



SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN
(Affiliated to the University of Madras)
Chennai 600 099, Tamilnadu.

DEPARTMENT MINUTES

STAFF MEETING HELD ON 05.07.2022

- ❖ Send the link to students (canvassing list) through whats app or SMS and give the report.
- ❖ College name stickers to be stick in auto for canvassing.
- ❖ Traffic boards were to be kept in kolathur and ambattur.
- ❖ Pamphlets of our college to be distributed through newspapers for the purpose of canvassing.
- ❖ Get eligibility from UNOM for BCA/Bsc CS for admission.
- ❖ Send the link to current students and alumni for canvassing.
- ❖ College reopens on July 18 2022. Inform the II & III year students. For Shift I and II students college timing will be same.
- ❖ Tentative date for I years will be on 1st August 2022.
- ❖ Discipline is more important than studies.
- ❖ For II & III years I internal examination will be on 24th August 2022, II internal examination will be on 21st September 2022 and Model examination will be on 10th October 2022.
- ❖ All internal exams should be completed before deepavali.
- ❖ Library book list should be given.
- ❖ Tentatively on 25th July 2022 Bridge course class for I year students.
- ❖ Moovalur scholarship scheme report to be given on 7th July 2022 and details to be collected from I year students.
- ❖ Saturday is a holiday.
- ❖ TNPSC exam on 24th July 2022, invigilators list to be given tomorrow.
- ❖ 29th July 2022 is the last date for payment of semester fees without fail after that a fine of Rs.200 will be collected upto 10h September 2022.
- ❖ Fees hike should be intimated to the students.
- ❖ For the routes kallikuppam and DRJ free buses will be available for II & III year students.

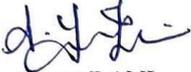
❖ Year	❖ Total fees	❖ I Semester	❖ II Semester
❖ II B.Com	❖ 31,000	❖ 17,000	❖ 14,000
❖ III B.Com	❖ 30,000	❖ 16,000	❖ 14,000
❖ II M.Com	❖ 28,000	❖ 17,000	❖ 11,000

- ❖ Free education or sponsor from anandham illam students list should be maintained.
- ❖ Manimegalai sports student from kandramanickam – chairman free education application is pending.
- ❖ Bus fees and hostel fees should be paid for 3 months.
- ❖ Try to get admission for each and every department otherwise suspension letter has to be given.
- ❖ Details for website have to be given.
- ❖ 5 days FDP has been planned for staff.
- ❖ Staffs should give 3 months notice or 3 months salary before relieving from the college.




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- ❖ Everyone should wear mask and use sanitizer from 18th July 2022.
- ❖ Staff profile should be updated from Monday.
- ❖ Maintenance incharge will be Anandhi.
- ❖ Staff requirements can be given to council secretary.


A. YUVARANI

Department Secretary

1. Ms. N. Unnamalai Sangeetha 
2. Dr. M. Rajarajeswari 
3. Ms. T. Jeeva 
4. Dr. PL. Alamelu 
5. S. Usha devi 
6. Dr. V. Premalatha 
7. Ms. S. Shobana 
8. Dr. R. Krishnaveni 
9. Ms. E. Shanmugapriya 
10. Ms. P. Lavanya 
11. Ms. S. Jayalakshmi 
12. Ms. Sasirekha 


S. MARY SUJATHA

Head of the Department




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STAFF MEETING HELD ON 06.07.2022

University examination is getting over by 13th July 2022 (FN) and from 13th afternoon, 14th 15th and 16th, film shooting in our college has been planned.

NCC students and sports students will be participating in film shooting. They need to get permission from parents and letter should be submitted to amudhavalli and revathi.

For PG admission students can register with Rs.5,000 (non-refundable).

Old students concession will be given in the odd semester itself but letter to be given to the office.



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STAFF MEETING HELD ON 07.07.2022

- ❖ For moovalur scheme our college has been selected by Chennai collectorate. 15 students has to be selected for the same.
- ❖ One student per department name list has to be given by 1.30pm by today to college.
- ❖ Students should have studied in government school from 6th to 12th and get a Bonafide letter from the school.


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STAFF MEETING HELD ON 08.07.2022

- ❖ Moovalur scheme completed report to be submitted by today to RJD.
- ❖ For film shooting dance students should meet Suganthi mam from English department. Breakfast, lunch, snacks & tea will be provided.
- ❖ For TNPSC invigilation 2 staff name from commerce department should be given. Reporting time will be 8am.
- ❖ During admission, get the required documents for moovalur scheme from students.


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12. Ms. Sasirekha - N. 




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STAFF MEETING HELD ON 13.07.2022

- ❖ Staffs who have got selected for the following departments can join on 18th July 2022.
 - Department of Sociology
 - Department of History
 - Department of Commerce
 - Department of Psychology
- ❖ For library assistant post Rita mam has been selected.
- ❖ Lab assistants should submit all the original certificates to the college and stay for atleast 3 years.
- ❖ On 18th July 2022 College reopens for II & III year students.
- ❖ From 1st August 2022 for I year students bridge course will be started.
- ❖ II & IV Saturday college will be leave for students.
- ❖ Students should pay fees at the earliest. Insist the students to pay full semester fees.
- ❖ For any reason fees will not be refunded.
- ❖ All outstanding dues for last academic year was collected except 3 students.
- ❖ If any students bring admission Rs.1,000 will be given *a conversion in their sem fees*.
- ❖ From 1st August to 31st March action plan activities like conference, seminar ~~can be conducted~~ *to be submitted*
- ❖ If any student has not applied ^{for} MRA scheme get letter from the students.
- ❖ For central sector scholarship and SC/ST scholarship get disbursement details from office.
- ❖ 75 students will be coming for shooting.
- ❖ Saturday is a working day from 9am to 2pm.
- ❖ TNPSC exam is on 24th July 2022.
- ❖ Students should not write anything and should not stick anything on the wall.
- ❖ For communicative English 7 hours should be allocated and 1 hour professional English should be shown in major hour. Professional English will be handled by English department.
- ❖ From 18th July 2022 mask and sanitizer is necessary.
- ❖ Furniture requirement for staff can be given to Vinnarasi Department of HRM.
- ❖ Stationery requirement will be ^{given} ~~getting~~ from the office.
- ❖ Staffs should keep the rack neat and clean.




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- ❖ Check for sanctioned strength for SC/ST students before applying for scholarship.
- ❖ Induction programme will be conducted in physics lab. Inauguration of physics course and all the association will be in physics lab only.
- ❖ NSS coordinators Krishnaveni from Department of Commerce and Pushpalatha From Department of Mathematics.
- ❖ Rotract coordinators Shobana from Department of Commerce and Anitha devi from Department of BCA.
- ❖ From 18th July 2022 college timing will be from 08.30am to 02.45pm.


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STAFF MEETING HELD ON 22.07.2022

- ❖ Tomorrow college timing for staff will be from 9am to 1pm.
- ❖ Admission duty will be from 9am to 1pm.
- ❖ Staffs will be given full day on duty for paper correction.
- ❖ Paper valuation communication has been received.
- ❖ 1 years college opening tentative date will be 8th August 2022.
- ❖ On 30th July 2022 College is a holiday for staff and students for the purpose of valuation, but admission duty will be there.
- ❖ All application should be done online; Class incharge & Head of the department should verify it.
- ❖ No hostel admission.



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13. Mrs. H. Sridurga 




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STAFF MEETING HELD ON 25.07.2022

- ❖ For moovalur scheme, students should have account in the lead banks – SBI, Canara Bank, Indian Bank, Indian Overseas Bank. If any of the students having account in other banks they have to open account in any of the lead banks.
- ❖ Application for moovalur scheme should be submitted to social welfare department.
- ❖ Required documents for moovalur scholarship are – 10th & 12th marksheet Xerox, Aadhar card Xerox, student photo, college ID Xerox and bank account Xerox copy.
- ❖ Name in the 10th & 12th marksheet Xerox and Aadhar card Xerox should be the same.
- ❖ 28th July 2022 commission for physics department, concerned staff from English, Tamil department etc., should come to the college.
- ❖ Rs.5 should be collected for application for moovalur scholarship from students.
- ❖ BCA department admission is over.


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STAFF MEETING HELD ON 26.07.2022

- ❖ After opening bank account for moovalur scholarship, students should update using student login.
- ❖ 28th July 2022 is a holiday. Office will be working and one staff from admission committee should come to the college.
- ❖ Physics department commission has been postponed to 4th August 2022.
- ❖ Exam committee for this year will be Department of BBA and Physics.
- ❖ Endowment committee for this year will be Department of HRM.
- ❖ ISO coordinators – Vijaya Girija & Dhanalakshmi (MSW).
- ❖ On duty letter along with offer letter should be submitted for paper valuation.
- ❖ Submit the moovalur application along with namelist.
- ❖ For Ist years college opening tentative date will be on 8th August 2022. Freshers day and bridge course has been planned to conduct for the first years.
- ❖ New staff who have been appointed can come on 8th August 2022.
- ❖ We can use hostel students for any help.
- ❖ Staff should not be too close or too harsh to the students.


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STAFF MEETING HELD ON 12.08.2022

- ❖ CSIR director – Mrs. Kalaiselvi ?
- ❖ Saturday will be a holiday for staff & students.
- ❖ Admission committee staff will come for admission duty.
- ❖ Buses will operate for the routes- Ambattur, Redhills, & Retteri at 7am.
- ❖ Staff reporting time will be 7.30am & leave by 9am. on 15.08.2022.
- ❖ Ground floor staff room to be painted, rooms has to be vacated & important things are to be kept in the seminar hall.
- ❖ A program on velu nachiyar at kalaivanar arangam tomorrow. Timing will be 6^{am} to 9pm. Interested students can give their names to Rosy mam, otherwise hostel students will be taken to the program.
- ❖ Moovalur scheme for I years should be started by today. Documents to be collected and students should have bank account in Indian Bank.
- ❖ 24th August 2022 Induction program has been planned.
- ❖ Mega signature campaign has been planned on 18th August 2022.
- ❖ Free bus will be available for the routes kallikuppam & DRJ.
- ❖ I year students bus route and boarding point should be given to the office.
- ❖ As of now hostel students strength is 53.
- ❖ On 22nd August 2022, for II year students Anti-narcotics program has been planned from 9am to 1pm in physics lab.
- ❖ II and III year students should be informed to pay the semester fees immediately.
- ❖ Database (only statistical data) Shift I- Bency; Shift II-Vincy.


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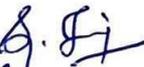
STAFF MEETING HELD ON 16.08.2022

- ❖ Induction function has been planned on 24th August 2022. Reception will be commerce department.
- ❖ Bus students list of I, II and III year to be given to office.
- ❖ Admission for UG & PG has to be concentrated.
- ❖ 18th August 2022 11am to 12pm for shift I students video presentation has been planned.
- ❖ 20th August 2022 is a holiday for students.


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STAFF MEETING HELD ON 17.08.2022

- ❖ ^{for} Sarvodaya 6 months ^{EMI} amount will be deducted from salary.
- ❖ For Youth Exchange Programme same procedure will be followed as last year.
- ❖ Questions will be related to India, Japan, Tamilnadu, Chennai, Soka Ikeda College, others to be sent to Jagannathan sir before 24th August 2022. Test for the same will be on 29th August 2022.
- ❖ Interested students from I & II years can attend the test.
- ❖ Name list of the students who are interested to attend the test should be given to kiyomi, Japanese teacher.
- ❖ Sociology commission has been successfully completed.
- ❖ Friday will be a holiday for staff and students.
- ❖ Saturday will be a holiday for students and working for staff from 9am to 2pm. Admission duty will be from 9am to 4pm.
- ❖ Hostel students are willing to go to their native place for three days.
- ❖ 22nd August 2022 Anti drug program has been planned for II year students.
- ❖ Certificate / Diploma courses – MOU on 1st September 2022.
- ❖ Part V activities can be conducted from 29th August 2022.
- ❖ Signature campaign has been planned on 18th August 2022.
- ❖ Free Japanese class for I years has been planned in the following dates- 25, 26,27 and 29th August 2022 at 2.15pm.
- ❖ For II PG students 5th & 6th paper will be conducted in FN & AN. Forenoon session should be conducted in the department from 10am to 12pm.
- ❖ Anti ragging cell is to be constituted, for that persons from press, police and parents will be the members.
- ❖ Saturday GITS meeting will be there for PO & CO.


