



COLLEGE COUNCIL MEETING MINUTES

2017 – 2019



PATRICIAN ARTS AND SCIENCE COLLEGE
MINUTES OF COLLEGE COUNCIL MEETING ON 8/08/17 at Principal's Office

Members Present

- Dr. A. Joseph Durai - Principal
- Dr. Geetha Rufus - Vice-Principal
- Ms. Meenakshi. M - HOD, B.com, General
- Mr. Krishna - HOD, B.com, (CS)
- Ms. Subbulakshmi - HOD, BCA
- Ms. Frizilin - HOD, B, SC (CS)
- Mr. Habeeb - HOD, Vis.com
- Mr. Daniel - HOD, BBA
- Ms. Lakshmikumari - HOD, English
- Ms. Sathyapriya - HOD, Tamil
- Mr. Sriram - HOD, Maths
- Ms. Sindhu Sivan - HOD, Social Work
- Dr. Magaveer - HOD, Psychology

Members Absent - Nil

AGENDA

1. Admission List of First year students
2. CIA test of I, II and III year students
3. Long absent list

MINUTES

The meeting started at 1.45 PM at Principal's office.

1. Admission List of First year students

- The decision had taken over the students admitted in the first year who had not submitted the TC is that they will not be allowed to sit in the class with out submitting the TC. Within 14/08/17 they should submit the TC; otherwise their names will be removed from the rolls.

- Principal instructed the HODs regarding the long absentees in the first year and not submitted the TC. Their names should be intimated. With out TC admission is considering as invalid.

2. CIA test of I,II and III year students

- Those students who were absent and the students who had secured mark less than 4 out of ten in CIA test have to attend retest after 1.30 PM.
- If the student will fail to attend the retest will be warned.
- Students who are taking part in sports and cultural should be taken care while conducting CIA retest.
- Mr.Daniel, HOD, BBA, had shared his observation that most of the first year students got less marks in CIA because they were unable to cope up with English language. Over this, the suggestion had kept that the English department can conduct special coaching classes for interested students by clubbing the departments within the class hours. Report of English HOD is awaited.

3. Long absent list

- The students in II year and III year who are long absent and less than 75% attendance have to pay university fee for exams. It is mandatory. But this is not the criteria for writing university exam. They have to fulfil attendance criteria fixed by University for attending university exams.
- Letters should be send to parents of students who got less than 75% attendance.

The meeting was end up at 3.00 PM

Ms.Sindhu Sivan

(Council Secretary)



Dr. A. Joseph Durai

Principal

PATRICIAN ARTS AND SCIENCE COLLEGE

MINUTES OF COLLEGE COUNCIL MEETING ON 14/09/17 at Principal's Office

Members Present

- Dr.A. Joseph Durai - Principal
- Dr. Geetha Rufus - Vice-Principal
- Ms.Anandapriya - Dean of Academics
- Ms.Nagajyothi - Dean of IQAC
- Ms.Meena - Dean of students
- Ms.Unica - Dean of Nodal services
- Ms.Lenora - Dean of Training and Development
- Dr.Akhila - Dean of Extension Services
- Ms.Manjusha - Coordinator, B.com, General
- Mr.Krishna - HOD,B.com,(CS)
- Ms.Subbulakshmi - HOD,BCA
- Ms.Frizilin - HOD, B,SC (CS)
- Mr.Habeeb - HOD, Vis.com
- Mr.Daniel - HOD,BBA
- Ms.Lakshmikumari - HOD, English
- Ms.Sathyapriya - HOD, Tamil
- Mr.Sriram - HOD Maths
- Mr.Magaveer - HOD, Psychology
- Ms.Meenambika - Librarian
- Mr.Arulmurugan - Physical Director
- Ms.Masiah - Dean of Examination
- Ms.Sindhu Sivan - HOD, Social Work

AGENDA

- Remedial classes
- Net Coaching
- Convocation
- Micro Teaching

MINUTES

- Principal instructed that in the absence of HOD next senior person should be responsible for attending the HOD meeting.
- Minimum arrear students should encourage clearing the arrear and attending remedial classes from IInd and IIIrd year students.
- From first and second CIA marks weak students should be identified from first year students and conduct remedial classes after 1.30 PM.
- There will be a review of remedial classes after the results will come.
- Micro teaching started for faculty as part of FDP. Principal pointed out that micro teaching is for the development of faculty not for evaluating their performance.
- Convocation for November 2015 and April 2016 will be planning to take place on November 2017.
- Net coaching classes inauguration will be planned on 19/09/17. Resource persons were arranged for Vis.com, Social Work, English and Commerce.
- Hods and Deans were divided as groups for mobile checking in classes.



