

6.5 Internal Quality Assurance

6.5.1 Students Council Meeting Minutes

PATRICIAN COLLEGE OF ARTS AND SCIENCE
MINUTES OF THE MEETING

DATE:18/07/2023
TIME:2:00 P.M

OFFICIAL MEMBER: Arul Murugan, Physical Director

COUNCIL MEMBERS: Sports Secretaries of Both Shifts

1. Sundar Balaji M.R - SHIFT 1
2. Chithirai Selvi M – SHIFT 1
3. Senchaya K – SHIFT 2
4. Catherine Jasmine Mary J – SHIFT 2

Reporting time: 5:50am to 7:45am

Information Given By Physical Director Arul Murugan :

- Reporting time should be followed by every students .
- What are all events should be conducted for both boys and girls.
- Jersey will be given for separate events and for morning sessions also.
- Place will be given for individual sports separately.
- General meeting will be held once in a week, Minimum one hour.
- Atleast one sports secretary must be there with the team while they are going for zonal or selections.
- Students must attend the class on time after the practice.
- Green room will be provided for girls alone.



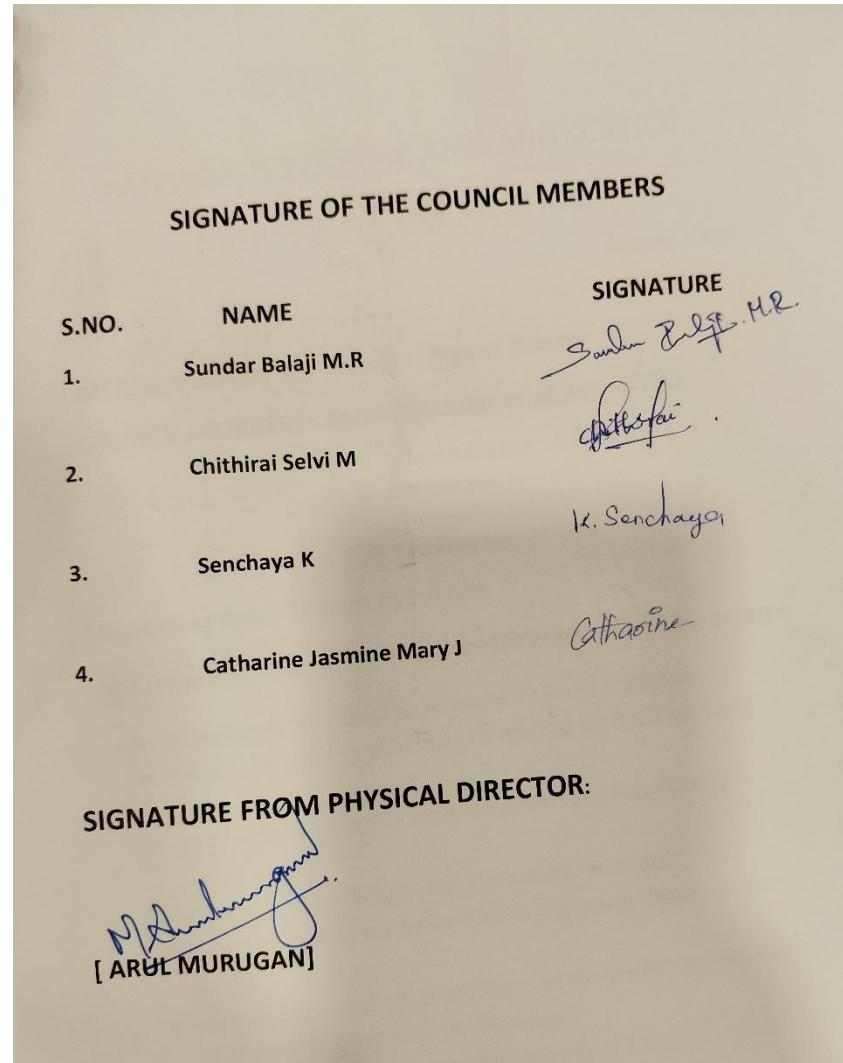
- ID Card is must for all.

