

# Meeting Minutes for the Academic Year 2016-2017

## Minutes of the Meeting held on 21.11.2016

The meeting was held in staff room (214) at 9.00 AM. The meeting began on a positive note with a performance analysis of the last semester.

The Head of the Department discussed with the teachers of the departments about the minutes of the HOD Meeting held on 16.11.16. The instructions, suggestions and advices given in the HOD meeting were passed on to the teachers.

The subject allotments were finalised and the time tables were cross checked. The possible date for the completion of the syllabus was discussed.

Minutes of the even semester HOD meeting dated 16.11.16 are as follows:-

1. Arrival of new courses is in process
2. Seminar is compulsory from this semester
3. Portions are supposed to getting completed in time
4. Special classes only for revision
5. Portions are to be split up for internals well ahead of time
6. Internal papers should be evaluated in time and discussed with students.

... Contd

## Members Present

Mrs. Indumathy - ✓  
 Mrs. S. Fennila James - ✓  
 Mrs. V. Kavitha - V. Kavitha  
 Mrs. S. Pradha Mahesh - ✓  
 Mrs. R. Uma Maheswari - ✓  
 Mr. Kasiraman - R. Karu  
 Ms. Mary Reeta Kariya - ✓  
 Ms. Janani - ✓  
 Mrs. V.T. Deepa Mary - ✓

Dr. Some

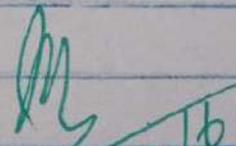
Even Semester - 2016-17

24/11/16

## Department Meeting

- \* Minutes of H.O.D. meeting (16/11/16) was discussed with staff members.
- \* Students reopening date is 21/11/16 for III years.
- \* II years and I years reopening date is 23/11/16.
- \* Students who took leave after 21/11/16, their parents were informed through phone.
- \* Parents teacher meeting was conducted on 21/10/16. Students who didn't bring their parents on that day was informed through phone.
- \* Data base required for NAAC was taken and the informations were recorded.
- \* Discussed about the Add-on Courses for students.

- 1) Saiithi
- 2) Abby
- 3) S. Shan
- 4) S. Divanjan

  
25/11/16

5/01/17

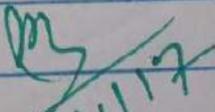
## Department Meeting

After a long vacation the college was reopened on 2/1/17. Our students from first year participated in cultural program held at our college. \* NAAC evaluation report was submitted to Coordinator on 4/1/17.

\* ~~The~~ Mr. Selvakumar, a Ph.D. scholar will be coming to our college for a live presentation in microcontroller on 11/1/17. The third year electronics students will be participating.

\* First year students attendance percentage is very low. Around 16 students has less than 75% of attendance. Letter has been sent to the parents of those students.

V. Savithri	Sarika
S. Fabbigola	Fabby
S. Shantha	S. Shan
S. Deivanayaki	S. Deivany

  
9/1/17

# Minutes of the Meeting held on 09 Jan 17

The departmental meet was conducted on second week of January. The allocation of 1<sup>st</sup> Internal question was done.

② Students cultural, Sport and academic activities list to be prepared. Two staff were recruited to prepare the list.

③ Evaluation list was sorted. Equal number of papers were allotted to all the departmental members.

④ Planning to conduct a Seminar for the 3<sup>rd</sup> year students on the title 'After completing their Bachelor degree', ~~was~~ Experts in this field can be called as a guest to render advice to the students.

- Members Present :
- Ananthanthy :
  - Fennile James :
  - Kantha :
  - Boedhe :
  - Karayanan :
  - Uma Maheswari :
  - Genya :
  - Jenani :
  - Deepa :

*Am* Some

71  
→ Teachers should be role model, Even in conduct of class, Presenting, kind of Dressing - - -

→ be friendly with students, Don't be friends of students.

12/1/16

## Department Staff Meeting

Students Attendance

→ Syllabus

→ Discipline

(5 days L) 4. Sathish  
Mrs. B. Hemalatha (7 days leave) 1. Ganesh  
I year (only 3 days Affected late) 2. Aravind Kumar  
3. Hem Kumar

→ Students Attendance - 4 students having less Attendance

→ Has to send lr to Saravanan Parent to get TC

→ Mrs. Hemalatha - I &

2 yr C Programming - II units completed.

" C Lab - 1st 4 Ex. "

III yr Data communication - I & II units completed.

