

**CIRCULARS - 2014-2019****Faculty Circular****FC/10/05/08/2014**

There will be a staff orientation programme on Saturday, 16th August 2014 between 9 a.m. 1.30 p.m. Rev.Fr.Dr.John Britto, Rector St.Joseph College will be the facilitator. All faculty members are informed to attend the programme without fail.

Dr.Fatima Vasanth

Principal

To :

01. Mrs.Lenora Vieyra HOD, Dept.of English
02. Mrs.Nagajothi S HOD, Dept.of Management
03. Ms.Meena, HOD, Dept.of Corporate Secretaryship
04. Ms. Unika B, HOD, Dept.of Commerce
05. Ms.Anandapriya B, HOD, Dept.of Computer Application
06. Ms.Mashiya Afroze, HOD, Dept.of Computer Science
07. Ms.Suvitha, HOD, Dept.of Visual Communication
08. Mr.Jetson Satya Gospel, HOD, Dept.of Social Work
09. Dr.Ahila HOD, Dept.of Languages
10. Mr.Sriram S HOD, Dept.of Mathematics
11. Mr.Rufus, Placement Officer
12. Mr.Arul Murugan, Physical Director
13. Ms.Meenambika, Librarian

Copy to :

1. Bro.S.Arockiaraj, Director & Secretary
2. Dr.Arokiamary Geetha Doss, Vice Principal

FC/26/11/09/2014

Faculty Circular

As you are aware Mentoring programme has been introduced in the Month of June for the first years. All first year class teachers are informed to conduct the mentoring programme on Second Friday of every month between 1.30 p.m. to 2 p.m. The mentor should hold interaction with the mentees and record the information on the following for every mentoring session

1. Attendance status
2. Late coming, Dress Code, ID
3. Payment of College Fees
4. Internal components - CIA Test, Seminar & Assignments
5. Any Disciplinary action
6. Any other issue

The monthly report should be submitted to Mr.Deen, Asst.Prof. Dept of Social Work, Co-ordinator, Mentoring Programme soon after the meeting on the following Monday. The co-ordinator will submit the consolidate report to the Principals within a week's time. The format of report is enclosed.

Dr.Fatima Vasanth

Principal

To :

01. Mrs.Lenora Vieyra HOD, Dept.of English
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04. Ms. Unika D, HOD, Dept.of Commerce
05. Ms.Anandapriya B, HOD, Dept.of Computer Application
06. Ms.F.Mashiya Afroze, HOD, Dept.of Computer Science
07. Ms.Suvitha G, HOD, Dept.of Visual Communication
08. Mr.Jetson Satya Gospel, HOD, Dept.of Social Work
09. Dr.Ahila S,HOD, Dept.of Languages
10. Mr.Sriram S, HOD, Dept.of Mathematics
11. Mr.Rufus, Placement Officer
12. Mr.Arul Murugan, Physical Director
13. Ms.Meenambika, Librarian

Copy to :

01. Bro.S.Arockiaraj, Director & Secretary
02. Dr.Arokiamary Geetha Doss, Vice Principal



FC/46/07/11/2014

Faculty Circular

All faculty members are informed to attend a workshop on IQAC to be held on Monday, 10th November 2014 at 10.30 a.m. in AV Room. The Resource Person is Dr.Xavier Mahiamiraj, IQAC- Co-ordinator, Loyola College. Except the faculty members who have invigilation in the morning, the programme is compulsory for all others.

Dr.Fatima Vasanth

Principal

To:

01. Mrs.Lenora Vieyra, HOD, Dept. of English
02. Mrs.Nagajothi S, HOD, Dept. of Management
03. Ms.B. Meena, HOD, Dept. of Corporate Secretaryship
04. Ms. Unika D, HOD, Dept.of Commerce
05. Ms.Anandapriya B, HOD, Dept. of Computer Application
06. Ms.F. Mashiya Afroze, HOD, Dept. of Computer Science
07. Ms.G.Suvitha, HOD, Dept. of Visual Communication
08. Mr.Jetson Satya Gospel, HOD, Dept .of Social Work
09. Dr.Ahila S, HOD, Dept. of Languages
10. Mr.Sriram S, HOD, Dept. of Mathematics
11. Mr.Rufus Sooria Kumar, Placement Officer
12. Mr.Arul Murugan, Physical Director
13. Ms.Meenambika, Librarian
14. Dr.J.Gnanapushpam, Centre Head, PCEC