Signature Principal

PATRICIAN ARTS AND SCIENCE COLLEGE

MINUTES OF COLLEGE COUNCIL MEETING ON 29/09/17 at Principal's Office

Members Present

- Dr.A. Joseph Durai - Principal
- Dr. Geetha Rufus - Vice-Principal
- Ms.Anandapriya - Dean of Academics
- Ms.Nagajyothi - Dean of IQAC
- Ms.Meena - Dean of students
- Ms.Unica - Dean of Nodal services
- Ms.Lenora - Dean of Training and Development
- Dr.Akhila - Dean of Extension Services
- Ms.Meenakshi.M - HOD, B.com, General
- Mr.Krishna - HOD,B.com,(CS)
- Ms.Subbulakshmi - HOD,BCA
- Ms.Frizilin - HOD, B,SC (CS)
- Mr.Habeeb - HOD, Vis.com
- Mr.Daniel - HOD,BBA
- Ms.Lakshmikumari - HOD, English
- Ms.Sathyapriya - HOD, Tamil
- Mr.Sriram - HOD Maths
- Mr.Magaveer - HOD, Psychology
- Ms.Meenambika - Librarian
- Mr.Arulmurugan - Physical Director
- **Members Absent**
- Ms.Masiah - Dean of Examination
- Ms.Sindhu Sivan - HOD, Social Work

AGENDA

- Conducting Remedial classes

MINUTES

- Management has fixed high pass percentage.
- Students are not taking internal test seriously. Most of the teachers told will conduct remedial classes. Maths department have made their own system to conduct remedial classes.
- All HODs are informed to prepare the list of subject and students should be identified and schedule of the remedial classes should be made.
- From Past 5 years question papers important questions should be prepared.
- The schedule of the remedial classes should be submitted by on or before 1/91/17.
- Concentration will be given to first year students also.
- After 1.30 first year students classes should be kept.
- Ensure that students are attending the classes.
- The classes should be in examination point of view
- From 6/9/17 on wards schedule to be prepared.
- English department should distribute minimum three question papers.
- First year students should divide based on the medium of instruction they had in school for taking English remedial classes.
- English department will frame the time table for three sections of students for next semester.
- Remedial classes will start at 1.45 PM instead of 1.30 PM..
- If first year students are not attending the information should be given to parents.
- Details of MOOC courses status of each department should be submitted
- Other than online, the online subject syllabus should be taken as department level then conduct exam and give the certificate by the college itself.
- For English department spoken NPTEL platform is very important
- Video can be downloaded and inform to other department also.

- List of students who have not registered for exam should be submitted to the principal.
- Long absentees and the students who had taken TC should be removed from the rolls and they will come under the criteria of Detention.
- Cut off date will be intimate later.
- Ne. semester internal time table framing to be planned.


Ms. Sindhu Sivan
(Council Secretary)


17/10
Signature Principal

PATRICIAN ARTS AND SCIENCE COLLEGE
MINUTES OF COLLEGE COUNCIL MEETING ON 9/10/17 at Principal's Office

Members Present

- Dr.A. Joseph Durai - Principal
- Dr. Geetha Rufus - Vice-Principal
- Ms.Anandapriya - Dean of Academics
- Ms.Nagajyothi - Dean od IQAC
- Ms.Meena - Dean of students
- Ms.Masiah - Dean of Examination
- Ms.Unica - Dean of Nodal services
- Ms.Lenora - Dean of Training and Development
- Dr.Akhila - Dean of Extension Services
- Ms.Meenakshi.M - HOD, B.com, General
- Mr.Krishna - HOD,B.com,(CS)
- Ms.Subbulakshmi - HOD,BCA
- Ms.Frizilin - HOD, B,SC (CS)
- Mr.Habeeb - HOD, Vis.com
- Mr.Daniel - HOD,BBA
- Ms.Lakshmikumari - HOD, English
- Ms.Sathyapriya - HOD, Tamil
- Mr.Sriram - HOD Maths
- Ms.Sindhu Sivan - HOD, Social Work
- Mr.Magaveer - HOD, Psychology
- Ms.Meenambika - Librarian
- Mr.Arulmurugan - Physical Director

- **Members Absent** - Nil

Agenda

- Remedial Classes
- Study Holidays for students
- NME/So

- SoftSkill Exams
- ICA mark submission

Minutes

- Principal appreciated all Deans and HODs for success of the cultural programme.
- The observations on cultural programme was shared and at the time of announcement of result and prize distribution department names can be announced
- Duration of the programme can be shortened by dividing the programme in to two days.
- Concept walk idea is good but MS. Patrician and Mr. Patrician can be avoided.

