



6. Faculty Council Meeting Minutes

Faculty Meeting Minutes – 13th June 2020, 11:00 AM

Commencement of Academic year 2020-21

Dr.Fatima Vasanth

Academic Director

- 22nd June 2020 – online classes for the academic year 2020-21 will start
- This will start for II UG, III UG & I PG
- Enabling classes to happen for the final year students (UG & PG) of the academic year 2019-20
- Work Culture of responsibility and accountability to be seen among faculty especially between 9 AM to 1 PM

Admission status 2020-21

Dr.Usha George

Principal

- The admission status was presented department and shift wise.

Certificate course, FDP & Paid/ other Webinar

Dr.Geeta Rufus

Vice Principal

Dr.Meena

- The conduct of Certificate course, FDP & Paid/ other Webinar was presented by the Vice-Principals, department wise.
- A congratulatory resolution was passed by the Academic Director for the departments who have taken up and are planning these initiatives.

Online Classes

**Mrs. Anandha Priya****Academic Coordinator**

- Online classes schedule to be sent by 17th June 2020
- Classes will start from 22nd June 2020
- One hour per day

IQAC**Mr.Daniel****IQAC Coordinator**

- Plan of action and FDP for the academic year 2020-21
- NIRF reporting was done
- An analysis to presented of the report soon

Fee Status**Dr.Usha George****Principal**

- Class teachers to give the fee defaulters to HOD by June 15th 2020
- Updated list will be forwarded by the Principal to the Account's office
- Students who have taken TC and who are Long absentees to be mentioned
- The fees for the academic year 2020-21 should be paid by July 15th 2020
- Policy on fee defaulters was presented and clarified.

Online Platform**Mr.Martin Baskar****Assistant Professor, Department of Visual Communications**

- Usage of CISCO, WebX, U tube live streaming was presented
- need to restrict the official ID for official use and not to be shared to others was emphasized.

Mentoring & Counselling

Mr.Senthil Kumaran	Assistant Professor, Department of Psychology
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- The status of mentoring and counselling was presented
- On June 30th online mentoring is planned
- Individual counselling to be done on need basis

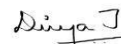
Enclosures

1. Attendance
2. Notes of presentations
 1. Admissions for the academic year 2020-21
 2. Certificate course and FDP
 3. Paid webinar & Other webinars
 4. Online Classes
 5. IQAC- Mr.Daniel
 6. Fee Defaulters for the academic year 2019- 20
 7. Online platform
 8. Mentoring



(S. Sabapathi)

Joint Secretary, Faculty Council



(Divya.J)

Secretary, Faculty Council

**Faculty Meeting Minutes – 28th August 2020, 4:00 PM****Admission status 2020-21****Dr.Usha George****Principal**

- The Principal gave the status of each department and shifts. Departments with low admission were asked to take concrete measures.

Fees**Dr.Meena****Vice Principal - Shift I**

- The status was given class wise and department wise
- Class teachers were asked to understand the situation of each student, by calling the parent and talking to them
- Class teachers & HODs were asked to encourage the student to pay fees.

Online Academic plan and Calendar**Mrs. Anandha Priya****Academic Coordinator**

- Academic plan for August, September and October was presented.
- Timing for the online classes and CIA schedule was also given.

IQAC**Mr.Daniel****IQAC Coordinator**

- The feedback consolidated report of the online classes was presented.
- This helped in the understanding the strengths and areas of improvement in teaching and implementation of this new system.

**ERP time table and entries**

Ms.Mashiya Afroze	Coordinator
<ul style="list-style-type: none">• Faculty were given step wise clarity to enter the time table• This time table to be used to enter the attendance for the online classes.	

CAI Exams

Mr.Dharmendar	Exams committee coordinator
<ul style="list-style-type: none">• Modalities to conduct online exam was prescribed.• The question pattern for quantitative and qualitative papers was given.	

Mentoring & Counselling

Mr.Senthil Kumaran	Coordinator - PMCS
<ul style="list-style-type: none">• The status of mentoring and counseling was presented.• Academic & Personal counseling dates and plan were also presented.	
SEEDS Plan of Action	
Dr. A. Raja	Coordinator
<ul style="list-style-type: none">• Virtual based ideas for implementation was given• Plan of action was given.	
Concluding Remarks	
Dr.Fatima Vasanth	Academic Director
<ul style="list-style-type: none">• The teachers were encouraged to do their best in conducting exams and taking online classes.	

