



HOD COUNCIL MEETING MINUTES FROM MAY 2022 – MAY 2023



Minutes of HOD meeting on 24/05/2022

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.. Any other matter
- 5.. Concluding Remarks – Bro. Dr. A.Stanislaus, Director and Secretary
- 6.. 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.
- 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.

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

Concluding Remarks - Bro. Dr. A.Stanislaus, 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.

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



Minutes of HOD meeting on 16/06/2022

Agenda

1. Prayer

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. IMES Mark Entry & Conduct of University Exam – Mr. Dharmendar, Coordinator, Exam Committee

5. Academic Calendar – Mrs. Anandapriya, HOD Dept. of Computer Applications, Shift I

6. Publicity for courses - Dr. Raja, Coordinator, Publicity committee

7. Any other matter

8. Concluding Remarks – Bro. Dr. A.Stanislaur, Director and Secretary

9. Vote of thanks

Minutes

Admission

- The admission status as on 11th June was presented by Dr. Usha George, Principal.
- The Principal mentioned that there has been a gradual improvement in the number of applications received compared to the previous week
- She also added that the admission status would improve gradually
- The Academic Director along with the Principal appreciated the heads of the departments, coordinators of clubs and cells for the successful conduct of webinars
- HODs were informed to promote admissions by bringing visibility and highlighting the special features of the department
- HODs were asked to allot every faculty a target number of admissions and to be in touch with alumni, parents and students – first year students who are the immediate point of contact with school students

- The Academic Director laid stress on highlighting the scope of job opportunities for B.Sc. & M.Sc. Mathematics to the concerned heads by conducting Career Guidance Programmes and Webinars

Arrear Fees Status

- The fee status of 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.
- The Vice Principal, Shift II, mentioned that the second and third year fees status be included in the agenda of the next HOD Council Meeting

IMES Mark Entry & Conduct of University Exam

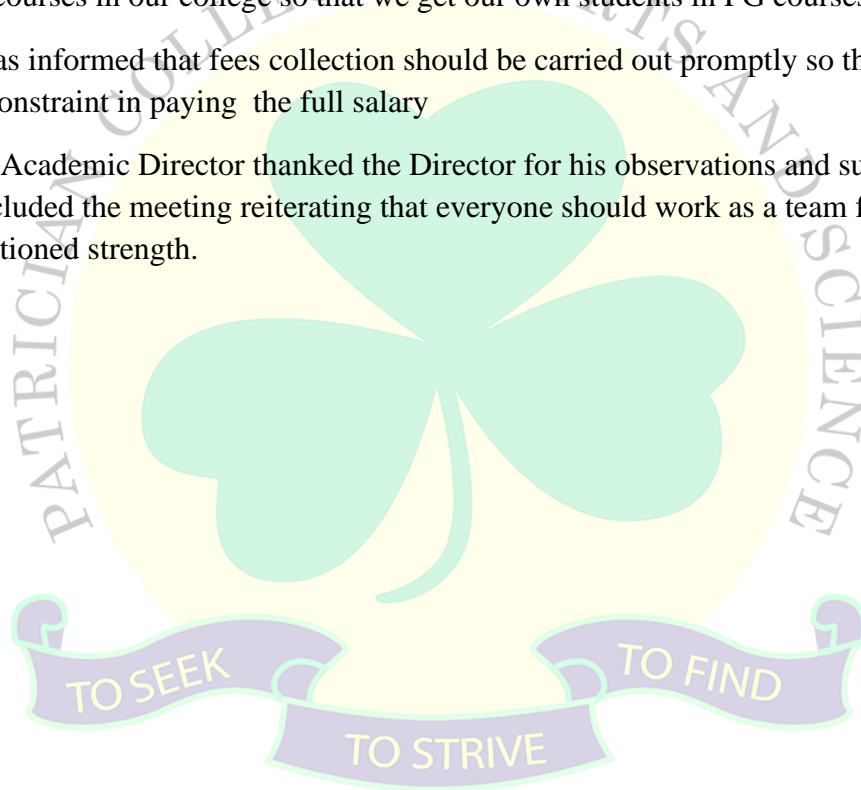
- Mr. Dharmendar, Coordinator, Exam Committee presented the important dates of IMES Mark Entry and the University examination
- HODs were asked to communicate to the subject teachers to check and the class teachers to verify the internal marks
- HODs should scrutinize and enter the marks in the IMES portal
- HODs were asked to download the University Time table, Nominal role, Hall Tickets and to prepare the department time table and the same can be circulated to students
- It was informed that together as a team the internal mark entry to be done free from errors