Copy to :

- 1.Bro.S.Arockiaraj, Director & Secretary
- 2.Dr.Arokiamary Geetha Doss, Vice Principal

FC/59/29/11/2014

Faculty Circular

All faculty members are informed to attend a workshop on “IQAC documentation – approaches and methodologies” to be held on Friday, 12th December 2014 at 1.30 p.m. in AV Room.

Programme Schedule

- Prayer – Dr. Geetha Rufus
- Welcome Address & Introduction of the facilitator – Mr. Jetson
- Workshop – Dr. Sandra Joseph, IQAC- Co-ordinator, Stella Maris College.
- Vote of thanks – Mrs. Unika. D

Dr. Fatima Vasanth
Principal

To:

01. Mrs. Lenora Vieyra, HOD, Dept. of English
02. Mrs. Nagajothi S, HOD, Dept. of Management
03. Ms. B. Meena, HOD, Dept. of Corporate Secretaryship
04. Ms. Unika D, HOD, Dept. of Commerce
05. Ms. Anandapriya B, HOD, Dept. of Computer Application
06. Ms. F. Mashiya Afroze, HOD, Dept. of Computer Science
07. Ms. G. Suvitha, HOD, Dept. of Visual Communication
08. Mr. Jetson Satya Gospel, HOD, Dept. of Social Work
09. Dr. Ahila S, HOD, Dept. of Languages
10. Mr. Sriram S, HOD, Dept. of Mathematics
11. Mr. Rufus Sooria Kumar, Placement Officer
12. Mr. Arul Murugan, Physical Director
13. Ms. Meenambika, Librarian
14. Dr. J. Gnanapushpam, Centre Head, PCEC

Copy to :

1. Bro. S. Arockiaraj, Director & Secretary
2. Dr. Arokiamary Geetha Doss, Vice Principal



Patrician College of Arts and Science

PTA – Circular 002/2014

- Class Teachers are informed to intimate the parents about Parent Teacher Association and Meeting on or before Wednesday, 16/07/2014 through “way2sms”
“ Parent Teacher Meeting on Saturday 19/07/2014 at 8.30. “
- It is compulsory for **each and every student of II and III years**, to attend Parent Teacher Meeting. If they fail so they have to meet the concerned class teacher the very next working day without fail at 1.30 p.m.
- Election for office Bearers Parent Teacher Association starts at 8.30 a.m.
- PTM starts at 9.00 a.m.in the respective class rooms.
- Prepare the details of your class in the format attached for Parent teacher Meeting.
- PTM report to be submitted in the format attached after the meeting to the Coordinator of PTA through their respective Head of the Department

Thank you

PTA Coordinator

F. Mashiya Afroze

**FC/83/18/04/2015****Faculty Circular**

Faculty members are informed to take note of the following

- Faculty Development Programme that was scheduled on Tuesday 16th June 2015 has been preponed to Monday, 15th June 2015 between 9.30 a.m. to 3.30 p.m. in AV room.
- Details of the FDP are as under:

Date	Particulars	Resource Person
Monday, 15 th June 2015	Workshop on Institutional Preparation for NAAC Cycle II, Period 2015-2019	Dr. Umesh Samuel, IQAC- Coordinator, Bishop Heber College, Trichy.
Saturday, 20 th June 2015	FDP - Theme: Personal and Institutional Growth	Rev.Dr. Fr. Anthony Raj Rector/Secretary Sacred Heart College Tirupattur

The Programme Schedule is attached.

Dr.Fatima Vasanth
Principal



FDP – I
Programme Schedule

Date : Monday, 15th June 2015

Time : 9.30 a.m. to 3.30 p.m.