Enclosures

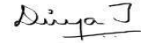
1. Attendance
2. Notes of presentations

- a. Admissions
- b. Fees
- c. Online Academic plan & Calendar
- d. Online Classes Feedback
- e. ERP Timetable & Entries
- f. CIA I Exams
- g. Mentoring
- h. SEEDS Plan of Action



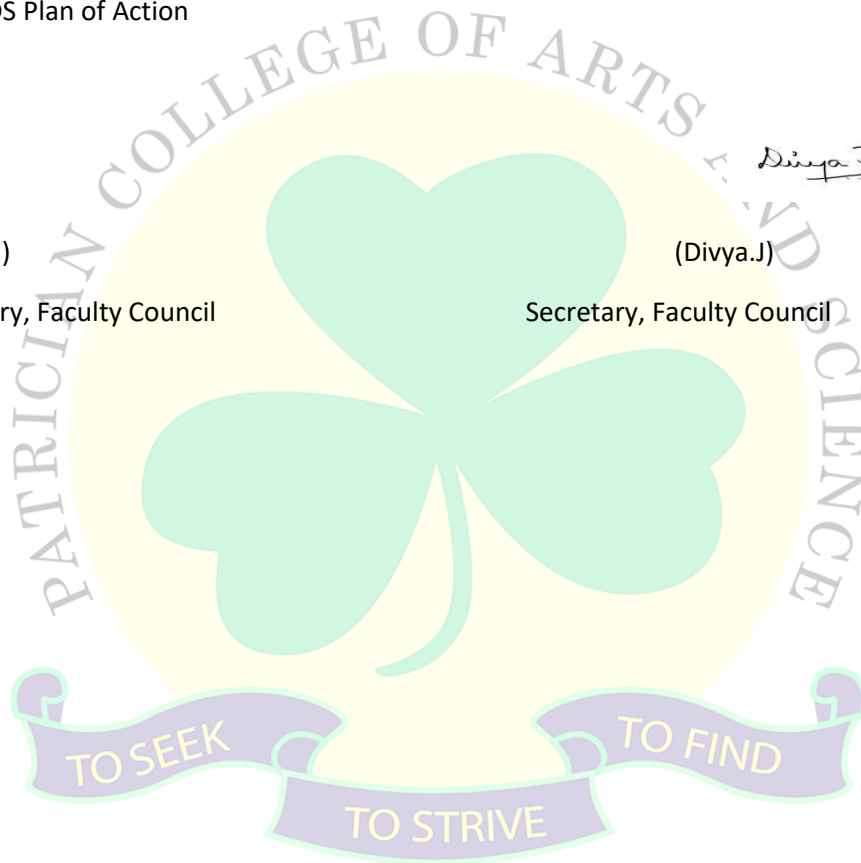
(S. Sabapathi)

Joint Secretary, Faculty Council



(Divya.J)

Secretary, Faculty Council



**Faculty Meeting Minutes – 20th November 2020, 10:00 AM****Introduction of New Faculty****Mrs.Divya.J****Secretary of Faculty Council**

- All the new faculty who joined the college were proudly introduced to the faculty body, with their qualification and accomplishments. The faculty were also informed on the working committee each one will be contributing in the academic year.

Admission Status**Dr.Usha George****Principal**

- The admission status of each department and shift wise were presented to understand the gaps and needed work in each department.

Fees**Dr.Meena, Dr.Geeta Rufus****Vice Principals**

- The status was given class wise and department wise in both the shifts by the respective vice-principals.
- Class teachers were asked to understand the situation of each student, by calling the parent and talking to them
- Class teachers & HODs were asked to encourage the student to pay fees.

Online Academic plan and Calendar**Mrs. Anandha Priya****Academic Coordinator**

- Academic plan for December and January was presented.