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 churches and schools outside the city from the Director and the Principal
- College Advertisement banners have been placed at five different locations to give publicity for courses
- Sponsoring Church Masses on YouTube would be carried out in the upcoming week
- He also added that by including keywords, the optimization search engine can give visibility to all the courses
- The Academic Director informed that a meeting would be convened with the website committee and the needful can be done

Concluding Remarks - Bro. Dr. A.Stanislaur, Director & Secretary

- The Director appreciated the heads of the departments for the successful conduct of webinars
- Brother informed the HODs and faculty to interact with students to clarify doubts and to conduct revision classes
- He acknowledged the publicity committee for their activities and asked the faculty to be effective in carrying out admissions when the results are published officially
- He mentioned that the departments can take initiatives to display admission brochures on notice boards of schools so that students would be able to see them when they go to school to collect the mark sheet. He suggested HODs to talk to final year students to join PG courses in our college so that we get our own students in PG courses
- It was informed that fees collection should be carried out promptly so that there would be no constraint in paying the full salary
- The Academic Director thanked the Director for his observations and suggestions and concluded the meeting reiterating that everyone should work as a team for filling up the sanctioned strength.



Minutes of HOD meeting on 22/06/2022

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. Concluding Remarks – Bro. Dr. A.Stanislaus, Director and Secretary
5. 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

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.

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.

Minutes of HOD meeting on 29/07/2022

Agenda

- 1. Prayer – Mrs. Pushpalatha, HOD, Dept. of Computer Application, Shift II**
- 2. Admission Status – Dr. Usha George, Principal**
- 3. Regular & Arrear Fees Status**
 - a. Shift I – Dr. B Meena, Vice Principal, Shift I**
 - b. Shift II – Dr. Geetha Rufus, Vice Principal, Shift II**
- 4. Any other matter**
- 5. Concluding Remarks – Bro. Dr. A.Stanislaus, Director and Secretary**
- 6. Vote of thanks - Mr. Habeeb, HOD, Dept. of Visual Communication, Shift I**

Minutes

The meeting commenced with a prayer by Mrs. Pushpalatha, HOD, Dept. of Computer Application (Shift II)

Admission

- The admission status as on 25th June was presented by Dr. Usha George, Principal.
- The Principal conveyed that Academic Director expressed her concern on the admission status and fees collection
- She pointed out that the number of applications received over the past five days was very less and that there were departments that had not received any applications in the above mentioned period.
- The HODs were asked to focus on how to enhance the registrations in the following weeks so that a follow up on that would increase the number of admissions
- It was informed that the faculty in charge in the Admission Help desk should be able to convincingly recommend the students and parents visiting the campus for enquiries to join the college, by highlighting on all the facilities provided.

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.

Concluding Remarks - Bro. Dr. A.Stanislaus, Director & Secretary

- The Director appreciated the faculty and heads of the departments for motivating the parents to pay the fees. He also appreciated the vice principals for coordinating with the heads of the departments
- Brother informed that both the Shifts should work together to fill up the sanctioned strength. HODs should advocate students to join the courses offered even if they enquire about courses not offered by the institution
- He requested the HODs to facilitate transfer of applications between the departments to achieve 100% admissions

Mr. Habeeb, HOD, Department of Visual Communication, Shift I proposed the vote of thanks.



