

2022 - 2023

On 03.08.2022 -

THE STAFF MEETING WAS CONDUCTED IN THE
DEPARTMENT OF ENGLISH AT 1:20 - 1:40 PM.

THE FOLLOWING POINTS WERE DISCUSSED.

- * THEME OF THE YEAR - 'COMMUNION WITH NATURE'
- * HOLY MASS TO BE CONDUCTED ON 8th AUGUST.
- * LOGO COMPETITION TO BE CONDUCTED DEPARTMENT
WISE FOR THE THEME 'COMMUNION WITH NATURE'
- * VARIOUS COMMITTEES AND MEMBERS FOR THE SAME
WAS DECIDED ON THE SAME DAY.
- * UNION MEMBERS TO BE ELECTED BY ORATORIAL
COMPETITIONS.

DR. K. LAVANYA -

DR. L. JENNIFFER -

MS. E. VINODHINI -

MS. V.S. GLADIO SHILDA VINCE -

MS. U. MONISHA

MS. P. VIJAYALAKSHMI

MS. S. JULIA PERISS

MS. M.R. ANCILIN

MS. P. PRATHIMA SREE

MS. S. PRIKILLA

Prof 3/8/22

Jillil

E. Vinif

V.S. Gladio

U. Monisha

P. Vijayalakshmi

Julia Periss

Ancilin

P. Prathima Sree

Prikilla



On 03.09.22 -

THE STAFF MEETING WAS CONDUCTED IN THE
DEPARTMENT OF ENGLISH AT 1:20 - 1:40 PM.

* THE FOLLOWING POINTS WERE DISCUSSED

* DEPARTMENT INAUGURAL TO BE CONDUCTED ON
29/9/22

* DR. D. MANIMEGALAI M.A., M.Phil., Ph.D. PRINCIPAL
INCHARGE GOVERNMENT ARTS AND SCIENCE COLLEGE - THALLY
DECIDED TO BE THE CHIEF GUEST.

DR. K. LAVANYA -

DR. L. JENNIFER -

MS. E. VINODHINI -

MS. L. ANJALIN MARY -

MS. V.S. GLADIO SHILPA VINCE -

MS. U. MONILHA -

MS. P. VIJAYALAKSHMI -

MS. S. JULIA PERVIS -

MS. M.R. ANCILIN -

MS. P. PRATHIMASREE -

MS. S. PRICILLA -

31/9/22

Tally
E. Vinodhini

Anusant

V.S. Gladio

U. Monilha

P. Vijayalakshmi

Julia Pervis

Ancilin

P. Prathimasree

Pricilla



On 23.01.2023 -

THE STAFF MEETING WAS CONDUCTED IN THE
DEPARTMENT OF ENGLISH AT 3:35 - 4:00 PM.

THE FOLLOWING POINTS WERE DISCUSSED.

- * A TWO-DAY INTERNATIONAL CONFERENCE
DUTY WAS ALLOTTED TO STAFF AND STUDENTS.
- * DR. MAUREEN SHYMALA, DR. S. SUMANJARI,
DR. M. PALANI KUMAR DECIDED TO BE THE
RESOURCE PERSONS.

DR. K. LAVANYA -

DR. L. JENNIFER -

MS. E. VINODHINI -

MS. L. ANJALIN MARY -

MS. V.S. GLADIO SHILPA VINCE -

MS. U. MONIKA -

MS. P. VIJAYALAKSHMI -

MS. S. JULIA PERCIS -

MS. M.R. ANCILIN -

MS. P. PRATHIMA SREE -

MS. S. PRICILLA -

MS. M.P. INFANT DIVYA -

23/1/23

J. L.

E. Vini

Chandni

V. S.

U. Monica

P. V.

Julia Percis

Ancil

P. P.

Price

M. P. Infant Divya



On 18.4.2023-

THE STAFF MEETING WAS CONDUCTED IN THE
DEPARTMENT OF ENGLISH AT 1:20-1:40 PM.

↓ THE FOLLOWING POINTS WERE DISCUSSED.

* MOU HAS TO BE SIGNED.

* MEMORANDUM OF UNDERSTANDING TO BE
SIGNED WITH MR. B. LOKESH BABU,
MANAGING DIRECTOR, LADY HAWK, COIMBATORE.

*

Dr. K. LAVANYA -

Dr. L. JENNIFER -

MS. E. VINODHINI -

MS. L. ANJALIN MARY -

MS. V.S. GLADIO SHILPA VINCE -

MS. U. MONISHA -

MS. P. VIJAYALAKSHMI -

MS. S. JULIA PERCIS -

MS. M.R. ANCILIN -

MS. P. PRASHIMASREE -

MS. S. PRICILLA -

MS. M.P. INFANT DIVYA -

18/4/23

J.L.L.

E. Vinodhini

Dr. K. Lavanya

Dr. L. Jennifer

U. Monisha

P. Vijayalakshmi

Julia Percis

Ancilin

P. Prashimasree

Pricilla

M.P. Infant Divya



ON 28.4.2023 -

THE STAFF MEETING WAS CONDUCTED
IN THE DEPARTMENT OF ENGLISH AT 1:20 - 1:40 PM

THE FOLLOWING POINTS WERE DISCUSSED.

- * PARENT TEACHER MEET TO BE CONDUCTED
ON 29.04.2023.
- * THE CLASS INCHARGES WERE ASKED TO
GET SIGNATURE FROM THE PARENT IN THE
PARENT TEACHER MEET NOTEBOOK.
- * THE CLASS INCHARGES WERE ASKED TO
COLLECT THE FEEDBACK FORM FROM THE
PARENTS.
- * CLASS INCHARGES WERE ASKED TO SHOW
THE STUDENTS INTERNAL EXAMINATIONS MARKS
AND TO PAY THE SEMESTER FEES TO THE
PARENTS.

DR. K. LAVANYA -

DR. L. JENNIFFER -

MS. E. VINODHINI -

MS. L. ANJALIN MARY -

MS. V.S. SHILPA -

MS. U. MONISHA -

MS. P. VIJAYALAKSHMI -

MS. S. JULIA PERCIS -

MS. M.R. ANILIN -

MS. P. PRATHIMA SREE -

MS. S. PRICILLA -

28/4/23

J. L. L.

E. Vinodhini

Anjali Mary

V.S. Shilpa

U. Monisha

P. Vijayalakshmi

Julia Percis

Anilina

P.P. Prathima Sree

Pricilla



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 4/1/2022 at Staff Room regarding HOD's meeting

C. Magi
Signature of the HOD

- 1) Sister informed that we have to plan for G. model exam for this semester.
- 2) On January 7th, 2022 - Holy mass will be conducted at 10am.
- 3) Convocation will be held on Feb 2022 for 2 Batches.
- 4) Inform students to pay bus fees for 3 months before pongal.
- 5) Sister told to inform staff members to check all the details in the Hall ticket.
- 6) Student should maintain discipline and punctuality.
- 7) Class incharge should inform students not to throw plastic papers in class room or college ground.

Signature of the HOD: C. Magi



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on
6/1/2022 at Staff Room regarding HOD's meeting

C. Nagi
Signature of the HOD

- 1) Sister told to be complete the portion for 2nd year in online due to lockdown.
- 2) Model Exam has to be conducted in online for 2nd & 3rd years from 7/1/22 onwards.
- 3) For 2nd year conduct online class from 10th January 2022.
- 4) Attendance Register has to be maintained properly and shortage attendance should be marked in principal
- 5) Keep the department clean, Laptop and computer safe and clean.
- 6) Congratulate all the staff for Christmas celebration.

Signature of the HOD: C. Nagi



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 7/2/22 at Staff Room regarding HOD's meeting

C. Mayya
Signature of the HOD

- 1) Sister told that online entry of exam for 1st year has been started and the class incharges should do correctly without any mistakes.
- 2) Ask the students to write online exam without fail
- 3) class Incharge should collect the exam papers on next day after the completion of last exam for 2nd year.
- 4) New calendar for this academic 2021-22 was given to the respective departments.
- 5) Time table has to be prepared for the next semester.
- 6) Practical Exam will be conducted in this semester.
- 7) Students have to submit library books during paper submission.
- 8) Book list has to be given to library to order books.

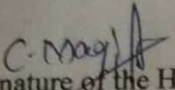
Signature of the HOD: C-1009/11



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on

5/3/22 at CLUB ROOM regarding HOD'S meeting


Signature of the HOD

- 1) Sister informed that we have paper valuation from 7/3/22 to 12/3/22.
- 2) We have convocation on 26/3/22
- 3) On 8/3/22, we have cancer awareness program in the morning session and women's day celebration in the afternoon session
- 4) college fees has to be paid before 31st march 2022.
- 5) If staff take leave prior information should be given
- 6) Acquitancy and Attendance should be signed regularly.
- 7) 1st hour class should be taken regularly dont leave the class force.
- 8) Indian Election commission is conducted competition for students, tell students to participate.

a) Staff members should avoid taking leave.

ro) College Annual report has to be prepared by English department.

Signature of the Student FOD : C. Magi



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on

17/3/22 at Staff Room regarding HOD's meeting

C. Mag
Signature of the HOD

- 1) Sister discussed regarding st-joseph feast GBM meeting, convocation - 3 functions
- 2) For convocation refreshment will be given to departments and will be distributed to them after returning robe.
- 3) Volunteers can be taken from 3rd year
- 4) On account of car festival 18/3/22 will be the local holiday
- 5) For OSA members - alumni, identity passed out students and get their mail 2d phone number address and photos if highly placed

Signature of the HOD: C. Mag



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 06/4/22 at Staff Room regarding HOD's meeting

C. Magi
Signature of the HOD

- 1) Sister asked all the staff members to insist students to concentrate on studies
- 2) All the staff should put more effort to make students study.
- 3) Coming saturday 9/4/22 is a holiday and internal test of that day is postponed on monday.
- 4) For internal test, all the departments should keep uniformly 2 1/2 units
- 5) Prepare well and take class, then only students will give response and Respect
- 6) Practicals exam will be in may 30 all should complete syllabus before that.
- 7) Staff members should encourage students to get university rank.
- 8) Involve students to do useful things out of waste newspaper, bangles, CO etc.



