

## Minutes of 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

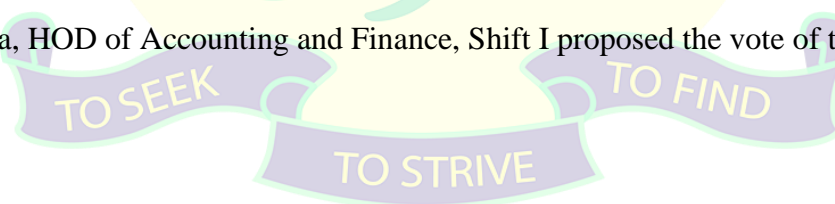
#### **Any other Matter**

- 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.



### Minutes of HOD meeting on 12/06/2021

#### Agenda

1. Prayer – Mr. D Raja, HOD, Dept. of Corporate Secretaryship, Shift II
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. Webinar Status – Mrs. Srivaishnavi, IQAC Additional Coordinator, Shift I
7. Publicity for courses - Dr. Raja, Coordinator, Publicity committee
8. PSR towards Covid Challenges - Dr. Sindhu Sivan, Convener, Extension Committee
9. Any other matter
9. Concluding Remarks – Bro. Dr. S. Arockiaraj, Director and Secretary
10. Vote of thanks - Mrs. Rekha Naidu, HOD, Dept. of Accounting and Finance, Shift II

#### Minutes

The meeting commenced with a prayer by Mr. D Raja, HOD, Dept. of Corporate Secretaryship (Shift II)

#### 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
- The change in timings of the Shift II programmes was discussed.
- The Vice Principal, Shift I, mentioned that classrooms are available with the induction of Block E. Classes for Shift II can be conducted at the same time as Shift I
- The Academic Director informed that however the timings of Shift II on the prospectus will not be changed
- HODs were reminded to admit Christian, girl applicants but students with low marks can be asked to wait and the same can be referred to the Principal and Vice Principals
- The Director informed the HODs to check the name of the school of the applicants before admitting students

#### **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

### Academic Calendar

- Ms. Anandapriya, Academic Coordinator presented the academic schedule
- HODs were informed to communicate to faculty and students to visit the website regularly to view the academic calendar

### Webinar Status

- Ms. Srivaishnavi, IQAC Additional Coordinator, Shift I presented the webinar status
- The Vice Principal, Shift II, informed that the database of participants of webinars conducted by various clubs should be forwarded to the publicity committee for further promotional activities
- The Academic Director along with Principal, Vice Principals appreciated the heads of the departments, coordinators of clubs and cells for the successful conduct of webinars concerning publicity
- It was informed that the names of students who designed the invite, the M.C. of the programme be included in the programme schedule
- HODs were asked to follow a common template for designing the invite with the images of St. Patrick and Bishop Daniel Delany

### 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
- Promotion through FB, Instagram and Alumni social media pages were carried out. More than 2000 are following the Patrician College Facebook page and more than 1040 are following in Telegram Group
- The coalition of student's database from webinars and career guidance programmes is done by the Publicity committee. In this way, around 3000 mail ids of school students have been collected
- It was informed that six Career Guidance programmes were conducted
- More than 2500 school students participated in the Tamil Proficiency Exam conducted by the Department of Tamil. The database to be used for publicity



- The Publicity Committee was highly appreciated for their proactive activities
- It was informed that advertisements in print media and media would be done when the results are published officially

#### **PSR towards Covid Challenges**

- Dr Sindhu Sivan, Convener, Extension Committee presented the Patricians Social Response – SEEDS project for providing help to the community
- It was informed that each department has to contribute Rs. 10 per student from the department fund and the same can be collected from students once the college reopens. No student should be compelled to contribute. Faculty shall contribute Rs. 200 towards the distribution of relief materials to beneficiaries
- The beneficiaries include 30 Journalists, 20 corporation workers and 100 students
- The interested 100 students names can be collected from class teachers

#### **Any other Matter**

- Dr. Senthil Kumaran, Head, Department of Psychology informed that there is a lack of visibility of courses in Google search
- 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. S. Arockiaraj, 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.

Mrs. Rekha Naidu, HOD of Accounting and Finance, Shift II proposed the vote of thanks.

### Minutes of 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.

### Minutes of HOD meeting on 26/06/2021

#### 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. S. Arockiaraj, 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.
- Applicants who show willingness to join other departments other than the one they have applied for should be directed to the concerned HOD.

