



## **PATRICIAN COLLEGE OF ARTS AND SCIENCE**

### **MINUTES OF THE REVIEW MEETING OF FRESHERS DAY**

The Review Meeting was held in the presence of Vice Principal shift-1 Dr. B Meena (SAC Convener), Mr. Prithiviraj Kumar & Mr. Ahmed Rasool (SAC Coordinators) & the members of Student Council at 2.00 p.m. on Tuesday, 20<sup>th</sup> September 2021 at the Shift-1 Vice Principal Office Room.

The Review meeting began with a Silent prayer. The meeting started by Dr. B. Meena shift -1 Vice Principal SAC Convener. She had given us a few suggestions about how to improvise the fresher's day program. She had also mentioned a few drawbacks including delay in program timing, seating arrangements, submission of audio tracks, emcee, corporate walk professionalism, disciplinary actions, the fillers and she had also ask the secretaries to involve themselves to host the program like to do emcee and she also said that the beginning of the program and the end of the program wasn't in a flow. She asked us to check whether the given announcement reaches the department secretaries and to keep in touch with them to know about what is happening inside the college. The achievements of the cultural and inter collegiate events to be announced everyday she had also asked the secretaries to maintain the documentations. To reduce the use of mobile phones during announcement and have printed copies of the announcement.

Equal opportunities should be given to both shift I & shift II participants.

The meeting concluded at 3.00 p.m.



### Members of Student Council

NAME	POSTING	SIGNATURE
Amanda Maria Edmonds	Chairperson	<i>Amanda Maria Edmonds</i>
Shree Kanaka Durga	Vice Chairperson	<i>S. Kanaka Durga</i>
Anisha Mary	PG Representative	<i>Anisha Mary</i>
Sri Lakshmi Priya	General Secretary	<i>S. Priya</i>
Lydia	Joint Secretary	<i>Lydia</i>
Nithin Paul	Treasurer	<i>Nithin Paul</i>
Jay Risho	Joint Treasurer	<i>Jay Risho</i>
Hemanth	Cultural Secretary [B], Shift-I	<i>Hemanth</i>

TO STRIVE



Sharon Jivangeline	Cultural Secretary [G] , Shift-I	
Tharun Kumar	Cultural Secretary [B], Shift-II	
Mahalakshmi	Cultural Secretary [G] , Shift-II	
Soundar	Sports Secretary [B], Shift-I	
Yuvashree	Sports Secretary [G], Shift-I	
Tharun Karthik	Sports Secretary [B], Shift-II	
Shalini	Sports Secretary [G], Shift-II	

Minutes by

Sri Lakshmi Priya .M, Secretary

Lydia .D, Joint Secretary

[IQAC - Coordinator]

TO STRIVE

# **PATRICIAN COLLEGE OF ARTS AND SCIENCE**

## **MINUTES OF THE STUDENT OPEN FORUM**

Time: 12.30 PM

Date: 14/10/2022

### **Members Present:-**

Rev.Bro.Dr.A.Stanislaus, Director

Dr.Fathima Vasanth, Academic Director

Dr.Usha George, Principal

Dr.Geetha Rufus, Vice Principal-Shift-II

Dr.B.Meena, Vice Principal-Shift-I (SAC Convener)

Mr.Prithivi Rajkumar M, SAC Coordinator

Mr.Ahmed Rasool, SAC Coordinator

Ms.Reena, Fine Arts Coordinator

### **And The Council Members**

The student open forum was conducted in the presence of Rev.Bro.Dr.A.Stanislaus, Director & Secretary, Dr.Fathima Vasanth, Academic Director, Dr.Usha George, Principal, Dr.Geetha Rufus, Vice Principal-Shift-II, Dr.B.Meena vice Principal-Shift 1 (SAC Convener), Mr.Prithivi Rajkumar, SAC Coordinator, Mr.Rasool SAC Coordinator at the E block BMS hall, around 12.30 pm, Monday 14th October.