Signature of the HOD : C. Magi

Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 19/04/2022 at Staff Room regarding HOD's meeting

C. Nagaraj
Signature of the HOD

- 1) Sister informed that coming 24th we have short film contest 2022 Awards (SFC-2022) in our college auditorium.
- 2) Interested students and staff can come and join but it is not compulsory
- 3) Union members are coming on that day cultural members also can join
- 4) For cancer awareness program collect fund from students and staff department ^{who}wise but not compulsory
- 5) On April 28th, we have PTM meeting
- 6) Complete record work for practicals and cover all the portions properly.
- 7) We may plan students tour on April 30/2/22

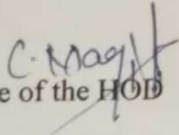
Signature of the HOD: C. Nagaraj



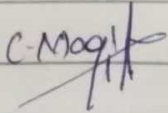
Dear Staff members,

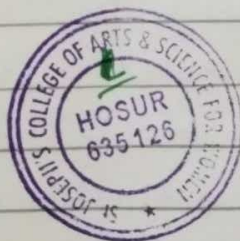
This is to bring to your notice that there will be a department staff meeting on

28/4/22 at Staff Room regarding HOD's meeting


Signature of the HOD

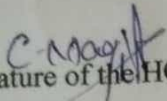
- 1) Sister told that we can have second Internal test from may 5 2022 to may 12 2022.
- 2) General proficiency prizes will be given to students based on the marks in the 2nd internal test.
- 3) For conducting office Exam tentative dates will be followed.
- 4) Collect feedback from students and feedback from parents and file it.
- 5) Sister allotted duties to the staff for the college day.

Signature of the HOD : 



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 12/5/22 at Staff Room regarding HOD's meeting


Signature of the HOD

- 1) Sister appreciated and congratulated all the staff members for their involvement and commitment to duties.
- 2) For long absentees, atleast 50% of attendance is compulsory, for them conduct internals to give marks.
- 3) 12/5/22. Today is last day for apply examination.
- 4) In the office. maria is the incharge for other languages to get internal marks.
- 5) Sister told to train & encourage bright students to get university rank.
- 6) For final years Job fair will be conducted next week.
- 7) On college day, college bus will reach college at 2.30 pm students should occupy front rows chairs will be there for parent inside the auditorium.

8) Staff timing is 10 am for college day

9) Though moral education class, moral values should be taught to the students.

Signature of the HOD: C. Magi



DATE : 2/6/22

PURPOSE : HOD meeting

TIME :

VENUE : Principal Staff room.

- 1) Sister appreciated all the department staff for their contribution to college farewell & valedictory.
- 2) College campus should be maintained and clean we should be maintained and clean we should have plastic free.
- 3) For the lack of attendance, If 65% to 74% penalty is Rs. 800 to write the Exam.
- 4) If it is below 50% attendance, student have to rejoin in the next year.
- 5) For UG and PG, internship program & has planned during summer vacation for academic year 2022-23.
- 6) Model Exam will be postponed (Date will be intimated later)
- 7) Portion covered has to be checked by the department heads.

Signature of the HOD : C. Nagappa



DATE: 03/8/22

PURPOSE: HOD meeting

TIME:

VENUE: Staff room.

1) First meeting for the academic year 2022-23.

2) Sister ask to complete urgent activities

* Theme of the year - communication with nature.

* Logo competition to be conducted on department wise for the theme communion with nature

3) Holy mass to be conducted on 8th august for all the staff and students.

4) Various committee and committee members were decided
* Dr. P. Ezilrasi - Head of the Department of ^{Lavanya} Family English was decided to be the co-ordinator of planning and Evaluation committee.

* Dr. P. Ezilrasi - Head of the Department of Tamil was decided to be the co-ordinator of student Affairs committee.

* Mrs. Eshwari bai - Librarian was decided to be the co-ordinating of library of planning and Advisory Evaluation committee.

* Dr. Reena - Head Department of English was decided to be the co-ordinator of research committee.

* Mrs. Margaret Kanimozhi - Head Department of Bio-technology was decided to be the co-ordinator of ITC

* Mr and N/SP committee.

* Dr. Dhina - HOD department of computer science was decided to be the co-ordinator of JPR committee.

* Mrs Ashwini, Assistant professor of computer science was decided to be the co-ordinator of PTA committee.

* Mrs. Guna, physical Director was decided to be the co-ordinator of RSP committee.

Signature of the HOD: C. Nagappa



DATE: 18/08/2022

TIME:

VENUE: Staff room

PURPOSE: HOD meeting

* Internal Exam dates were fixed for the semester.

Internal Assessment I - September 12

Internal Assessment II - September 31

Model Examination - November 28.

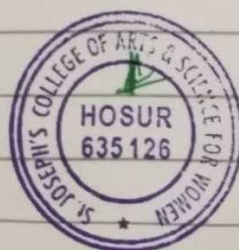
* Staff orientation programme was fixed on Aug 27

* College union inaugural & fresher day celebration was fixed on August 21.

* It was decided to introduce new course like BA Tamil and B.com (Accounting and finance) for the next academic year.

* To identify the talents of students, Talent wheel club to be introduced

Signature of the HOD: C. Nagaraj



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 25/8/2022 at Staff Room regarding HOD's meeting

C. Nagi
Signature of the HOD

* To ensure students safety Higrade system was to be started after break from covid

* Individual staff time table, students namelist, Register number, subject, subject codes are to be submitted to CS department.

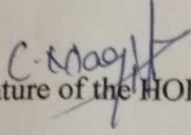
* Eligible students from first years are to be selected and inform them to open individual bank account.

Signature of the HOD: C. Nagi



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 30/8/22 at Staff Room regarding HOD's meeting


Signature of the HOD

* Internal Assessment - I will be start on 12th september.

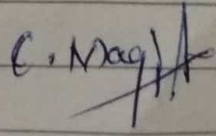
* Question papers of internal Assessment will be approved by the principal and later will go for printing.

* Calendars distributed to all students and staff.

* Students should fill absence record in the calendar.

* 5th september - Teachers day will be celebrated at 10.30 Am in San Francisco Auditorium.

* IAAC will give theme and programs to be continue. Conducted under the same.

Signature of the HOD. 



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on
16/9/22 at Staff Room regarding HOD's meeting

C. Nagappa
Signature of the HOD

* Internal Assessment - II will be start
on 12th September.

* Sister asked to conduct remedial class
for slow learners.

* Students should not go for restroom
during class hours.

* Students should not come outside during
class hours.

* Moral Education class should run
properly in the selected topics.

Signature of the HOD: C. Nagappa



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 10/10/22 at Staff Room regarding HOD's meeting

Signature of the HOD

* Sister asked the staff to publish papers

* Sister said to conduct skill based activity like Vermicompost, sericulture, mushroom cultivation

Exchange Departments - Vermicompost - CHEMISTRY

Sericulture - PHYSICS

Mushroom cultivation - Bio-Tech

* Staff should follow punctuality in the class hours.

* If there is any repair work, should inform to principal first.

* If you need any stationery items, you can get from suganthi man in office.

* No need to give gifts to principal & secretary for any events

* Staff should teach moral values during moral classes.

* Students should not eat food items in the classroom.

* staff must not take mobile phone to the classroom.

* staff must instruct the students about the disposal of napkins.

* students should not come outside during class hours.

* Sports students are not allowed to go out during class hours.

* Staff should instruct the students about the disposal of waste food disposal.

* Every department have to conduct EDP cell.

* Sister has said to plan the tour date before 1st November.

* Staff should submit the leave from property.

Signature of the HOD : C. Nagaraj



Dear staff members,

This is to bring to your notice that there will be a department staff meeting on 19/10/22 at Staff Room regarding HOD's meeting

C. Nagi
Signature of the HOD

* All the 1st year students should submit the certificate for verification.

* ZIC - Institution Innovation Council.

* Each Department should send the 10 students for ZIC to auditorium at 10.45 am.

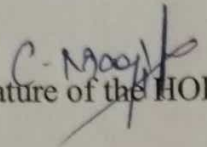
* EDP cell activities should be completed before 1st November.

Signature of the HOD : C. Nagi



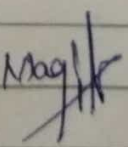
Dear staff members,

This is to bring to your notice that there will be a department staff meeting on
18/11/22 at Staff Room regarding HOD's meeting


Signature of the HOD

VENUE: Staff room

- * students must be present 68 days out of 90 days.
- * who have secured below 75% of attendance, students must pay penalty
- * who have secured below 50-60% of attendance they should not be allowed writing exam.
- * Model Examination will start from Dec 1st.
- * staff should follow punctuality.
- * staff should not leave the students freely.
- * Tea & snacks will be provide for staff on 2^{1st} on account of feast.
- * UG-1st years students are asked to wear uniform from Monday.

Signature of the HOD : 



Dear staff members,

This is to bring to your notice that there will be a department staff meeting on 08/12/22 at Staff Room regarding HOD'S meeting

C. Magy
Signature of the HOD

* December 6th & 8th model exam will be postponed on 12th & 14th December.

