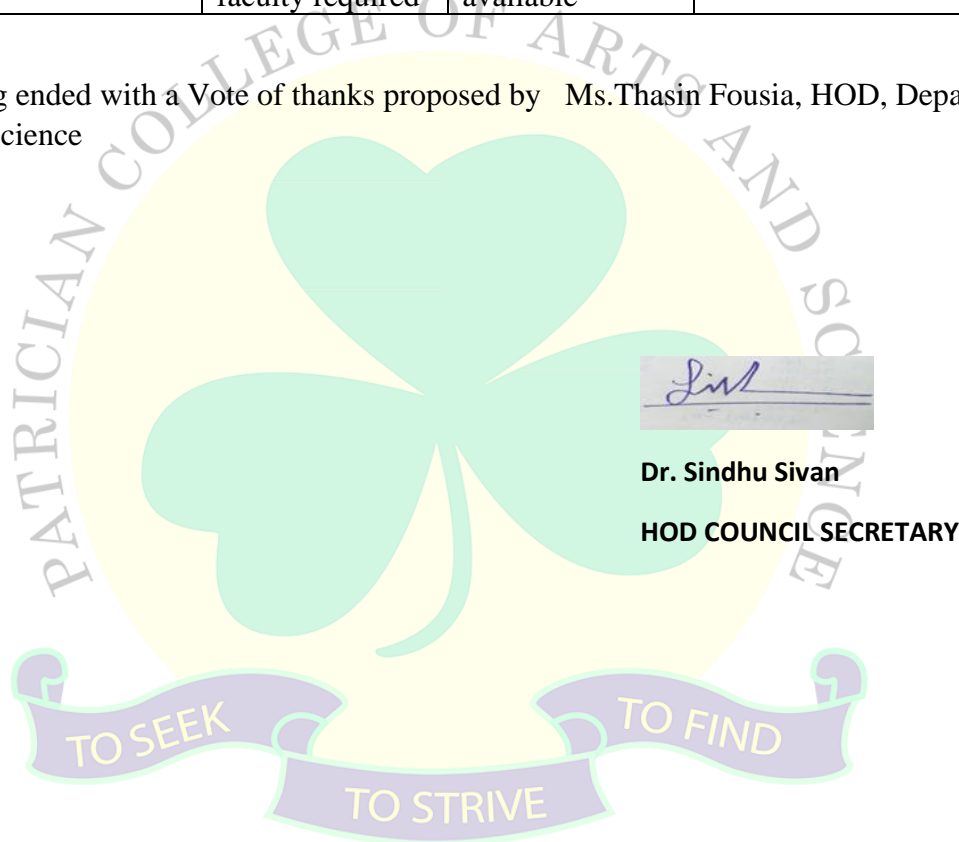
- Collect the same above information from present 6<sup>th</sup> semester UG students and 4<sup>th</sup> semester PG students on or before 14<sup>th</sup> September.
- Name of the Nodal officer of each department must be sent to exam cell (examofficepcas@patriciancollege.ac.in) on Monday

**6. Any Other Matter**

• The details of faculty members vacancy position to be filled should be submitted to Vice Principals (Shift 1- Dr.B.Meena , Shift II- Dr.Geetha Rufus) in the below given format by today (12/09/20) at 8.00 PM

Total Workload	Number of faculty required	Number already available	To be appointed
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The meeting ended with a Vote of thanks proposed by Ms.Thasin Fousia, HOD, Department of Computer Science



