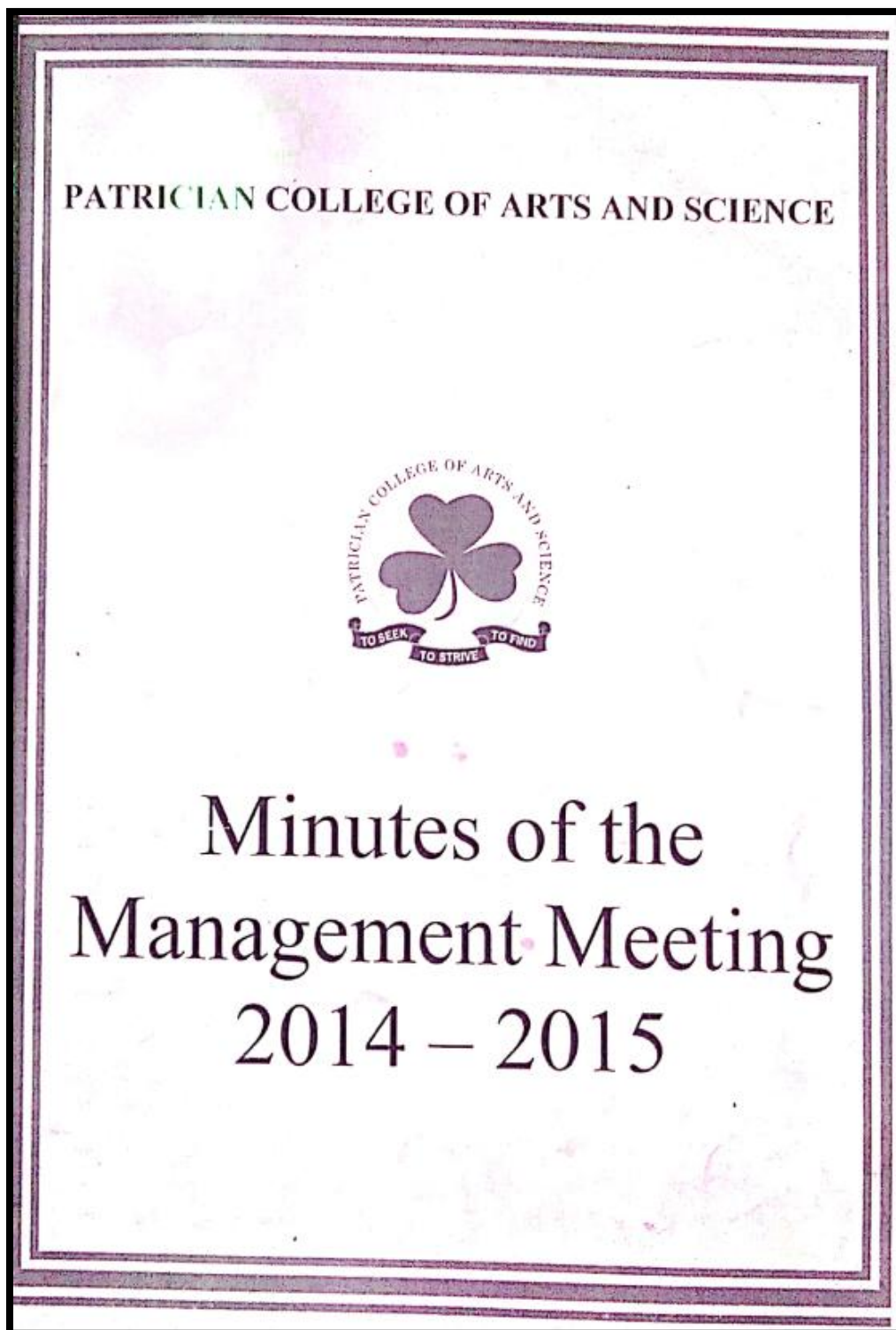


2014-2015



The minutes of the Management Meeting held on Monday, 9th February 2015 at 09 a.m. in the Directors Office.. The following points were discussed

Award for Staff Attendance & Representation (2013 – 2014)

1. Social Work – Field Work Visit – Representation
2. Toppers / Attendance List
3. College Day Cultural

BCA	– Fusion	- 4 mins
B.Sc (Comp Sc)	– Fusion	- 4 mins
B.Com(Gen)	– Folk Dance	- 4 mins
BBA	– Retro	- 4 mins
B.Sc.(VC)	– Variety	-10 mins
B.Com(CS)	– Western Dance	- 5 mins
B.A (Eng)	– MIME	- 5 mins
MSW	– Welcome Dance	- 4 mins
Tamil Dept	–Tamil Skit (Comedy)	-10 mins
All Dept (Mrs.Ann)– Musical Play		-10 mins
Total		60 mins
4. First Review Meeting for College Day /Budget– 12th Feb @ 1.30 p.m.
5. Second Review Meeting for College Day – 20th Feb @ 1.30 p.m.
6. Full Rehearsal for College Day – 2nd March 2015 @ 11.45 a.m.
7. College day for I and II years – 6th March 2015 @ 9 a.m.
 Dr.M.Devadass, Director of Collegiate Education – Chief Guest
8. College day for III years – 7th March 2015 @ 10 a.m.
 Dr.Viswanathan, Chairman, VIT – Chief Guest
9. First Friday Mass – 6th March 2015 @ 12.30 p.m. – Priest
- 10.Graduation Day–Venue (?) Open Air Theatre –Accompanying Guest (No.?)
11. Graduation Day – 14th March @ 11 a.m. Prof. R.Thandavan,Vice-Chancellor – Chief Guest
- 12.St. Patricks Feast Day – 14.03.2015 @ 1 p.m. (Graduation Day)
13. Valediction day – 31st March 2015 @ 10 a.m.
 Thiru P.W.C.Davidar, IAS, Principal Secretary to Govt – Chief Guest
- 14.Photo Session – I – 30.03.2015 – Faculty /Sports/Placement & PCEC/



– II – 31.03.2015 – Class Photo

15. PTA Follow Up – White Box

16. Staff Picnic

17. Any other matters



Dr. Fatima Vasanth
Principal

MM/Monday/16/09/02/2015

Management Meeting will be held on Monday, 9th February 2015 at 09 a.m. in the Directors Office.

1. Award for Staff Attendance & Representation (2013 – 2014)
2. Social Work – Field Work Visit – Representation
3. Toppers / Attendance List
4. College Day Cultural

BCA	– Fusion	- 4 mins
B.Sc (Comp Sc)	– Fusion	- 4 mins
B.Com(Gen)	– Folk Dance	- 4 mins
BBA	– Retro	- 4 mins
B.Sc.(VC)	– Variety	-10 mins
B.Com(CS)	– Western Dance	- 5 mins
B.A (Eng)	– MIME	- 5 mins
MSW	– Welcome Dance	- 4 mins
Tamil Dept	–Tamil Skit (Comedy)	-10 mins
All Dept (Mrs.Ann)–	Musical Play	-10 mins
Total		60 mins
5. First Review Meeting for College Day /Budget– 12th Feb @ 1.30 p.m.
6. Second Review Meeting for College Day – 20th Feb @ 1.30 p.m.
7. Full Rehearsal for College Day – 2nd March 2015 @ 11.45 a.m.
8. College day for I and II years – 6th March 2015 @ 9 a.m.
Dr.M.Devadass, Director of Collegiate Education – Chief Guest
9. College day for III years – 7th March 2015 @ 10 a.m.
Dr.Viswanathan, Chairman, VIT – Chief Guest
- 10.First Friday Mass – 6th March 2015 @ 12.30 p.m. – Priest
- 11.Graduation Day–Venue (?) Open Air Theatre –Accompanying Guest (No.?)
- 12.Graduation Day – 14th March @ 11 a.m. Prof. R.Thandavan,Vice-Chancellor – Chief Guest
- 13.St. Patricks Feast Day – 14.03.2015 @ 1 p.m. (Graduation Day)
- 14.Valediction day – 31st March 2015 @ 10 a.m.
Thiru P.W.C.Davidar, IAS, Principal Secretary to Govt – Chief Guest
- 15.Photo Session – I – 30.03.2015 – Faculty /Sports/Placement & PCEC/
– II –31.03.2015 – Class Photo
- 16.PTA Follow Up – White Box
- 17.Staff Picnic
- 18.Any other matters


Dr.Fatima Vasanth
Principal


MM/Monday/15/05/01/2015

Management Meeting will be held on Monday, 5th January 2015 at 11.45 a.m. in the Directors Office.

1. Scholarship Clerical Assistance
2. MSW – Staff Room
3. Industry Visit – 07.01.2015 – III BCA/BSc
4. National Consumer Day – 08.01.2015
5. First Friday Mass – 09.01.2015
6. Pongal Celebrations – 13.01.2015
7. Masobatra scheduled on 23.01.2015
8. Functions – College Day – 28.02.2015 – Dr.Viswanathan, Chairman, VIT
Dr.Pachamuthu, Chairman,SRM
Dr.A.C.Shanmugam, Chairman,
Dr.Myil Vananan,
9. Valediction – 07.03.2015 – Mr.Vijayaragavan, Vice President, Accenture
Mr.Ashok Sitaraman, Vice President,Wipro
- 10.Graduation Day – 14.03.2015 – Dr.Thandavan, VC,UNOM
- 11.Assembly day class hour reschedule timings attached
- 12.Any other matter

The minutes of the Management Meeting held on 10.12.2014 at 11.15 a.m. in the Director / Secretary's Room. The following points were discussed


1. Information on Leave - Faculty should inform Brother
2. Confirmation letter – Giving for Psychology, Social Work
3. Academic Council - To be decided
4. Remuneration - Ms.Angeline – Rs.300 per hour
5. French teachers salary – additional work finalized for 10 hours @Rs.300/-
6. Faculty Leave – Christmas – Those who are not going for valuation will be come to college on 18th, 19th and 20th from 9 a.m. to 2 p.m.
7. Any other
 - Fund raising programme to be organized as an annual event
 - Letters inviting music teachers as judges for carol competition on 17.12.2014 from St. Michaels and St.Patricks ICSE school


Dr.Fatima Vasanth
Principal

M/M Wednesday: 14/10/12/2014

Management Meeting will be held on Wednesday, 10th December 2014 at 11.30 a.m. in the Directors Office.