* All students have to come to college on 15th and 16th December (half a day) for No. Ave.

* Model exam for first year will be as per scheduled 16, 19, 20 and 21 December.

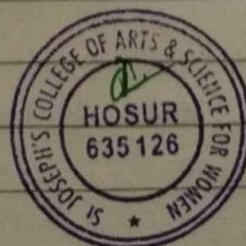
* Suppose Christmas on 22nd December.

* 23rd December secret friend gift Exchange program

* From 24th December to 2nd January Christmas holidays.

* Working days will start from 3rd January for staff

Signature of the HOD : C. Magy



Dear staff members,

This is to bring to your notice that there will be a department staff meeting on
08/02/2023 at Staff Room regarding HOD's meeting

C. M. Singh
Signature of the HOD

- * Staff members were asked to submit original certificates.
- * Internal-I will start from march 3rd to march 10th
Internal-II will start from 3rd April to 13th April
Model exam will start from 2nd May to 12th May
- * Lesson plan dates were given.
- * Working days from January to May were calculated.
- * Sports day on 25th February and college day on 18th March was fixed.
- * Sisters asked to concentrate for next year admission.
- * Placement training program will start from 13th - 18th February.
- * INDP scholarship cheque issuing programme on 9th February.
- * At the end of the month attendance have to be submitted to the principal.

* Commerce department will conduct trade fair on 15th February.

* February 10th International conference by CS department and 11th february International workshop by the Department of maths will be conducted.

* Sister asked the students to pay semester fees before 6th march

* 22nd & 23rd February department of English will conduct a Two day International conference.

* All the departments should plan and sign mov.

* Staff should not change the moral class.

* PG students can make use of the digital library for their project.

* Students are coming by two-wheelers should submit the license copy to the office room.

Signature of the HOD : C. Nagaraj



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 20/2/23 at Staff Room regarding HOD's meeting

C. Raghav
Signature of the HOD

PURPOSE : HOD meeting

VENUE : Staff room.

* Sister asked to submit the Question by Thursday (23-2-23).

* Sister asked the students to pay their semester fees before march 6th.

* Sister asked the staff to sign in the staff attendance after 3:30 pm.

* Sister asked the staff to complete the Intern syllabus.

Signature of the HOD : C. Raghav



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 2/03/22 at Staff Room regarding HOD's meeting

C. Magi

Signature of the HOD

PURPOSE : HOD meeting

VENUE : Staff room.

- * GBM details need to submit with in two days.
- * Have to maintain records for games period.
- * Exam on 7th march postponed to 13th march because of car festival local holiday.
- * Have to collect name - list of students who will participated in college day and those students to get sign from principal sister.
- * Discuss WACC committee particulars.

Signature of the HOD: C. Magi



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on
21/03/23 at Staff Room regarding HOD's meeting

C. Magi
Signature of the HOD

VENUE: Staff room

PURPOSE: HOD meeting

* Daily attendance have to sent to office
by 9.45 am without fail.

* St -joseph's feast on 29/3/23 by 9.30am.
After giving attendance students assemble
in auditorium.

* All students will donate 10 rupees for
charity for old age home.

* students and staffs come to college by 12pm
on college days.

* After college days completes management
provide bus for students.

* Prize winner will be seated in front row.

Signature of the HOD: C. Magi



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 28/03/23 at Staff Room regarding HOD's meeting

C. M. [Signature]

Signature of the HOD

HOD meeting

VENUE : Staff room.

TIME :

- * Books should not be kept in class rooms.
- * Attendance register, can keep in their department.
- * Class representative have to meet principal sister regarding college day.
- * On 30th march pastor deysagayana will give speech on value and ethics for 1 hour.
- * Internal exams will starts on 3rd and 6th will be half day 7, 8 and 9 will be holiday for Good Friday & Easter.
- * NSS camp will be starts on (29-03-23 to 4-04-23)
- * 31st march job fair will be conducted for Final year students.
- * Internal Question paper have to submitted by 30th march evening.
- * We should inform to each department & collect question paper.
- * 23rd April college will conduct PM meeting. Have to

send message to parents

* For PTA Final year students should give 500 Rupees.

Signature of the MOD: C. Magi



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 14/4/2023 at Staff Room regarding HOD's meeting

C. Nagi
Signature of the HOD

PURPOSE: HOD Meeting

VENUE: Staff room.

- 1) Practical Examinations time table given the dates are 17, 19, 21 and 25th.
- 2) On Saturday the photo session for staff because of website.
- 3) Give attendance for students on Thursday only those attended class for Thursday.
- 4) Students don't go to room & gate of security without principals knowledge.
- 5) Those students who are not paid semester fees are not allowed to do practicals exam.
- 6) Validictory function will be conducted for 2nd May.
- 7) Model exam starts for all the 3rd years and no department farewell for 3rd years.
- 8) To get permission letter from principal to conduct conference.

Signature of the HOD: C. Nagi



DATE: 24/04/23

PURPOSE: HOD Meeting

TIME:

VENUE: Staff room.

- * Students last working day will be 17th March 2023.
- * Subject staff should talk to students about ethics and moral value at last 10 min.
- * Model examination portions are last 3 units and question paper pattern are same as 75 marks to be given.
- * Model exam dates are preponed from 4 May, to 8th May and end up on 15th May.
- * Evs question paper getting will be given to the department of English.
- * Human rights questions paper incharge given to computer science.
- * On 2nd May will be conducted valedictory function from 10 to 12 pm lunch will be provided for teaching and non-teaching students.
- * For farewell celebration Rs 20/- only collected from students.

* 25th and 26th May, Naan Mudhalvan classes for all second years will be online.

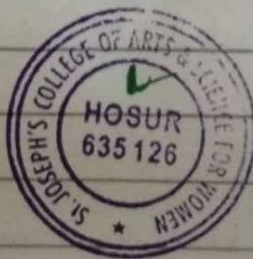
* The first air box will be given to office, Joseph's block and Mary's block.

* Small boards are given to each department for write and make a note of things in the department.

* Staffs can collect PTA slips from the office.

* Feedback forms are to be circulated to parent during PTA meet.

Signature of the HOD: C. Magan



DATE : 28 / 04 / 2023

PURPOSE : HOD meeting

TIME :

VENUE : Staff room.

* The PTA has been registered and from this year onwards there will be a general body meeting of PTA. on saturday (i.e) 29.04.2023 the meeting for the same will be conducted.

* Dr. Helen. M, Dr. Ezhilarasi, Mrs. viyani and Mrs. Ashwini will be the members of the PTA body.

* If parents couldn't attend the meeting they can approach the concerned class incharge any one day during model exam week only with prior information.

* Attee and during model exam all staff members are asked to concentrate work on NAAC.

* There will be all staff meeting along with principal today at 3-30 pm.

* May 17th will be the last working day for students.

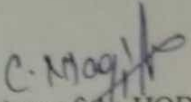
* students must know that staff are strict
due to the concern on them.

Signature of the HoD: C-Mag



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on
10/5/23 at Staff Room regarding HOD's meeting


Signature of the HOD

PURPOSE: HOD's meeting

VENUE: Staff room.

- * The exam ~~status~~ starts for UG and PG students on 24th May 2023
- * Exam duties for HOD is one duty and for all other staffs may have equal duties according to the Examination schedule.
- * Attendance for the students from January 7 days, Feb 23 days, March 26 days, April 21 and May 13
Totally 90 days.
- * The staff has to come for the college till
May 17th 2023
- * Proposal for seed money project has to submit it on 16th May 2023.
- * HOD has to submit the E-content report
for staff meeting by 2.00 pm.
- * Staff has to concentrate on the admission process and staff should put atleast 5 admission-
- * the report format for seed money project is front page, covering letter as registration and submission.



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 10/5/23 at Staff Room regarding HOD's meeting

Signature of the HOD

PURPOSE: HOD's meeting

TIME:

VENUE: Staff room.

Principal appreciated all the staff for their efforts in the academic year 2022-2023. Submit the plan for the certificate course and value added courses.

Staff should not threaten any students for their internal marks.

All the staff has to work peacefully and to co-operate well with the co-staffs.

Staff has to submit the research paper proof to research coordinator.

Question bank book publication to allot 2 paper for a staff.

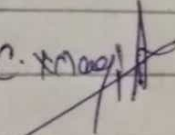
The model for Econtent should have a voice modulation. Introduction of ourself to clear, name, designation, college and topics.

No Hai, Hello! better have dear learners
To check spelling.

Staff has to check the parents students to fill the application house.

"SAMARITAN" fine arts / condonation any
cherable amount.

PTA meeting for the upcoming years
current 2nd & 3rd year to collect 500
rupees.

Signature. of the HODS, C. K. M. / 



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 20/6/23 at Staff Room regarding HOD's meeting

Signature of the HOD

TIME :

PURPOSE : HOD meeting

VENUE : Staff room

- * Duties for staff will be 3 or maximum of duties.
- * NAAC files should be submit to Spc, to show
- * Staff has to submit the admission detail for the past 3 years for the current year the format will be received. application, flowchart, selected & community wise selection.
- * Submit the reports for all the activities with photos, certificate, student attendance with date.
- * Maintain the separate files for organised participated & presented, publication, seminar workshops sports.
- * TLP - new technique with discipline & to create interest.
- * All the staff have to teach only in english.
- * staff should not sit in the class during class hours.
- * staff must show the 100% result for the students.

* Staff must be in the class for prayer before 5 minutes.

* Students have to move to the next class after the well.

* Staff should not allow the students for rest room between class hours unless any emergency.

