

HEADS OF DEPARTMENTS MEETING MINUTES

DATE: 01/10/2018

VENUE: Principal's Chamber

TIME: 12:30 p.m.

AGENDA:

1. Introduction of New Courses
2. Submission of Notes of Lessons – IQAC
3. Retreat re-scheduled
4. 8th October – 15th October 2018 – Model Examination
5. Regarding one day tour
6. Feedback from Student
7. Submission of Workload – 5th October 2018

Minutes:

1. **Introduction of New Courses.**
 - **Research studies** can be introduced – suggested by Ms. Shantha
 - **M.A. English Literature** – under discussion till 10th October 2018 (Department of English will report)
 - **Research studies** – M.Phil or Ph.D in Social Work, Department of Social Work will submit a report.
 - **Job oriented certificate** and **Diploma courses** under the University of Madras (Commerce, Computer Science related courses).
2. Dr. T. Christopher Nallarasu was appreciated for winning the running race. Ms. Jemila was too appreciated for receiving an award.
3. Last date of submission for notes of lessons → 22nd October 2018. Before the last date, the Staff should get it signed from the Heads.
 - Number of Students admitted, first generation learners, parents' occupation, Tamil medium Students details to be filed in admission file.
 - Student assessment file, batch 2017-18 passed out Students to be filed.
 - 2017-2018 (batch) details convocation to be filed.
 - Department activity → Reports to be submitted.
 - All IQAC related files to be submitted on or before 22/10/18.
 - Remedial, Timetable and Workload 201819 odd semester to be filed.
4. Retreat for Staff and Students rescheduled on 6th October 2018. Catholic and Christian Students and Staff should attend the retreat.
5. Reporting time: 8:30 a.m., Shift I
Grace time: 8:45 a.m., Shift I

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Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
MOGAPPAIR WEST, CHENNAI - 600 037.

Reporting Exam Cell : 8:40 a.m., Shift I

Reporting at the Hall: 8:45 a.m., Shift I

Reporting time: 12:50 p.m., Shift II


Grace time: 12:55 p.m., Shift II

Reporting Exam Cell : 1:40 p.m., Shift II

Reporting at the Hall: 1:45 p.m., Shift II

Main gate will be closed by 8:40 a.m., Shift II Students will come for the Model Examination at the usual time.

6. Public Audio system is not audible.
7. One day picnic can arrange between the last week of November to 10th of December 2018.
Heads are responsible for all the happenings of the one day tour.
8. Feed back from Students. Students can post their feed back from 22.10.2018-26.10.2018.
Students will be given the ID and password from iBoss.
9. Deans and Heads should ensure that the Staff had covered all the portion from the syllabus.
10. Last date mark posting for Model Exam 23.10.2018.
11. For Practical Exams Science Staff should ensure that all the experiments are taught.
12. External Examiners should stay until the evaluation of that particular paper is over.
13. Lunch for External Examiners, refreshment for Internal Examiners, Lab assistants will be provided from the management.
14. Staff in-charge should ensure that the Students bring note books and pens.
15. No permission to be given to the Students during the 4th & 5th hour.
16. Workload for even semester last date 8th October 2018.
17. Entry of marks in the mark register to be finished before Model Examinations.
18. Five loaves plan is executed on daily basis.
19. Staff tour to be planned.
20. 36 Staff are yet to sign the Acquaintance Register. The salary of those Staff will be credited after 3 days.
21. 5th October 2018, Founder's Day celebration.
 - Morning, Holy Mass.
 - Naercha for all the Students.
 - Silent prayer.
 - 12:45 p.m. Staff will assemble at the Conference Hall.
22. NSS and NCC can arrange External and Social Programmes.
23. Heads should post the credentials of the Departments in the website.
24. Advertisements can be given from February onwards regarding admission.


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MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

Heads of the Department

Sl. No.	Name Shift - I	Department	Signature
1.	Fr. Philip Pulipra	Secretary	
2.	Dr. K. Mohandoss	Principal	
3.	Mrs. Ann Hepzibah Niraja	Vice Principal & OSL	<i>A. Ann</i>
4.	Dr. T. Prema	Language - Tamil	<i>T. Prema</i>
5.	Mrs. Indumathy Srinivasan	English	<i>I. Srinivasan</i>
6.	Mrs. Hency Juliet	Computer Application	<i>H. Juliet</i>
7.	Mr. James Felix	Computer Science	<i>J. Felix</i>
8.	Mrs. V. Savithri	Electronics	<i>V. Savithri</i>
9.	Mrs. Rekha	Mathematics	<i>R. Rekha</i>
10.	Mrs. Pragathi.A	Vis.Com.	<i>P. Pragathi</i>
11.	Mr. Leonard Solomon	Business Administration	<i>L. Solomon</i>
12.	Mrs. R. Selvi	Commerce (Accounting & Finance)	<i>R. Selvi</i>
13.	Ms. Lavanya Devi	Corporate Secretaryship	<i>P. Lavanya</i>
14.	Dr. Sudha	Social Work	<i>S. Sudha</i>
15.	Mr. T. Balachandar	Commerce	<i>T. Balachandar</i>
16.	Dr. Nallarasu	Physical Director	<i>N. Nallarasu</i>
17.	Ms. Shantha S	IQAC Co-ordinator	<i>S. Shantha</i>
18.	Dr. V. Iyappan	Dean of Discipline	<i>V. Iyappan</i>

