



## **HOD COUNCIL MEETING MINUTES FROM MAY 2023 – MAY 2024**



## Minutes of HOD meeting on 3<sup>rd</sup> August 2023

### Agenda

1. Silent Prayer
2. Admission status - Dr.Arokiamary Geetha Doss, Principal
3. Fees status - Dr.Anandapriya, Vice Principal
4. Freshers Day - Mrs Prabalaya, Head,Department of Psychology & Coordinator
5. Independence Day- Mr.Arulmurugan, Physical Director
6. Alumni meet - Mr Rasool , Alumni association Member
7. Certificate program - Mrs.Mohanapriya, PCEC Coordinator
8. Staff tour - Mr.Dharmendar, Faculty secretary Shift I
9. Any other matter
10. Concluding remarks -Bro. Dr.A.Stanislaus, Director
11. Vote of Thanks - Mrs.Ajitha, Head, Department of Computer Science, Shift II

### MINUTES

1. The meeting started with a silent prayer
2. Dr.Arokiamary Geetha Doss, Principal briefed on the Admission status and requested the Heads of the Department to schedule interviews for all applicants who have applied to ensure that we have walk-in of candidates and also to make sure that the seats which are vacant can be filled.
  - Principal madam suggested ways like using Social Media of each Department in an vibrant manner with updated news by which the increase of application can be done
  - Dr.Fatima Vasanth,Academic Director insisted on using Word of Mouth to attract more applications and use innovative ideas to create visibility.
  - Director, suggested on getting Database from renowned colleges where Admissions are closed by which we can find candidates to canvas
3. Dr.Anadapriya, Vice Principal briefed on the Fees status of the Departments
  - Fees collection must be completed by end of August 2023.
  - Parents to be informed about the dues and for the earliest settlement to avoid fines

- Fees defaulters list to be followed up by each Class incharge and Head of the Department to complete the dues within the deadlines.
4. Freshers Day ,5th August 2023 was briefed by Ms.Prabalaya, Coordinator
- Program schedule , venue, duty list was shared for prior arrangements and successful conduct of the program
  - The program will commence by 8.30am and the students are requested to adhere to the conduct of conduct.
  - Mr.Nelson,Asst.Commissioner of Police,Adyar will be the Chief guest for the program
5. Independence Day celebration was briefed by Mr.Arulmurugan,Physical Director
- 77th Independence Day will be celebrated on 15th August 2023 at the college OAT by 8.30 a.m
  - To commemorate the spirit of Freedom, competitions will be held for students and Department to motivate the students to enroll for the various competitions
  - Date of competition, topic for the competition, faculty duty list was shared by the coordinator.
6. Alumni Meet details was shared by Mr.Rasool, Alumni association member
- Alumni Day - January 26th and August 15th.
  - Registered Alumni Association - Alumni Association of Patrician College of Arts and Science is initiated and alumni to be motivated to enroll by briefing the Alumni lifetime membership and privileges
  - About Alumni Award - 26th January
  - AGM on August 19th 2023
  - Executive Body meeting 9th September 2023.
  - Departments to Update on Department and College growth,achievements and new courses.
  - Regarding the Department Alumni meet , Heads to prepare, Plan of Action and share with the Principal.
  - Departments can offer only refreshments if they want.
  - Kindly refrain from providing lunch.
  - Venue to be booked according to the requirement of the department.

7. Ms.Mohanapriya, PCEC Coordinator oriented on the conduct of all Certificate program conducted by Unom and Department

- Certificate courses are mandatory for all UG/PG Students and it will be conducted one per year during the month of Nov/December on Physical mode.
- The selection of the certificate course will be purely Subject oriented and will be anchored by the respective department.
- The list of courses, the module, the resource agency, and the budget will be approved by the Academic Director.
- Duration of every course is 30 hours.
- MoU should be entered with the resource agency

Naan Mudhalvan- Upskilling Certificate Program-Odd Semester-2023-2024

- FDP- Phase I- 17th July 2023 to 22nd July 2023

FDP- Phase I- 17th July 2023 to 22nd July 2023

- Department to ensure that students complete the assignments and tests within the stipulated period.
- Students to be motivated to take up Google online Certification course, and Wadhwani courses to upskill their knowledge
- The college has initiated a Competitive exam preparation through an MOU signed with JD Academy of Excellence where students who aspire to crack UPSC exams will be trained. Faculty to orient and motivate students to utilize this opportunity.
- The Coordinator concluded with the importance of Documentation of all the activities conducted in the proper format which is already circulated to all Departments and faculty.