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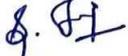
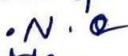
STAFF MEETING HELD ON 20.08.2022

- ❖ The following details should be collected from the students for moovlaur scholarship scheme:
- ❖ Name, Register number, Bank details, Batch, Mobile number, Department and Aadhar number.
- ❖ Mobile phones are not allowed inside the college. Severe action will be taken; if required TC will be issued.
- ❖ Attendance should be marked carefully & correctly and should be checked daily.
- ❖ Discipline committee, PD, Hostel and NCC should maintain bus students carefully.
- ❖ Students should wear ID card inside the campus.
- ❖ Gate pass is must even for the persons who come for admission.
- ❖ Staffs should be soft & be strict with the students regarding mobile phones.
- ❖ Leave form should be properly collected.
- ❖ Check for the students leave and inform the parents regularly.
- ❖ Parents details in high post to be given by Monday.


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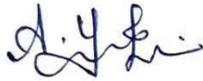
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STAFF MEETING HELD ON 26.08.2022

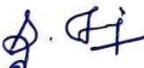
- ❖ For II & III year students' exam time will be from 10am to 12 pm and staffs can leave by 1pm. No class for I year students, no circular will be sent regarding this but it has to be informed properly.
- ❖ SPSS workshop for staffs in the month of September has been planned.
- ❖ Part V I year students list has to be given.
- ❖ Inter school volley ball tournament has been planned in our college on 29th August 2022.
- ❖ Students once entered inside the college they have to get gate pass for ^{going} getting out from the college.
- ❖ 29th August 2022 assembly will not be there.
- ❖ On 5th September there will be a special assembly.
- ❖ Department programme report has to be prepared and submitted.
- ❖ Tomorrow staff reporting time will be 8.30am.
- ❖ On 28th August 2022, our college hostel students are participating in the rally "Happy Streets Event" from 6am to 10am.

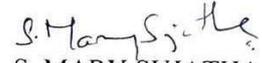


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STAFF MEETING HELD ON 15.09.2022

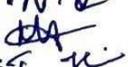
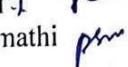
- ❖ Academic calander from university has been received.
- ❖ Sethu Bhaskara School Athletic Zonal Meet on tomorrow in our college campus, for that 9th to 12th std students will be coming. Mathematics department will issue the prospectus.
- ❖ School girl students will use B.com restroom and others use other rest rooms.
- ❖ GITS research paper guidelines has been given.
- ❖ Result analysis work is almost over.
- ❖ Club activities meeting is going on.
- ❖ Mobile phone usage inside the college campus should be reduced.
- ❖ Staff should not sit inside the classroom.
- ❖ Hereafter, department will be called Programme and subject will be called course.
- ❖ Skill based syllabus will be expected to come in December 2022.
- ❖ Certificate courses should be skill based.
- ❖ 17th September 2022 Fresher's meet has been planned, I year B.Com students will be the audience.
- ❖ Practice for dance will be after college hours.
- ❖ Staff table, chair requirement and fan should be informed.
- ❖ CCTV has been planned to be installed in the staff room.
- ❖ Staffs who are having service for 15years and above 1 invigilation for internal exams will be given.



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15. Ms. P. Senthilmathi 



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Head of the Department




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STAFF MEETING HELD ON 19.09.2022

- ❖ PG admission should be taken care off.
- ❖ I PG classes will be from 26th September 2022 at 9am in seminar hall.


A. YUVARANI

Department Secretary

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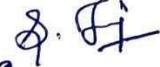
STAFF MEETING HELD ON 21.09.2022

- ❖ Total admission till today is 490.
- ❖ On 26th September 2022 at 10am interview for youth exchange programme has been planned. 10 students were selected for interview. In our department the following students were selected,
 - A. Dharshini II B.Com A
 - D.Sneha II B.Com C
 - K. Subhashree II B.Com C
- ❖ The above mentioned students should meet kiyomi, Japanese teacher before lunch.
- ❖ On 8th October 2022 Brahmakumari meeting has been planned in chetpet from 10am to 11.30am and 5.30pm to 7pm.
- ❖ Saturday there is a training programme for staff "Managing Files & Time". One staff from each department should participate in the training programme. Timing will be 12.30pm to 2.30pm.
- ❖ Saturday staff timing will be from 9am to 2.30pm.
- ❖ PG classes will commence from 26th September 2022 at 9.30am.
- ❖ Student late comers should be restricted.
- ❖ Name of the student, Name of the father and mother and Mobile number should be collected from the first year students.
- ❖ Staff performance should be noted by the head of the department from June 2022 for increment.


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STAFF MEETING HELD ON 07.10.2022

- Vishvesh Gupta will be the chief guest for National Seminar on 19th October 2022.
- Reception will be taken care by commerce department.
- Sustainable development goals — National Seminar Topic.
- For the national seminar other college students can be invited.
- PG students can present papers in the seminar.
- HODs and human value club will be the panel members.
- Department action plan should be submitted.
- For presenting papers in the national seminar, abstract should be submitted on 15th October and full paper should be submitted on 17th October. Registration fee will be Rs.200.
- Lesson plan should be submitted on 20th October 2022.
- Criteria 6 details should be given on 15th October 2022.
- Question paper submission for model examination will be on 17th October 2022.



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STAFF MEETING HELD ON 06.10.2022

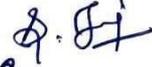
- On 8th October 2022, Brahma kumari's meeting from 10.00am-11.30am, human values club, hostel students, subarna, kiyomi and sizuka will be attending the meeting.
- Saturday is a holiday for staff and students.
- One database format has been sent by university of madras, which should be completed by today within 2pm.
- The following details should be made ready for the academic year 2021-2022
 - No. of students community wise
 - No. of students appeared / passed after reevaluation
 - Faculty achievements
 - Student achievements
 - Merit scholarship – university endowment
 - Number of students who is getting free education.
- Admission date extended till 10th October 2022.
- Dr. Abila has resigned and Dr. Padmavathy will be taking care of the Physics Department.
- Willingness to continue may be given.
- For 1 year PG subjects lesson plan should be prepared without putting date.
- For civil services academy interested PG students can visit Mr. Sibi kumar. For that interested students names should be collected and give to ^{Dr. V. Vimalan} ~~Dr. Viney~~, Department of HRM.
- Students late coming should be reduced.
- Monday assembly will be by commerce department.
- Teaching aid, knowledge level, CO & PO should be properly entered in the lesson plan.


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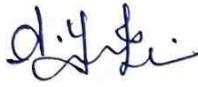
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STAFF MEETING HELD ON 01.10.2022

- On 3rd October 2022, student timing will be 9am to 12.40pm.
- Ayudha pooja celebration will be at 9-10am.
- Staff timing for shift I & II will be from 8.30am to 2pm.
- Hostel students can leave to their native today.
- UG & PG exam fee has to be intimated to the students.
- For ayudha pooja celebration one book for each department will be given by library.
- Fees outstanding should be cleared early.
- Salary will be credited today and increment will be at the earliest.



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- Alumni meet has been planned to be conducted.
- On 4th November 2022, mentor hour has been planned.
- Any workshop or webinar conducted in collaboration with other state can be conducted online.
- All Practical examination should be conducted ^{between} ~~within~~ 1st November and 15th November 2022.
- Staff willingness to work and continue for the next semester should be collected.
- It is informed to search for the missing application with other department applications. Physics department first year one application has been missing. The student name is S.Gomathi.
- Original certificates can be returned to the II year students.
- Last date for payment of exam fee for I years will be on 2nd November 2022.
- Question paper should be checked properly before submitting to the exam committee.
- Performance based increment system will be followed from the next year. 100% result will not be considered.
- Staffs for those who are doing Ph.d in part time, no objection certificate will not be given during long leave.


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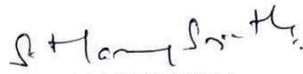


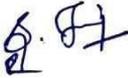

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STAFF MEETING HELD ON 01.11.2022

- Moovalur scheme for 1 year students is opened for applying from today. Applying procedure will be done only through college login.
- Correct and precise data should be given for AISHE.
- NIRF has been planned to be registered in November 2022. A copy of appointment order to be collected from the students those who have got appointment other than placement. Students' higher education progression details to be collected. This should be submitted on 15th December 2022.
- General Inspection from University of Madras is to be conducted. Three members were coming for the inspection.
- Today staffs can leave by 1pm. If tomorrow declared as leave it will be a working day for staffs from 9.30am to 2.00 pm.


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STAFF MEETING HELD ON 04.11.2022

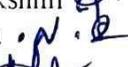
- Fees outstanding should be cleared at the earliest.
- Here after, Salary slip for staffs will be provided.
- Moovalur for I year students has opened.
- I PG exam fees should be paid after online registration.
- I UG exam fees payment should be checked.
- Condonation list for this semester should be prepared.
- Personality enrichment and Value education University examination will be on 11th November 2022.
- NME and Soft skill University examination for I year UG will be on 8th December 2022.
- For II PG Life and Managerial Skill and II UG Personality enrichment external valuation will be on 14th November 2022.
- On 7th November 2022, Awareness program from Axis Bank has been planned. Career Guidance and Placement will be organizing the program. Program timing will be from 01.10pm to 02.10pm. All representatives from each class will be attending the program.
- On 8th November 2022, Krishnar vilaku has been planned.
- On 9th November 2022, Cancer bus exhibition for students has been planned.
- On 11th November 2022, Yoga & Meditation ^{from} government for 1 years has been planned. The program timing will be from 9.30am to 1.00pm.
- 12th November 2022 is a working day only for staffs from 9am to 12pm.



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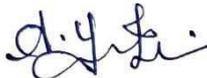
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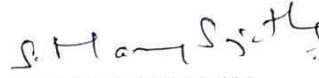
STAFF MEETING HELD ON 08.11.2022

- On 6th and 7th January 2023 College day and Convocation for UG 2018-2021 batch and PG 2019-2021 batch has been planned.
- Personality Enrichment and Value Education examination will be on 10th or 11th or 12th of November 2022.
- For I PG II internal examination has been cancelled for this semester. Only Model Examination will be conducted for I UG and I PG.
- Semester fee outstanding has to be collected.
- Attendance sheet for II and III year Personality Enrichment and Value Education University examination has to be submitted.


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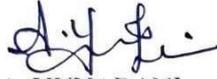
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STAFF MEETING HELD ON 11.11.2022

- As 12.11.2022 have been declared holiday, complete Personality Enrichment and Value Education paper correction by 11.11.2022.
- Inspection from Madras University will be conducted on 17.11.2022.
- Advertisement for staff recruitment has been given on 10.11.2022. Interview for staff recruitment has been planned on 21.11.2022.
- Convocation has been planned on 6th January 2023.
- Required details for Governing Body meeting has to be submitted.
- Life and Managerial Skills Viva will be conducted on 14.11.2022.


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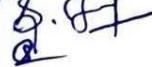

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STAFF MEETING HELD ON 14.11.2022

- Inspection from Madras University will be conducted on 17.11.2022.
- Study leave for II and III year UG and II PG will be from 15.11.2022 to 17.11.2022.
- Hall ticket will be issued to all the students on 18.11.2022.
- There will be usual classes for I UG and I PG students.
- Smart watches will not be allowed inside the exam hall.
- Invigilator/staff should not sit in the exam hall.
- Single parent details of I and II UG students has to be given by 15.11.2022.


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STAFF MEETING HELD ON 16.11.2022

- Hall tickets can be issued on 18.11.2022.
- Inspection from Madras University will be conducted on 17.11.2022.
- Attendance can be closed on 16.11.2022.
- Students are asked to clear the dues before examination.
- Students with 40% or 50% attendance should not be allowed to write the exam.
- Give papers for WOW by today.



A. YUVARANI

Department Secretary



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2. Dr. M. Rajarajeswari *MRR*
3. Ms. T. Jeeva *TJ*
4. Dr. PL. Alamelu *AL*
5. S. Usha devi *US*
6. Dr. V. Premalatha *VP*
7. Ms. S. Shobana *SS*
8. Dr. R. Krishnaveni *RK*
9. Ms. S. Jayalakshmi *SJ*
10. Ms. Sasirekha *SN*
11. Ms. Sridurga *SR*
12. Ms. Tamilarasi *TC*
13. Ms. P. Senthilmathi *PS*




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STAFF MEETING HELD ON 18.11.2022

- Principal thanked all the staff members for their cooperation in the successful completion of general inspection by the panel members from University of Madras.
- Recommendations given by the members:
 - Commerce department staff room to be more spacious.
 - Shift II CS lab to be changed and LAN connection to be given.
 - Nalam clinic to be brought down to ground floor.
- Classes for I year will be as usual and the staff timing will be from 8.30am to 2.45pm.
- University rank to be displayed.
- For qualification approval staffs can wait for the special drive or can be arranged by the college.
- Departments which are having post graduate can be converted into research department.
- Staff meeting may be on 21.11.2022.
- Governing body meeting will be on 28th or 29th or 30th November 2022.
- Single parent list to be given.
- On January 6th convocation and Alumni reunion has been planned.
- QLM to be prepared and given.
- On 1st December 2022 model examination for I UG & PG. Question paper for the same to be submitted on 25th November 2022.
- On 8th December 2022 University NME& Professional English examination will be conducted.
- On 12th December 2022, I PG Soft skill examination will be conducted.
- The following details to be prepared,
 - UG & PG year of starting the program
 - Program objective & Outcome, Program Specific Objective
 - Sanctioned strength, intake & graduated list
 - Student progression & Placement
 - Notable Alumni list
 - Conference/ seminar/ workshop conducted in the department
 - Career guidance programs conducted
 - Competitions conducted.
- University rank list to be given tomorrow.
- Students list who have placed through sports quota to be prepared.
- Students should be encouraged to participate in the competitive exams.
- Students list who have attended competitions in other institutions to be prepared.