* Students are not allowed to take lunch inside class.

* White dress & Foga must for 3rd years and student must pay the exam fee to the office.

* Money collected for NSS, Alumni to be handed over to the secretary unit all the details.

* Avoid taking leaves based on years and medical leave is allowed.

* All the HOD's are incharge for the discipline.

* NAAC details has discussed according to the criterion wise.

Criteria - 2

① Paper Allotment

* Circular to get sign of all department has to send

* Minutes of meeting

* Take tag photo of meeting

* Report - paper allotted.

② Lesson plan :-

* Unit wise split ups

* Teaching methodology.

* Demonstration

* Law, assessment, Quiz

* Assessment methodology

* Assignment → each students assign differently
for UG-assessment. PG-seminar.

* 2020 - 2021

* 2021 - 2022

* 2022 - 2023

Criteria (TLP)

- 1- There will be an webinar & Workshops on Saturdays.
2. Now we have to get sign for one year and renew the details.
3. Every last hour there will be a test and discussion for all the years.

UBA planned through seed money project one department each weekend.

1st Feb registered and comes under Periyar university.

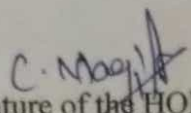
July (1st last main) seed money will be sanctioned weekly one department for the project work.
log book & GBM.

Signature of the HOD. C. Mary



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on
20/06/2023 at Staff Room regarding HOD's meeting


Signature of the HOD

PURPOSE: HOD's meeting

VENUE: Staff room.

TIME:

- ① Two time table (project wise & cell wise) All the staff have to conduct a millet year programme. All the department has to submit the plan till december.

Kindly allot the time table for all the staff and that master time table has to submit to CS department.

Staff have to come early and try to avoid coming late.

Staff has to check the students who are coming late.

Based on the syllabus we have to give a requirement for the books, lab, etc...

For both the semester, department has to submit the book list to the library UBA related committee.

- ① How to allot the time table and How to connect

- ② Which committee to add

Green waves - Biotechnology

Consumer club - commerce

RSP } Librarian.

Sports

Culturals - Eng, Tamil

RRC - Tamil

ERC - Maths, Tamil

women cell - NED, maths

HSS - Tamil, commerce

Selection of sub villages

Tamil - full (acc)

Maths - All schools

Commerce - All

Signature of the HOD: C. Nagappa



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on
3/07/2023 at Staff Room regarding HOD'S meeting

C. Magik
Signature of the HOD

Meeting

TIME:

VENUE: Staff room

- 1) Faculty has not to sit in the class during teaching hours otherwise will go home.
- 2) Election date discuss

* 06.7.2023 - Canvass for all.

* 07.07.2023 - Election

Signature of the HOD: C. Magik



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on

19/07/2023 at Staff Room regarding HOD's meeting

C. Magi

Signature of the HOD

TIME :

PURPOSE : HOD's meeting

VENUE : Staff room.

* Requirement for department

- Request to give to secretary
- Inform the staff members have to stay back if its an work.
- Last year academic report have to submit to the principal.
- Maintain the strength of the student current strength - (1625)
- Extension activity (schools)
Maths + physics.

Signature of the HOD : C. Magi



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 20/07/2023 at Staff Room regarding HOD's meeting

C. Mag
Signature of the HOD

PURPOSE: HOD's meeting

TIME:

VENUE: Staff room

Gally of result analysis have to bind it in the soft binding (19-20, 20-21, 21-22, 22-23--)

Assignments - 19-20 onwards

Subject wise - 21 binding both wise

Current year lesson plan has to submit (2019-2020) onwards to start.

Student profile - Include permission letter/leave letter / warning letter. (From 19-20 onwards)

Front page for all the details will be given

& content - 31st July have to submit it the last date.

Note not must E-content.

Department activities last years have to submit it

- ① Report.
- ② Front page
- ③ Permission letter
- ④ Attendance
- ⑤ Feedback.

Signature of the HOD: C. Mag



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 24/07/2023 at Staff Room regarding HOD's meeting

C. Magill

Signature of the HOD

TIME :

PURPOSE: HOD's meeting

VENUE: Staff room.

For permission letter, students letter writing has to get corrected from incharge and ask them to leave margin.

For ISO following two staff to fine at the time of submission. Department staff to suppose for these classes.

Swayam praba subject, topic can be selected and utilize.

Result analysis and gally batch wise.

2017 - 2020 batch

2018 - 2021 batch

2019 - 2022 batch.

for these years we have to subject class wise and staff wise.

Staff and class time table current year in a page ~~for~~ class / low staff.

Assignment - 2 same copies with semester wise to handle.

Lesson plan - Index and front page for the in den-staff name, subject, class and page numbers.

Test - sample (2) class test plan paper with marks entry in register number and internal

assessment marks units sample. last academic year.

Submit to principal on monday (31/07/23)

Send a copy to mail

No association Inaugural instead asked
to start the department activities.

List of certificate course to submit and
if not to plan many.

ZEC Activity report.

Purchase lab requisition letter with list
purchase details.

Cells - For conducting a programme

Meeting for planning

Permission letter/invitation / chief guest.

Months to programme

Report with photos

Feedback, attendance.

Next month - 2nd internal audit for ISO

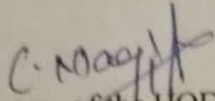
After August 15th.

Signature of the HOD: C. Magi



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on
29/08/23 at Staff Room regarding HOD's meeting


Signature of the HOD

PURPOSE: HOD's meeting

VENUE: Staff room.

Regarding Remedial format: first to prepare.
for previous year 1st sem next odd semester)
New faculty can have to open the bank account.
Remedial hours - change hours to Afternoon from internal.
2, internal - 2 and model failures list.

Match it for time table.

Prepare & fix time table one sheet for each
subject.

Two set → failures and others.

we have to prepare for failures (slow learners)

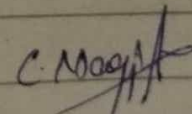
* Attendances, mark registers.

* Assign title discussed and methodologies for
advance learners.

Quiz methods.

Each subject two sheets for slow and advanced
learners.

club folios → 11th August to submit staff to ~~for~~
take class morning hours.

Signature of the HOD: 



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 10/08/23 at Staff Room regarding HOD's meeting

C. Magik
Signature of the HOD

PURPOSE: HOD's meeting

VENUE: Staff room.

This meeting is regarding ISO - leave letter.
Fees have to submit by tomorrow.
Work done note has to check tomorrow.

Student profile has to be in ready.

Mentor-Mentee are passed on the number
of students.

Question bank for Zinteral, Model and University
exam.

Circulars and minutes of meeting has to
collect it from library.

Mentor and Mentee format will be given.

Remedial format will be remedial test
has to be conducted and Marks will
be noted.

Assign the marks for assignment works leave
letter has to submit by previous days.

Assignment for current year student has to
plan and given to the students.

Signature of the HOD: C. Magik



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on
29/09/20 at Staff Room regarding HOD's meeting

C. Mary
Signature of the HOD

TIME :

PURPOSE : HOD's meeting

VENUE : Staff room.

Teaching & learning for 5, 6, 7 (no need to frame)
Action plan for all common programme plan
will be given later.

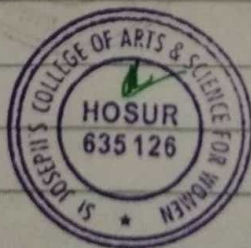
Departments has to collect the test paper for
sample.

Examination process (7, 8) no need. club activities
department wise and committees.

Mentor & mentee be prepared and feedback
analysis, remedial process has to be submit
before monday.

All the staff has to submit the paper
publication and presentation details.

Signature of the HOD : C. Mary



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 28/8/2023 at Staff room regarding HOD's meeting.

C. Nagaraj

Signature of the HOD

TIME :

PURPOSE: HOD's meeting

VENUE: Staff room.

* ISO Audit postponed to 4th & 5th of sep 2023

* Staff are teaching in Tamil like that above complaints getting from the parents.

* Internal - B exams will start from Sep - 14th - 2023 onwards. So portion should be complete as soon as possible.

* Quality should want to follow by staff and students.

Signature of the HOD: C. Nagaraj



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 04/09/2023 at Staff room regarding HOD's Meeting.

C. Magi
Signature of the HOD

TIME

PURPOSE: HOD's meeting

VENUE: Staff room.

* ISO auditors have given ideas for how to improve the documents maintaining.

→ Quality management system

→ what we have our own manual voluntary system

* Auditors give a positive notes on the good documentation auditor also given new ideas on improving data collection and auditors said that document similarity is good.

* The areas has to be grown

→ Understanding strength & weakness

→ Issues what education institute face to the world.

Signature of the HOD: C. Magi



Dear Staff members,
This is to bring to your notice that there will be a department staff meeting on
14/09/2023 at Staff room regarding HOD's meeting

C. Nagappa

Signature of the HOD

TIME:

PURPOSE: HOD meeting

VENUE: Staff room.

- 1) Faculty should take classes regularly
Exam timing lies between 9.15 to 11.15 am
for internals after 11.30 onwards regular
class should taken.
- 2) Don't allow the students to roaming during
class hours.
- 3) Faculty should be inside the campus and
classroom on time
- 4) HODs planned to start a Certificate
courses.
- 5) Each department try to connect with other
institution or companies to collaborate for
HOD.

Signature of the HOD : C. Nagappa



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 22/01/2023 at Staff room regarding HOD's meeting.