II yr EVS → Assignment given, completed upto Pollution topic. ~~com~~

(For 2nd yr Total Working Days)  
(21) ~~21~~

II<sup>nd</sup> year - Mrs S.V. Rajiga

Attendance }  
& Irregularity }  
1) M. DINESH (15 DAYS LEAVE)  
2) KALASELVAN (12 " )  
3) MOHAMMED IBRAHIM (14 " )  
4) NATARAJAN (5 DAYS " )  
5) SAMRAJA (8 DAYS " )  
6) MANEECHA (8 DAYS " )

Syllabus Completion

II yr 1. Java programming - 2 UNITS COMPLETED  
" 2. Java Lab - 6 EXERCISE COMPLETED  
III yr 3. Multimedia - 2 UNITS

3<sup>rd</sup> yr out of 21 working days

(Leave/Out)  
1. Sylvester Pussel Ellens - 15  
2. ~~Jonathan Claude Gomes - 15~~

III<sup>rd</sup> yr - Mrs. Jisha

3. Swetha.k - 10  
4. Ezekiel Jesudoss - 8  
5. Pradeep.R - 7  
6. Saran Raj - 7  
7. Sridhar.M - 7

Attendance Details }  
& Irregularity }

Syllabus Completion

III yr - Web Technologies - 2 UNITS COMPLETED  
- web Appln Lab - 80 EXERCISE COMPLETED

II yr - Operating System - 2 UNITS COMPLETED

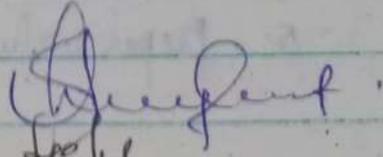
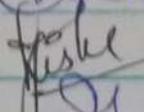
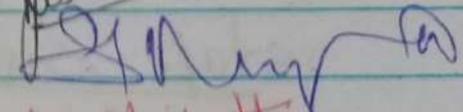
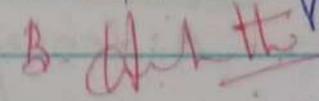
Mrs. Henry Juliet

Syllabus completion Detail.

- 1. II yr Data Mining - 2 units completed
- 2. II yr Computer Graphics (sharing paper) only 2 hrs - 2 units Allotted. half unit completed.

- 3. HTML Lab - only 2 hrs Allotted 2 Exercise completed out of 10 Exercise.

Signature

- 1. Mrs. A. Henry Juliet - 
- 2. Ms. Jisha Issac - 
- 3. Ms. S.V. Rajiga - 
- A. Mrs. B. Jemalatha - 

Teel  
13/1/16

Decision

- 1. Intimation to parents through phone for less attendance.

21/1/16

Department Meeting

Participated Staff : Members:-

1. Mrs. A. Hency
2. Mrs. Jisha
3. Mrs. S. V. Rajiga

→ Discipline Matter Discussed

(1) 1st year students Discipline.

→ Syllabus completion details discuss

→ Irregularities, Late commers  
details of 1st, 2nd & 3rd yr  
discussed.

→ Attendance performance discussed...

[ Already ~~again~~, Those students with  
less Attendance % are intimated thro'  
phone to their parents.→ Decision Taken1. The respective class teacher will  
inform the current ~~the~~ status of attendance  
to parents through phone for those  
having less attendance.

1. Mrs. A. Hency

2. Mrs. Jisha

3. Mrs. S. V. Rajiga

T. Ballal

Jisha  
22/1/16

[Signature]  
22/1/16

DEPARTMENT MEETING

22/6/17.

Time : 1:00 Pm

Agenda :

1. To discuss the minutes of the previous meeting held on 15.6.17
2. Any suggestions and clarifications from the staff members.

Minutes :

1. Requisition of Common Staff Room for Commerce Department by the head of the department which is approved by the Principal earlier during HOD meeting.
2. Vacancy position in II year B.Com classes has to be informed to the Principal.
3. Co-ordination and unity among all staff members of the department has been ensured by the head of the department. Further it has been insisted that to be followed continuously.
4. Student Assessment details should be followed.
5. Prayer by students before first hour classes, should be supervised.
6. Fees Concession for I year M.Com students

has been suggested.

7. Table & chair is required for four new staff members.

8. Sitting Bench had been broken in III B. Com A sec class room hence it has to be repaired or replaced.

9. Students are expecting power point projector for their presentations.

10. It is decided that one Notice Board is required for the Department.

1. Prayer song sound is not audible at III A Hur which was informed to the head of the department by the students.

2. Since introduction of GST system, "Indirect Taxes" subject for II year B. Com has become out-dated hence it has been decided that to take "Advertisement & salesmanship" for them.

13. Seminars and training for PGT students are to be continued as in the previous year, i.e. every Thursday was academic year also.

Staff

Signature  
T. Balakrishnan

1. Mr. T. BALACHANDAR  
(HOD)

~~Signature~~

2. Mr. CHANDRASEKARAN

S. R.

3. Mrs. LEENA RANI

P. R.

4. Mr. HARISWARAN

T. Sathya

5. Mrs. PAPIHA

J. Sathya

6. Miss STARLIN GEORGINA

R. Sathya  
Nishanthi

7. Mr. R. BALAKRISHNAN

D. Sathya

8. Mr. M. NISHANTH

Sathya S

9. Mrs. DIVYA

10. Mrs. ANANTHI

11.

  
23/6/13

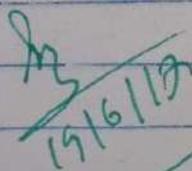
15/6/17

## Department meeting

- HOD meeting held on 12/06/2017 was discussed
- Department Time table was distributed to each staff.
- We thank the management for renovating the Electronics lab.
- As per the Secretary's suggestion, Lab register is to be maintained - Mrs. Rebecca will look after the register.
- One day Seminar on Nanotechnology was suggested during the month of September by VIT Associate Professor, Dr. John-Kennedy.
- Every Monday Notes of lesson for the week has to be submitted to the HOD.