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STAFF MEETING HELD ON 26.11.2022

- Pongal Celebration by Rotary club has been planned to celebrate on 8th January 2023.
- On 6th and 7th January 2023 Convocation and College day has been planned respectively.
- On 6th December 2022, International seminar has been planned. 11 Chinese students from Soka school of Malaysia & 4 students from Delhi.
- On 9th December 2022,
- Governing body meeting has been planned on 29th November 2022.
- Blood donation camp and Seed of hope has been planned to be conducted on 2nd January 2023.
- Christmas celebration has been planned to be celebrated on 17th December 2022. Union & fine arts club will organize the program.
- From 13th to 17th January 2023, Pongal holiday for all staff and students.
- On 11th January 2023, sports day has been planned.
- Pongal celebration has been planned on 12th January 2023.
- Proficiency for the year 2022 should be checked and the list for the same should be submitted to Mrs. Bhuvaneshwari, Department of Corporate Secretary ship.
- Endowment list UG & PG for the year 2021 should be prepared and submit to Dr. Vinnarasi, Department of HRM.
- Ikeda award – highest % for UG degree (only 3 semester)
- On 9th December 2022 discussion with staff & chairman has been planned.
- IDE valuation will be done after college hours.
- II year students list has been uploaded in the naan mudhalvan website. The same should be checked by today.
- 9th December 2022 will be the last working day for I years for this semester.
- Internship should be completed during holidays.
- Mobile phones will be ceased if found ringing during examinations.
- Internal marks entry should be submitted on 30th December 2022.



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STAFF MEETING HELD ON 02.12.2022

- College reopening for II year students will be on 07th December 2022.
- For International seminar science department students will be the audience and students can leave by 01.15pm.
- College reopening for III year and II PG students will be on 12th December 2022.
- Study leave for I UG and I PG will be from 10/12/2022.
- On 6th December 2022, Interaction with staff members will be at 12.15pm.
- On 9th December 2022, Interaction with staff members will be at 12.15pm.
- It is decided that students can leave by 1.20pm till 23rd December 2022. It may be extended till 7th January 2023.
- On 2nd January 2023, Blood donation, Seed of Hope program has been planned to be conducted. Union, Part V and Human values club will be organizing the program.
- For I years attendance can be closed on 10th December 2022.
- Hall tickets can be issued for I years on 15th December 2022.
- II & III years who have given special permission for payment of fees have to be cleared at the earliest.
- Even semester fees have to be paid in December 2022.
- Christmas day celebration will be on 22nd December 2022.
- Students should be instructed to not involve in any malpractice during internal and University Examination.
- For calculating endowment prize for 2018-2021 batch up to two decimal can be included.
- Dr. Ikeda award, Viswanathan award Mathematics department has been selected.
- For kaneko Ikeda award, part V students should be nominated.
- On 6th January 2023, the timing for Convocation will be from 10.00am to 12.00pm.
- Ms. Gunamani has been selected for Ikedian young achiever award for sports.
- 3rd & 4th January 2023, Cyber crime program has been planned.
- Sports day will be on 21st January 2023.
- Pongal celebration has been planned on 12th January 2023.
- On 6th March 2023, Womens' day celebration has been planned.
- 3rd December 2022 College timing will be as usual for staff and students.
- New staffs are intimated to join on 5th December 5, 2022.
- It is been informed that 10th December 2022 is a holiday for everyone.
- On 14th December 2022, photo session has been planned for III year & II PG students.
- On 7th December 2022, Photo session has been planned for I & II year students.
- Mobile phones will be ceased if found or used inside the college campus and will not be returned to the students.


A. YUVARANI

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3. Dr. PL. Alamelu 



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AND SCIENCE FOR WOMEN
CHENNAI - 600 099

STAFF MEETING HELD ON 8.12.2022

- If government declares holiday due to rain, staffs has to come to college. Staffs those who are coming from far distance can avail casual leave.
- Staff timing will be 9am.
- Reception work has to be done by commerce department.
- Hostel students with flag, rangoli, rose garland, flowers for pot, band all these should be made ready by 9am.
- Kamamura award has been finalized for the student poongodi from English department.
- S. Harini has been selected for Young Ikedian Achiever award.
- III year students group photo has been planned on 13th December 2022.
- Krishna priya has been selected for Nishikori award.


A. YUVARANI

Department Secretary

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4. S. Usha devi 
5. Dr. V. Premalatha 
6. Ms. S. Shobana 
7. Dr. R. Krishnaveni 
8. Ms. S. Jayalakshmi 
9. Ms. Sasirekha 
10. Ms. Sridurga 
11. Ms. Tamilarasi 
12. Ms. P. Senthilmathi 



S. MARY SUJATHA

Head of the Department




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STAFF MEETING HELD ON 15.12.2022

- Convocation invitation has been made ready for issuing to students and guests.
- Endowment awardees have to be present on the day of convocation.
- Graduates reporting time will be at 12.30pm. Graduates should have lunch before 1pm. Convocation will start at 2.30pm.
- Annual report will be presented of the data from January 2022 to December 2022. Format will be given for the same and should be submitted before 19th December 2022.
- Photo session has been planned tomorrow.
- Rotary pongal celebration has been planned on 10th January 2023.
- Christmas celebration has been planned on 22nd December 2022.
- On 2nd and 3rd January 2023 exhibition has been planned.
- On 5th January 2023 cybercrime program has been planned. 5th, 6th and 7th January timing will be till 5pm.
- On 6th January 2023 breakfast and lunch will be provided for staff.
- On 7th January 2023 snacks will be provided for staffs.
- Exhibition on 2nd and 3rd will be inaugurated by Lalitha Balakrishnan.
- Blood Donation camp will be inaugurated by Anuradha, BSG member.
- 17th December 2022 is a holiday for students and is a working day for staff from 9am to 2.45pm.


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STAFF MEETING HELD ON 21.12.2022

- Christmas celebration will be on 22nd December 2022. All the UG & PG students will be the audience.
- 24th, 25th and 26th December 2022 will be a holiday for both students and staffs.
- Exhibition on 24th December hostel students and tamil department students will be participating.
- It is a holiday for students from 27th to 30th December 2022. It is a working day for students from 9am to 2.45pm.
- College reopening for I UG and I PG will be on 2nd January 2022.
- 5th January 2023 is a holiday for I year students.
- 6th January 2023 is a holiday for II year students.
- Graduates reporting time will be at 12.30pm.
- Seating should be completed by 2pm.
- I year students should be informed to bring lunch on 7th January 2023 and stay for college day function. II & III year students reporting time will be by 1pm. Bus timings will be intimated later
- 31st December and 1st January 2023 will be a holiday for staffs except Union and part V.
- Compensation leave will be given on 8th Jan, 2023
- I Years online internal mark entry should be completed before 28th Dec, 2022.
- QLM to be submitted.
- PPS Passbook.
- I year student details to be given for Naan Mudhalvan Scheme.
- Students those who have attendance less than 65% but permitted to write university exam will be given 3 marks for attendance.
- College timing for students upto 1.15 PM till pongal.
- On 4th Jan, 2023 mentoring class will be conducted.
- Graduates photos for B.Com & M.Com will be given.



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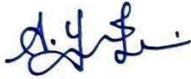
Head of the Department




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STAFF MEETING HELD ON 05.01.2023

- 6th Jan, 2023 reporting time for staff will be 8 AM.
- 7th Jan, 2023 reporting time for staff will be 9.30 AM.
- After completion of vote of thanks on convocation dance and photo session will be conducted.
- Graduates should stay back for a group photo on stage.
- Instant photo will be issued in the robe room.
- Graduates reporting time will be 12.30 PM.
- Nostalgia for graduates will be given as E-copy.
- Today by 8 PM meeting with Rosalia has been planned.
- Mrs. Jabamalai Priya has been promoted as HOD department of Accounting and Finance.
- Flag-union Students
- Students reporting time on 7.01.2023 will be at 1 PM.
- LOP after 26.12.2022 to 31.12.2022 will be reduced in the month of Jan-2023.
- Alumni feedback will be given to all the departments.



A. YUVARANI

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S. MARY SUJATHA

Head of the Department

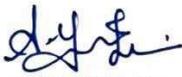
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STAFF MEETING HELD ON 07.01.2023

- Principal Mam thanked everyone for the successful conduction of yesterday's program.
- Tomorrow reporting time will be 8.30am.
- Tomorrow part V staffs will organize the program.
- Staffs can leave after lunch.
- No instant photo will be given.
- Mobile phones are not allowed tomorrow, if caught mobile phones will be ceased.
- Staffs should not ask students to take photo.
- On 9th January 2023 NAAC meeting has been planned with Mr. Jagannathan.
- On 10th January 2023 pongal celebration has to start before 9am.


A. YUVARANI

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STAFF MEETING HELD ON 09.01.2023

- Alumnae database should be collected.
- Staffs should have research publications with 3.5 impact factor in scopus journal.
- In the passed out batch, students those who are working proof for salary should be collected.
- Students' staff ratio should be checked.
- RJD higher education exhibition will be from 24th to 26th January 2023. Timing will be from 3pm to 7.30 pm.
- No top knot for staffs tomorrow.
- Criteria 3 coordinator will be A. Vinnarasi, Head Department of HRM.
- Advance learners should be encouraged to participate in NPTEL / SWAYAM.
- On 28th January 2023 sports day has been planned.
- Lesson plan should be submitted on or before 1st February 2023.
- Tamil department and NSS program will be on 11th January 2023.
- Staff game for sports day will be on 10th January 2023.


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STAFF MEETING HELD ON 11.01.2023

- Research and Development cell has to be formed in our college.
- Pongal holidays for staff will be from 12th to 18th January 2023.
- Staffs should not take leave on 19th January 2023.
- Pudhumai penn scheme registration should be completed today.
- For Naan Mudhalvan Scheme one staff from each department will be debuted.
- Advance learners will be having meeting today with Sandhyalakshmi, Head Department of English.
- Any details required by RJD during pongal holidays should be given properly.
- SC/ST scholarship portal has been open for registration. Institution details to be uploaded at the earliest.
- Principal Mam congratulated exam committee for their work.
- Vakana and Miho farewell has been planned on 24th January 2023. They are leaving to japan today.
- Sports day reception will be by commerce department.
- Grade has to be given to Ms. kiyomi, Japanese teacher.
- Hostel students can leave today for pongal holidays.


A. YUVARANI

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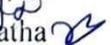
STAFF MEETING HELD ON 20.01.2023

- Tomorrow will be a working day for staff and students.
- Yesterday will be the last date for fees payment with penalty. From tomorrow Rs.200 will be collected as fine.
- For I year students last date with penalty will be up to 30th January 2023.
- Hereafter calendar date should be followed for payment of fees.
- Tomorrow meeting with Manikandan and Radha, GITS. Anyone staff from each department can clarify doubts with them.
- For I Internal examination portions for I years will be 1 unit and for II & III years 2 units.
- Students will be not be allowed to go outside of the exam hall during university examination.
- Invigilators should be vigilant during university examinations.
- I internal question paper should be submitted on 25th January 2023.
- Question paper should be scrutinized before submission to exam committee.
- Commission has been planned for Department of History, Sociology and Physics.
- On 28th January 2023, sports day timing will be from 9am to 1pm. Students can leave by 1.30pm.
- Students should be sent for dance and march past practice.
- Reception for sports day will be commerce department.
- Wakana and Miho farewell will be conducted on 24th January 2023 in physics lab.
- RJD higher education exhibition will be from 24th to 26th January 2023. 1 day compensatory leave will be given to staff.
- Leave will be given to students before university exam on convocation and college day. Attendance should also be marked on that day.
- 27th to 31st January 2023 attendance should be marked as holiday.
- For Naan Mudhalvan scheme students should enroll themselves in any course.
- Staff room for the following departments has been assigned,
 - Department of History – PET room
 - Department of MSW – Maths staff room
 - Kiyomi and Shizuka will be in the Biochemistry staff room.



