

**LOYOLA COLLEGE (AUTONOMOUS), CHENNAI 600 034**  
**ACADEMIC YEAR- (2017-2018)**  
**MINUTES OF THE HODs/COORDINATORS/ OFFICIALS' MEETING**

<b>Date</b>	7 <sup>th</sup> April 2018	<b>Venue</b>	J.D. Conference Hall
<b>Time</b>	11.30 a.m.	<b>Ref. No</b>	HOD6/Even/2017-18

Prayer: Dr. Tobias – HOD Statistics

Principal: Welcome you all to this brief meeting.

Minutes of previous meeting : 15 Feb 2018, read out by Prof. Edward Sudhakar, Dean of Arts.

Corrections: 5 marks for all the streams.

Minutes were passed.

Controller of Exam (COE): Regarding semester 2018, 4% haven't paid the fees, this time we have made it possible for most students to attend the exams. We have helped a lot of students, in the future they should be ready in time.

Now the scrutiny is being conducted and things are going on as planned. I request HOD and those invited to carefully look into the question and the code and numbers. Especially for papers where students are repeatedly failing.

We have reworked the modalities for invigilation, after last times discussion. Only those who are going to retire will not have invigilation, 57 and running will have. There will be no increase in the remuneration. 45 professors requested for invigilation, we are trying to accommodate most of the request.

In all our communication to the HOD and Coordinators, there is always a delay is by more than a week or so, still some departments have not given they syllabus and model question papers.

For question paper setting 8 departments have not given the details. Regarding the Tamil name shift-1 10 and Shift -2 9 departments are still pending with the Tamil name for the 3<sup>rd</sup> Year students.

The main lapse here is the communication is not passed on to the professors in the department.

Regarding the advance amount for practicals, there is a need to give the breakup for the budget, this request is from the Treasurer's office.

Regarding the time table, we will send a note and the invigilation list to each department. Kindly display the time table on the notice board on the department.

IQAC: Reading registration, for the regular students, it should be automatically registered, if they register for the arrear papers it will be good. Regarding scrutiny, other colleges collect everything by the month of Feb, can we advance our scrutiny atleast by March, so that there is more time to do scrutiny?

IQAC coordinator shared the collated report of feedback from stake holders. The overall opinion of the stakeholders on curriculum found so positive.

COE: What we have done now is, we are giving them 2 to 3 days, we start the registration in Feb and it ends in march, but even now they come for registration. We are already adjusting, we will work it out.

HOD History: After scrutiny we are asked to carry out all the mistakes, can we have some clerical assistance while we do this.

Principal: Some departments submit the question paper very late, in spite of three reminders.

Prof.Bhagwan Das: MCC has not even started yet, not all colleges do it very early. I do not remember taking a decision about the age of the invigilation, we had a healthy tradition to relax the tradition for professors of 56 years of age.

Principal: Some junior staff are over burdenedwith invigilation.

Coordinator Social Work: The remuneration should be relooked into. The arrearquestionpaper, please give a cover letter as well.

Principal: Kindly submit the necessary details to your staff on time, circulate the information to all the staff in your department.

Deadlines to be maintained:

Dr.Joe G.M. Jesudurai: Read out the deadlines list.

Prof.Bhagwan Das: The UG book for our department is not given to us yet. Our experts are asking for the book, if that process is sped up it would be helpful.

Dean of Arts: On Monday all the UG department syllabus will be up on the website. The hardcopy will take a few more days. The students can also be informed of the same.

Dr.Navis: Can the Syllabus be uploaded from anywhere.

Dean of Science: It can be done anywhere, if the staff is not yet appointed.

Dr.M.A.Basker: We have not gone through the final correction.

Dean of Arts: Since it is Mathematics, the calculations were an issue. It can be sorted Monday morning.

Principal: I request you all to follow the deadline. I request the Dean of Academics to send a soft copy to everyone.

Sharing by Vice Principal Shift-1.

This is regarding attendance, for shift-1, students who have less than 50% is 252, 55 – 55 214, 900 65 and less than 80. 2279 above 0. Below 50 7%. 93% of students are eligible to write in shift 1. 93% Of students from shift-2 are eligible to write their exams.