- The Principal reiterated that every faculty should work as a team for 100% admissions
- It was reported that the fees structure for first year B.Sc. courses as shown in the Google search is Rs.80, 000 per year which is higher than the actual fees. The Principal informed that it would be attended and the needful can be done

### **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 the third year fees due for the academic year 2020 – 2021 would be collected by 15<sup>th</sup> July 2021 before issuing the Transfer Certificate
- HODs were asked to follow up with the class teachers for the collection of regular fees for the academic year 2021 – 2022
- The Principal appreciated the class teachers and the heads of the departments for facilitating the fee collection successfully

### **Any other Matter**

- HODs were informed that M.Phil. programme has been discontinued from the year 2021 – 2022
- Vice Principal, Shift I informed that the invitation of webinars, training programmes should be sent through official mail id as well as official WhatsApp group so that PTA and Alumni Association coordinators can post it in the respective Telegram groups
- It was informed that students class teachers should instruct the students to fill in all the mandatory details on the covers in which they send the answer scripts, as instructed by exam cell for easy segregation of the answer scripts department / code wise.
- HODs were reminded to place orders for research oriented books and not to buy multiple copies of existing books

### **Concluding Remarks - Bro. Dr. S. Arockiaraj, 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
- He asked the faculty to help students who do not have proper internet connectivity so that they would be able to take up University examinations without any hurdles. He also added that the valuation of answer scripts should be completed on time
- Brother appreciated the heads of the departments and coordinators of clubs for the successful conduct of webinars. He also rendered his appreciation to the Publicity committee
- Brother reiterated the purchase of research oriented books for the library. He asked HODs to contact their counterparts in reputed colleges to identify the list of required books for the central library
- It was informed that the approved list of students forwarded by the HODs for fee concession will be announced shortly

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



### Minutes of HOD meeting on 03/07/2021

#### Agenda

1. Prayer – Dr. Senthil Kumaran, HOD, Dept. of Psychology, Shift I
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. Academic Calendar – Mrs. Anandapriya, HOD, Dept. of Computer Application, Shift I
5. Any other matter
6. Concluding Remarks – Bro. Dr. S. Arockiaraj, Director and Secretary
7. Vote of thanks - Dr. Sweetly, HOD, Dept. of Commerce, Shift II

#### Minutes

The meeting commenced with a prayer by Dr. Senthil Kumaran, HOD, Dept. of Psychology, Shift I

#### Admission

- The admission status as on 02<sup>nd</sup> July was presented by Dr. Usha George, Principal.
- The Principal briefed HODs that the process for UG admissions will be to contact the applicants personally to check on their interest in joining the college and guide them to pay the fees in college office if willing.
- However, for PG admissions, there is no restriction. The complete admission process can be done through ERP or also be given the option to make the fee payment directly in college.
- It was decided that the publicity work should be carried out by stating



**“Applications Open”**

- It was informed that payment of fees through cheque and Demand Draft will not be entertained

**Regular and Arrear Fees Status**

- The fee status of both shifts was presented by the respective Vice Principals.
- The Vice Principals were asked to present the fees status of departments in two categories-departments showing progress in fee collections and the departments with no difference
- The management has approved three lists of students who require fee concessions. Further, departments can help out students who would require help. HODs were asked not to forward any more students for fee concession
- HODs were reminded that the list of students for fee concessions should be forwarded only through the Vice Principals and no student should be permitted to approach the Director's office directly

