



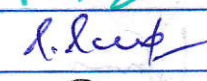

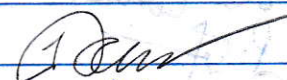

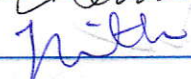

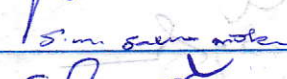

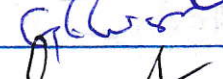
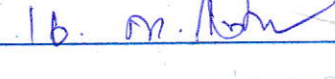

Minutes of the meeting held in the Smart Class Room (G6) at 10.30 a.m on Monday 08.06.2020.

Agenda

1. Internal Assessment Marks
2. Schedule of practical Examination.
3. Submission of workload Particulars.

It was resolved

1. That the CIA marks should be based on the scores in the Mid-Semester Examination, assignments received and attendance put in by Students.
2. The schedule for practical Examinations is to be submitted to the COE. The schedule should be accommodated between 25th July and 10th August 2020.
3. The workload particulars are to be submitted to the Principal in the next Council meeting.
4. The Management and the Principal congratulated the efforts of the departments that have organised webinars.

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Room(G6)

Minutes of the meeting held in the Smart Class Room(G6) at 11.00 a.m on Friday 18.06.2020.

Agenda

Preparation of e-Content

It was resolved that the e-Content related to the first two topics of the first unit of all Courses has to be submitted on or before 26.06.2020; those for whole first unit due on 14.07.2020.

1. ~~G.P.~~
2. ~~K. Sreedhar~~
3. ~~A. Jeeva~~
4. ~~J. Jithu~~
5. ~~S. Suman~~
6. G. Rajend
7. ~~S. Suresh~~
8. G. Pragna
9. ~~S. Suresh~~
10. ~~G. J. J.~~
11. ~~S. S. Suresh~~
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An HOD meeting was held online at 11.00 a.m on 15.07.2020.

Agenda

1. PG Project viva-voce
2. Faculty Development Programme.
3. Creating a new website.

It was resolved

1. To authorise the HODs to conduct PG Project viva-voce on any date convenient for the external examiners between 20.07.2020 and 25.07.2020 (except 24.07.2020). The time of the viva-voce could be scheduled between 8.00 a.m and 5.00 P.m. HODs can select webex, zoom or googlemet, whichever is convenient. The viva-voce need not be recorded. Details like, particulars of students, address or phone number of the external examiners and the date and time of viva-voce should be intimated to the Controller well in advance. The evaluation sheets are also to be sent to Controller's email-id. The Department of Chemistry and Bio-Technology should organise the viva-voce on 14th August 2020. Dates for UG Project viva-voce details will be discussed later.

2. There will be an FDP on 24.07.2020. Dr. Ramganesha (Director IECB, BARD) and Dr. Ganesan (KIM) will be the resource persons.

11:00 a.m

3. HODs are asked to present a fresh profile of their departments (in word format) to Dr. P. Jeevan on or before 18.07.2020 for updation of the college website.

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Minutes of the meeting held at 10.00 a.m. in Smart Classroom (G16) on Friday, 31-07-2020.

Agenda:

- ⇒ Commencement of classes for the Academic Year 2020-2021
- ⇒ Awarding of Marks for April 2020 Examinations II & IV Semester of UG
- ⇒ II Semester of PG
- ⇒ Time Table for the Academic Year 2020-2021

It was resolved that

The online classes for the Academic year 2020-2021 will commence on Monday, 3/08/2020 (II & III UG and II PG)

The classes will start at 9.30 a.m. and ends at 3.40 p.m. The classes will be 6 days per week and 6 hours per day.

On 19th August 2020 I year UG classes will also be commenced.

Tuition fees for the ensuing semester is to be paid on or before 20/08/20 either in person or in the form of DD drawn in favour of JI College of Arts and Science [Autonomous] Pudukkottai

Awarding of Marks for April 2020 Examinations will be as per the TamilNadu Government GO III/dt: 27.07.2020.

Percentage of marks to be awarded for the Internal - previous Semesters External 30% and Current Semesters Internal 70%.

Practical Current Semester Internal 100%.

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-2020.

The Timetable of the department along with the individual work load has to be given to the Academic Co-ordinator, before the commencement of online classes.

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Minutes of the meeting held at 10.30 a.m on Monday, 7/09/2020. Venue: G6 (Smart Classroom)

Agenda:

1. → End Semester Examinations April 2020
2. → Final UG & PG Time Table discussion

It was resolved that

The End Semester Examinations will commence on 15/09/2020 and end on 22/09/2020.

The departments will be split into two groups and one group (A) will write the examinations in the morning session and another group (B) will write the examinations in the afternoon session.

The Hall Tickets will be issued on 11/9, 12/9 and 14/9/2020 for all the UG classes.

For PG it will be issued on 14/09/2020.

10/09/2020 onwards working day for all the staff members.

10/09/2020 - Half working day timing 9:30 a.m to 1.30 p.m.

11/09/2020 onwards working hours for all the staff members are from 9.30 a.m to 4.00 pm till 30/09/2020.

Regular online-classes will be conducted for all the UG & PG only in the Forenoon session during the Examination.

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3. D. M.	7. J. S.	11. S. S. S.	15. M. S. S.
4. T. S.	8. S. S. S.	12. S. S. S.	16. S. S. S.

Minutes of the meeting held at 11.00 a.m. in the Smart class room (Grb) on Thursday 17.09.2020.

Agenda.

Final Semester Examinations
April 2020 (U4 & P4)

HOD's are asked to collect the revised End Semester time table April 2020 and to ensure the timetable is displayed on the College website.

HODs will receive the question papers from COE's mail everyday at 9.00 a.m. and they are asked to verify the same and forward to the mentors mail id at 9.20 a.m. for sending it to the students allotted to them.

HOD's are asked to instruct the mentors to collect the answer scripts in PDF format and the absentees list has to be sent to COE's office everyday before 3.00 p.m.

HODs as co-ordinators in conducting the online examinations has to take up the sole responsibility and they are asked to adhere strictly ^{and} execute the standard operating procedures of the online examinations in an effective manner.

HODs are asked to verify and instruct the mentors to verify whether all the students have

written the front page legibly which was circulated to them already.

on completion of the End Semester Examinations Heads are asked to give their feedback to COE and Principal.

1. ~~B. S.~~
2. ~~S. S.~~
3. ~~M.~~
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5. ~~S. S.~~
6. ~~G. S.~~
7. ~~S.~~
8. ~~B. T. J. N.~~
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minutes of the meeting held at
12.30 p.m on Thursday, 24.09.2020
(G16)

Agenda

Results Publication

Answer Scripts Submission date

It was resolved that the results of regular papers for I, II year and I PG will be published in the college website at 10.00 a.m on Monday, 28.09.2020. The Heads are asked to inform the same to the students.

The following are the dates on which the answer scripts (original) have to be collected by the departments along with the photo copy of the Hall tickets.

- BHM & vision on Saturday 25.09.2020
- CS, IT, BCAS & Botany on Monday 28.09.2020
- Physics, Chemistry, Bio-chem, Bio-tech, m. Biology & Phy. edn on Tuesday 29.09.2020
- English, Mathematics, BBA & B.com on Wednesday, 30.9.2020.

PG students original Answer Scripts of all the departments have to be collected on Thursday 01.10.2020.

After submission the mentors have to get the signature from the students in the name list.

Practical note books and Record note books also have to be collected on the day of original Answer scripts submission, for evaluating

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01.10.2020 onwards online class
have to be taken in the afternoon
session too. (i.e full day from 9.30 a.m.
to 3.40 p.m).

1. P. S. ✓
2. A. K. ✓
3. G. M. ✓
4. J. P. ✓
5. S. M. ✓
6. G. W. ✓
7. D. L. ✓
8. K. T. ✓
9. S. I. ✓
10. G. J. ✓
11. S. S. ✓
12. R. ✓
13. F. ✓
14. M. L. ✓
15. P. J. ✓
16. W. M. ✓
17. S. S. ✓
18. M. M. ✓
19. S. M. ✓

Minutes of the meeting held at 11.00 a.m. in the Smart class room (G16) on Monday 5/10/2020.

Agenda

Assignment

Mid semester Examination

TC issue.

It was resolved that 2nd assignment has to be given before 10.10.2020 to all the II year, III yr and II PG students.

Mid semester examination will be conducted from 19.10.2020 to 27.10.2020 to all the classes through online mode.

A mock test (1 hr) will be conducted for all the classes through online mode on Saturday, 17.10.2020.

For II yr, III yr and II M.A the question papers have to be set for 75 marks.

Short Questions $10 \times 2 = 20$

Paragraph Questions $5 \times 5 = 25$

Essay Questions $3 \times 10 = 30$

75

For I Year question papers have to be set for 50 marks.