A. YUVARANI

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STAFF MEETING HELD ON 25.01.2023

- Thirukkural as optional paper will be selected. Confirmation with other college should be done.
- Valuation commences from 30th January 2023.
- Students other than college bus should report to college by 8.45am on 28th January 2023.
- Staff's reporting time will be 8.15am and can leave by 2pm.
- Reception for sports day will be commerce department.
- If physics lab has been occupied for any program, give alternate room for MSW.
- Japanese language class for 1 year students will be conducted 2 hours.
- For admission, canvassing list has been circulated and the same should be completed before 31st January 2023.



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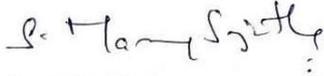
STAFF MEETING HELD ON 27.01.2023

- FDP on Naan Mudhalvan has been organized at University of Madras.
- Mrs. Nagavalli from department of BBA, Mrs. Shobana from Department of Commerce and Mrs. Sivakalai from Department of Corporate secretaryship will be attending the FDP from 30th January 2023 to 3rd February 2023.


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Department of English

Minutes of the Meeting Notebook

SIC/ENG/2022-2023/DEPT. MIN.NB/

REC-04

Minutes of the meeting held on 20/6/2022.

- * Students discipline should be strictly monitored.
- * Regarding Admission,
- * If the student has cleared her practicals but failed in Theory




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- * +2 mark statement should be attested.
- * 10th Original mark sheet (or) Community Certificate should be collected from the candidate.
- * For SC and ST, Community certificate is mandatory.
- * Application form should be signed by the duty in-charge, HoD, Admission Committee, Office and finally by the Principal.
- * Candidate should come with her parents for admission and must meet the Principal.
- * Income certificate is needed for the application of scholarship.
- * Only one student is permitted in hostel from each department.
- * Students availing the hostel facility should deposit 4000 as initial amount and monthly
- * 4000 should be paid. Deposited amount will be refunded.
- * Bus fee will be collected for 3 months together (August, September & October) (November, December and January) (February, March and April).
- * College will reopen between July 15th to 20th
- * Till then manual receipt will be provided.
- * Application form - Rs 50/-
- Processing fee - Rs 130/-
- Registration - Rs 20/-



- * An additional copy of 10th, 11th and 12th mark sheets should be collected.
- * Phone is strictly banned within the campus and in hostel.
- * Declaration form should be filled and submitted.
- * The candidate should also complete the questionnaire.

* SL - <u>SL</u>	* SHR - <u>SHR</u>
* RS - <u>RS</u>	* JM - <u>JM</u>
* DD - <u>DD</u>	* UN - <u>UN</u>
* BU - <u>BU</u>	* AS - <u>AS</u>
* KK - <u>KK</u>	* JE - <u>JE</u>
* BH - <u>BH</u>	

Minutes of the meeting held on 5/7/22

- * Admission link should be forwarded to the known groups
- * Students ~~can~~ be admitted in BCA & B.Sc (CS) even without maths.
- * College reopens on 18th July, 2022 for II & III years
- * HOD and class in-charge should meet the students on the reopening day and give instructions to them
- * Exam Dates → Internal - I
 August 24 for II & III years (2 Units)
 for I year (1½ units)
Internal - II
 Sep 21 for II for II & III years (2 Units)
 for I year (1½ Units)

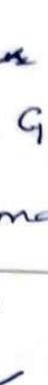


- * Model exam will be on 10th Oct (full portion)
- * For Department books, Rs 5000 has been allotted.
- * For NME, Disaster Management has been selected as the subject.
- * 2nd Saturday (9/7/22) is a holiday.
- * TNPR exam will be conducted in our college.
- * Free bus service from DRT & Kallikuppam.
- * Fee details

	<u>I Sem</u>		<u>II Sem</u>	
I year -	13,000	+	10,000	= 23,000
II year -	12,000	+	6,000	= 18,000
III year -	11,000	+	6,000	= 17,000
- * II & III years should pay their fee on or before 29th July without Penalty.
- * Till August 10th, students can pay fee with the penalty of 200/-
- * Hostel fee is Rs 4000 and it should be paid once in 3 months (12,000). For new Hostellers, 4000 should be paid as deposit amount.
- * FDP will be held from 11th July to 15th July for one hour.
- * If the staff intends to resign, notice should be given three months prior (or) they should surrender 3 months salary.



- * Mask is mandatory inside the campus.
- * If ID/Hall ticket is lost/missed, 100 should be paid as fine.
- * July 11 is the last date for uploading profile in GITS.
- * Anandhi mam is in-charge of maintenance.

* SL - 	* SHR - 
* RS - 	* JM - 
* DD - 	* UN - 
* BU - 	* AS - 
* KK - 	* JE - 
* BH - 	

Minutes of the meeting held on 13/7/22.

- * Rita mam will be appointed as library assistant.
- * Orientation for 1st years will begin on 18th July and Hues of Bridge course will be taken.
- * I semester fee should be paid fully.
- * Admission link should be forwarded.
- * Physics Lab will be taken as auditorium.
- * Induction Program will ^{be between} start from Aug 8 to 18th and Compering will be done by Hema.
- * Incharge for NSS - Pushpalatha mam
Rotaract - Ms. Shobana & Ms. Anitha Devi



- * Professional English hours will be handled for 4 hours.
- * Dress code should be followed. Ankle fit is not allowed.
- * Use of mobile is strictly Prohibited
- * Hostelites ^{belongings} and orders if placed will be checked hereafter.
- * Class room allotment

III year - 721
II year - 84

* SL - NA	* SHR - AS
* RS - AS	* JM - AS
* DD - for strmt	* UN - B. Un
* BU - AS	* AS - M. AS
* KK - AS	* JE - AS
* BH - AS	

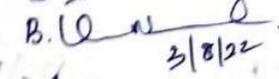
Minutes of the meeting held on 2/8/22

- * Admission link should be forwarded to the known circle
- * College reopens on 11th of August for IUG.
- * Staff should report at 7.30am on Independence Day and the program will extend from 8.00am to 9.00am.
- * Students should pay their semester fee at the earliest.



* Induction Ceremony for Union members is on 24th August, 2022.

* Internal - I begins on 25th August for II & III yr and II Pg.

* SL - 	* SHR - 
* RS - 	* JM - 
* ID - 	* UN - 
* BU - 	* AS - 
* KR - 	* JE - 
* BH - 	

Minutes of the meeting held on 5/8/22.

* Namelist with University Reg. No of II & III UG & II Pg should be mailed to office.

* Saturday will be a holiday for students and for staff working time is from 9am to 2pm.

* On 22nd Aug, 2022, Women's cell is organizing a Program on Narcotics

* 24th August is the Induction Program.

* For Independence day, Part - I will take care of discipline.

* Internal - I for 2 years (UG) will be held during the ^{time of} Internal - II of II, III UG & II Pg.



- * A program on Breast feeding is on 8th Aug
- * International Day celebration will be done department wise

* SL - H	* SHR - B
* RS - J	* JM - L
* DD - B. (25/08/2022)	* UN - B. (25/08/2022)
* BU - B. (25/08/2022)	* AS - M. (25/08/2022)
* KK - J	* JE - K. (25/08/2022)
* BH - B. (25/08/2022)	

Minutes of the meeting held on 12/08/22.

- * Saturday (13-08-22) is a holiday for both staff and students.
- * No Admission duty on 13-08-22.
- * Buses will ply from Ambattur, Retteri and Redhills at 7.00 am sharp on 15th August.
- * Reporting time for staff and student is 7.30 am on Independence day
- * Late comers will not be entertained.
- * Discipline should be ensured and attendance must be taken.
- * Hostelites will go to Kalairanas Arangam on 13-08-22 from 6.00 pm to 9.00 am.



- * Only one staff should be present for admission duty.
- * I year UG should open an account in Indian Bank for Moolalu Scheme. and the namelist of the eligible students should be collected.
- * 24th August, 2022 is the Induction Program.
- * Through the MOU signed by the MSW department with the Commissioner of Police, we can have seminars, conferences organised by them.
- * Namelist of the students availing college bus should be collected and the buses will ~~be~~ not stop in between DRJ and College / Kallikeppam and college.
- * Strength in Hostel is 53 and so no more will be added.
- * National Academy of Customs will organise a Program on Drug Abuse on 22nd Aug, 2022. Audience will be II yr and the in-charge for this program is Mrs. Jabamalai from shift -II
- * Class in-charges and subject in-charges should accompany them.
- * Students database will be collected from 2000. Batchwise 2000-2010, 2010-2020, 2021-...
- * For the database collection, Bency mam from shift -I and Mrs. Vincy from shift -II will be the incharge.




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*SL - ~~SL~~
 *RS - ~~RS~~
 *DD - ~~DD~~ 20/08/2022
 *BU - ~~BU~~ 18/8
 *KK - ~~KK~~ 18/8/22
 *BH - ~~BH~~

*SHR - ~~SHR~~
 *JM - ~~JM~~
 *UN - B. Un
 *AS - M. ~~AS~~
 *JE - K. Serrafellu

Minutes of the meeting held on 16/8/22

- * Admission of IUG has been extended upto 30th August, 2022
- * Namelist of the students availing the college bus of I & II UG & II PG should be given to Maths department.
- * On 18th August, IUG should assemble in physics Lab during 11th hour.
- * Report Writing will be given in turns.

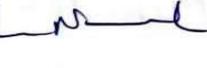
*SL - ~~SL~~
 *RS - ~~RS~~
 *DD - ~~DD~~ 20/08/2022
 *BU - ~~BU~~
 *KK - ~~KK~~ 18/8/22

*BH - ~~BH~~
 *SHR - ~~SHR~~
 *JM - ~~JM~~
 *UN - B. Un
 *AS - M. ~~AS~~
 *JE - K. Serrafellu



Minutes of the meeting held on 17/8/22

- * Using the Sarvodaya scheme, sarees can be bought and the amount could be paid in 6 installments.
- * On account of Krishna Jayanthi, Friday (19.08.22) will be a holiday. On Saturday, the reporting time for staff is 9.00am - 2.00pm.
- * Part - V activities will begin from next week.
- * One parent representative should be nominated for anti-ragging cell.
- * Students namelist should be given for Youth Exchange programme.

* SL - 	* SHR - 
* RS - 	* JM - 
* DD -  20/08/2022	* UN - B. 
* BU - 	* AS - M. 
* KK -  20/8/22	* JE - K. 
* BH -  20/8/2022	

Minutes of the meeting held on 20/8/22

- * Colour code for dress on 22.08.22 (Monday) is Green.
- * Students should hand over the mobile to the class in charge, if brought to college.



- * Attendance registers should be verified by the HOD during the break hour.
- * Entry should be restricted without Gate pass.
- * Leave forms should be submitted regularly.
- * If a student take more than 3 days of leave, she should come with her parents.

* SL - 	* SHR - 
* RS - 	* JM - 
* DD -  20/08/2022	* UN - B. U. 
* BU - 	* AS - M. Sampath 
* KK -  20/8/22	* JE - 
* BH -  20/8/22	

Minutes of the meeting held on 26/08/22

- (27.08.22)
* On Saturday, the reporting time staff is 8.30am and leaving time is 1.00pm
- * Research Department is planning to organize more number of seminars and Workshops.
- * There will be no admission duty on 27.08.22, Saturday
- * For II & III UG & II PG - 1st hour will be from 9.00 am to 9.45 am. At 9.45 am, Students should go to the exam hall.
- * NO Common Assembly on 29.08.22 (Monday) as



Inter-School Volley Ball match will take place.
and Gate pass will be given to all the people.

* Students should enroll their names in anyone of the part-V activity and the list should be submitted to the following Co-ordinators.

NSS - Mrs. Krishnaveni
NCC - Ms. Amudha
Rotaract - Mrs. Shobana
YRC - Mrs. Jaya Lakshmi
RRC - Mrs. Sarikala (Economic)

} Commerce dept

* SL	-	* SHR	- R. Sharmila
* RS	-	* JM	- J.
* DD	-	* UN	- B. U. N.
* BU	-	* AS	- M. Sambhaji
* KK	- 3/9/22	* JE	- K. Jayalalitha
* BH	-		

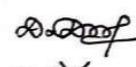
Minutes of the meeting held on 01/09/2022.

- * Students should register for Naan Mudhalvan scheme.
- * Moovalur scholarship distribution will take place on Monday at Bharathi Arts College where CM will distribute to students.
- * Tamil and English is compulsory for all courses irrespective of the degree including engineering college for 2 years (4 semesters)



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- * Skill development paper should be included apart from the syllabus (Major & Allied)
- * September 3rd, Saturday will be a working day for students and staff. Competitions for Onam will be conducted.
- * Onam celebration will be held in college campus on 7th September 2022.
- * Class in charge & HoD must ensure that students should wear ID cards.
- * Mobile checking will be done randomly.
- * Teachers' day will be celebrated in a special way in college on Sep 5th.