Response By Council Members:

- We asked to provide proper water facility near playing area.
- We asked to provide green room and rest room facility for every sportspersons.
- We asked to provide good quality equipment for the upliftment of the sportspersons.
- We requested support staff to improve our technique in our games.
- We requested good quality jersey for the college team members.
- We requested locker facilities for both boys and girls.
- To provide first aid kits.
- Requested Indoor space for badminton team.



6.5 Internal Quality Assurance



6.5 Internal Quality Assurance

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

TIME: 2.40 P.M
DATE: 18/07/2023

Members Present:-

Dr. Fatima Vasanth, Academic Director.
Mr. Ahmed Rasool, SAAC Coordinator.

The Council Members:

S Arun Kumar, Chairperson.
Yuvan Shankar, Vice-Chairperson.
Hira Khan, Secretary.
Karthikeyan. J, Joint Secretary.

The proposal for the investiture ceremony was given by S. Arun Kumar(Chairperson) with Yuvan Shankar(Vice-Chairperson), Hira Khan(Secretary), Karthikeyan. J(Joint Secretary) to Dr. Fatima Vasanth(Academic Director).

RESPONSE FROM ACADEMIC DIRECTOR

- It was addressed not to mention the amount that to be collected for the charity and told the council members to visit every single class and collect the charity fund.
- It was addressed to mention about the 10th of every month the charity collected, if in case it is a holiday then the previous or next working day it will be collected.
- It was mentioned to change the point in the proposal about the locker that to seek the management's total support in every aspect.

6.5 Internal Quality Assurance

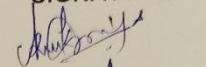
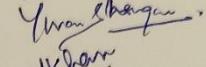
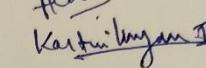
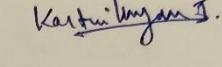
- It was suggested the council members work on a new scholarship program and enhance the existing scholarship program.
- It was addressed to the council members to segregate the proposal and the request and deliver it separately.
- It was suggested the council members work on the publicity of the college and also work for the admission support of the college.
- It was requested to the council members to maintain discipline among the students during the college and even when they visit other colleges.

RESPONSE FROM THE COUNCIL MEMBERS

- Hira Khan(Secretary) expressed her idea on preparing google sheet and spreading it through the department secretaries, and through that the council could figure out the student's talents and segregate them accordingly and send them to various events inside and also to other colleges.

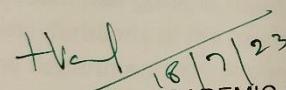
6.5 Internal Quality Assurance

SIGNATURE OF THE COUNCIL MEMBERS

Sno.	NAME	SIGNATURE
1.	S. Arun Kumar	
2.	Yuvan Shankar	
3.	Hira Khan	
4.	Karthikeyan.J	

Minutes by:

Karthikeyan. J, Joint Secretary
Hira Khan, Secretary


Hira Khan 18/7/23
SIGNATURE OF THE ACADEMIC DIRECTOR
(Dr. FATIMA VASANTH)

6.5 Internal Quality Assurance

PATRICIAN COLLEGE OF ARTS AND SCIENCE

MINUTES OF THE MEETING

TIME: 12.30PM

DATE: 25/07/2023

Members present:

Arun Kumar. S, Chairperson
Yuvan Shangar. G, Vice-Chairperson
Karthikeyan. J, Joint Secretary
Akash. D, Cultural Secretary (B)
Samuyuktaa. M. K, Cultural Secretary (G)
Yuvaraj. W. S, Cultural Secretary (B)

The student council team has gone to meet Anandapriya. B, Vice-principal to discuss about the time durations of the fresher's day events list and to request permission about the department secretaries meeting.

RESPONSE FROM VICE PRINCIPAL

It was addressed that the official program will be conducted for an hour and the chief guest for the event is Assistant Commissioner of Police, Adyar.

It was addressed that the program is planned to be complete before noon.