1. Information on Leave
2. Confirmation letter
3. Academic Council
4. Remuneration - Ms. Angeline
5. French teachers salary
6. Faculty Leave - Christmas
7. Any other



Dr. Fatima Vasanth
Principal

The minutes of the Management Meeting held on 2.12.2014 at 11.15 a.m. in the Director / Secretary's Room. The following points were discussed

1. Budget for Christmas was approved
2. Language Faculty were called and the matter was resolved
3. IQAC – Dr.Sandra - On 12.12.2014 there will be a IQAC workshop

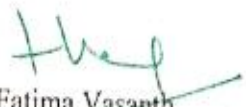

Dr.Fatima Vasanth
Principal

MM/Tuesday/13/02/12/2014

Management Meeting will be held on Tuesday, 2nd December 2014 at 11.15 a.m. in the Directors Office.

Agenda

1. Budget for Christmas
2. Language Faculty
3. IQAC – Dr.Sandra
4. Any other


Dr.Fatima Vasanth
Principal

The minutes of the Management Meeting held on 10.11.2014 at 11.30 a.m. in the Director / Secretary's Room. The following points were discussed.

1. Staff Mentoring – Result performance – 18th & 19th November
The staff who have produced less than 65% results will be asked to give a written explanation which will be placed in the meeting schedule.
2. College Reopens for III Years - Monday, 24th November 2014 – discussed
3. Review Inauguration – Gate/ Library – Monday, 24th November 2014 – discussed
4. Decided to combine Care & Share Programme / Christmas day Celebration for Students & Staff on Thursday, 18th December 2014.
5. Central Valuation & Christmas Holidays commences from Friday, 19th December 2014 discussed and on rotation.
6. College Reopens after Christmas– Monday, 5th January 2015 – informed
7. NAAC Fees – Rs.1,50,000 + Service Tax 12.36% (18540) – DD to be ready on 17th November Rs.168540/-
8. Any Other matter

Hospitality for 24th November – Guest/VIP/Community – number of guest will be finalized.



Dr. Fatima Vasanth
Principal

MM/Monday/12/10/11/2014

Management Meeting will be held on Monday, 10th November 2014 at 9 a.m. in the Directors Office.

Agenda

1. Staff Mentoring – Result performance – 18th & 19th November
2. College Reopens for III Years - Monday, 24th November 2014
3. Review Inauguration – Gate/ Library – Monday, 24th November 2014
4. Care & Share Programme – Saturday, 13th December 2014
5. Christmas day Celebration for Students – Wednesday, 17th December 2014
6. Christmas day Celebration for Faculty – Thursday, 18th December 2014
7. Central Valuation & Christmas Holidays -Friday, 19th December 2014
8. College Reopens after Christmas– Monday, 5th January 2015
9. NAAC Fees – Rs.1,50,000 + Service Tax 12.36% (18540)
- 10.Any Other matter


Dr.Fatima Vasanth
Principal

The minutes of the Management Meeting held on 5.11.2014 at 11.30 a.m. in the Director / Secretary's Room. The following points were discussed.

1. Governing Body membership – Meeting to be convened on 24th November 2014 @ 11.30 a.m. and agenda mailed.
2. Inauguration – Library/Gate/Prayer Hall – III year students will assemble in the auditorium @ 8.30 a.m.
3. Appointment of Faculty – MSW/English /French – Advertisement will be given on Sunday, 9th November 2014
4. Rotation Chart – PCP/University discussed
5. Minority Status – Appointed fixed with Dr.Ayyar
6. New Courses – Informed
7. NAAC steering committee meeting – scheduled circulated
8. Any other –
 - IQAC workshop to be conducted on 12th or 13th November 2014.
 - Blocks to be streamlined according to the courses
 - Invitations for inauguration of library to be circulated for Brothers / Librarians/ Chief Guest
 - Library Decoration by library committee

Hey

MM/Wednesday/11/05/11/2014

Management Meeting will be held on Wednesday, 5th November 2014 at 11 a.m. in the Directors Office.

Agenda

1. Governing Body meeting
2. Inauguration – Library/Gate/Prayer Hall
3. Appointment of Faculty – MSW/English
4. Rotation Chart
5. Minority Status
6. New Courses
7. NAAC steering committee meeting
8. Any other


Dr. Fatima Vasanth
Principal

The minutes of the Management Meeting held on 27.10.2014 at 9.00 a.m. in the Director / Secretary's Room. The following points were discussed.

1. New Courses

- B.S.W – 3 Rooms
- B.Com(Addl)/ B.Sc(Maths) – 3 Rooms
- M.A.(Eng) – 2 Rooms
- Commerce – M.Phil/Ph.D – 1

2. NAAC report – follow up –

- Review criterion wise based on the Time line and person in-charge
- Department Report updated
- 19th October 2014 hard copy dead line.
- Weekly meeting criterion checklist
 - What/when/who should o
 - Documentary evidence to be ready

3. Attendance Closure – 28.10.2014 – decided

4. Attendance software – 0 instead of O

5. Parents Meet – 30th & 31st October –
Condonation/Prevention/Detained

6. Fees Defaulters - list given to Principal forwarded to Heads of the Department

7. Vacation for faculty – No

8. St.Louis College Examination in our campus – decided to conduct Nov 2014 in our campus.

9. University of Madras Department of English Bus request - No

10. HOD's meeting on – 1st October at 10.30 a.m


All faculty meeting – 1st October 2014 @ 11.30 a.m.

MM/Monday/10/27/10/2014

Management Meeting will be held on Monday, 27th October 2014 at 9. a.m. in the Directors Office.

AGENDA

1. New Courses
2. NAAC report – follow up
3. Attendance Closure – 28.10.2014
4. Parents Meet – 30th & 31st October – Con/Pre/Det
5. Fees Defaulters
6. Vacation for faculty
7. St.Louis College
8. University of Madras Department of English Bus request
9. All faculty meeting – 31st October 2014 @ 11.30 a.m.



Dr. Fatima Vasanth
Principal

MM/Monday/09/13/10/2014

MEETING NOTICE

Management Meeting will be held on Monday, 13th October 2014 at 1.30 a.m. in the Directors Office.

1. Finalizing New Courses for the Academic Year 2015 – 2016.
2. New Faculty for MSW
3. Academic Council Member
4. Research and IQAC Members
5. Table in Principals Room
6. Any other


Dr. Fatima Vasanth
Principal

MM/Thursday/08/09/10/2014

MEETING NOTICE

Management Meeting will be held on Thursday, 9th October 2014 at 9 a.m. in the Directors Office.

Agenda

1. Finalizing Practical Examiner for University Examination.
2. Finalizing New Courses for the Academic Year 2015 – 2016.
3. New Faculty for MSW
4. Any Other.


Dr.Fatima Vasanth
Principal

Copy to :

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

The minutes of the Management Meeting held on 09.09.2014 at 10.00 a.m. in the Director / Secretary's Room. The following points were discussed.

1. Cultural

Decided to have two days program that is 18th and 19th September 2014. Judges to be called only from the schools.

2. Result Analysis – Teachers Wise handed over to Brother for analysis.

3. Students Disciplinary Action – decided to suspend the final year and the first year students till 21.09.2014. The first year student will go for counseling and get a report on 22.09.2014 for final decision.

4. Fixing Practical Examiner – only by the Principal and Vice Principal.

5. Model Exam – 6th – 10th – One session timing – 9 – 11.30 a.m. –

Parents of students who have more than 4 arrears – II years and 5 arrears – III years should be called for a meeting.

6. Portion Completed Status – 1st October II & III Years and 17th November 1st Years – communicated

7. Shift II – revival decision pending

8. New Courses - October 1st - will be finalized before September 30th and class rooms to be worked out for future courses.

9. Others –

Fees defaulters – list received and informed HOD's and status explained to Principal and Brother

First Friday Mass – scheduled on 1st October @ 12.30 p.m.(due to model exams)

NSS budget – Mr.Jetson to meet Principal Madam



MM Monday 07/09/09/2014

Agenda

1. Cultural
2. Result Analysis – Teachers Wise
3. Students Disciplinary Action
4. Fixing Practical Examiner
5. Model Exam – 6th – 10th – One sitting timing – 9 – 11.30 a.m.
6. Portion Completed Status – 1st October II & III Years and 17th November 1st Years
7. Shift II
8. New Courses - October 1st

The minutes of the Management Meeting held on 11.08.2014 at 10.00 a.m. in the Director / Secretary's Room. The following points were discussed.

1. Instant Exam Review

To inform all HOD's to look for single arrear candidates from the galley and check their results online for Instant Results.

2. Fees Defaulters – Bank Loan/ Financial assistance from other sources
– Faculty/Students/ Parents/ Alumni / III Year students who take TC during the year – to be converted as scholarship.

There will be a meeting on 18.08.2014 at 1.30 to discuss about any assistance.

3. Scholarship for Sports person

They can apply directly to the Director /Secretary

4. Other Scholarship – Gitanjali

They advise through letter regarding the disbursal of scholarship

5. Vis.Com Intercollegiate Cultural

Only one day programme to be finalized in consultation with the management.

LOGO Competitions approved

6. AICUF

Funds can be raised through registration fees.

7. College Bazaar

– Mahalir Thittam to be conducted

8. *M.Com Exhibition*

28.08.2014

9. *Condonation/Prevention/Detained*

The policy has been framed.

10. *Chief Guest – National Seminar /International –PCRA*

Decided to invite an International Speaker

11. *Online Examination Registration Status*

The matter has been represented and it was decided to upload all the applications of students lacking attendance and fees defaulters after payment of fees.

12. *Assembly*

Normal assembly duration should be 15 mins. Special assembly 30 mins.

13. *Mass Timings*

Decided to have mass at 12.30 p.m.

14. *NSS Out Reach Program*

Principal will contact the NSS programme officers regarding the NSS balance.

Hay

MM/Monday/06/11/08/2014

Agenda

1. Instant Exam Review
2. Fees Defaulters – Bank Loan/ Financial assistance from other sources – Faculty/Students/ Parents/ Alumni / III Year students who take TC during the year – to be converted as scholarship.
3. Scholarship for Sports person
4. Other Scholarship – Gitanjali
5. Vis.Com Intercollegiate Culturals
6. AICUF
7. College Bazaar
8. M.Com Exhibition
9. Condonation/Prevention/Detained
- 10.Chief Guest – National Seminar /International –PCRA
- 11.Online Examination Registration Status
12. Assembly
- 13.Mass Timings
- 14.NSS Out Reach Program

Hvay

8. Sports

- Aerobics – staff in-charge will meet brother for costumes
- Dance- staff in-charge will meet brother for costumes
- Pyramids – staff in-charge will meet brother for costumes
- Chief Guest Memento – Rs.5000/- budget
- Completed Event Chief Guest – Rs.3000 – 5000/-
- Gifts for PD and other guest – Brother will take care
- Certificates – staff concerned to meet brother.