8. Mr. Dharmendar, Faculty Secretary shared the faculty welfare measure of the Staff tour to Thailand which is facilitated by the Management. The important dates, formalities, and package were clearly explained in a PowerPoint Presentation which was shared with all Faculty, and the willingness of Faculty was also taken through Google form. Faculty are requested to utilize the facility initiated by the Management in a good number.

Concluding remarks:

Bro. Stanislaus, the Director gave his observations:

- Appreciations to Faculty for their sincere work
- Faculty to be made accountable for the Duty entitled to them and also to ensure that it is done error-free and within the timeline.
- Heads to report on Discipline duty and also to monitor in an effective manner
- Staff who are handling last-hour classes in Shift I are requested to rush the students out of the campus after that time and also to ensure that fans and lights are turned off to avoid power wastage.
- Advise Shift I students of A& B Block to use the first gate and C, D,E Block students to use the second gate when they Exit from college.
- Faculty to ensure discipline in the classrooms and Heads to ensure that their teammates does a soulful and fruitful work
- The meeting winded up with the Vote of Thanks rendered by Ms.Ajitha, Head, Department of Computer Science, Shift II.



## Minutes of HOD meeting on 29<sup>th</sup> September 2023

### Agenda

1. Silent Prayer
2. Examination - Ms. Lenora Vieyra, Coordinator, Exam Cell
3. Naan Mudhalvan courses- Mrs. Mohanapriya, PCEC Coordinator
4. Evoluzione - Mr.Prithviraj, SAC Coordinator
5. Website - Mr. Martin Baskar
6. Department Presentation – HoDs  
Admission / Results / Attendance / Special Events for the month of September / Teachers  
Awards and recognitions / Disciplinary Issues / Concerns and challenges
7. Programme Management - Dr. Fatima Vasanth, Academic Director
8. First years Documents submission - Dr.Arokiamary Geetha Doss, Principal
9. Any other matter
10. Concluding remarks -Bro. Dr.A.Stanislaus, Director
11. Vote of Thanks - Dr.Sweety, Head, Department of Commerce & Accounting & Finance, Shift II

### MINUTES

- The meeting started by invoking God's blessings through Silent prayer
- Prof.Lenora Vieyra, Exam Cell Coordinator briefed on the conduct of university practicals and model exams . The dates scheduled, venue arrangement ,external requirements ,valuation of the university soft skill and nme papers were instructed to the gathering.
- Prof.Mohanapriya, PCEC Coordinator explained about the status of NAAN MUDHALVAN courses . The various courses taken up by II nd and III rd year students of all degrees,the progress and completion status was presented.



S.NO	Year	Degree	Course Name	Completion status
1	III	B.C.A B.Sc (Comp.Sci) Shift I & II	Foundation of AI/ML	Ongoing
2	III	B.Sc (Vis.Com) B.Sc (Psy) BSW	Digital Marketing	Ongoing
3	III	BA English	Graphic Designing	Completed
4	III	B.Com(GEN) B.Com (CS) B.Com(A&F) Shift I & II	Freight Forwarding	Completed
5	III	BBA	Banking Financial services	Completed
6	II	B.C.A B.Sc (Comp.Sci) Shift I & II	Foundation of AI/ML	Ongoing
7	II	All Streams- Except BCA/BSC CS Shift I & II	Microsoft Office Essentials	Online session is ongoing

- The documentation format was also shared with the Heads to ensure that the information pertaining to each course is recorded at the Department level . The following details are to be documented :
  - a. Course Content/ Syllabus (Module Wise)
  - b . Student Name list
  - c. Attendance Sheet with Student's Signature.
  - d. Brief Report on the Course taught.
  - e. Profile of the faculty in charge
  - f. Geo-tagged Photo of the class
  - g. Certificates (if received any)
  - h. Organization details (Collaborated with the dept.)
  - i. Profile of outsourced faculty
- Mr.Prithviraj,SAC Coordinator briefed on the conduct of Evoluzione 2023 , college cultural for the year 2023-2024. The theme of the year “MULTIVERSO”- Where realities converge was elaborated. The events scheduled for online , onstage and offstage events with dates were given.

