

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI 600 034

MINUTES OF THE OFFICIALS AND HODS' MEETING

Date: 30th March, 2015

Time: 11.15am

Venue: J.D. Conference Hall

Welcome Address (Chaired by Fr. Principal)

- The meeting started with prayer by Dr. Albones Raj, Vice Principal – Shift I.
- The minutes of the previous meeting was read and passed by the members present.
- Fr, Principal said that all the academic work should be completed within two days. He appreciated the combined CIA pattern that has been introduced in this semester.
- He requested to be careful while scrutinizing the semester question papers and strive for 'a zero mistake question paper'.
- Fr. Principal read the agenda of the meeting.

1. Last date for CIA mark entry

- Still some of the staff members have not entered their first test marks in ERP.
- For any issues relating to non entry of arrears marks, the staff concerned
- The preference for Skilled based papers by the students should be informed to the ERP, at the earliest.
- Departments should make sure that all their staff members to update their CIA mark entry and get the signature of the students before 8th April.
- Some of the staff members have not updated the marks of the M.Phil subjects asked to do so, if not the students cannot pay their semester fees.
- HoDs have provision in the ERP to approve the CIA marks entered by the staff members and asked to use the provision.
- Some of the staff members have not completed one unit and ask the students to study by themselves.

2. Submission of Elective subject wise student list – status report

- Some of the departments have not submitted the subject electives of First year PG and Second year UG, which should be submitted before 7th or 8th April.
- Regarding Self Study Paper, departments are asked to submit the name of the paper to the Academic Deans office within 7 days of the reopening of the college.

3. Submission of Timetable for next semester – status report

- Only few departments have submitted the filled-in time table template for the next academic year.
- The last day of submission of the filled-in time table is extended till 7th March.

4. A review of the conduct of semester arrear examinations 2015

- advantages are – it mitigate the stress of the students, enable them to score high marks.
- draw backs – different dates, different papers, lack of time to set question paper, low attendance record during test times
- suggestions – can restrict the arrears options as per the batches (say, 12th and 13th batches only), quality of the papers should improve
- VP – COE has not given list of supervisors, no separate provision for differently abled students, more stress of additional exam superintendent, less cooperation from the aided administrative staff.
- Based on the outcome of the result of the arrears exams, the system should be reviewed and decide accordingly.
- suggestions were given to use pongal holidays, week ends to conduct arrears exam to avoid the pressure of the COE.
- The method introduced should be discussed in the Academic Council Meeting before introducing this system.
- Some of the students have left the exam hall within one hour, and should called for the explanation.

5. Date and venue for staff orientation on 16th and 17th June, 2015

- 18 th June - reopening day
- 16th and 17 th – orientation day (DP)
- venue – meeting in loyola or outside – will be informed latter
- for juniors – it 10, 11, 12 orientation
- could have stream wise orientation - science, arts, commerce
- Academic calendar -read by DP and suggestion and amendment made.

6. IQAC – Feedback

IQAC Coordinator shared the feedback collected from the stake holders during the academic year. The collated report will be shared with department for further the appropriate actions.

7. Any other matter

- Summer Training Program (STP) is different from Internship . STP could be taken any where, as per the convenience of the students.
- Hostel facility or food availability will have to be confirmed with Hostel Director, for those who are in need of hostel accommodation.
- Staff those who have not signed on the College Day were given memo and asked for their clarification.

The meeting came to end at 1.30 p m.

30-03-2015

CONFERENCE HALL

Time: 11.30 A.M.

OFFICIALS

S.No	NAME	DEPARTMENT	SIGN
✓ 01	Rev. Dr. S. Lazar, S.J.	Secretary & Correspondent, Library Director	
✓ 02	Rev. Dr. G. Joseph Antony Samy, S.J.	Principal, Director, Alumni Association	<i>[Signature]</i>
✓ 03	Prof. G. Ramamurthy	Deputy Principal	<i>[Signature]</i>
✓ 04	Prof. S. Pencier	V.P. - Administration (Shift-I)	<i>[Signature]</i>
✓ 05	Rev. Dr. Samuel Jeyaseelan, S.J.	V.P. & Dir. - Hostel, Controller of Examinations	<i>[Signature]</i>
✓ 06	Rev. Dr. Thomas Amirtham, S.J.	V.P. - Fin., Campus Treasurer	
✓ 07	Rev. Dr. M.S. Joseph Antony Jacob, S.J.	V.P. - Academics & Services	<i>[Signature]</i>
✓ 08	Dr. J. Dhanaraj	V.P. - Academics (Shift - II)	
✓ 09	Prof. George Fernandez	V.P. - Administration (Shift-II)	<i>[Signature]</i>
✓ 10	Prof. M.R. Arul Raj	Asst. Controller of Examinations	
✓ 11	Dr. R. Ravindharan	Dean of Research	<i>[Signature]</i>
✓ 12	Dr. Joe Jesudurai	Dean of Science	<i>[Signature]</i>
✓ 13	Prof. Alex Parimalam	Dean of Students	<i>[Signature]</i>
✓ 14	Dr. A. Marcus	Dean of Arts	<i>[Signature]</i>
✓ 15	Rev. Fr. Henry Jerome, S.J.	Dean of Human Excellence	<i>[Signature]</i>
✓ 16	Prof. Henry Maria Victor	Dean of Media Studies	<i>[Signature]</i>
✓ 17	Prof. Alston Rozario	Dean of Commerce & Economics	
✓ 18	Dr. D. Florence Isido	Dean Women Students	
✓ 19	Prof. J. Jerald Inico	Deputy Dean of Students (Shift-II)	<i>[Signature]</i>
✓ 20	Dr. Carol	Deputy Dean of Women Students (Shift-II)	
✓ 21	Dr. Xavier Mahimairaj	IQAC Coordinator	<i>[Signature]</i>
✓ 22	Dr. K.S. Antonysamy	WEPRO Director	

30-03-2015

HEADS OF THE DEPARTMENTS

Time: 11.30 A.M.

S.No	NAME	DEPARTMENT	SIGN
01.	Dr. J.M.V. Kalaiarasi	Adv.Zoo.& Biotech	
02.	Dr. M. George Johnson	Chemistry	
03.	Dr. T. Joseph	Commerce	
04.	Dr. D.L. Joseph Chandra	English Lit.	
05.	Prof. T. Eugene	Economics	
06.	Dr. Navis Abarna Roy	Foreign Langs.	
07.	Dr. L. Selvanathan	History	
08.	Dr. A. Victor Devadoss	Mathematics	
09.	Dr. Logeswar - G.	Oriental Langs.	
10.	Dr. P. Sagayaraj	Physics	
11.	Prof. S. John Kaviarasu	Outreach	
12.	Rev. Dr. E.P. Mathew, S.J	Philosophy	
13.	Dr. L. Antoine Lebel	PI.Bio.& Biotech	
14.	Prof. C. Robert Bellarmine	Sociology	
15.	Dr. Gladston Xavier	Social Work	
16.	Dr. T. Thobias	Statistics	
17.	Dr. Anthony Selvanathan	Tamil Literature	
18.	Prof. Suresh Paul	Viscom	

SHIFT - II - HEAD OF THE DEPARTMENT

01.	Rev. Dr. S. Maria Wenisch, S.J.	Comp. Science & MCA	
02.	Prof. Lawrence Jeyakumar	Media Arts	