



**DEPARTMENT OF COMMERCE (SHIFT - II)**  
**LOYOLA COLLEGE (Autonomous),**  
**Chennai - 34.**



**E-INVITATION**



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

ORIENTATION ON

**ROLES &  
RESPONSIBILITIES  
OF OFFICE  
BEARERS**

September 3, 2021  
Friday • 4.30-5.30 PM

Join using the link below:  
[meet.google.com/mwm-ahtj-jsy](https://meet.google.com/mwm-ahtj-jsy)

The poster features a light orange background with a large yellow triangle in the bottom right corner. The text is centered and uses a mix of bold and regular fonts. A white zigzag pattern is visible in the bottom right corner of the yellow triangle.



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**SCREENSHOTS OF THE EVENT**



**Introduction by Mr. J.S. Sivaprakash**



**Events for 2021-22**



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**SPECIAL FOCUS FOR 2021-22**

- Publications
- Talent Portfolio Document
  - Identify Best Students in Cultural, Sports, Academics, Overall:
- Academic Enrichment Programme – Peer Group Learning
- Budding Programme

**Focus for 2021-22**

Designation	Roles & Responsibilities
<b>Secretary &amp; Joint Secretary</b> Mr. Devesh D' Cruz and Ms. Praseetha A To enhance academic, career, professional, co-curricular and extra-curricular activities among students to bring holistic development.	<ul style="list-style-type: none"> <li>• Overall Coordination</li> <li>• Ensuring hard and soft copies of documentations and publications.</li> <li>• Facilitating to identify best students in cultural, sports, academics etc.</li> <li>• Ensuring hard and soft copies of department portfolio (both students' and staff).</li> <li>• Overall coordination in mentoring the juniors through budding programme, and monitoring the progress and updates.</li> <li>• Keep an updated records on the employment / entrepreneurship / higher studies status of the seniors (passed out students).</li> <li>• Updates of professional development of students (Academic: Clearing CA / CHA / CS foundation courses, intermedios, placing high rank in quiz programmes, UPSC exams, NET etc., Non-academic: Appearing state or national level sports, cultural, besides college team).</li> <li>• Deciding the theme for every quarter for the focus of forum and s-publications.</li> <li>• During ODD Semester, conducting Inaugle (Inter Department Talent Fest) and Orebons (Inter-Department Talent Fest)</li> <li>• During EVEN Semester, conducting Denarious (Inter-collegiate culture) and Management / Leadership Week Programme.</li> <li>• Celebrating / creating awareness on Teachers' Day, Christmas, Women's Day, Pongal festival, World Tobacco Prevention Day etc (as referred in the college calendar) through various programmes.</li> <li>• Ensuring the notice board lively updates in all the time.</li> </ul>

**Roles & Responsibilities**



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Designation	Roles & Responsibilities
Finance Secretary & Joint Secretary Mr. Hassan Faridul and Mr. Haribans	<ul style="list-style-type: none"><li>• Create and maintain the finance portfolio (internal and external).</li><li>• Fund raising activities through College</li><li>• Motivating students' team for Philanthropic activities during the pandemic or other likely situations.</li><li>• Documentation of finance allocations and usage.</li><li>• Budgeting.</li><li>• Ensuring quotations, memo, estimates, bills and vouchers for all transactions.</li><li>• Prepare trial balance, receipt and payment account, income and expenditure account for every programme and get approval from President and Coordinator.</li></ul>

**Roles & Responsibilities**

**Conclusion of the event**



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**COMMERCE FORUM OFFICE BEARERS ORIENTATION MEETING**

**Date of Event:** 03.09.2021

**Timing:** 5.30 PM to 6.30 PM

**Platform:** Google Meet (Virtual)

**Meeting Link:** [meet.google.com/mwm-ahtj-jsy](https://meet.google.com/mwm-ahtj-jsy)

**No. of Participants:** 15

**Event Recording**

**Link:** <https://drive.google.com/file/u/1/d/1jNSYcjcGovUgdUE0eS01jFK9iqHN8liY/view?usp=sharing>

**About the Event:**

The Members of Loyola Commerce Forum (LCF) i.e. President and Vice President organized the orientation event in order to brief the newly elected secretaries on the roles & responsibilities during the upcoming academic year. The basic idea of the roles of different departments under the Loyola Commerce Forum was clearly explained with concrete examples & explanation.

There was a lengthy presentation solely focused on the various roles of the forum members which provided further clarity regarding the activities to be conducted during the upcoming academic year 2021-22. The following was the discussion carried on during the presentation-

- Introduction on the Commerce Forum
- Main Focus of the Department
- Functions & Events to be conducted
- Introduction to forum members
- Roles & Responsibilities of Secretaries



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The President Mr. J.S. Sivaprakash and Vice President Ms. D.J. Joyci Christi helped us in understanding the journey ahead to achieve success and bring prosperity to the Commerce Department. They explained to us the various changes expected to be undertaken during this academic year in order to bring a new & unique face to the Loyola Commerce Forum. Finally, the various events which are to be conducted during the upcoming academic year were listed down to help us plan ahead in the best manner about the organization and conduct of such events whether it be online or offline. This event was organized by the Loyola Commerce Forum President Mr. J.S. Sivaprakash and Vice President Ms. D.J. Joyci Christi.

**Prof. J. S. Siva Prakash**  
**President**

**Prof. D. J. Joyci Christi**  
**Vice President**