S.No	Date	Event
1	4.10.2023	Online events
2	4.10.2023 (Day 1)	Off Stage events
3	5.10.2023 (Day 2)	Off Stage events
4	6.10.2023 (Day 1)	Onstage events
5	7.10.2023 (Day 2)	Onstage events



- It was decided that the Shift I and Shift II will be competing separately , which was a new initiative to identify and recognize the talents from both the Shifts.
- The general guidelines for the students to be followed during the conduct of Evoluzione was also stated by the Coordinator.
- Mr.Martin Baskar briefed on the new outlook of the college website and gave the guidelines on how to update the department reports and the format which needs to be forwarded to the committee. Regular update on the website will be done every Wednesday between 1-2 p.m at Academic Director's office and all the reports must be sent to [website@patriciancollege.ac.in](mailto:website@patriciancollege.ac.in)
- All the Heads of the Department presented the status and progress of their respective department for the below mentioned criteria: Admission / Results / Attendance / Special Events for the month of September / Teachers Awards and recognitions / Disciplinary Issues / Concerns and challenges
- Management officials appreciated all the Heads for their creative presentation and there was special mention of Management and Data Science for their detailed and innovative presentation.
- Dr.Fatima Vasanth , Academic Director oriented on Programme management. Madam gave crystal clear guidelines on how to organize college programs and department programs. The approval from the concerned official in conducting the program, invitation circulation, venue arrangements, audience, refreshments, review meetings and documentation were clearly instructed to the Heads .
- Dr.Arokiamary Geetha Doss, Principal shared about the status of document pending for first years. The department Heads were asked to follow up and instruct those students to submit it to the office without delay.
- Any other matter-
- Faculty members to avoid marking ABSENT for students who are not possessing textbooks, calculators.
- When students have transportation issues especially after the change in train timings, they can be considered and given attendance after proper scrutiny.
- Students are not permitted to enter the staff room without the knowledge and permission of faculty. Faculty are instructed to use the cupboards to keep their things safely.
- During class hours students are not supposed to be in staff rooms and teachers to ensure the discipline inside the classroom.
- The concluding remarks were given by Director Rev. Bro. Stanislaus . The observations were as follows:

- Director appreciated all the Heads for their creative presentation and there was special mention of Management and Data Science for their detailed and innovative presentation. The above mentioned presentations can be taken as a model by other departments for the forthcoming meetings.
- The HOD s presentations enable us to understand what is happening in each department and it gives us the opportunity to develop ourselves and work on the identified gaps.
- Mobile usage policy to be circulated and instructed to students. When mobile phones confiscated from students take it in a mannerly way and do the procedures as per the policy.
- Faculty not to use their college ID to mark attendance in their biometric and in case the fingerprint is not working with biometric it needs to be immediately reported to Mrs. Saramma.
- Faculty handle classes in the last hour to ensure that all students move out of the classrooms , switch off the fans and light and close the classroom. Faculty come to the staff room only when all students leave the classroom.
- Faculty to see to that staff room fans and light are switched off when not in use.
- Faculty to adhere to dress code and wearing of ID cards which will be an example for the students
- Faculty to use innovative methods and make the classes interesting which will enhance the learning interests in students.
- Departments to use the Interactive boards in an effective manner. Projector//ICT Register/Substitution register/Enabling registers to be maintained to monitor the usage of the ICT tools provided by the management.
- Faculty to think twice before you speak to the students with regards to Disciplinary issues.
- The meeting winded up with the Vote of thanks rendered by Dr.Sweety, Head Department of Commerce & Accounting & Finance, Shift II

## Minutes of HOD meeting on 3<sup>rd</sup> November, 2023

### Agenda

1. Silent Prayer
2. Department Presentation – HoDs
- 3 . Any other matter
4. Concluding remarks -Bro. Dr.A.Stanislaus, Director
5. Vote of Thanks - Mrs.Thenmozhi, Head, Department of Corporate Secretaryship, Shift II

### Minutes

- The College Development Council meeting commenced with a Silent Prayer
- Followed with the Department Presentation by the respective Heads of the Departments on various aspects covering 1) Attendance 2) Fees 3) Disciplinary issues 4) Awards and Recognitions 5) Special activities and any other relevant information.
- Each Department Heads came up with their creativity and style in giving all the best of their Department achievements as of date.
- The following were the observations and suggestions from the Management officials
- The Academic Director recommended that from the next CDC meeting Cells & Clubs Coordinators can also be asked to make the presentation.
- Academic Director asked to take it as a serious concern about the wrong entry of attendance for students by faculty
- Madam also insisted on asking students to pay their fees on time and also to ensure that ERP is also updated on the student fees payment status.
- Publication by Faculty to be added in the upcoming month Department Presentation
- Without paying the Semester College Fees students should not be issued with the Hall Ticket and allowed to take up the exam.
- Individual Faculty achievement on participation, presentation cum publication needs to be specified in the Presentation and faculty who have not done any of the above are to be motivated and asked to attend for Individual enhancement.
- By the end of the semester faculty to avail the Financial assistance from the Management for their Publication done in the current year.