Signature

- 1) Babby
- 2) Saihi
- 3) S. Shan
- 4) S. Deivanayagi

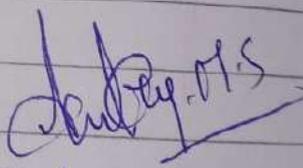
  
19/6/17

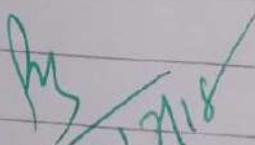
Agenda: NAAC

- ① Action plan for the academic year to be given on or before 25/6/18 with tentative dates for the activities.
- ② <sup>Major</sup> Dept. to submit details of electives.
- ③ A report should be ~~also~~ submitted to NAAC after every event.
- ④ Vol-on courses can be conducted.
- ⑤ Industrial visit
- ⑥ Students can be encouraged to do project work other than their final year project.
- ⑦ Paper presentation should be documented.
- ⑧ English dept can bring out newsletter every year.
- ⑨ Teaching methodologies other than Black board to be done - ex. PPT.

K. Subhasini  
K. SUBHASHINI

PP  
P. FEMINA

  
M.S. ASWATHY

  
PRINCIPAL 21/7/18

9/8/18

\* Discussed regarding Department Function to be held on 21<sup>st</sup> August 2018.

\* Students Co-ordinator for different Events were selected

\* I Internal Exam papers were corrected and distributed to the students.

\* Add-on Course to be conducted has been postponed to NOV 2018

\* MOU has been signed with Si Innovative Solution on 7/8/18.

added  
8/8/18

\* Graduation day has been postponed.

\* I Internal Marks to be posted in IBoss on or before 14<sup>th</sup> August 2018.

V. Savithri  
Fabbyola  
S. Shantha  
J. Gokila  
M. Vidhya

~~Savitri~~  
~~Fabbyola~~  
S. Shantha  
~~J. Gokila~~  
Vxy

T.N. Reddy  
24/8/18

## Agenda: Portions completion Competition

- ① Portions completed for all the classes in English and Soft skills.
- ② Paper presentation competition - 06/08/18 from 4.00 pm to 5.30 pm.
- ③ To finalise the students based on the hard copy submission.
- ④ To prepare invitation & program schedule.
- ⑤ To design mementos for dignitaries.
- ⑥ To design prizes for students.
- ⑦ To design certificates for winners / Participants.
- ⑧ Students of II BSc-CS gave PPT

K. Subhashini  
K. SUBHASHINI

P. FEMINA

M.S. ASWATHI

31/7/18  
PRINCIPAL

4/11/18

classmate  
Date \_\_\_\_\_  
Page \_\_\_\_\_

Students photos are uploaded in the I Boss Software for I yr, II yr, & III yr.

Report cards were issued for all 3 years

Condonation & Model Exam fines were paid by the students.

Hall Tickets were issued to the students.

University Online entry for Internal marks were done and submitted to Examin Committee

Even Semester - [2018-2019] Time table has been finalized and Submitted to Principal

Remedial classes for I & II year had been conducted on 29/10/2018 & 31/10/2018.

Individual Mark Registers were submitted to the Dean.

1. Hails  
2. Shobha  
3. S. Shan  
4. J. B. S.

5. M. Vidya

S. N. Kelle  
2/11/18.

12.7.18

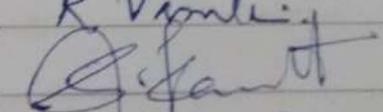
In NAAC, DSSR and DSSR Admin, External staff assignment has been sent.

In 2016-17, Graduation list we have sent number of students appeared, number passed, number failed, number of I class students, number of Rank holders, for NAAC ~~exam~~

students assessment for the year 2017-18 to be updated and hard copy has to be taken.

Question papers for I internal should be submitted on 13.7.18.

Convocation is to be held on 10<sup>th</sup> August 2018 for Ap. 2017 passed out students. Name list of the degree holders has been sent to the Convenor Dr. Fr. John Peter.

1. T. N. Nekkhe
2. S. Anji Raj
3. R. V. V. V.
4. 
5. S. Chermite

21/6/18

2018-2019

classmate

Date \_\_\_\_\_  
Page \_\_\_\_\_

- 19/6/18 NAAC meeting was discussed like teaching methodology, action plan, student paper presentation, Addon courses, first graduate details, SWOC etc
- Increasing the strength of the students from 25 to 50 was sanctioned by the Commission. [21/06/2018]
- College was re-opened on 18/06/18. By 8.30 am all the students should be present inside the class, no late comers, no fine.
- New staff members Mrs. Gokila & Mrs. Vidhya was recruited.
- Planning to conduct various activities.