Venue : AV Room

Title : Workshop on Institutional Preparation for NAAC Cycle II, Period 2015-2019

9.30 a.m. to 10.30 a.m. Resource Person's Inputs (Institutional Preparation for NAAC Cycle II)

10.30 a.m. to 11.30 a.m. **Presentations and Planning:**
Presentation - Coordinators
Planning and finalization - facilitated by Resource Person (Committees have been formed to work on the critical areas and presentation will be based on the outcome of the committee discussions)

11.30 a.m. to 11.45 a.m. Break

11.45 a.m. to 1 p.m. Presentations Continued

1 p.m. to 2.00 p.m. Lunch

2.00pm to 3.30 pm Finalizing the Road Map - 2015 – 2019 by Resource Person

S.No	NAAC PEER TEAM REPORT OUTCOME	Name of the presenters
1	<ul style="list-style-type: none">Research culture and research facilitiesMobilizing greater financial resources for research	Dr. Suresh Babu - Coordinator and Research Committee Members
2	Linkages with industry	Mr. Sooriyakumar Rufus – Placement Officer
3	Formal consultancy policy	Mrs. Mary Angeline
4	Use of ICT	Mrs. Anandapriya and Mrs. Mashiya
5	Communication skills among students	Dr. J. Gnanapushpam
6	Placement and Career Guidance	Mr. Sooriyakumar Rufus – Placement Officer



7	Competitive examination services	Mr. Sooriyakumar Rufus – Placement Officer
8	Linkages with alumni	Mrs. Frizlin
9	<ul style="list-style-type: none">• Entrepreneurship Development Cell for jobmaking potential of students• PCEC	Dr. Gnanapushpam
10	Strengthening IQAC	Dr. Nagajothi
11	Improvement of Girls' enrollment	Mrs. Meena – Dean of Students
12	Complete library automation	Mrs. Meenambigai – Librarian

FDP – II**Programme Schedule**

Date : Saturday, 20th June 2015

Time : 9.30 a.m. to 3.30 p.m.

Venue : AV Room

Title : FDP - Theme: Personal and Institutional Growth

Tentative Programme Schedule:

9.30 a.m. to 11.30a.m. Personal Growth

11.30 a.m. to 11.45 a.m. Break

11.45 a.m. to 1 p.m. Personal Growth - Continued

1 p.m. to 2.00 p.m. Lunch

2.00pm to 3.30 pm Institutional Growth – Introduction to Autonomy and Individual's contribution to institution

**PATRICIAN COLLEGE OF ARTS AND SCIENCE****Faculty Development Program****Topic: Invited talk on “HECI and its impact on Society”****Resource Person: Dr. Karunanandan, Head, Dept of History(Rtd), Vivekananda College,
Chennai****Date: Thursday, 12th July 2018****Venue : Preview Theatre, Block D Third Floor****Duty List**

Duties Assigned	Faculty Incharge
Compeering	Ms. Dhanya Vipin
Venue arrangement	Mr. Kamaleshwaran
Honorarium & refreshments for faculty	Mr Martin, Accountant
Bouquet	Mr. Rajesh
Hospitality For resource person	Mrs.Manju & Mrs Anees
Visitor's Book	Mrs. Vaishnavi
Photos and videography	Mr. Pradeep
Documentation	Ms. Dhanya Vipin

**Cc:****Sent:** Thu, 20 Jun 2019 at 12:08 pm**Subject:** Content training on 21/6/19**PATRICIAN COLLEGE OF ARTS AND SCIENCE****IQAC QUALITY INITIATIVE****Program:** Training Session on E- Content lecture**Venue:** Source Hub

Felicitator: Mr. Abul Faiz, Advisor, School of Media Studies

Training on E - Content lecture is organized on Friday 21st June 2019. The following faculty members are requested to assemble in Source hub at 1.30 p.m for the training:

Department	Name of faculty Members
BCA	1. Mrs. Ajitha Purnima & 2. Mrs. Anees Mary
BSc CS	1. Mrs. Thasin Fauzia
B.Com General	1. Dr. Meena & 2. Mrs T. Vaidegi
BCom Cs	1. Ms. Jennifer Angelin
BCom A&F	1. Mrs. Florence & 2. Dr. Subha
BBA	1. Dr. Raja
BA Eng	1. Mrs. Ann Jacob & 2. Mr. Vijayganesh