Short Questions = $10 \times 2 = 20$

Paragraph = $4 \times 5 = 20$

Essay Questions = $1 \times 10 = 10$

50

Dates for issuing TC & CC
Physics, Chem, B.C, Bot, Bio-Chem,
M.B, Phy.ed, IT, V.C, B.B.A

12.10.20 - Girls.

13.10.20 - Boys.

Maths, English, C.A

14.10.20 - Girls

15.10.20 - Boys.

Commerce, CS

17.10.20 - Boys

16.10.20 - Girls.

All department PG girls & Boys on

19.10.20.

The HOD's are asked to collect
no dues form, Alumni membership
form and TC from office 2. The
HODs and the staff members
who are assigned work will
work from 9.30 a.m to 4.00 p.m.

1. ~~P. Red~~ 22/10/2020

2. ~~S. Red~~ 22/10/2020

3. ~~M. Red~~

17. S. Red

4. ~~P. Red~~

18. M. Red

5. ~~M. Red~~

19. S. Red

6. ~~G. Red~~

20. G. Red

7. ~~S. Red~~

8. K. T. Red

9. ~~M. Red~~

10. G. Red

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12. ~~M. Red~~

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14. M. Red

15. ~~P. Red~~

16. ~~M. Red~~

Minutes of the meeting held at
10.30 a.m in the Smart Class room
(C66) on Thursday, 22.10.2020.

Agenda

Publication of End Semester
Examination Results
M.Phil Dissertation Submission.

It was resolved that the
End Semester Examination April 2020
results for final year VA and
PA students will be published
in the college website at 3.00 p.m
on 22.10.2020 and the same
has to be informed to the students
by the HOD concerned.

The last date for the
submission of dissertation in the
university for 2019-2020 full
time batch M.Phil candidates is
on Friday 30.10.2020. So it was
decided that the M.Phil candidates
have to submit their dissertation
in the college on 27.10.2020 or
28.10.2020 after fulfilling all
the procedure.

The Dissertation should
contain the declaration / certificate
of the student, Research
supervisor, Head of the department
and it has to be forwarded
by the Principal along with
the certificate of plagiarism.

Fee structure

- Dissertation fee : 3000/-
- Application processing fee : 50/-
- Cumulative mark statement : 200/-
- Provisional certificate ^{fee} : 200/-
- Degree certificate : 800/-

Total 4,250

First Extension for submission of dissertation with extension fee of Rs 1500/- is on 30.01.2021.

Second Extension for submission of dissertation with extension fee of Rs. 3000/- is on 30.4.2021.

27.10.2020, 28.10.2020 and 29.10.2020 will be working days for the Head and two senior faculty members.

After mid semester Examinations the regular online classes will commence on Tuesday 27.10.2020 for all the departments except mathematics, English and BBA. For them the online classes will commence on 28.10.2020.

For I PG the online classes will commence on Monday, 2.11.2020.

1. P. P. 30/11/2020

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Minutes of the meeting held at 10.00 a.m in the Smart Classroom (6b) on Wednesday, 27.10.2020.

Agenda :

⇒ Publication of UG and PG Arrear Result.

As per the Cr.O. No:125 of Higher Education (K2) Tamil Nadu, it has been resolved that students of UG, PG and MCA Degree, who have appeared for arrear exam in April 2020, will be awarded marks if they have paid their fees already and their results will also be published.

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Minutes of the meeting held at 11.00am in the Smart classroom (6b) on Wednesday 4.11.2020.

Agenda :

1. Reopening of the College - Post Lockdown due to Covid.
2. Submission of Staff and Chemical requirement.

As per the Central and State governments order it has been resolved to reopen the colleges from 16.11.20 onwards, following the guidelines given by the UGC.

The HODs are asked to submit Staff requirement details and Chemical requirement details to the Academic Coordinator, Dr. P. Teeran.

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Minutes of the meeting held at 11.00
in' Cb on Wednesday 18.11.2020

Agenda

Conduct of II mid-Semester Examinations
Exit Survey Analysis Report
Obtaining feedback from final
UG & PG,
Evaluative Report Submission.

It was resolved to conduct
the II mid-Semester online Examinations
for all UG and final year PG
students.

Position for II UG, II UG & II PG is
unit III & IV and for I UG it is
I & II

The II mid-Semester online
Examination commences on 23.11.2020
and ends on 30.11.2020. For I PG
the classes will function as
usual. The I mid-Semester for
I PG commences on 1.12.2020 and
ends on 5.12.2020.

Exit Survey Analysis has to
be done and the report of action
taken has to be submitted ^{on or} before
21.11.2020 by all the departments.

It has been decided to obtain
feedback from final year UG
(2018-2021) and PG (2019-2021)
students through online mode.
The Heads of all the departments
were asked to encourage the
students to give their valuable
feedback on curriculum.

The Heads were asked to submit the Evaluative report of their departments and 2 mid semester question papers, mark statement to the Academic co-ordinator on or before 21. 11. 2020.

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30/11/20

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Minutes of the meeting held at 2.00
on Monday, 30-11-2020 in Cr6 (Smart
classroom)

Agenda

Commencement of offline class
for II P4,
Exam fees.

As per the instructions given
by the government, it has been
resolved to commence the offline
class for II P4 from 2.12.2020
onwards by following the standard
operating procedure.

Students who are not willing to
attend the offline class have to
submit letters to the concerned
Department Heads.

The offline class will start at
10.15 a.m. and end at 3.20 p.m. All
the faculty members will work from
9.30 a.m. to 4.00 p.m. The Classroom
allotment will be done by the
academic co-ordinator Dr. P. Teva.

All II, III UG and II P4 students
can pay their End Semester Dec. 2020
exam fee from 4.12.2020 onward
through online and after payment
the students have to collect their
exam application form from their
respective departments. The duly
filled and signed application
form has to be submitted to the
Staff in charge.

The Heads are asked to
collect the Exam application

forms from office - 2 on Friday,
21.12.2020.

The tentative dates for
of examinations are from
21.12.2020. Submission of
Examination application form
is mandatory.

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7. J. M. M.
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10. D. S.
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12. G. J.
13. S. S. S. S. S. S.
14. M.
15. M.
16. L. M.
17. P. J.
18. S. S.
19. J. M.

Friday,

Minutes of the meeting held at 11.30 AM on Thursday, 03.12.2020 in A6 Smart classroom.

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Agenda

1. Issue of Examination forms
2. Commencement to UG classes.
3. Direct Contact and Institutional presence of I PG and IUG students
4. IGOVU Examinations

The meeting resolved to follow the following Classwise Schedule for payment of examination fees and issue of application forms.

Students of II, III UG and II PG can pay their exam fees without penalty from 4.12.2020 to 9.12.2020 and with penalty from 10.12.2020 to 14.12.2020

Students of IUG and I PG can pay their exam fees without penalty from 14.12.2020 to 19.12.2020 and with penalty from 21.12.2020 to 24.12.2020

Students should visit the college with the mask and social distancing should be maintained from 10.00 AM to 3.00 PM during the payment of fees and submission of forms. The semester examination for IUG, IIUG and II PG will commence from 21.12.2020

The examination for IUG and I PG will commence from 04.01.2021 to 09.01.2021. The schedule and instructions will be sent in due course.

Hall tickets will be issued from 11.12.2020 to 19.12.2020

II, III UG and II PG and for I UG and I PG the same will be issued from 29.12.2020 to 31.12.2020

For III UG, direct contact classes will commence from 07.12.2020

To give detailed instructions on Online Examinations and the ethics of college life, students of I UG and I PG will have personal interaction with staff members. The classwise / department wise Schedule will be sent shortly.

IGNOU Examinations fees are to be remitted before 14.12.2020 positively. Students are to contact the respective HOD's for further instructions.

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- 2. ~~Sant~~
- 3. ~~S. Chakraborty~~
- 4. ~~A.~~
- 5. ~~S.S.~~
- 6. ~~K. T. Singh~~
- 7. ~~M. Madan~~
- 8. ~~M.~~
- 9. ~~M. K.~~
- 10. ~~S. Prasad~~
- 11. ~~V.~~
- 12. ~~V. R.~~
- 13. ~~G. J.~~
- 14. ~~S. S. S.~~
- 15. ~~A.~~
- 16. ~~G. R.~~

- 11. P. J.
- 19. S. L.
- 20. De Vans

Minutes of the meeting ^{DATE} held at
2.30 p.m on Monday 07.12.2020
in C6 Smart Classroom.

Agenda

Offline Class Attendance
End Semester Examination

NOV. 2020

The meeting resolved that
the number of students attending
the offline classes in II PG and
III VG has to be submitted to
the Vice Principal everyday before
10.30 a.m.

Student attendance in offline
classes is not compulsory.

