

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI 600 034

ACADEMIC YEAR- (2016-2017)

MINUTES OF THE HEADS/COORDINATORS AND OFFICIALS' MEETING

Date	16 th March, 2017 (Thursday)	Venue	J.D. Conference Hall
Time	11.30 a.m.	Ref.No	H4/Even/2016-17

SUMMARY OF THE DISCUSSION

- 1. Opening session** - The meeting started with prayer by Dr. Abarna Roy-Head, Department of French. Fr. Principal welcomed the Heads/Coordinators and the Officials for the meeting. The minutes of the previous meeting was read and was passed after taking note of the corrections mentioned.
- 2. College Day Celebration (VP-Shift I)**
 - The college day program will commence on 18th March, 2017 at 5.30 p.m. Committees have been constituted at various levels.
 - Classes for both shift I and II will be held for two hours and starts from 2.30 p.m. Snacks will be distributed to the students in their class rooms. Attendance will also be taken at the end of the program;
 - Staff members are asked to stay in the campus till the end of the program. They will be signing the attendance record at the end of the college day program.
 - Group photo for the officials will be arranged on 18th March, 2017.
- 3. Students attendance review (Fr. Jacob)**
 - Students attendance review was presented by Fr. Jacob and clarified the queries raised;
 - It was observed that students get the advantage of 40-50 hours which would enhance their attendance percentage;
 - For deserving sportsmen, losing first two hours for practice will be considered, based on the merit of the case when they lack minimum attendance;
 - Union members should be instructed that they will not be given consideration if they lack minimum attendance. Minimum attendance should be enforced for the union office bearers (atleast 30%). Members and office bearers should be given different attendance ceiling.
 - The recent norms of the university are very strong, if the students fail to get 65% attendance, they cannot attend the semester examinations. Our college is more kind to allow 60% attendance.
 - It was pointed out that, till a student takes transfer certificate (TC), his name will be in the list and is marked present, unless he applies for medical leave. This confusion will not be there, if the attendance is strictly taken in tab, instead of manual attendance.
- 4. Restructuring of teaching, learning and evaluation (Dean of Sciences)**
 - Comprehensive information was provided on the restructuring process and concern raised was clarified.
 - Additional course taken outside the campus like Alliance Franchise will not be taken into consideration as Allied courses of the department. Instead, the students be given exemption from self study papers.
 - It was referred that the information on restructuring, needs wider consultation with the staff members and the deans office was asked to circulate the same for discussion at department level;
 - Regarding MCQs and DQBs, it was observed that the staff members should be given liberty to decide on the same.
 - Refunding of Rs. 500 for the students who obtained better marks in revaluation of semester exam marks was not accepted by the COE; instead, the lesser amount could be charged without refunding

the whole amount.

- Concern was raised by Dean of Human Excellence for the failure rate and asked the departments to focus on teaching pedagogy that only could provide solution to improve the result. He raised doubts on grouping students under CE and AE, which will not give desired outcome.
- He wanted all the units - LSSS, Outreach, Counseling service and SHE to work as the integrated body to support in developing soft skill, English learning and for remedial classes.
- Question was raised on the CIA marks allotment as 35,35,30 for UG and 30,30,40 for PG which need to be relooked, as the existing system is good. It was responded that the third component is given better share of marks to accommodate inbuilt MCQs for both UG and PG.
- It was observed that developing of e-content is not as simple as it is contemplated, which needs to be given proper format and staff should be oriented through workshops, before developing the same;
- It was noted that there is misconception about the usage of ICT and learning through software and staff need to be enlightened on this. Students should not be overloaded in the name of ICT enabled learning.
- Fr. Secretary pointed that teaching and learning should not become very technology oriented, rather training of mind is essential in the learning process. A Jesuit institution cannot be one with the crowd and should not lose its traditional characteristics. Our competence is on how to fit to manage those changes. Recruitment policy should be relooked based on the changing technology.
- The collated report of feedback on curriculum shared and submission of action taken report solicited from the units, offices and departments. Dr.Xavier, IQAC coordinator insisted the response from the offices concerned is important to make the system effective.