BSW	1. Mrs. Rachel Diana & 2. Ms. Leanne Maria
BSc. Maths	1. . Joseph Bellarmin & 2. Mr. P. Vignesh
Bsc Psychology	1. Mr. Senthilkumaran & 2. Dr. Illakiya
Shift-II	1. Mr. Kumar & 2.Ms. Himana



Dr.Fatima Vasanth
Academic Director



PATRICIAN COLLEGE OF ARTS AND SCIENCE

Programme Schedule for PG Orientation

Date : Wednesday, 17th July 2019

Time : 10.00 a.m. – 11.00 AM

Venue : Auditorium

Time	Particulars	Faculty In-charge
10.00am.-10:05a.m.	Prayer	Dr. Sindu Sivan, Head, Dept Of Social Work
10:05a.m.-10:10a.m	Lighting the Lamp	Rev .Bro Johnson Rex Dhanabal, Director & Secretary
		Dr. Fatima Vasanth, Academic Director
		Dr. Usha George, Principal
		Dr. Geetha Rufus, Vice Principal
		Ms.Anandapriya, Academic Council Member, UNOM
		PG Student and Parent from each PG Department
10:10a.m-10.20a.m	Welcome address	Rev.Bro Johnson Rex Dhanabal, Director & Secretary
10.20a.m.-10.30a.m.	Presentation about the college	Dr. Fatima Vasanth, Academic Director
10.30 a.m.-10.40 a.m.	Learning environment at PG level	Dr.Usha George, Principal
10.40 a.m.-10: 50a.m.	General rules & regulations	Dr. Geetha Rufus, Vice Principal
10.50 am – 10.55 am	Vote of thanks	Dr. Meena, Head, Department of Commerce
10.55 a.m. – 11.00a.m.	National anthem	

**PATRICIAN COLLEGE OF ARTS AND SCIENCE****Programme Schedule for PG Orientation**

Date : Wednesday, 17th July 2019



Time : 10.00 a.m. – 11.00 AM

Venue : Auditorium

Duty List:

Duty	Incharge
Compeering	Mrs. Mohanapriya, Head, Dept of English
College Presentation	Dr. Meena, Head, Dept of Commerce
Venue Arrangement(stage, chairs, backdrop, lamp , Program schedule+)	Mrs. Mohanapriya, Head, Dept of English
Seating	Dr. Sindu, Head, Dept of Social Work
Photography	Mr. Mariappan and students
Refreshments	Mr. Rajesh

20 Fw: FDP - I on 15th June and FDP - II 20th June 2015 - mohanapriya@patriciancollege.ac.in - Patrician College of Arts and Science Mail

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Compose

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Patrician College

33 Senthil Kumar J: The Following fac

Faculty Circular

Faculty members are informed to take note of the following


- Faculty Development Programme that was scheduled on Tuesday 16th June 2015 has between 9.30 a.m. to 3.30 p.m. in AV room.
- Details of the FDP are as under:

Date	Particulars	Resource Person
Monday, 15 th June 2015	Workshop on Institutional Preparation for NAAC Cycle II, Period 2015-2019	Dr. Umesh Samuel, IQAC-Coordinator, Bishop Heber College, Trichy.
Saturday, 20 th June 2015	FDP - Theme: Personal and Institutional Growth	Rev. Dr. Fr. Anthony Raj Rector/Secretary Sacred Heart College Tirupattur

The Programme Schedule is attached.

Dr. Fatima Vasanth
Principal

Fw: FDP ON Monday 27th Aug 2018 - mohanapriya@patriciancollege.ac.in - Patrician College of Arts and Science Mail

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Cc:
jayaseelanseelan007@gmail.com, kcsaramma2@gmail.com, gokulstark64@gmail.com, renonanthu@gmail.com, nithisathish9057@gmail.com, sumathis1326@gmail.com

Sent: Tue, 21 Aug 2018 at 9:49 am
Subject: FDP ON Monday 27th Aug 2018

Dear All

Please find attached the FDP programme schedule and duty list for 27.08.2018.