The offline class attendance
has to be recorded in the
classwise students' attendance
register. The offline classes for
III VG and II PG will end on
16.12.2020.

The End Semester Online
Examination NOV. 2020 for II, III VG
and II PG commences on 21.12.2020
and ends on 29.12.2020.

For I VG and I PG it commences
on 4.1.2021 and ends on 9.1.2021
and it will be conducted only
in the FN session.

Arreas exams will be
conducted online from 29.12.20
to 9.01.2021.

Hall tickets for II, III VG
and I PG will be issued

Minutes of the College Council meeting
held at 11.00 a.m on Wednesday, 9.12.2020
in C6, Smart class room.

Agenda

I PG admission

Mock Test for I UG

Certificate verification CIUC/I PG

Arrear Exams for outgone Students

Practical Examination

CIA marks

Feedback Analysis Report

Commencement of Even Semester

In the meeting it has been decided that undertaking has to be obtained from the students who are admitted in I PG with arrears in their UG Programme (but cleared the papers as per the order of the Government (25 dated on 26.8.2020 in wake of Corona pandemic crisis). The undertaking should have the parent's signature also.

The original cumulative mark sheet, Statement, Photo copy of Aadhar card and Community Certificate also have to be collected from the students admitted in I PG of all the departments. To submit the undertaking and the other certificates, the students of I PG will visit the college on 11.12.2020.

A Mock Test will be conducted for I UG students of all the departments on 02.01.2021 to have

DATE: / /
Answer Scripts, Convert to Pdf and send to the respective mentors mail address.

The certificates of IUG and I PG students submitted, have to be verified by the concerned department senior staff members for that the schedule will be put up and circulated to the HoD's by Dr. Sathesh Aaron Joseph Director of CDC.

The arrears examinations for the outgone students will be conducted from 18.01.2021. To appear for the arrears examination, the students can submit their Request Letters from 14.12.2020 to 20.12.2020. The Exam Applications will be issued from 21.12.2020 and the last date for the submission of Exam application is on 12.01.2021.

Practical Examination for the students who are appearing for End Semester December 2020 online Examination will be conducted from 29.12.2020 to 09.01.2021. Based on the records submitted, the HoD's concerned and the staff incharge of practicals will award the CIA marks for practicals.

CIA mark statements have to be submitted by all the departments on or before 19.12.2020.

Feedback obtained from the current final year UG and PG has to be analysed and the report for the same has to be submitted on or before 19.12.2020.

The Even Semester for the Academic year 2020-2021 commences on 30.12.20 for II, III UG and II PG students. To avoid the pandemic spread, classes will be taken in offline and batchwise. The students will attend the classes. For I UG and I PG the Even Semester online classes commence on 18.01.2021.

Saturday 12.12.2020 will be a working day for both students and staff members.

1. G. Deep
2. Other 16/12/2020
3. 1. L. L.
4. P. G. J.
5. S. S.
6. By
7. 6. J. J.
8. 18/12/20
9. S. S. S. 16/12/2020
10. G. R. S. 16/12/2020
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~~20/12/20~~
20. 10. 10.

Minutes of the College Council meeting held at 3.00 p.m on Wednesday 16.12.2020 in G6, Smart Classroom

Agenda

CIA & Practical marks.

Conduct of Dec 2020 Exam

Unfilled Exam Applications - Return

In the meeting it has been decided that Re-do exempted students have to be given CIA marks and practical marks.

During End Semester online Examination Dec. 2020 the members of the Staff will work from 9.00 a.m to 4.00 p.m.

The HoD's will receive the question papers from COE's mail at 9.00 a.m and it will be verified and sent to the mentors mail ID by 9.20 a.m.

The mentors will send the question papers to the mail ID of the students allotted to them at 9.30 a.m everyday during Examination days.

Hall ticket is a must to write the Examination. The mentors should make sure that the students acknowledge the receipt of the question papers.

Kim netLab can be used to send the question papers to the students and to receive the answer scripts through mail.

Wednesday
classroom

The unfilled Exam application forms have to be returned on 19.12.2020 by 3.00 p.m

1. ~~V. D. [Signature]~~ 31/12/2020
2. P. [Signature]
3. [Signature]
4. [Signature]
5. M. S. [Signature]
6. [Signature]
7. [Signature]
8. [Signature]
9. [Signature]
10. [Signature]
11. S. [Signature] 31/12/2020
12. [Signature]
13. M. [Signature]
14. [Signature]
15. S. J. [Signature]
16. [Signature]
17. G. [Signature]
18. G. [Signature]
19. S. [Signature]

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Minutes of the College Council meeting held at 11.30 a.m on Tuesday 22.12.2020 in G6 Smart Classroom.

Agenda

Submission of Answer Scripts
- Dec. 2020 Exam.

Valuation

VA, PU - courses offered & opted

(SBE, MBE, DOE) - Submission

Commencement of Even Semester

In the meeting it has been resolved that the Answer Scripts of Dec. 2020 Examination (Hard copies) have to be submitted along with the photo copy of Hall ticket, after the completion of the examination. For that the Schedule will be put up and circulated to all the HOD's by Dr. Sathesh Aaron Joseph, Director of CDC. As per the schedule the answer scripts (Hard copies) will be collected by the concerned mentors. (Time: 10.00 a.m to 3.00 p.m)





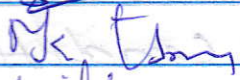
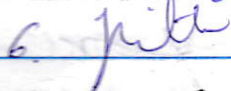




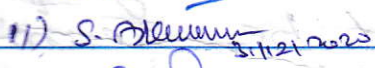








Panel of Examiners from each department has to be submitted to COE Sir on or before Thursday, 24.12.2020.

Paper valuation will be done for Part - I, Part - II and Value Education on 11.01.2021, 12.01.2021 and 13.01.2021. The major papers

Courses offered and opted (SBE, MBE, IDC) for UG courses and PG - Elective courses for the years 2013-2014, 2016-2017 and 2019-2020 have to be submitted to the IQAC - co-ordinator Dr. P. Teeravani.

Departments who have only one theory course for PG IV semester will wind up their offline classes on 31.01.2021.

The revised date for the Commencement of the Even Semester for the academic year 2020-2021 is on 04.01.2021.

1.  31/12/2020
2.  31/12/2020
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12. 
13. 
14. 
15.  31/12/2020
16. 
17. 
18. 
19. 

Minutes of the College Council meeting held at 3.40pm in G6, smart classroom on Tuesday, 05.01.2021.

Agenda

Conduct of Practical class for III UC and II PG, college bus facility, Saturday.

In the meeting it has been decided that the practical classes for III UC and II PG have to be taken as per the timetable scheduled earlier. The Electric and electronic equipments in the Lab have to be checked to ensure that they are in good condition before using them for practicals.

The staff should ensure that masking and social distancing are strictly followed. Students should be reminded to follow the standard operating procedures.

Monday, 11.01.2021 onwards college bus facility will be available for III UC and II PG local students. The HOD's are asked to collect the data regarding students coming from Ponnammara Vathi, Kadiyapatti, Arimalam, Thirumayam, Pallathur, Kasaludi, Aca. Thiruvallur.

Request letter has to be collected from students, who are availing college bus facility.

Individual attendance is a must and notes of lessons have to be written. The attendance relating to online classes should be sent to the COE every Saturday without fail.

All Saturdays are working days for both staff and students.

1. ~~P. S. Srinivas~~ 22/10/2021
2. ~~P. S. Srinivas~~
3. ~~Allex~~
4. ~~E~~
5. Mc Tony
6. Jitu
7. ~~W~~
8. ~~W~~
9. ~~W~~
10. ~~S. Srinivas~~
11. S. Srinivas 22/10/2021
12. ~~G. G.~~
13. ~~W. Srinivas~~
14. ~~W~~
15. ~~S. S. Srinivas~~
16. ~~W~~
17. ~~G. G.~~
18. ~~G. G.~~
19. ~~S. S.~~

Minutes of the College Council meeting held at 10.00 a.m on Friday, 22.01.2021 in G6 Smart class room.

Agenda

Academic Calender

EOAC

Activities for Even Semesters.

It has been resolved that on 1.02.2021 the first assignment for Even Semester class will be announced and II PU model Examination will be conducted for the departments who have only one theory paper.

Review of Projects (II PU) will be in the first week of February.

On 08.02.2021 the results of November 2020 online Examination will be published.

On 12.02.2021 - I mid Semester Examination commences and ends on 20.2.2021. During Examination the offline classes will be taken in the afternoon session. The online Examination for I year and II year will be conducted from 10.15 a.m to 12.15 p.m and in the afternoon online classes will not be taken.

During Examination day order followed will be the same for online and offline classes.

On 15.2.2021 Model Examination (II PU) commences for the departments who have two or more theory papers.