Signature

- 1) Sai/hi
- 2) Babby
- 3) S. Shan
- 4) J. Gokila
- 5) M. Vidhya

S. N. Lakha  
5/7/18

11/10/18

## Department Meeting

classmate  
Date \_\_\_\_\_  
Page \_\_\_\_\_

Mr. Solomon from SRM College of Arts & Science has been called as External Examiner for University practicals.

From 15<sup>th</sup> October to 17<sup>th</sup> October 2018 and 20<sup>th</sup> October 2018, University Practical were scheduled.

IQAC: The following documents have to be submitted on or before 22/10/18

- \* Notes of Lesson
- \* Remedial list
- \* I Generation graduate Tamil medium students & Parent occupation
- \* Department activity
- \* Admission details
- \* Convocation List

On or before 23/10/2018, the following details to be uploaded in IBOS.

\* Model Practical, Model Theory, Seminar and assignment marks have to be uploaded.

University Non Major Paper, Soft skill paper had been conducted.

- 1) S. Srinivas
- 2) S. Babu
- 3) S. Shan

- 4) J. Govil
- 5) H. Vidhya

S. N. Reddy  
11/10/18

Department Meeting Minutes for the Academic Year 2019-2020

21/06/19

Agenda: Syllabus Allotment / Time table / Special Instructions

- ① Discussed syllabus and copy of syllabus given
- ② Time table sent to mail ID of staff members
- ③ Syllabus by allotment sent to mail id.
- ④ Department books given to Mr. K. Prabhu
  - Catalyst, Spring board, Soft Skills.
- ⑤ Special instructions to Mr. K. Prabhu
  - class control
  - syllabus completion
  - College timing
  - availing leave/permission
  - leave letter or any other letter to be forwarded by HOD.

⑥ Mark register allotment.

K. SUBHASHINI  
P. FEMINA  
R. KASIRAMAN  
K. PRABHU

K. Subhas  
P. Femina  
R. Kasiraman  
K. Prabhu  
10/7/19  
PRINCIPAL

2/6/19

- 1) Open all windows in a class room during the class hours and break time.
- 2) 4<sup>th</sup> hour staff member ensures the students come back to the class room after the break.
- 3) Don't allow students to sleep in a class room.
- 4) Staff members must use board to teach.
- 5) Asked to students to pay the fees as early as possible.
- 6) Staff members avoid mobile phones during the class hours.

Staff nameSignature

1) Mr S. James Benedice Felix

S. James

2) Mrs. S. Gayathri

S. Gayathri

3) Mrs. K. Vinodha

K. Vinodha

4) Mrs. Sharmila Williams

W. Sharmila

5) Mr. Jerome Robinson

J. Robinson

6) Mrs. N. Vaishali

N. Vaishali

7) Mr. P. Sivaraj

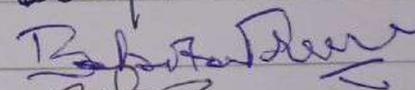
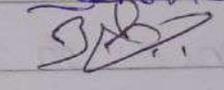
P. Sivaraj

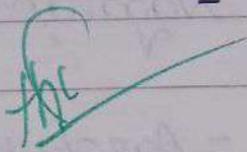
P. Sivaraj

Minutes of the meeting held on 16.12.2019.

- # To concentrate and focus on fees defaulters, last date for the payment of fees was 15<sup>th</sup> Nov.
- # Instructed to concentrate of uninformed leaves and inform their parents on the same.
- # To maintain discipline among student, ID card, dress code and hair do.
- # Motivate students to participate in Christmas competitions.
- # Planned to conduct Christmas & Christ child game among department students.

Signature of the Faculty Members Present:

1. Mr. R. Leonard Solomon - Prof.
2. Dr. Balita Prem - 
3. Mr. H. Tasiyah. - 



8/8/19.

I Internal Examination held from 29/7/19 to 5/8/19 and the papers has been corrected and issued.

I Internal Practicals has been conducted for Iyr, Iyr and Iyr students.

Council meeting for HOD's has been conducted and discussed regarding students tour

Requisition letter to Industrial Visit has been sent to RRB energy Pvt Ltd and Siemens Gamesa Renewable energy.

Minority scholarship has been informed to the students.

<sup>Kamraj</sup>  
IAS Academy orientation Program - 7 Students name has been given

Department Activity Budget has been submitted to

updated namelist of all years has been verified.

I, Iyr, Iyr students namelist has been given to participate in women cell program.

- 1) ~~Janak~~
- 2) ~~Shabby~~

3) S. Shan

4) Y. vidya

T. N. Lakshmi

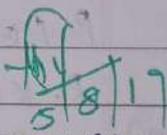
18/7/19

### Agenda: Department function.

- ① Scheduled date for department function is August 16<sup>th</sup>.
- ② To prepare budget, program schedule, certificate.
- ③ Competitions:
  - 1) Seminal
  - 2) Paraphrasing.
  - 3) Logical reasoning.
- ④ I, II, & III prizes
- ⑤ Participation certificates can be given for students participating in Seminal.
- ⑥ To design invitation, to make changes in certificate.
- ⑦ Chief guest: N. ARJUN, Alumni from the dept of Corp. Secretaryship.
- ⑧ Topic: Communication & Interview - skills.