### **HOD Council Meeting Minutes on 21/10/2020**

#### **Agenda**

- 1. Prayer - Dr.Subbulakshmi, HOD, Dept. of Computer Application**
- 2. Admission - Dr. Usha George, Principal**
- 3. Regular and Arrear Fees Status**  
**Shift1 -Dr. B. Meena, Vice Principal, Shift I**  
**Shift II- Dr.Geetha Rufus, Vice Principal Shift II**
- 4. Conduct of CIA Test II - Mr. Dharmendar, Exam Cell Coordinator**
- 5. PG Inauguration and Orientation -Ms.Lakshmi Kumari, Coordinator, SAC.**
- 6. PG Academic Calendar & November Calendar -Ms. Anandapriya, Academic Coordinator**
- 7. NAAC Mock Visit Feedback - Dr. Nagajothi, IQAC, Coordinator**
- 8. UG / PG & M.Phil Admissions - Dr. Fatima Vasanth**
- 9. Induction Programme for new recruits – Mr. Daniel, IQAC Coordinator**
- 10. Issue of TC – Mrs. Bronwen**
- 11. Staff Insurance Policy – Mrs. Divya, Secretary, Faculty Council**
- 12. Any other matter**
- 13. Concluding Remarks - Dr.Bro. Arockiaraj, Director & Secretary**
- 14. Vote of thanks- Ms. Pushpalatha, HOD, Shift II**

#### **Minutes**

The meeting commenced with a prayer by Dr. Subbulakshmi, HOD, Dept. of Computer Application.

#### **. Admission**

- The admission status as on 20th October was presented by Dr.Usha George, Principal.
- The last date for UG/PG admissions is October 31<sup>st</sup> before which the departments which have not completed the admissions must make try to fill up the vacant seats.
- The departments mentioned were - Shift 1 BA English, BSW, BSc. Maths and Vis.com departments and Shift II Electronic Media and Journalism .

- All PG department Hod's were also informed to take steps to admit 100% sanctioned strength before October 31<sup>st</sup>.

#### **Regular and Arrear Fees Status**

- The fee status of the both shifts was presented by the respective Vice Principals. It was decided that:
- The departments that have collected less than 75% of the first instalment fee amount have to follow up with the students.
- By October 31<sup>st</sup> all first-year students should have made full payment of first instalment fees.
- IInd and IIIrd year students who have not remitted any amount towards College fees will not be permitted to take up the CIA II exam. The name list of the fee defaulters should be forwarded to Principal for further follow-up.
- Before issuing TC to 2017-20 batch students the office staff in-charge of issuing the same should check the no dues confirmation obtained by the students from the librarian and the accounts department .

#### **Conduct of CIA Test II**

- The pattern of the CIA II question paper will be a combination of MCQs and Descriptive type.
- November 7<sup>th</sup> will be the last date for submission of CIA test marks.

#### **PG Inauguration and Orientation**

- PG inauguration scheduled to take place on October 31<sup>st</sup>, Saturday.
- The platform will be informed later.

#### **PG Academic Calendar & November Calendar**

- Ms. Anandapriya, Academic Coordinator presented the PG academic calendar.
- HODs were informed to update the November calendar and inform Mr. Martin for website updation.

#### **NAAC Mock Visit Feedback**

- All HODs were asked to rework on the NAAC presentation slides following the suggestions and feedback given by the external committee.
- IQAC will provide guidelines for preparing department pamphlet.
- New faculty induction programme to be conducted on 24<sup>th</sup> October, Saturday.

### Issue of TC

- The final clearance of no dues should be obtained from accounts department before issuing TC.
- The final list will be sent to class teachers, students whose name do not appear in the final list should not be issued TC.

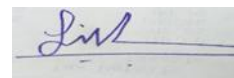
### Staff Insurance Policy

- Suggestions from staff on Medical Insurance with regard to changes in the policy premium and sum insured details will be collected through google form, which will be circulated by the Faculty Secretary. Staff will be informed of the changes in the policy if any through email.

### Concluding Remarks - Dr.Bro. Arockiaraj, Director & Secretary and Dr.Fatima Vasanth, Academic Director.

- Director informed that a large collection of books have been purchased for reference especially for the new PG departments - M.Sc Psychology, M.sc Mathematics and MA.HRM.
- He mentioned that the admission status of some departments are not satisfactory. The expenditure incurred for running such departments is more than the income generated by way of fees. He suggested that with the coordination of other HODs and faculty members the concerned departments must improve the admissions.
- It was also pointed out that all HODs have to supervise the effectiveness of online classes. The medium of instruction should be English not Tamil.
- The Academic Director thanked the Director for his observations and suggestions and concluded the meeting reiterating that everyone should work for filling up the sanctioned strength.

Ms.Pushpalatha, HOD of Department of BCA, Shift II proposed the vote of thanks.