Remedial classes

- From 16/10/17 -25/10/17 all II year and III year classes will be having remedial classes between 8.30 -11.30. For that Schedule should be prepared. In the same day of value education for III Yrs and soft skill for II yrs exams their remedial classes will be suspended.
- From 16/10/17 to 31/10/17 all Ist year students are having remedial classes on all days except examination days and attendance is compulsory.
- All NME and Soft Skill regular exam time will be 12.30 PM to 3.30 PM and arrear exams will be at 10.00am to 1.00 PM.
- English department will be co-ordinating with other departments and taking remedial classes

Last Working day

- For all II year and III year students last working day will be on 25/10/17.
- Hall ticket will be issued and signature of students to be obtained in internal marks for all subjects.
- For Ist year students internal marks signature to be obtained on 27/10/17
- Last day for calculation of attendance on 13/10/17 .
- For staff last working day will be on 3/11/17. Before that they should finish all internal mark entries and after obtaining signature from principal online entry have to be done.

NME and Soft skill Valuation

- Those who have handled the NME and Soft skill subjects can not be valuate the paper. Other staff from same department should valuate the answer sheets. Department heads have to give the name list of external examiner for NME and Value education.

- For soft skills after getting the clarification from the university regarding external examiner the same will be inform later.

Workload and Time table


- Next semester work load , time table and book requirements should be framed and submitted on 31/10/17.

Internal Marks

- Internal marks format should be uniform. So Dean of Academics was instructed to send the format to all HODs.
- There are no minimum marks for internals. It should be based on students' performance.
- If any faculty is allotting internal marks more than 23 out of 25 they should give proper explanation to the principal.


Ms. Sindhu Sivan

(Council Secretary)


Dr. A. Joseph Durai
Principal

PATRICIAN ARTS AND SCIENCE COLLEGE

**MINUTES OF COLLEGE COUNCIL MEETING ON 26/02/18 at Principal
Office**

Members Present

- Dr.A. Joseph Durai - Principal
- Dr. Geetha Rufus - Vice-Principal
- Ms.Anandapriya - Dean of Academics
- Ms.Nagajyothi - Dean od IQAC
- Ms.Meena - Dean of students
- Ms.Unica - Dean of Nodal services
- Ms.Lenora - Dean of Training and Development
- Dr.Akhila - Dean of Extension Services
- Ms.Meenakshi - HOD, B.com, General
- Mr.Krishna - HOD,B.com,(CS)
- Ms.Subbulakshmi - HOD,BCA
- Ms.Frizilin - HOD, B,SC (CS)
- Mr.Habeeb - HOD, Vis.com
- Mr.Daniel - HOD,BBA
- Ms.Lakshmikumari- HOD, English
- Ms.Sathyapriya - HOD, Tamil
- Mr.Sriram - HOD Maths
- Mr.Magaveer - HOD, Psychology
- Mr.Arulmurugan - Physical Director
- Ms.Masiah - Dean of Examination
- Ms.Sindhu Sivan - HOD, Social Work

AGENDA

- Entrepreneurship Programme
- Patrick feast Day
- Model Exam
- Women's Day
- Phantasia

MINUTES

- HOD meeting time should be at 2.00 PM. No late comings are entertained.
- All HODs have to give the report on SC/ST students' willingness to attend entrepreneurship programme.
- Patrick day feast will be conducted on March 12th 2018.
- Model exam will be commencing on March 13th.
- All classes will be dispersed at 12.00PM on 12th March for Patrick Day feast.
- On night stay of Marathon those students found to be consumed alchahole will be suspended.
- Women's day will be celebrated in grand way on March 8th.
- Job fair will be organized on March 10th.
- Valediction and college day will be conducted on March 23rd and 24th.
- Farewell will be decentralised. It will be conducting in respective classes.
- For inter collegiate culturals (Phantasia) the cultural coordinator had given orientation to the HODs regarding venue of the programmes and rules.
- Principal instructed no faculty should be inside the staff room and HODs should give the venue allotted list of faculty.
- Students under 50% attendances will not be allowed to enter the campus on that day.


Signature Principal

TRICIAN ARTS AND SCIENCE COLLEGE

MINUTES OF COLLEGE COUNCIL MEETING ON 13/03/18 at Principal's Office

Members Present

- Dr.A. Joseph Durai - Principal
- Dr. Geetha Rufus - Vice-Principal
- Ms.Anandapriya - Dean of Academics
- Ms.Nagajyothi - Dean of IQAC
- Ms.Meena - Dean of students
- Ms.Unica - Dean of Nodal services
- Ms.Lenora - Dean of Training and Development
- Dr.Akhila - Dean of Extension Services
- Ms.Meenakshi - HOD, B.com, General
- Mr.Krishna - HOD,B.com,(CS)
- Ms.Subbulakshmi - HOD,BCA
- Ms.Frizilin - HOD, B,SC (CS)
- Mr.Habeeb - HOD, Vis.com
- Mr.Daniel - HOD,BBA
- Ms.Lakshmikumari - HOD, English
- Ms.Sathyapriya - HOD, Tamil
- Mr.Sriram - HOD Maths
- Mr.Magaveer - HOD, Psychology
- Mr.Arulmurugan - Physical Director
- Ms.Masiah - Dean of Examination
- Ms.Sindhu Sivan - HOD, Social Work