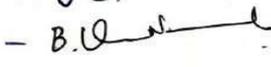
* SL	- 	* SHR	- 
* RS	- 	* JM	- 
* DD	- 	* UN	- B. 
* BU	- 	* AS	- M. 
* KK	-  3/9/22	* JE	- 
* BH	- B.  02/09/2022	* BS	- 

Minutes of the meeting held on 5/9/22.

- * Staff appraisal should be uploaded through the given link.
- * Students who have to apply for revaluation or for Instant exam should apply before 9/9/22.
- * Onam celebration will be held in our college on 7th September. Compering and Report will be



- done by English Department.
- * On 16th Sep, Library Day is celebrated and PG students will be sent as audience
 - * On account of Library Day, competitions are conducted. Interested students can participate.
 - * Book Exhibition will be held in our college on 12th & 13th of September.
 - * Submission of 1 Internal Question Paper on 10/9/22.
 - * Remedial classes should be conducted for slow learners if needed followed by regular tests.
 - * Separate Attendance sheet should be maintained for Remedial class.
 - * Moral values and behavioural etiquettes should be taught to students.
 - * Class in charge should have a complete record of their class.
 - * Instantane on PG Admissions.
 - * Mobiles are strictly restricted in college. In case of emergency it is allowed on requisition.

* SL - 	* SHR - 
* RS - 	* JM - 
* DD - 	* UN - 
* BU - 	* AS - 
* KK - 	* JE - 
* BH - 	* BS - 



Minutes of the meeting held on 15/9/22

- * Mobile checking will be done
- * Saturday (17.9.22) will be a working day for both staff and students.
- * I UG will have their Freshers Meet on 17/9/22
- * Athletic Meet planned on 17/9/22 has been cancelled.
- * Teachers are not supposed to sit in the classrooms.
- * Certificate Course should be conducted on the basis of the enhancement of students skill
- * Rat Trapper will be kept in the department.
- * Staff having 15 years of experience and above will have only one invigilation.
- * Bio-chemistry will be separated for Communicative Eng.

* SL - H

* SHR - J

* RS - S

* JM - J

* ID - @

* UN - B. U

* BU - K

* AS - M. S.

* KK - S

* JE - K.

* BH - B.

* BS - S.



Minutes of the meeting held on 19/9/22

- * Students data are to be collected from various colleges for PG admission.
- * One staff from Tamil department and one from English Department is appointed for the following colleges.

RMC - Mrs. Hemavathy & MS. Akirami
Hindu College - Dr. Uma Neela & Ms. Steffi

Krishnaswamy - Mrs. Jijitha Mary.

Thirumuzugan - Mrs. Chandrika & Mrs. Jerry Ekke.

Bharathi Women's - Mrs. Kanthimathi & Dr. Sasiqala

Presidency - Mrs. Sharmila & Dr. Anuradha

Ethiraj - Mrs. Suganthi & Dr. Subashini

* SIET - Ms. Sadhique & Mrs. Deepa

- * On 18th Oct, Department of English in association with IQAC & career Guidance Cell is organizing a Workshop on Journalism titled "

- * Intra-Department, Inter-Department and Inter-Collegiate Events should be organized for this academic year. (2022-2023).

- * Staff should focus on paper publications.

- * Mobile phones are not allowed and students should pay their fee as early as possible.



* SI	- H	* SHR	- R
* RS	- R	* JM	- L
* BU	- Jee Jee	* UN	- B. U
* DD	- A. D	* AS	- M. S
* KK	- L	* JL	- K. S
* BH	- R	* BS	- R

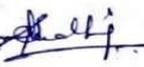
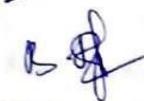
Minutes of the meeting held on 21/09/22

- * If a student is getting TC, it should be informed to the Admission Committee and office.
- * For Academic exchange program, Interview will be on 26th of this month at 10:00 am.
- * Criteria VI is organising a workshop on 'Managing Files and time', and Sharmila mam will attend (12-2-30pm)
- * 24th September (Saturday) Attendance should be marked.
- * I PG will reopen on 26/09/22 at 9.30 am.
- * Secretary, Chairman, Advisory mam will come for the inauguration.
- * Late comers should show their ID cards. If they are 1st yrs, it will be verified with their class in charge.
- * Details of the 1st year students should be collected. (Name of the parent, mobile no, Occupation)
- * Staff in charge of Admission should sit in the lobby.
- * PO should hang in the class windows. (Geo-tagged photos)
- * Mentoring will be on 30/9/22
- * Oct 1, 2022 - Gandhi Jayanthi Celebration
- * Oct 3, 2022 - Golu
- * Model Question Paper should be submitted on 10/10/22




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* Brahmakumaris are organising an event on 8th Oct, Teachers can attend.

* SL - 	* SHR - 
* RS - 	* JM - 
* BU - 	* UN - B. U. 
* ID - 	* AS - M. 
* KK - 	* JE - 
* BA - 	* BU - 

Minutes of the meeting held on 28/09/2022.

- * An 'Eye-opener session' starts from tomorrow according to the calendar.
- * 'Accident Insurance Policy' for students under the Government scheme will be implemented and students should pay Rs 15/-
- * I PG syllabus has been revised.
- * Remedial classes will commence from Oct 1st and the register should be signed by the Principal.
- * Peer teaching can be done.
- * 'Thirukkural' can be elected as core-elective by any department if interested.
- * Teachers should be punctual
- * CO should be intimated to students through GCR, Notice board, Mentoring session and every department should read their PO during that particular department's turn in the assembly.
- * General circular will be displayed in the notice board.




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- * Dep. Sec & Joint Secretary should talk about the code of conduct in their respective department. students.
- * News Headlines should be shortened.
- * All the staff should submit a copy of their research certificates to criteria III.
- * Seiko and Silent prayer are considered as Best Practices.
- * Nalam clinic will be considered as Mentoring/ Counselling center and the Doctor will be the mentor.
- * Scribe letters must be collected from PWD students.
- * Teachers must speak in a respectful manner to the parents.
- * Teachers must attend all the events organized by the department as well as by the college.
- * Model Exam Question Paper should be submitted on 17th Oct.
- * Attendance should be marked on 24th Sep, 2022.
- * Lesson plan should be submitted on 7th Oct.
- * Regarding Question Paper:

Value Education - ISM

Professional English - English

Personality Enrichment - Economics



*SL - ~~SL~~
 *RS - ~~RS~~
 *BU - ~~BU~~
 *DD - ~~DD~~
 *KK - ~~KK~~
 *BH - ~~BH~~

*SHR - ~~SHR~~
 *JM - ~~JM~~
 *UN - B. Un.
 *AS - M. An.
 *JE - ~~JE~~
 *BS - ~~BS~~

Minutes of the meeting held on 1/10/02

* On 3rd Oct, Shift I & II will work on the same timing.

Timing for Staff - 8.30 am - 2.00 pm.
 for Students - 9.00 am - 12.40 pm.

* Class Timings

I hour - 9 - 9.40
 II hour - 9.40 - 10.20 (10.20 - 10.40) Break.
 III hour - 10.40 - 11.20.
 IV hour - 11.20 - 12.00
 V hour - 12.00 - 12.40

* Pooja celebration will be done from 9.00 am - 10.00 am. Staff who are free during the celebration should attend the pooja.

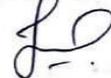
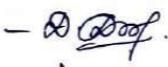
* Accidental Insurance Amount (Rs 15/-) should be submitted today.

* Oct 4 & 5th are declared holiday.



[Signature]

- * Hostelites will leave to their native today.
- * I UG. will collect their 12th Marksheet from their school on Monday.
- * Pg - Those who have paid 5000/-, pending amount should be paid earlier.
- * Remedial class should be commenced.
- * Any clarifications in the duty allotted to the staff will be discussed with the respective HODs (or) with the Principal.
- * Increment will be given at the earliest.

* SL - 	* SHR - 
* RS - 	* JM - 
* BU - 	* UN - B. U. 
* DD - 	* AS - M. 
* KK - 	* JE - 
* BH - 	* BS - 

Minutes of the meeting held on 6/10/22.

- * Remedial namelist should be given to the respective HODs.
- * On 8th Oct, Brahmakumaris are conducting a event at Lady Andal School, Chelpet and on behalf of Human Values club Mrs. Baiji will be attending.
- * 8th Oct (Saturday) will be a holiday for staff & student.



- * Lesson Plan (both hard copy & soft copy) should be submitted on Monday (10.10.22).
- * Mrs. Padmarathy will be the Head of Physics.
- * Staff should organize some events for increment purpose.
- * Focus Academy is conducting a workshop on Civil Service and Pq will be attending.
- * Model Exam Q. P should be submitted on 12th Oct.
- * Teachers are not supposed to sit in the classrooms.

* SL - H6	* SHR - J
* RS - R	* JM - L
* BU - P	* UN - B. U
* DD - D. D	* AS - M. S.
* KK - K	* JE - J. E.
* BH - B. H.	* BS - B. S.

Minutes of the meeting held on 28/10/22.

- * Regarding Mooralur - Name should be same in +2 Marksheet, Aadhar, Bank statement and the given mobile No. should be active.
- * Nodal officers for this academic year 2022-2023
 - Electoral Committee - Mrs. S. Anitha (Maths)
 - Mooralur - Dr. Mary Sujatha
 - RJD - Mrs. N. S. Kiruthika




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- * University Details - Mrs. Grace
- * Nan Medhalvan - Mrs. Beney.
- * IQAC - Dr. Sandhya Lakshmi
- * ISO - Mrs. Vijaya Girija & Mrs. Dhana Lakshmi (M.S.)
- * AISHE - Dr. Rani Elizabeth.
- * NIRF - Dr. Mary Sujatha.
- * PO & CO should be put up in classrooms.
- * and it should be uploaded in GCR.
- * Peer teaching should take place and geo-tagged photos should be taken.
- * On Dec 6th and 9th, 2022, 9 delegates from Soka University will be conducting an International Seminar on 'Integrating human values in Pedagogy' and the same will take place on 10th Dec, Saturday.
- * Human Values (RHVS) is organizing an exhibition on Jan 2nd, 2023 on 'Seeds of Hope'
- * On PM's insistence, an exhibition on Sardar Vallabhai Patel is organised by MSW, Sociology & History departments.
- * Students' grievance cell mail id should be displayed in classrooms, notice boards etc.
- * The Assignments given should match the PO and CO
- * ISO internal audit on December and External audit on February.



- * Mentoring session on Nov 4, 2022
- * PTA should be conducted
- * Practical exam^{f PE} should be completed within 15th of November.
- * If a staff avail CL for a month, she will not be permitted for Paper valuation.

* SL HD - SS	* SHR - SS
* RS - SS	* JM - SS
* BU - SS	* UN - B. C. SS
* DD - SS	* AS - M. SS
* KK - SS	* JE - SS
* BH - SS	* BS - SS

Minutes of the meeting held on 01/11/22.

- * 'Moovalar scholarship' has been renamed as 'Pen Kalvi Thittam' following the same procedure.
- * While uploading students details in University Portal, if community certificate of the students is not produced, Community should not be mentioned.
- * All the certificates and documents submitted to Criteria - V should be submitted to NIRF.
- * If students are placed / appointed through our college campus drive, their appointment Order should be submitted to NIRF.




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* General inspection from University may occur before Monday. No one should avail leave during the inspection.

The following things will be inspected:

- a) Lab
- b) Library
- c) Infrastructure
- d) Documents (Office & Department)
- e) Students strength
- f) Scholarship
- g) Random faculty checking.

* Working time on (02.11.22, Wednesday) will be from 9.30 am - 1.00 am if it is declared holiday for students.

* SL	- HSI	* JM	- J?
* RS	- HSI	* UN	- B. U. U. l
* BU	- HSI	* AS	- M. Sankaraj
* KK	- HSI	* JE	- K. Sankaraj
* BH	- B. S. S.	* BS	- B. S. S.
* SHR	- HSI		

Minutes of the meeting held on 09/11/22

* Convocation for the batch UG (2018-20) & PG (2019-2021) and College day is scheduled on 6th and 7th of January, 2023.

* Rank list should be checked

* II and III year class in-charge should get ready with attendance list for Personality Enrichment, and Value Education




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* Personality Enrichment and value education
* can happen on anyday between 10th to
11th of November.