DATE: _____
on 22.02.2021 Second assignment
has to be announced. on 27.2.2021
Examination Application forms will be issued
19.03.2021 is the last date for
the submission of filled in Application
to the COE.

on 31st march 2021 model Examination
Commences and ends. on 9.04.2021.

Practical Examinations will commence
on 15.04.2021 for all the science
departments and end on 24.4.2021.

on 28.4.2021 the End Semester
Examination will commence and end
on 13.05.2021.

If the government asks to
conduct Arrear Examination of
April 2020 there will be a change
in the schedule.

on 30.01.2021 all the I VO and
I PO Students will be asked to come
to college at 10.00 a.m to take photo
for the issue of ID cards and to give
introduction to Even Semester. on that
day the offline/online classes will
be suspended for all the VO and
PO classes. The schedule to take
photography will be prepared and
circulated by Dr. Sathesh Aaron
Joseph, Director of CDC.

on 02.02.2021 and 03.02.2021
an Awareness meeting on
IAAC will be conducted.

Dr Anandha Subba Rao will brief
the staff on the revised
framework of accreditation.

The Answer Scripts of
out gone arrears Examinations
conducted from 18.01.2021
to 30.01.2021 have to be
submitted to the COE on 01.02.2021.

1. ~~V.P.~~ ^{05/12/2021}
2. P.G.
3. S.L.
4. M. D. J.
5. J. L.
6. S.
7. O.T.
8. @one
9. S. S. S.
10. C.B.
11. J. L.
12. P.
13. S. S. S.
14. M. D. J.
15. G. Y. G.
16. K. S. S.
17. L. O.
18. S. L.
19. G. G. G.

DATE: / /
Minutes of the college council meeting
held at 3.00 p.m. on Thursday
04.02.2021 in G6, Smart Classroom

02.2021.

Agenda

1. Commencement of regular classes and related arrangements
2. Midsemester Examination
3. Bus facility for students
4. Hostel re-opening
5. Saturday

In the meeting the following resolutions were passed

- Resolved to run the classes in two shifts (morning and Regular) from Monday 08.02.2021 onwards

- To follow the Batch System i.e. only 50% of students will attend the classes each day and will take turns (in two batches) on alternate days with the same day order.

- Midsemester examinations will be conducted in the class itself from 11.00 a.m. to 1.00 p.m.

- College buses will not ply as of now, however the hostel will be open. First year hostel students should report on Monday. Senior students can report on Sunday itself. Local students can avail college bus

Saturday 13.02.2021 will
be a working day for teachers
from 9.30 a.m to 4.00 p.m.

1. P. D.
2. P. J.
3. S. S.
4. M. D.
5. J. H.
6. P. J.
7. M. I.
8. P. M.
9. S. S.
10. P. J.
11. P. M.
12. P. J.
13. S. S.
14. M. D.
15. K. T. G.
16. K. S. S.
17. K. R. G.
18. S. S.
19. P. J.

Minutes of the college council meeting
held at 2.30 p.m on Friday 05.02.2021
in G6 Smart classroom.

Agenda

Inputs of NAAC SSR and
revisions thereof.

It was resolved to limit the
number of papers shown as leading
to employability, Skill and entrepreneurship
development to a reasonable
limit of 5 to 10 in VC and PO
programmes in each department.
The relevant units and sections
will have to be highlighted in the
Syllabi shown as links. This
input is to be submitted by the
afternoon of 6.2.2021.

HOD's are requested to get
the mentor-mentee distribution
of their departments countersigned
by the Principal by the evening
of 6.2.2021.

The photos on events are to
be uploaded with details like
date of event, details of resource
person, topic and number of
beneficiaries. Newspaper Clippings
(reports) should also be included.

For students pursuing higher
studies in peer institutions,
Letters of ~~app~~ admission or id
cards should be uploaded.

For placed students appointment
orders have to be obtained
& not just on the left & uploaded.

minutes of the college council meeting held at 1:00 p.m on wednesday 10.02.2021 in C6 Smart classroom.

Agenda

1. UG - Results publication
2. mid Semester Examinations
3. Cumulative Attendance
4. Payment of Examination fees
5. UG and PG Practical Examinations
6. updation of SSR inputs.

In the meeting it was resolved to publish the UG results by 4:00 p.m on 10.02.2021.

The mid-semester examinations will be conducted from 10:50 a.m to 12:50 p.m.

Departments should maintain cumulative attendance for classes and submit the percentages to the COE at the end of the semester.

Examination fees will be collected as per the academic calendar.

The schedule for Practical examinations should be prepared and submitted to the COE by 10.3.2021.

The HOD's have to prepare revised inputs in the proper format for inclusion in the SSR.

Proper evidence should be uploaded for all details & for

appointment orders, degree
certificates, original allotment
orders, certificates etc., for
publications, research,
placement etc.

1. P. D. [Signature]
2. P. G. [Signature]
3. S. S. [Signature]
4. M. D. [Signature]
5. J. H. [Signature]
6. S. [Signature]
7. V. I. [Signature]
8. @ [Signature]
9. S. [Signature]
10. H. [Signature]
11. M. [Signature]
12. S. S. [Signature]
13. F. [Signature]
14. S. [Signature]
15. G. [Signature]
16. K. [Signature]
17. H. [Signature]
18. S. [Signature]
19. S. [Signature]
20. G. [Signature]

Minutes of the college council meeting held at 11:00 a.m on Tuesday 16.2.2021 in C6, Smart classroom.

Agenda

Discussion on NAAC-SSR Preparation
Saturday

It was resolved that the HODs have to prepare the following inputs in the revised format for the inclusion in the SSR. The details are due by Saturday, 20.2.2021,

1. 5.1.3 - Soft Skill Programme details
2. 5.3.1. - Competitions won by Student
3. 5.3.3 - Awards, medals won by Student
4. 6.3.4 - FDP Attended by Faculty
5. 3.6.3 & 3.6.4 - Extension and outreach Programme
6. 3.7.1 & 3.7.2 - Collaboration & mouse click
7. 3.1.1. - Promotion of Research facilities.

Saturday will be a working day for faculty.

Working Time : 9.30 a.m to 5.00 p.m.

1. V.P.
2. P.P.
3. J.K.
4. K.T.
5. M.H.
6. S.A.
7. V.
8. G.
9. M.P.
10. N.K.

11. M.
12. P.
13. S.

minutes of the meeting college
council meeting held at 1.00pm
on wednesday 17.2.2021 in 66
Smart classroom.

Agenda

Data Templates - Revised
Extension of working hours

It was resolved to follow
the revised data templates
for the inclusion in the SSR.
The HOD's were asked to
get signature from the
Principal in the BOS resolutions
passed for the years
2013-14, 2016-17 and
2019-2020.

Feedback videos on
campus experience (duration
2 minutes) are to be collected
from the distinguished
Alumni.

The working hours for the
staff members extended.
(From 8.00 a.m to 5.00 p.m)

1. V. D.
2. P. S.
3. S. S.
4. K. T. J.
5. M. S.
6. S. A.
7. V. S.
8. S. S.
9. S. S.
10. S. S.
11. S. S.
12. S. S.
13. S. S.
14. S. S.

minutes of the college council meeting held at 11.40 a.m. on Friday 19.2.2021 in Ch6 Smart class room

Agenda.

Arrear Examination April 2020

It was resolved to conduct online Supplementary Examination April 2020 Arrear papers, as per the G.O. NO 125 dated 26.8.2020 & W.P. NO 16213/20 dated 11.1.2021.

For UG Students the arrear examinations will be conducted from 24.2.2021 and for PG from 3.3.2021 onwards.

2017-2020 Batch arrear Papers
(Ist to V Semesters)

2018-2021 Batch arrear Papers
(Ist to III Semesters)

2019-2021 Batch arrear Papers
(Ist Semester)

To write the online Supplementary Examination April 2020 arrear papers the students have to pay Rs. 50/- per paper.

1. P.P.
2. P.P.
3. S.H.
4. G. T. Agre
5. S.H.
6. S. Arjun
7. S.H.
8. S.H.
9. S.H.
10. S.H.
11. S.H.
12. S.H.
13. S.H.
14. S.H.

Minutes of the college Council meeting held at 4:00 p.m on Monday 22.2.2021 in 66 Smart classroom.

Agenda

Conduct of Supplementary Arrear Examinations
Postponement of mid semester Examination.

It was resolved that mid-semester examination for I UG will be conducted as per the schedule given earlier.

As the supplementary (Arrear) examinations commence for II & III UG classes, the remaining papers of mid-semester tests are postponed to march 2021. The schedule for the remaining papers will be circulated later.

The students who are writing online Supplementary Examinations will be at home to write their examination, But the remaining students will attend the classes as usual.

The revised working time for morning shift is 8:00 a.m to 1:00 p.m and general shift is 9:00 a.m to 5:00 p.m.