Date _____

AGENDA

- Fare Well
- College Day
- Attendance Closing

MINUTES

- Fare well of third year students will be conducted on 26th and 28th March 2018.
- Each department had allotted the venue for conducting the fare well. Its entirely department decision.
- For college day prize winners list should be ready
- For overall topper Part III subjects alone should take in to consideration.
- For language for entire college one prize will be given.
- Ms. Mohanapriya, Aast.Prof ,English Dept. will be in-charge of Annual report on College day
- Prize distribution and certificate in charge will be English department.
- Prize winners list to be submitted to Mr.Sriram, HOD Maths Department.
- College day cultural programme in charge will be Ms.Ann Jacob.
- Best out going students from UG 2 students and from PG 1 student will be provided.
- Valedictory day photos will be taken for staff and students.
- On March 24th attendance will be closed.
- Before issuing hall ticket all dues and fee payment should be checked.
- If any student wants to borrow book from college library for preparing exams, the price of the book will be taken as caution deposit and refund when book will be return.
- Chief guest for College day and Valedictory function will decide later.




Signature Principal

PATRICIAN ARTS AND SCIENCE COLLEGE

**MINUTES OF COLLEGE COUNCIL MEETING ON 11/04/18 at Principal's Office at
4.00 P.M**

Members Present

- Dr. A. Joseph Durai - Principal
- Dr. Geetha Rufus - Vice-Principal
- Ms. Anandapriya - Dean of Academics
- Ms. Nagajyothi - Dean of IQAC
- Ms. Meena - Dean of students
- Ms. Unica - Dean of Nodal services
- Ms. Lenora - Dean of Training and Development
- Dr. Akhila - Dean of Extension Services
- Ms. Meenakshi - HOD, B.com, General
- Mr. Krishna - HOD, B.com, (CS)
- Ms. Subbulakshmi - HOD, BCA
- Ms. Frizilin - HOD, B, SC (CS)
- Mr. Habeeb - HOD, Vis.com
- Mr. Daniel - HOD, BBA
- Ms. Lakshmikumari- HOD, English
- Ms. Sathyapriya - HOD, Tamil
- Mr. Sriram - HOD Maths
- Mr. Magaveer - HOD, Psychology
- Mr. Arulmurugan - Physical Director
- Ms. Masiah - Dean of Examination
- Ms. Sindhu Sivan - HOD, Social Work

GENDA

- NAAC Criteria
- Workload and Faculty requirement
- TC Issuing

Minutes

Each NAAC criterion in charges was asked to give the dates for discussion regarding the criteria. Each in charges had given following dates

Criterion I –Not decided

Criterion II-May 11th

Criterion III-May 12th

Criterion IV-May 10th

- All HODS completed online mark entry.
- Stock verification should complete on or before June 4th or 5th. Department members can coordinate and complete the work.
- Each department staff requirement has discussed. The details has given below

SHIFT I

SLNO	Department	Full time	Hourly Basis/ Leave Vacancy
1	Psychology	Nil	Nil
2	B.C.A/Bsc (CS)	NIL	Nil
3	B.com (G)	4 (3 resignation+1 new addition)	Nil
4	BBA	Nil	Nil
5	B.com(CS)	Nil	Nil
6	Social Work	1	1
7	Maths	Nil	7 hours (ODD SEM)
8	Bsc. Viscom	Nil	Nil
9	English	Nil	Nil
10	Tamil	Nil	Nil
11	French		
	TOTAL	5	2

Shift-II

Sl. No.	Department	Full time	Hourly Basis
1	B. C.A/Bsc (CS)	2	Nil
2	com (G)	3	Nil
3	Maths	2	6 hours (ODD SEM)
4	Msc. Viscom	1	Nil
5	Electronic Media	1	Nil
6	English	2	Nil
7	Tamil	1	Nil
8	French	Not decided	
	TOTAL	12	1

- Next academic year onwards the work load of all Deans will be 16 hours.
- Dean of IQAC, Dean of Academics and Dean of Exam are exempted from this. Their workload will be 14 hours.
- All third year students TC will be issued by each department in the given dates and timing.
- One of the faculties from the department must present for issuing TC.
- The TC for the students whose arrear exam is pending will be issued later.
- The student must produce ID, hall ticket and 300 Rs of Alumina contribution by the time of TC.