K. SUBHASHINI  
P. FEMINA.  
R. KASIDAMAN  
K. PRABU

K. Subhas L  
Pemi  
R. V. m  


  
5/8/19  
PRINCIPAL.

Meeting on 06/09/19.

Discussion about the completion  
of portions.

Discipline of students

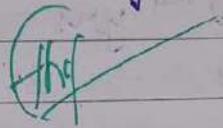
Discussion about the trip of  
3<sup>rd</sup> years.

Dr. S. Shalini Mahesh - S. Shalini etc.

Ms. P. Subiksha - P. Subik

Ms. Ashwini - Ashwini etc.

Ms. Aishwarya - Aishwarya etc.



19/09/19.

- 1] PTA Meet as per schedule.
- 2] Feedback posting in I. Boss.
- 3] completion of portions before Model Exams
- 4] contribution of five leaves plan.
- 5] For Absentees - send a letter.
- 6] Staff members are late to class, not to take too many leave.
- 7] competitions for Tamizhthai Vallaru, Essay writing, etc.

Dr. S. Shalini Mahesh - Rahni

Ms. P. Subiksha - P. Subik

Ms. Ashwini - -

Ms. S. Aishwarya - S. Aishwarya

29/11/19

- \* College reopened for staff members on 22/11/19 and for students of I yr, II yr, III yr reopened on 25/11/19.
  - \* HOD meeting was conducted on 22/11/19 to discuss regarding discipline banning of cell phones, HOD's are to be accompany the discipline committee during the first hour.
  - \* M. Vidhya department staff to be relieved from the department due to health issue. Interview has been conducted for recruitment of new staff.
  - \* Muhammed Aliyar our department Alumni conducted discussion session for III yr students for their project.
  - \* Students are insisted to pay the fees by 25/11/19
  - \* IBSS related work has been completed
  - \* Lesson Plan for NAAC for Odd Sem and Even Sem for 2019-2020 to be submitted
1. Davik
  2. Parithi
  3. S. Shan
  - M. Vidhya

T. N. Akhila  
29/11/19



21/01/2020

Agenda: Paper correction  
Question paper allotment

- ① Paper Correction to be completed on time
- ② Marks to be entered in iboss en.cr before 24/01/2020
- ③ Attendance to be posted daily.
- ④ Assignments to be collected from students.
- ⑤ Seminar dates to be given.

⑥ Question paper allotment:

English - I yrs - K. Subhaskini

II yrs - P. Fenina

Soft skills I yrs } - R. Kasiraman  
II yrs }

Krs -

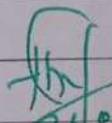
K. Prabu.

K. Subhaskini K. Subhaskini

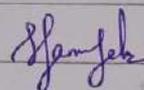
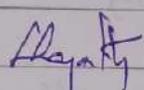
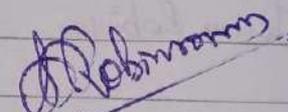
P. Fenina P. Fenina

R. Kasiraman R. Kasiraman

K. Prabu K. Prabu

  
31/01/2020  
Principal

- classmate  
Date \_\_\_\_\_  
Page \_\_\_\_\_
- 12/3/20
- 1) HOD's give Good photos to Annual Day Committee.
  - 2) Mini meals will be given to all Common functions.
  - 3) Farewell will be conduct in departmentwise. No mobile in class.
  - 4) General fine is Rs. 50 and Lab fine is Rs. 30.
  - 5) MRC Award is postponed.
  - 6) Bridge Course will be conducted from the next Academic year to all 1 year students.
  - 7) Department Budget will submit on or before 20th march.
  - 8) After completion of NAME work, last day of working day will be announced.
  - 9) IQAC Audit will be on 1 week of April 2020. Feature of Department will send before 25th March 2020.

<u>Staff Name</u>	<u>Signature</u>
1) Mr. S. James Benedict Felix	
2) Mrs. R. Rajalathya	
3) Mrs. Sharmila Williams	W. Sharmila
4) Mr. A. Jerome Robinson	
5) Mrs. N. Vaishali	N. Vaishali
6) Mr. D. Selvaraj	



17.6.19

Department Meeting

IQAC Related Work :-

- \* Submit department action plan
- \* Update admission file which includes no of applications received and number of students admitted.
- \* For the 3 years, collect first generation learners, tamil medium students and father's occupation.
- \* In the student data base, create a column and include student phone number, Aadhar number, mail id for all the three years.

T. N. Aksha  
S. Anji Pr  
R. V. Sankar  
G. Ganth  
S. Premila

24.6.19

Department Meeting

As per Vice Principal's advice, we have planned to conduct Intra department function. The assigned date is 30th August 2019. The venue is New Auditorium.

The events are

1. Quiz
2. Paper presentation
3. Adgap
4. Math Modelling.

We have planned to collect Rs. 100/- ~~from~~ <sup>from</sup> our students.

10/10/19

College Re-opens on 9/10/19 after  
poosa holidays.