It began with a prayer by Ms.Shree Kanaka Durga, Vice Chairperson and emcee was done by Mr.Ahmed Rasool, SAC Coordinator.

### **Suggestions given by the students,**

- Dinesh from BCA suggested implementing generalized courses.
- Christina from social works requested a proper circular for dress code.
- Students complained that break time is not sufficient for them to get food and asked to extend the break time.
- And they raised a query that bathroom space is less and there is no proper water supply.
- Dhanasekar from B.SC.CS complained that there is no proper teacher in their department and the subject teachers are being changed frequently.





- Students complained that bike mirrors are broken in the parking lot.
- Pranai from BCA requested to conduct inter college cultural.
- Shanmugam from B.SC.CS complained that there is no proper updation in the fees in ERP.
- Students asked why parents are not allowed for graduation.
- Students requested to provide stationary things and Xerox in the college.
- Balaji Nithesh from B.SC.CS complained that there is always server error in the ERP.
- Abdul from BCA requested a separate urinal basin in the restroom.
- Students requested a dress changing room because they find difficulty in changing dress in the restroom after sports practice.
- Media studies students requested for sound system changes and the needed sound system engineers.
- Amanda Chairperson complained that the information given is not passed to the students, there is a delay in passing information.
- Students requested to reduce the time of each period.
- Simon from Viscom complained that in the canteen rate of food has increased but there is no change in quantity and quality of food.
- Students asked to revise the cost of NCC camp.
- Sharon Cultural Secretary asked the management to provide proper practice timing for evening shift students.
- Students asked to change the timing for tournament matches.
- Students complained that there is a lack of attendance for students going to cultural events as OD is not given properly.
- Students asked for transparency in voting.

#### **RESPONSE FROM MANAGEMENT,**

##### **Response from Rev.Bro.Dr.A.Stanislaus**

The Brother informed that damages in the parking will be taken care, separate sports room for dress changing will be provided, xerox machine will be provided, he assured that water issue in restroom will be solved, providing proper sound system will be done and sound engineers



will be called, food prices in canteen will be taken care, for NCC uniform and facilities will be taken care and sanitary dispenser will be implemented more.

#### **Response from Dr. Usha George, Principal**

The Principal of the college assured that specialized courses will be introduced in college.

Change of subject teacher problem will be settled very soon in the B.SC.CS department and faculty will be appointed.

For graduation, allowing parents will be difficult as it will be crowded and for parents to see youtube live will be made.

The duration of class hours cannot be reduced.

The Chairperson's problem will be addressed too.

#### **Response from Dr. B. Meena, Vice Principal Shift-I (SAC Convener):**

The Vice Principal Shift I informed that the Dress Code details will be mailed to the students.

Intercollegiate cultural events will be scheduled according to the availability of dates in the academic calendar.

Assured that the NCC fee will be taken into consideration and solved.

Practice time for shift 2 will be discussed and proper timing will be allotted.

OD will be directly entered by the management

Each department should maintain a whatsapp group to pass the information so there will be no lack of communication.

She strictly said that timing for tournaments cannot be changed since the ground can be used only in the morning, and the last call for events will be 7:00 A.M.

#### **Response from Dr. Geetha Rufus Vice Principal Shift-II:**

Regarding the college fee transaction, the students were informed to bring chalcans and get the details updated.

#### **Response from Dr. Fathima Vasanth,**

##### **Academic Director:**

She assured that specialized courses will be implemented.

She instructed the students firmly that the break time will not be extended.

She also said that the duration of class hours cannot be reduced.