Principal Signature

PATRICIAN ARTS AND SCIENCE COLLEGE

MINUTES OF COLLEGE COUNCIL MEETING ON 06/07/18 at 2.00 PM

Members Present

- Dr.A. Joseph Durai - Principal
- Dr. Geetha Rufus - Vice-Principal
- Ms.Nagajyothi - Dean of IQAC
- Ms.Masiah - Dean of Examination
- Dr.Akhila - Dean of Extension Services
- Ms.Lenora - Dean of Training and Development
- Ms.Anandapriya - Dean of Academics
- Ms.Meena - HOD, B.com, General
- Ms.Unica - Dean of Nodal services
- Ms.Meenakshi - HOD, A&F
- Mr.Krishna - HOD,B.com,(CS)
- Ms.Subbulakshmi - HOD,BCA
- Ms.Frizilin - HOD, B,SC (CS)
- Mr.Habeeb - HOD, Vis.com
- Mr.Daniel - HOD,BBA
- Ms.Lakshmikumari - HOD, English
- Ms.Sathyapriya - HOD, Tamil
- Mr.Sriram - HOD Maths
- Mr.Magaveer - HOD, Psychology
- Ms.Sindhu Sivan - HOD, Social Work

Date

AGENDA

- PG Reopening
- M.Phil Admission Procedure
- Retreat for Catholic Students
- Higher Education Bill

Minutes

- PG first year classes will be re opening on 25th July 2018.
- For M.Phil admission in Commerce and Social Work Department has to keep a common date for entrance test. Entrance test should included on research proposal writing and questions based on research methodology and Subject.



Signature of the Principal



PATRICIAN ARTS AND SCIENCE COLLEGE
MINUTES OF COLLEGE COUNCIL MEETING

MEETING HELD ON 9/06/18 at 4.00 PM

Members Present

- Dr.A. Joseph Durai - Principal
- Ms.Anandapriya - Dean of Academics
- Ms.Nagajyothi - Dean of IQAC
- Ms.Masiah - Dean of Examination
- Dr.Akhila - Dean of Extension Services
- Ms.Lenora - Dean of Training and Development
- Ms.Meena - HOD, B.com, General
- Ms.Unica - Dean of Nodal services
- Ms.Meenakshi - HOD, Account and Finance
- Mr.Krishna - HOD,B.com,(CS)
- Ms.Subbulakshmi - HOD,BCA
- Mr.Daniel - HOD,BBA
- Ms.Lakshmikumari - HOD, English
- Ms.Sathyapriya - HOD, Tamil
- Mr.Sriram - HOD Maths
- Mr.Magaveer - HOD, Psychology
- Mr.Arulmurugan - Physical Director
- Ms.Sindhu Sivan - HOD, Social Work
- Mr. John Vassegaran - Asst. Prof. BScComputer Science
- Ms. Gayathri - Asst. Prof. Viscom

Members Absent

- Dr. Geetha Rufus - Vice-Principal
- Mr.Habeeb - HOD, Vis.com
- Ms.Frizilin - HOD, B,SC (CS)

ENDA

- Admission
- New academic year preparations

MINUTES

Principal informed that the ERP system is changing so that all the HODs have to check the name list of the students of each class and a report should be given.

Timetable should be submitted on 14th June 2018.

Ms. Manjusha, Asst. Prof. B.Com Dept. had been proposed as Faculty Secretary of 2018-2019 academic year.

Principal asked all the HODs to propose one faculty's name from their department as a member of disciplinary committee of the college.

Faculty Development Programme will be held on 14th June 2018 at 2 pm to 5 pm regarding NAAC.

On 13th afternoon a brainstorming session on 7 criteria of NAAC for the NAAC committee members, will be held with the Principal.

Counselling and mentoring for catholic students and non-catholic students separately will be held in our college.

1. Principal has informed about the timing of the faculty members will be 08.05 am to 2.00 PM of this academic year.



Principal Signature

PATRICIAN ARTS AND SCIENCE COLLEGE

MINUTES OF COLLEGE COUNCIL MEETING ON 29/06/18 at 2.00 PM

Members Present


- Dr.A. Joseph Dura i- Principal
- Dr. Geetha Rufus - Vice-Principal
- Ms.Nagajyothi - Dean of IQAC
- Ms.Anandapriya - Dean of Academics
- Ms.Masiah - Dean of Examination
- Ms.Meena - Dean of students
- Ms.Unica - Dean of Nodal services
- Dr.Akhila - Dean of Extension Services
- Ms.Lenora - Dean of Training and Development
- Ms.Meenakshi - HOD, A&F
- Mr.Krishna - HOD,B.com,(CS)
- Ms.Subbulakshmi - HOD,BCA
- Ms.Frizilin - HOD, B,SC (CS)
- Ms.Mahalakshmi - Asst.Prof. BBA
- Ms.Gayathri - Asst.Prof.Vis.Com
- Ms.Lakshmikumari - HOD, English
- Ms.Sathyapriya - HOD, Tamil
- Mr.Sriram - HOD Maths
- Mr.Magaveer - HOD, Psychology
- Mr.Arulmurugan - Physical Director
- Ms.Sindhu Sivan - HOD, Social Work

Members Absent

- Mr.Habeeb - HOD, Vis.com
- Mr.Daniel - HOD,BBA

Date

- The eligibility of nominees was discussed. Relaxation for one arrear had given to the sports and cultural secretary. The nominee should be related to sports and cultural.
- Club coordinators can choose the club leaders.
- Six voters from each department.
- July 4th to 18th English and Maths Bridge course will be conducted for first years. Room NO.58 and 59 English and First floor D block Maths classes will be conducted at 1.30-3.30 PM.
- Compulsory attendance for bridge course.
- The IInd and IIIrd year parents should be informed regarding PTA meeting on 14th July.
- Industrial Visits will be reviewed on October.



