



**DEPARTMENT OF COMMERCE (SHIFT-II)  
LOYOLA COLLEGE (AUTONOMOUS)  
CHENNAI - 600034**



**COMMERCE FORUM (2022-23)**

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**SELECTION OF OFFICE BEARERS**

**3<sup>rd</sup> to 5<sup>th</sup> August, 2022**

The Department of Commerce (Shift - II) in the 1<sup>st</sup> Meeting of the department resolved that all the Office Bearers of the Commerce Forum will be selected through the Interview Process by a team of experts nominated as follows:

1. Prof. S. Charles Jail Singh
2. Dr K. C. Mini Mathew
3. Dr M. Sivakumar
4. Dr Y. Alexander
5. Dr J. S. Sivaprakash
6. Prof. D. J. Joyci Christi
7. Mr Srivathsan, Alumni 2019 Batch
8. Mr Mohammed Toufeeq, Alumni 2019 Batch

The following process was adopted in the due course of selecting the office bearers of the Commerce Forum:

- A Google form was created for filing the nominations of all the eligible students and the same was circulated as notice to all Second and Third-year students about the conduct of commerce forum selection on 3<sup>rd</sup> August 2022.
- Eligible students were asked to apply their Nomination on a Form (Hard Copy) and Google Form using institutional mail ID along with the supporting documents by the 4<sup>th</sup> August 2022 before 1.00 PM.
- Shortlisted candidates were announced on 4<sup>th</sup> August 2022, 6.30 P.M. after initial scrutiny by the above-mentioned committee as were called for the interview process.
- Interviews were conducted by the committee for shortlisted candidates on 5<sup>th</sup> August 2022 at 9.30 AM in CES 09.
- Second round of presentation on the prospective plan of action by the contestants of the Department Secretary position by the Forum President Dr J. S. Sivaprakash and Prof. D. J. Joyci Christi was made in the presence of the coordinator.



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**NOTICE:**

Dr S. Prasanna Kumar (Coordinator) shared the information with students and motivated them to participate in the Commerce Forum Selection. The Nomination forms were circulated to all the students of 3<sup>rd</sup> years and 2<sup>nd</sup> years along with a Notice of Nomination for Office Bearers during the 4.15 PM on 3<sup>rd</sup> August, 2022.

**NOTIFICATION FOR THE POSITIONS TO BE APPLIED**



**DEPARTMENT OF COMMERCE (SHIFT-II)  
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COMMERCE FORUM 2022-23**



**NOTIFICATION FOR THE OF SELECTION OF OFFICE BEARERS**

**Positions to be applied for**

Posts	Skills Required
Secretary / Joint Secretary	Overall leadership and management skills.
Publications Secretary / Joint Secretary	Proficiency in content creation, writing and editing articles, research papers etc and publishing the same in the college website.
Sports Secretary / Joint Secretary	Good record in indoor and outdoor sports.
Event Secretary / Joint Secretary	Good record in Cultural & Stage performances.
Attendance Secretary / Joint Secretary	Good in all sets of logistics management (event coordination, time management, scheduling etc.)
Documentation Secretary / Joint Secretary	Maintaining clinical performance in attendance, discipline of students in class, events and programs.
Finance Secretary / Joint Secretary	Technical skills in making invitations, ensuring on-time minutes of all the programs and events, follow-up in uploading the documentations in the college website.
Public Relation Secretary / Joint Secretary	Budgeting, Fundraising, Utilization and maintenance of Accounts.
	Build rapport with the outsiders, experts, institutions etc. for all the programmes.

**Eligibility:**

- No Standing Arrears.
- 80% and above attendance in the last academic year.
- No disciplinary action should be pending against the candidates.

**Deadline:**

Submit the application through Nomination Form (*Hard Copy*) and Google Form <https://forms.gle/NrKcR5cSHwRFsf5v5> (through institutional mail ID) along with the supporting documents latest by 4<sup>th</sup> August 2022 at 1.00PM. The nomination form will be available with Dr Siva Prakash J S / Prof. Joyci Christi from 4.15pm onwards.

Shortlisted candidates will be announced on 4<sup>th</sup> August 2022, 6.30PM for interview process.

The shortlisted candidates need to attend the interview process on 5<sup>th</sup> August 2022 at 9.30AM in the Department.

**IMPORTANT INSTRUCTION:**

- One student can file a nomination for one post only.
- The nomination will be denied / rejected, in the following circumstances:
  1. Filing nomination without the profile and proof of performance and
  2. Any point of references / recommendations in any mode.