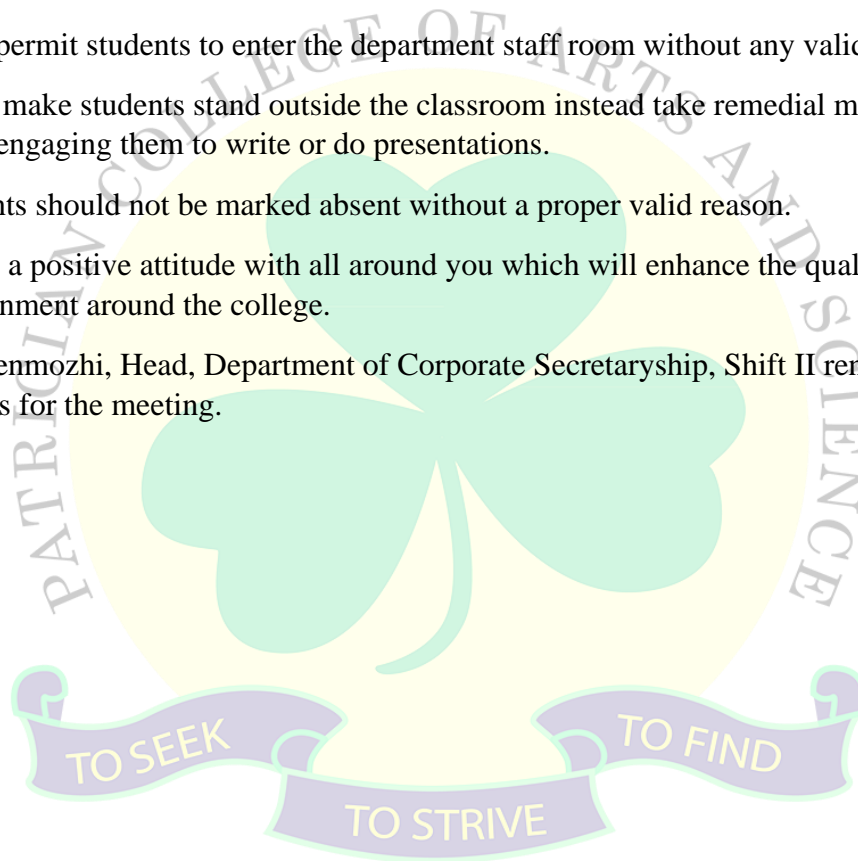


- Faculty to be asked to increase their networking with the other colleges, Universities, Government Institutions for enhancing collaborative initiatives for the welfare of Department and College.
- The Academic Director insisted on writing a letter to UNOM about the late approval of Tamil syllabus, unavailability of study material, wrong question pattern which were the reasons for increase in number of arrears in Tamil
- Director insisted on giving writing practice for students at least for 15 minutes for all Theory papers which shall enhance the writing skills of students.
- Documentation of all good practices to be maintained by all Departments.
- NPTEL needs to be enrolled by students and Faculty for Knowledge updation and enhancement. Motivate the students to take up NPTEL exams which will be useful for them to add in their resumes.
- At Department level Feedback forms for students need to be maintained
- All the support strategies taken up by the Department like Scholarship, Counseling, Remedial classes need to be documented with evidence.
- Faculty and students are requested to utilize the Library facilities and visit the Library on a regular basis.
- Faculty who come late to college are advised to come on time, as Faculty are role models for students.

**CONCLUDING REMARKS:**

- Rev.Dr.Stanislaus, Director appreciated the Heads for their Presentation.
- The Department presentation has given an opportunity to know about the strength and weakness of each Department which will pave the way for future development actions. Good practices of others can be adopted for the welfare of students and faculty.
- The Data Science and Management Department was appreciated as the Best presented Departments.
- Faculty to ensure that classes are prepared in an interesting manner and engage the students by which indiscipline issues can be also reduced.
- Students should insist on wearing ID cards, neatly dressed and avoid certain kinds of shoes which do not give an appealing look.
- Departments are advised to use the Interactive Board, Projectors in an useful manner and also the usage to be monitored using an ICT Register.