IQAC



Mr.Daniel	IQAC Coordinator
<ul style="list-style-type: none">• The feedback of the external mock visit team was shared.• Department brochure was suggested to be prepared and guidelines were given for the same.• Peer team visit tentative dates were shared.• Faculty induction programme that was conducted for the new faculty was also shared with the faculty council.• The future plan to conduct feedback of online classes from first years was informed.	

ERP time table and entries

Ms.Mashiya Afroze	Coordinator
<ul style="list-style-type: none">• The completion of attendance entry was clearly presented as department wise and shift wise• Departments having poor entry status were asked to complete it with no further delay.	

CIA II & Model Exam- Review & Plan

Mr.Dharmendar	Exams committee coordinator
<ul style="list-style-type: none">• Effective conduct of CIA II by class and subject teachers were appreciated.• A clear guideline was specified for university exams.	

Certificate Courses

Dr.Unika	Coordinator of PCEC
<ul style="list-style-type: none">• The nature of the course conducted by different department were shared.• The number of students benefitted by each course was given.• The collaborative agencies was also informed.	
Mentoring & Counselling	

Mr.Justus Wallis	Coordinator - PMCS
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- The status of mentoring and counseling was presented.
- Academic & Personal counseling dates and plan were also presented.

SEEDS Report**Dr. A. Raja****Coordinator**

- Report of different programs and its nature was given.
- The number and nature of beneficiaries was also presented.
- The coordinating faculty of each department were appreciated.

Staff Welfare Announcements**Mr.Sabapathi****Joint Secretary of Faculty Council**

- The benefits of group insurance were presented.
- The intention to renew the same and the financial deductions for it were also brought to discussion.
- Majority of the faculty agreed to go ahead with renewal.

Concluding Remarks**Dr.Fatima Vasanth&Bro.Dr..S.Arokia Raj****Academic Director& Director**

- The teachers were encouraged to do their best in everything that is done

Enclosures

1. Attendance
2. Notes of presentations

(S. Sabapathi)

Joint Secretary, Faculty Council

(Divya.J)

Secretary, Faculty Council

**Faculty Meeting Minutes – 22nd January 2021, 1:30 PM****Fees****Dr.Meena, Dr.Geeta Rufus****Vice Principals**

- The status was given class wise and department wise in both the shifts by the respective vice-principals.
- Class teachers & HODs were asked to follow up on the same.

Exams – Conduct & Marks**Mr.Dharmendar****Exams committee coordinator**

- Guidelines on conduct of exams were insisted again.
- Specific directions were given on mark entry and question paper submission.

ERP Entries for Even Semester**Mrs. MashiyaAfroze,****ERP Coordinator**

- Time table incorporation for the even semester to be done
- Internal entries to be completed.

CARE and SHARE report**Dr. A. Raja****SEEDS, Coordinator**

- The benevolence of students of each department even during difficult times were presented
- 71 students and two NGOs were beneficiaries of this programme.

Online Academic Plan**Mrs.Anandha Priya,****Academic Coordinator**

- The plan for January and February 2021 was given.
- CIA I was scheduled from 16 February 4, 2021

NAAC**Mr. Daniel Felix Joseph Chalke****IQAC Co-ordinator**



<ul style="list-style-type: none">The different initiatives that were planned and that were happening were reported.Status and work of IQAC was updated.	
Mentoring for Even Semester	
Ms. Leanne Maria	PMCC member
<ul style="list-style-type: none">The report of academic and personal mentoring was given.A road map for the even semester was planned and presented.	
Republic Day Celebrations	
Dr. Arul Murugan	Coordinator, Sports Committee
<ul style="list-style-type: none">The different competitions on republic day that are planned and being conducted was presented.The agenda for the celebrations was also shared. The	
Founder's Day Celebrations	
Dr. Sindhu Sivan	Secretary of HOD Council
<ul style="list-style-type: none">Foundation day agenda and duty list were discussed.Announcement of faculty promotion was planned during this day.Management scholarship was also planned to be given.	
PTA & Alumni Meeting	
Mr. S. Sriram	Coordinator
<ul style="list-style-type: none">A clear plan of the PTA and Alumni elections were given.The elections were to be online.Guidelines were given for nominee selection for each post.	
Concluding Remarks	
Dr. Fatima Vasanth & Bro. Dr. S. Arokia Raj	Academic Director & Director
<ul style="list-style-type: none">The teachers were encouraged to do their best in everything that is done	