Related to scribes, the Dean of Research office used to arrange for this, I will address the scholars, I also appeal to all the HODs to inform the guides to involve the scribes.

Any other matter:

IQAC: NIRF 2018, NIRF has become a regular phenomenon, it is disappointing to see the college is ranked a bit low that what it actually deserves. 1087 colleges participated in the ranking, there were some changes made in the weightage of the parameters. The chairman made a point that weights of certain parameters were changed particular in research particularly for colleges, they have added weightage in outreach and inclusivity, this change brought us down, that is the only reason.

Regional diversity last year 2.23 this year 3.04, there is an increase, women diversity, last year 16.7 this year 17.71. The overall percentage of the parameter has also been changed, the other blow was in the economically challenged last year full marks 25 /25, this year they reduced the weightage, in the top 25 none of the colleges got full score, the highest score this year for this parameter is 8.56.

Coming to research last year we got 100/100, this year we got 80% plus. The reason is the number of research publication and citations, last year Web of Science 305, this year 373, we have improved, in a correct sense if the same parameters were applied we would have got 100/100 this year also, these small modifications really brought us down. If the same parameters were applied we would have got more than 71 points. One important point we need to focus on is the Graduation outcome, the college is ranked 302 in India. We got only 48.47, that area we really need to work on.

Principal: Thank you for sharing the parameters, we need to bring up our pass percentage, we of not have placement data, that is another drawback we face. Otherwise we have good improvement.

Fr. Secretary: The interview schedule of the new staff, before that I would like to speak about the NIRF 2018. Our goal is to move forward, there are many reasons why it happens the way it happens, probably next year we have to do something to overcome this limitation. We need to be proactive as well and communicate to them politely.

I take this opportunity to mention that we need to inculcate this culture of getting ourselves properly assessed, the pass percentage remains a major concern for us. We need to start doing something about this. We need to set a target and work towards that in the coming year.

Regarding the interview for various posts will begin on 28<sup>th</sup> April, 2018, they want to give more time for the interview this time. 28<sup>th</sup> to 5<sup>th</sup> might be the tentative dates. The HODs will have to be available for this exercise.

HOD History: Slow learners one candidate in MA, they could not reach the pass percentage, can anything be done in their favor?

Dean of Science: This would be the last time we would be together, I thank the management for tolerating me for these 33 years, it has been a pleasure working, issues we would have differed, what I enjoyed most is, after the issue we are always able maintain the friendship, thank you very much.

Secretary: I am sure you agree with me that Prof. Joe was always helpful, I mentioned it in many meetings, I use to enjoy his interventions, the clarity in which he can present, when Prof. Joe intervenes he gives a lot of clarity, the management is very grateful for his generosity. I have a great admiration for you. I also take this opportunity to thank Prof. Pencier, he has been the right hand of the management, he carried out a lot of tasks. He is a very pleasant person, I want to thank him for his wonderful service.

Principal: I would like to thank all the retiring officials. It was a pleasant experience for me to work with you all. I thank you for your support.

Prof. Pencier: I would like to thank all the Officials HODs for tolerating me, it has been a pleasant experience.

Principal: 11<sup>th</sup> is our last working day, kindly follow the deadlines mentioned by the Dean of Sciences. Kindly circulate the information with the faculty members. Please be present during the admission time. I request you to strengthen the data of your department, particularly about the outgoing students. I once thank all of you for your contributions.




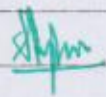

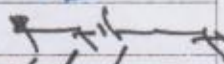
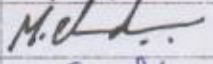
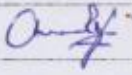
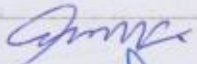
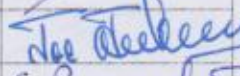


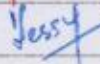


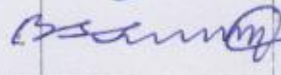
Meeting ended at 12:40

07.04.2018

CONFERENCE HALL

Time : 11.30 A.M.