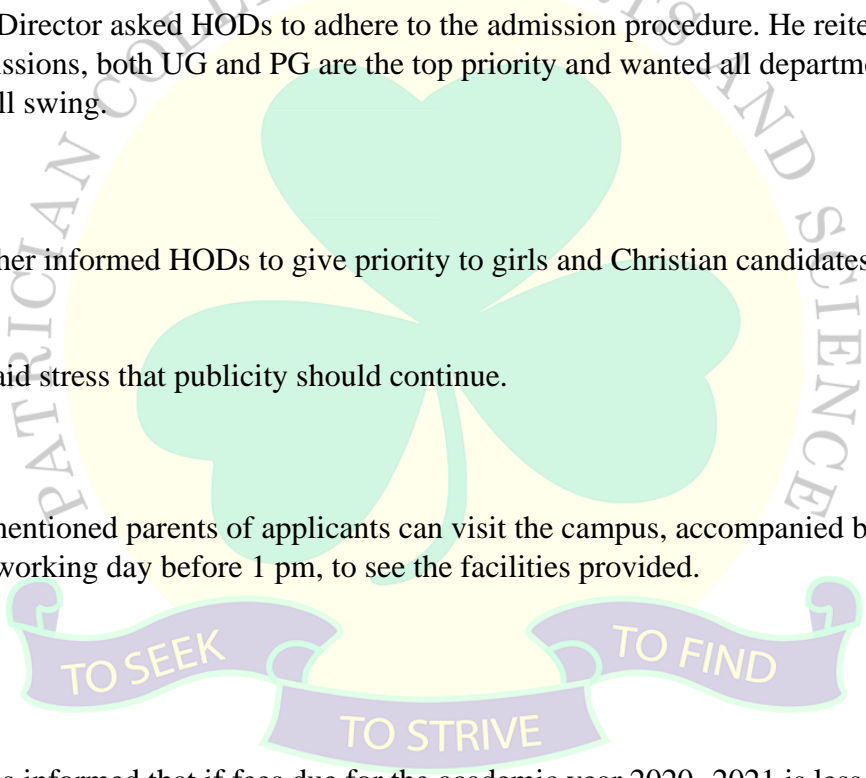
**Academic Calendar**

- As suggested by the Director, an all faculty meeting will be held on 31<sup>st</sup> July 2021
- HODs were asked to make arrangements for conducting certificate courses from 22<sup>nd</sup> July 2021
- Course module and resource person details to be forwarded to HODs by Mrs. Mohanapriya, PCEC coordinator
- It was decided that classes for II, III UG and II PG shall commence from 2<sup>nd</sup> August 2021

### Any other Matter

- It was decided that college anniversary celebrations will be held on 31<sup>st</sup> July 2021
- The college anniversary committee was asked to give a proposal for the college anniversary celebrations
- HODs were asked to assign work for faculty on campus and to track their attendance

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

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- The Director asked HODs to adhere to the admission procedure. He reiterated that admissions, both UG and PG are the top priority and wanted all departments to go ahead in full swing.
  - Brother informed HODs to give priority to girls and Christian candidates in admissions
  - He laid stress that publicity should continue.
  - He mentioned parents of applicants can visit the campus, accompanied by a faculty on any working day before 1 pm, to see the facilities provided.
  - It was informed that if fees due for the academic year 2020 -2021 is less than 40 lakhs, then the final 50% of one month salary arrear due will be credited to the faculty.

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

**HOD Meeting on 10/07/2021 at 11 am**  
**Points Discussed and Decision Taken**

**1. Admission Status**

- HODs were asked to view the applications, conduct an interview and inform the parent that the application is being processed. Further, the parents can be briefed about the facility of booking the seat if willing.
- If the parent is unwilling to book the seat, the application is to be kept on the waiting list and the parent should be informed that the seat availability status might change on a later day
- HODs were asked to allot every faculty a specific target number of admissions and a regular follow up to be carried out so that together as a team we achieve 100% admissions
- HODs of both the shifts should work together to fill up the sanctioned strength

**2. Fees Status**

- HODs were asked to give a reminder to final year students who are yet to pay the fees to pay immediately as the exams have got over and T.C. is to be issued shortly.
- It was decided that an ERP message should be sent to specific final year students who are yet to clear the dues. For regular fees collection, an ERP message can be sent once a fortnight to facilitate timely fee collection
- It was brought to the notice of the officials that the fee payment made through ERP is not reflected in the student portal. Due to this inconvenience, students are hesitant to make the fee payment through ERP. The ERP team was asked to follow up on this and to rectify it immediately
- HODs were asked not to forward any more lists of students for fee concession.

**3. Endowment Scholarship**

- HODs were asked to conduct endowment lectures in the name of prominent personalities who have contributed to your subject on a specific day and to mobilize funds in the form of sponsors by the family of the personality and registration fees of participants. The fund should be deposited as a fixed deposit so that through the interest accrued, students can be given scholarships
- It was informed that the guidelines for endowment scholarship will be circulated

- It was decided that alumni contributions of every department should be directed to the alumni account and from the alumni account it would be forwarded to the concerned department account. Similarly, contributions from charity organizations should be directed to the Patrician student welfare account and it would be forwarded to the respective departments