Signature of Principal

Date

PATRICIAN ARTS AND SCIENCE COLLEGE
MINUTES OF COLLEGE COUNCIL MEETING ON 13/07/18 at 2.00 PM

Members Present

- Dr.A. Joseph Durai - Principal
- Dr. Geetha Rufus - Vice-Principal
- Ms.Nagajyothi - Dean of IQAC
- Ms.Masiah - Dean of Examination
- Dr.Akhila - Dean of Extension Services
- Ms.Lenora - Dean of Training and Development
- Ms.Anandapriya - Dean of Academics
- Ms.Meena - HOD, B.com, General
- Ms.Unica - Dean of Nodal services
- Ms.Meenakshi - HOD, A&F
- Ms.Jenni - Asst.Prof.B.com(CS)
- Mr.Krishna - HOD,B.com,(CS)
- Ms.Subbulakshmi - HOD,BCA
- Ms.Frizilin - HOD, B,SC (CS)
- Ms.Gayathri - Asst. Prof. Vis.com
- Mr.Daniel - HOD,BBA
- Ms.Lakshmikumari - HOD, English
- Ms.Sathyapriya - HOD, Tamil
- Mr.Sriram - HOD Maths
- Mr.Magaveer - HOD, Psychology
- Ms.Sindhu Sivan - HOD, Social Work
- **Members Absent**
- Mr.Habeeb - HOD, Vis.com

Date.....

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Retreat for Catholic Students
Investiture
Orientation for girl students
Fresher's Day
Scholarship
PTA
ERP

Minutes

On 19th From 9 am-5 P.M retreat for Catholic students will be organized. The List of students and phone number should be given to office by Monday by HODs. Compulsory for first year students.

Principal pointed out the lack of attentiveness of faculty members in the FDP program on Higher education and he asked HODs to submit the list of faculty members who left middle of the session after signing the attendance.

Investiture ceremony will be held on 20th July .The dress code will be Ivory colour shirt for boys and Travancore saree for girls. Formal shoe and Tie for boys.ID card should wear.

Seat No's will be given to HODs for badge holders seating.

Time of the investiture will decide based on the availability of Chief Guest.

All girls students should be informed that in canteen separate counter will be available for them.

The girls and boys of all the three years should be given an orientation on behavior in co-education institution through planned programme by Women Cell and selected Gents Staff (Mr.Danny And Mr.Sriram) .For this program total number of girls and boys of a department should be given.

The name list of the deserving students for scholarship should be submitted to Principal.

Students who are not having arrears, financially backward and not availing any other scholarships will be eligible for this.

ERP attendance should be checked daily basis by contacting Ms.Sangeetha.

From the discussion some points had been noted regarding ERP

- First Hour attendance should be streamlined.
- OD should be marked as same not as present.
- Cancel option should change as Edit option.



Signature of the Principal



**PATRICIAN ARTS AND SCIENCE COLLEGE
MINUTES OF COLLEGE COUNCIL MEETING ON 27/07/18 at 2.30 PM**

Members Absent

- Mr.Danny - HOD, BBA

AGENDA

- Sports Day
- Evaluazione
- Phantasia
- Women's Day
- Marathon
- Graduation Day
- Any other Matter

Minutes

- Principal instructed the HODs to control the discipline inside the department.
- Every day between 11 a.m- 11.20 am or 1.15 pm-2.00 pm the class teachers have to meet at least 10 students for collecting their personal details and to know about them personally.
- If any disciplinary issues happened, the class teacher must submit the entire details of the student to principal.
- ~~Any~~ disciplinary issues identified the class teachers will inform HOD and principal, before informing the parents.
- Dates of the College Events of this academic year.

SLNO	EVENTS	DATE
1	Sports Day	September 15 -2018
2	Evaluazione	September 28th and 29 th -2018
3	Graduation Day	December 2018
4	Study Tour	December 2018
5	Phantasia	January 24 th and 25 th 2019
6	Marathon	February 2019
7	Job faire	February 2019
8	Women's Day	March 8 th 2019
9	College Day	March 16 th 2019

- Sports registration had started and last day for submitting the name list will be 30th July 2018.
- Students who have disciplinary issues in the previous year will not be allowed to participate in sports events. HODs should consult all faculties and have uniform decision on this.
- On August 31st balance Arrear amount should submit to Mr.Martin, Account Officer.