Dr. Sindhu Sivan

HOD COUNCIL SECRETARY

## HOD Council Meeting Minutes -19/11/2020

### AGENDA

1. Admission
2. Fees Details
3. Department Competition
4. Career Enhancement
5. NAAC Peer team Visit and Brochure Preparation
6. Any Other Matter

### Important points Discussed

#### 1 Admission

- The last day of UG and PG admission was on 16<sup>th</sup> November.
- The departments which have not finished admission can contact Academic Director or Principal if any enquiries will come on vacant seats.

#### 2. Fees Details

- Students will not be permitted to register for examination with out paying the full amount of first instalment fees.
- The last day of exam registration with out penalty will be on 23<sup>rd</sup> November.
- The class teachers have to post this information in the department students' groups.
- The HODs can refer the special cases to the Director through the Principal for giving time for payment.
- The department should maintain long absentees' records and communication should send to the parents by post.
- TC should not issue to the students who have fees arrear.



### 3.Department Competition

- The date of conducting inter collegiate programmes can be postponed to next semester. The decision is up to the departments.

### 4. Career Enhancement

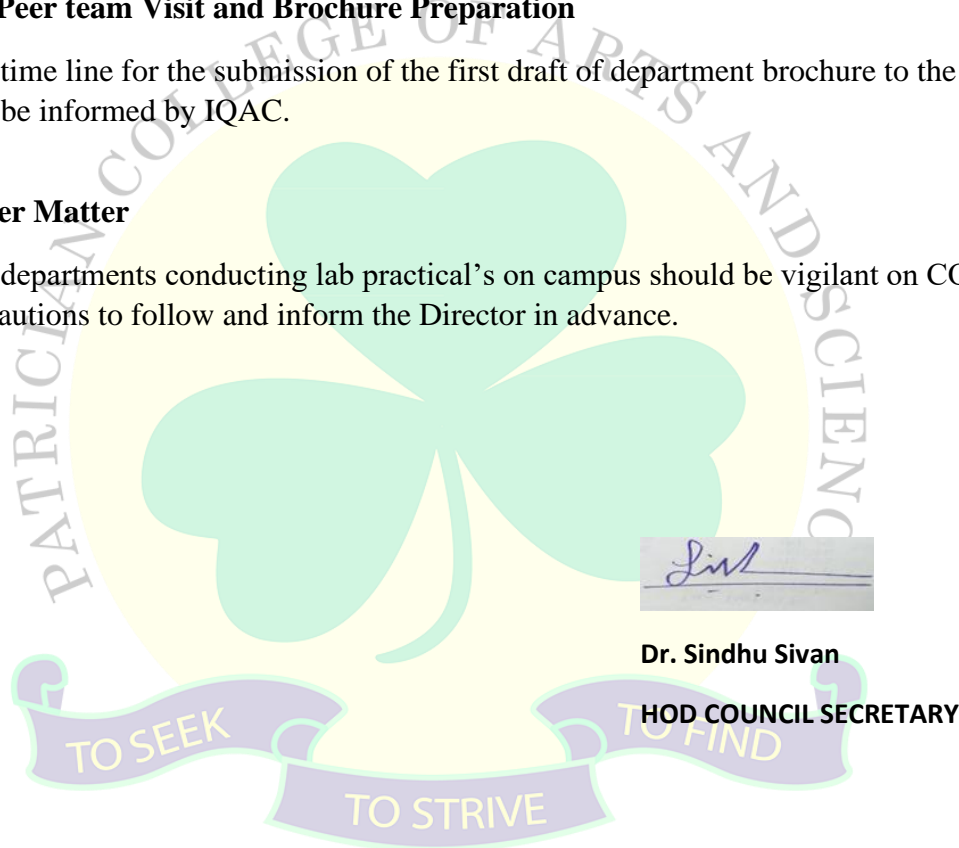
- The HODs have to collect the performance appraisal form from the eligible faculty members and compile as one file and send to the Director and the Principal on or before 20<sup>th</sup> November.

### 5. NAAC Peer team Visit and Brochure Preparation

- The time line for the submission of the first draft of department brochure to the Principal will be informed by IQAC.