9. Saturday, 16th August 2014 Staff Seminar – motivation and personality development between 8.30 – 1.30 p.m. – Fr.John Britto, Rector St.Josephs College – Speaker

10. Entering Exam Room has been restricted.

11.Fees due drive before 9th August 2014.

Huey

MM/Monday/05/04/08/2014

Agenda

1. Review of the Minutes of meeting held on 21.07.2014.
2. Attendance Software introduction on September 5th 2014 (June – August attendance day wise not hour wise).
3. Infrastructure
 - Canteen
 - Library layout – faculty corner – career corner
 - Prayer House Inauguration
 - Entrance
 - Girls Toilet (A Block)
 - Rooms for Dean
 - Rooms for Clubs
 - College Map
 - Faculty Name Board
 - Vision and Mission Board in all departments
 - Name Boards for various clubs near the college entrance.
 - Painting outside the college walls.
 - Shifting TV.
4. Office cupboard/Store Room.
5. Soft skills and Tally for teaching and non teaching.
6. Procedure for Stationery requirements.
7. Internet -speed
8. Sports
 - Aerobics
 - Dance
 - Pyramids
 - Chief Guest Memento
 - Completed Event Chief Guest
 - Gifts for PD and other guest

The minutes of the Controller's Meeting held on 21.07.2014 at 4 p.m. in the Controllers Office. The following points were discussed.

Minutes of the Controller's Speech

1. 900 students will write in our college – BCA/B.Sc/BA.
2. Rs.6000/- received towards advance.
3. To utilize college staff as invigilators. .
4. Lakhs of students have become familiar with the college name while viewing the results.
5. Phone calls will be coming from students enquiring about the location of the college so experienced office staff to attend the calls.
6. Seating arrangement will be sent before 2 days.
7. Canteen /Washroom facility should be available for students and Parents.
8. Late comers will be allowed till 10.30 a.m.

Minutes of the Asst. Controller's Speech

1. Wide Publicity for the college.
2. Hall Tickets with Photo ID along with the Telephone No of the centre can be downloaded from Wednesday. No Hall
3. Tentative candidates list given it can reduce.
4. Nominal Plan/Seating will come on Thursday
5. Packing should be subject code wise. Dispatch on the same day.
6. Physical verification to be done for Malpractice.

H. V. S.

The minutes of the Management Meeting held on 21.07.2014 at 11.15 a.m. in the Director / Secretary's Room. The following points were discussed.

1. Inauguration of Prayer House – Curtain/Back Drop/Designing
2. Probation Staff – service conditions - leave on emergency will be considered
3. Advertisement for PG courses – yesterday 20.07.2014
4. 1st August - Inauguration of PCEC/ Placement Brochure release/ Magazine 2013 – 2014 – 3 Chief Guest suggested
5. Admission Status – UG - 3 vis com seats vacant and PG MSW 11/30 and M.Com 7/40 – informed
6. Sports day – Chief Guest – Vice Chancellor – Sports University & Mr.Srikanth - Cricket Player
7. Attendance Software - informed
8. Grievance and Ragging redressal committee –Reported
9. Academic Audit – informed

Internal Audit – Every Year – Last week of January -Internal members

External – Once in 2 years- External experts

10. Academic Advisory Council – 2 year term – meeting twice a year (Sept & Feb) External Members.

11. PCEC Committee –5 member committee - MSME Director & USAB Director and 3 other members.

12. Performance Appraisal – In the month of March – Self Appraisal & Mgt Appraisal.

13. Research Committee – Arts/ Science/ Management.

14. IQAC – Dr.Gnanapushpam will co-ordinate

15. Any other matter – 1) Vis Com invitation approved

2) Baptist Church – Dr.Raja&Ms.Louisa

3) ITC – WOW – informed about the MOU

4) Sports – decided to have aerobics & gymnastics

16. PG Classes will commence from 4th August 2014



MM/Monday/04/21/07/2014

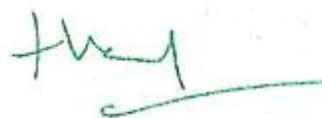
Agenda

1. Review of Minutes of meeting held on 15.07.2014
2. Inauguration of Prayer Tower
3. Probation Staff – service conditions
4. Advertisement for PG courses
5. 1st August - Inauguration of PCEC/ Placement Brochure release/ Magazine 2013 – 2014
6. Admission Status – UG - 3 vis com seats vacant and PG MSW 9/30 and M.Com 7/40
7. Sports day – Chief Guest
8. Attendance Software
9. Grievance and Ragging redressal committee -Reporting
10. Academic Audit –

Internal Audit – Every Year – Last week of January -Internal members

External – Once in 2 years- External experts

11. Academic Advisory Council – 2 year term – meeting twice a year (Sept & Feb) External Members.
12. PCEC Committee – MSME Director & USAB Director and 3 other members.
13. Performance Appraisal – In the month of March – Self Appraisal & Mgt Appraisal.
14. Research Committee – Arts/ Science/ Management.
15. IQAC
16. Any other matter



The minutes of the Management Meeting held on 15.07.2014 at 10.30 a.m. in the Director and Secretary's Room. The following points were discussed

1. PTA – 19th July 2014 – election to be conducted.
2. Citizen Consumer Club – 27nd August 2014 – all Faculty members to take approval from Brother before taking the print out of the invitations.
3. Sports Day 23rd August 2014 - Chief Guest and Time – to be discussed on 21/07.2014
4. PG admission – database/UOM/Pamphlets – contacted Dr.Gurusamy - to meet him on 23.07.2014.- Pamphlets ready for print.
5. Instant Exam – 26th July 2014 – informed 900 students & D Block
6. MUFES(University of Madras Free Education Scheme)– reported
7. Thanthi TV programme - Review – Approval - for all outside programmes to be got from Director/Principal.
8. Minutes about VC meeting – Noted
9. Dept requirements
MSW – Mr.Jetson to meet brother
PD – Mr.Arul in-charge for boys rest room
Mrs.Maria in-charge for girls rest room
Office - Cupboard to be removed from behind and to purchase 3 steel cupboards. – will look into the matter
10. House keeping – Cleanliness – Mr.Kamal has been instructed regarding the campus cleanliness.
11. Ramp near auditorium
12. Vision and Mission – display.

Handwritten signature

MM/Tuesday/03/15/07/2014

Agenda

1. Review of Minutes of meeting held on 07.07.2014
2. PTA – 19th July 2014
3. Citizen Consumer Club C – 27nd August 2014
4. Sports Day 23rd August 2014 - Chief Guest and Time
5. PG admission – database/UOM/Pamphlets
6. Instant Exam – 26th July 2014
7. MUFES(University of Madras Free Education Scheme)– reporting
8. Thanthi TV programme - Review and approval only from Director
9. Minutes about VC meeting
10. Dept requirements
MSW
PD
Office - Cupboard to be removed from behind and to purchase 3 steel cupboards.
11. House keeping – Cleanliness

Handwritten signature

The Management Meeting was held on 07.07.2014 at 10.30 a.m. in the Correspondent's Room. The following points were discussed

1. Santhosh - II.B. Sc(Vis.Com) – TC not accepted – appeal – decision pending

It was decided to admit him on conditional basis . Undertaking from Guardian and student. He should not take part in any co-curricular or extra curricular activities.

2. Announcements at 8.30 a.m. & 1.30 p.m. only

Announcements to be made only at

- 1) 8.30 a.m. 2) 11.10 a.m. and 1.25 p.m. only

3. Cancellation of classes

No cancellation of classes

Practice/ Meetings to be held between 1.30 p.m. to 2 p.m. or after 1.30 p.m.

4. Visit to University/Govt.Office/Any other place – record to be maintained with details –
Date of visit
Purpose
Person
Follow Up

5. Documentation of Programme

Comper to Submit complete document within a week of the programme

6. College Choir & Catholic Students
College Choir – Mr.Daniel
Catholic Choir – Ms.Lenora

7. Investiture and Fresher's day - Review.
Chief Guest Memento, 9th Rehearsal at 1.30 p.m.

8. Admission Status – all vacancies to be filled up

Management Meeting on 07.07.2014 @ 9 a.m

MM/02/07/07/2014

Agenda

1. Santhosh - II.B. Sc(Vis.Com) – TC not accepted – appeal – decision pending
2. Announcements at 8.30 a.m. & 1.30 p.m. only
3. Cancellation of classes – no class cancellation – Practice/ Meetings to be held between 1.30 p.m. to 2 p.m.
4. Visit to University/Govt.Office/Any other place – record to be maintained with details - Dt/Purpose/Person/Follow Up
5. Documentation of Programme – Compere to Submit complete document within a week of the programme
6. College Choir & Catholic Students
College Choir – Mr.Daniel
Catholic Choir – Ms.Lenora
7. Investiture and Fresher's day - Review.
8. Admission Status.
9. Any other matter.

hvy

The Management Meeting was held on 30.06.2014 at 9 a.m. in the Correspondent's Room. The following points were discussed

1. NAAC preparation

- Infrastructure.
- Patrician College illuminating high rise board – 50% by management and 50% from sponsor
- Women and rest room name board to be displayed.
- Plants in open space - it was decided that the place will be cleaned
- Complaint register – Complaints with regard to infrastructure will be forwarded to Brother and the rest will be dealt with the committee.
- Main gate/Wicket gate frontage face lift will be take care during 1st week of October.
- College notice board – near girl's toilet area will be erected shortly.
- Vision and mission statement to be exhibited in all blocks will be executed.
- Ramp near auditorium will be viewed for approval.

2. It was decided to have the following course for the academic year 2015 – 2016. Brother has requested the Principal to forward a letter with regard to the same.