C. Magiff
Signature of the HOD

TIME :

VENUE: Staff room

PURPOSE: HOD meeting

- 1) Department activities for last two years faculty profile, Hand book or newsletter, Timetable and class time table, department overview, logo, vision, mission, objectives upload in website.
- 2) Question Bank can be published individual or Group.
- 3) Department activities per month two activities should be conducted
- 4) International seminars - can be organised in the month of december, November.
- 5) Seminars or workshops date and month should be planned.

Signature of the HOD. C. Magiff



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 22/01/2023 at Staff room regarding HOD's meeting.

C. Magi

Signature of the HOD

TIME :

VENUE: Staff room

PURPOSE: HOD meeting

- 1) Department activities for last two years faculty profile, Hard book or newsletter, Timetable and class time table, department overview, logo, vision, mission, objectives upload in website.
- 2) Question Bank can be published individual or Group.
- 3) Department activities per month two activities should be conducted
- 4) International seminars - can be organised in the month of december, November.
- 5) Seminars or workshops date and month should be planned.

Signature of the HOD. *C. Magi*



Dear Staff members,
This is to bring to your notice that there will be a department staff meeting on
06/10/2023 at Staff room regarding HOD's Meeting

C. Nagaraj
Signature of the HOD

TIME :

PURPOSE: HOD's meeting

VENUE: Staff room.

- 1) Staffs should publish papers in Ugc, Scopus, peer review journals.
- 2) Each department are asked to do lecture series, FDP.
- 3) Seed money project should be submitted in 15 days.
- 4) Model Examination will begin on 16/10/23.
- 5) Model exam question paper should be submitted on 11.10.2023.
- 6) Each department should do 2-add on course and certificate course.

Signature of the HOD

C. Nagaraj



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting on 30/10/2023 at Staff room regarding HOD's Meeting

C. Magiff

Signature of the HOD

TIME:

PURPOSE: HOD's meeting

VENUE: Staff room.

- 1) The tentative date of the university semester Examination is 15.11.2023.
- 2) The Holidays will be from 06.11.2023 - 12.11.2023
- 3) The staff are asked to complete the university internal marks and get sign from students.
- 4) The students are asked to fill the google form (near mudhalvan) within 31.10.2023.

Signature of the HOD: C. Magiff



Dear Staff members,

This is to bring to your notice that there will be a department staff meeting
12/12/2023 at Staff room regarding HOD's Meeting

C. Nagappa

Signature of the HOD

TIME :

PURPOSE : HOD meeting

VENUE : Staff room.

- 1) The Question bank of the present semester was asked to submit on 15-12-2023.
- 2) The staff are asked to prepare E-content
- 3) The degree documents in PDF form are asked to be submitted in office.
- 4) Every department should sign two memos

Signature of the HOD :

C. Nagappa



CIRCULAR

Dear staff members,

This is to bring to your notice that there will be a department staff meeting on 03-08-2022 at Staff Room regarding HOD Meeting.

Signature of the HOD

1) First meeting for the academic year 2022-23.

2) Sister ask to complete urgent Activities.

* Theme of the year - communion with Nature

* Logo competition to be conducted department wise for the theme communion with Nature.

3) Holy mass to be conducted on 8th August for all the staff and students.

4) Varilay Committee and committee members were decided.

* Dr. P. Ezilvasi - Head of the Department of Tamil was decided to be the co-ordinator of Student Affairs Committee.

* Dr. Lavanya - Head department of English was decided to be the co-ordinator of planning and Evaluation committee.

* Mrs. Eshwari bai - Librarian was decided to be the co-ordinator of Library Advisory committee.

* Dr. Reena - Head Department of English was decided to be the co-ordinator of Research Committee.

* Mrs. Margaret Kanimozhi - Head Department of Bio-technology was decided to be the co-ordinator of IIC and NISP committee.

* Dr. Dhina - Head department of computer science was decided to be the co-ordinator of IPR committee.

* Mrs. Ashwini, Assistant professor of computer science department was decided to be the co-ordinator of PTA committee.

* Mrs. Guna, physical Director was decided to be the co-ordinator of RSP committee.

Signature of the HOD: A. Ashwini

Signature of the staff: R. P.

R. Monisha

R. L.



CIRCULAR

Dear staff members,

This is to bring to your notice that there will be a department staff meeting on 18-08-2022 at Staff Room regarding HOD Meeting.

Signature of the HOD

* Internal Exam dates were fixed for the Semester

Internal Assessment I - September 12

Internal Assessment II - September 31

Model Examination - November 28

* Staff orientation programme was fixed on August 27.

* College Union Inaugural & Freshers day celebration was fixed on August 28

* It was decided to introduce new course like BA Tamil and B Com (Accounting and Finance) for the next academic year.

* To identify the talents of students, Talent wheel club to be introduced.

Signature of the HOD : A. Ashwathy

Signature of the staff : X P X

N. Monisha

K. L. S. S.



CIRCULAR

Dear staff members,

This is to bring to your notice that there will be a department staff meeting on
25-08-2022 at Staff Room regarding HOD Meeting

Signature of the HOD

* To ensure students safety Hi grade system was to be started after break from covid.

* Individual staff time table, students namelist, Register Number, Subject, Subject codes are to be submitted to CS department.

* Eligible students from first years are to be selected and inform them to open individual bank account.

Signature of the HOD: G. Ashwini

Signature of the staff: R. P. [Signature]

M. Monisha

[Signature]



CIRCULAR

Dear staff members,

This is to bring to your notice that there will be a department staff meeting on 30-08-2022 at HOD Meeting regarding HOD Meeting.

Signature of the HOD

* Internal Assessment - I will be start on 12th September

* Question papers of Internal Assessment will be approved by the principal and later will go for printing.

* Calendar distributed to all students and staff.

* Students should fill absence record in the calendar.

* 5th September - Teachers day will be celebrated at 10.30 Am in San Francisco Auditorium.

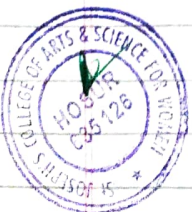
* IAAC will give theme and programs to be conducted under the same

Signature of the HOD : G. Ashwathi

Signature of the staff : P. P. [Signature]

V. Monisha

J. L. [Signature]



CIRCULAR

Dear staff members,

This is to bring to your notice that there will be a department staff meeting on 16-09-2022 at Staff Room regarding HOD Meeting.

Signature of the HOD

* Internal Assessment - II will be start on 12th September.

* Sister asked to conduct Remedial class for slow learners.

* Students should not go for testroom during class hours.

* Students should not come outside during class hours.

* Moral Education class should run properly in the selected topics.

Signature of the HOD : G.G. Shetty

Signature of the staff : P. P. +
J. Monisha.

J. L.



CIRCULAR

Dear staff members,

This is to bring to your notice that there will be a department staff meeting on 10-10-2022 at Staff Room regarding HOD Meeting

Signature of the HOD

* Sister asked the staff to publish papers

* Sister said to conduct skill based activity like Vermicompost, Sericulture, Mushroom cultivation.

Incharge Departments - Vermicompost - CHEMISTRY
Sericulture - PHYSICS
Mushroom cultivation - Bio-Tech

* Staff should follow punctuality in the class hours.

* If there is any repair work, should inform to principal first.

* If you need any stationery items, you can get from Suganthi room in office.

* No need to give gifts to principal & secretary for any events.

* Staff should teach moral values during moral classes.

* Students should not eat food items inside the classroom.

* Staff must not take mobile phone to the classroom.

* Staff must instruct the students about the disposal of napkins.

* Students should not come outside during class hours.

* Sports students are not allowed to go out during the class hours.

* Staff should instruct the students about the disposal of waste food properly.

* Every Department have to conduct EDP cell.

* Sister has said to plan the town date before 1st November.

* Staff should submit the leave form properly.

* Sister said to conduct the general assembly once in a month.

Signature of the HOD : G. Ashwini

Signature of the Staff : P. R.

S. Monisha.

K. L.



CIRCULAR

Dear staff members,

This is to bring to your notice that there will be a department staff meeting on 19.01.2021 at Staff Room regarding HOD Meeting

Signature of the HOD

* All the 1st year students should submit the certificate for verification.

* IIC - Institution Innovation Council

* Each Department should send the 10 students for IIC to Auditorium at 10.45 am.

* EDP cell activities should be completed before 1st November.

Signature of the HOD : A. Ashwappa

Signature of the staff : P. R. N. Monisha
SK. K. M.



CIRCULAR

Dear staff members.

This is to bring to your notice that there will be a department staff meeting on 18-11-22 at Staff Room regarding HOD Meeting.

Signature of the HOD

- * Students must be present 68 days out of 90 days.
- * Who have secured below 75% of attendance, Students must pay penalty.
- * Who have secured below 50-60% of attendance they should not be allowed writing Exam.
- * Model Examination will start from December 1st.
- * Staff should follow Punctuality.
- * Staff should not leave the students freely.
- * Tea & Snacks will be provide for staff on 21st on account of Feast.
- * UG-1st year Students are asked to wear uniform from Monday.

Signature of the HOD : G. Ashwath

Signature of the staff : P.P. J.
V. Monisha.
J.K. S.



CIRCULAR

Dear staff members,

This is to bring to your notice that there will be a department staff meeting on 2.12.2022 at Staff Room regarding HOD Meeting

Signature of the HOD

* December 6th & 8th model exam will be postponed on 12th & 14th December.

* All students have to come to college on 15th and 16th December (half a day) for no fee.

* Model exam for first year will be as per scheduled 16, 19, 20 and 21 December.

* Suppose Christmas on 22nd December.

* 23rd December secret friend gift exchange program.

* From 24th December to 2nd January Christmas holidays.

* Working day will start from 3rd January for staff.

