



PATRICIAN COLLEGE OF ARTS AND SCIENCE  
DEPARTMENT OF COMPUTER SCIENCE  
DEPARTMENT MINUTES OF MEETING [2014-2015]

DISCUSSION ON  
MINUTES OF THE HOD MEETING HELD ON 28.08.2014

VENUE: A.V ROOM

TIME: 1.30 P.M

- Meeting commenced with a prayer by Dr.Ahila Siva Sankar, Head Department of Tamil.
- Dr.Fatima Vasanth, Principal made the introductory address and briefed about the agenda she congratulated Mrs.Nagajothi, Head , Department of Management for her completion of Ph.D  
Decision: Mrs.Nagajothi, Head, Department of Management was asked to address during every faculty meeting to tell about her topic and methodology of her Ph.D and wanted her to make a presentation on the topic methodology and finding of the study in the next faculty meeting
- ATR-S.Sriram-Faculty Secretary  
Suggestion: To create Alumni Database and face book link for Alumni students.
- All department Heads, Librarian, Physical Director, Placement Officer made their presentation on Criteria.2 and Criteria.3.  
Suggestion: To include the details of students who are participating in PCEC programme so as to give them credit
- Decision about Minor project: All the department are asked to finalize the topic to conduct minor project and complete before October 2014
- Decision is made to introduce e-news letter which will be on the college website.  
Discussion on major events in September 2014
- 02.09.2014 – Blood donation Camp-Leo Club
- 03.09.2014- Library Fair & PCEC personality development programme for 1<sup>st</sup> year students
- 05.09.2014- Teacher's day & Brother's Feast day
- 19.09.2014 –College Cultural  
Decisions:
  1. To conduct Off stage events on 18.09.2014 afternoon
  2. To conduct on stage events on 19.09.2014
  3. Practice can be done by the students after college hours
  4. Decided not to cancel the classes in lieu of cultural
- 25<sup>th</sup> September- Visual communication department programme
- 26<sup>th</sup> September- Tamil Department Conference

Attendees:

- 1) Mrs. Mashiya Aproz - *[Signature]* 28/8/14
- 2) Mrs. Prizila - *[Signature]* 28.8.2014
- 3) Mrs. Subbulakshmi - *[Signature]* 28/8/14
- 4) Mrs. Janaki - *[Signature]* 28.8.2014

*[Signature]*  
HOD *[Signature]* 28/8/14



PATRICIAN COLLEGE OF ARTS AND SCIENCE, ADYAR, CHENNAI-20  
DEPARTMENT OF COMPUTER SCIENCE  
HEAD OF THE DEPARTMENT MEETING TO BE HELD ON 29.09.2014(Monday)-1.30pm

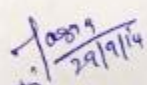
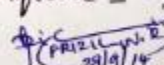
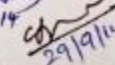
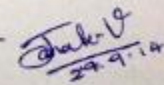
AGENDA

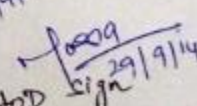
- Prayer- Mrs.Mashiya Afroze, Head, Department of Computer Science
- Welcome and introductory remarks - Dr.Fatima Vasanth, Principal
- Points arising out of previous month August meeting and action taken – Mr.S.Sriram

Discussion:

- Model Examination-October 2014
- University Practical Examination-October 2014
- University Theory Examination-November 2014
- Attendance percentage and students status
- Trial run on Attendance Software from 24.09.2014
- Industrial visit for Students
- Minor-Project by Department
- September Month-Culturals and other departmental events –Review
- Last Working Day for Odd semester-24<sup>th</sup> October 2014
- Reopening Date for even semester-20<sup>th</sup> November 2014
- Duties during Holidays
- Any other matter
- Vote of thanks- Mr.S.Sriram, Faculty Secretary

Attendees:

- 1) Mrs. Mashiya Afroze -  29/9/14
- 2) Mrs. Frizilin -  29/9/14
- 3) Mrs. Subbulakshmi -  29/9/14
- 4) Mrs. Janaki -  29.9.14

HOD Sign  29/9/14



PATRICIAN COLLEGE OF ARTS AND SCIENCE, ADYAR, CHENNAI-20  
DEPARTMENT OF COMPUTER SCIENCE  
HEAD OF THE DEPARTMENT MEETING TO BE HELD ON 01.11.2014(Saturday)-10.30am  
VENUE: A.V Room