- B.S.W.
- M.A.(Eng)
- B.C.A Additional Section
- B.Com(Gen) Additional Section
-

3. Staff Welfare – 1. Salary Slip for loan purpose – it is already credited in the bank

2. Incentive for Staff – (Norms to be fixed) for the same

4. Students Welfare – Bishop Daniel Fund – fund raising to be incorporated .



5. Healthy Practice – Policy Manuals to be framed
 - Staff Policy – Congregation hand book will be given to frame the role of staff
 - Grievance
 - Health Care – policy already framed
 - Placement
 - Disciplinary
 -

6. Financial Management – Accounting by departments


- funds resource mobilization
- Accounting auditing
- Department funds – all departments/ clubs

Receipts books/Payment Vouchers/Bills to be submitted/ Closing audit to be done.

7. Technology up gradation – internet speed and connectivity to go for more comprehensive plans from other networks.
8. Academic Audit – Management Team / Performance of the department - Management Team consisting of the Director/Principal and Vice Principal
9. Academic Advisory Committee to have industrial/educationist/ NGO/legal experts/banking to work on it
10. Performance appraisal for teachers at the end of the year
11. Investiture Ceremony – To buy memento.
12. Fresher's Day – Programme Schedule.
13. Patrician Continuing Education Centre (PCEC)



Management Meeting @ 9 a.m

1. NAAC preparation
 - Infrastructure
 - Patrician College illuminating High Rise Board
 - Women and Boys rest room
 - Plants in open space
 - Complaint register
 - Main gate/Wicket gate frontage face lift
 - College notice board
 - Vision and mission statement to be exhibited in all blocks
 - Ramp near auditorium
 2. New Course
 - B.S.W.
 - B.A(Tamil)
 - M.A.(Eng)
 - M.Sc(Media & Communication)
 - B.C.A (Additional Section)
 - Certificate Diploma Course
 - SAP Program – Xavier Board
 - Logistics Management
 3. Staff Welfare – 1. Salary Slip for loan purpose
2. Incentive for staff
 4. Students Welfare – Bishop Daniel Fund –Corpus Fund - Fund raising
 5. Healthy Practice – Policy Manuals
 - Staff Policy
 - Grievance
 - Health Care
 - Placement
 - Disciplinary
- 

**2015-2016****Minutes of the Management Meeting 2015- 2016**

Management Meeting held on Monday, 8th June 2015 at 11 a.m. in the Director's Office.

S.No	Agenda	Decision Taken	Official In charge	Deadline
1.	Orientation Program for Faculty	Increase in the number of Academic Development programs suggested	Principal with IQAC Team	12 th June 2015
2	Working day only for I Years	Opening day – Assembly B.A. English	Principal	22 nd June
3	Orientation Program for I years	Advisors and Heads of departments to address for both parents and students Class room orientation by tutors decided	Principal	22 nd June
4	Calendar Magazine	All events from various committees to be incorporated in the Calendar	Principal	June
5	Block Arrangement	The reassigning of classrooms due to increase of UG programs	Vice Principal	With immediate effect
6	Admission Status	Department wise admission status to be given weekly by Heads of departments	Principal	With immediate effect
7	NAAC celebration	To be celebrated on the Reopening day for staff and with students on the day of reopening	Director and Secretary	June

Dr. Fatima Vasanth
Principal



Management Meeting held on Friday, 3rd July 2015 at 11.45 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official In charge	Deadline
1.	Fine Arts Club	Instrumental music to be played every day during the break @ 11.15–11.45a.m. One day in a month to be allocated for music Dedication during the break. Students volunteers to paint outside and inside the wall leading to the D Block with a social message.	Principal	10 th July
2	French Association	14.07.2015 – Mr.Sriram Mahalingam, CEO has consented to be the Chief Guest	Principal	10 th July
3	Investiture Ceremony Fresher's Day	15.07.2015 17.07.2015 – Mr.Kannan, DCE Principal has consented to be the Chief Guest	Principal	7 th July
4	Parent Teacher Meet and PG Orientation	25.07.2015 - PTA 30.07.2015 – Dr. Armstrong, HoD, UNOM has consented to be the Chief Guest	Principal	10 th July
5	Policy on Scholarship	Bishop Daniel Delaney Scholarship to be instituted – 1 from each class to identified.	Director and Secretary	July
6	Appt of Additional Administrative Staff	Approved and appointment order to be given – Mrs. Celine has been appointed	Director and Secretary	July
6	Wooden Cabinet to be removed from the office	Renovation work to be taken up in the Administrative 's Office and Principal's Office – work to be finished before end of July	Director and Secretary	July

Dr. Fatima Vasanth
Principal



Management Meeting will be held on Friday, 7th August 2015 at 11.45 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official In charge	Deadline
1.	Visitors Pass	Visitors to be recorded in a register maintained by the Security	Principal with IQAC Team	12 th August 2015
2	Speakers in Ground	One more speaker to be purchased	Principal	August
3	Sports Day Invitees for sports	Chief Guest - Day I – Completed Events Day II – Sports Day Guests List	Principal	17 th August
4	Result Analysis	10 th August 2015	Principal	With immediate effect
5	Staff	Mr. Vijayanarayanan Mrs. Philomina Xavier Mr. Kolochuvar -status	Vice Principal	With immediate effect
6	Department Visit	Each month the Principal will hold a meeting with each department	Principal	With immediate effect
7	Independence Day	Books to be purchased instead of prizes	Director and Secretary	With immediate effect
8	Audit Report	Dr. Solomon to give the report	Director and Secretary	August
9	Additional Administrative Staff	The Management consented to appoint more administrative staff before	Director and Secretary	August
10	Grievance Issues	Grievance regarding infrastructure to be written in a separate Register Faculty grievances can be addressed personally or through mail to the Principal / Director	Director and Secretary	With immediate effect

Dr. Fatima Vasanth
Principal

Management Meeting will be held on Friday, 14th August 2015 at 10.45 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official In charge	Deadline
1.	15 th August compulsory working day	Breakfast will be given to faculty	Principal with IQAC Team	12 th June 2015
2	Administrative Staff Appointment	Appointment finalized. Staff will be reporting from this week.	Principal	With immediate effect
3	Result Analysis report Print outs	Individual and department wise to be given – areas of concern must be addressed	Principal	With immediate effect
4	25 th August – Exclusive management meeting – audit report about administration	Consented and all reports to be handed over for audit	Principal	June
5	Drinking water (sump)	Checking the quality of water regarding drinking water	Vice Principal	With immediate effect
6	Management visit to department	Tuesday 1.30 p.m. – 2 p.m.	Principal	As mentioned
7	Governing Body	(24 th Nov 2014) – Friday, October 16 th	Director and Secretary	June
8	Apollo shine programme	Collection of money	Director and Secretary	Within a week from the date of commencement
9	P.T.A.	HODs should identify the members for the PTA election	Principal	With immediate effect
10	Mrs. Bhuvaneshwari Resignation	Based on the request & submission of documents entrusted to the staff relieving of the staff from duty to be finalized	Principal	As soon as completion of the process

Dr. Fatima Vasanth
Principal

Management Meeting was held on Friday, 11th September 2015 at 10.45 a.m. in the Director's Office.

S.No	Agenda	Decision Taken	Official In charge	Deadline
1.	Notice Board	Near Canteen	Principal with IQAC Team	12 th June 2015
2	Job Fair - Psychology	Proposal accepted. Sought for detailed programme schedule	Principal	On or before 16 th instant
3	Stationery Requirement	for University Exam Approval given	Principal	On or before 13 th September
4	Administrative Staff	Appointment	Principal	June
5	Grievance Issue	(confidential)	Vice Principal	With immediate effect
6	Governing Body Meeting	Letters to external experts sent and consent to be received.	Principal	On or before 30 th September
7	Condonation Prevention/Detention	As per the University regulations	Director and Secretary	June

Dr. Fatima Vasanth
Principal



Management Meeting will be held on Tuesday, 22nd September 2015 at 10.45 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official In charge	Deadline
1.	Grievance Redressal	Grievance reports to be given on Tuesdays after checking the boxes on Monday at 1.30 p.m.	Principal with IQAC Team	As decided
2	Late Comers	Late coming to be monitored by HoDs – block wise monitoring to be done	Principal	Every day
3	Mobile	Mobile phone usage to be monitored	Principal	Every day
4	Discipline	Student movement in between class hours and late reporting to class after lunch	Principal	Every day during break hours
5	Faculty on long leave	Ms. Deepa Mr. Kolochuvar Ms. Divya D	Vice Principal	With immediate effect
6	NSS	NSS leader to submit report of the audit to the Team	Principal	1 week after the special Camp
7	International Workshop	Permission granted	Director and Secretary	Next week

Dr.Fatima Vasanth
Principal



Management Meeting will be held on Wednesday, 4th November 2015 at 10.45 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official In charge	Deadline
1.	Website	Website to be updated by all department before end of November	Principal with IQAC Team	As decided
2	Merging Placement & PCEC	They will function as separate cells with each having a different coordinator	Principal	With immediate effect
3	November Vacation – Probationers	Probationers will have the same days of leave as the Permanent faculty.	Principal	As applicable
4	College Reopens for Next Semester	23 rd November 2015 for II PG & III Years 27 th November 2015 for I & II Years UG & I PG 30th November 2015 for I BSW	Principal	As mentioned
5	Care and Share	Can be initiated as last year	Vice Principal	With immediate effect

Dr. Fatima Vasanth
Principal

Management Meeting will be held on Saturday, 21 November 2015 at 12 noon in the Directors Office.

S.No	Agenda	Decision Taken	Official In charge	Deadline
1.	Website Status	Updated by most departments Content to be checked	Principal with IQAC Team	With immediate effect
2	PCEC Courses	PCEC courses status to be updated by Dr. Gnanapushpam	Principal	With immediate effect
3	Prevention/Condonation	Amount to be disbursed to the Univesity	Principal	With immediate effect
4	Staff Welfare	Medical Leave Medical Assistance Medical Insurance Proposal given	Principal	w.e.f next semester

Dr. Fatima Vasanth
Principal



Management Meeting will be held on Tuesday, 15 December 2015 at 10 a.m. in the Directors Office.