- The Faculty handled the last hour to send the student out of the classroom, switch off the fans, lights and close the doors before coming to the staffroom.
- Faculty should think twice before addressing the students and never pull the mobile phones from the students in a rash manner instead take it in a proper manner and hand it over with a proper strong notice. There is a mobile usage policy which shall be circulated to all students.
- For faculty attendance can be done through Biometric with the fingerprint and not using an ID card. In case of a fingerprint not working then inform Mrs. Saramma for immediate action to be taken.
- Don't permit students to enter the department staff room without any valid reason.
- Never make students stand outside the classroom instead take remedial measures inside the class, engaging them to write or do presentations.
- Students should not be marked absent without a proper valid reason.
- Create a positive attitude with all around you which will enhance the quality of the environment around the college.
- Dr. Thenmozhi, Head, Department of Corporate Secretaryship, Shift II rendered the Vote of Thanks for the meeting.



**Minutes of HOD meeting on 22<sup>nd</sup> January, 2024****Agenda**

1. Prayer - Dr.Arokiamary Geetha Doss, Principal
2. Republic Day & Sports Day- Dr. Anandapriya, Vice Principal
3. Foundation Day - Ms.Divya, Coordinator
4. Admission Procedure - Mr. John Vaseegaran, Coordinator

Publicity- Mr.Martin Bakar, Member

ERP- Ms. Mashiya Afroze, Member

Prospectus- Ms.Alice, Member

5. Concluding remarks- Bro. Dr. A.Stanislaus, Director
6. Vote of Thanks - Dr.T.V.Manjusha, CDC,Secretary

**MINUTES**

- The meeting started with Prayer by Dr.Arokiamary Geetha Doss, Principal
- Dr.Anandapriya, Vice Principal briefed on the Republic Day & Sports Day

Date	Particulars	Faculty Coordinator
18th & 19th Jan 2024	Republic Day competitions were conducted	Dr.Devendiran & Dr.Arul
26th Jan 2024	Flag Hoisting by NCC & NSS	Dr. Krishna & Mr.Vignesh
2nd Feb 2024	Prize Distribution for the Republic Day Winners scheduled on Foundation Day	Dr.Devendiran & Dr.Arul

- Duty list and events to be taken up to commemorate Republic Day was circulated to the faculty
- Regarding the Sports Day events the following was instructed to Departments
- Welcome Dance
- All 17 departments will dance simultaneously for a common rhythm.



- Number of performers: 15 per dept(All Depts should have same number of participants).Duration: 5 mins
- Music -shared by the Sports Committee.
- You can have your own style of dance according to the rhythm
- In the last 15 seconds, each dept can have their own style of formation to culminate the dance. Dept should have a uniform and colourful Costume.
- Any Props can be used to make your performance spectacular.
- The practice starts on Monday 22nd Jan 2024, for both Shift I & II in their respective 4<sup>th</sup> and 5<sup>th</sup> hour.The Depts can find a place adjacent to their class rooms for practice under the supervision of your faculty.
- March Past
- All 17 Depts will participate.
- Lots will be taken to decide the order of the marching team.
- Total – 15 files (3 per file) , total -45 students is compulsory (Uniformity should be maintained by all depts)
- The March Past will be the athletic March Past, and participants for the march past will be students who took part in the games and track and field events.
- The practice starts from Monday 22nd Jan2024 till 30<sup>th</sup> Jan 2024, for both Shift I & II in their respective 1<sup>st</sup> & 2<sup>nd</sup> hour
- 1<sup>st</sup> Rehearsal on Wednesday 31<sup>st</sup> Jan 2024 -1<sup>st</sup> hour
- 2<sup>nd</sup> Rehearsal on Thursday 1<sup>st</sup> Feb 2024 – 1<sup>st</sup> hour
- Sports Day - Saturday 3rd Feb 2024
- The Ultimate Trophy for the first 3 places, is based on Dance performance, Dept Discipline and Dept Attendance. The Dept which secures 4<sup>th</sup> place will be awarded appreciation.
- Best marching team – 3 places
- Madam highlighted on cooperation from all levels to have an successful Sports Day
- Ms.Divya, Head ,Department of Social Work & Coordinator of Foundation Day 2nd February 2024.
- List of competition, Faculty incharge, Timeline for each activity was circulated to the Faculty .