5. Other matters

- The second CIA tests will have the following changed time schedule –
 - Shift I –
 - First session 8.15 am – 9.45 am - for I year UG & PG
 - Second session 10.00 am – 11.30 am - for II year UG & PG
 - Third session 11.45 am – 1.15 pm - for III year UG
 - Shift II –
 - First session 1.30 pm – 3.00 pm - for I year UG & PG
 - Second session 3.15 pm – 4.45 pm - for II year UG & PG
 - Third session 5.00 pm – 6.30 pm - for III year UG and MCA
- Request was made to record correct subject code and title in the CIA papers and also to approve after uploading CIA marks in ERP.
- It was pointed out that thousands of semester marks sheets are lying uncollected and need to find the strategy to issue to the students, as they come in last minute to amend their information.

Meeting ended at 1:40 p.m.

Officials, HoDs, Coordinators Meeting.
16/03/2017

16.03.2017

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. 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 Parimalam	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	

16.03.2017

CONFERENCE HALL

Time : 11.30 A.M.

HEADS OF THE DEPARTMENTS


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. B. Bhagwan Das	Economics	
06.	Dr. Navis Abarna Roy	Foreign Langs.	
07.	Dr. L. Selvanathan	History	
08.	Dr. M.A. Basker	Mathematics	
09.	Dr. Logeswar. G.	Oriental Langs.	
10.	Dr. P. Sagayaraj	Physics	
11.	Rev. Fr. Henry Jerome, S.J.	Outreach	
12.	Rev. Dr. E.P. Mathew, S.J	Philosophy	
13.	Dr. R. Ravindhran	Pl.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	
19.	Ms. M. Malini	Kaushal Kendra	
20.	Mr. S. Vijayakumar	Physical Education	

16.03.2017

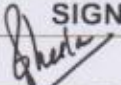
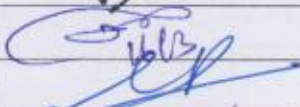
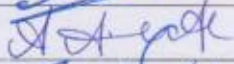
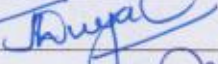
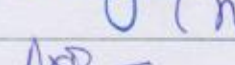


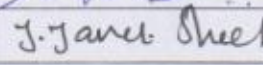
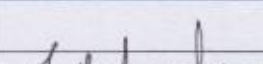
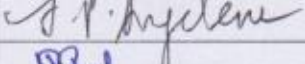

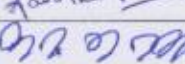
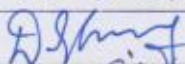


CONFERENCE HALL

Time : 11.30 A.M.

SHIFT – II – HEAD OF THE DEPARTMENT

01.	Dr. M.Nester Jeyakumar	M.C.A. & Comp. Science	
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SHIFT – II – COORDINATORS

S.No	NAME	DEPARTMENT	SIGN
01.	Dr. S. Sheela	Biotechnology	
02.	Prof. K.T. Manivannan	Commerce	
03.	Prof. Sushama Rajan	Corporate & BBA	
04.	Dr. A. Amali Asha	Computer Science	
05.	Prof. Jeyamani Divya Christodoss	Food Chemistry	
06.	Prof. Y. John	Economics	
07.	Prof. Xavier Dhanam	English	
08.	Prof. Isaac Francis	French Literature	
09.	Prof. Yesubakthan	Applied History	
10.	Dr. Janet Sheeba . J.	Mathematics	J. Janet Sheeba
11.	Dr. Robert Selvam	Medical Lab Technology	
12.	Prof. J.P. Angelena	Physics	
13.	Prof. Vincent Vijayaraj	Social Work	
14.	Prof. P. Yasodhai Yamini	Sociology	
15.	Prof. Gnana Yuvaraj, G.	Tamil	
16.	Prof. D.G. Eugene	Visual Comm.	
17.	Prof. L. Maria Alphonse Ligorì	Statistics	