S. No	Agenda	Decision Taken	Official In charge	Deadline
1.	Attendance Software	Attendance Software to be renewed	Principal with IQAC Team	12 th June 2015
2	Faculty Recruitment	a. Social Work b. Commerce	Principal	With immediate effect
3	Christmas celebration for Staff and Faculty	Christmas on low key due to Chennai floods Faculty contributing a day's salary or whatever they could towards Chennai Floods Relief	Principal	18 th December
4	Faculty Christmas gift	To be purchased by the Committee-amount sanctioned	Principal	June
5	Relief Fund	Students, faculty and support staff affected by floods to be identified and reported immediately	Vice Principal	With immediate effect
6	Dispersal of Bishop Daniel Delany Fund	Special Assembly to be conducted and cheque to be disbursed during Assembly	Vice Principal	As decided
7	Medical Insurance	Staff from United India Insurance to conduct an orientation to faculty	Director and Secretary	June

Dr. Fatima Vasanth
Principal



Management Meeting will be held on Wednesday, 23 December 2015 at 11.30 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official In charge	Deadline
1.	Staff Tour	staff-43 & Kids-13 Tickets and place confirmed 3 days and 2 nights	Principal with IQAC Team	12 th June 2015
2	Calendar	Committee to be formed to design the Calendar for the following academic year	Principal	March
3	Distribution for flood relief	Help rendered in the form of cash or kind.	Principal	January
4	Scholarships	Identify the deserving candidates according to criteria	Principal	June
5	Christmas wishes for VIPs	Christmas greetings to be printed and posted	Vice Principal	With immediate effect
6	Policy on withdrawal of admission	Policy to be incorporated in the prospectus	Director and Secretary	With immediate effect

Dr. Fatima Vasanth
Principal



Management Meeting will be held on Monday, 04 January 2016 at 11.50 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official In charge	Deadline
1.	Balance of Relief fund	To be distributed for the deserving flood affected students of the college.	Principal with IQAC Team	12 th June 2015
2	Republic day	Books to be purchased for prize winners	Principal	With immediate effect
3	Software maintenance	AMC to be renewed	Principal	With immediate effect
4	ERP software	Recruit a network expert for short term	Principal	June
5	Affiliation	New course affiliation status	Vice Principal	With immediate effect
6	Library timings	8a.m to 3Pm	Vice Principal	With immediate effect
7	Graduation	Graduation delayed due to technical reasons	Director and Secretary	June

Dr. Fatima Vasanth
Principal



Management Meeting will be held on Monday, 11 January 2016 at 11.30 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official In charge	Deadline
1.	Pongal Celebrations	Committee to organize programmes	Principal with IQAC Team	12 th June 2015
2	Fee defaulters	HODs to submit the fees defaulters	Principal	With immediate effect.
3	Study tour	The dates were confirmed in the HODs meeting for students study tour from 17 th to 21 st February, 2016	Principal	January
4	Chief guest:	March 5 th - College Day, March 12 th - Graduation Day,	Principal	June
5	Distribution of Calendar to faculty and students	To be distributed at the time of re-opening.	Vice Principal	With immediate effect

Dr.Fatima Vasanth
Principal



Management Meeting will be held on Monday, 24 January 2016 at 11.30 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official In charge	Deadline
1.	Orientation Program for Faculty	Increase in the number of Academic Development programs suggested	Principal with IQAC Team	18 th June 2015
2	Working day only for I Years Re-	opening day – Assembly B.A. English	Principal	With immediate effect
3	Orientation Program for I years	Advisors and Heads of departments to address for both parents and students Class room orientation by tutors decided	Principal	With immediate effect
4	Calendar Magazine	All events from various committees to be incorporated in the Calendar	Principal	June
5	Block Arrangement	The reassigning of classrooms due to increase of ug programs	Vice Principal	With immediate effect
6	Admission Status	Department wise admission status to be given weekly by Heads of departments	Principal	With immediate effect
7	NAAC celebration	To be celebrated on the Reopening day for staff and with students on the day of reopening	Director and Secretary	June

Dr. Fatima Vasanth
Principal



Management Meeting will be held on Friday, 5th February 2016 at 11.40 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official In charge	Deadline
1.	Orientation Program for Faculty	Increase in the number of Academic Development programs suggested	Principal with IQAC Team	12 th June 2015
2	Working day only for I Years Re-	opening day – Assembly B.A. English	Principal	With immediate effect
3	Orientation Program for I years	Advisors and Heads of departments to address for both parents and students Class room orientation by tutors decided	Principal	With immediate effect
4	Calendar Magazine	All events from various committees to be incorporated in the Calendar	Principal	June
5	Block Arrangement	The reassigning of classrooms due to increase of UG programs	Vice Principal	With immediate effect
6	Admission Status	Department wise admission status to be given weekly by Heads of departments	Principal	With immediate effect
7	NAAC celebration	To be celebrated on the Reopening day for staff and with students on the day of reopening	Director and Secretary	June

Dr.Fatima Vasanth
Principal



Management Meeting will be held on Friday, 20th February 2016 at 11.40 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official In charge	Deadline
1.	Staff Leave	Department wise register to track staff leave	Principal	With immediate effect
2	PTA	Snacks and refreshment in canteen area	Principal	With immediate effect
3	Retreat	Jesus youth team to conduct Retreat	Vice-Principal	Before March
4	NSS Camp	Principal to decide over the valediction	Principal	Before March
5	Appointment	English faculty 1 No	Principal	Before May
6	Staff Reliving	To inform the management before 31 st march	Principal	Before March
7	Inter collegiate	Can be conducted from next year	Principal	With immediate effect

Dr. Fatima Vasanth
Principal



2016-2017

Minutes of the Management Meeting 2016- 2017

MM/Tuesday/1/714/06/2016

Management Meeting held on Tuesday, 14th June 2016 at 11 a.m. in the Director's Office.

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1.	Dr. Solomon, Asst. Prof. Dept. of Psychology	To make an analysis of changes Report and remedial measures to be taken	Director and Secretary	With immediate effect
2.	Biometric	Faculty attendance through biometric system to be Introduced	Director and Secretary	With immediate effect
3.	Civil services cell	To be initiated this academic year	Principal	July
4.	Assembly	Mr. Joseph Bellarmin and Mr. Sakthivel in charge – Weekly once	Principal	With immediate effect
5.	Resignation	Mrs. Ambika - resignation letter and relieving order	Director and Secretary	June last week

Principal



MM/Friday/2/24/06/2016

Management Meeting held on Friday, 24th June 2016 at 11 a.m. in the Director's Office

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1	Staff handbook	Mr. Felix to report	Principal	With immediate effect
2	PCP class	Block to be allocated	Principal	With immediate effect
3	Maintenance	RO water system to be cleaned	Director	weekly
4	Software attendance	Mrs. Sangeetha in charge	Principal	With immediate effect
5	St. Louis scholarship	Dr. Geetha coordinator- limited to second years only	Principal	End of June

Principal



MM/Tuesday/3/12/07/2016

Management Meeting held on Tuesday, 12th July 2016 at 11 a.m. in the Director's Office

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1	Investiture and Freshers committee meeting	Venue OAT	Principal	With immediate effect
2	Workload	Mismatch in workload to be tallied for the next semester	Principal/HODs	With immediate effect
3	Socio-economic status	Socio-economic status of students to be identified by class tutors	HoDs	End of the month

Principal



MM/Tuesday/4/26/07/2016

Management Meeting held on Tuesday, 26th July 2016 at 11 a.m. in the Director's Office

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1	PTA review	Principal to personally address defaulters	Principal	After PTA meeting
2	Classes	students to possess textbooks and faculty to insist on the same	Principal/HODs	With immediate effect
3	Discipline	all matters of importance to be brought immediately to the Principal	HoDs	With immediate effect
4	Sports day	intramural to be conducted- timings to be decided	Principal/Physical Director	With immediate effect

Principal



MM/Tuesday/5/9/08/2016

Management Meeting held on Tuesday, 9th August 2016 at 11 a.m. in the Director's Office

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1	Sports day	<ul style="list-style-type: none">• student fights to be resolved and rules to be followed strictly• teacher presence mandatory during events	Principal	With immediate effect
2	Sports day	Chief guest and guest of honor to be fixed	Physical Director	End of the week
3	Evoluzione	<ul style="list-style-type: none">• Fashion show reviewed• Number of events to be reviewed• Meeting with coordinator	Principal	With immediate effect
4	Completed events	Prize distribution Superior, to be the chief guest	Principal	3 rd week
5	Library	Rs. 1,50,000 sanctioned	Director	With immediate effect
6	Delaney scholarship	Students whose parental income less than 1,50,000 to be identified	Principal/ HODs	End of the week

Principal



MM/Tuesday/6/30/08/2016

Management Meeting held on Tuesday, 30th August 2016 at 11 a.m. in the Director's Office

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1	IQAC	To conduct capacity building workshop	IQAC, Coordinator	With immediate effect
2	ICT	2 more classrooms to get ICT I M.A. and I M.Com	Director	With immediate effect
3	Reallocation of classrooms	M.Com now in D block - to be moved to B block by October	Principal	With immediate effect
4	Staff room renovation	English dept – handing over the keys	Director	1st week of September
5	B.Com staff room	To be moved from first to second floor after renovation	Director	End of September
6	B.Com CS	To move from D block second floor to B block ground floor	Principal	With immediate effect

Principal



MM/Tuesday/7/6/09/2016

Management Meeting held on Tuesday, 6th September 2016 at 11 a.m. in the Director's Office

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1	B.A. English issue	Students without parental monitoring -Faculty to help such students	Principal	With immediate effect
2	NPTEL	To introduce such courses as part of curriculum	Principal	With immediate effect
3	PG Departments	To apply for online MOOC courses	HODs	With immediate effect
4	M.phil courses	For the next academic year	Principal	--
5	Disciplinary action	MSW students and 6 other students	Principal	With immediate effect

Principal



MM/Tuesday/8/27/09/2016

Management Meeting held on Tuesday, 27th September 2016 at 11 a.m. in the Director's Office

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1	Staff mentoring	points to be discussed- result analysis and the proceedings	Principal	End of month
2	Delaney scholarship	To identify the deserving students - faculty to pay a visit to their house.	Director/Principal	With immediate effect
3	Reading club	Committee to be proactive	Principal	With immediate effect
4	Academics	Teachers should not give notes in class - notes can be send as mail	Principal	With immediate effect
5	Admission status	Admission of Sri lankan student to be decided by the University	Principal	--

Principal



MM/Tuesday/9/14/10/2016

Management Meeting held on Friday, 14th October 2016 at 11 a.m. in the Director's Office

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1	Exam	Stationary amount sanctioned	Director	With immediate effect
2	Exam room	To be shifted to first floor - A block	Director	End of the month
3	Coordinator	Mrs. Lenora- chief superintendent on rotational basis	Principal	--
4	Sports day review	Reviewed with committee members	Principal	The same day
5	Culturals review	Event coordinators and committee members were reviewed.	Principal	Next working day
6	Build life foundation	Student council proposed to initiate a Musical event for share and Care.(Carol Competition)	Principal	End of the month