*[Signature]*  
**PRESIDENT**  
PRESIDENT - COMMERCE FORUM  
DEPARTMENT OF COMMERCE (SHIFT-II)  
LOYOLA COLLEGE, CHENNAI - 600 034

*[Signature]*  
**COORDINATOR**  
S. PRASANNA KUMAR, M.Com, M.Phil, P.H.D, B.L.L.  
COORDINATOR  
DEPARTMENT OF COMMERCE (SHIFT-II)  
LOYOLA COLLEGE, CHENNAI - 600 034



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COMMERCE FORUM (2022-23)

**NOMINATION FORM**



DEPARTMENT OF COMMERCE (SHIFT-II)  
LOYOLA COLLEGE (AUTONOMOUS), CHENNAI - 600034  
COMMERCE FORUM ELECTION (2022-23)

NOMINATION FORM

Post applying for			
Name of the Student			
Department No.			
Mentor's Name			
Signature of the mentor			
Remarks from the mentor			
Proposed By	Student (1)	Name Dept No: - Signature	
	Student (2)	Name Dept No: - Signature	

Declaration

I \_\_\_\_\_, hereby declare that no disciplinary action has been taken on me by the department and / or by the college. I also assure you that I will abide by the rules & regulations as laid down by the Department as well as by the Commerce Forum. I promise that I do not have any arrears until this date. I will not claim for any form of On-Duty (OD) to perform the duty as Office Bearer of Commerce Forum.

Yours Faithfully,

(Signature)

Date:

Note:

- A student can apply for only one post.
- The photo copies of the mark sheets & achievement certificates of the applicant must be enclosed.



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**COMMERCE FORUM (2022-23)**

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**Precise Report about Nominations:**

**Nominations:** Nominations were issued to 88 students for various positions.

**Received:** Nominations were issued to 63 students for various positions.

**PANEL:**

An interview was conducted on 5th August 2022 (Friday) between 9.30 AM to 12.30 PM for all the positions as Secretary / Joint Secretary posts by the panel members Dr M. Siva Kumar, Former President, Dr J. S. Siva Prakash, President, Prof. Joyci Christi, Vice-President, Dr K. C. Mini Mathew, Dr Y. Alexander, Prof. S. Charles Jail Singh and two alumni forum members of the 2021-2022 batch Mohammad Toueeiq, Publication Secretary and Srivathsan, Event Secretary in the presence of Dr S. Prasanna Kumar Coordinator.

**SELECTION CRITERIA:**

The shortlisted and eligible candidates were assessed by the panel to select the best students for the Commerce Forum 2022-23 on the following criteria:

1. Profile
2. Performance and Achievements
3. Reason Note (Explanation Note for the Chosen Designation)
4. Presentation in interview

Based on the performance during the interview and other stated criteria, 16 students were selected, 8 from 3<sup>rd</sup> Year B. Com for various positions as secretary and 8 from 2<sup>nd</sup> year B.Com for various positions as joint secretary.



DEPARTMENT OF COMMERCE (SHIFT-II)  
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COMMERCE FORUM (2022-23)

SELECTION COMMITTEE - NOTIFICATION



DEPARTMENT OF COMMERCE (SHIFT-II)  
LOYOLA COLLEGE (AUTONOMOUS), CHENNAI - 600034



COMMERCE FORUM 2022-23

Office Bearers Selection Committee

The following professors will be conducting interview process for the selection of Office Bearers - Commerce Forum 2022-23 on August 5, 2022 between 9.30AM to 12.30PM at CES 09:

1. Prof. Charles Jail Singh
2. Dr Mini Mathew
3. Dr Alexandar Yobu
4. Dr Siva Kumar M
5. Dr Siva Prakash J S
6. Prof. Joyci Christi D J

**Prelude:**

Totally 87 students proposed their interest to take a role in Office Bearers - Commerce Forum 2022-23. The consolidated statement will be circulated to all the faculties for a first sight screening in the department. The department professors will assess the candidates on obedience, discipline and class participation.

**Process:**

- The screening will be done by all the faculties on 4<sup>th</sup> August 2022 and submit the report to the Selection Committee members.
- Based on the screening, the shortlisted candidates will be called for an interview on August 5, 2022 between 9.30AM to 12.30PM at CES 09.
- During the interview, the shortlisted candidates are expected to present their capacity to hold the designated post in Office Bearers of Commerce Forum 2022-23.

**Criteria for Assessment:**

The criteria for assessing the candidates' credentials to select during interview process is:

1. Profile (*submitted along with nomination form*);
2. Performance (*Past activities in department, college and schools; and proposed plan*);
3. Reason Note (*Explanation Note for the Chosen Designation*); and
4. Boldness in Presentation during interview process.

The Office Bearers Committee Members decision would be final.