Signature of the HOD : G. Ashwappa

Signature of the staff : P. P. [Signature]

V. Monisha

K. [Signature]



CIRCULAR

Dear staff members,

This is to bring to your notice that there will be a department staff meeting on 09.02.23 at Staff Room regarding HOD Meeting

Signature of the HOD

* Staff members were asked to submit original certificates

* Internal - I will start from March 3rd to March
Internal - II will start from 3rd April to 13th April
Model Exam will start from 2nd May to 12th May

* Lesson plan dates were given

* Working days from January to May were calculated

* Sports day on 25th February and college day on 18th March was fixed.

* Sister asked to concentrate for next year admission

* Placement training program will start from 13th - 18th February.

* IVDP Scholarship Cheque issuing programme on 9th February.

* At the end of the month attendance have to be submitted to the principal.

* Commerce department will conduct trade fair on 15th February.

* February 10th International conference by CS department and 11th February International workshop by the Department of Maths will be conducted.

* Sister asked the students to pay semester fees before 6th March.

* 22nd & 23rd February department of English will conduct a Two day International conference.

* All the departments should plan and sign moU.

* Staff should not change the moral class.

* Per students can make use of the digital library for their project.

* Students are coming by two-wheelers should submit the license copy to the office room.

* All the department should conduct prayer (Each department one week)

* Staff and students should not talk in Tamil.

Signature of the HOD : G. G. S. H. H. H.

Signature of the staff : P. P. P. P. P.

: V. Monisha



CIRCULAR

Dear staff members,

This is to bring to your notice that there will be a department staff meeting on 20.02.23 at Staff Room regarding HOD meeting

Signature of the HOD

* Sister asked to submit the Question Paper by Thursday (23-2-23)

* Sister asked the students to pay their Semester fees before March 6th

* Sister asked the staff to sign in the staff attendance after 3.30 pm.

* Sister asked the staff to complete the Internal Syllabus.

Signature of the HOD : G. G. Shetty

Signature of the staff : P. P. T.

: S. L.

: V. Monisha



CIRCULAR

Dear staff members,

This is to bring to your notice that there will be a department staff meeting on 2.03.2021 at Staff Room regarding HOD meeting

Signature of the HOD

① GBM details need to submit with in two days

② Have to maintain records for games period

③ Exam on 7th march Post Poned to 13th march because of car festival local holiday.

④ Have to collect name list of students who ^{will} participated in College day. And those students to get sign from principal sister.

⑤ Discuss Nacc committee particular.

Signature of the HOD : C. Anitha

Signature of the Staff: S. J. Johny

V. Monisha



CIRCULAR

Dear staff members,

This is to bring to your notice that there will be a department staff meeting on 21/3/2023 at staff room regarding HOD meeting

Signature of the HOD

* Daily attendance have to sent to office by 9.45am without fail.

* St. Joseph's feast on 29/3/23 by 9.30 am. After giving attendance students assemble in auditorium.

* All students will donate 10 Rupees to charity for old age home.

* After college days completes Management provide bus for students

* Students and staffs come to college by 12pm on college days.

* On college days no boys are allowed only parents are allowed. Two members for each invitation. Students can come in colour dress. And Id card is must.

* Prize winner will be seated in front row.

Signature of the HOD : GUS ~~LP~~ ~~JA~~

Signature of the Staff: S.V. ~~Bl~~ ~~ys~~
S. Monisha



CIRCULAR

Dear staff members,

This is to bring to your notice that there will be a department staff meeting on 21.3.2023 at Staff Room regarding HOD meeting

Signature of the HOD

⊗ Books should not be kept in class rooms.

* Attendance register can keep in their department.

* Class representative have to meet principal sister regarding college day.

* On 30th march pastel devasagayam will give speech on value and ethics for 1 hour.

* Internal exams will starts on 3rd and 6th will be Half day. 7, 8 and 9 will be Holiday for Good friday & easter.

* Nss Camp will be starts on (29.03.23 to 4.04.23)

* 31st March Job fair will be conducted for Final year Students

* Internal Question Paper have to Submitted by 30th march evening.

* We should inform to each department
to collect Question paper.

* 29th April college will conduct PTA
meeting. Have to send message to
parents.

* For PTA Final year student
should give 500 Rupees.

Signature of the HOD : ~~Ganesh~~

Signature of the : ~~Statpal~~ S.V. Ishranya
S. Monisha
S. L



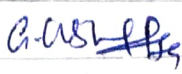
CIRCULAR

Dear staff members,

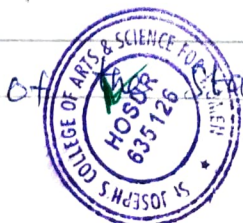
This is to bring to your notice that there will be a department staff meeting on 14.4.2023 at staff room regarding HOD meeting

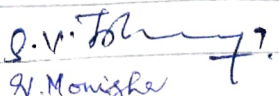
Signature of the HOD

- 1) Practical examinations time table given. The dates are 17, 19, 21 and 25th.
- 2) On Saturday the photo session for staff because of website.
- 3) Give attendance for students on Thursday only those who attended class for Thursday.
- 4) Students don't go to room or gate of security without principal's knowledge.
- 5) Those students who ^{are not} paid Semester fees are not allowed to do practical exam.
- 6) Validatory function will be conducted on 2nd May.
- 7) Model exam starts for all the 3rd years and no department farewell for 3rd years.
- 8) To get permission letter from principal to conduct conference.

Signature of the HOD : G. V. ~~John~~ 

Signature of



Staff : G. V. ~~John~~ 
N. Monisha

CIRCULAR

Dear staff members,

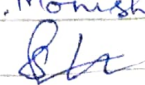
This is to bring to your notice that there will be a department staff meeting on
24/4/23 at ~~staff room~~ regarding HOD Meeting

Signature of the HOD

- 1) Students last working day will be 17th May 2023
- 2) Subject staff should talk to students about ethics and moral values at last 10 minutes
- 3) Model Examinations portions are last 3 units and question paper pattern are same as 75 marks to be given.
- 4) Model exam dates are preponed from 14th May to 8th May and end upon 15th May.
- 5) Evs. question paper setting will be given to the department of English.
- 6) Human Rights question paper incharge given to Computer Science.
- 7) On 2nd May will be conducted valedictory function from 10 to 12pm. lunch will be provided for teaching and Non-teaching students.

8. For farewell celebration RS-20/- only collected from students.
9. 25th and 26th May, Naan Mudhalvan classes for all second years will be online.
10. The first air box will be given to office, Joseph's block and Mary's block.
11. Small board are given to each department for write and make a note of things in the department.
12. Staffs can collect PTA slips from the office.
13. During PTA meeting class incharges should get parents contact numbers from parents before signing the register.
14. Feed back forms are to be circulated to parents during PTA meet.

Signature of the HOD : 

Signature of the Staff : S. V. Thangaraj
V. Monisha




CIRCULAR

Dear staff members,

This is to bring to your notice that there will be a department staff meeting on

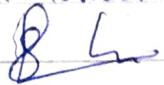
28/4/23 at Staffroom regarding HOD Meeting

Signature of the HOD

- 1) The PTA has been registered and from this year onwards there will be a general body meeting of PTA on Saturday (i.e) 29.04.2023 the meeting for the same will be conducted.
- 2) Dr. Helen M, Dr. Ezkilavasi, Mrs. Vignani and Mrs. Ashwini will be the members of the PTA body.
- 3) If Parents couldn't attend the meeting they can approach the concerned class incharge any one day during model exam week only with prior information.
- 4) After and during Model exam all staff members are asked to concentrate work on NAAC.
- 5) There will be all staff meeting along with Principal today at 3-30pm.
- 6) May 17th will be the last working day for students.

7) Students must know that staff are strict due to the concern on them.

Signature of the HOD: 

Signature of the Staff: S. V. 
S. Monisha




CIRCULAR

Dear staff members,

This is to bring to your notice that there will be a department staff meeting on

10/5/23 at Staff room regarding HOD Meeting

Signature of the HOD

- * * The Exam starts for UG and PG students on 24th May 2023.
- * Exam duties for HOD is one duty and for all other staffs may have equal duties according to the Examination Schedule.
- * Attendance for the students from January 7 days, Feb 23 days, March 26 days, April 21 and May 13 totally 90 days.
- * The staff has to come for the college till May 17th 2023.
- * Proposal for Seed money project has to submit it on 16th May 2023.
- * HOD has to submit the E-content report for staff meeting by 2:00 pm.
- * Staff has to concentrate on the admission process and staff should get atleast 5 admission.
- * The Report format for seed money project is Front page, covering letter, a registration and Submission.

Signature of HOD : B. G. Shetty

Signature of Staff : V. Monisha.

S. V. Ishwarya.



CIRCULAR

Dear staff members,

This is to bring to your notice that there will be a department staff meeting on

10-8-23 at ~~staff room~~ regarding HOD Meeting

Signature of the HOD

Principal appreciated all the staff for their efforts in the academic year 2022-2023. Submit the plan for the certificate course and value added courses.

Staff should not threaten any students for their internal marks.

All the staff has to work peacefully and to cooperate well with the co-staffs.

Staff has to submit the research paper proof to research coordinator.

Question bank book publication to allot 2 papers for a staff.

The model for E content should have a voice modulation

Introduction of myself to clear, name, designation, college and topics.

Mo Hai, Hello / better have dear teachers

To check spelling

Staff has to check the parents students to fill the application form

"SAMARITAN" - for arts / donation any desirable amount

PTA meeting for the upcoming year.
Current 2nd & 3rd year to collect 500
rupees.

