

EXTRACT OF 2018-2019 GOVERNING BODY MINUTES

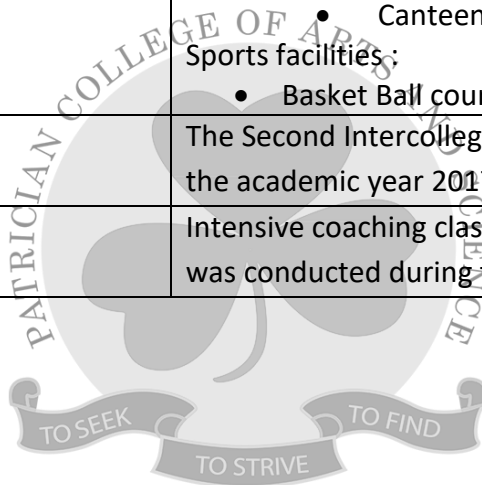
Agenda taken up for discussion :

1. To introduce B.Sc. Computer Science and BA Journalism for the academic year 2018 -19
2. Continuous provisional affiliation for the academic year 2018-19
3. To continue to conduct job fair and marathon
4. To renovate C Block
5. To aircondition Conference Hall and AV room in C Block
6. To provide staff room for Shift II
7. To redevelop staff room for Computer Application.
8. To appoint Rotational Headship in 2019-20
9. To increase the number of beneficiaries for institutional scholarship
10. To introduce staff medical insurance policy
11. To set a grotto for Mother Mary
12. To shift the old canteen to the new Cafeteria Block
13. To provide financial support for articles published by faculty
14. Conduct graduation day for 2017 and 2018 batch together
15. Organise Alumni Musical evening
16. Introduce more Certificate Courses
17. Follow up NCC

AGENDA 4 – Action Taken Report

S.No.	Points arising from previous meeting	Action taken
1	Appointment of Principal	Dr. Joseph Durai appointed as Principal w.e.f. 16 th June 2017
2	Permanent Affiliation	Under process
3	Continuous Provisional Affiliation	3 rd year Continuous Provisional Affiliation for BSW, B.Sc. Psychology and B.Sc. Maths was completed for the academic year 2017-18
4	Initiate new programmes in Shift – II	5 new programmes viz. B.Com. General, B.Com. Accounting & Finance, B.Com. Corporate Secretaryship, BCA & B.Sc. Electronic Media were initiated during the academic year 2017-18
5	Additional program introduced in Shift – I	B.Com. Accounting & Finance was introduced during the academic year 2017 -18 in Shift – I
6	Recruitment of teaching and non-teaching staff	Faculty were recruited to fill up the existing vacancy and for the new programmes introduced
7	Research programmes	2 M.Phil. Research Programmes commenced its admissions for the academic year 2018-19
8	ERP solutions	An agreement was entered with FirstlineInfotech for ERP solutions
9	Infrastructural facilities	Following infrastructural facilities were implemented in the academic year 2017-18

		<p>Academic facilities :</p> <ul style="list-style-type: none"> • Green Matte Studio, • Preview Theatre, • Recording Room and • Drawing room. • Editing suite • Multimedia lab • Photography studio • Computer lab <p>Additional facilities established:</p> <ul style="list-style-type: none"> • Chapel • LED Screen • OAT • Aavin Dairy Parlour • Parking lot • Canteen <p>Sports facilities :</p> <ul style="list-style-type: none"> • Basket Ball court
10	Intercollegiate fest	The Second Intercollegiate fest was conducted during the academic year 2017-18
11	Civil Services Cell	Intensive coaching classes for civil service aspirants was conducted during the academic year 2017-18



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Agenda 3 - Minutes of the Previous Governing Body Meeting Held On May 24th, 2016 at 2.00p.m.

Members Present:

1. Bro. Francis, Superior
2. Bro.Dr.S.Arockiaraj, Director and Secretary
3. Dr. Fatima Vasanth, Principal
4. Dr. ArokiamaryGeetha Doss, Vice Principal
5. Mrs. Lenora Vieyra, Faculty Representative
6. Sr. JecinthaQuadras, University Representative

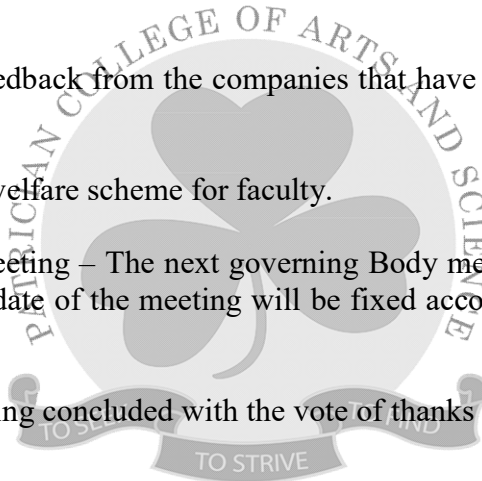
The following Agenda was taken for discussion

