

**LOYOLA COLLEGE (AUTONOMOUS), CHENNAI 600 034**

**ACADEMIC YEAR- (2015-2016)**

**MINUTES OF THE OFFICIALS AND HODS'/COORDINATORS MEETING**

<b>Date</b>	18 <sup>th</sup> March 2016	<b>Venue</b>	J.D. Conference Hall
<b>Time</b>	11.30 a.m.	<b>Ref. No.</b>	H8/ Even/2015-16

<b>AGENDA</b>	
<b>S.No</b>	<b>Brief Description</b>
1	Opening Session and passing of the minutes
2	Staff Evaluation through ERP
3	Rev. Fr. Superior General Visit-Review
4	Panel Discussion on the Political Awareness for Youth-Review
5	Job description and working rules
6	College Day preparation – VP Shift I
7	Academic Council Meeting-Review
8	Foreign students details
9	Other matters

<b>SUMMARY OF THE PROCEEDINGS</b>
<p><b>1. Opening Session and passing of the minutes</b></p> <ul style="list-style-type: none"><li>• The meeting started with the prayer by Prof. Y. John (Coordinator, Economics).</li><li>• The House paid respect to the departed soul of Vinay Sharan (14-CO-633) a second year BCom student who died in an accident. A condolence message will be sent to the parents of the deceased student, on behalf of the college.</li><li>• Fr. Principal welcomed the members and thanked for their cooperation in conducting the college. He asked them to complete the portions on time and to close all the academic, club and departmental activities.</li><li>• The staff incharge for club activities are asked to inform to the COE office or to the officials and confirm their record of completion.</li><li>• Staff members are asked to instruct the students about the malpractice and ask them to take the exam seriously and work hard for their success in the tests and in semester exams.</li></ul> <p><b>2. Ignite 2016- Review</b></p> <ul style="list-style-type: none"><li>• The report of the program was presented by the Dean of Student, Prof. Alex.</li><li>• Ignite 2016 took place on 14<sup>th</sup> March, 2016 in Kamarajar Arangam, in which 11 team participated. The program was completed on time at 9.30 pm. Prof. Alex Parimalam (Dean of Science) was highly commended for the orderly conduct of the program and for keeping the students in a disciplined manner.</li><li>• Clarification was sought to know whether Ignite was started as a fund raising event and not a much break through was achieved by this event. Compared to the time and energy spent in this event, the outcome is practically nothing.</li><li>• It is a high time to revisit to find whether such event has to be conducted.</li><li>• Concern was raised about using Ignite program as a way to canvas for the forthcoming students union election and to decide about the modalities of conducting Ignite in future.</li><li>• It was decided to form a committee consisting of Prof. Alex Parimalam, Dr. Sagayaraj, Dr. K. Antony samy, Dr. Jerome Das, former Dean of Students and Deputy Principal (as Advisor) to suggest the method of conducting the students union election and the conduct of Ignite.</li><li>• Fr. Principal wanted to trace out the history of Ignite and the objective for which it was initiated.</li></ul>

- It was suggested to revive Loyola Theatre Society and to stage play both in English and in Tamil.
- 3. College Day – Review**
- The program was highly appreciated for the quality and for the time management.
  - Special appreciation was placed to Prof. Pencier and his team, Mr. Xavier Selvaraj and Dr. Xavier of IQAC for the perfection and quality contribution to the success of the program.
  - Concern was raised for minimal time allotted while exhibiting their photos in the audio-visual. Also the program related to academic activities should have been given better focus in the audio visual. Students also were distracted; many visuals had not attracted them.
  - It was remarked that this College Day could be referred as one of the best one, so far happened.
  - Fr. Principal said that some of the staff members forced the admin staff incharge to give the attendance to sign beforehand.
- 4. SSP, STP and online registration**
- Dr. Joe presented inform regarding Self study paper, Skill Training Program and Online registration and said the details will be sent through email. He asked the department to encourage the students to take SSP paper in the line of the Department of Economics.
  - M. Phil internal test mark should be entered in ERP and asked the department to do the same at the earliest.
  - Still some 313 students have not entered their preference in Online and will be allotted by the Deans of Academics office as per the availability after the last date of closure.
  - For semester online registration, 760 students have not registered till the last day of closing (7<sup>th</sup> March) and 175 students have not paid the semester fees.
  - Since the number is quite high, it was decided to extend the closing date till 19<sup>th</sup> March for registering semester and arrears exams.
- 5. Staff evaluation through online**
- Online staff assessment will be conducted through students portal. All the students are eligible. Attendance and time table will be linked and so every student will have to take the online staff assessment, if not he will not be getting his/her hall ticket.
  - All the staff handling the core paper will be assessed. On 19<sup>th</sup> March, a trial run will be conducted in the computer lab.
  - From 21<sup>st</sup> till 30<sup>th</sup> March, the students are opened to assess the staff and on the day of hall ticket, the left out students will be given chance to record their assessment in the designated place.
  - Dr.A.Xavier, IQAC Coordinator shared the feedback collected during the year from parents, employers, staff and alumni on curriculum and infrastructure. The follow up on the feedback discussed and heads / coordinators are requested to submit the action taken report.
- 6. Diligence and Regularity in Attendance (Prof. George-VP shift II)**
- Out of total 8,000 plus students on record, 651 students have recorded 95% and above attendance in this semester. Of them 23 students recorded cent percent attendance. (This number was 327 and 12 respectively in the last semester).
  - Students of Department of Mathematics stood maximum in number. A function will be conducted to appreciate the students and to honour them with certificate and momento.
  - A department wise report was sought to find the status of the attendance.
- 7. Foreign University visit**
- A Institute belonging to California University visited our campus and wanted to collaborate with us and to have tie up with MBA and LICET.
  - The talk is in progress. They are willing to invite 60 students to their place for 14 days (7<sup>th</sup> June to 21<sup>st</sup> June) and the fees of Rs. 2 lacs will be funded by them.