The arrear examination answer scripts of Part-I Tamil, EVS and Hindi will be collected in ...

Tamil and Part-II - English Answer Scripts will be collected by department of English from the respective departments.

one or more members of the faculty from the major departments will serve as mentor(s) for the candidates taking supplementary arrears examination along with the respective HOD's.

1. V.P.
2. P.P.
3. J.S.
4. G. Jayaram
5. M.D.
6. S. Alauddin
7. J.
8. G.J.
9. M. Narayan
10. S.S. Srinivasan
11. S.
12. S. Narayan
13. G. Lakshmi
14. S. Narayan
15. J. Lakshmi
16. S. Lakshmi
17. S. Lakshmi
18. S.

Minutes of the college council meeting held at 11.30 a.m on Wednesday, 3.3.2021 in G6, Smart classroom.

Agenda

Exam Application form and Payment of fees.

It was resolved that students who have remitted their Even Semester ⁽²⁰²⁰⁻²⁰²¹⁾ fees can pay the End semester Exam fee and fill the application form.

Students can remit the exam fee without fine till 12.03.2021. Students who have dues, have to clear them and can pay the exam fee and fill the application form.

with fine students can remit their exam fee till 18.03.2021. Practicals have to be conducted from 22.03.2021 to 30.3.2021.

The Schedules for Practicals have to be submitted to the COE on or before 10.03.2021.

PG Project Viva has to be conducted on or before 31.3.2021. 8.3.2021 will be a local holiday.

The classes will be suspended from 2.4.2021 to 6.4.2021 due to Assembly Elections.

1. ~~P.D~~
2. ~~P.g~~
3. ~~P. Need~~
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5. ~~6-7-10-11~~
6. ~~Am~~
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8. ~~Am~~
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13. ~~Am~~
14. ~~Am~~
15. ~~S.S. 2000~~
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17. ~~S. Am~~

DATE: 1/10

minutes of the college council meeting held at 12.30 p.m. on Friday 5.3.2021 in G6 smart class room.

Agenda.

M.Phil Examination
SSR - Preparation - QLM -
Supporting data files.

It was resolved that M.Phil Examinations (FT) will be conducted from 24.03.2021 to 27.03.2021. ^(10.30 a.m to 1.30 a.m) The centre for our students is Jamal Mohamed college, Tiruchirappalli. The respective guides are reminded to monitor the syllabus for guide paper and set a question paper for their candidates. For this paper (Fourth) the centre will be our college and the date is 27.3.2021. (Time 10.30 a.m to 1.30 p.m).

Files relating to Supporting data on the following QLM metrics for the five years 15-16 to 19-20 should be checked and arranged for presentation.

2.2.1 → Special Programmes for advanced & slow learners.

2.3.1 → Student centric methods for enhancing the learning experiences.

2.3.2 → ICT enabled tools

DATE: / /

Minutes of the College Council meeting held at 11.30 a.m on Saturday, 20.03.2021 in 06 Smart class room.

Agenda.

III UG offline class.
SSR Preparation


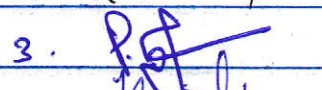


It is resolved that III UG offline classes will be suspended from 22.3.2021 as the classes commenced on 4.01.2021 and the syllabus has been covered.

Practical Examination for all the UG courses and PG will be conducted as per the Schedule.

I UG, ~~and II UG~~ & I PG classes will be continued as usual, Batch-wise 26.3.2021 is the last day for resitting and filling the End - Semester Exam application form.

Model Exam Timetable will be scheduled and circulated within a week time.

Soft copy of Question Bank has to be submitted to Dr. Sathish Aaron Joseph, Director CDC on or before 26.03.2021.

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12. ~~6-7 years~~
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14. ~~of~~
15. ~~room~~
16. ~~is~~
17. ~~S. School~~

Minutes of the College Council meeting held at 11.00 a.m on Wednesday, 24.03.2021 in G6 Smart class room.

Agenda

Online class - I, II UG & I PG.
Submission of Supporting Documents for SSR input.

As per the instructions given by the Vice-Chancellor of BOU it is resolved that no more offline classes for I, II UG and I PG will be held except practicals. Online classes have to be taken vigorously and HOD's have to monitor it.

The online classes will be taken on Saturdays also. Final year UG and PG students can be given assignments in order to revise the syllabus.

The online classes will be taken in single shift and single day order pattern will be followed.

The HOD's are asked to submit the NAAC SSR inputs and supporting documents by Saturday (27.3.2021)

The name list of staff members along with their education qualifications has to be submitted to the IQAC

1. ~~P. D.~~ 24/3/2019

2. ~~S. D.~~

3. ~~S. D.~~

4. ~~S. D.~~

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16. ~~S. D.~~

17. ~~S. D.~~

18. ~~S. D.~~

19. ~~S. D.~~

Minutes of the college council meeting held at 12.00 p.m on Wednesday 7.4.2021 in C6, Smart classroom.

Agenda

Academic Council meeting
Governing Council meeting
Piotaq Photos
model Examination.

It is resolved that the Academic Council meeting has to be conducted on 28.4.2021 or 29.4.2021 or 30.4.2021.

In the first week of May 2021 the Governing Council meeting will be held.

Piotaq Photos for all the 17 departments, Laboratories, Library, Indoor and outdoor games and all the facilities have to be submitted to the IOAC co-ordinator by 8.4.2021 evening.

The SSR complete Report has to be uploaded by 18.4.2021 afternoon.

model ^{online} Examinations April 2021 commenced on 15.4.2021 and end on 23.4.2021. The Schedule will be prepared by Dr. Manimaran and circulated to all the HoD's.

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39. HoD's

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11. N. S

12. A. S. D.

13. S. Arun

14. S. L

15. G. S. R. S.

16. S

17. S

18. G. S. R. S.

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Minutes of the college council meeting held at 2.00 p.m on Saturday, 24.4.2021 in G6, Smart classroom.

Agenda

End Semester Exam April 2021.
Issue of Hall ticket
CIA Submission
Applying for Convocation

It is resolved that

→ The End Semester online Examination April/May 2021 will be conducted from 5.5.2021 to 15.5.2021. All the ^{1st} year and II year students will write the Examination in the forenoon session and all the IIIrd UG, Ist PG & IInd PG students will write the Examination in the afternoon session.

→ Hall tickets will be issued to the students of Botany, Bio-chemistry and Bio-Technology on 28.04.2021.

→ The other department circles will be issued Hall tickets on 29.04.2021.

→ Hall tickets will be issued to the other department boys on 30.4.2021.

→ CIA has to be submitted to the COE on or before 30.4.2021.

→ All the students who are eligible to appear for convocation

Minutes of the College Council meeting held at 12.30 p.m on Saturday Thursday, 6.5.2021 in G6, Smart Classroom.

Agenda

Supporting Documents for
D.V.V Process

Vacation

End Semester Examinations

April / May 2021 - Answer

Scripts Submission

It is resolved that the following metrics Supporting documents have to be restructure by the HOD's for D.V.V Clarification

1. 1.1.2 & 1.2.1

2. 3.3.2 & 3.4.4

3. 3.6.3 & 3.6.4

Original BOS documents have to be scanned, Translated version of Tamil Syllabus and newspaper reports are to be submitted to the IQAC Coordinator on ~~08.5.~~ 08.5.2021, from 7.5.2021

50% of Staff members are permitted to work from home.

End Semester Examinations April / May 2021 Answer Scripts of all IIPs have to be collected as per the following Schedule.

on 7.5.2021 - Bio-Technology
Computer Science, Micro Biology,
Chemistry, etc.

On 8.5.2021 Bio, chemistry, English, Physics, maths and the other departments will collect the answer scripts from their students.

Through Postal Service computer Applications and Botany will collect the answer script from their students.

1. V. D.

2. P. D.

3. P. D.

4. P. D.

5. S. S.

6. P. D.

7. P. D.

8. P. D.

9. S. S.

10. V. D.

11. S. S.

12. P. D.

13. P. D.

14. P. D.

15. P. D.

16. P. D.

minutes of the College Council meeting held at 11.30 a.m on Saturday 8.5.2021 in the Smart class room.

Agenda

Sunday - working day

End semester online

Examinations April/May 2021.

It has been resolved that Sunday 9.5.2021 will be a working day for the H.O.'s of various departments due to the on-going process of DVV and the submission of required documents falls on 14.5.2021.

There will not be any change in the schedule and conduct of End semester online Examinations April/May 2021 though lock down ^{from 10.5.2021} is announced.

In metrics number 5.1.5 & 6.2.3 the needed changes are to be done and submitted to the PACE Co-ordinator on 9.5.2021.