Regards

Principal

2 Attachments




Mohana +

Patrician College
 Senthil Kumar J: The Following fa



0 Fw: FDP: HECI Draft- Prog Schedule and duty list - mohanapriya@patriciancollege.ac.in - Patrician College of Arts and Science Mail

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Sent: Tue, 10 Jul 2018 at 1:02 pm

Subject: FDP: HECI Draft- Prog Schedule and duty list


Dear All

PI find attached the Programme schedule and duty list for FDP on Thursday, 12th July 2018 @ 1.30 p.m. in the Block, III Floor.



Regards

Principal

2 Attachments

Mohana 

Patrician College
Senthil Kumaran J: The Following ta



020 Fw: Orientation Programme for Faculty on 01.07.2017 @ 10 a.m. - mohanapriya@patriciancollege.ac.in - Patrician College of Arts and Sci...

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Sent: Fri, 30 Jun 2017 at 12:37 pm
Subject: Orientation Programme for Faculty on 01.07.2017 @ 10 a.m.
Dear Faculty

Please find enclosed the Programme Schedule for the Faculty Orientation on 01.07.2017 in the Auditorium at 10 a.m.

Dr.A.Joseph Durai
Principal

Orientation for fac...

Patrician College of Arts and Science
Event Orientation for faculty
Topic: GEF, Awareness and Challenges
Date: Monday, 1 July 2017 @ 10 AM
Venue: Auditorium
Resource Person: Dr. A. Joseph Durai, Assistant Professor
Dept. of Economics, University of Madras

Mohana +

Patrician College

33 Senithil Kumaran J: The Following fa

Thanks for the mail. Received, thank you. Thanks, I will be there.

20 Fw: Prog Schedule and Investiture Ceremony - 14.07.2017 - mohanapriya@patriciancollege.ac.in - Patrician College of Arts and Science ...

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Cc:
 <Vaidagiram2008@gmail.com>, <rengaraj.ijevanthi@gmail.com>, <rengaraj.ijevanthi@gmail.com>

Sent: Thu, 13 Jul 2017 at 11:24 am

Subject: Prog Schedule and Investiture Ceremony - 14.07.2017

Dear Faculty Members

Please find enclosed the Programme Schedule and Invitation for the Investiture Ceremony to be held on Friday, 14th July 2017. Facs 8.30 a.m.

Dr.A.Joseph Durai
Principal

2 Attachments


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Patrician College

Senthil Kumaran J: The Following fac

Received, thank you. Thanks a lot. Thanks for the mail.

00 Freshers day 21.07.2018 - mohanapriya@patriciancollege.ac.in - Patrician College of Arts and Science Mail

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Cc:

Sent: Fri, 20 Jul 2018 at 4:02 pm

Subject: Duty List and Invitation attached - reporting time at 7.45 a.m. on 21.07.2018



Dear All

Please find attached the invitation and duty list for the Freshers Day on 21.07.2018. All staff (both Shift I and Shift II) are requested to report at 7.45 a.m tomorrow.

Regards

Principal

2 Attachments


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Patrician College

Senthil Kumaran J: The Following ta

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Fw: Coordinators for Shift II - mohanapriya@patriciancollege.ac.in - Patrician College of Arts and Science Mail

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Patrician College

Senthil Kumaran & The Following fac

FC/08/2019-2020

26.06.2019


FACULTY CIRCULAR

I am by direction to inform the appointment of Coordinators for Shift II programs. The Coordinators leadership training program which is being conducted for HODs / coordinators on Friday, 28th June 20

BCA/ B.SC(CS)	–MRS. PUSHPALATHA. L.
B.COM(GEN)	–DR.SWEETY REGINA MARY
B.COM(A&F)	–MS. R. DEEPIKA
B.COM (CORP SEC)	–MR. D. RAJA
ELECTRONIC MEDIA/ JOURNALISM	– MR.S. AHAMED RASOOL
TAMIL	– MR. V. RENGARAJ
ENGLISH	– MR. R. ARUL
MATHEMATICS	– MR. NAGARJUN. N. T.