AGENDA

- Prayer- Mrs.Suvitha, Head, Department of Visual Communication
- Welcome and introductory remarks – Bro.S.Arockiaraj, Director and Secretary
- Points arising out of previous month September meeting and action taken – Mr.S.Sriram
- NAAC-Dr.Arockiamary Geetha Doss, Vice Principal & NAAC Coordinator
- IQAC-Dr.Nagajothi, Head, Department of Management & IQAC Coordinator
- Attendance Status- Mrs.B.Anandapriya, Dean of Academics & Head, Department of Computer Application
- Grievances-Mrs.Meena, Dean of Students & Head, Department of Corporate Secretaryship
- Examination-Mr.Prithiviraj, Department of English & Member, Examination Committee
- Placement-Mr.Sooryakumar Rufus, Placement Officer
- PCEC-Dr.J.Gnanpushpam, PCEC-Head
- Review of November Calendar-Dr.Fatima Vasanth, Principal
- Any other Matter
- Concluding Remarks-Dr.Fatima Vasanth, Principal
- Vote of thanks- S.Sriram, Faculty Secretary

*Attendees:*

- 1) Mrs. Mashiya Afroze - *Mashiya Afroze* 11/11/2014
- 2) Mrs. Frizilia - *Frizilia* 11/11/14
- 3) Mrs. Subbulakshmi - *Subbulakshmi* 11/11/14
- 4) Mrs. Janaki - *Janaki* 01/11/14

*Hop Sign* 11/11/2014



PATRICIAN COLLEGE OF ARTS AND SCIENCE, ADYAR,  
CHENNAI - 20

DEPARTMENTAL MINUTES-CS2  
DEPARTMENT : COMPUTER SCIENCE

DATE : 01 – JULY - 2015

The Following points were discussed in the meeting

- I. As a kind gesture, all faculty of Patrician college have decided to contribute Rs. 20 per head per month towards a noble cause of educating one Patrician Student on behalf of Faculty Scholarship Scheme
- II. In order to inculcate the reading habit, all First year students should earn minimum 20 library hours after college timings apart from their regular library hours. Before the consolidation of internal assessment marks, these hours should be earned in order to get 5 marks for seminar in English subject.
- III. As a new initiative, our department has planned to educate MS-OFFICE to non-computer students in order to inculcate the interest in computing skills.

Attendees

- Mrs. Mashiya Afroze.F (HOD) *M. Afroze*
- Mrs. Frizilin.R *Frizilin R*
- Mrs. Subbulakshmi.B *CB. SUBBULAKSHMI*
- Mrs. Janaki.V *JANAKI V 3/7/15*



PATRICIAN COLLEGE OF ARTS AND SCIENCE, ADYAR, CHENNAI - 20  
DEPARTMENTAL MINUTES-CS3

DEPARTMENT : COMPUTER SCIENCE

DATE : 27 – AUGUST - 2015

**The Following points were discussed in the meeting**

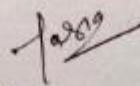



A seminar on Data Mining and its Applications in Bio Informatics has been planned to be conducted on 04/8/2015 at Conference Hall. Dr. Deepa Lakshmi, HOD, Department of Computer Applications and Computer Science, Sri. Thyagaraya College, will be the Resource Person on that day.

I. Inter Departmental activities have been planned and scheduled to be conducted on 01/9/2015 and 02/9/2015. The chief guest of the day is Mr. Saktheeswaran, Senior Process Associate, TCS and he is our prominent alumni of B.Sc Computer Science. Some six events have been framed namely

1. Technical Quiz
2. Poster Designing
3. Speed Check
4. Paper Presentation
5. Tech Act
6. Discussion

III. The rules for the events have been framed and the event registration process is described in detail. The roles and responsibilities of student event hosts and volunteers were given to them for supervision.

**Attendees**

- Mrs. Mashiya Afroze.F 
- Mrs. Frizilin.R 
- Mrs. Subbulakshmi.B 
- Mrs. Janaki.V 



PATRICIAN COLLEGE OF ARTS AND SCIENCE, ADYAR, CHENNAI - 20  
DEPARTMENTAL MINUTES-CS4

DEPARTMENT : COMPUTER SCIENCE

DATE : 16 – DECEMBER- 2015

The Following points were discussed in the meeting

Faculties can go to student's houses for distribution of necessary things.

Documentation Should be submitted regarding donation.

Class Teacher should make a call regarding absentees during exams.