### 6. Any Other Matter

- The departments conducting lab practical's on campus should be vigilant on COVID-19 precautions to follow and inform the Director in advance.



## HOD Council Meeting Minutes ON 03/12/2020 @10.00 AM

### AGENDA

1. Fee Payment & Exam Registration
2. Christmas Celebration
3. Any other Matter

#### Important Decisions taken in the HOD meeting

##### Fee Payment & Exam Registration

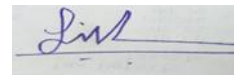
- All students should pay a minimum Rs.5000/ to get the permission to write the exam.
- Students who have not paid a single amount will not be permitted to write exams.
- HODs can be referred the students who have not paid any amount with genuine reasons to the Director through Vice Principals for getting permission to write exam.
- The students who paid a partial amount of first instalment have to remit exam fine Rs.100/ to college office.
- Since the university has extended the date till 05/12/20 for exam registration without penalty, the students **who will pay full amount of fees (first instalment) on or before 5<sup>th</sup>** will not pay exam fine and those who already paid exam fine will get refund from college.
- After 5<sup>th</sup> December Class teachers have to send the letter from the Principal office to long absentees, TC cases and those who have not registered for the exam to inform them that their names are removed from the rolls.
- The decision regarding Sports students concession of fee will inform tomorrow (04/12/20)

### Christmas Celebration

- For faculty and Students virtual Christmas celebration will take place on 12/12/20
- On that day as part of care and share programme the Director will hand over the provisions symbolically to the representative NGOs in the campus and later the provisions will distribute to all NGOs by the SEED team.

### Any other Matter

- After the university exam only, the physical classes will resume.
- If any communication will be received from the government or university regarding the conduct of physical classes the management will inform the faculty members.
- Practical and Model exam will conduct in online mode.
- The exam cell will clarify the doubts regarding the digital signature in the attendance sheet for practical exams.
- If the students are coming in the campus for attending practical exams or attending classes the HODs have to inform the Director.
- The departments have to issue certificate for participation and prize winners in the interdepartmental competitions. They should mention dates in the certificates.



Dr. Sindhu Sivan

HOD COUNCIL SECRETARY

**HOD COUNCIL MEETING HELD ON 20/01/2021 @ 11.am**

**AGENDA**

- 1. Fee Status**
- 2. Academic schedules**
- 3. . NAAC Visit.**
- 4. Alumni and PTA**
- 5. . Republic Day Celebration**
- 6. Foundation Day-**
- 7. Any other Matter**

**Points Discussed and Decision taken**

**1. Fee Status**

- All class teachers should do follow up in paying the second instalment fees.

**2. Academic schedules**

- First year reopening date will be informed later
- The CIA test scheduled in the first week of February has been postponded to last week of February. Dates will inform later

**3. NAAC Visit.**

- Final NAAC Mock Visit Dates -4<sup>th</sup> and 5<sup>th</sup> February 2021
- NAAC Peer Team Visit -11<sup>th</sup> and 12<sup>th</sup> February 2021
- All department should complete N-list registration
- Two faculty from each department should be appointed to arrange the library books according to the number.

**4. Alumni and PTA**

- The election of Alumni and PTA will be held online
- The last date of submission of nominee -21<sup>st</sup> Jan
- The election will be held on 23<sup>rd</sup> Jan
- The meeting of the elected representatives will be on 30<sup>th</sup> JAN.