It was addressed that the timings fixed by the Academic Director for the event was 08.30 am to 10.30 am.

6.5 Internal Quality Assurance

It was mentioned by the Vice-principal that she is planning on making a proposal to the Academic Director to conduct the event from 09.00 am to 11.00 am.

It was addressed that the event conducted by the student affairs (fresher's day) should be within 45 minutes but can be extended for an hour as maximum.

It was mentioned that proposal is needed for everything,

It was questioned if the group with all the department secretaries was made and to circulated all information through it.

It was addressed that illusion's dance practice and Praveen's name will be included in the management meeting which is postponed to Friday.

It was questioned if the illusion team had met the Principal.

It was mentioned that dj can't be promised as evaluation starts from August 1st.

It was addressed that the college discipline can only be maintained through cooperation from the council.

It was mentioned that ma'am will be available from 7am to 4pm.

It was addressed that a proposal regarding audition will be conveyed to the Principal.

It was mentioned that there is no need for print outs, All invite can be just forwarded.

6.5 Internal Quality Assurance

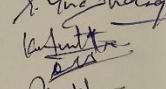
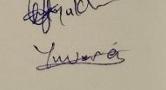
RESPONSE FROM COUNCIL

It was requested for permission for conducting the meeting with Department Secretaries.

It was requested to permit DJ events on fresher's day.

Done by,
 Karthikeyan. J, Joint Secretary
 Hira Khan, Secretary
 Abishikaa. D, Treasurer
 Pranav Vigensh, Joint Tresurer

SIGNATURE OF THE COUNCIL MEMBERS

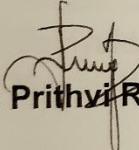
Sno.	NAMES	SIGN
1.	Arun Kumar. S	
2.	Yuvan Shangar. G	
3.	Karthikeyan. J	
4.	Akash. D	
5.	Samyuktaa. M. K	
6.	Yuvraj. W. S	



6.5 Internal Quality Assurance

SIGNATURE OF THE COUNCIL MEMBERS

Sno.	NAMES	SIGN
1.	Arun Kumar. S	<u>Arun</u>
2.	Yuvan Shangar. G	<u>Yuvan</u>
3.	Hira khan	<u>Hira</u>
4.	Karthikeyan. J	<u>Karthikeyan</u>
5.	D Abishikaa	<u>Abi</u>
6.	Pranav Vignesh M	<u>Pranav M</u>
7.	Akash. D	<u>Akash</u>
8.	Samyuktaa. M. K	<u>Samyuktaa</u>
9.	Yuvraj. W. S	<u>Yuvraj</u>

SIGNATURE OF SAC COORDINATES
Mr. Prithvi Raj Kumar
Mr. Ahmed Rasool**SIGNATURE OF PRINCIPAL**
(Dr. Arokia Mary Geetha Doss)

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

TIME:01.00PM

DATE: 02/08/2023

Members present:

SAC Coordinators:

Prithvi Raj Kumar

Ahmed Rasool

The Council members:

Arun Kumar. S, Chairperson

Yuvan Shangar. G, Vice-Chairperson

Hira khan, Secretary

Karthikeyan. J, Joint Secretary

D Abishikaa, Treasurer

Pranav Vignesh M, Joint Treasurer

Samyuktaa. M. K, Cultural Secretary (G)

Yuvraj. W. S, Cultural Secretary (B)

SAC coordinator held the meeting in order to instruct the student council to conduct charity on the upcoming Friday (4 August 2024) for the treatment of Abhishek from 2nd Bcom Cs shift-II as he met with a severe accident, and is in coma for now.

INSTRUCTIONS BY SAC COORDINATORS

SAC Coordinators instructed the student council to collect the charity amount from the students of the college during the third hour on 4th August from shift-1 and from shift-II as well.



6.5 Internal Quality Assurance

- ❖ To improve participation presence.
- ❖ We kindly request to give your suggestion on sports events.