19. Mrs. V. Kavitha

1)

V. Kavitha

Sl. No.	Name Shift - II	Department	Signature
1.	Ms. Hency Juliet	Vice - Principal	<i>H. Juliet</i>
2.	Dr. Shalini Maher	Corporate Secretaryship / Chief Superintendent	<i>S. Shalini</i>
3.	Mr. Arunagiri	Language - Tamil	<i>A. Arunagiri</i>
4.	Ms. K. Subhashini	English	<i>K. Subhashini</i>
5.	Mr. S. Ranganathan	Computer Application	<i>S. Ranganathan</i>
6.	Ms. Prasanna	Commerce	<i>P. Prasanna</i>
7.	Mr. D. Kalaiarasan	Business Administration	<i>D. Kalaiarasan</i>
8.	Ms. Karthika. S	Computer Science	<i>K. Karthika</i>
9.	Mr. Sahaya Nixon.A	Commerce (Computer Application)	<i>S. Sahaya</i>

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TIME: 12:00 noon

DATE: 1/10/18

Meeting - 9

MEMBERS

1. SECRETARY
2. PRINCIPAL
3. V.P., SH - I

AGENDA:-

1. Introduction of New Courses.
 - M.A. English
 - M.Phil., S.W.
 - P.h.d., Social Work.
 - **Certificate Courses (Commerce and Job related Certificate Courses)**
 - **Diploma Courses (2 year under the U.O.M.)**

2. Retreat is rescheduled on 6th October, 2018.

3. Reporting time for Model examinations. Reporting time: 8:30 am, 12:50 pm
Grace time: 8:35 am, 12:55 pm
Question Papers to be taken by 8:40 am & 1:40 p.m.

Invisigators to be present in the Exam Hall by 8:45 am, 1:45 p.m.

4. One day tour between Nov - Dec 2018.

5. Feedback through JBoss. Posting between 22nd October - 26th October 2018.

6. Practical University examination from 15th October 2018.

7.


Dr. M. SIVARAJAN M.B.A., M.Phil., M.A., M.Phil., Ph.D.,
Principal

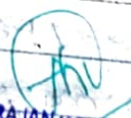
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Minutes:-

1. A Board can be put up at the entrance regarding certificate courses, campus drive.
2. Regular Classes for all the students from 16th October 2018.
3. 10 Systems had to be installed.
4. Fee devaluation list to be given to the Heads.
5. Staff Incharges should ensure that the students bring Notebooks to the class.
6. In the absence of Principal, Vice-Principals (Supt I & II), the Dean of Supt I or II could be take the responsibility.
7. The students in sports can go for O.D. only when they have proper permission from Principal. If not, they can either practice before 1:30 p.m. or after 5:00 p.m.


 1/10/18


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 Principal
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Meeting No.29

Head of Department Meeting

Date: 13.10.17

Venue: Principal's office

Time: 12:45 p.m.

Agenda:

- Prayer -Mrs. Ann Hepzibah, Head, Dept. of OSL
- Welcome by Principal
- Roll Call
- Leave of Absence
- **Today's Business:**
 1. New Course
 2. Staff Annual Return (Manual submission)

Agenda 1: New Course for the Academic Year 2018 - 19

Principal floated the idea for starting new courses for the Next Academic Year (2017 – 18). Already we had Preliminary Meeting in this regard with Secretary, Vice Principals, Academic Dean – Shift I and Academic Council Member, So bring out your suggestions.

Suggestions given by the HODs

UG course:

- ❖ **BA Journalism** – Suggested by Ms.Subhashini Advantage – Now a days media and News very powerful. Disadvantage – May affect BA English admission.
- ❖ **BA Tourism and Travel Management**
- ❖ B.Com (Banking Management) - Suggested by Principal based on Previous meeting
- ❖ B.Com (Honours) - Suggested by Principal based on Previous meeting
- ❖ Fr.John Peter suggested, we can approach Dr.Karunanithi to get more ideas and suggestions on leading course.
- **M.Phil in Social Work** suggested by Mrs.Ann Hepzibah.
- UG Students will not prefer BA Journalism. Students will prefer PG Journalism, Mrs.Pragathi suggestion.
- **Add-on course** suggested by Mrs. Savithri, like **Tally course**.
- We have to start Tally course in the beginning of Academic year so that we can get more students. Last year we got only 20 Students.
- **Training for competitive Examination.**
- **Add on course-Web Designing.** But lab facility required.