Minutes of HOD meeting on 11/08/2022

Agenda

1. Prayer
- 2.. Regular & Arrear Fees Status
 - a. Shift I – Dr. B Meena, Vice Principal, Shift I
 - b. Shift II – Dr. Geetha Rufus, Vice Principal, Shift II
- 3.. Academic Calendar – Mrs. Anandapriya, HOD, Dept. of Computer Application, Shift I
- 4.. Concluding Remarks – Bro. Dr. A. Stanislaus, Director and Secretary
- 5.. Vote of thanks - Dr. Sweety, HOD, Dept. of Commerce, Shift II

Minutes

Academic Calendar

- HODs were asked to make arrangements for conducting certificate courses from August 2022
- Course module and resource person details to be forwarded to HODs by Mrs. Mohanapriya, PCEC coordinator

Dr. Sweety, HOD, Department of Commerce, Shift II proposed the vote of thanks.



**Minutes of Hod Meeting on 26/08/2022****TIME : 2.00 P.M****VENUE: C BLOCK-FINTAN HALL****MEMBERS PRESENT**

1. Bro.A.Stanislaus, Director and Secretary
2. Dr.Fatima Vasanth, Academic Director
3. Dr.Usha George, Principal
4. Dr.Geetha Rufus, Vice Principal-Shift-2
5. Dr.B.Meena, Vice Principal-Shift-1
6. Mrs.Lakshmi, Head, P.G Department of English
7. Mrs.Divya, Head, P.G Department of Social Work
8. Dr.Raja, Head, P.G Department of Management
9. Mr.Habeeb Rahman, Head, Department of Visual Communication
10. Mr.Rasool, Head Department of Electronic Media
11. Dr.S.Sriram, Head, Mathematics and Secretary

*The meeting commenced with a prayer by Mrs.Lakshmi, Head, P.G.Department of English.

* Dr.Usha George, Principal presented the admission status, Madam congratulated all the heads of the departments for filling the seats for the academic year 2022-2023 . She mentioned the seats filled in by the department of English, Social Work, Psychology, Visual communication, Electronic media and Mathematics. Madam also mentioned the seats filled in the P.G department and stated that she hopes that it will be filled in once the results of the U.G is released by the University of Madras.

* Mrs, Lakshmi, Head, P.G Department of English pointed out the strategies being adopted by English department and was confident in filling in the sanctioned strength for both U.G and P.G. Further She mentioned on the number of girls admitted in the department and said that it is comparatively low with regard to the previous year admission. Madam also mentioned on the number of walk in admission during this week.

* Mrs.Divya, Head, P.G Department of Social Work mentioned on the strategies adopted by Social work department and also was confident in filling the sanctioned strength.

* Mr.Habeeb Rahman, Head , Department of Visual Communication informed that the Visual communication admission as reached 40 and 7 to 8 students are willing to join by this week. He mentioned that 2 students who applied for visual communication was diverted to Media Studies.

* Mr.Rasool, Head , Department of Media studies spoke on the number of admission and also mentioned that in the coming days the number will go up.

* Dr.S.Sriram, Head, Department of Mathematics thanked the management for providing support to fill in students through free seats for B.Sc Mathematics. Further he explained the difficulty

faced by the department in filling both UG and PG Mathematics courses . He mentioned the work being carried out by the department in detail.

* Dr.B.Meena, Head i/c , Department of Psychology was confident in filling the sanctioned strength and also expressed that in the department of Psychology girls students admitted is more in number.

* Dr.Raja, Head , Department of Management mentioned that the admission for B.B.A is over with the sanctioned strength of 70. For M.A HRM 23 students have been admitted and was hopeful to fill in the sanctioned strength on publication of University of Madras result. He further mentioned on the strategies the department is adopting for admitting the students in M.A HRM namely the department is promoting its admission through the staff and students of corporate secretaryship shift 1 and shift 2 and through the alumni of Management department.