Signature of HOD: G. G. Shetty

Signature of Staff: S. V. Shetty
W. Monisha



Date: 03/8/22

- first meeting for the academic year 2022-23
- Sister Ask to complete urgent Activities

* Theme of the year - communion with nature

* Logo competition to be conducted department wise for the theme communion with nature

3. Holy mass to be conducted on 2th August for all the staff and students

4. Various committee and committee members were decided

* Dr. P. Ezhvasi - Head of the department of Tamil was decided to be the co-ordinator of Student Affairs committee

* Dr. Lavanya - Head department of English was decided to be co-ordinator of planning and Evaluation committee

* Mrs. Eshwari bai - Librarian was decided to be the co-ordinator of Library Advisory committee

* Dr. Peera - Head Department of English was decided to be the co-ordinator of Research committee

* Mrs. Mangaraj Kamimozhi - Head Department of Bio-technology was decided to be the co-ordinator of ITC and NISP Committee

* Dr. Dhina - Head Department of Computer Science was decided to be the co-ordinator of IPR committee

* Mrs. Ashwini, Assistant professor of computer science department was decided to be the co-ordinator of PTA committee

* Mrs. Guna, physical Director was decided to be the co-ordinator of RSP Committee

Signature of the H.O.D :- Moni. M

Signature of the Staff :- R. Prail
M. Semmalan



Date : 18/8/22

* Internal Exam dates were fixed for the Semester

Internal Assessment I - September 12

Internal Assessment II - September 31

Model Examination - November 28

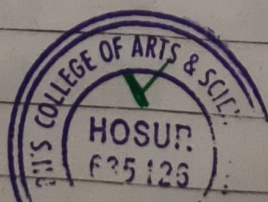
* Staff orientation programme was fixed on August 24.

* College Union Inaugural & Teachers day celebration was fixed on August 21.

* It was decided to introduce new courses like BA Tamil and B.com (Accounting and Finance) for the next academic year.

* To identify the talents of students, talent wheel club to be introduced.

Signature of the H.O.D.: Monica M



Date : 25/08/22

Date

Page

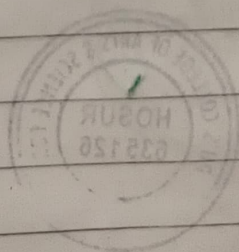
6

* TO ensure students safety Hi grade system was be started after break from covid

* Individual study time table, students namelist register, subject & subject codes are to be submitted to cs department

* Eligible students from first years are to be selected and inform them to open individual bank account

Signature of the H.O.D:- Monica.M



Date : 30/08/2022

* Internal Assessment -I will be start on 12th September

* Question paper of Internal Assessment will be approved by the principal and later will go for printing.

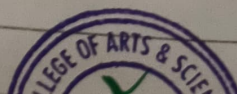
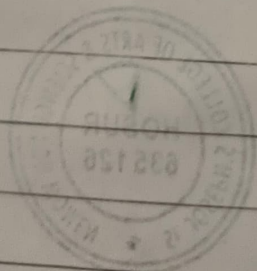
* calendar distributed to all students and staff

* students should fill absence record in the calendar.

* 5th September - teachers day will be celebrated at 10:30 Am in San Francisco Auditorium

* IAAC will give theme and programs to be conducted under the same

Signature of the H.O.B :- Monica



Date : 16/09/2022

Date : / /

Page

* Internal Assessment - II Will be start on 12th September

* sistor asked to conduct Remedial class for slow learners

* students should not go for restroom during class hours

* students should not come outside during class hours

* Moral Education class should run properly in the selected topics

Signature of the H.O.D: Monica M



Date : 10/10/2022

* Sister asked the staff to publish paper

* Sister said to conduct skill based activity like
Vermicompost, Sericulture, Mushroom cultivation

Interchange department - Vermicompost - Chemistry
Sericulture - physics
Mushroom cultivation -
Bio-tech

* Staff should follow punctuality in the class hours

* If there is any repair work, should inform to
Principal first

* If you need any stationery items, you can get
from Suganthi mam in office

* No need to give gifts to principal & secretary
for any events

* Staff should teach moral values during moral
classes

* Students should not eat food items inside the
classroom

* Staff must not take mobile phone to the
classroom

Date _____
Page _____

- * staff must instruct the student about the disposal of Napkins

- * students should not come outside during class hours

- * Sports students are not allowed to go out during class hours

- * staff should instruct the student about the disposal of waste food properly

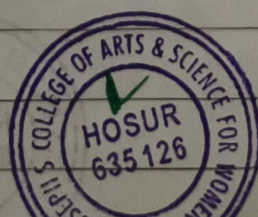
- * Every department have to conduct EDP cell

- * sister has said to plan the tour date before 1st november

- * staff should submit the leave form properly

- * sister said to conduct the general assembly once in a month

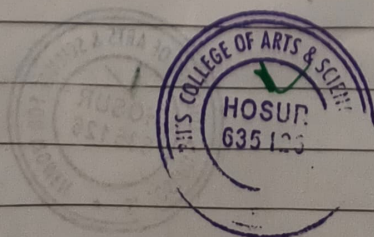
Signature of the H.O.D: Monica M



Date : 18/11/2022

- * Students must be present 68 days out of 90 days
- * Who have secured below 75% of attendance students must pay penalty
- * Who have secured below 50-60% of attendance they should not be allowed writing Exam
- * Model Examination will start from December 1st
- * Staff should follow punctuality
- * Staff should not leave the students freely
- * Tea & Snacks will be provide for staff on 21st on account of Feast
- * UG - 1st year students are asked to wear uniform from monday

Signature of the H.O.D : Monica



Date : 02/12/2022

Date : / /

Page :

* December 6th & 8th model exam will be postponed on 12th & 14th December

* All Students have to come to college on 15th and 16th December (half a day) for No Due

* Model Exam for First year will be as per scheduled 16, 19, 20 and 21 December

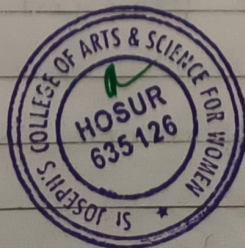
* suppose christmas on 22nd December

* 23rd December Secret friend gift Exchange program

* From 24th December to 2nd January Christmas holiday

* Working day will start from 3rd January for staff

Signature of the H.O.D : Monica



Date : 08/02/2023

* Staff members were asked to submit original certificates

* Internal - I will start from march 3rd to march

Internal - I will start from 3rd April to 13th April

Model Exam will start from 2nd may to 12th may

* Lesson plan dates were given

* Working days from January to May were calculated

* Sports day on 25th February and college day on 18th March was fixed

* Sister asked to concentrate for next year admission

* Placement training program will start from 13th - 18th February

* IDP Scholarship cheque issuing programme on 9th February

* At the end of the month attendance have to be submitted to the principal

* Commerce department will conduct trade fairs on 15th February

* February 10th International conference by CS department and 11th February International Workshop by the Department of Maths will be conducted

* Sister asked the students to pay semester fees before 6th March

* 22nd & 23rd February department of English will conduct a two day International conference

* All the department should plan and sign mov.

* Staff should not change the moral class.

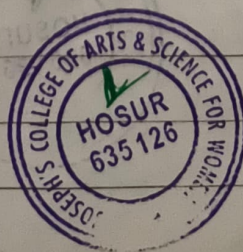
* PG Students can make use of the digital library for their project

* Students coming by two-wheelers should submit the license copy to the office room.

* All the department should conduct (Each department one week)

* Staff and students should not talk in Tamil

Signature of the H.O.D.: Monica



Date : 20/2/23

* Sister asked to submit the Questions paper by Thursday (23-2-23)

* Sister asked the students to pay their semester fees before March 6th

* Sister asked the staff to sign in the Staff attendance after 3.30 pm.

* Sister asked the staff to complete the Internal I Syllabus.

Signature of the HOD : Monica. M

Signature of the Staff: R. Prail
M. Sennala



Date : 02.03.23

Purpose : HOD Meeting

Venue : Principal's Office,

6

Project

GRAM details need to submit with in two days.

2. Have to maintain records for games periods.

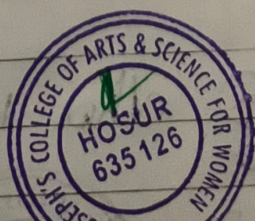
3. Exam on 14th march postponed to 13th march because of con. festival local holiday.

4. Have to collect name list of students who will participate in college day & those students to get sign from principal's office.

5. Discuss with Committee particular.

Signature of the HOD. Monica M

Signature of the staff: R. Preil
M. Semmalai



DATE : 21.03.23

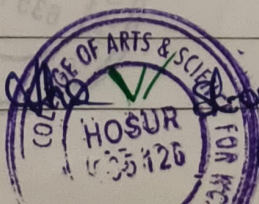
PURPOSE : HOD Meeting

VENUE : Principal's Office.

- ① Daily attendance have to sent to office by 9.45AM without fail.
- ② St. Joseph's boat on 29.03.23 by 9.30 AM. After giving attendance Sukshant assembly in auditorium.
- ③ All student's will donate to Suppression to charity for St. Joseph's home.
- ④ After college days, completes management provided bus for student.
- ⑤ Student's & staffs come to college by 12pm on college days.
- ⑥ On college days no bags allowed only portents are allowed. Two mothers for each institution. Student can come in casual dress & so on and is must.
- ⑦ Prize winners will be seated in front row.