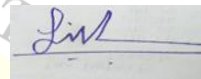
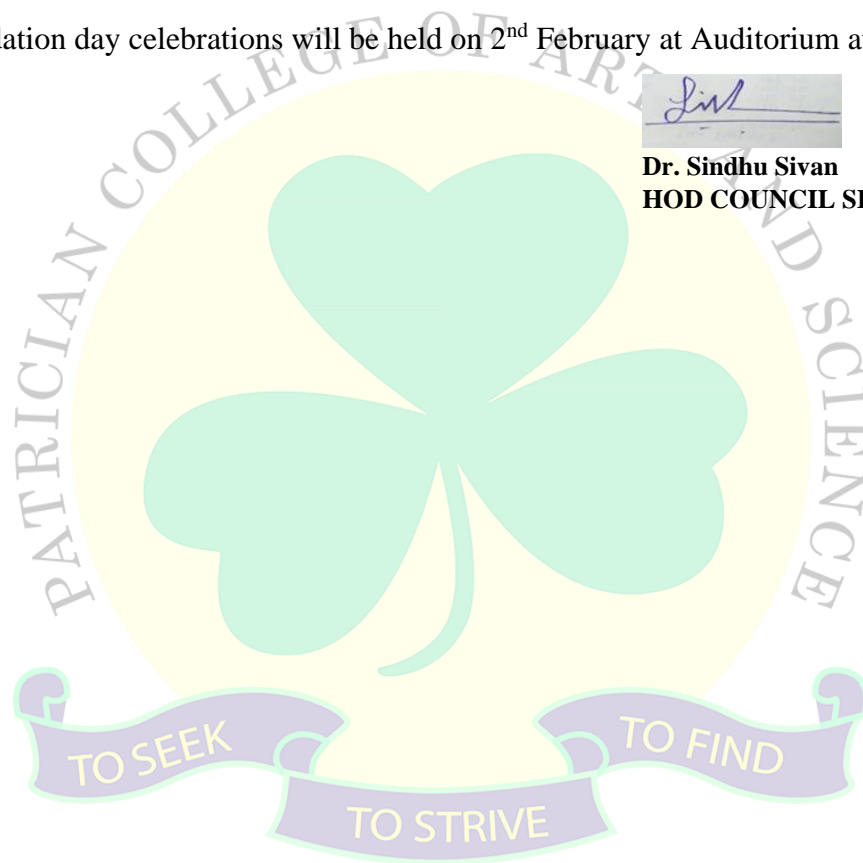
- Each department will be conducted Alumni meet on 26<sup>th</sup> Jan.
- The meet will be online and recording should be done.

### 5. Republic Day Celebration

- The last date of submission of names for competition is on 22<sup>nd</sup> Jan

### 6. Foundation Day-

- Foundation day celebrations will be held on 2<sup>nd</sup> February at Auditorium at 11.am



**Dr. Sindhu Sivan**  
**HOD COUNCIL SECRETARY**

### **HOD meeting on 22/05/2021**

#### **Agenda**

- 1. Prayer – Mrs. J Divya, HOD, Dept. of Social Work**
- 2. Admission Status – Dr. Usha George, Principal**
- 3. Arrear Fees Status**
  - a. Shift I – Dr. Meena, Vice Principal, Shift I**
  - b. Shift II – Dr. Geetha Rufus, Vice Principal, Shift II**
- 4. Road Map to NAAC Cycle 3 – Mr. Daniel Chalke, IQAC Coordinator**
- 5. Webinar Status – Mrs. Anandapriya, HOD Dept. of Computer Applications, Shift I**
- 6. Publicity for courses - Dr. Raja, Coordinator, Publicity committee**
- 7. Using virtual platforms - Mr. Martin, Asst. Professor, Dept. of Vis.Com.**
- 8. Any other matter**
- 9. Concluding Remarks – Bro. Dr. S. Arockiaraj, Director and Secretary**
- 10. Vote of thanks - Dr. Manjusha, HOD, Dept. of Accounting and Finance, Shift I**

#### **Minutes**

The meeting commenced with a prayer by Mrs. J Divya, HOD, Dept. of Social Work.

#### **Admission**

- The admission status as on 21st May was presented by Dr. Usha George, Principal.
- The number of applications received as on 21st May was less compared to last year at this time, because of the uncertainty and delay in conducting Board examinations due to the second wave of the pandemic.
- All communications related to publicity of courses must be sent through E- mail, WhatsApp, Telegram and not by phone calls.
- HODs were informed to take steps to ensure 100% admission.

#### **Arrear Fees Status**

- The fee status of the both shifts was presented by the respective Vice Principals. It was decided that a regular follow up of the fee defaulters by the departments will be done to collect the fees as early as possible

- The class teachers and the departments who have completed 100% fee collection were appreciated.