## OFFICIALS

S.No	NAME	DEPARTMENT	SIGN
01	Rev. Dr. S. Lazar, S.J.	Secretary & Correspondent	
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. & Director – Hostel	
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	Rev. Fr. A. Louis Arockiaraj, S.J.	Controller of Examinations	
09	Dr. D. Robert Selvam	V.P. – Administration(Shift-II)	
10	Prof. M. Chandrasekar	V.P. – Academics (Shift – II)	
11	Prof. M.R. Arul Raj	Asst. Controller of Examinations	
12	Rev. Fr. A.M. Jayapathy Francis, S.J.	Dean of Human Excellence	
13	Dr. S. Vincent	Dean of Research	
14	Dr. Joe Jesudurai	Dean of Science	
15	Prof. Alex Parimalam	Dean of Students	
16	Prof. D. Edward Sudhakar	Dean of Arts	
17	Prof. P. Mary Jessi Rani	Dean Women Students	
18	Dr. S. Prasanna Kumar	Dean of Students (Shift-II)	
19	Dr. Carol	Dean of Women Students (Shift-II)	
20	Dr. Xavier Mahimairaj	IQAC Coordinator	
21	Dr. K.S. Antonyamy	WEPRO Director	



07.04.2018

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## HEADS OF THE DEPARTMENTS

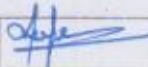
S.No	NAME	DEPARTMENT	SIGN
01.	Dr. J.M.V. Kalaiarasi	Adv.Zoo.& Biotech	
02.	Dr. M. George Johnson	Chemistry	
03.	Dr. T. Joseph	Commerce	
04.	Dr. D.L. Joseph Chandra	English Lit.	
05.	Prof. B. Bhagwan Das	Economics	
06.	Dr. Navis Abarna Roy	Foreign Langs.	
07.	Dr. L. Selvanathan	History	
08.	Dr. M.A. Basker	Mathematics	
09.	Dr. Logeswar . G.	Oriental Langs.	
10.	Dr. P. Sagayaraj	Physics	
11.	Rev. Dr. Louie Albert, 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. A. Daniel	Tamil Literature	
18.	Prof. Suresh Paul	Viscom	
19.	Ms. M. Malini	Kaushal Kendra	
20.	Mr. S. Vijayakumar	Physical Education	
21.	Mr. Daniel Augustus	LIAC	

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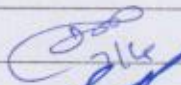


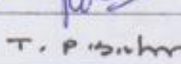
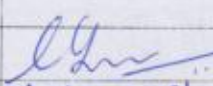
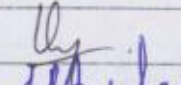
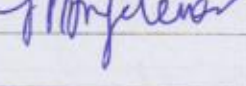
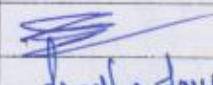
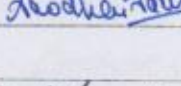
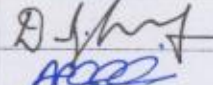

CONFERENCE HALL

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## 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.	Dr. Sushama Rajan	Corporate & BBA	
04.	Dr. S. Bharathidasan	Computer Science	
05.	Prof. M. Viswarohini	Food Chemistry	
06.	Dr. T.P.Subramanian	Economics	T. P. Subramanian
07.	Prof. Xavier Dhanam	English	AXD
08.	Prof. Isaac Francis	French Literature	
09.	Prof. Yesubakthan	Applied History	
10.	Dr. J. Janet Sheeba	Mathematics	J. Janet Sheeba
11.	Dr. Sherafin Jancy Vincy	Medical Lab Technology	
12.	Dr. J.P. Angelena	Physics	
13.	Rev. Dr. Wellington Fernando, S.J.	School of Human Excellence	
14.	Prof. Simon Joseph	Social Work	
15.	Prof. P. Yasodhai Yamini	Sociology	
16.	Prof. Gnana Yuvaraj, G.	Tamil	
17.	Prof. D.G. Eugene	Visual Comm.	
18.	Prof. L. Maria Alphonse Ligori	Statistics	

19. Vishwa Rohini