Principal



MM/Tuesday/10/25/10/2016

Management Meeting held on Tuesday, 25th October 2016 at 11 a.m. in the Director's Office

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1	Work load	<ul style="list-style-type: none">• Department work load tallied• Psychology workload to be redone	Principal	With immediate effect
2	Soft skills	<ul style="list-style-type: none">• Softskills to be handled by English Dept - decision finalized.• Interview in the month of November for vacancy	Principal	15 th November
3	MSW	Meeting with Principal regarding discipline and field work	Principal	With immediate effect
4	St. Louis Scholarship	Document to be submitted	Vice Principal	End of the month
5	HPSEN cell	Internal Seminar proposal accepted by HPSEN and Social work department	Principal	With immediate effect

Principal



MM/Tuesday/11/6/12/2016

Management Meeting held on Tuesday, 6th December 2016 at 11 a.m. in the Director's Office

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1	Girl students	PG students who are married must be intimated with attendance procedure.	Principal	With immediate effect
2	Leave Policy	Leave and permission to be calculated 25 th of every month	Director	With immediate effect
3	Academic Calendar	Details of working days to be sent as circular	Principal	With immediate effect
4	Free books	Books to be ordered earlier to avoid loss of days	Director	With immediate effect
5	Student Council meeting	To address students behavior in public places and meddling with the escalators	Principal	With immediate effect
6	External Audit	Decision consolidated and consist action to be taken	Principal	With immediate effect

Principal



MM/Wednesday/12/4/01/2017

Management Meeting held on Wednesday, 4th January 2017 at 11 a.m. in the Director's Office

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1	Vacancies	Commerce -1 Maths – 1 to be filled	Director	With immediate effect
2	AQAR	Submitted successfully	Principal/ IQAC coordinator	--
3	PTA	Principal to address all the parents in the Auditorium	Principal	--
4	Student issues	Care and Sensitivity in dealing with students from broken families	Vice Principal	With immediate effect
5	BA English	Ms Vinitha to be given free breakfast cost borne by the management	Director	With immediate effect

Principal



MM/Tuesday/13/7/02/2017

Management Meeting held on Tuesday, 7th February 2017 at 11 a.m. in the Director's Office

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1	UPS	Powerback to be checked for both Labs and AMC to be renewed	Director	With immediate effect
2	Tally Course	Consent given to PCEC to conduct the course in C Block	Principal	With immediate effect
3	Suriyan FM	Permission given to media interface without disturbing Classes	Principal	--
4	Press	Dr. Raja can be involved in Press coverage	Principal	With immediate effect
5	PAS(Public Addressing System)	Lord's Prayer to be recited by Student coordinated by Mrs. Anees.	Principal	--

Principal



MM/Tuesday/14/7/03/2017

Management Meeting held on Tuesday, 7th March 2017 at 11 a.m. in the Director's Office

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1	RO	RO plant – 2 more to be installed	Director	With immediate effect
2	Logistics Course	Indian Institute of Logistics proposed a three day Course – decision Pending	Principal	Next semester
3	Website	Renewal payment made and domain space increased	Director	With immediate effect
4	Leo Club	Dr. Ahila to check the students wearing helmet while entering and exiting the campus	Principal	With immediate effect
5	Mr. Suresh	Hard disk crash was reported and sent to service for back up.	Director	With immediate effect
6	Purchases	Scanner and cordless mikes are ordered for Purchase	Director	Mid of the month

Principal



MM/Tuesday/15/14/03/2017

Management Meeting held on Tuesday, 14th March 2017 at 11 a.m. in the Director's Office

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1	Department Laptops	10 laptops distributed to department for use , annual maintenance Mr. Suresh	Director	With immediate effect
2	Assembly	Pending certificates, placement offers to be distributed	Principal	Within a week
3	Staff leaving	Letter to be submitted before 31 st of March	Director	With immediate effect
4	Stock	Stock verification to be completed by 31 st March	Principal	--
5	Library Stock	Stock verification to be completed by 30 th April.	Principal	--
6	Staff Leave	2 slot leave to be allotted from 14 th April to 11 th May and 12 th May to 10 th June	Principal	--
7	Admission	<ul style="list-style-type: none">• Core committee and Subcommittee to be formed• Govt. guidelines regarding age and eligibility to be strictly followed	Principal	With immediate effect

Principal



2017-2018

Minutes of the Management Meeting 2017- 2018

MM/Wednesday/1/14/06/2017

Management Meeting will be held on Wednesday, 14th June 2017 at 11.40 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official In charge	Deadline
1.	Installation of new HODs	Change of administrative and academic heads: Dr. Magaveera Nagappa for Dept. of Psychology Dr. Subbulakshmi for Dept. of Comp. Applin. Mr. Sugesh, French Teacher	Principal	With immediate effect
2	RO Water	Clean up to be done every week	Supervisor	Weekly
3	Water	Chlorinated at frequent intervals	Supervisor	Regularly
4	Attendance Software Installation	Faculty need to post attendance every hour in the ERP	Principal	With immediate effect
5	Recommendation of Mobile Fine/ Parking Lot	A fine of Rs. 1000 for use of mobilephone to be collected Rs. 100 /-per month for parking	Supervisor	With immediate effect
6	ERP message sent to parents	Absence of students to be intimated to parents everyday from 21 st June	ERP Incharge	With immediate effect
7	Canteen Timing changed for Shift II students	Canteen break timing for II shift students to be changed to 3.30 pm to 4.00 pm	Principal	With immediate effect
8	UPSC training	Room allocation to be done and intimated to the students	Principal	With immediate effect
9	Stationary list to be given by dept	Requirement of stationary for the department to be prepared by each department and submitted to office duly authorized by Principal	Director	With immediate effect
10	UG Orientation	Orientation for I Year UG programmes to be conducted on 24 th June	Principal	-
11	Library stock verification	The committee needs to submit the Library stock verification report to the principal	Library Committee	In a week from 14.6.17

Principal



MM/Monday/2/19/06/2017

Management Meeting will be held on Monday, 19th June 2017 at 11.40 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1.	Venue Booking/Video and Photography	New format introduced. Booking should be made in advance by registering in the register. Mr. Nanda Kumar of Viscom Dept., is appointed for Video/photography editing	Director Principal	With immediate effect
	Interdepartmental events	With prior intimation to Principal and on approval, all events to be conducted after class/college hours	Principal	Before end of June
	OD policy	Students who are going out for academic and permitted activities, should be given OD by the coordinators	Principal	With immediate effect
	Appointment of Nodal Officer	Mrs. Unika, Mr. John Vaasekaran, Faculty Secretary are hereby appointed as Nodal officers	Principal	With immediate effect
	College Timings	College Timings are rescheduled as below Shift I- 8.20 – 1.30 Shift II- 1.30 – 6.30?	Principal	With immediate effect
	Reopening	I Year UG orientation – 27 th June 2017 between 8.30 -10.30am Note books and ID cards to be distributed on the same day	Principal	-

Principal



MM/Wednesday/3/28/06/2017

Management Meeting will be held on Wednesday, 28th June 2017 at 11.40 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1.	Shift II Appointment	First staff meeting 12.7.2017 to be held on	Principal	As scheduled
	Voters Camp	AV room can be utilized and outsiders can be permitted to attend the camp	Principal	As scheduled
	Allotment of Clubs	Shift II students will be allotted for various clubs constituted	Principal	With immediate effect
	Attendance slips	Mr. Rajesh will collect the slips at 9.00 and 1.40 directly from the classes	Principal	With immediate effect
	ERP Software	Mrs. Sangeetha will meet the Loyola College team in order to get familiarized with the software	Principal	In a week's time
	Union Bank	Bank counter will be functioning in Shift II office from 9.00 am – 3.30 pm	Principal	With immediate effect
	TNPSC	Students need to be grouped and class rooms to be allocated. Classes on Saturdays from 9.00 am to 4.00pm	Principal	With immediate effect

Principal



MM/Friday/4/7/07/2017

Management Meeting will be held on Friday, 7th July 2017 at 11.40 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1.	Investiture	The date of the programme is scheduled on 14 th July and Mr. Kamaraj has given his consent to be the CG	Principal	In two days
	PG orientation	Orientation to be conducted on 28 th July and the venue is the respective classes	Principal & HODs	-
	CIA Test	Decentralization of CIAs will be done. First 2 hours, the test will be conducted followed by usual break	Principal	With immediate effect
	Shift II Timings	On Saturdays and special days shift II faculty will report in the morning [Shift-I timing]	Principal	With immediate effect
	Affiliation	B.Com A&F affiliation approval order I has been received from the University. Room 33A is allocated for B.Com A&F. Staff will be seated along with B.Com General Faculty	Principal	With immediate effect
	Shift II Schedule	Shift II classes will take place in C block when Saturdays are working day	Principal	With immediate effect

Principal



MM/Friday/5/21/07/2017

Management Meeting will be held on Friday, 21st July 2017 at 11.40 a.m. in the Directors Office.

S. No	Agenda	Decision Taken	Official Incharge	Deadline
1.	Breakage	To be reported on broken switches in corridors and broken window panes to supervisor	Principal	With immediate effect
	Instant exam	During the instant examination-Saturday, it is working day for staff. Floor duty to be assigned to staff to monitor the ground area	Principal	With immediate effect
	College Anniversary	Special assembly at 12.30pm for both shift I & Shift II will be conducted	Principal	With immediate effect
	Sports Day	All events have been completed. Prize distribution on 3 rd August 2017 to be held. HOD's to ensure discipline during sports events	Principal	With immediate effect
	Industrial Visit	First year students can be taken for IV. The cost will be bound by the students	Principal & HODs	With immediate effect

Principal



MM/Tuesday/6/8/08/2017

Management Meeting will be held on Tuesday, 8th August 2017 at 11.40 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official Incharge	Deadline
	Review of sports day	Cafeteria facility must be increased	Principal	With immediate effect
	Grievance from Ms. Karthika	French class to be relocated. Room 59 can be allotted	Principal	With immediate effect
	Relocation of BA class Room	Rooms 58, 60, 61, 63 and 64 to be allotted for B.A. English NME two classes of basic tamil and Advanced tamil to be added from this year. Allotted Rooms - Room no 29 & 31 - for basic tamil and 61 & 63B – advanced tamil	Principal	With immediate effect
	New Chapel	Room No. 62 will be renovated and to be converted as chapel	Principal	Within a fortnight
	Brother's Birth Day	Instead of celebration, the amount to be used for chapel decoration & prayer books have to be purchased and students can worship in the chapel between 1.15pm to 1.45 pm	Principal	With immediate effect

Principal



MM/Monday/7/21/08/2017

Management Meeting will be held on Monday, 21th August 2017 at 11.40 a.m. in the Directors Office.