### Road Map to NAAC Cycle 3

- Mr. Daniel Chalke, IQAC Coordinator presented the detailed road map to NAAC Cycle 3.
- HODs were asked to document AQAR database, 26<sup>th</sup> to 28<sup>th</sup> of every month with the help of IQAC extended members
- IQAC will provide the template for the database
- Under the present AQAR, the term value added course is omitted
- Add On courses to be conducted by the departments and PCEC shall offer Certificate courses

### Webinar Status

- Ms. Anandapriya, Academic Coordinator presented the webinar status
- HODs were informed to continue with wide publicity of courses through webinars and Inter-School Competitions
- It was decided that if the registrations for Inter School events are less the event can be postponed.

### Publicity for Courses

- Dr Raja, Coordinator, Publicity Committee presented the activities of the committee
- It was informed that letters along with admission brochures were sent to schools in and around Chennai from the Principal and to churches and schools outside the city from the Director
- College Advertisement banners have been placed at five different locations to give publicity for courses
- Career guidance programmes are conducted for school students in association with Placement Cell and PTA
- Promotion through FB, Instagram and Alumni social media pages are carried out
- The coalition of students database from webinars and career guidance programmes is done by the Publicity committee
- The Publicity committee was appreciated for their proactive activities

### Using Virtual Platforms

- A contrast between Google Meet (G Suit) and Zoom App was presented
- It was informed that Zoom App ID is available from 20<sup>th</sup> May to 19<sup>th</sup> June 2021, Usage will be based as scheduled through Google sheet shared with HODs





- Departments can create their You Tube channel as per the college and community guidelines. A tech savvy member from each department can be trained to edit and upload videos on the department You Tube channel

**Any other Matter**

- Sharing Zoom App ID cost by departments was discussed.

**Concluding Remarks - Bro. Dr. S. Arockiaraj, Director & Secretary**

- The Director laid stress on the importance of college publicity to ensure good admissions this academic year also. He appreciated the efforts of all faculty and support staff towards this common goal.
- Brother mentioned that the arrear fees for the academic year 2020-2021 should be collected as early as possible
- He informed HODs to motivate faculty who have not qualified NET/SET to register for PhD. It was also pointed out that faculty have to publish research articles in recognised journals
- Brother reiterated that HODs while placing orders for purchase of books should be careful not to order for copies of the already existing books in the library, instead suggest books necessary for Research.
- The Academic Director thanked the Director for his observations and suggestions and concluded the meeting reiterating that everyone should work for filling up the sanctioned strength.

Dr. Manjusha, HOD of Accounting and Finance, Shift I proposed the vote of thanks.

**Mr. Joseph Bellarmin.A**

**HOD COUNCIL SECRETORY**

### HOD meeting on 19/06/2021

#### Agenda

1. Prayer – Dr. Muthukumaravel, HOD, Dept. of Corporate Secretaryship, Shift I
2. Admission Status – Dr. Usha George, Principal
3. Regular & Arrear Fees Status
  - a. Shift I – Dr. Meena, Vice Principal, Shift I
  - b. Shift II – Dr. Geetha Rufus, Vice Principal, Shift II
4. IMES Mark Entry & Conduct of University Exam – Mr. Dharmendar, Coordinator, Exam Committee
5. Paid Webinar Status – Mrs. Srivaishnavi, IQAC Additional Coordinator, Shift I
6. Patrician Mentoring and Counselling Survey - Mr. Jutus Wallis, Coordinator, Mentoring and Counselling committee
7. International Yoga Day Celebration - Mr. Prithiviraj, Coordinator, Student's Affairs Committee
8. Publicity by PTA – Dr. Meenakshi, Coordinator, PTA
9. Publicity by Alumni Association – Mr. S Sriram, Coordinator, Alumni Association
10. Rotation Duty for Admission on Campus – Mrs Lenora Vieyra, Coordinator, Admission Committee
11. Any other matter
12. Concluding Remarks – Bro. Dr. S. Arockiaraj, Director and Secretary
13. Vote of thanks - Dr. Devendiran, HOD, Dept. of Tamil, Shift II

#### Minutes

The meeting commenced with a prayer by Dr. Muthukumaravel, HOD, Dept. of Corporate Secretaryship (Shift I)

#### Admission

- The admission status as on 18th June was presented by Dr. Usha George, Principal.
- The Principal mentioned that since only One-tenth of the sanctioned strength is filled we should gear up with the admissions at a faster pace.