Date _____

All department should submit current third year students details to Source Hub, like percentage in part B, C, D and null arrear.
ERP attendance on PTA would be day order 1 and Freshers day would be day order 2.
On PTA all 3 years will mark as all present.




Signature of the Principal

- ✓ I. TSSEC
- ✓ II TSSEA
- ✓ III TSSEB & TSSED

Ist Session
IInd Session
IIIrd Session

9am -11 am
11 am -1.00 PM
2.00 Pm- 4pm

- On Model exam HODs and Deans will be having floor duty.
- On 29/10/18 Model exam marks have to be submitted to Exam cell.
- On 22nd, 23rd and 24th Value education, soft skills and NME papers will be valuating by the concern subject teachers in the exam cell.
- Before the semester leave even semester Time table should be submitted.
- Till 9.30 students are allowed to enter the exam hall for model exam.
- On 15/10/18 entry for all students will be only through main gate.



Principal Signature

DEANS & HOD'S MEETING

DATE: 23/11/18

TIME: 2.PM

Agenda:

1. Outreach Programme
2. Need based classes
3. Review of semester examination
4. Graduation Day
5. ERP issues
6. Students Study Tour

Minutes

- Outreach for academic year 18-19 will be flood relief programme in affected places. E department few students to visit the affected area to distribute relief materials.
- Outreach committee will be in charge for relief work. Village will be identified & informed.
- All PG and Ist year students can be engaged engaged.
- II nd III year with no exam and willing can join.
- Inspection team will visit the affected area for pilot study. Preferably boys to be engaged in this work.
- Student core committee to have representatives from each department for pilot study.
- Contribution from faculty: 1000 Rs.
- Target to assist 1000 families' minimum.
- Contribution from students cash/Kind

Need based Classes

- Strength was very poor on 23/11/18
- Teaching was not effective.
- In absence of any specific information reporting time for faculty will be regular timing.
- I, II, & III yrs should not be combined in the classes whatever may be the reason.



Da.

DEANS & HOD'S MEETING

DATE: 3/12/18

TIME: 2.PM

Agenda:

1. Students tour
2. Staff Tour
3. Outreach Programme
4. UNOM exam on 7/12/18
5. ERP
6. Graduation Day
7. Christmas Celebration
8. Website
9. CIA-1
10. Inter Collegiate
11. ED cell
12. EPF

Minutes

- Departments had given the choices of places for tour – Shortlist operators to 2 or 3
- Staff tour will be conducted and tour committee members are Dany, Manju and Me
- Outreach programme target from students is almost achieved(Rs.77000)
- 8th December 2018 relief team will leave-encourage II year students to accompan
100 students.
- Social work will leave on 6/12/18 night for pilot visit Ist yr MSW along with Mr.
Dr.Raja and Dr.Sthyavathy.

NOM exam on 7/12/18

- All first years will have full classes.6/12/18 and 7/12/18-III yrs classes suspended.
- BBA: IIyrs classes suspended, III yrs will have classes on 6/12/18



- 8/12/18 Saturday regular classes for first years.

ERP issues from different departments collected.

- Graduation Day : In January Mr .S. P Thiagarajan has been approached.
- Christmas Celebration: Dec 21/2018: as per calendar for staff and for stu
20/12/18.
- 18/12/18:Carol competitions, inter band (evening)
- Christmas committee meeting on 4/12/18 Tuesday
- Website: Profile & syllabus to be updated Martin to be called for.
- CIA –I QP and answers: time schedule will be circulated.
- As usual –first two hours.
- Inter collegiate seminars/workshop can be conducted in morning session.
- ED Cell: shift I-AN
- Shift II :FN
- Designated place for E-cell scholarship rooms is converted to E-cell
- EPF : Procedure to access the portal to be taught is faculty while cond
meeting for faculty. Mr.Krishna in-charge for training.


Principal signature

Minutes of Deans and HODs meeting on 8/1/19

Agenda

1. Discipline /attendance
2. Graduation
3. Marathon
4. Intercollegiate fest.
5. Study tour
6. Staff Tour
7. Pongal

Minutes

- **. Discipline /attendance**
- Check the permission letter brought by the students as it is misused. Permit the student only if they have authenticated permission of principal to go out from the class.
- Instruct all the staff to not to correct assignments inside the class and not to use mobile.
- Check the behavior of girl students and one arm distance should be maintained from the gender.
- Detained students parents been met and status to be reported.
- Prevention has to be recorded in writing so that records are created.
- Class teachers are asked to meet the students and meetings to be recorded. No bias behavior from faculty. Concern for the student is very important.
- Clinical psychologists will be appointed soon and refer the names of the students for counseling.
- List of girls students who have got for behavioral problems will be forwarded to the department and these girls are asked to meet the principal.
- **Graduation Day**
 - SP Thyagarajan has accepted as chief guest of the Ceremony.
 - The date has finalized on Feb 2nd at 10.00.
 - Exam committee is in charge for the graduation day.
 - Sub committee will be decided later.
- **Marathon**
 - Basic planning is done
 - HODs will be in marathon meeting
 - Increase alumini participation
 - Prize for HOD who gives more participation
- **Inter collegiate fest:**
 - Jan 24th and 25th 2018