- | | |
|---------------------|--------------------------|
| 1. 6.1.1 | 10. 2. Admin |
| 2. 6.1.2 | 11. IT |
| 3. 6.1.3 | 12. 10. Home |
| 4. 6.1.4 | 13. IT |
| 5. 6.1.5 | 14. 2.5. 2021 |
| 6. 6.1.6 | 15. IT |
| 7. 6.1.7 | 16. IT |

Minutes of the College Council meeting held at 1.00 p.m on Friday 18.6.2021 in 06 Smart Classroom

Agenda

End Semester online Examinations April/May 2021 - Paper valuation.

It has been decided that the End Semester online examination April/May 2021 answer scripts of III VC and II PC have to be evaluated on 21.06.2021, 22.06.2021 and 23.06.2021.

A letter contained the name of the Examiners, Total number of Answer Scripts of both VC and PC, the required number of Examiners and the number of days needed for paper valuation has to be submitted to the COE by all the heads of the department after getting signature from the Principal.

The Heads of each department will act as the chief of the examination

1.	9.	17
2.	10.	18
3.	11.	
4.	12.	
5.	13.	
6.	14.	

minutes of the ^{College Council} meeting held at 11.30 a.m. on Thursday, 24.6.2021 in C6 Smart Class room.

PAGE No.

DATE: / /

Agenda

Commencement of online classes for the Academic year 2021-2022.

It has been decided that from 1st July 2021 the online classes will commence for IIUG, IIIUG and II PG students of all the departments.

For the first two days (1.7.21 & 2.7.21) the online classes will be taken from 10.00 a.m. to 4.00 p.m. 1.00 p.m. to 2.00 p.m. will be the lunch break.

3.7.2021 onwards the morning session classes will be taken through Google meet and in the afternoon session assignments, slip tests, quiz programmes, ~~live~~ webinars, and competitions will be conducted.

Online class attendance of students has to be sent to the COE every week by the heads of all departments. Formal dress code is a must for all the faculty while taking online classes.

Schedule for collecting the answer scripts of End Semester Examinations April/May 2021 from II year and I year students will be intimated later.

1. ~~U. G. D.~~
2. ~~P. D.~~
3. ~~P. J.~~
4. ~~P.~~
5. S. R.
6. K. H.
7. J. H.
8. G. R.
9. S. S.
10. G. Y. G.
11. S. A.
12. M. H.
13. D. H.
14. J.
15. M. R.
16. M.
17. S. S.

Minutes of the College Council
meeting held at 2.00 pm on
Monday, 5.7.2021 in C6 Smart
Classroom.

Agenda

Declaration of results...
End Semester Examinations
April/May 2021 - Answer
Scripts Submission,
Valuation.

It has been decided that
results of End Semester Examinations
April/May 2021 for II PG and
III UG will be published at
10.00 a.m on 7.7.2021 in our
college website.

Last date for applying revaluation
is on 14.7.2021 and for Instant
Examinations is on 19.7.2021.

Instant Examinations will be
conducted on 22.7.2021 &
23.7.2021 (Practicals & theory)
respectively. The very next
day to Instant Examinations,
students who are writing the
exams have to submit the
Answer Scripts in the ^{concerned} departments.

The following schedule will
be followed to collect the
Answer Scripts of End Semester
Examinations April/May 2021
from II UG, III UG and I PG
students.

7.7.21 - FN - Maths, CS, B. Com (Girls)

8. 7. 21 - FN - Bio - che, Phy, Eng, Phy, Edn,
B.B.A, IT, Tamil - Girls T U G.

AN - All 2 PG Students of all departments.

9. 7. 21 - FN - Maths, CS, IT - TUG Boys.

AN - B. Com, CA, Phy, micro TUG Boys

10. 7. 21 - FN - Bot, V.C, B.che, che.

AN - Eng, Hm, B.BA, Tamil, Phy. a
(TUG Boys)

12. 7. 21 - FN (10-1) - CS, BEA, B. Com

AN - micro, V. Com, Tamil
(TUG Girls)

13. 7. 21 - FN - IT, Bot, Phy, che, Phy. edn
BC, Biotech

AN - BBA, maths Eng. (TUG)

14. 7. 21 - FN BEA, B. Com

AN - mil, che, Bot, IT, Biochem
(TUG Boys)

15. 7. 21 - FN CS, B.BA, Phy. edn, Hm

AN - maths, Eng, V. Com (TUG)

on 19. 7. 21 valuation commences

The HOD's are asked to submit a letter which has to contain the number of Examiners needed and the name of the Examiners to COE for the paper valuation of TUG, TUG End Semesters Examination April / May 2021.

1.	9.	17.
2.	10.	18.
3.	11.	
4.	12.	
5.	13.	
6.	14.	
7.	15.	
8.	16.	

Minutes of the College Council meeting held at 10.30 a.m on Thursday, 22.07.2021 in C6 Smart classroom.

Agenda

Analysis of Question Papers
Preparation of PPT for IQAAC
Peer team visit.

TC Issue

Feedback on curriculum.

Co-PO mapping of curriculum

→ The HOD's are asked ^{to} analyse the ^{End semester} question papers of April 2020, November 2020 and April 2021 on the basis of Bloom's Taxonomy and the report has to be submitted to the IQAAC Co-ordinator on or before 5.8.2021.

→ PPT has to be prepared based on the evaluative reports of the concerned departments for the time limit of 15-20 minutes. Points to be covered in the PPT will be given by the IQAAC Co-ordinator Dr. P. Jeevan.

→ TC will be issued to the outgone students of UG and PG from 8.8.21 to 16.8.21.

→ Feedback on curriculum has to be collected from UG students of 2019, 2020 Batches and PG 2020 Batch.

→ Co-PO mapping & weightage.

of 2019-2020 (UG & PG) and it has to be submitted to the IOAC co-ordinator on or before 30.07.2020.

1. V.P.

2. S. S.

3. M.

4. S.

5. P.

6. G. S.

7. S. S.

8. S.

9. S.

10. S.

11) S.

12) S.

13) S.

14) S.

15) S.

16) S.

17) S.

18. S.S.S.

19.

Minutes of the College Council meeting held at 10.00 a.m on Monday 2.8.2021 in C6 Smart Class room.

Agenda

NAAC Peer Team Visit

PTV - Orientation

Preparation of PPT - Dept Profile
Feedback

NAAC Peer Team will visit the college only after the commencement of physical classes.

PTV - orientation will be held on 9.8.21, 10.8.21 & 11.8.21, in which Prof. H.K. Anantha Subbarao will give valuable information regarding the documents needed for Peer Team visit and will give (suggestions) observations on the department presentation which is going to be presented by each department Head. So the PPT of each department has to be made ready on or before 5.8.21 and ^{the} Heads have to present their Department profile on 6.8.21 & 7.8.21 in the Heads forum at 10.00 a.m to 4.00 p.m in C6.

From 2.8.21 to 5.8.21 Feedback has to be collected from UG 2019-2020 Batch, 2020-21 Batch

active till 5.8.21 evening. The
HOD's and the Staff in charges
have to assist the students to
record their feedback without
fail.

1. P.P.

2. A. Laksh

3. D. Laksh

4. R.

5. P.P.

6. G. Laksh

7. S. R.

8. P. Laksh

9. A. Laksh

10. J. Laksh

11. P. Laksh

12) P. Laksh

13) P. Laksh

14) M. Laksh

15) P. Laksh

16. P. Laksh

17) S. Laksh

18. S. S. Laksh

Minutes of the college council meeting held at 11.00 a.m on Thursday 19.8.21 in G6, Smart class room.

Agenda

NAAC Peer Team visit
Senate House - Election
mid Semester Examination
Project Proposal
College Fees
Refreshers/online faculty Induction
Holiday.

As per the ^{information} received from the ^{council} ^{the} NAAC Peer Team will visit the college on Monday and Tuesday, 25.10.21 and 26.10.21.

Staff members who are in Electoral Roll have to sign as the Senate House election is going to be conducted in Bharathidasan University.

It has been decided that the midsemester Examination for the academic year 2021-22, Odd Semester will be conducted in the first week of September 2021. The HODs were asked to collect the soft copy of question papers for the conduct of Midsemester Examination.

For Science Students who want to apply Project proposals invited under Student Project Scheme 2020-22 are to be asked to submit two copies of proposals complete in all respects to the PAAC in-charge.

The last date for the payment of college fees for odd semester of 2021-22 is on 21.8.21.

Staff members who want to apply for online faculty Induction Programmes, Refresher courses and Short-term courses 2021-22, which is going to be conducted by UGC-Human Resource Development Centre, BDO, Trichy, can get the certificate from the Principal.

In view of moharram Friday, 20.8.21 is a Holiday, 21.8.21 as usual the online classes will be taken for II, III UG and DPG.