* SI - <u>SS1</u>	* JM - <u>LD</u>
* RS - <u>LD</u>	* UN - <u>B. Q. A. L.</u>
* BU - <u>Am</u>	* AS - <u>M. K. S. S. S.</u>
* DH - <u>B. S. S.</u>	* JE - <u>K. S. S. S.</u>
* KE - <u>LD</u>	* BS - <u>LD</u>
* SHR - <u>LD</u>	

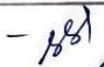
Minutes of the meeting held on 18/10/22

- * Timings for I UG & I PG, on 19/10/22 is from 9.00am to 2.15pm and for staff from 8.30am to 2.45pm.
- * Eligible staff should be appointed. The staff appointed should have either NET/SET, M.Phil, or should have registered for Ph.D.
- * PPT about the history of the department should be prepared by the respective departments.
- * Shift-II classrooms and lab has to be altered as per the instructions of the University inspection.
- * Nalam clinic should be shifted to ground floor.
- * Rank holders in University exams should be displayed in the Lobby.
- * On 21st Nov 2022, Staff meeting is scheduled
- * Nov 28th - 30, anytime governing body meeting can happen




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- * For I PG - II Internal is cancelled and direct Model exam.
- * We should have a copy of the documents submitted to the office.
- * For I UG - Model exam begins on Dec 1st.
- * January 6, 2023 - Convocation → Alumni Reunion
January 7, 2023 - College day.
December 6, 2022 - Seminar Organised by Human Values Club.
- * Model exam Question papers should be submitted on 25th November.
- * Invigilation duty cannot be changed.

* SL - 	* SHR - 
* RS - 	* JM - 
* BU - 	* UN - 
* KK - 	* AS - 
* BH - 	* JE - 
	* BS - 

Minutes of the meeting held on 23/11/22.

- * Result analysis, pass percentage of the outgone students for both UG and PG should be submitted on 25th Nov, 2022.
- * Geo-tag photos for peer-teaching, experiential learning, seminar, group discussion should be taken.
- * Insistence for Ph.D registration




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- * Programme Outcome and Course Outcomes displayed in the classroom should be taken geo-tagged photo and PO & CO should be uploaded in GCR.
- * Photos taken should sent to Criteria 2
- * Details of I UG & PG should be sent to Criteria 2-T.1. The following details should be filed.
- * (Name, gender, Mobile, Email ID, Aadhar)

* SL - ssi	* JM - <u>LL</u>
* RS - <u>B</u>	* UN - <u>B. O. A. A.</u>
* BU - <u>Hom</u>	* AS - <u>M. Handkoff</u>
* KK - <u>S</u>	* JE - <u>K. Srinivasan</u>
* BH - <u>P. P.</u>	* BS - <u>R. S. S.</u>
* SHR - <u>S</u>	

Minutes of the meeting held on 26/11/22.

- * On January 8th, Pongal celebration will be done by Rotary club in the college premises.
- * Jan 6th/7th will be Convocation for batch 2018-21, 2019-21. The following day will be College day.
- * Jan 2nd, 2023 - Blood donation camp will be held on Global Harmony Day.
- * Jan 3rd, 2023 - Cyber crime Programme is planned. The chief guest will be Dr. Sylander Babu



- and IT Minister. (dates are tentative).
- * On Nov 29, 2022, Governing body meeting
 - * On Jan 2nd, 2023, "Seed of Hope and Action" exhibition will take place in our college.
 - * Christmas celebration is on 17th Dec, 2022.
 - * Pongal Celebration is on 12th January, 2023 by ~~our college~~ all the departments.
 - * January 13th to 17th, 2023 will be a holiday for Pongal Festival.
 - * Sports day is on 11th January, 2023.
 - * For Endowment Award, Name list should be given for the batch 2018-2021. by considering only first 3 Semesters (offline) for UG and 1st Semester for PG.
 - * Skedean award will be given to topper of the college and that namelist should be given to Head, B.Com (CS)
 - * Names of the social activist can be recommended for Manjula Srinivas award with Proof.
 - * Convocation details should be informed to Parents
 - * Alumni day will take place on Convocation day itself in the afternoon.

	10.30 am	-	12.00 pm	-	Convocation
Time Slots:-	12.00 pm	-	1.00 pm	-	Leunch
	1.00 pm	-	2.00 pm	-	Alumni Meet.
 - * Tamil department is planning to organize a National conference.



- * On Dec 6th (or) 7th, Dignitaries from Japan are coming for Seminar and (Research Committee is in charge). On 9th, Union is in-charge
- * Dec 9th, 2 Japanese dignitaries are coming for Soka International Seminar. There will be interaction between faculty and students with the delegates.
- * For IDE and University valuation, staff should go only after the college hours.
- * For Naam Mudhalvan and Mooralu Scholarship, class in-chargees should verify the details with the concern staff.
- * For 1 year registration for Mooralu will be done only after getting the register number.
- * For 1 UG, last working day will be Dec, 9.
No. of working days for 1 UG - 87 days
- * From 10 to 14 Dec, 2022 will ^{be a} study holidays for 1 UG
- * For appraisal, FDP, workshops attended from June 2021 to May 2022 should be submitted.
- * Subjects should be handled individually as it affects the result analysis
- * P.E, Personality Enrichment, NME should not be considered for Self-appraisal.
- * Staff should have a proof of all the duties done. In case of any programme, Invite report should be submitted by the cell / club co-ordinators to IQAC team.



- * Paper presentation and publication carries same marks (5 marks)
- * No due forms should be collected from IUG.
- * Dec 10th may be the reopening day for the II & III years.
- * I PG should complete their internship during holidays.
- * English department should perform the skit for Christmas celebration.
- * If rescheduled exam is after reopening of the college, students can take leave the day before exam on informing.
- * ISO internal audit will be done.
- * Individual staffroom will be allotted as per University inspection.

* SL - *[Signature]*

* JM - *[Signature]*

* RS - *[Signature]*

* UN - *[Signature]*

* BU - *[Signature]*

* AS - *[Signature]*

* KK - *[Signature]*

* JE - *[Signature]*

* BH - *[Signature]*

* BS - *[Signature]*

* SHR - *[Signature]*



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Minutes of the meeting held on 02/12/22.

- * Staff must sign in the attendance register properly.
- * Reopening date for II UG and II PG - 07/12/22
III UG - 12/12/22
- * On 6th Dec, the delegates will have an interactive session with faculty at 12.15 pm.
- * On 9th Dec, unveiling of the statue
- * For II & III UG & II PG, the timings will be from 9.00 am to 1.10 pm till Convocation.
- * 'Seeds of Hope and Action' program is confirmed on 2nd Jan, 2023.
- * Attendance for I UG & PG closes on 10/12/22 and all dues and fees must be cleared.
- * Payment of next semester fee can be done from 5th Dec, 2022.
- * Christmas celebration is on 22/12/22
- * I year should not indulge in any malpractice
- * Inspectors should be vigilant in checking
- * Proficiency, only one semester and for Endowment 3 semesters should be considered.
- * Recommendation can be done for Manjula Srinivas Award (Social Activist)
- * Ikeda Award goes to the topper of the college

Award Details

Ikeda Award	- Maths (88%)
Kaneki Award	- Part V
UG Gold Medal	- Maths (88%)
PG Gold Medal	- Maths




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- * Poongodi of III B.A (Eng) gets the Best Outgoing for the batch (2020-2023)
- * Convocation for the batch 2018-2021 and 2019-2021 is on 6th Jan, 2023. and the following day will be college day (7/01/23)
- * AI Mudaliyar Meet will take place on 17/01/23.
- * IKedian Young Achiever award is bagged by Gunamani (BCA)

* List of events:

Jan 2nd, 2023 - 'Seeds of Hope and Action' Program

Jan 3rd and 4th - Cyber Crime by Govt.

Jan 6th - Convocation Timings (10.00 - 12.00pm)

Jan 7th - College day Timings (2.00pm - 5.00pm)

Jan 12th - Pongal celebration.

Jan 21st - Sports day.

March 6th - Women's Day celebration.

- * Staff has to report at 7.00am on 6/01/23
- * On 3rd Dec, Saturday timing (8.30 - 2.45)
- * New staff should join on 5th Dec, 2022.
- * 10th Dec, Saturday will be a holiday for staff and students
- * 14th Dec - Photo session for II Pg and III UG.
- * 13th Dec - External for I Pg (Viva-voce).
- * 7th Dec - Photo session for I & II UG
- * Students should not use mobile inside the campus, if found, it will not be returned and strict action will be taken.



* SL - SS1

* RS - [Signature]

* BU - [Signature]

* KK - [Signature]

* BH - [Signature]

* SHR - [Signature]

* JM - [Signature]

* UN - [Signature]

* AS - [Signature]

* JE - [Signature]

* BS - [Signature]

Minutes of the meeting held on 8/12/22.

* If 09/12/22 is declared holiday, staff must come and can leave after the programme.

* Best outgoing - Poongodi (II B.A Eng)

* Ekodan Young Achiever - Harini (III BSM)

* Group photo session for II Pg and III Ug is on 13th Dec, 2022. Class in-charges must ensure full attendance.

* Nishikori Award - Krishna Priya (II M.Sc)

* Rescheduled exam dates

18/11/22 - Tamil rescheduled on 2/01/23

19/11/22 - English " " 3/01/23.

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Minutes of the meeting held on 15/12/22.

- * Dec 17th (Saturday) will be a holiday for students
- * University vacation may start from 26th Dec.
- * Christmas celebration is on 22nd Dec, from 11:00 am to 1:00 pm.
- * Principal of MOP College is the chief guest on 3rd Jan, 2023
- * Pongal celebration is on 10th Jan, 2023.
- * Pongal celebration by Rotary Club is on 8th Jan, 23 (Sunday).
- * Staff may be expected to stay back on 5th, 6th and 7th of January, 2023.
- * Cyber Crime programme on 5th Jan, 2023.
- * Lunch will be provided on convocation day.
- * Snacks will be provided on college day
- * Mrs. Parveen Sulthana is the chief guest on college day.

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Minutes of the meeting held on 21/12/22.

- * All the I year students should come for Christmas celebration and classes can be combined.
- * Tomorrow's (22/12/22) timing 9.00am to 1.10pm for students and at 10.50am students should have their lunch and assemble at 11.00pm in the ground.
- * Christmas holidays - 24, 25, 26, 31, 1
- * Timing on 27, 28, 29, 30 of Dec is 9.00 - 2.45pm.
- * Hostelites can go only on 24th Dec evening.
- * Jan 2nd, 2022 - reopening for I UG and PG
- * On Jan 5th, I UG will have holiday.
- * Jan 6th → Convocation → III, II UG and II PG will have holiday.
- * Graduates should assemble at 12.30pm
- * Jan 7th → I year should be in the college from 9.00am to 5.00pm.
→ II, III year and II PG should come at 12.30pm.
- * Details for AISHE and NIRF should be given promptly.
- * PAN and Aadhar xerox of staff should be filed.
- * Timing for staff on Jan 6th → 8.00am.
" " " " Jan 7th → 9.00am.
- * Tell pongal, timings for students will be from 9.00am to 1.10pm.




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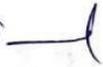
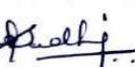
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Minutes of the meeting held on 5/1/23.

- * Reporting time for staff on 06/01/2023 (Friday) is 8:00 am. Teachers should have their breakfast at 8:00 am.
- * Ropes can be collected in G3 and G4 rooms.
- * I and III UG and II PG will have holiday on 06/01/23.
- * Reporting Time for II & III UG and IV PG on 07/01/23 is 1:00 pm (College day).
- * Graduates should fill the feedback form and it should be collected from them.
- * Mrs. Sabamalai Priya will be the HOD of (A&F) from 5/1/23.
- * Reporting Time for ~~Staff~~ day on Saturday is 9:30 am.
- * Reporting Time for Graduates ~~for~~ Convocation day is 1:00 pm
- * Staff salary calculation will be 25th to 25th of every month.




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Minutes of the meeting held on 06/01/23.

- * Reporting time for staff on 08/01/23 is 8.30am.
- * On the day of Rotary Pongal, both Veg and non-veg is available for staff.
- * Gift and Thanking letter for the chief guest should be send on the same day without delay.
- * Visitors details should be entered at the entrance
- * No instant photograph will be provided to the Proficiency winners.
- * Refreshments will be provided.
- * After the college day, Staff should assemble for a staff meeting.
- * NAAC Meeting will be held on 9th Jan with Jagannathan Sir.
- * Pongal Celebration will be done on 10th Jan.
- * ED Cell-meeting will take place on 9th Jan.




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Minutes of the meeting held on 09/01/23.

- * Relaxation on Hair do only on 10/01/23 for staff.
- * Our college should exhibit our projects in Island Ground for three days from 24th Jan to 26th Jan accompanied by the staff.
- * Pongal celebration begins at 8:45 am
- * 11.00 am to 12.00pm - dance
- * Sports Day will be held on 28th January.
- * On 1st Jan, Tamil Dept and NSS are organising a program.

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Minutes of the meeting held on 20/01/23.