Enclosures

1. Attendance
2. Notes of presentations



(S. Sabapathi)

Joint Secretary, Faculty Council

(Divya.J)

Secretary, Faculty Council

Faculty Meeting Minutes – 31st March 2021, 1:30 PM**Plans Ahead - NAAC**

Mr. Daniel Felix Joseph Chalke	IQAC Co-ordinator
<ul style="list-style-type: none">Specific plans based on each criteria of NAAC were presentedBased on the plans charted out the resource requirement in the areas of infrastructure, facilities, financial, technical and personnel was given.	
Special Address	
Bro.Jerome	Province Leader, India and Ghana
<ul style="list-style-type: none">Congratulations were given to the faculty and the team for the NAAC rating of A+Continued management support was promised in all the initiatives.	
Fees	
Dr.Meena, Dr.Geeta Rufus	Vice Principals
<ul style="list-style-type: none">The status was given class wise and department wise in both the shifts by the respective vice-principals.The class teachers of the classes which had hundred percent fees payment were appreciated for their efforts.Class teachers & HODs were asked to follow up on the same.	
Exams – Conduct & Marks	
Mr.Dharmendar	Exams committee coordinator
<ul style="list-style-type: none">Report on the CIA 1 conduct and marks updation was given.	



Academic Plan

Mrs.Anandha Priya

Academic Coordinator

- April Month calendar was given with special events like research day, sports day and college day.
- Certificate courses were planned to complete by this month and CIA 1 marks to be consolidated.

Mentoring for Even Semester

Ms.Leanne Maria

PMCC member

- The academic mentoring report was given.
- Plan for personal mentoring IV was charted out.

Sports Day Celebrations

Dr.Arul Murugan

Physical Director

- The sports day was planned to be conducted on April 10th 2021 at 11 AM
- The chief guest o the day would be Dr.Sasi Reka, Principal, Sri SaradhaCollege of Physical Education For Women, Salem.

Placements

Mrs.Jaculine Priya

Source Hub Coordinator

- The different companies that connected with the college for online placements, the registered, attended and selected candidates number were presented.
- The gap between the numbers in the registered, attended and selected were asked to be bridged by the departmental representatives.
- Other future opportunities that is coming forth was also shared.

SEEDS day

Dr.Raja

SEEDS Co-ordinator

- The different departments work was presented.
- 18 teams worked for 40 hours of outreach involving 1232 students though 70 programs both in virtual and real time covering 10 geographical regions.

**Complementary Resolutions****Mrs. J. Dharshana****Assistant Professor, Dept of Management**

- The faculty who participated in various academic activities and contributed their expertise to academic bodies and other groups were appreciated.
- Special congratulations were given for faculty who presented and published papers and completed their doctorates.
- Special mentions on faculty who received awards and recognitions were done.

Change of Position - Announcement of HODs / Working Committee (2021 - 22)**Bro. Dr. S. Arockiaraj****Director & Secretary**

- The HODs who were stepping down after the completion of their tenure were congratulated on their unstinted efforts all these days.
- The new HODs who were taking charge were congratulated on the same.

Strategy Planning - NAAC**Mr. Daniel Felix Joseph Chalke****IQAC Co-ordinator**

- Specific targets and outcomes were given
- These were specified at individual level, department level and institution level.
- The collective responsibility in achieving the outcomes were stressed.

Faculty Welfare**Mrs.Divya.J****Secretary of Faculty Council**

- Faculty who are celebrating birthdays in the month of February and March were wished by Ms. Sukanya Pal, Assistant Professor, Dept of Psychology on behalf of the faculty council.
- Marriage gift was given to Mrs.Deepika as a part of the faculty welfare.

Concluding Remarks**Dr.Fatima Vasanth****Academic Director**

- The IQAC in charges, criteria heads, HODs and faculty team were appreciated for their teamwork and they were asked to continue their efforts in maintaining the quality of the teaching-learning environment.
- HODs who spearheaded the team all these years were congratulate for their efforts and New HODs were asked to continue with a team spirit.

Enclosures



1. Attendance
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