**SIGNATURE OF STUDENT COUNCIL MEMBERS**

S. No	Name	Signature
1	Amanda Maria Edmonds	<i>Amanda Maria Edmonds</i>
2	Shree Kanaka Durga	<i>S.K Durga</i>
3	Sri Lakshmi Priya.M	<i>S. Priya</i>
4	Lydia	<i>Lydia</i>
5	Nithin Paul	<i>Nithin Paul</i>
6	Jay Risho	<i>Jay Risho</i>
7	Hemanth	<i>Hemanth</i>
8	Sharon Jivangelina	<i>Sharon Jivangelina</i>
9	Tharun Kumar.S	<i>Tharun Kumar.S</i>
10	Mahalakshmi	<i>Mahalakshmi</i>
11	Soundar	<i>Soundar</i>
12	Yuvashree	<i>Yuvashree</i>
13	Tharun Kumar.D	<i>Tharun Kumar.D</i>
14	Shalini	<i>Shalini</i>

Minutes by:

Sri Lakshmi Priya.M, Secretary

Lydia, Joint Secretary

*[Signature]*  
16/10/2022  
[Partini Raj]  
SAC-Coordinator





**PATRICIAN COLLEGE OF ARTS AND SCIENCE**  
**MINUTES OF THE CULTURALS MEETING WITH DEPARTMENT**  
**SECRETARIES**

Time: 12.00 p.m

Date: 17/10/2022

**Members Present:-**

Dr. B. Meena Vice Principal-Shift 1 (SAC Convener)

Mr. Prithivi Rajkumar M, SAC Coordinator

Mr.Rasool, SAC Coordinator

Ms.Reena, Fine Arts Coordinator

And The Council Members

The Department Secretaries Meeting was conducted in the presence of Dr.B.Meena vice Principal-Shift 1 (SAC Convener), Mr.Prithivi Rajkumar SAC Coordinator, Mr.Rasool SAC Coordinator, Ms.Reena Fine Arts Coordinator at the C block conference hall, around 12.00 pm, Monday 17<sup>th</sup> October.

It began with a prayer by Ms.Anisha Mary PG Representative and the Chairperson Ms Amanda Maria Edmonds who gave the welcome address & she introduced the council members to the department secretaries.

The Vice Principal Dr. B.Meena advised the department secretaries to follow their roles and duties accordingly and to collect information about their respective departments and to be active in person and as well as in social media. The department secretary's whatsapp group was asked to be kept active and she addressed about the cultural event Evolution and encouraged the students to participate in other inter college cultural events.

Next Mr Prithivi Rajkumar (SAC Coordinator) asked the department secretaries to have a clarity on their objectives and to be responsible with the duties assigned to the respective departments. He also asked to find new talents in the departments and not to have a biased environment and to give opportunities to the interested students.





Followed by Mr Rasool (SAC Coordinator) advised the students to pass on information at the right time and to create awareness about Evolution and other cultural events and also to actively participate in the upcoming events.

Ms.Reena (Fine Arts Coordinator) announced the theme for Evolution 2022 – “DYNASTY” and explained the rules and regulations for each and every event and informed about the last date for registration for all the events.

Followed by the instructions, student council members addressed the department secretaries, Chairperson Ms Amanda Maria Edmonds advised the department secretaries to act as a bridge between the student council and the students of the departments and she also asked to maintain punctuality.

The Secretary MS. Sri Lakshmi Priya .M advised the department secretaries to respond to the messages and information posted in the official whatsapp group and the information should be going with a flow without any breakage since complaints were raised regarding the information not being passed on by the student council to the department.

The Cultural Secretary Shift-2 Mr.Tharun Kumar addressed that the participation of women in the cultural events was minimal and it had to be increased and made sure that inter college cultural was also given importance by the women and not only Evolution he encouraged them to participate in these inter college events.

Finally the treasurer Jay Risho Shift-2 gave information about the charity events and the charity fund will be collected every month 2<sup>nd</sup> Friday and the information should be passed on to the departments. All the departments must contribute wholeheartedly.

Queries were raised by the department secretaries regarding their cultural events.

The vote of thanks was given by the Joint Secretary Ms.Lydia.