SIGNATURE OF THE STUDENT COUNCIL MEMBERS:

1. ARUN KUMAR *Arun*
2. YUVAN SHANGAR *R. Yuvashangar*
3. HIRA KHAN *Hira*
4. KARTHIKEYAN *Karthikeyan*
5. ABISHIKAA *Abishika*
6. PRANAV VIGNESH *Pranav M*
7. AKASH *Akash*
8. SAMYUKTAA *Samyukta*
9. YUVARAJ *Yuvraj*
10. GIRIJA *Girija*
11. SUNDAR BALAJI *Sundar Balaji M.R.*
12. CHITHIRAI SELVI *Chithirai Selvi*
13. SENCHAYA *K. Senchaya*
14. CATHARINE JASMINE MARY *Catharine*
15. SANDHYA *Sandhya*

**SIGNATURE FROM PHYSICAL DIRECTOR
[ARUL MURUGAN]**

6.5 Internal Quality Assurance

PATRICIAN COLLEGE OF ARTS AND SCIENCE
MINUTES OF MEETING

01:00 PM

DATE: 18/08/2023

OFFICIAL MEMBER : ARUL MURUGAN Physical director

COUNCIL MEMBERS :

1. CHAIRPERSON (SHIFT I&II)
2. SECRETARY (SHIFT I&II)
3. TREASURER (SHIFT I&II)
4. CULTURAL SECRETARIES(SHIFT I&II)
5. SPORTS SECRETARIES (SHIFT I&II)
6. PG REPRESENTATVIE

DEPARTMENT SPORTS SECRATARIES MEETING :

Instructions given by physical director Arul Murugan:

- As we are recording attendance manually students are asked to come to regular practice.
- By the end of this month we need team name list for sports day events.
- Losing are having improper attendance may leads to non-participation of sports events.
- Students will not be allowed to attend any upcoming events regarding sports if they didn't come to regular practice.
- Department sports secretaries have the authority to contact students to make sure to pass the information regarding sports.
- Have a regular conversation so that they will get to know what's going on regarding sports.

Instruction given by the student council member:

- ❖ To acknowledge the message and to respond to those messages.
- ❖ To improve team co-ordination for department sports day.
- ❖ To maintain a healthy competition between break regarding sports.



6.5 Internal Quality Assurance

- ❖ To improve participation presence.
- ❖ We kindly request to give your suggestion on sports events.

SIGNATURE OF THE STUDENT COUNCIL MEMBERS:

1. ARUN KUMAR *Arun*
2. YUVAN SHANGAR *R. Yuvashangar*
3. HIRA KHAN *Hira*
4. KARTHIKEYAN *Karthikeyan*
5. ABISHIKAA *Abishika*
6. PRANAV VIGNESH *Pranav M*
7. AKASH *Akash*
8. SAMYUKTAA *Samyukta*
9. YUVARAJ *Yuvraj*
10. GIRIJA *Girija*
11. SUNDAR BALAJI *Sundar Balaji M.R.*
12. CHITHIRAI SELVI *Chithirai Selvi*
13. SENCHAYA *K. Senchaya*
14. CATHARINE JASMINE MARY *Catharine*
15. SANDHYA *Sandhya*

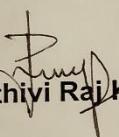
**SIGNATURE FROM PHYSICAL DIRECTOR
[ARUL MURUGAN]**



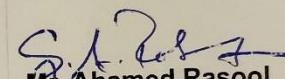
6.5 Internal Quality Assurance

9.	Yuvraj. W. S	<i>Yuvraj</i>
10.	Girija	<i>Girija</i>
11.	Sundar Balaji	<i>Sundar Balaji</i>
12.	Chithirai Selvi	<i>Chithirai Selvi</i>
13.	Senchaya	<i>Senchaya</i>
14.	Catherine	<i>Catherine</i>
15.	Sandhya	<i>Sandhya</i>

SIGNATURE OF SAC Coordinators



Mr. Prithiyi Raj Kumar



Mr. Ahamed Rasool

6.5 Internal Quality Assurance

PATRICIAN COLLEGE OF ARTS AND SCIENCE
MINUTES OF THE MEETING

TIME:12.30PM
DATE: 2/01/2024

Members present:

Arun Kumar. S, Chairperson
Yuvan Shangar. G, Vice-Chairperson
Hira Khan, Secretary
Karthikeyan. J, Joint Secretary
Abishikaa. D, Treasurer
Pranav Vignesh. M, Joint Treasurer
Akash. D, Cultural Secretary (B)
Samuyuktaa. M. K, Cultural Secretary (G)
Yuvraj. W. S, Cultural Secretary (B)
Girija, Cultural Secretary (G)
Sundar Balaji, Sports Secretary (B)
Chithirai Selvi, Sports Secretary (G)
Senchaya, Sports Secretary (B)
Catherine, Sports Secretary (G)
Sandhaya, PG Representative

The student council team had a meeting with **SAC** Coordinators regarding conducting an Intercollegiate event (Phantasia).

RESPONSE FROM SAC Coordinators

The SAC coordinators enquired about the requirement, plan of action and sponsorship, and also discussed about the pro-show and chief guest for the event.

6.5 Internal Quality Assurance

The SAC coordinators asked the Student Council to submit the blueprint of the event on 25th February 2024 and form the committees and assign heads.

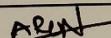
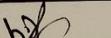
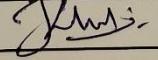
RESPONSE FROM COUNCIL

The Student Council has mentioned that the event will be planned and executed for 3 days.

The Student Council explained about the requirements, plan of action and source for the sponsorship for the event and has accepted to submit the blueprint on the mentioned date and start arrangements for the formation of the committees.

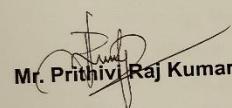
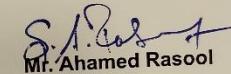
Minutes by,
Hira Khan, Secretary
Karthikeyan. J, Joint Secretary

SIGNATURE OF THE COUNCIL MEMBERS

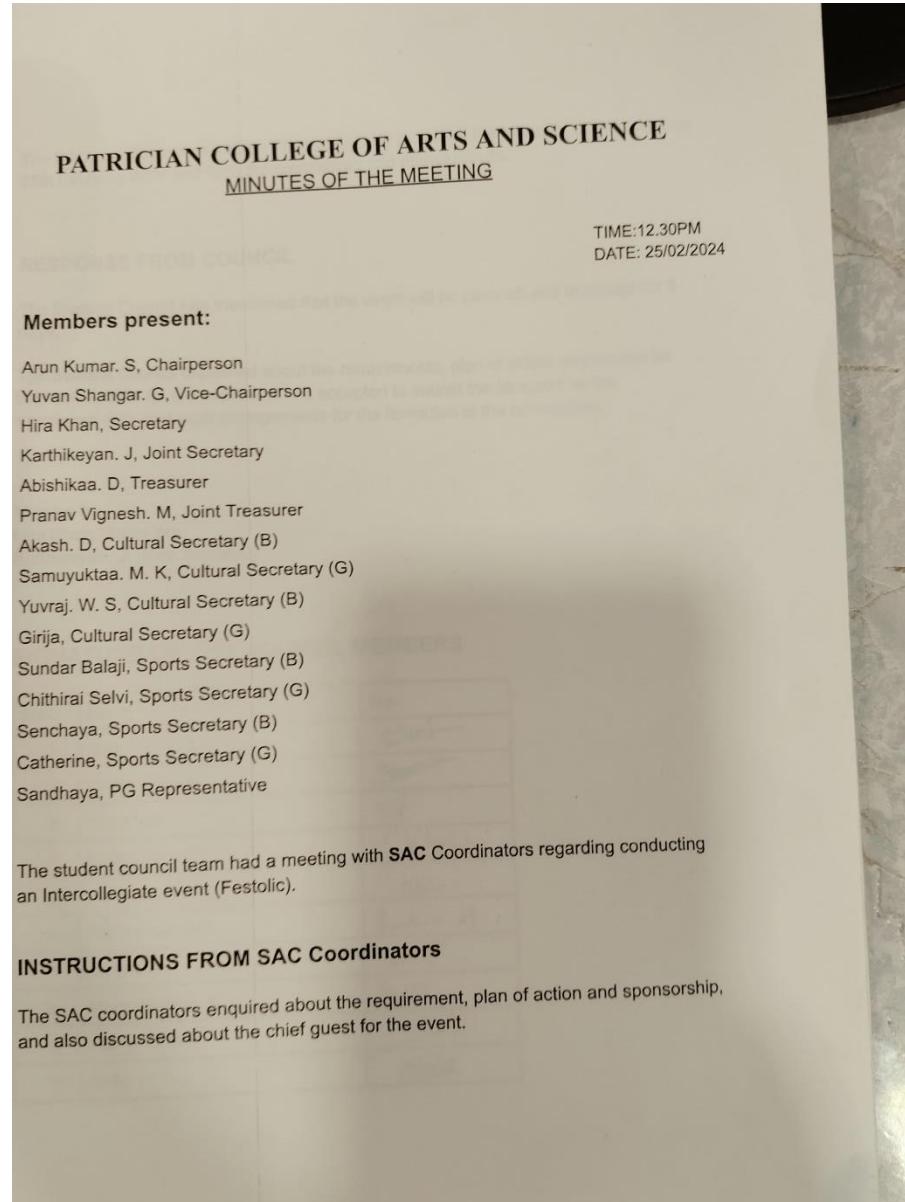
Sno.	Name	Sign
1.	Arun Kumar. S	
2.	Yuvan Shangar	
3.	Hira Khan	
4.	Karthikeyan. J	
5.	Abishikaa. D	
6.	Pranav Vignesh	
7.	Akash. D	
8.	Samyuktaa. M. K	
9.	Yuvraj. W. S	
10.	Girija	