Model Examination starts on 9/10/19.  
I year - NMS University exam  
II year - SatSkill University exam on  
9/10/19.

10/10/19 → I year SatSkill University  
exam.

HODS meeting was conducted on  
10/10/19, various points were discussed  
like Days to Remember, discipline, mobile  
phone usage, etc..

University practical examination  
Schedule was discussed in the  
Department.

Practical examination starts on 16/10/19  
ends at 19/10/19.

Mr. Vihath Kumar, Asst. Prof. Hindustan  
College of Arts & Science is fixed  
as external examiner.

Practical time table was displayed  
in the notice board.

- 1) Sant
- 2) Pakky
- 3) Sahan
- 4) M. Vidhy

S. N. Redha

Date: 25/04/21  
Mode: Google Meet.

Agenda: E-Content  
Paper valuation

- 1) E-Content to be prepared and sent to head as soon as possible.
- 2) Value the Internal answer scripts soon and enter the marks in those.
- 3) Instruct the students to submit the assignment.
- 4) Prepare lesson plan for even semester.
- 5) Prepare question bank for the present and new syllabus.
- 6) Question bank allocation
  - Sem I } Communicative English - K. Subhashini
  - Sem II } Physical Science - P. Feenina
  - Sem I } Commerce & Management - K. Prabhu
  - Sem II }

K. Subhashini      K. Subhashini  
 P. Feenina              P. Feenina  
 K. Prabhu              K. Prabhu



Principal

6<sup>th</sup> May 2021.

## Thru. Conference Call.

### Agenda.

1. Question Paper.
  2. Magazine.
  3. E-Content
  4. Lesson plan.
  5. Award list - Template.
  6. Farewell.
  7. Online Registration.
- Question Paper - Submitted. on 30.4.2021.
  - Marks uploaded in TBSS. - on 3/5/2021.
  - NO articles from our dept. Students & staff dept. documents are Submitted to Ms. Prema
  - E-Content for previous sem - updation.
  - updation of lesson plan.
  - III yr students - Gauri Shankar & Melvin will be <sup>recommended</sup> given for Achievement Award.
  - Discussed about Farewell (to fix date, suggestions from staff)
  - Online registration extended till 10<sup>th</sup> May.

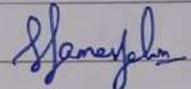
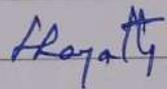
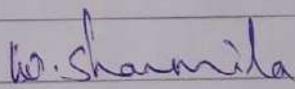
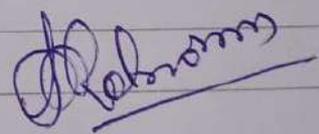
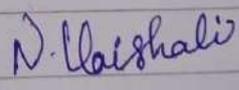
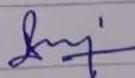
R. SELVI  
M. PARTHIBAN  
Dr. M. SUMATHY  
M. PREMA.

*[Signature]*  
*[Signature]*  
M. Sumathy  
M. Prema

*[Signature]*

25/3/21

- 1) Discussed about UQ and PA practicals.
- 2) Talk about students internal test and marks with i-boss CRs.
- 3) Asked to M.sc students to finish documentation for final projects.
- 4) Discussed about fees defaulters.
- 5) Asked to staff members to submit monthly wise attendance and lesson plan for NAAC work.
- 6) Asked to staff members the status of E-Content.

<u>STAFF NAME</u>	<u>SIGNATURE</u>
1) Mr. S. James Benedict Felix	
2) Dr. G. Rajathy	
3) Mrs. W. Sharmila	
4) Mr. A. Jerome Robinson	
5) Mrs. N. Vaishali	 
6) Mr. D. Selvaraj	

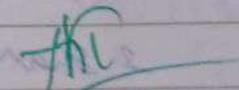
# Department Meeting

Date \_\_\_\_\_

Page \_\_\_\_\_

- 1) Offline classes for 1<sup>st</sup> year was started on 01/03/2021
- 2) Evaluated 1<sup>st</sup> yr University answer sheets were submitted to the Exam cell.
- 3) All Staff meeting regarding various clubs were attended.
- 4) 1<sup>st</sup> Internal exam for 1<sup>st</sup> + 2<sup>nd</sup> year students
- 5) Add-on-Course - Photography <sup>in association with Viscon</sup> was proposed.
- 6) Higher Studies reports of passed out students was submitted to IQAC.
- 7) "PCB LAY OUT DESIGN & E-WASTE MANAGEMENT" - Add on Course reports were submitted to IQAC.

- 1) Sir
- 2) Pabby
- 3) S. Shan
- 4) M. Sult

  
Principal

08/01/21  
Venue :- IQAC

## Agenda :-

- \* Collection of money reg. Dept. activities
- \* Not supposed to collect money from the students.
- \* Before the Event, Plan the Event and get approval.
- \* After the Event, submit the same.
- \* Plan more Extra Curricular activities.
- \* Bring Expertise Professors for Dept. activities.
- \* Project.
- \* MoU's can be approached.
- \* Encourage students to Pay the fees.
- \* Skilled Dev. Program.
- \* Reg. Collection of Fees, Prepare list, Distribution to staff.