- There will be a mass conducted on the same day for the Catholic students and for others there will be a Value Education class where Life of Bishop Daniel Delany would be screened to the students.
- Admission Committee Coordinator, Mr. John Vasegaran , Ms. Mashiya, ERP Coordinator, Ms. Alice, Prospectus incharge shared the details on the process of Admission for the year 2024-2025 .
- Decentralized method of Admission will be followed
- Admissions for the respective departments is the sole responsibility of HoDs and a senior most faculty must assist them in the admission desk.
- Maximum of two staff can be in the admission desk at any point of time
- A pass in XI and XII is the eligibility for admission.
- Course and Shift preference according to the candidate's choice
- Opposite Room No.18 (Open Area) two teams - Mr. Arulmurugan and Dr. Krishna, will assist the parents and candidates with the course details, scholarships, hostel availability, and placements and direct them to the respective venues for further procedure.
- Walk-Ins - The application process will be in Room 18 and 19 by Two dedicated teams comprising five faculty in each room.
- The data collection process will be done by the respective departments on Orientation Day.
- 'May I Help You' desk will be in the OAT - B Block
- As per Government guidelines the application fee for UG is ₹48+2 and for PG is ₹58+2. SC/ST is nil.
- ERP processing fees should be included in course fees as ₹100 for UG and ₹150 for PG.
- Fee payments can be made through NEFT, all online payment modes (Gpay, Phone pay.), and the HDFC counter at the campus.
- The first year should pay full course fees at the time of admission.
- Rooms 18 and 19 are allocated for application entry and Room No 20 is to be used as a photo room for ID cards with application number detail
- From March 1st to 30 th March 2024, Mrs. Saramma, will be in charge of the walk-in register and Application Process.
- From April 1st, a walk-in register will be available with the security person.
- Grievance Committee Members: Principal, Admission Coordinator and Dr. Sweety.



- Recommendation cases and fee concession candidates should be directed to the Director.
- 15% fee concession for female students scoring 100/100 in their 12th standard, sports achievers, and single-parent girl candidates.
- 20% fee concession will be given to female candidates who score 90% and above marks /Single parent/No parents /Income less than 3 Lakhs per annum
- Publicity Committee Co-ordinator: Mr. Martin Baskar and his team include School of Media Studies and all HoDs for the promotion.
- Publicity to be made to schools from Principal mail especially seeking girl toppers.
- For Shift II, any 2nd or 3rd-year student who refers a candidate to our college and is admitted successfully in the Shift II courses will be waived ₹1000 fees per candidate.
- Advertisements will not be displayed on autorickshaws, buses or tea shops
- The management decided to mention in the prospectus the application fee as 48+2 rupees for UG and 58+2 rupees for PG. SC/ST candidates - nil.
- The processing fee is 100 rupees for UG and 150 rupees for PG.
- This year the HoD's contact numbers will be displayed in the prospectus along with the college official number..
- Hostel facilities could be mentioned to attract outstation/ foreign candidates
- Concluding remarks was given by Rev.Bro.Dr.Stanislaus with his observations and suggestions like as we are in the start of Admission works focus need to be given to bringing visibility to Department and College by which Application can be increased.
- Sports Day is an important occasion to encourage and motivate the students to give their fullest in an honest manner rather than creating indifferences and unhealthy competitions.
- Faculty assigned with duties are requested to report to concerned officials and complete the works within the deadlines
- Orient students to use the college property in an orderly manner and avoid damages.
- Director insisted on the importance of Duty consciousness for all faculty for the prompt completeness of all events and programs .
- Dr.T.V.Manjusha, Secretary,CDC, thanked all the members for their presence and for the valuable insights shared by the officials, Heads ,Coordinators and members.