Signature of the HOD: Monica

Signature of



Signature of R. Prashanth
M. Semmalar
Chairman

Date : 28.3.23

Purpose : HOD Meeting

Venue : principal office

- ① Books should not be kept in classroom
- ② Attendance registers can keep in their department.
- ③ class representatives have to make principal visits regarding college day.
- ④ on 30th march pastor devasagayam will give speech on value & ethics for 1 hour.
- ⑤ Internal exam all starts on 30th & 6th will be half day 7, 8 & 9 will be holidays for Good Friday & Easter.
- ⑥ NSS Comp will be start on (29.03.23) to 4.04.23)
- ⑦ 21st march job fair will be conducted for final year students.
- ⑧ Internal Question paper have to submitted by 30th march evening.
- ⑨ we should inform to each department & collect question paper.

⑩ 29th April College will on duty
PTA meeting have to send message
to parents.

⑪ for PTA first year students State
given 1500 Rupees.

Signature of the H.O.D : Monica.A

Signature of the Staff : R. Pradeep

M. Sannalaxmi

R. Shruthi



Date: 14.04.2023

Purpose: 1st meeting

Venue: principal office.

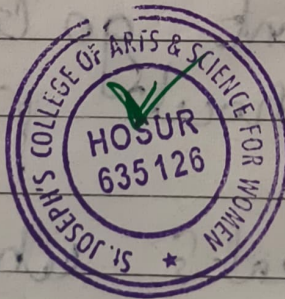
1. practical examinations time table given the dates are 17, 19, 21, & 25th.
2. on Thursday to photo session for staff because of website.
3. Given attendance for students on Thursday only those who attendance class for Thursday.
4. Students don't go to room or gate of Secretary without principal knowledge.
5. Those students who are not paid semester fees, are not allowed to attend exam.
6. Valitation function will be conducted for 2nd & 3rd year.
7. model exam starts for all the 2nd years & no department favored for 3rd year.
8. To get permission letter from principal the principal to conduct conference

Signature of the H.O.D. Monica

Signature of the Staff: R. Prad

M. Semmalar

R. Shraff



Date: 24.04.23

Purpose: HOD meeting

Venue: principal's office.

1. Students last working day will be 17th May 2023.

2. Subject staff should talk to student about ethics & moral value at least 10 minutes!

3. model Examination question are last 3 unit & question paper pattern are same are to make to be given.

4. model & exam date are proposed from 4th May to 8th May & end upon 15th May.

5. Evs question paper setting will be given the department of English.

6. Human Rights question paper change given to Computer Science.

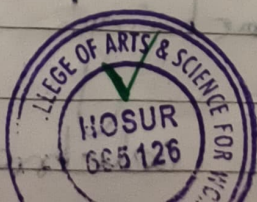
7. an end may will be conducted voluntary functions, from 10 to 12pm lunch will be provided for teaching & non-teaching students.

8. For farewell celebration Rs. 20/- only

Collected from Students.

9. 20th & 26th may naren mudhatan classes for all second years will be online.
10. The first auto box will be given to ~~gare~~ Joseph's block & Mary's block.
11. Small board one given to each department for write & make a note of things in the department.
12. Staff's can collect PIA slips from the office.
13. during PIA meeting class incharge should get parents collect number from parents before signing the registers.
14. Passes had from auto to be circulated to parents during PIA meeting.
15. Signature of the HOD: Monica M
- Signature of the Stg: R. Prail

M. Semmalan
R. Shreehari



Date: 28.04.23

Purpose: 1st Meeting

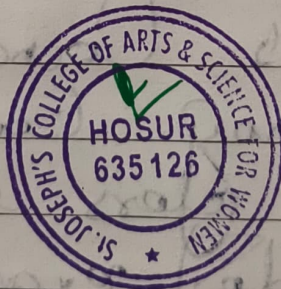
venue: principal office.

1. The PTA has been registered & from this year onwards there will be a general body meeting of PTA on Saturday (28.04.23) the meeting for the same will be conducted.
2. Mr. Helen. M., Mr. Ehrhard, Mrs. Virgin & Mrs. Schwenz will be the members on the PTA body.
3. If parents cannot attend the meeting they can approach the in-charge teacher exchange any media during media exam week only with prior permission.
4. After & during media exam all staff members are asked to concentrate work on work.
5. There will be all staff meeting along with principal today 3.30pm.
6. May 1st will be the last working day for students.

7. Student's must know staff are strict due to the concern on them.

Signature of the HoD: Monica M

Signature of the Staff: R. Preethi
M. Semmalar
R. Shruthi



Date: 10.05.23

Purpose: Hon's Meeting

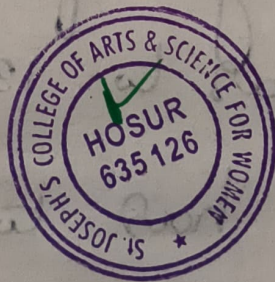
Venue: principal room (10.45 am)

- 1) The exam starts for UGT & post student on 24th may 2023.
2. Exam duties for Hon is one duty & duties all other staffs may have equal duties according to this examinations students.
3. Attendance for the students from January 7 days for 23 day march 26 day April 24 has to 13 totally 90 days.
4. The staff has to come for the college will may 17th 2023.
5. Proposal for seed money project has to submit on 16th May 2023.
6. Hon has to submit the e-content report for staff meeting by 2.00pm
7. Staff has to concentrate in the admission process & staff should put atleast 15 admission.
8. The respects format for seed money

- negotiation & submission.

Signature of the H.O.D. Monica.

Signature of the staff: R. Pratil
M. Sammalar



Date: 10.05.23

Purpose: Staff Meeting

Venue: Old Auditorium.

Principal appreciated all the staff for their efforts in the academic year 2022-2023.

Submit the plan for the co-synk Courses & value added Courses.

Staff should not threaten any students for their internal mode.

All the staff has to work peacefully & to cooperate well with the co-staffs.

Staff has to submit the research paper proof to research coordinator.

Question bank book publication to allot 2 papers for staff.

The model for E content should have a voice modulation.

Introduction of occorpy to clear, name designation, college & topic no. 10, Hello better have dear lesson to check spelling.

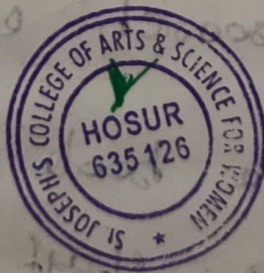
Staff has to help the present
Students to fill the application form
"SAMARTH" for art's / adornation any
charitable Amount.

PTA meeting for the upcoming year
event end of 2nd year to collect 550
ruppes

Signature of HOD: Monica M

Signature of Staff: R. Prail

M. Semmalar



Date: 20.06.23

Purpose: Staff meeting

Venue: 1st Auditorium (2.00pm)

Duties for staff will be 3 or minimum
of 5 duties.

NAAE files should be submit to spe to
Shere.

Staff has to submit the admission details
for the past 3 years for the current
year. The format has to be reviewed
application flow chart selection of
Community use selection.

Submit the reports for all the activities
with photo certificate, student's attendance
with date.

Maintain the separate files for organised
participated & promoted publication
seminars, workshop & sports.

TLp - new techniques with disciplines
& to create interest.

All the staff have to teach only in
English.

Staff should not sit in the class during class hours.

Staff must be in the class five pages before 15 minutes.

Students have to move the next class the ball.

Staff should not allowed the student for next room between class hours when any person.

Student's are not allowed to misbehave class.

money collected for NSS, Alms to be handed over to the Secretary unit all the details.

Student taking leave based on year & medical leave is allowed.

All the work's are exchange for the displace.

NAC detail has disceers according on the custodian use.

① Criteria - 2

* circular to get sign of all department has to send.

* minutes of meeting.

* Take cr-tag photo of meeting.

* Report - paper allowed.

② Lesson plan:

* unit wise split

* Teachers methodology.

* Demonstration

* Lab, assessment, Quiz.

* Assignment methodology.

* Assignment : each student assign differently

For cr - Assessment per Semester.

* 2020 - 2021

* 2021 - 2022

* 2022 - 2023

for these years, we have to now format for the lesson plan & document year.

The completed files has to report to the person the next day to the next sent.

Criteria: (Step)

1. There will be an annual workshop on Saturdays.

a. Now we have to get sign for one year & make the details.

a. Every last hour there will be a list of discussion for all the years. UBA planned through seed money project one department each weekend.

Exam cell have to submit the duty list they negotiated the team members for Staff Secretary - Mr. Laxmika
DAAC - Mr. Dhara Singh.

All committee coordinators have to meet the Staff Secretary principal regarding the plan work.

UBA 1st Feb negotiated & comes under periyar university.

1st Feb negotiated & comes under periyar university.

July (last may) seed money will be sanctioned.

Seed money project will be adopted village planned.

weekly one department for their project work.

log book of GIBM

Signature of the HOD: Monica.M

Signature of the staff: R. Pratik
M. Semmalan



Date: 20.06.23

Purpose: HOD's meeting

Venue: principal Room

① To make time table (project-wise & roll wise)
all the staff has to conduct an initial
year programme.

All the department has to submit the
plan till december.

Kindly allot the time table for all the
staff & that master time table has to
submit to CS department.

Staff come early & try to avoid coming
(late attendance)

Staff has to check the students who
are coming late.

Board of the syllabus are board to give
a requirement for the book, lab, etc...
for both the student. department has to
submit the book library UBA selection
Committee

② How to allot the time table and how

⑤ which Committee to add
Green waves - Bio technology
Consuell club - Commerce
Rsp } library
sports }

cultural, English, Tamil (exams, master)

RRC - Tamil

Yre - maths, Tamil

NSS - Tamil, Commerce

women cell - N.S.P, maths

selection of sub collage

Tamil - full (du)

maths - All school

Commerce - All

Signature of the H.O.D - Monica M

Signature of the Staff - R. Praveen
M. Sannal