- We will take their students and fund for them. Social Work department is ready with the framework and has prepared to send the students for intership

**8. Other matters**

- Request was made to update their details in the portals. Departments have not given information are asked to give for the annual report documentation.
- Details about the endowment lectures from the departments should reach the Deans of Academics office at the earliest.
- Regarding the minor and major projects, the research guides are asked to submit the report to the CFO and provide the relevant details for the audit and account purpose.
- The audit facility is available in our college itself and the members are asked to the avail the opportunity and not to go to outside auditors.
- It was confirmed that the college Principal is the only authority to decide about the permitting of a candidate for the PhD candidature.
- Form 16 is not issued to the members due to the snag in the government side. Matter about the pending arrears not paid by the government was informed to the RJD office.

The meeting came to an end at 1.35 pm.

18-03-2016

## CONFERENCE HALL

Time : 12.30 P.M.

## OFFICIALS

S.No	NAME	DEPARTMENT	SIGN
01	Rev. Dr. S. Lazar, S.J.	Secretary & Correspondent, Library Director	
02	Rev. Dr. M. Arockiasamy Xavier, S.J.	Principal	
03	Dr. Fatima Vasanth	Deputy Principal	
04	Prof. S. Pencier	V.P. - Administration (Shift-I)	
05	Rev. Dr. Samuel Jeyaseelan S.J.	V.P. & Dir. - Hostel, Controller of Examinations	
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	
08	Prof. George Fernandez	V.P. - Administration (Shift-II)	
09	Prof. M. Chandrasekar	V.P. - Academics (Shift - II)	
10	Prof. M.R. Arul Raj	Asst. Controller of Examinations	
11	Rev. Fr. A.M. Jayapathy Francis, S.J.	Dean of Human Excellence	
12	Dr. S. Vincent	Dean of Research	
13	Dr. Joe Jesudurai	Dean of Science	
14	Prof. Alex Panimalam	Dean of Students	
15	Dr. A. Marcus	Dean of Arts	
16	Prof. P. Mary Jessi Rani	Dean Women Students	
17	Prof. J. Jerald Inico	Deputy Dean of Students (Shift-II)	
18	Dr. Carol	Deputy Dean of Women Students (Shift-II)	
19	Dr. Xavier Mahimairaj	IQAC Coordinator	
20	Dr. K.S. Antonysamy	WEPRO Director	

18-03-2016

CONFERENCE HALL

Time : 12.30 P.M.

## HEADS OF THE DEPARTMENTS

S.No	NAME	DEPARTMENT	SIGN
01.	Dr. J.M.V. Kalaiarasi	Adv.Zoo.& Biotech	<i>(Signature)</i>
02.	Dr. M. George Johnson	Chemistry	<i>(Signature)</i>
03.	Dr. T. Joseph	Commerce	<i>(Signature)</i>
04.	Dr. D.L. Joseph Chandra	English Lit.	<i>D.L. Chandra</i>
05.	Prof. B. Bhagwan Das	Economics	<i>B. Bhagwan Das</i>
06.	Dr. Navis Abarna Roy	Foreign Langs.	<i>Abarna Roy</i>
07.	Dr. L. Selvanathan	History	<i>(Signature)</i>
08.	Dr. M.A. Basker	Mathematics	<i>(Signature)</i>
09.	Dr. Logeswar	Oriental Langs.	<i>Logeswar</i> 04/03/2016
10.	Dr. P. Sagayaraj	Physics	<i>P. Sagayaraj</i>
11.	Rev. Fr. Henry Jerome, S.J.	Outreach	
12.	Rev. Dr. E.P. Mathew, S.J	Philosophy	<i>(Signature)</i>
13.	Dr. R. Ravindhran	Pl.Bio. & Biotech	<i>R. Ravindhran</i>
14.	Prof. C. Robert Bellarmine	Sociology	<i>(Signature)</i>
15.	Dr. Gladston Xavier	Social Work	<i>(Signature)</i>
16.	Dr. T. Thobias	Statistics	<i>(Signature)</i>
17.	Dr. Anthony Selvanathan	Tamil Literature	<i>A. Selvanathan</i>
18.	Prof. Suresh Paul	Viscom	<i>(Signature)</i>
19.	Ms. M. Malini	Kaushal Kendra	<i>(Signature)</i>
20.	Mr. S. Vijayakumar	Physical Education	