- * Saturday (21/01/23) will be a usual working day.
- * A fine of Rs200/- will be collected, if the fee payment is after 30th January.
- * Students should pay the fee amount ^{within} 15 days from the reopening date.
- * GITS meeting will be held tomorrow (21/01/23)
- * Question papers for Internal-2 should be submitted on 23rd January.
- * Invigilators should be strict and vigilant during the supervision.
- * Timings for Sports Day is 9.00am to 1.00pm.
- * On 24th Jan, Farewell celebration for Japanese students.
- * Canvassing should be done properly.

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Minutes of the meeting held on 25/01/23

- * Reporting time for staff on Republic Day is 7.30 am.
- * New Eledine for I Pg should be confirmed with the Board of Studies.
- * Workshop on UGC NET/SET Paper - I is Organised by the English department. Interested staff and students can participate for Rs. 100/-
- * University valuation begins on 30th January
- * On 28th January, the reporting time for Sports Day for students is 8:45 am.
- * The program will be from 8:15 am - 12:00 pm
- * If any event/program is planned, Seminar hall and physics lab should be blocked priority.
- * February 1st, English department is organising a program on Master Communication under Mr. Vishal.
- * Seiko class - Japanese class will be conducted.
- * During canvassing, nobody should talk about free education to the candidates




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Minutes of the meeting held on 25/01/23

- * Reporting time for staff on Republic Day is 7.30 am.
- * New Eledine for I PG should be confirmed with the Board of studies.
- * Workshop on UGC NET/SET Paper - I is Organised by the English department. Interested staff and students can participate for Rs. 100/-
- * University valuation begins on 30th January.
- * On 28th January, the reporting time for Sports Day for students is 8.45 am.
- * The program will be from 8.15 am - 2.00 pm
- * If any event/program is planned, Seminar hall and Physics Lab should be blocked priority.
- * February 1st, English department is Organising a program on Master Communication under Mr. Vishal.
- * Seiko class - Japanese class will be conducted.
- * During Canvassing, nobody should talk about free education to the candidates




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Minutes of the meeting held on 05/02/23.

- * For Research Writing Workshop, Mrs. Buji and Mrs. Jijitha will be sent.
- * Department should make necessary arrangements for ISO inspection.
- * Staff can avail half day for valuation (either morning @ or afternoon) after arranging the classes.
- * Every Saturday, teachers can leave only after the submission / completion of the NAAC documents.
- * Staff should not resign in the middle of the academic year. They should leave either in January or August or by giving a notice period of 3 months.
- * Don't recommend free education during the admission time.




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* Department allotment for next academic year.

Union - Bio-chemistry.

Exam - Economics.

Admission - BCA

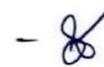
Calendar - Commerce

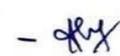
Time Table and
class arrangements } - English.

* Teachers should not take printout in office room.

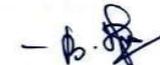
* Google reviews should be done by the students.

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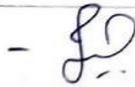
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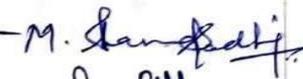
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Minutes of the meeting held on 10/2/23.

* Saturday (11/2/23) is a working day for IUG and I PG. Shift I & II will follow the same timing.

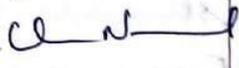
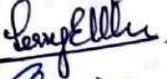
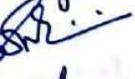
* On Saturday, teachers going for valuation can avail full OD.

* During the time of admission, Community Certificate / Income certificate / School Certificate Medical certificate should be collected from the candidates.




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- * Department with less than 10 students will be closed. TTM will be closed from the next academic year.
- * Teachers can't resign in the middle of the academic year.
- * Question Paper for Internal - II should be submitted on 17th February.
- * Department wise scholarship in-charge for English Department - Dr. Subhashini.
- * Admission Committees for next academic year will be Commerce

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Minutes of the meeting held on 14/2/23

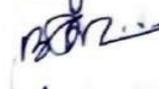
- * ISO auditing will be held on 15th February, 2023. Reporting time for staff is 8.30 am - 5.00 pm.
- * All the Heads of the Department should be present during the opening and closing meeting.
- * Staff going for valuation is yet to be decided.




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- * On 25th February, Rotaract is organizing an ED Bazaar. Alumni can be invited and they too can put up a stall if interested.
- * Every year, Alumni Meeting should be conducted and the Meet should be given a name every year.
- * 27th and 28th, International Seminar is been Organised on 'Creative Writing'
- * II Internal begins on March 1st and Question Paper should be submitted on 20th February.
- * Pre Placement training Program is Organised. If Timing will be from (9⁰⁰ 2.15 to 11.30 pm 4.00pm). Interested students can give their names to Mrs. Suganthi.
- * Every Saturday, Co-Ordinators should submit the records for NAAC.
- * Holiday for I UG & PG on 11th February.
- * 18th February will be a working for staff and students.
- * On Saturday's, competitions, games, movies can be screened. for I UG and PG. classes should not be taken.
- * On 16th, representative from all final years should assemble in the Seminar hall at 10 am.
- * If the department is taking students for educational visit using college transport, a copy of that Transport details should be retained in the department.



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Minutes of the meeting held on 16/02/23

- * Principal thanked the ISO team for the External audit.
- * Since Non conformity is raised, further internal audit should be improvised and should be vigilant.
- * Role of HOD's should be drafted.
- * All the staff should be aware of the Master List of Documents / Records to be maintained.
- * Objective framed in the department should be qualitative and measurable.
- * HOD's should observe the staff while taking classes. The following things should be paid attention to:
 - 1) Content delivery
 - 2) Presentation
 - 3) Recapitulation
 - 4) Interactive.



- * Rubric has to be created for question papers.
- * Rubric should be done for Internal-IQ.P.
- * All new staff should have orientation and it should be signed.
- * GITS should be done at the earliest.
- * The Department should maintain the Resumes of all staff.
- * RMS should be reworked.
- * The students should not tamper/^{touch} Fire extinguisher.
- * Mission and Vision should be posted in the department.
- * Assessment^{marks} in Lab is must.
- * Log Book / Workdone Register should be introduced.
- * Course End Survey should be done in the middle of the course / in-between.
- * The factors governing risk Management/assessment should be qualitative and valid one.
- * Lab equipments which are not in use should be cleared.
- * Google Reviews on college should be completed by students.
- * Welfare measures for staff should be posted in Professors of Soka group.
- *
- * 24th and 25th of February 'Kalakshaya' will be held.



- * 24th - On stage events.
- 25th - off stage events
- * ID is must is on Both the days. On 25th stalls will be put up by the Volunteers. Outsiders are allowed on payment of entry fee.
- * For the stall, Ms. Shobana, of Commerce dept. is the in-charge.
- * On 27th and 28th of February, English Department is organising an "International Seminar on Creative Writing"
- * On 25th February, when the stalls are put up, teachers can leave only, after all the students has left the campus.
- * On Monday, Union Nomination will take place.
- * For the book 'Mornings of Dunes', PG students of English department should do the review
- * On 25th February, timings for teachers is 8.30 am to 4.15 pm.
- * Recommendations can be given for any social service person or social activist. They will be given award on March 8th (Women's Day).

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* Minutes of the meeting held on 04.03.2023

- * Thursday is the deadline for submission of all data.
- * Twelve new files for each department should be created.
- * Admission duty for the academic year 2023-2024 will be taken care by Tamil dept.
- * BBA dept is in-charge of photography for all college events.
- * Naan Mudhalvan has been introduced for I UG under the title 'Language Proficiency and Employment' and it contains 2 credits on the completion of the course.
- * Each staff should send atleast one video for the subjects they are handling before March 10th.
- * Every department should create and maintain the profile of all the staff working.
- * Non-conformity raised during ISO inspection has been cleared.

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(Continuation of the above Minutes).

- * On March 8th, Staff and students should wear shades of Purple (or) Magenta shades.
- * On March 8th, Our College NCC candidates will go for a Two Wheeler Rally.




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Minutes of the meeting held on 18/3/23.

- * If any staff with our college name has received any award, it should be recognized.
- * Anybody can meet the Principal freely
- * In case of any suggestions for criteria, it can be shared with the Principal
- * Teachers should be punctual for the general Staff Meeting.
- * Field project has to be initiated. ICT, PPT, e-books Pdf materials, links of their respective subjects should be submitted to Rony nam on 25th March, 2023.
- * The format for Seminar and Assignment should be followed and it should be signed by HOD.
- * Reports and Images of Extension Activity should be submitted for Criteria III.
- * Students should not be sent as mere audience (or) participants to any other college, if Certificate is not provided.



- * Science Exhibition on "National Science/ and Mathematics Day" will be held on 27th and 28th of March.
- * Model Question Paper with Rubric should be submitted on 27th March.
- * HOD's observation of class should be done for the new staff.
- * Institutional membership in ELTAI will be taken on Monday. (21-03-23)
- * Students should be encouraged to join the Certificate course on 'Mascom'
- * Students should assemble at 7:00 am for the trip and Gate pass should be ready the before day itself.
- * Green Club is planning to perform 'Street Play' in schools nearby our college
- * 3 to 5 students should be deputed for IQAC.
- * Anudha Mam is appointed ^{as} the Hostel Warden for a week.

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Minutes of the meeting held on 24/2/23

- * Course planning should be uploaded in GITS
- * Course end Survey should be created
- * CRM - class Representative Meeting will be held periodically
- * Professional English Model Question paper should be submitted on April, 17, 2023.
- * On March 27, and 28th, Exhibition will take place on account of "National Science and Mathematics Day"
- * Regarding NAAC, Sethu Irani Service Medal & Silent Prayer are considered as the best practice for criteria 7.

* SK - 

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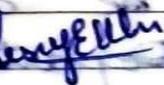
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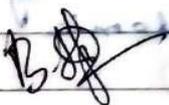
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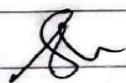
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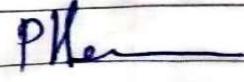
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Minutes of the meeting held on 29/3/23

- * Hostelites should be taken proper care if they are unwell.
- * NSS camp is been organised and all the necessary things should be done to the students.
- * On account of 'Green Pollution Day', No vehicle day is observed on March 31st, 2023.
- * Attendance should be uploaded in GITS following Day Order from Nov. 1.
- * University Practical exam starts on 12th April
- * University End Semester exam may begin on 26th April.
- * On April 20th, B.P.G. will have their Soft Skills exam and on 21st April B.P.G. will have their External Soft Skill exam.
- * Subject Selection for University Exam has to be completed in presence of HOD.
- * If any staff has an issue with uploading data in GITS, it should be addressed in the group
- * Department has to get ready with Aspiration for the academic year 2022-2023



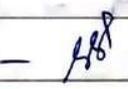
* Nostalgia should be collected from final year students.

* Letter should be collected from the students who have applied for Sc/ST Scholarship.

* Admission for the academic year 2023-2024 begin from the announcement of T2 results (May 5th).

* During the admission process, the class in-charge should take care of Medical fitness certificates, Passport validity, Immigration certificate (If NRI) etc.

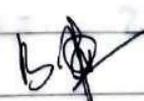
* Farewell, Investiture Ceremony, Hostel Day - All three will take place on a single day.

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Minutes of the meeting held on 01/04/23

- * University Exam fee should be paid strictly on 03/04/23.
- * There may be a book release for which CM will be the chief guest
- * Professional English & NME Personality Enrichment & Value Education will be held on same day.
- * Digital Marketing of Admission is going
- * Dir. College mail (or) Whatsapp symbol can be forward to tuition centers (or) any students who have completed T2 exams
- * Nalam Clinic dues should be cleared.

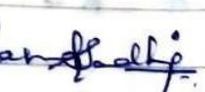
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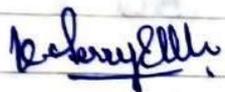
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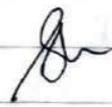
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* SHR - 

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Minutes of the meeting held on 03/04/23.

- * Course End Survey will take place on 10th April after the completion of Model exam from 1:00 pm to 2:15 pm for all UG.
- * On 10th April, I & II PG will have an IPR, So, they will have their Course End Survey on 11th April (Tuesday) from 1:00 pm to 3:00 pm.
- * Transport should be arranged.
- * 'WOW' → Waste Paper Collection will take place on 5th April.
- * Students & Staff can bring / contribute papers / books for recycling purpose.
- * Students, who donate more no. of kilos will get a reward based on no. of kilos they are giving / donating.
- * Individual, Department will get certificates and rewards.
- * Students who have not enrolled in NDL (National Digital Library) should get enrolled with the help of the Librarian by tomorrow.
- * Class in-chargees should take care of enrolling in NDL.
- * Staff also should have enrolled by April 5th.