#### 4. College Anniversary celebrations

- It was decided that the photos of global MOUs should be sent to Vice Principal, Shift I for the AV to be presented on the day of the college anniversary celebration
- HODs were informed to discuss with their team the theme and the Department's new initiatives and were asked to stick to the deadlines
- The list of student participants taking part in the college anniversary celebration would be given by Mr. Daniel Chalke, IQAC Coordinator based on the requirements of the choir

#### 5. Patricians' Social Response to Covid challenges

- The survey reports on the details of students who lost their father/ mother during the pandemic and the students who need psychosocial support. Patrician Mentoring and counselling committee would facilitate counselling support for the deserving students
- It was decided that the status of the survey on **the willingness of students to get vaccinated for Covid 19** by the extension committee and the research study on the **Public opinion on Covid Vaccination** by the Citizen consumer club should be presented in the next HOD meeting

#### 6. Concluding Remarks

- It was decided that the following members should be included in the HOD Council
  1. Mr. Dharmendar, Coordinator, Exam Committee
  2. Mr. Martin Baskar, Member, Website Committee
  3. Dr. Nagajothi, IQAC Advisor
  4. Mr. Daniel Chalke, IQAC coordinator
  5. Mrs. Mashiya Afroze, ERP Coordinator
  6. Mr. Prithivi Rajkumar, Coordinator, Student Affairs

### **HOD Meeting on 24/09/2021 at 12:15 pm**

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

##### **1. Admission Status:**

- It was informed that the students are to be admitted on validation of the original T. C.
- HODs were asked to conduct interviews physically on campus so that there is a increased possibility of students joining our college after seeing the infrastructure and facilities of the college

##### **2. Regular and Arrear Fees status:**

- HODs were informed to conduct parents' meeting with parents of wards who are fee defaulters
- HODs were asked to bring to the notice of the Principal regarding long absentees so that there can be regular follow-up

##### **3. Academic Calendar & Internal Audit:**

- It was informed that the dongles of the LCD projectors are missing
- The class teachers and class representatives are responsible for dongle and remote in the respective classes



- Pending reports of the internal academic audit are to be completed within the stipulated time

#### **4. Status on Certificate Course:**

- It was brought to the notice that 59 students have not registered for the certificate course
- HODs were asked to discuss the matter in the department meeting and the faculty coordinator should follow up so that the students successfully complete the course
- It was informed that the policy on certificate courses will be circulated to the HODs

#### **5. Students Union Election & Investiture Ceremony:**

- HODs were informed to send the nominees PPT slides as one file on or before Monday, 27 September 2021
- Any corrections in the list of class representatives names can be made on or before Tuesday, 28th September 2021

#### **6. PG Orientation:**

- HODs were asked to prepare the department presentation to provide sufficient inputs on facilities and activities of the department and to introduce the faculty

#### **7. NCC Enrollment**

- It was informed that the enrollment for the batch 2021 - 2022 is to be completed on or before 8th October 2021
- At least one student from each department should enrol in NCC

#### **8. Status of Global Initiatives:**



- It was informed that the signing of MOU can be done through the online platform
- Through global MOU International webinars can be conducted

#### 9. Graduation Day:

- HODs were asked to collect the list of the first fifty University rank holders from the University
- The graduands from the passed out batches will receive the graduation certificate as in absentia
- From the University galley, the list of graduands of passed out batches can be identified

#### 10. Any other Matter:

- It was informed that the first-hour class teacher is to be present in the class at the stroke of the first bell
- Faculty have to handle class using PPT to kindle the interest for the subject among students
- There is a proposal by the management to help faculty to buy Laptops. The cost will be recovered in instalments

#### 11. Concluding Remarks by Director & Secretary:

- It is the responsibility of the faculty to take care of the facilities and infrastructure of the college
- It was informed that there should be conserved usage of electricity

- HODs were asked to be mentors and to maintain a healthy staff relationship
- It was informed that a Faculty Appraisal is being worked out

### Minutes of HOD meeting on 06/12/2021

#### Agenda

1. Prayer – Mrs Pushpalatha, HOD, Dept. of Computer Application, Shift II
2. Introductory Remarks - Dr. Fatima Vasanth, Academic Director
3. Academic Calendar – Mrs. Anandapriya, Academic Coordinator & HOD, Dept. of Computer Application, Shift I
4. Patrician Extension Activity for Community Empowerment – Dr. Sindhusivan, Convener, Extension committee
5. Any other matter
6. Concluding Remarks – Bro. Dr. S. Arockiaraj, Director and Secretary
7. 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

#### Introductory Remarks

- The role of HODs and senior faculty is vital in Exam Registration. Students should be aptly scrutinized under prevention and detention
- It was decided that HODs will update the fees status to the Vice Principals after

collating the data and cross verifying with the accountant.