Attendees

- Mrs. Mashiya Afroze.F
- Mrs. Frizilin.R
- Mrs. Subbulakshmi.B
- Mrs. Janaki.V

*Janaki V*

*Janaki V*



PATRICIAN COLLEGE OF ARTS AND SCIENCE, ADYAR, CHENNAI - 20

DEPARTMENTAL MINUTES-CS 6

DEPARTMENT : COMPUTER SCIENCE

DATE : 22<sup>nd</sup> – JUNE- 2016

The Following points were discussed in the meeting

- University Exam Rescheduled dates should be announced to students.
- Reporting time for Faculty is as usual and afternoon time is 12:00 Pm.
- Regular Working day for staff from 10<sup>th</sup> Dec 2015 and as usual reporting time.
- Students those who lost their ID and Hall ticket should be intimated to HOD and will be given to Exam Cell.
- Class Teacher should submit the list regarding ID and Hall Ticket.
- Special assembly will be conducted on 14 Dec 2015 and agenda will be sent.
- Student Working day schedule should be displayed on department notice board.

Attendees

• Mrs. Mashiya Afroze.F

• Mrs. Frizilin.R

• Mrs. Subbulakshmi.B

• Mrs. Janaki.V



Date: 04/7/2016

The following matters were discussed in the HODs meeting:

- Remedial programmes need to be conducted in each deptlike Bridge course for continuous 6 working days
- Department wise three meetings to be conducted exclusive of the inaugural function
- All association meetings to be conducted between 2.00pm to 3.00pm
- All UGC amendments should be carried out by Nodal Officer
- Civil service cell should upload the UPSC syllabus and Hods identify minimum 2 students for civil service cell
- Hods identify reading students for Readers Club
- Regarding Student Council Election, each nominated candidate should address the students for 2 min
- Work done register should be updated regularly and weekly checked by Hods
- Late register should be referred daily and late comers should be identified and assignments should be filed
- Students arrear details, late coming, absent for univ.exam, fees defaulters should be intimated to parents

Attendees:

Ms.Mashiya.F

Ms.Frizilin.R

Ms.SriVaishnavi.K.R

Ms.JaculinePriya.G





Date: 16/8/2016

The following matters were discussed in the HODs meeting:

- Discussion were done regarding Bishop Daniel Delany Scholarship based on economically poor background, single parent, orphan, physically disabled
- House visit should be done by an unknown faculty
- Enhancement of class room teaching by the teachers should be innovative and interesting
- ICT enabled classes is a must
- Each department should do any one Add On programmes by framing the syllabus and executed through Training and Development cell

Attendees:

Ms.Mashiya.F

Ms.Frizilin.R

Ms.SriVaishnavi.K.R

Ms.JaculinePriya.G

*Mashiya*  
*Frizilin*  
*SriVaishnavi*  
*JaculinePriya*



Date: 05/1/2017

The following matters were discussed in the HODs and Deans meeting:

- Action to be taken against complain towards students behavior
- Ensure the discipline in class rooms during substitution hour
- In absence of Hod, Deans should take care of the department
- Department records to be maintained and updated
- During the absence of French faculty, students need to be sent to library
- Segregations of NME to be done

Attendees:

Ms.Mashiya.F

Ms.Frizilin.R

Ms.SriVaishnavi.K.R

Ms.JaculinePriya.G

*Mashiya*

*Frizilin*

*SriVaish*

*JaculinePriya*



Date: 15/3/2017

The following matters were discussed in the HODs and Deans meeting regarding Admission Publicity:

- Department wise website to be more attractive with department information
- Format given to maintain uniformity in the information
- Rank holders list to be posted with photo
- Pamlets to be placed in shops, alumni website etc..

Attendees:

Ms.Mashiya.F

Ms.Frizilin.R

Ms.SriVaishnavi.K.R

Ms.JaculinePriya.G



PATRICIAN COLLEGE OF ARTS AND SCIENCE, ADYAR, CHENNAI - 20

DEPARTMENTAL MINUTES-CS 6

DEPARTMENT : COMPUTER SCIENCE

DATE : 22<sup>nd</sup> – JUNE- 2016

The Following points were discussed in the meeting

- University Exam Rescheduled dates should be announced to students.
- Reporting time for Faculty is as usual and afternoon time is 12:00 Pm.
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- Students those who lost their ID and Hall ticket should be intimated to HOD and will be given to Exam Cell.
- Class Teacher should submit the list regarding ID and Hall Ticket.
- Special assembly will be conducted on 14 Dec 2015 and agenda will be sent.
- Student Working day schedule should be displayed on department notice board.

Attendees

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• Mrs. Frizilin.R

• Mrs. Subbulakshmi.B

• Mrs. Janaki.V



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*Frizilin*  
*SriVaishnavi*  
*JaculinePriya*



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Ms.JaculinePriya.G



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Attendees:

Ms.Mashiya.F

Ms.Frizilin.R

Ms.SriVaishnavi.K.R

Ms.JaculinePriya.G

*[Handwritten signatures of Ms. Mashiya.F, Ms. Frizilin.R, Ms. SriVaishnavi.K.R, and Ms. JacquelinePriya.G]*