In further discussion with the strategies adopted by the department a query was raised to find out the number of students who have not completed the admission process through ERP for various reasons . The number of applications found incomplete in ERP is nearly 154. It was decided by the management to identify from ERP the details of the incomplete application form and it is informed to the Head of the department to call the students and know the status. Dr.Geetha Rufus, Vice Principal , Shift-II will coordinate the same.

It is also discussed in the meeting that the application form for admission in the ERP to be made simple so as to make the students complete the filling of application process.

Dr.Fatima Vasanth, Academic Director highlighted that many college have started MA (HRM), MSW and M.Sc(Psychology) and it is in peek in the courses offered. So Madam wants to grab the opportunity by filling the sanctioned strength as early as possible. Madam suggested to improve the placement for MA HRM , MSW and M.Sc(Psychology) courses and emphasized that the three department should work together to reach the same.

Madam in her suggestions to improving the admission pointed out that the class teachers of I years will send a whats app message for U.G admission and class teachers of III year students will send whats app for P.G admission to bring in one student each for counselling. The message will be drafted by Academic director and which will be circulated to the head of the department.

Bro.Dr.A.Stanislaus, Director and Secretary highlighted on the point Dr.Raja , Head, Department of Management mentioned 'Each One Catch One' as admission strategy and made his concluding remarks.

Action Taken Report

Points Discussed	Action to Be taken	Authority
To track the incomplete details of students from ERP	To take the details and the students to be called and carry out the admission possible	Dr.Geetha Rufus, Vice Principal, Shift-2
Message to be prepared that to be sent through whatsapp	Message is to be circulated by the class teachers and a	Dr.Fatima Vasanth, Academic Director



by 1 st year and 3 rd Year Class teachers	follow up by class teachers and head of the department will be done .	
Girls Students number	To identify by the department	Heads of the department
Simplification of application process	To identify the details required to enter	ERP team



Minutes of HOD meeting on 02/09/2022

Agenda

1. Prayer
2. Discussion on various activities of the college Teachers day 05.09.2022, Sports Practices.
3. Academic Calendar – Mrs. Anandapriya, HOD, Dept. of Computer Application, Shift I
4. Concluding Remarks – Bro. Dr. A. Stanislaus, Director and Secretary
5. Vote of thanks – Mr. John Vaseekaran, Head, Department of Computer Science

The Meeting Commenced with a prayer

- ☐ Discussion on various activities of the college including teachers day. Proposals were given by the Coordinators .
- ☐ Academic Calendar was initiated by Mrs. Anandapriya, HOD Department of Computer Applications.
- ☐ Concluding remarks were made by Bro. Dr. A. Stanislaus, Director and Secretary
- ☐ Vote of thanks was proposed by Mr. John Vaseekaran, Head, Department of Computer Science, Shift-1



Minutes of HOD meeting on 9/01/2023

Agenda

1. Prayer

2.. Discussion on various activities of the college , Ppngal Celebration, Sports Day

3.. Academic Calendar – Mrs. Anandapriya, HOD, Dept. of Computer Application, Shift I

4.. Concluding Remarks – Bro. Dr. A. Stanislaus, Director and Secretary

**5.. Vote of thanks – Dr.B.Subbulakshmi , Head, Department of Computer Applications
Shift.1**

- ☐ The Meeting Commenced with a prayer
- ☐ Discussion on various activities of the college including Sports, Pongal Celebrations Proposal were given by the Coordinators .
- ☐ Academic Calendar was initiated by Mrs.Anandapriya, HOD Department of Computer Applications.
- ☐ Concluding remarks were made by Bro.Dr.A.Stanislaus, Director and Secretary
- ☐ Vote of thanks were proposed by Dr.B.Subbulakshmi, Department of Computer Applications, Shift-1