- The second term fees payment should be done through ERP and no more fee payment will be made in instalments
- Discipline among students and Covid protocols to be strictly followed
- It was informed that the portions completed status has to be collected and short duration tests for an hour can be conducted on previous year question papers which will enable students to prepare for university examination

#### **Academic Calendar**

- HODs were asked to conduct class representatives meeting at the department level
- It was decided that the schedule of meetings will be incorporated in the academic calendar and the December month calendar to be updated on the college website

#### **Patrician Extension Activity for Community Empowerment (PEACE)**

- It was informed that all the first year students will take part in community service through SEEDS
- For second and third years, villages will be identified through clubs and cells towards extension services
- A regular follow up of student's involvement is to be carried out by the concerned department or club

#### **Any other Matter**

- It was decided that Physical Classes for all batches to commence from 03/01/2021
- Special coaching classes can be conducted from 9 am to 10 am. Prior permission to be obtained from Vice Principals
- PTA meeting can be conducted at the departmental level to help students with special needs

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

- The Director asked HODs to make students familiar with the facilities of the college, availability of venue booking system, bus pass and train pass.
- Brother informed HODs to give priority to discipline among students
- He laid stress on the timely collection of second term fees

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



### HOD Meeting on 28/01/2022 at 1:15 pm

#### Points Discussed and Decision Taken

##### 1. Introductory Remarks by Academic Director:

- It was informed with great jubilation that our institution is ranked under **Band Performer(non-technical)** by the Ministry of Education (MoE) for achieving Innovations and Entrepreneurship Ecosystem in our college.
- A Press Meet is planned to give wide publicity for the same

##### 2. Fees status:

- HODs were informed to convey students to pay the second term fees through ERP.
- HODs were asked to follow-up students who are yet to pay the previous year fees.
- It was informed that ERP message for fees reminder will be sent every Monday

##### 3. Scholarship:

- It was informed that deserving SC/ST students should apply for Government Scholarships. The Class teachers and HODs should facilitate the same
- The class teachers need to contact and identify deserving students and ask them to apply for Scholarships

#### 4. Placements:

- It was brought to the notice that students are not aware of the job profiles for which they have registered.
- HODs and final year class teachers were asked to interact with students about registrations for placements/ internships with companies.

#### 5. AQAR Requirements:

HODs were informed that

- The Nomenclature of the certificate courses conducted by each department should be unique
- The Program Specific Outcome(PSO), Course Outcome(CO) for the New Syllabus are to be forwarded to criterion II
- The consolidated report of the completed events should be uploaded to the website
- Copy of MOUs with organizations/ Reports of Workshops on IPR and Entrepreneurship are to be forwarded to criterion III
- Offer letters of students placed through off-campus of each department should be sent as a single pdf file to criterion V
- Students pursuing higher if they do not possess a valid Identity card then fee receipt can be attached as a supportive document



- An Attendance Certificate should be produced for availing OD
- Every faculty should present papers and an audit for the same should be conducted at the departmental level

#### **6. Institutional Best Practices:**

- HODs were asked to suggest best practices in discussion with their faculty team
- It was decided that departments have to provide certificates for students performing Host participation during inter departmental and inter collegiate events
- HODs were informed that an Event Manager certificate to be issued for students who organize events and E certificates for all the participants should also be issued.

#### **7. Awards and Recognitions:**

- It was informed that awards such as Best NCC Cadet Award, Best Teacher Award, Best Department Award etc. are to be instituted
- Suggestions on the citation and what the award will carry are sought from the faculty

#### **8. Foundation Day:**

- It was informed that Foundation Day will be commemorated on 02 February 2022
- It was decided that fifty per cent of the faculty from each department would participate in the celebration

#### **9. Academic Calendar:**

- The Academic Calendar for the month of February was presented

#### 10. Any other Matter:

- It was informed that HODs should inform the nodal officers to instruct students to write the required details on the covers of the answer scripts

#### 11. Concluding Remarks by Director & Secretary:

- It is informed that Covid Protocols to be followed strictly within the campus
- HODs and class teachers were asked to identify deserving students for scholarships
- Faculty were asked to encourage students to appear for Government Competitive Examinations like TNPSC etc.
- It was informed that books in the library are to be updated