1. Prayer – The meeting began with a prayer by Mrs. Lenora.
2. Welcome and introductory remarks were given by Rev. Bro.Arockiaraj
3. Approval of minutes – The Minutes of the previous meeting was presented by RevBro.Arockiaraj, Director and Secretary and the Governing Body approved the Minutes.
4. Action Taken Report – Bro.Arockiarajpresented the Action Taken Report
5. Director's Report – Bro.Arockiaraj, presented the report and the Budget for 2016 – 2017 was taken note.
6. Principal's Report – Dr. Fatima Vasanth, Principal presented the Academic Report and the same was taken note.
7. Appointment of Principal. It was decided to complete the process of appointment before the commencement of the academic year.
8. To get Permanent Affiliation from University of Madras
9. Proposed to initiate new programmes in Shift I and shift 11 and Continuous Provisional Affiliation for BSW, B.Sc. Psychology & B.Sc. Maths. Proposed to start Research Programmes .
10. To study the programmes which can be enhanced to research departments
11. To fill up vacancy positions for the year 2016 - 2017
12. **To update the ERP solutions PalpapIchinichi Software International Ltd.**
13. Proposed to fill the administrative staff vacancies in the academic year 2016-17
14. Proposed to establish additional infrastructural facilities for the academic year 2016 – 17
15. To apply Ph. D. guideship for eligible candidates
16. To purchase additional projectors and full campus surveillance CC camera and Laptops.
17. Proposed to conduct an intercollegiate cultural fest

8	To update the ERP solutions PalpapIchinichi Software International Ltd.	Vendor for the academic year 2016 – 2017 for up gradation of ERP solutions -PalpapIchinichi Software International Ltd.
9	Proposed to fill the administrative staff vacancies in the academic year 2016-17	Administrative positions filled.
10	Proposed to establish additional infrastructural facilities for the academic year 2016 – 17	Staff rooms were renovated (English and Commerce / Accounting & Finance / Corporate Secretaryship Departments).
11	To apply Ph. D. guideship for eligible candidates	Applied for Ph.D. Guideship for eligible candidates.
12	To purchase additional projectors and full campus surveillance CC camera and Laptops.	Additional Projectors, Entire campus is under surveillance, Band instruments, two additional RO plants were installed And all Heads of the departments were provided with laptops.
14	Proposed to conduct an intercollegiate cultural fest	Decided to organize an intercollegiate fest “Phantasia” in September 2016.
15	To start a Civil Services Cell	To start a preparatory center for IAS / IPS aspirants.

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10. Remarks by University Representatives - The following suggestions was made by Dr.HanifaGhosh
11. To introduce online entry regarding ragging as per guidelines received from UGC.
12. To introduce NME ICT (Broad Band connectivity with wifi).
13. To concentrate more on Research activities and publications by faculties.
14. To increase the number of books in the library.
15. To document the feedback from the companies that have recruited students for the last 4 years.
16. To introduce more welfare scheme for faculty.
17. Governing Body Meeting – The next governing Body meeting will be held in the month of April 2015. The date of the meeting will be fixed according to the convenience of the President.
18. Thereupon the meeting concluded with the vote of thanks by Dr.Geetha Rufus, Vice Principal.



Agenda 9 - ADDITIONAL INFRASTRUCTURE FACILITIES

With increased number of courses and students the college requires the following additional facilities.

1. **Board Room:** A facility that will accommodate 30 to 50 members for management and academic meetings to be equipped with ICT facilities, round table and required furniture. This can be provided in the ground floor D Block with rest room facility.
2. **Conference Room:** 2 conference rooms needs to be equipped with ICT facilities, round table and required furniture. This can be provided in the ground floor D Block with rest room facility.
3. **Administrative Block:** The existing administrative block does not adequately cater to the requirements of Office of the Principal, administrative office, Vice Principal, Deans, Examination Wing, Placement and PCEC. The existing administrative office should be renovated to cater to the immediate requirements.
4. **Reception Room:** For parents, students and all visitors to be seated.
5. **Smart Class Rooms:** The conference room in every block can be upgraded with ICT facility, dais, podium and conference chairs for holding departmental conferences and seminars.
6. **Green Boards:** To replace all black boards with green boards.
7. **Class Rooms:** With the expansion of academic programmes more classrooms space is required. The C Block can be demolished and newly constructed to accommodate more classrooms.
8. **Canteen:** As the number of students has increased, canteen space and facilities should be enhanced. Renovations can be carried out to provide for more seating facilities.

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Agenda No. 9 – Additional Infrastructure facilities

Note – With increased number of courses and students the college requires the following additional facilities.

9. **Conference Room** - A facility that will accommodate 25 to 30 members for management and academic meetings. The conference room needs to be equipped with ICT facilities, round table and required furniture's. This can be provided in the ground floor D Block with rest room facility.
10. **Administrative Block** – The existing administrative block does not adequately cater to the requirements of Office of the Principal, administrative office, Vice Principal, Deans, Examination Wing, Placement and PCEC. The ground floor of the D Block can be modified to meet the above said requirements.
11. **Reception Room:** For parents, students and all visitors to be seated. This facility can be provided in the D Block ground floor.
12. **Smart Class Rooms:** The conference room in every block can be upgraded with ICT facility, dais, podium and conference chairs for holding departmental conferences and seminars.
13. **Department Room:** Every department to be housed in a separate room with facilities – Desktop Computer, printer, internet connection, wall built cupboards, separate table with locking facility for HODs and department replaceable name plates.
14. **Special Rooms:** For IQAC and Clubs.