## Minutes of HOD meeting on 13<sup>th</sup> March, 2024

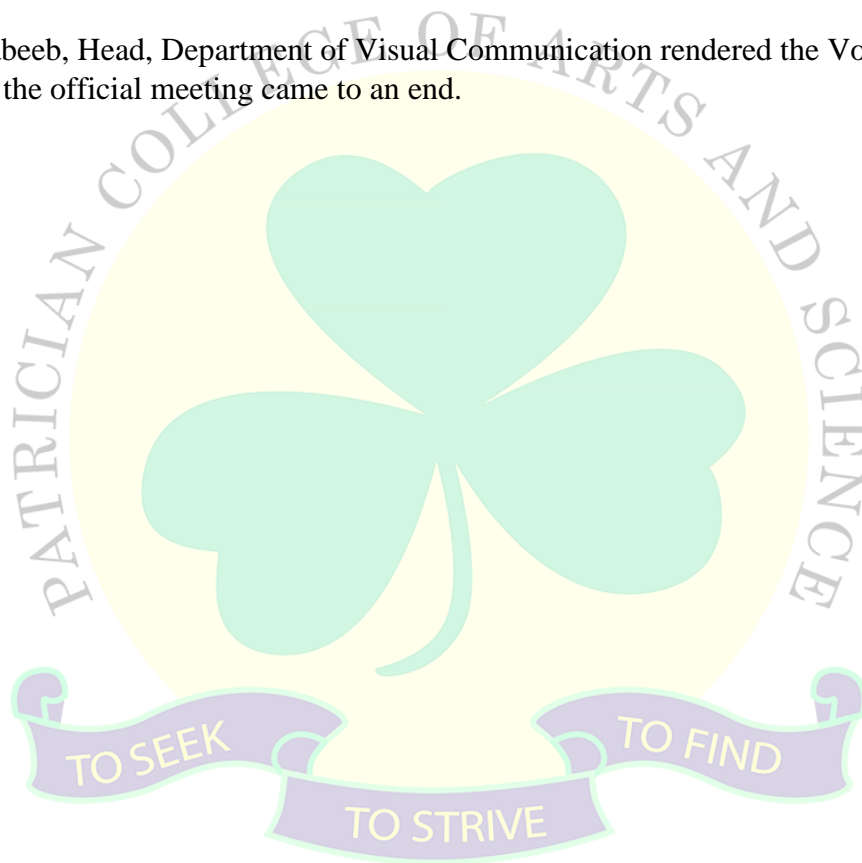
### Agenda

1. Silent Prayer
2. University Practical Exam, Model Exam- Dr.Arokiamary Geetha Doss, Principal
3. Admission Discussion
4. Concluding Remarks- Bro. Dr.A.Stanislaus, Director
5. Vote of Thanks- Mr.Habeeb, Head, Department of Visual Communication

### Minutes

- The meeting started with a silent prayer.
- Bro. Dr. A. Stanislaus, the Director, asked for the opinion from the Heads regarding the conduct of the Model Exam for the semester. With all the discussions and suggestions the following was decided.
- Till the election date and exam dates are announced, the faculty can utilize the time to complete the syllabus.
- Students are to be given writing practice in all subject hours at least for 15 minutes to enhance their writing skills and to score better marks in the semester exam
- Student sharing has to be taken up for 10 minutes to know what they have understood from the respective lecturing hour.
- Faculty to be ready with the question paper and also to decide on whether the question paper is to be given prior to the student or not for the model examination.
- Centralized model exam to be conducted.
- University Practical exams to be conducted on 8<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup> & 13<sup>th</sup> of April 2024.
- Faculty to ensure that no student fails in the Practical, NME, SEC exams
- Verify the marks before uploading concerning the minimum mark category
- As the CPD list is to be submitted to the University all the Heads are requested to submit their Department CPD list by 16<sup>th</sup> March to the Principal 's mail and the payment can be done to Mr. Martin later before the issue of the Hall ticket. A total of 76 days to taken for calculating the Condonation, Prevention and Detention.
- Regarding the Admission Principal Madam asked all the Heads to start with the interview from the week itself as it is reflected in the concerned Heads ERP login.
- Priority to be given to Catholics and Girls students. No cut-off marks to be looked into.

- Girls with 95% and above will be given free education for all 3 years.
- Fees for the academic year is also shared with all the faculty members.
- Fee payment in installments can be referred from case to case and also for certain courses.
- Any recommendations to be forwarded to the Director.
- All the faculty and students to be involved vibrantly in bringing admissions for the Department. Department social media apps to be updated and used in creating awareness and advertisement for the Admission 24-25.
- Mr.Habeeb, Head, Department of Visual Communication rendered the Vote of Thanks by which the official meeting came to an end.