\* Submit Hand copy to Principal once in 2 Days from tomorrow onwards.

\* List of Students allotted to Each Staff.

\* Christopher Siv has started training, Students can approach and come to College.

Add: on Course: -

\* NPTE, ICT.

\* Conduct add on Course.

\* Contact with Previous Batch Students.

\* Not necessary to attend all Students.

Dr. Shalini Mahesh - S. Shalini

Ms. Subiksha - P. Subiksha

Ms. Aswini - Aswini K

Ms. Nyswarya - Nyswarya

MS

9th June 2021

Discussion made after Heads meeting

Agenda: Files to be submitted to IAAC

1) Letter from the University should be attached in the syllabus file.

2) Time table - from the month of April to be filed

3) Question Bank to be prepared for the new syllabus (7 BA English)

British literature - Ms. Fenilla

Indian Writing - Ms. Habeeb

NME - Ms. Habeeb

Background Studies - Ms. Britto

Professional English (<sup>Commerce</sup>Art) - Ms. Sandhya

Professional English (Science) - Ms. Uma

Professional English (Arts) - Ms. Indhu

Communicative English - Ms. Janani

4) Remedial classes - Revision classes has to be added as Remedial

5) Bridge course file and lesson plan file to be filed - Guest lecture is compulsory for the subjects.

Signature of the staff members

- 1) Ms. Indhumathy ✓
- 2) Ms. Fenilla James ✓
- 3) Ms. Pradha ✓
- 4) Ms. Umamaheshwari ✓
- 5) Ms. Janani ✓
- 6) Ms. Habeeb ✓
- 7) Ms. Britto Jenobia ✓
- 8) Ms. Sandhya ✓

classmate  
Date \_\_\_\_\_  
Page \_\_\_\_\_  
Department Meeting

Date: 8/01/2021

- 1) Updation of NAAC documents
- 2) University question paper posting
- 3) Due to paper valuation 1<sup>st</sup> year classes were suspended from 08/01/2021 to 12/01/2021.
- 4) IQAC Auditing was postponed to 18/01/2021 due to Paper Valuation.
- 5) Paper valuation started from 08/01/21 to 13/01/2021.

6) Action Plan

- 1) Online Add on Course - E waste management system
- 2) International Webinar cum workshop in the month of February.
- 3) Mini Project (All 3 yrs)
- 4) NPTEL Course for students
- 5) Planning to conduct Add on Course for II & III yr for this Semester.

1) Senthil  
2) Babby

3) S-Shan

4) M. Sathya

THK  
11/01/2021

Seen  
11/01/21

19/10/20

① Assignments to be given for all the 3<sup>rd</sup> & 4<sup>th</sup> yrs.

② 3<sup>rd</sup> Yrs - Unit I - Introducing self, introducing other and main ideas involved in listening skills.

Proficiency in English - Nouns, Pronouns, adjectives, Modals.  
③ 4<sup>th</sup> Yrs English - Summary of "Happy Prince".  
Soft skills -

④ Marks - 10, Date of Submission - 29/10/20

⑤ Planning to conduct Online Competitions, which will be useful students.

⑥ Papers to be corrected and marks to be entered in Mark register and iboss.

⑦ Conducted test for "Proficiency in English Language" on 19/10/20 through Google form.  
- multiple choice questions - 25 questions - One mark each.

K. Subhashini  
P. Femina  
K. Prabhu  
S. Shalini

K. Subashini  
P. Femina  
K. Prabhu  
S. Shalini

Date - 26/1/20  
Time - 6.45 pm

## Agenda

- \* Reg. fees.
- \* Current academic year fees
- \* Deputy class in charge to come to college & talked to parents.

10/08/20.

5.30 pm - 7.30 pm

## Prayer: Prasara.

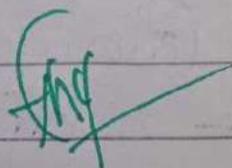
- \* Fees & Pgt details. dept wise.
- \* Students activity
- \* 3rd year good attendance.
- \* Theory online class going well.
- \* Problem paper find it difficult.
- \* Any other matters.

Dr. S. Shalini Mahesh - S. Malini

Ms. Subiksha - P. Subiksha

Ms. Aswini K - Aswini, 19

Ms. Aishwarya - S. Anjaney



Department meeting held on 11.1.2021

- Each department should submit dept report on dept fest.
- Follow-up the fees defaulter
- Workload of staff has been given
- Planned to conduct net class for PG students ~~from~~ on every saturday starts from 23<sup>rd</sup> January.
- Before leave the class remove all the students from class.
- Maintain discipline & control the class
- Last date for fee payment } 25<sup>th</sup> January  
I & II Instalment } 5<sup>th</sup> March

Name	Signature
Mr. T. Balachandrar	T. Bal
Mr. Chandrasekar	ces
Mrs. Leena Rani	S. M.
Mr. Hariswaran	Bh
Mrs. Papitha	T. Bontha
Mrs. Balakrishnan. R	R. R. R.
Mr. Vishwanth	N. Shanthi. M
Mr. Martin Prasad	V. Prasad. P
Mr. Venkatesh	M. Venkatesh
Dr. Prabhakar Jayanthi	P. Jayanthi
Mrs. Rani	Rani. T
Mrs. Jayasree	M. Jayasree

thi

## Department meeting

On 26.02.2021 Sh-II Auditing for JSRO  
Auditing

Each department 10 minutes

Begining introductory meeting

End Review meeting about the Audit

On 27.2.2021 Commerce dept Audit  
at 9.00 A.m.