10.	Girija	<i>Girija</i>
11.	Sundar Balaji	<i>Sundar Balaji</i>
12.	Chithirai Selvi	<i>Chithirai Selvi</i>
13.	Senchaya	<i>K. Senchaya</i>
14.	Catherine	<i>Catherine</i>
15.	Sandhaya	<i>Sandhaya</i>

SIGNATURE OF SAC Coordinators
Mr. Prithivi Raj Kumar
Mr. Ahamed Rasool

6.5 Internal Quality Assurance



6.5 Internal Quality Assurance

The SAC coordinators asked the Student Council to submit the blueprint of the event on 8th January 2024

RESPONSE FROM COUNCIL

The Student Council has mentioned that the event will be planned and executed for 3 days.

The Student Council explained about the requirements, plan of action and source for the sponsorship for the event and has accepted to submit the blueprint on the mentioned date.

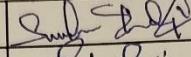
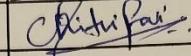
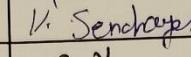
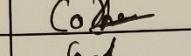
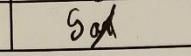
Minutes by,
 Hira Khan, Secretary
 Karthikeyan. J, Joint Secretary
 Abishikaa. D, Treasurer
 Pranav Vignesh. M, Joint Treasurer

SIGNATURE OF THE COUNCIL MEMBERS

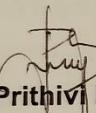
Sno.	Name	Sign
1.	Arun Kumar. S	ARUN
2.	Yuvan Shangar	YUVAN
3.	Hira Khan	Hira
4.	Karthikeyan. J	Karthikeyan
5.	Abishikaa. D	Abi
6.	Pranav Vignesh	Pranav
7.	Akash. D	Akash
8.	Samyuktaa. M. K	Samyuktaa
9.	Yuvraj. W. S	Yuvraj



6.5 Internal Quality Assurance

11.	Sundar Balaji	
12.	Chithirai Selvi	
13.	Senchaya	
14.	Catherine	
15.	Sandhaya	

SIGNATURE OF SAC Coordinators


Mr. Prithiv Raj Kumar
Mr. Ahamed Rasool

6.5 Internal Quality Assurance