## Minutes of HOD meeting on 1<sup>st</sup> April, 2024

### AGENDA

1. Silent Prayer
2. Exam Instructions & Closure of attendance (C/P/D) - Ms.Lenora Vieyera, Coordinator, Exam Cell
3. PTA meeting - Dr. Arokiamary Geetha Doss, Principal
4. Internal Audit - Dr Anandapriya VicePrincipal
5. Admission & Promotion - Dr A.Stanislaus Director & Secretary
6. Slot Leave -Dr. Geetha Rufus Principal
7. Any other matter
8. Concluding remarks - Dr A.Stanislaus Director & Secretary
9. Vote of Thanks - Ms.Prabalya, Head, Department of Psychology

### MINUTES

1. The meeting started with a silent prayer.
2. Ms.Lenora Vieyera, Coordinator, Exam Cell shared the details on the conduct of the Model exam and University practical exam.
  - Timetable to be circulated to the students about the model exam and practical exam without fail.
  - The Model exam will be conducted in a Decentralized manner by each Departments and for the invigilation, Exam cell has allotted faculty and classrooms for each department for smooth facilitating of Model exam.
  - The papers and stationery needed for the Model exam can be collected from the Exam cell and Department faculty, students advised to use the papers in a judicious way.
  - Attendance sheet to be prepared by the Department and the Head to be incharge of keeping the question paper and answer booklets in a sealed cupboard and maintain confidentiality.
  - Question papers to be submitted to exam cell before the deadline
  - Details for externals to be submitted by the Heads to the Exam cell
  - Model exam paper valuation to be completed by 24th April and to be entered in the ERP.

- Condonation/Prevention/Detention list to be submitted to the Principal Desk by 5th April 2024 and the fine money to be settled to Ms.Saramma for Shift I and Ms.Mariya for Shift II.
- Revaluation to be completed by 5th April and from 3rd to 10th April online registration to be completed so that by 11th April payment can be done to the University.
- Head of the Departments to ensure that all students register for the University exam which will be verified by the Exam cell from the Registration report.
- Question bank requirement for the department to be submitted to Dr.Anandapriya,Vice Principal which will be represented to the University.

3. Dr.Arokiamary Geetha Rufus ,Principal briefed on the conduct of Parents Teachers Meeting, 6th April 2024.

- All class incharges to prepare the Fees dues,Attendance status,Result analysis and share the details to the Parents during the meeting.
- At the end of the PTA meeting day the Attendance details of parents who came and not turned up for the meeting to be submitted to Dr.Frizlin,PTA Coordinator in the respective format by all class incharges.
- Problematic students, lack of attendance,more no of arrears to be directed to Vice Principal

4. Dr.Anandapriya,Vice Principal briefed about the conduct of Internal Audit to enhance the Quality assurance in all the levels of working.

- There were 4 teams divided to do with the Audit work which will commence from 22nd April to 3rd June 2024.
- Duty list circulated to faculty for the smooth functioning and completion of the Internal Audit.
- All the reports to be submitted by 3rd June 2024 to the concerned official as per the format sent from the IQAC .

5. Dr.Stansislaus, Director insisted on the importance of Promotion to enhance the Admission for 2024-2025 and shared his observations and suggestions

- The college office has been receiving good number of enquiries after the various Promotions taken up by the management.
- Heads and the team to play a vital role in creating visibility for their respective Department and work wisely to get their sanctioned strength filled.
- Students to be used to attract more number of applications

- As we are generally getting admissions through Word of Mouth continue having that personal touch in all the approaches to invite more applications and candidates.
- Usage of Department social media applications in a vibrant , innovative means to create the visibility of the Department and college.
- Source Hub has planned a Job Fair by which too the promotion of college would be made possible.

6. Dr.Arokiamary Geetha Doss, Principal shared about the Slot leave for Faculty of 15 days which was from 21st April to 2nd June 2024 in three different slots

- Slot 1- 21st April to 5th May, Slot 2-5th May to 19th May, Slot3-19th May to 2nd June
- As University exams and Admission are going on simultaneously only one fourth of staff will go on slot leave and others continue with the allotted work .
- Heads of the Department can choose Flexi leave to make their presence on all necessary time.

Concluding remarks was given by Director

- Heads to take up the role of Exam Controller for their respective department in completion of the Model exam in a successful manner.
- Heads along with the team to work on the visibility of their Department and college for Admission and also accountable for filling the sanctioned strength.
- Till 15th June 2024 the existing Heads will continue with the Headship till the Management announces the change of person.
- Having a positive approach towards students will create a better environment , so faculty should be oriented to create a positive mindset.

Vote of Thanks was given by Ms.Prabalaya, Head, Department of Psychology by which the formal meeting came to an end.