Dr.Fatima Vasanth

Academic Director



Fw: External Audit Duty List - mohanapriya@patriciancollege.ac.in - Patrician College of Arts and Science Mail

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Subject: External Audit Duty List

Dear Hods,


Kindly find attached file, the External Academic Audit Form

You are informed to submit the following :

- I CIA Test Time Table & Marks by **Wednesday 6th Ma**
- II CIA Test Time Table & Marks by **Wednesday 6th Ma**
- Internal Academic Audit Report by **BBA & B.Com A &**
- **Online registered Subject Codes** – for the Even Semest
- **Result Analysis** (including Revaluation result) – Class v **6th March 2019**
- NPTEL Online Exam – April 27th - Submission of Exam
- External Academic Audit will be on **Friday, 29th March**
- Submit the External Experts details (Name, Designation, Number, E-Mail id) by **Friday, 22nd March 2019**
- Revaluation - pass % class wise

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We're having trouble connecting to Google. We'll keep trying...



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Patrician College

Benthil Kumaran J: The Following fac

Subject: Schedule of Training Programme - Initiative by IQAC

FC/03/2019-2020 17.06.2019

FACULTY CIRCULAR

PATRICIAN COLLEGE OF ARTS AND SCIENCE

Quality Initiative by IQAC



Schedule of training programs:

S.No	Description	Proposed dates	Themes
1	Heads of the Department (HODs)	Friday, 28/06/2019	Roles , Challenges and responsibilities of an academic leader
2	All Faculty (min 1 & Max 2 from each dept)	Friday, 21/06/2019	Training on E-Content lectures
3	Student leaders	Wednesday , 17/07/2019	Challenges and accountability of a leader
4	Administrative staff	Saturday, 27/07/2019	E- Governance
5	Support staff	Saturday, 03/08/2019	Literacy Training (common etiquettes)

Dr.Fatima Vasanth

Academic Director

Internal audit 2016 - mohanapriya@patriciancollege.ac.in - Patrician College of Arts and Science Mail

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Subject: Re: TC dates
Re: Internal Audit

Dear Faculty Members,

Kindly find the attached files regarding Internal Audit asked to collect the list for auditing on or before Tuesday. HODs are requested to prepare the details and it will be helpful for the faculty to do auditing.

Regards



Mrs.B.Anandapriya
Mrs.SreePriya
Internal Audit Committee

Copy to:

1. Rev. Bro. Dr. S.Arokiaraj, Director and Secretary
2. Dr.Fatima Vasanth Principal
2. Dr. Arokiamary Geetha Doss Vice Principal

2 Attachments

Library circular 2015 - mohanapriya@patriciancollege.ac.in - Patrician College of Arts and Science Mail

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Sent: Wed, 22 Jul 2015 at 7:33 pm
Subject: Re: Library review meeting - reg
sure but date is not mentioned.....
regards

On Wed, 22/7/15, Meena venkat <patricianlibrarian@gmail.com> wr

Subject: Library review meeting - reg
To: "Meena Ramakrishnan" <meenacgl@gmail.com>, "priya76_jaga" <cbkvs777@yahoo.co.in>, "srivaishnavisuresh@yahoo.co.in" <srivaishnavisuresh@yahoo.co.in>
Date: Wednesday, 22 July, 2015, 1:59 AM

Mam, For the
successful inauguration of Reading club and Library week
ceremony , I request all the library committee members to
attend the meeting and give your suggestions.
Time : 1.30p.m at Venue : B.Com(CS) staff
room

Thanking
You
G.Meenambika, Librarian

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PTA Circular 2014 - mohanapriya@patriciancollege.ac.in - Patrician College of Arts and Science Mail

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Date: Mon, 14 Jul 2014 12:58:04 +0530
Subject: PTA Circular 2
From: masiamohsin@gmail.com
To: bronwen_joseph@hotmail.com; masiamohsin@gmail.com

3 Attachments

PTA_Circular_2.doc

student_detail_for...