**SIGNATURE OF STUDENT COUNCIL MEMBERS**

S. No	Name	Signature
1	Amanda Maria Edmonds	Amanda Maria Edmonds
2	Shree Kanaka Durga	S K Durga
3	Sri Lakshmi Priya.M	S. Priya
4	Lydia	Lydia
5	Nithin Paul	Nithin Paul
6	Jay Risho	Jay Risho
7	Hemanth	Hemanth
8	Sharon Jivangelina	Sharon Jivangelina
9	Tharun Kumar.S	Tharun Kumar.S
10	Mahalakshmi	Mahalakshmi
11	Soundar	Soundar
12	Yuvashree	Yuvashree
13	Tharun Kumar.D	Tharun Kumar.D
14	Shalini	Shalini

Minutes by:

Sri Lakshmi Priya.M, Secretary

Lydia, Joint Secretary

*[Signature]*  
Priyithi Priya  
SAC - Coordinator



**PATRICIAN COLLEGE OF ARTS AND SCIENCE**  
**MINUTES OF THE IQAC MEETING**

Time: 9.00 AM

Date: 21/10/2022

**Members Present:**

Mr. Prithivi RajKumar M SAC Coordinator

Mr. Ahamed Rasool SAC Coordinator

Ms. Reena Fine Arts Coordinator

Mrs. Mahalakshmi Assistant Professor (Department of Management)

Mr. Daniel Felix Joseph Chalke (IQAC Coordinator)

Mr. Nagarjun Assistant Professor (Department of Mathematics)

**And The Council Members**

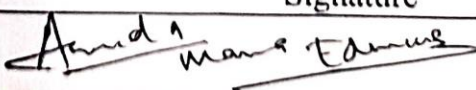
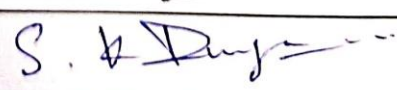

The IQAC Meeting on Leadership training took place at the BMS hall at 9.30 am on Friday 21<sup>st</sup> October 2022. The programme started with a prayer by Ms Anisha Mary PG Representative, the gathering was welcomed by Mr. Prithivi RajKumar (SAC Coordinator) & he briefed about the leadership training and development. The programme was conducted in two sessions, first session was headed by Mrs Mahalakshmi, Assistant Professor, Department of Management, and the second session was taken up by Mr Daniel Felix Joseph Chalke, IQAC Coordinator.

The first session was headed by Mrs Mahalakshmi (Assistant Professor) advised the students about leadership and teamwork. She inculcated the students the way a leader behaves and the qualities required to become a leader. Video presentation on leadership qualities were screened to the students for their understanding and to lead the team in a positive way.

The second session was headed by Mr Daniel Felix Joseph Chalke (IQAC Coordinator), he presented a power point presentation on leadership training and activities among the students were conducted to make a depth understanding of team coordination.

The vote of thanks was given by Tharun Kumar (Cultural Secretary - Shift 2) and Emcee was done by Sharon Jivangeline

**SIGNATURE OF STUDENT COUNCIL MEMBERS**

S. No	Name	Signature
1	Amanda Maria Edmonds	
2	Shree Kanaka Durga	
3	Sri Lakshmi Priya.M	





4	Lydia	Lydia.
5	Nithin Paul	Nithin Paul...
6	Jay Risho	Jay Risho.
7	Hemanth	Hemanth.
8	Sharon Jivangeline	Sharon Jivangeline.
9	Tharun Kumar.S	Tharun Kumar.S.
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11	Soundar	Soundar.
12	Yuvashree	Yuvashree.
13	Tharun Kumar.D	Tharun Kumar.D.
14	Shalini	Shalini.

Minutes by:

Sri Lakshmi Priya.M, Secretary

Lydia, Joint Secretary

*[Signature]*  
21/10/2023  
Priyanka Raj  
SAC Coordinator

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