- Mrs. Selvi Johnson suggested, their Students strength is 77, during even semester, their students are affected very much.
- Need enhancement in the lab - Mrs.Karthika suggested.
- Mrs.Karthika suggested – we can offer **courses for (House wives)** public, so that we will get advertisement.
- Mrs.Pragathi suggested **Graphic Designing – Add on course.**
- Principal asked, Whether M.Phil will be preferred by Students.
- Mr.Balachander suggested, after the completion of MSW, Students will get job so they may not prefer M.Phil. Also for Teaching PG with SET/NET is enough.
- Mr.Devaraj suggested, our student's standard is not that much, starting B.Com Honours, we need students from CBCS like standard, but we are getting Students from poor in studies.
- At last Principal said, we deferred in starting of B.ComHonours this year, we will postponed it to next year.
- Finally most of Staff suggested, to start Add-on courses and Diploma courses.
- Mrs. Fennila suggested M.A.English because those who prefer teaching line will choose it.
- Mr. Iyappen suggested, In University itself still vacancy is there in MA English, also can do in MA English Correspondent.

Additional Section:

1. B.Com (CS) in Shift I
2. B.Com (G) in Shift II

Increase of Strength:

- B.Com (A&F) → 50 to 70
- B.Sc. (Electronics and Communication Science) →25 to 50

Certificate courses:

Tally
 Personality Development (Soft Skill courses)
 Dot Net
 Web designing
 Women Entrepreneurship
 Share investment

- Many courses are viable by providing lab facility, Microsoft certificate course (6 month course). We can tie up with NIT/CSC Computer center to conduct it.


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13.10.17 Meeting Attendance
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

Heads of the Department

Sl. No.	Name Shift - I	Department	Signature
1.	Fr. Sabu M George	Secretary	
2.	Dr. K. Mohandoss	Principal	
3.	Ms. S. V. Geethapriya	Vice Principal	Person
4.	Mrs. Ann Hepzibah Niraja	Dean of Academic	Ann
5.	Dr. T. Prema	Language - Tamil	For S. Prema
6.	Mrs. Ann Hepzibah Niraja	OSL	Ann
7.	Mrs. Indumathy Srinivasan	English	Indu
8.	Mrs. R. Selvi	Corporate Secretaryship	R. Selvi
9.	Mr. T. Balachandar	Commerce	T. Balachandar
10.	Mrs. Hency Juliet	Computer Application	Hency
11.	Mr. James Felix	Computer Science	James
12.	Mrs. V. Savithri	Electronics	Savithri
13.	Mrs. Rekha	Maths	Rekha
14.	Fr. John Peter	Social Work	John Peter
15.	Mr. Leonard Solomon	BBA	Leonard
16.	Mrs. Pragathi.A	Vis.Com	Pragathi
17.	Mrs. Soundaram	Commerce (Accounting & Finance)	Soundaram
18.	Dr. Iyappan.V	Exam Cell Co-ordinator	Iyappan
19.	Mrs. Shantha.S	IQAC Co-ordinator	Shantha
Sl. No.	Name Shift - II	Department	Signature
1.	Ms. Hency Juliet	Vice - Principal	Hency
2.	Dr. Shalini Maher	Dean of Academic	Shalini
3.	Mr. Arunagiri	Language - Tamil	Arunagiri
4.	Ms. K. Subhashini	English	K. Subhashini
5.	Mr. S. Ranganathan	Computer Application	S. Ranganathan
6.	Ms. Prasanna	Commerce	Leave
7.	Dr. Shalini Maher	Corporate Secretaryship	Shalini
8.	Mr. D. Kalaiarasan	Business Administration	D. Kalaiarasan
9.	Ms. Karthika. S	Computer Science	Karthika
10.	Mr. Sahaya Nixon.A	Commerce (Computer Application)	Sahaya Nixon

Circulated by: Mr. Thangappan M P

Mr. Vijaya Kumar R

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 Principal

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MEETING NOTE

Meeting No. 1

Date: 6.10.17

Time: 9:45am

Members:-

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Secretary

Principal

Vice Principals

Academic Dean shift I

Academic Council Member

Agenda:

New course & New Section for the Academic year 2018-2019

Opening Prayer:-

Mrs. Ann Hepzi Bab Neuroja

Last Date for the Submission of Application for the New Course and Additional section is 31st October 2017.

Suggestions for New Course

1. B.com Banking Management
2. B.COM Honours
3. BA Tourism & Travel Management
4. BA Journalism

Diploma / certificate course

Additional sections:-

1. B.com C.S in shift I
2. B.com (G) in " II

Strength Increase:-

1. B.Sc Electronics & communication Science, Shift I
2. B.COM A.&F, Shift I

Signature:-

1. Secretary

Jr. M. SIVARAJAN M.B.A., M.Phil., M.A., M.P.Ed., Ph.D.

Principal

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