1. G.P.
2. ~~A. K.~~
3. ~~K. K.~~
4. ~~P. K.~~
5. ~~S. S.~~
6. ~~K. K.~~
7. ~~S. S.~~
8. ~~G. G.~~
9. ~~C. C.~~
10. ~~A. A.~~
11. ~~V. V.~~
- 12) ~~M. M.~~
- 13) ~~P. P.~~
14. ~~S. S.~~
- 15) ~~A. A.~~
- 16) S. Akbar
- 17) P. P.

Minutes of the College Council meeting held at 12.00 noon on ^{Monday} 23.8.21 in C6 Smart classroom

Agenda

Re-opening of Physical Class
Bus facility & Hostel facility
Mid-Semester Examination
Time table & Classroom Allotment

As per the notifications / guidelines received from the government of Tamil Nadu, it has been decided that the college will re-open on 1.9.2021 for II, III VA and II PA Students by following Standard Operating Procedures and all the safety measures to reduce the risk of Covid-19.

Keeping in view the requirements of social distancing, seating arrangements will be made. The students are divided into Batch 'A' and Batch 'B' in order to facilitate the students to attend the classes on rotation basis / alternate days.

College bus facility and Hostel facility will be given to the students from the very first day onwards with proper sanitization and fulfilling the other requirements.

Due to the re-opening of physical class on 1.9.21, it has

Second week of September 2021
 Time-table for the Physical
 class is ~~to~~ be made ready on
 or before 27.8.21.

Six day schedule will be followed
 and for 2 days the same day
 order will be followed.

The classroom allotment will
 be given by the IQAC Co-ordinator
 shortly.

1. V. D.

2. S. Deep

3. K. K.

4. S. P.

5. S. R.

6. S. S.

7. S. S.

8. S. S.

9. S. S.

10. P. P.

11. M. S.

12. S. S.

13. S. S.

14. S. S.

15. S. S.

16. S. S.

17. S. S.

18. S. S.

Minutes of the College Council meeting held at 12.30 p.m. on Tuesday 31-8-21 in G6 Smart Classroom.

Agenda

offline & online classes
New Committee to monitor

As per the Government order G.O no. 164 dated 27-8-21 it has been resolved that the college will function to conduct offline classes from 1.9.2021, following the Standard Operating Procedures appended in the order and as per the Schedule below.

B.A., B.Sc., B.Com., B.C.A., & B.B.A	Second Year	Monday, Wednesday & Friday.
)	Third Year	Tuesday, Thursday & Saturday.
M.A., M.Sc M.B.A & M.Com	Second Year	All 6 days.

Timing - 10.15 a.m to 3.20 p.m.
Further the Hostels for the students will also be functioning by following SOP.

Online classes will be taken for the second year students on Tuesday, Thursday and Saturday. For third year UG students the online classes will be taken on Monday, Wednesday and Friday.

Covid-19 a new committee will be constituted for monitoring Standard Operating Procedures in the campus. The committee members have to be vigilant enough in the area allotted to them.

1. V. D.
2. A. S.
3. B. S. J.
4. J. S.
5. J. S.
6. S. S.
7. K. S.
8. G. S.
9. B. S.
10. S. S.
11. S. S.
12. M. S.
13. S. S.
14. S. S.
15. S. S.
16. S. S.
17. S. S.
18. S. S.
19. S. S.

DATE: / /

Minutes of the College Council meeting held at 2.30 p.m on Thursday, 16.9.21. in G6 Smart Class room.

Agenda

Commencement of UG I year online classes.

NAAC - mock visit.

mid semester Examination

It has been resolved that the UG I year (2021-2022) online classes commence on Thursday, 23.9.21.

On Monday 20.9.21 name list of students can be collected from Admin. Section and a what's app group has to be created to take online classes. On the day of commencement of classes, that is on Thursday 23.9.21 at 10.00 a.m first half an hour the HoD's have to address the students and have to give instructions on the rules and regulations of the college. (NAAC)

Mock visit will be on 8.10.2021 and 9.10.21.

The postponed mid semester Examination will be conducted from 22.9.2021. The Time-table will be prepared by the IQAC Co-ordinator

and circulated to the HoDs.

1. ~~V.P.~~
2. ~~S. K.~~
3. ~~P. K.~~
4. ~~P. K.~~
5. ~~G. M.~~
6. ~~P. K.~~
7. ~~V. K.~~
8. ~~S. K.~~
9. ~~S. K.~~
10. ~~S. K.~~
11. ~~S. K.~~
12. ~~S. K.~~
13. ~~S. K.~~
14. ~~S. K.~~
15. ~~S. K.~~
16. ~~S. K.~~
17. ~~S. K.~~
18. ~~S. K.~~

Minutes of the college committee meeting held at 11.00 a.m on Friday 24.9.21 in C6 Smart Class room.

Agenda

I UG Orientation Programme
Online Class on I, II UG
and II Ph.
Exam Applications

It has been resolved that 4.10.21 and 5.10.21 Orientation Programme will be conducted for I Year 2021-2022 Batch students of all the departments.

Working time for the students is from 10.15 a.m to 3.20 p.m. Students have to come to college on their own transport. The students have to bring the certificates which are pending to be submitted.

The class in-charges have to collect the details of students like Aadhar number and the Bus stop name from where they will avail the college bus facility etc.

While coming to college the students have to wear mask, and bring food, water etc without fail.

The second year, third year and II Ph students will not come to college.

on 4.10.21 and 5.10.21 but they will attend the online classes.

Exam Application for the end semester for II, III UG and II Per can be collected from office - B on 27.9.21. Students can fill the Exam Application form and can pay the fee from 1.10.21 onwards.

The last date for the submission of exam application without fine is on 11.10.2021. With fine the last date for the submission of exam application is on 22.10.2021.

Incentives will be given to the staff members for the publication of papers with effect from 2.8.2021. The amount will vary as per the impact factor and UGC care list journals publications.

1. B. D. D.
2. S. Reddy
3. P. K.
4. P. K.
5. P. K.
6. P. K.
7. P. K.
8. P. K.
9. P. K.
10. S. Reddy
11. P. K.
12. P. K.
13. P. K.
14. P. K.
17. P. K.
18. P. K.

DATE: / /

Minutes of the College Council meeting held at 2.00 p.m on Wednesday, 6.10.21 in Ob Smart Classroom.

Agenda

Discussion on mock PTV.
Festival Advance
working Time.

It has been decided to follow the detailed Schedule (8.10.21 & 9.10.21) for mock PTV drawn up and circulated by Dr. P. Jeyan the academic co-ordinator.

The working time for all the faculty members on 8.10.21 and 9.10.21 is 8.00 a.m to 7.00 p.m.

The mock Peer Team members are Prof. H.K. Anantha Subbarao the former member of NAAE, Dr. Subbiah, former vice chancellor Alagappa University and Dr. E. Ramgan^{esh} Head, Department of Educational ~~and~~ Technology, BCU, Trichy.

The staff members can avail festival advance if they have worked in this institution for atleast 6 months. The festival Advance ^{form} can be collected from the establishment section of office - I. The duly filled in advance application forms have to be submitted to the section within two days time.

1. G. V.
2.
3. Pillai

4. P. J. S.
5. P. J. S.
6. P. J. S.
7. K. J. S.
8. G. J. S.
9. J. S.
10. M. J. S.
11. J. S.
12. S. J. S.
13. J. S.
14. S. J.
15. J. S.
16. J. S.
17. J. S.
18. S. J. S.

Minutes of the college council meeting held at 12:00 noon on Monday 11.10.21 in G6 Smart Classroom.

Agenda

Pooja Celebration
 Saturday
 I Po class commencement
 E mail Id of Alumni.

It has been decided that on Thursday 14.10.21 Saraswathy Pooja will be celebrated in our college.

16.10.21, Saturday will be a working day, only for the teacher working time will be from 9:30 a.m. to 4:00 p.m.

For I Po, the online classes commence on 20.10.21 and the offline classes commence on 27.10.21. The name list can be collected from the Admin section on 18.10.21.

The HODs are instructed to collect and submit the email Id's of distinguished alumni and the list of parents who are willing to attend the interaction with the NAAC Team.

M. Dhanu

1. I.P.	6. Opne	12. D.P.	17. S.
2. S. Sub	7. W. Mys	13. (18) M.	18. S. Dhanu
3. P. S.	8. G. R.	14. S. S.	
4. M. S.	9. S.	15. S. S.	
5. P. S.	10. S.	16. S.	

minutes of the College Council meeting held at 11:00 a.m. on Thursday 21.10.21 in G6 Smart classroom.

Agenda

Details of NOAC Peer Team members.

Principal's Presentation.