S. No	Agenda	Decision Taken	Official Incharge	Deadline
	Brothers' birthday	Requested for a very simple celebration	Principal	-
	Fees	Defaulters of fees to be verified and checked the fee Chelan by HODs	HODs	With immediate effect
	Sports day review	Budget to be decided and order for purchase of T Shirts to be placed	Principal & Physical Director	With immediate effect
	Maintenance	Noticed no proper water supply in D Block and corrective measures to be taken	Supervisor	With immediate effect
	Department Accounts	Every department should open separate bank account for each programmes/seminars to maintain funds	Principal & HODs	With immediate effect
	BBA issue	Parents called and advised	Principal	With immediate effect
	BA English issue	Girls must be counseled by the lady staff members	Principal	With immediate effect

Principal



MM/Wednesday/8/6/09/2017

Management Meeting will be held on Wednesday, 6th September 2017 at 11.40 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official In charge	Deadline
1	Fine arts	Events for 2 days can be conducted. Brother will sponsor and bear the expenses for the stage. External Security to be used	Principal	With immediate effect
2	Counselor	Appointment to be fixed for every Tuesday	Principal	With immediate effect
3	Transfer of shift	Discretion of the management is final	Director	With immediate effect
4	Shift II Hindi	Hindi faculty will be appointed if more than 25 students take up Hindi as second language	Principal	-
5	Railway station	Students are loitering and complaints have been received from Railway Police – Students to be advised	Principal, HODs and every Faculty	With immediate effect
6	NSS	All India Radio programme sanctioned/Advance amount sanctioned for regular activities	Principal and NSS coordinators	With immediate effect

Principal



MM/Wednesday/9/26/09/2017

Management Meeting will be held on Wednesday, 26th September 2017 at 11.40 a.m. in the Directors Office.

S.No	Agenda	Decision Taken	Official Incharge	Deadline
1	Field Work	UG – Tuesday; PG – Thursday, Friday and Saturday (Attendance to be monitored)	Principal HODs and Programme coordinators	With immediate effect
	Reimbursement	Management will pay for the field work expenses for the faculty	Principal	With immediate effect
	Late coming	Till 8.40 a.m. students are allowed. 8.40 a.m. to 9.10 a.m. ID cards will be scanned and they will be marked absent. After 9.10 students will not be allowed	Principal	With immediate effect
	Staff Leave	Prior intimation to be given Uninformed leave to be avoided	Principal	With immediate effect
	Student Council	They must conduct frequent Student council meetings	Principal	With immediate effect

Principal



MM/Thursday/10/05/10/2017

Management Meeting will be held on Thursday, 5th October 2017 at 11.40 a.m. in the Directors Office.

S. No	Agenda	Decision Taken	Official Incharge	Deadline
	AQAR Report	Preparation underway – To be finalized by the Principal	Principal	With immediate effect
	TC	Preparation of Transfer Certificates and printing the same can be incorporated in ERP from next year	Principal	From Next semester
	Bonafide Certificate	New bonafide module created – 2 copies, 1 retained by office	Principal	With immediate effect

Principal



MM/Thursday/11/26/10/2017

Management Meeting will be held on Thursday, 26th October 2017 at 11.40 a.m. in the Directors Office.

S. No	Agenda	Decision Taken	Official Incharge	Deadline
	Department Extension activities	Outreach by each department should be arranged	Principal and HODs	With immediate effect
	PG Seminar	Seminars to PG students should be arranged by each department	Principal and HODs	With immediate effect
	Workload & Allocation of Subjects	Should be prepared and discussed with Principal by HODs	Principal & HODs	With immediate effect
	Time table	To be prepared by HODs and submitted to Academic Dean	HODs	With immediate effect
	Graduation Day	Online Registration to be started from November 17 th	Principal	As scheduled
	ISRO Space Tech	Mr. Daniel has been appointed as Coordinator	Principal	With immediate effect
	Exam cell	Examn. Duty to be assigned to staff members	Principal	With immediate effect

Principal



MM/Friday/12/08/12/2017

Management Meeting will be held on Friday, 8th December 2017 at 11.40 a.m. in the Directors Office

S. No	Agenda	Decision Taken	Official Incharge	Deadline
1	Result Analysis	Departmentwise result analysis to be done and overall result analysis to be done by Examinations Cell and presented to the Principal	Dean of Academics	In a week on publication of result
	Staff Performance	Staff mentoring to be done after publication of results	Principal	After publication of result
	Christmas Celebrations	In order to celebrate Christmas, the committee should arrange celebration schedule for students	Principal	With immediate effect
	University Valuation	Eligible staff members based on the communication from staff members to be deputed for university valuation	Principal	With immediate effect
	Reopening	Finalized the date of reopening after Christmas as 3 rd January 2017	Principal	With immediate effect

Principal



MM/Friday/13/5/1/2018

Management Meeting will be held on Friday, 5th January 2018 at 11.40 a.m. in the Directors Office.

S. No	Agenda	Decision Taken	Official Incharge	Deadline
1	Result Analysis-CIA	Result analysis based on the CIA should be submitted to the principal	HODs	With immediate effect
2	Pongal celebrations	The committees to prepare list of events and prepare the agenda	Principal	With immediate effect
3	Republic Day	For Republic Day celebrations, events and programmes to be prepared and the same to be submitted to the Principal	Principal	With immediate effect
4	Founder's day	A skit to be prepared by the committee and all the arrangements to be made to celebrate the founder's day	Principal	With immediate effect

Principal



MM/Monday/14/5/02/2018

Management Meeting will be held on Monday, 5th February 2018 at 11.40 a.m. in the Directors Office.

S. No	Agenda	Decision Taken	Official Incharge	Deadline
	PTA meeting	To be arranged by each department and the discussion to be registered in the appropriate register	HODs	As scheduled
	College Day	Decided to celebrate on 9 th March. Committees to be formed and follow up works to be done	Principal	With immediate effect
	Graduation Day	Decided to conduct the graduation day and based on the consent of the chief guest the date will be finalized. Committees to be formed and follow up works to be done	Principal	With immediate effect
	St.Patricks Feast day	Skits and events to be arranged by the committees in this regard	Principal	With immediate effect
	Validation	Decision of choosing chief guest to be finalized	Principal	In two days

Principal



MM/Wednesday/15/7/03/2018

Management Meeting will be held on Wednesday, 7th March 2018 at 11.40 a.m. in the Directors Office.

S. No	Agenda	Decision Taken	Official Incharge	Deadline
	College Day	Rehearsal for the college day to be made	Principal	As scheduled
	Graduation Day	Rehearsal for the college day to be made and procurement of graduation robes to be arranged	Principal	With immediate effect
	Farewell and Photo Session	Departmentwise details for farewell and photo session for final years to be arranged	Principal	With immediate effect
	Model examinations	The exam cell to arrange stationeries, question papers, etc. for model theory examinations	Principal	
	Last working day	28 th March has been fixed as the last working day. All academic works to be planned keeping in view of the last working day	Principal	-
	University examinations	Hall tickets to be issued to the students and information on the hall tickets to be verified by the students	Principal	-

Principal

**2018-2019****Minutes of the Management Meeting 2018 – 2019**

MM/Tuesday/1/12/06/2018

Management Meeting held on, Tuesday, 12th June 2018

S. No	Agenda	Action Taken	Official In charge	Deadline
1.	B.A. Journalism and B.Sc Computer Science Affiliation	Commission on 11 th June 2018	Principal	1 st June
2.	Admission Status	Admissions to close by 23 rd June 2018	Principal	With immediate effect
3.	Registration fee for Library	Decision pending	Director and Secretary	June
4.	Library Committee	New Committee to be formed with Librarian, Assistant Librarian, Ms. Arathy Haridas and Mr. Aravind	Principal	June
5.	Enviro Club	E-waste policy	Vice Principal	End of June
6.	Transfer Letter	To be given to Dr. Sripirya and Mrs. Sunitha John	Principal	June
7.	Magazine	Suggested to release as a cd-copy too	Director and Secretary	August

Principal



MM/Tuesday/2/26/06/2018

Management Meeting held on Tuesday, 26th June 2018:

S. No	Agenda	Action Taken	Official In charge	Deadline
1.	Investiture	Chief Guest has consented and invite sent	Principal	25 th June
2.	Committees	Final approval of committees to be finalized	Director and Secretary	30 th June 2018
3.	PTA	Elections for the PTA to be held	Vice Principal	25 th June
4.	ERP	To expand the uses of ERP Student Portal suggested Student portal to include fee paid component and CIA marks	Director and Secretary	June
5.	Scholarship	New Policy for scholarship Scholarship to be given on the basis of academic merits	Principal	June
6.	Sports fee concession	Upto 50% fee waiver can be given to students excelling in sports	Director	With immediate effect

Principal



MM/Tuesday/3/10/07/2018

Management Meeting held on Tuesday, 10th July 2018:

S.No	Agenda	Action Taken	Official In charge	Deadline
1.	Action plan for Departments	All depts. to conduct more academic oriented activities	Principal	With immediate effect
2.	Policy for conferences	National and International conferences for 2 days	Principal	Mid of July
3.	AISHE	AISHE details finalized by Nodal officer	Principal	With immediate effect
4.	Source Hub	Training and Career Counselling programs for final years	Director and Secretary	
5.	Department Meetings	Meetings by departments at least once or twice in a month	Principal	
6.	Students' Council Meeting	Students' Council meeting to be held at 1.30 every two weeks and report to Student Advisor	Principal	

Principal



MM/Tuesday/4/24/07/2018

Management Meeting held on Tuesday, 24th July 2018

S.No	Agenda	Action Taken	Official In charge	Deadline
1.	HDFC bank	Counter to be open till the end of the month	Director	July
2.	Graduation ceremony	ERP to be included for the graduation ceremony 14 th and 15 ^h Graduation ceremony to be held on the same date	Principal	With immediate effect
3.	ERP Accounts	HoDs can be given ERP administration to track the ERP registration of graduands	Principal	With immediate effect
4.	Commission	Affiliation letter processed and will be available in a week	Principal	With immediate effect
5.	Text books	Rs. 600 per semester to be followed as usual and departments can plan the amount within the limit accordingly	Director	With immediate effect
6.	French text book	Students opting French need to pay Rs. 175/ towards text books	Director	With immediate effect