  
COORDINATOR

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S. PRASANNA KUMAR, M.Com., M.Phil., Ph.D., M.B.A.  
COORDINATOR  
DEPARTMENT OF COMMERCE (SHIFT-II)  
LOYOLA COLLEGE, CHENNAI - 600 034



**DEPARTMENT OF COMMERCE (SHIFT-II)  
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**COMMERCE FORUM (2022-23)**

**SHORTLISTED OFFICE BEARERS OF THE COMMERCE FORUM 2022-23**



**DEPARTMENT OF COMMERCE (SHIFT-II)  
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**COMMERCE FORUM 2022-23**

**INTERVIEW**

The following students got shortlisted for appearing an interview in front of the Office Bearers Selection Committee – Commerce Forum 2022-23:


Date: 5<sup>th</sup> August 2022

Venue: CES 09

9.30 AM - 10.30 AM	11.00 AM - 12.30 PM
Dept. No.	Dept. No.
20-UCO-219	21-UCO-207
20-UCO-223	21-UCO-276
20-UCO-305	21-UCO-309
20-UCO-328	21-UCO-319
20-UCO-368	21-UCO-324
20-UCO-376	21-UCO-327
20-UCO-409	21-UCO-357
20-UCO-420	21-UCO-365
20-UCO-434	21-UCO-367
20-UCO-443	21-UCO-405
20-UCO-454	21-UCO-407
20-UCO-469	21-UCO-420
20-UCO-474	21-UCO-430
20-UCO-504	21-UCO-450
20-UCO-523	21-UCO-521
20-UCO-527	21-UCO-526
20-UCO-534	21-UCO-550
20-UCO-622	21-UCO-552
20-UCO-654	21-UCO-553
20-UCO-661	21-UCO-556
	21-UCO-615
	21-UCO-621
	21-UCO-651

The candidates are requested to attend the interview with relevant documents as a proof for the post applied.

With Best Wishes!

  
PRESIDENT  
PRESIDENT - COMMERCE FORUM  
DEPARTMENT OF COMMERCE (SHIFT-II)  
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COORDINATOR  
Dr. S. PRASANNA KUMAR, M.Com, M.Phil, Ph.D, B.L.S.  
COORDINATOR  
DEPARTMENT OF COMMERCE (SHIFT-II)  
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**COMMERCE FORUM (2022-23)**

**DETAILS OF SELECTED SECRETARIES AND JOINT SECRETARIES**



**DEPARTMENT OF COMMERCE (SHIFT-II)  
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**Office Bearers Selection Sheet - Commerce Forum 2022-23 (Shift II)**

**“CONGRATULATIONS”**

Division	Details	Secretary	Joint Secretary
General	Dept. No. & Name	20-UCO-523 NAVNEET JAYARAMAN	21-UCO-430 THEASEUS ANTO COOPER
	Mobile No.	8754443469	9080606941
	Email ID	20uco523@loyolacollege.edu	21uco430@loyolacollege.edu
Publications	Dept. No. & Name	20-UCO-527 PRANAV ARAVIND V K	21-UCO-521 SRIKANTH R
	Mobile No.	8608454840	7550078118
	Email ID	20uco527@loyolacollege.edu	21uco521@loyolacollege.edu
Sports	Dept. No. & Name	20-UCO-454 GUKAN TR	21-UCO-309 ANDREW PRADEEP GRAHAM S
	Mobile No.	9445792833	8903103539
	Email ID	20uco454@loyolacollege.edu	21uco309@loyolacollege.edu
Event	Dept. No. & Name	20-UCO-434 DANIEL JOSHUA PEEREZ K	21-UCO-553 SHIRISH SRINIVASARAJ
	Mobile No.	7305636844	9791533065
	Email ID	20uco434@loyolacollege.edu	21uco553@loyolacollege.edu
Attendance	Dept. No. & Name	20-UCO-661 DANIEL JOE A	21-UCO-621 EBENEZER I
	Mobile No.	6369723186	9445323299
	Email ID	20uco661@loyolacollege.edu	21uco621@loyolacollege.edu
Documentations	Dept. No. & Name	20-UCO-376 RAKESH J R	21-UCO-327 JAYSONS SURYA .P
	Mobile No.	9025736423	9710613632
	Email ID	20uco376@loyolacollege.edu	21uco327@loyolacollege.edu
Public relations	Dept. No. & Name	20-UCO-443 FAZAL ABBAS A	21-UCO-357 RISHE.S
	Mobile No.	9442478650	9524299199
	Email ID	20uco443@loyolacollege.edu	21uco357@loyolacollege.edu
Finance	Dept. No. & Name	20-UCO-219 ANNAMALAI C	21-UCO-420- VIVIN JOSHUA GODSON V
	Mobile No.	8675733758	9486420255
	Email ID	20uco219@loyolacollege.edu	21uco420@loyolacollege.edu

**Dr. SIVA PRAKASH.J.S**  
PRESIDENT - COMMERCE FORUM 2022-23

**PROF.D.J. JOYCI CHRISTI**  
VICE-PRESIDENT-COMMERCE FORUM 2022-23

**DR.S. PRASANNA KUMAR**  
COORDINATOR

**G. S. PRASANNA KUMAR, M.Com., M.Phil., Ph.D., M.B.A**  
COORDINATOR  
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