As per the information received from NOAC, Delhi, the chairperson of the Peer Team is Dr. Karamjeet Singh, Vice Chancellor, Jazat Guru Nanak Dev, Punjab State Open University, Patiala, Punjab, the member co-ordinator is Dr. Subodh Kumar Bhatnagar Professor and former dean, College of Biotechnology, S.V.P University of Agriculture and Technology, Meerut, Uttar Pradesh. Dr. Joseph P.P, Principal, Bhopal School of Social Sciences, Bhopal, Madhya Pradesh is the member. The Peer Team members will visit, examine and validate the quality of the college on 25.10.21 and 26.10.21.

Working Time for the staff is

8:00 a.m. to 2:00 p.m. on 25.10.2021

& 8:00 a.m. to 6:00 p.m. on 26.10.2021

The Presentation to be made by the Principal

Before the name Peer Team was discussed and finalised

1. G.P. ~~Peer~~ 23/10/2021

2. A. Leuf

3. Jite

4. G.P. ~~Leuf~~

5. K. T. ~~Leuf~~

6. ~~Leuf~~

7. ~~Leuf~~

8. ~~Leuf~~

9. ~~Leuf~~

10. M. ~~Leuf~~

11. ~~Leuf~~

12. ~~Leuf~~

13. ~~Leuf~~

14. P. ~~Leuf~~

15. ~~Leuf~~

16. S. S. ~~Leuf~~

17. S. S. ~~Leuf~~

18. S. S. ~~Leuf~~

Minutes of the College Council meeting held at 8.30 p.m on Saturday, 30.10.2021 in 06 Smart classroom.

Agenda

- Conduct of Model B Practical Examinations - NOV-2021.
- Continuation of offline classes for IUG.
- M.Phil dissertation submission
- Deepavali Holidays.

It has been resolved that Model Examinations, NOV-2021 will be conducted from 8.11.21 to 15.11.21. IIUG and IIPG will write the Examinations from 8.30 a.m to 11.30 a.m and IIIUG students will write the Examinations from 12.15 p.m to 3.15 p.m. The HODs have to collect the Schedule on 01.11.2021 from the academic co-ordinator.

Practical Examinations have to be conducted from 17.11.21 to 22.11.21.

During model Examinations, the working hours for all the staff members is from 8.00 a.m to 4.00 p.m.

Model Examination Question Papers have to be submitted on or before 2.11.2021.

During model Examinations special arrangements have to be made for the more than 200 students.

DATE: / /

Minutes of the College Council meeting held at 2.00 p.m. on Tuesday 9.11.21 in G6 Smart Class Room.

Agenda

End Semester Exam Time Table
Nov-2021.

Conduct of Postponed
model Examination.

It has been resolved that the End Semester Examinations Nov-2021 will be held from 1.12.2021 onwards for II, III UG and I PG.

For I UG & I PG the End Semester Examinations will be held from 20.12.2021.

As per the earlier plan 15.11.21 onwards the I UG students will attend the offline classes.

The model Examinations scheduled to be held on 9.11.21 AN &

10.11.21 PN & ON will be held on 16.11.21, 17.11.21 and 18.11.21.

The Schedule for the Practical Examinations has to be submitted on or before 12.11.21 to the COE.

The Practical Examinations will be conducted from 22.11.21 to 29.11.2021. During Practical Examinations the working hours for all the staff members is from 9.00 a.m. to 4.00 p.m.

Syllabus for I UG and I PG has to be completed before 12.11.21.

1. P. D
2. P. D
3. P. D
4. P. D
5. K. Y. J. J.
6. P. D
7. P. D
8. P. D
9. P. D
10. P. D
11. P. D
12. P. D
13. P. D
14. P. D
15. P. D
16. P. D

Minutes of the College Council meeting held at 11:00 a.m. on Saturday, 13.11.2021 in G6 Smart Classroom

Agenda

- Shifting of IQAC Office
- Incharges - Criterionwise
- Conduct of Academic Activities
- Syllabus Revision Work
- Enrollment of Students in Self Study Courses
- Model Exam Answer Scripts - Submission
- CIA Marks Submission
- The Unfilled application form Submission
- Data Collection for Students progression

It has been resolved that the IQAC office would be shifted to G6. The needed facilities would be put in place there.

→ The following HOD's would be incharge of the Criteria shown against their names.

1. Dr. Sathish Aaron Joseph - Curricular aspects
2. Dr. Adakkalavan - Teaching-Learning Evaluation
3. Dr. Arumugam & Dr. Muthukumar - Research, Consultancy and Extension.
4. Dr. Manimaran - Infrastructure and Learning Resources
5. Dr. Jagathis Babu - Student Support and Progress
6. Dr. Manikandan - Governance, Leadership and Management
7. Dr. P. Jeevan - Innovations and Best Practices

→ The Co-ordinator for the Overall activities of IQAC would be the Trustee and HOD of Commerce Dr. Kavitha.

→ Two Academic Activities have to be conducted in each department within 20.12.2021.

→ The Syllabus Revision work has to be done. Five new Courses have to be introduced in each UG Programme. In the other ^{existing} Courses more than 50% of Syllabi has to be changed.

→ Students have to be motivated to Enroll themselves in the Self Study Courses through the Mooc and Swayam portals.

→ Model Examination Answer Scripts - November 2021 have to be Submitted in the Office on 23.11.2021 after Valuation.

→ The CIA Mark Statements have to be Submitted in the Office on 25.11.2021.

→ The Unfilled Examination forms have to be given back to the office on 16.11.2021.

→ For 5.2.2 - Students Progression to higher Studies and Placement, data has to be collected from Students who have passed out in and after April 2021.

1. P.P.
2. S. Senthil
3. P. J. J.
4. G. R. R.
5. G. R. R.
6. S. S.
7. S. S.
8. S. S.
9. S. S.
10. M. M.
11. S. S.
12. S. S.
13. S. S.
14. P. P.
15. S. S.
16. S. S.
17. S. S.
18. S. S.

Minutes of the College Council meeting Conducted DATE: / /
in the Principal's Chamber at 11:30 a.m on Wednesday,
24.11.2021.

Agenda

- AQAR - 2020-2021
- To ensure effective teaching
- Working Hours for Staff members

It has been resolved that

AQAR has to be uploaded on 15.12.2021.

→ The HOD's are asked to fill the data templates of the following

- 1.3.2 & 1.3.3 - Certificate Courses details done in each department,
- 1.3.4 - Project details,
- 2.4.2, 3.2.3 & 3.4.2 - Full time teachers with Ph.D,
- 3.2.1 & 3.2.2 & 3.2.4 - Grants received
- 3.3.2 - Seminar / Workshop / Conferences - Conducted
- 3.4.4 - Books published
- 3.5.1 & 3.5.2 - Revenue generated
- 3.6.2 - Details of awards received
- 3.7.1 - Collaboration
- 5.1.3 - Skill Enhancement Activities
- 4.3.4 - e-Content
- 5.2.1 - Students Placement
- 5.2.2 - Students progression to Higher Studies and Placement
- 5.3.1 - Awards / Achievements of Students in Sports / Cultural
- 5.3.3 - Competition / Cultural activities Conducted
- 6.3.4 - FDP Attended by Teachers

→ The due date for the submission of all the data templates and the supporting documents is 30.11.2021. The activities of June 2020-December 2021 have to be collected to fill all the data templates.

→ The HODs were asked to fill the data templates

to be in the classroom 5 minutes prior to the start of their class hour. HODs should monitor, if they do so.

→ The Staff members have to be instructed to make sure that they prepare well for effective teaching in the classroom. From 29.11.2021 onwards the working hours will be 9:00 a.m to 5:00 p.m for staff in general shift and 8:00 a.m to 4:00 p.m for those in I shift.

→ As per the instruction received from the University, all II, III UG & II PG students should attend the regular classes along with I UG and I PG students.

1. I.D.
2. A. Singh
3. J. K. Singh
4. G. R. Singh
5. G. T. Singh
6. S. Singh
7. M. Singh
8. S. Singh
9. S. Singh
10. M. Singh
11. S. Singh
12. S. Singh
13. S. Singh
14. P. Singh
15. S. Singh
16. S. S. Singh
17. S. Singh
18. S. Singh

Minutes of the College Council meeting held at 11.00 a.m. on Tuesday, 30.11.2021 in Principal's Chamber

Agenda

- Data Collection for all the needed metrics
- Syllabus Completion
- Attendance of Students
- Unissued Provisional Certificates

It has been resolved that the data have to be collected and the filled in templates of all the Criteria have to be submitted on 3.12.2021 positively.

→ Syllabus Completion for I UG & I PG has to be monitored by the HOD's. The Completed Syllabus via online mode for II UG, III UG & II PG has to be taught effectively in the Classroom once again.

→ Students have to be strictly instructed to attend the physical classes regularly

→ The Unissued Provisional Certificates of II PG and III UG have to be given back to the office on 20.12.2021

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