- * Reports for Aspiration should be submitted on 1st April
- * Staff achievements & Students achievements should be updated
- * Any changes in the Invigilation duty should be intimated to Exam Committee (Vijayabharathi ram)

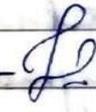
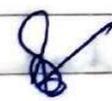
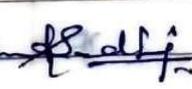
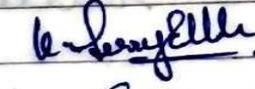
* Timing During Model Exam. (10 Apr - 15 Apr)

- 9.30 am - 12.30 pm - Exam
- 12.30 pm - 1.00 pm - Lunch
- 1.00 pm - 2.15 pm - Naan Mudhalvan

- * Naan Mudhalvan course should be completed by April, 2023.
- * Only If a student completes the course, she is eligible to take up Semester exam
- * Class in-charges should assist them in completion of Naan Mudhalvan course
- * Timing between 1.00pm - 2.15pm can be availed to complete the course.
- * April 10th, 11th, 12th, 13th, 15th - Students can bring their mobile to complete the course.
- * 10th → Course End Survey will take place



- * II year class in charge is responsible for Micro soft.
- * III ^{For} year, it is a non-credit course. They will not take up any tests, but they have to watch only the videos.
- * For II PG, Viva-Voce will be held on 20th April.
- * II PG should present their project with PPT.
- * April 21st, I PG will have their University Soft skills.
- * Buji mam & Jerry mam should get ready with the Namelist / sheets.
- * On 24th April,

- * SL - 
- * JM - 
- * RS - 
- * UN - B.U
- * BU - 
- * AS - M. 
- * KK - 
- * JE - 
- * BH - B. 
- * BS - 



Minutes of the meeting held on
05/04/23.

- * The students who have registered for University exam should compulsorily complete Naan Mudhalvan course.
- * After logging into the Naan Mudhalvan app, students can change the password if necessary.
- * Everybody should enrol in the Naan Mudhalvan portal.
- * Anti-Ragging Committee is organising a program on 06/04/23.
- * Condonation list should be submitted in the office on 06/04/23.
- * Exam fee due list should also be submitted on 06/04/23.
- * April 6th is the last date of payment of all the fee/due's without penalty.
- * For PG Viva-Voce, date has to be fixed.
- * Before 26th April, all the exam related works should be completed.
- * On 10th April I & II PG - IPR Seminar
All UG's - Course End Survey
from 1.00pm to 2.15pm



- * On 11th April - I & II PG - Course End Survey
All UG's - Naan Mudhalvan Survey
from 1:00pm to 2:15pm.
- * During the silent prayer presence of staff in the class is compulsory.
- * On 10th, 11th & 12th of April, Students can bring their mobiles for completing Naan Mudhalvan Course.
- * April 7th, 8th, 9th, 11th & 12th - Holidays.
- * Investiture Ceremony, Common Farewell Valedictory - All are yet to be finalized.
- * Fine Arts Club has organized programme on 5th and 6th of April, 2023.
- * April 15th is the last working day for marking attendance.
- * ISO team may visit to verify the Rubrics.
- * Class observation should be done for the newly appointed staff.



* SL -	* JM -
* RS -	* UN - <u>B.U.</u>
* BU -	* AS - <u>M. Sankaralingam</u>
* KK -	* JE - <u>A. Sankaralingam</u>
* BH -	* BS -
* SHR -	* PH - <u>Pha</u>




 PRINCIPAL
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 CHENNAI - 600 099

Minutes of the meeting held on 15/04/2023

- * 24th April will be the Cambridge final Assessment test for all the first year students.
- * From coming Monday onwards students should not take leave.
- * Admission duty must be done ~~with~~ carefully. Inspect all the Original certificates before collecting from the students.
- * Valedictory function will be held on 17th April or 18th April 2023.
- * The Concept & the Topic of the Assignments must be matched with the respective Course Outcomes.

JE - R. Arumugam

SL - H

SHR - R

RS - R

JM - R

BO - R

UN - B. U

KK - R

BS - R

BH - R

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Minutes of the meeting held on 12/04/2023

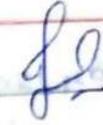
- * Students should pay the exam fees fully, without any pending.
- * Semester fees, Hostel fees, Bus fees, NMS ~~are~~ must be paid within Saturday (15/04/2023).
- * Don't allow the students to write exams with less attendance.
- * Students with 65% attendance should pay Condonation fee, to attend Semester Exams.
- * HODs and Class incharges should monitor the students for NMS.
- * April 10th, Day Order I will be followed and April 15th, Saturday Day order V will be followed.
- * Staff recruitment letter should be submitted within today.
- * Ramzan holiday will be on either 21/04/2023 or 22/04/2023.
- * Valedictory and Inauguration ceremony will be held on 24/04/2023.
- * Practical Examinations are going to start from 15/4/2023.



- * 25/04/2023 will be a holiday.
- * 19th April will be a holiday for the third years. Class incharge should inform the parents about it.
- * Hall tickets will be issued on 24.04.2023.
- * Class incharges must be aware of happenings in the classrooms.
- * Photography Session will be on 28, 29 & 30th April, to take photos of College, Classrooms and staff rooms. So Classrooms and Staffrooms should be cleaned within that.
- * Stock checking duty allotment will be assigned soon.
- * Hereafter there will be no advance payment for the Certificate Courses. Fees will be paid in installment. 1st due of the fees will be paid after 10 days of the class, second in middle and third after the completion of the course.
- * Admission Duty is going to start from May 5, 2023.
- * Teachers, who have less than eight months service will be relieved by April 31.



SL - 

JM - 

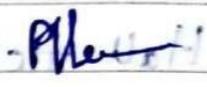
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UN - B.U

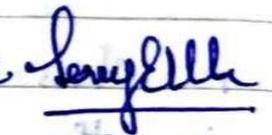
BU - 

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PH - 

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Minutes of the meeting held on 20/4/2023

- * No due must be checked by the class-in-charges and HOD.
- * Students should not be allowed to write the exam if they have any pending in their fees.
- * NMS Completed list should be submitted to the NMS incharge. on 25th April.
- * 24/04/2023, all the first year students should attend the final assessment of their NMS without fail. They should not go home without completing it.
- * Second year students have four more module to complete. They should complete at home within 24/04/2023.
- * All cells, clubs and Committee and Departments should submit the attendance list to IQAC for certificates.
- * Research Methodology test for PG I year will be on 21/04/2023.
- * Last Working day for Second year PG will be on 24/04/2023 and for Third year UG on 25/04/2023.



- * Second year students can bring their mobile to complete the microsoft NMS.
- * Based on this NMS completion, second year last working day will be finalised.
- * For the Investiture Ceremony, Mr. Venkatachalam, IFS, is invited as a Chief Guest.
- * May 2nd is the last day for the submission of the Mark Registers with Internal Marks.
- * Rank card must be given to the students in before hand.
- * Research Centre is nowⁱⁿ next room to the Library.
- * Teachers table will be provided for all the classrooms.
- * The teachers, who are all relieved because of the lack of eight months service ~~and~~ also must fill up no dues.



SL - AH

SHR. J

RS - S

JM - J

BU - AH

UN - B. U. U. U.

KK - S

BS - S

BH - B. S. S.

PH - P. H.

JE - K. S. S.

Minutes of the meeting held on 25/04/2023.

* From 26/04/2023 College timing will be 9.00 am to 1.10 pm. As usual timing for the staff members.

* Department minutes note should be maintained properly.

* Staff should submit the list of work done by them in the academic year 2022-2023.

* Works allotted to the staff members must be finished within the given time limit.

* Second year students can bring their mobile to finish the Naan Mudhalvan on Thursday.

* All communication must be given in written form for all the official works.




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* Each Guide should check their Students' Project thoroughly before submitting it to the Viva-Voce and signing Process.

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Minutes of the meeting held on 22/04/2023

- ⇒ Application forms for admission to be issued from 1st May 2023.
- ⇒ Admission duty starts from 8th May 2023.
- ⇒ Course incharge should monitor the students even in study Holiday and Guide them in GCR.
- ⇒ I year PG Internship should start from May 2, 2023.
- ⇒ Enquiry note should be maintained for admission Duty. Requiring details must be collected from the students in the admission process itself.
- ⇒ Certificates should check and maintain by the class in-charge and also should verified by the HOD.
- ⇒ No refund of fees.
- ⇒ Community Certificate and Income certificate Originals should collect from the students. Fitness certificate is must for the sports students.
- ⇒ Students should come along with the parents during admission process.
- ⇒ Teachers should make the call for the given phone numbers from May 5, to complete



Their Convancing Duty.

⇒ There will be a yoga session for the staff on 2/05/2023.

⇒ From 3rd to 12th may timing for staff will be 9 to 3.00.

→ 9.00am to 11.00am they should do department work.

→ 11.00am to 3.00 pm for NAAC work.

→ 3.00 pm to 5.00 pm for stock checking.

⇒ Stock checking should be completed within 6th June.

⇒ NDL Club Certificates generated in mail. Staff can download.

⇒ Hereafter Death leave will be marked as Welfare Holiday (WH).

⇒ 12th will be a Recreation Day and 13th May will be a Holiday.

⇒ Staff members, those who are relieving because of the lack of 8 months service can come for invigilations.

⇒ They can come for invigilation in first slot.



=> If chairman permits Spell Holidays will be given to the faculty members.
They can choose either the first slot or second slot.

Staff will be on leave in the first slot are
(from 13/05/2023 to 22/05/2023)

1. Mrs. R. Sharmila
2. Mrs. E. Jijitba Mary
3. Mrs. K. Buji.
4. ~~Dr.~~ R. Sanyha Lakshmi.

Staff will be on leave in the second slot are.
(from 23/05/2023 to 26/05/2023)

1. Dr. B. Uma Neela
2. Mrs. K. Karthimathi
3. Mrs. R. Suganthi

=> Students can apply for ^{University} free education within fifteen day from the day of the result release.

=> I PG and Sibling Concession will be available for the students only for the first semester fees.

SL - 

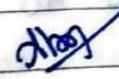
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Minutes of the meeting held on 06/05/23

⇒ Leave slot I: 13/05 to 22/05

II: 23/05 to 01/06.

Teachers can avail ~~not~~ leave.

Teachers have to report on 23/05 (Slot I) and 02/06 (Slot II) respectively.

⇒ 13th May, may be a working day for all Staff and Students for the CM's program.

⇒ From 8th May onwards, Admission duty commences.

Admission duty teachers timing will be 9 am to 4 pm. Other Staff members it will be 9 am to 3 pm.

⇒ Admission duty register has to be maintained by the Department separately.

⇒ For BCA and B.Com programs fees have been revised. (₹. 2000).

For lateral entry students, the fee second year fees and Rs. 1000 has to be paid. It will be collected as other fees.

⇒ For Duplicate T.C., Students has to pay Rs. 1000.

⇒ Students who ever bring admission of their siblings will be given fees concession of Rs. 1000.



⇒ Fees concession will be given for the PGT students who have completed CG in our college.
Guidelines for the Admission duty.

⇒ Those who are in Admission duty should take care of admission especially, Quota wise Admission should be checked properly.

→ Don't give any false hopes regarding scholarship, fees concession, etc.

→ Those who are Under Sports Quota, they should be sent to PD mam for Verification.

→ Reserved category certificates should be checked and verified.

→ Medical certificate to be collected.

→ 6th - 10th std. State Board Students details for Pudumar Penn Scheme should

→ Income certificate for those who are eligible for Scholarships.

The above guidelines should be promptly carried out by the Admission Duty teachers.

⇒ In Front desk, Lt. Amudhavalli, PD mam, Subarna, Ranyane and Akbarasan will be present. They will direct the students to the respective departments.

⇒ Free Bus facility should be informed to the Parents.

⇒ Principal will sign the Application after all the original certificates are checked and verified.

⇒ There is no refund of fees under any circumstances.

If the students is been given/ got any



seat in any government colleges, and after verifying, the fees paid may be refunded.

⇒ Admission scholarship details should be submitted on 08/05/23 before 10 am.

⇒ If the department needs, those who are on leave can be called for Admission duty from 10 am to 12-30 pm.

⇒ Hall tickets shall be issued on the Date of Examination.

⇒ Remind the students those who have fees pending have to pay on or before 10th May 2023.

⇒ Final year students, those who have fees pending in Nalam clinic have to pay on or before 10th May 2023.

⇒ Paid Hostel is only available for students,

Those who need Hostel r. letter should be signed by HOD to be submitted.

⇒ Hereafter, department work time is extended from 9 am to 12 noon.



SL - [Signature] UN - B. [Signature]

RS - [Signature] SHR - [Signature] BS - [Signature]

Bu - [Signature] JM - [Signature]




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