PTM_report.xlsx

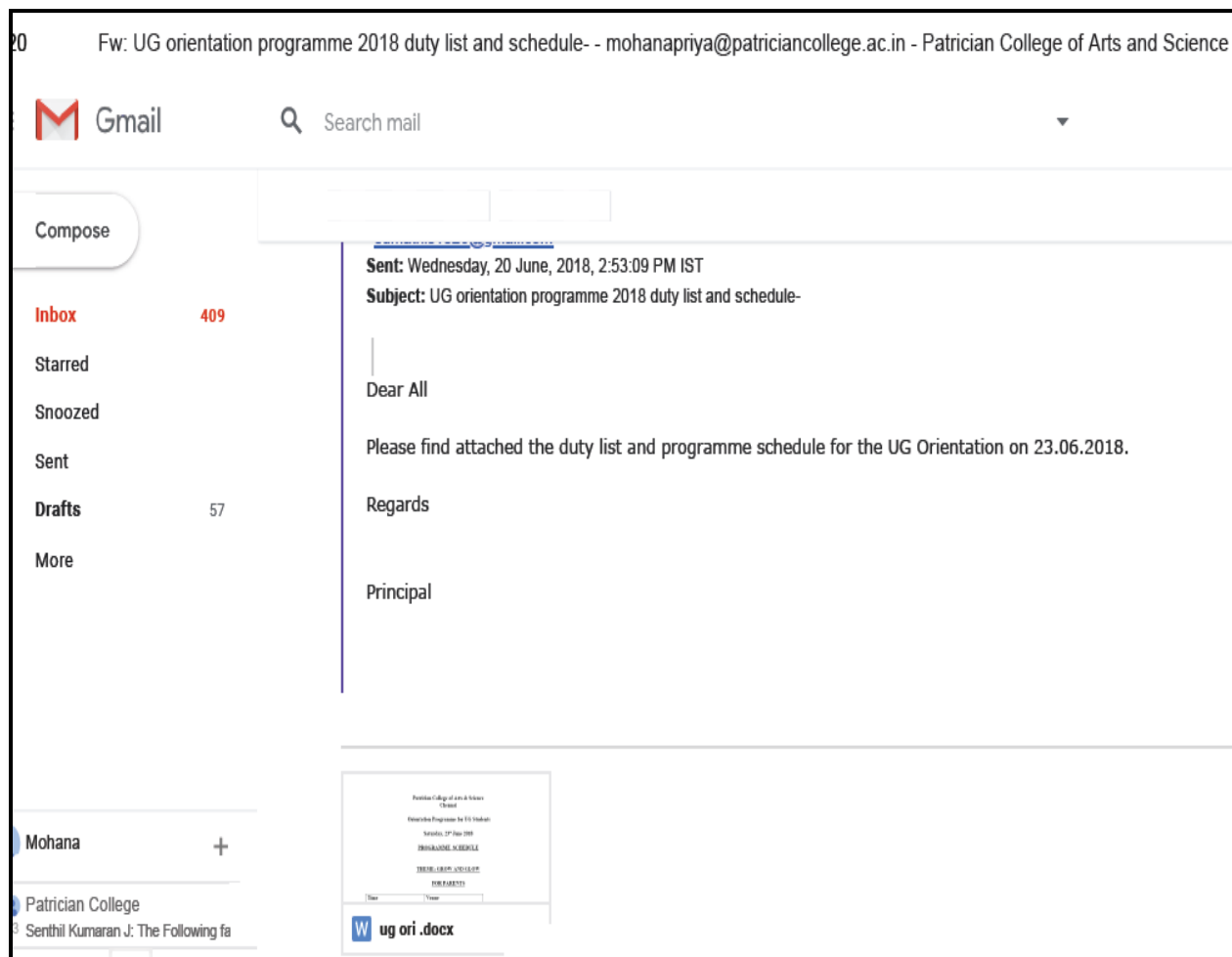
Mohana +

Patrician College

Senthil Kumaran J: The Following fac

Received, thank you. Thanks a lot. Noted with thanks.

Reply Forward







UG orientation 2019 - mohanapriya@patriciancollege.ac.in - Patrician College of Arts and Science Mail

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Subject: UG orientation - updated duty list, prog schedule, class teacher's instruction and class room allotment

Dear All

Please find attached the updated duty list, Prog schedule, class teacher's instruction and class room allotment for Saturday 22/6/19.

Dr.Fatima Va
Academic I

4 Attachments

class room allotme.

class teachers .doc

Duty list.doc

Prog Schedule.doc
53 KB

Mohana +

Patrician College
Senthil Kumaran J: The Following fa

Received, thank you. Thanks a lot. Thanks for the mail.