- The Academic Director pointed out that HODs should inform the college office once the provisional admission for a candidate is completed to avoid parents and students from waiting for long to make the payment of fees
- The officials will be in charge of departments for monitoring admissions and the list will be circulated shortly
- The cut-off for admissions – UG - 40% and PG - 45%, except commerce streams can have a higher cut off.

### **Regular and Arrear Fees Status**

- The fee status of both shifts was presented by the respective Vice Principals.
- The class teachers and the departments who have completed 100% fee collection were appreciated.
- It was decided that HODs can call for a meeting with parents concerning the payment of fees for the academic year 2021 - 2022
- The list 3 of the Management Scholarship requested by the departments has not been sanctioned
- Hall tickets can be withheld until a day before the exam and no student should be prevented from writing the examination
- It was informed that an undertaking letter addressed to the Principal can be taken from parents regarding the arrear fees payment before issuing the hall ticket
- Class teachers can guide students to avail private scholarships by circulating the handbook of educational trust/NGO forwarded by the Principal

### **IMES Mark Entry & Conduct of University Exam**

- Mr. Dharmendar, Coordinator, Exam Committee presented the guidelines of the conduct of University examination
- HODs were reminded that the answer scripts pertaining to the forenoon session has to be despatched on the same day and the afternoon session answer script has to be despatched by next day morning
- However, if a student faces any difficulty in this regard, the same can be referred to the Principal and the exam committee and the needful can be done
- HODs were informed that no student should be permitted to come to the campus to hand over the answer scripts in person. Students should send the answer scripts by post or by courier only.

### **Paid Webinar Status**

- Ms. Srivaishnavi, IQAC Additional Coordinator, Shift I presented the paid webinar status
- HODs were informed that the departments who have not conducted paid webinar should start organising before the next reporting

### **Patrician Mentoring and Counselling Survey**

- Mr Jutus Wallis, Coordinator, Patrician Mentoring and Counselling Committee presented on Patricians' Social Response to Covid Challenges - Survey
- The survey report was on the details of students who lost their father/ mother during the pandemic and the students who need Psychosocial support and hence departments should facilitate for 100% collection of responses from students
- It was informed that a plan of action upon the findings of the survey will be initiated

### **International Yoga Day Celebration**

- Mr Prithiviraj, Coordinator, Student's Affairs Committee presented on the International Yoga day which would be celebrated on Monday, 21<sup>st</sup> June at 10.00 a.m.
- It was informed that due to University Exams, the first year students who have registered for Yoga demonstration will not be able to take part however the HODs can decide on student participation on one to one basis.
- During the college programmes, all officials will be available. For the programmes organized by the departments, clubs and cells any one of the officials appropriate for the program can be invited.

### **Publicity by PTA**

- Dr. Meenakshi, Coordinator, PTA presented on the PTA Report
- The Academic Director appreciated the PTA for their proactive initiatives

### **Publicity by Alumni Association**

- Mr. S Sriram, Coordinator, Alumni Association presented on the Alumni Report
- The Academic Director appreciated the Alumni Association for their dynamic activities

### **Rotation Duty for Admission on Campus**

- Mrs Lenora Vieyra, Coordinator, Admission Committee presented on Duty list of Admission and Help Desk 2021 – 2022
- It was decided that the duty list and guidelines for Admission and Help desk to be circulated to all faculty.

**Any other Matter**

- The Academic Director reiterated that everyone should work as a team for filling up the sanctioned strength.

**Concluding Remarks - Bro. Dr. S. Arockiaraj, Director & Secretary**

**Academic Director conveyed that Brother wanted the faculty to follow up on fee defaulters**

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Dr. Devendiran, HOD, Department of Tamil, Shift II proposed the vote of thanks.

**Mr. Joseph Bellarmin.A**

**HOD COUNCIL SECRETARY**