Principal



MM/Tuesday/5/7/08/2018

Management Meeting held on Tuesday, 7th August 2018

S.No	Agenda	Action Taken	Official In charge	Deadline
1.	Declaration by Student Council	The investiture committee must ensure members of the student council don't have any disciplinary action taken against them -	Vice Principal	End of June
2.	ERP attendance	At 8.45 Mr. Jeyaseelan to mark absentee	Principal	With immediate effect
3.	1 st hour attendance	First attendance to be posted by subject teachers	Principal	
4.	Bus pass and train pass	Letter submitted to concerned authorities and finalized	Vice Principal	With immediate effect
5.	NIRF ranking	NIRF submission procedures undertaken by IQAC	Principal	With immediate effect
6.	HoD meeting	HoDs meeting to be held every Friday at 2 pm in the Principal's Office	Principal	Every Month

Principal



MM/Tuesday/6/14/08/2018

Management Meeting held on Tuesday, 14th August 2018

S.No	Agenda	Action Taken	Official In charge	Deadline
1.	Fine Arts	Evoluzione to be held only for one day – Off stage after college hours	Principal	With immediate effect
2.	Alumni	Alumni participation during fine arts restricted to 10 per department considering the seating availability (pending)	Principal	Pending
3.	PTA	During all events, PTA and Alumni to be invited	Principal	End of June
4.	Phantasia	To be held in the month of January	Principal	Mid of January
5.	Language Lab	Suggestion to improvise and increase the number of systems for the Language Lab	Director	Before next Academic year
6.	EM Appointment order	Appointment order pending	Director	pending
7	Appointment of French faculty	Appointment order to Ms. Deepa	Director	End of June

Principal



MM/Tuesday/7/21/08/2018

Management Meeting held on Tuesday 21st August 2018

S. No	Agenda	Action Taken	Official In charge	Deadline
1.	M. Phil	M. Phil affiliation order received	Principal	End of July
2.	Assembly for Shift II	1.40 p.m.	Vice Principal	--
3.	Late coming	Students not to be sent home when late They can be sent to the Principal's office or to the Library	Principal	With immediate effect
4.	LED Projector	LED projector for B.Sc. Computer Science	Director	With immediate effect
5.	TV	TV removed from Room 61 due to technical error	Director	With immediate effect
6.	Breakages	Breakage of glass panes in Room 61 – sports students advised to be careful	Director	To be replaced immediately
7	Stationery Register	Departments are asked to maintain Stock or stationery register	Principal	With immediate effect

Principal



MM/Tuesday/8/4/09/2018

Management Meeting held on Tuesday 4th September 2018

S.No	Agenda	Action Taken	Official In charge	Deadline
1.	Discipline	Culturals discipline to be maintained by all staff	Principal	With immediate effect
2.	NSS	NSS to be involved in discipline during Culturals	Principal	With immediate effect
3.	Outreach program	Patrician Web program initiated and activities can start	Principal	September
4.	Audit	External audit to be conducted in March	Principal	February
5.	Exit and Entry gate	Bikers to use the Second Gate for entry and First gate for Exit	Principal	With immediate effect
6.	Security	Security agency to be contacted and request for change of security	Director and Secretary	With immediate effect

Principal



MM/Tuesday/9/25/09/2018

Management Meeting held on Tuesday 25th September 2018

S.No	Agenda	Action Taken	Official In charge	Deadline
1.	FDP	IQAC can arrange a second FDP on relevant topics	Principal and IQAC	End of September
2.	Exam committee	Stationery list sanctioned	Principal	With immediate effect
3.	Remedial Classes	Effective remedial classes to be held by all departments	Principal	With immediate effect
4.	Journalism	Practical sessions to be held in Viscom Multimedia Lab	Principal	With immediate effect
5.	Preview Theatre	Academic oriented events can be held in Preview Theatre	Director	With immediate effect
6.	National Poetry Workshop	Room No 77 allotted for workshop	Principal	With immediate effect

Principal

MM/Tuesday/10/9/10/2018

Management Meeting held on Tuesday 9th October 2018

S.No	Agenda	Action Taken	Official In charge	Deadline
1.	Maintenance	During Semester Exams, maintenance of RO will be completed Switches and window panes to be rectified before November	Director and Secretary	With immediate effect
2.	Kerala floods review	Received thanks letter from Anu Graha Sadan for the Relief materials	Director and Secretary	As scheduled
3.	Outreach programs	Patrician Web to conduct outreach programs – Social work dept can coordinate	Principal	With immediate effect
4.	AQAR submission	AQAR draft underway	Principal	Within a week
5.	Special Assembly	NPTEL completed students to honored during assembly	Vice Principal	With immediate effect

Principal



MM/Tuesday/11/13/11/2018

Management Meeting held on Tuesday 13th November 2018

S.No	Agenda	Action Taken	Official In charge	Deadline
1.	Commerce Lab	Proposal received from Commerce Dept for Lab	Director and Secretary	Next Academic Year
2.	Parking	Repainting of parking lots and other areas. Parking in D Block till November end	Director and Secretary	End of November
3.	Green initiatives	To convert old canteen area for more green initiatives	Director and Secretary	End of November
4.	Vegetable garden	Vegetable patch behind the parking Lot in D B lock	Director and Secretary	End of November
5.	Renovation	Renovation work in AV Room and Conference Hall	Director and Secretary	End of December 2019
6.	Board Room	Proposal for Board room for conduct of Governing Body meetings	Director and Secretary	End of December 2019

Principal



MM/Tuesday/12/4/12/2018

Management Meeting held on Tuesday 4th December 2018

S.No	Agenda	Action Taken	Official In charge	Deadline
1.	Gaja Relief Fund	Staff to identify their hometowns most affected by floods Meeting with Principal	Director and Secretary Principal	In a week
2.	Gaja Relief team	Faculty and Student volunteers to be identified NSS to coordinate	Principal	In a week
3.	Relief materials	Relief material in kind to be kept in Multimedia Lab Volunteers to segregate them 1000 pieces	Principal	6 th December
4.	Hospitality Team	Hospitality team to take up cooking and other needs for volunteers 100 – 150 volunteers required Departments to identify volunteers	Principal	With immediate effect
5.	ERP	Details to be sent to parents and consent letter to be submitted to HoDs	Principal	With immediate effect

Principal



MM/Tuesday/13/11/12/2018

Management Meeting held on Tuesday 11th December 2018

S.No	Agenda	Action Taken	Official In charge	Deadline
1.	Christmas Celebrations	Amount Sanctioned for gifts	Director and Secretary	16 th December
2.	Valuation Camp	Valuation camp for English Department – C Block allocated	Principal	16 th December
3.	College Reopening	3 rd January 2019	Principal	As scheduled
4.	Fees	Fee defaulters to approach Brother / Principal before 10 th January	Principal	10 th January
5.	Pongal Celebrations	Department wise Pongal celebrations Stalls can be made Best team to be identified	Principal	14 th January
6.	NSS	NSS camp assigned at Thiruvalluvar Amount for food and other expenses sanctioned	Director and Secretary	-

Principal



MM/Tuesday/14/22/01/2019

Management Meeting held on Tuesday, 22nd January 2019

S.No	Agenda	Action Taken	Official In charge	Deadline
1.	Alumni initiative	“Dei Macha” inauguration - guests are singer Chitra Consent given to encourage Start up events Date confirmed as Feb 6 th	Director and Secretary	February
2.	Cancerathon	Fitness Trainer Jayaraman has volunteered to train marathoners NSS to take up Paraolympic marathon Registration open in ERP	Director and Secretary	January
3.	Phantasia	Concept walk to be removed summarily Instead Best Physique can be included Budget approved by Director	Director and Secretary	January
4.	Pilot run	NSS and Commerce Dept to identify the location and have a pilot run	Principal	As per schedule
5.	Committees	The same committees as last year finalized	Principal	As per schedule
6.	Breakfast	Breakfast to be arranged for all marathoners and faculty	Director and Secretary	With immediate effect
7.	Overnight stay	No overnight stay for students Lady faculty 0 AV Room Gent Faculty – Source Hub Room	Director and Secretary	With immediate effect

Principal



MM/Tuesday/15/29/01/2019

Management Meeting held on Tuesday, 29th January 2019

S.No	Agenda	Action Taken	Official In charge	Deadline
1.	Graduation Day	Accounts to be settled by HoDs to Mr. Martin. ERP team list to be given	Principal	End of January
2.	Job Fair initiative	Job fair to be coordinated with CII Registration amount of Rs. 75,000 sanctioned Placement team to coordinate with Principal Lunch and other expenses borne by Director and Secretary	Director and Secretary	As per schedule
3.	Cancerathon	Students expressed interest in Marathon Permission granted	Director and Secretary	As per schedule

Principi



MM/Tuesday/16/5/02/2019

Management Meeting held on Tuesday, 5th February 2019

S.No	Agenda	Action Taken	Official In charge	Deadline
1.	Die Macha review	Congratulatory messages to all faculty and students Alumni involvement greatly appreciated	Director and Secretary	-
2.	College Day	Complimentary resolution to be passed - To faculty who have published or presented papers Faculty who have 100% attendance to be honored	Director and Secretary	II week of February
3.	NPTEL	NPTEL certificates to be given during assembly	Principal	II week of February
4.	Women's Day	Debates and competitions to be held	Vice Principal	5 th March
5.	Graduation day review	More parents came than registered. So space for parking was not enough.	Principal	-

Principal



MM/Tuesday/16/5/03/2019

Management Meeting held on Tuesday, 5th March 2019

S.No	Agenda	Action Taken	Official In charge	Deadline
1.	Feast Day	Faculty invitations given for Family day event on March 17 th	Director and Secretary	10 th march
2.	College Day	Committees finalized after meeting the Principal	Director and Secretary	I week of march
3.	NPTel	Congratulatory messages to students who successfully completed the program	Principal	I week of march
4.	Women's Day	Final meeting with vice Principal	Vice Principal	I week of march
5.	NSS	NSS audit to be submitted before the 31 st	Principal	As scheduled

Principal