- Committees to be proactive regarding communication with each other.
- We can not conduct professional marathon.

II. PTM

- Ill year updated mobile numbers of parents should be collected
- Consent letter from parents for tour.
- Format mailed.
- Inform parents regarding university stipulation especially on attendance.
- Fees revised to be informed.
- Collect undertaking letters from parents of students who got less than 75% attendance.
- Previous semester status also be informed.
- List of name of the students whose attendance is less and parents do not turn up for PTA to be submitted to principal.

III. Exam Registration

- Last date :21/02/19 (with out penalty)
- Amount settlement – 21/2/19 (during break or after 1.15 PM)

IV. Attendance Closure

- For CPD on 4/03/19
- Detained students arrear fee not to be collected
- Students not registered in ERS because of lack of attendance under detained.
- Fees defaulters to meet Principal.

V. Model/NME/SS

- Question Paper Submission on 1/03.19
- Dates: College day : 23/3/19
- Valediction : 25/03/19
- Job fair: 16/02/19
- Feast Day: 13/02/19

Soft skills ,NME and practical dates had been decided .Model and practical exams will be conducted between 15/3/19/to 21/03/19.

- Model schedule and timing

Ist session – Ill yr – 9 am -11 am

II session – II yr – 11.30 – 1.30 PM



Minutes of Deans and HODs meeting on 18/1/19

AGENDA

1. Online test
2. Phantasia
3. Graduation
4. Alumini meeting – 19/01/19
5. Alumini event -6/02/19

Minutes

- List of the students have to be submitted for on line test on Monday.
- Phantasia
- During phantasia it is felt that ICSE gate is not advisable. Management can decide entry and exit as per the security arrangements. Patricians' entry on scanning.
- Minimum three ranks from one department will be given on graduation day as college toppers.
- All classes are suspended on 19/1/19 due to alumni meet.
- On 6th Feb alumini programme registration link open in the website.
- Student pass should be printed for Rs.100 for alumini meet.
- Alumini committee has formed
 1. B.com,general – De.Meena
 2. B.com CS- Mr. Krishna
 3. Bsc.Comp – Frizlin
 4. BCA –Vaishnavi
 5. BBa –Mr.Daniel
 6. Maths – Mr.sriram
 7. Bsc,Psychology – Dr.Mahaveer
 8. Social Work – Usha Jose
 9. Viscom – Pradeep
 10. English – Mohanapriya
- To promote all the programmes will display in LCD on 19/1/19 , in the alumni meet.
- Feb 6th programme coordinator will be Dr.Nagajyothi.
- Reception committee Carona and Sumathi
- Student committee-Hods have to assign one faculty in student committee.
- Mrs.Anadapriya will be coordinationg student committee.
- On Feb 6th the programme will be on 4.30 -6.30

Minutes of Deans and HODs meeting on 19/1/19 at 10.00 am

Agenda

1. Online Test
2. Placement
3. Students tour quotation

Minutes

- On 22nd a mock interview before placement drive for nil arrear students at 2.00 PM.
- On 22nd TCS will be conduction on training programme. Batch size will be 50 per batch. Arrear is not a barrier to attend and SC/ST students will give preference.
- First batch timing -9-11 am
- IInd batch -11.30 – 1.20
- IIIrd batch -2-4.00
- Number of the students for each department also allocated for each batch.
- 23rd and 29th Jan placement drive.
- All department is given quotation for students tour and finalized the places



Minutes of Deans and HODs meeting on 31/1/19 at 10.00 am

Agenda

1. Graduation Day
2. Marathon

- 30th online registration will stop
- On 31st grandaunts can pay the fees off line and departments have to settle the amount on that day
- All grandaunts will get the magazine by year wise. All HODS have to collect the magazine.
- Grandaunts should come with the seat number on that day.
- Attendance in rehearsal is must.
- Before getting the rob the grandaunts will go and pay tribute to the founder.
- One faculty to be allotted to guide the grandaunts to pay tribute to the founder.
- All should be seated before 9.40 am.



III session – 1st Year – 2 pm-4 pm

➤ On line mark entry will be on 1/04/19

All departments should be there tour on 3/03/19 and reporting to college on 4/03/19