



**HOD COUNCIL MEETING MINUTES
FROM MAY 2022 – MAY 2023**



**MINUTES OF HEAD OF THE DEPARTMENT MEETING WITH OFFICIALS****DATE: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 Vasantha, 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.

Dr.USHA GEORGE

PRINCIPAL

Dr.Fatima Vasantha

Academic Director

Bro.Dr.A.Stanislaus

Director and Secretary

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 by 1 st year and 3 rd Year Class teachers	Message is to be circulated by the class teachers and a follow up by class teachers and head of the department will be done.	Dr.Fatima Vasanth, Academic Director
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

Dr.USHA GEORGE
PRINCIPAL

Dr.Fatima Vasanth
Academic Director

Bro.Dr.A.Stanislaus
Director and Secretary

TO SEEK

TO STRIVE

TO FIND