HOD should present the meeting  
Schedule given to all the HOD's

from Monday 1.3.2021 all the year Students  
will come in batch wise in alternative  
days.

Timing 9.00 - 9.45

9.45 - 10:30

10:30 - 11:15

11:15 - 11:30 - break

11:30 - 12:15

12:15 - 1:00

No change in workload.

Time table should be framed according  
to batchwise.

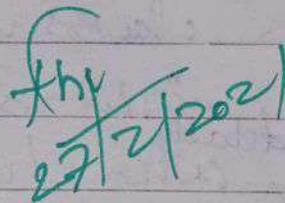
Number of hours to the staff in even ratio  
for the feasibility of the time table frame work

2 students should sit in a bench

No first hour for HOD's

→ student's discipline

	Name	Signature
1.	T. Balachandran	Thill
2.	S. Leena Rani	S. Le
3.	B. Haniswaran	B. H
4.	Mrs. T. Papitha	T. Sri
5.	R. Balakrishnan.	R. Balakrishnan
6.	Nishanth	Nishanth. M. A
7.	Martin	Conigori M
8.	M. Venkatesan	M. Venkatesan
9.	S. Parthiban Devi Jayaraman	S. Parthiban
10.	M. JAYASHREE	M. Jayashree
11.	Dr. T. Rani	Rani. T
12.		

  
 27/2/2021

14/11/20 Dept. staff Meeting

Informed 3rd & 2nd year class teachers to do the follow up on pending <sup>of</sup> ~~course~~ due collection

Dept. staff are doing great job in this regard.

Informed 1st year Class Teacher to do the follow up on TC & Marksheet collection from 1st year students. She is doing well. Also informed 1st year students to pay their 2nd semester fee.

- ① B. Hemalatha - B. Hemalatha
- ② S. Lingeswari - S. Lingeswari
- ③ P. Preema - Preema

14/11/20 Dept. staff Meeting

Informed 3rd & 2nd yr class Teachers to do the follow up on pending fee collection.

Informed 1st year students to do follow up on TC & Marksheet collection

our Department staff are doing the job dedicatedly. Great & big Appreciation to them

- ① B. Hemalatha - B. Hemalatha
- ② S. Lingeswari - S. Lingeswari
- ③ P. Preema - Preema

13:21 Dept Meeting

Had meeting From 8:30 Am to 8:45 A  
@ Room No. F16.

Agenda:

Online Practical Exam

Procedure:

- \* Viva through Google class room
- \* Writing & Submission of Answer sheets through Google class Room
- \* Google sheets have been prepared it includes Reg. No., Name, Question and column for viva and answer.

- \* It will be shared with external Examiner

- \* Questions are prepared for both current & Arrear students

- \* The concerned staff can change as per the students standard.

- \* Question will be posted at 8:45 Am

- \* Viva Question will be asked from 9:00 to 10 Am.

- \* After uploading the Answer sheet the students should join in the meet for Viva

Ms. B. Hemalatha B. Hemalatha

Ms. Kingerwan

Ms. Indumathi T

# Department Meeting

Participants : All the staff Members  
Time : 10.00 am  
Place : F-18 (Staff Room)  
Agenda : Department Activity Planning  
for the Academic Year 2021-2022.

Insisted to suggest ideas regarding  
Silver Jubilee Celebrations of MGC

Discussion started to share ideas to  
conduct department activities.  
Suggestions :-

Ms. B. Hemalatha suggested to have 5 days  
Refresher Course for all three students  
and faculties.

Ms. Lingeswari suggested to conduct  
Webinar.

Dr. T. Indumathi suggested to have 5 days  
FDP programme.

B. Hemalatha - B. H. L. th

Lingeswari Sivayyanam - Lj

T. Indumathi - TH

THL  
16/7/21

6.8.21 Department Meeting  
Staff members: Mrs. Hency Juliet  
Dr. B. Hemalatha  
Dr. T. Indumathi

Agenda:

International conference -  
planned to organize an international  
conference on Innovations in Information  
Technology.

In this regard approached Dr. Sudha Ramkan  
Head, Dept. of Computer Science, Sri. K. R.  
and Dr. M. R. Sumathi. Also spoke with  
Mr. Mani Journal publication in charge  
to ~~organize~~ publish the journals in  
Scopus and in UGC care list journals.

Based on the conversation, we have  
decided to organize the conference.  
Also decided to submit the  
proposal to the principal to organize  
the same.

A. Hency Juliet

1. B. Hemalatha - B. Hemalatha
2. T. Indumathi - T. Indumathi

