

Date : 17.6.2022

PURPOSE: HOD meeting

VENUE: principal office

TIME : 9 Am

HEADED BY: Rev. Sr. Dr. Arockia Rani

Meeting started with the silent prayer

by all the HOD's. Sister informed that

* On 22nd June, University Exam starts.

* we can complete the model Exam by today (17.6.2022), so collect No dues from the students.

* On 20.6.22, public Exam results will be released for 12th Standard at 9.30 am and for 10th Standard at 12 pm.

* for this semester, Maths department will be exam committee.

* Tomorrow for staff members, it will be a half working day.

* Today hall ticket will come for II & III years.

* All the class incharges should check Name, initial, Register number, Paper code and Subject name properly in the hall ticket.

* Tomorrow we will have send of for our Secretary Sister and Office sister, Staff alone can come.

The meeting ended with the silent prayer.

Principal : Rev. Sr. Dr. Arockia Rani

Dept. of Tamil : Dr. P. Ezhilarasi

Dept. of English: Dr. K. Lavanya



Dept. of Bio-technology : Mrs. Margaret Kanimozhi
A. H. M. Khan

Dept. of Computer Science : Dr. Dhina Suresh

Dept. of Commerce : Dr. Reena Raj

Suresh

Dept. of Management : Mrs. Magila

Dept. of Mathematics : Mrs. Jaleesha

Jaleesha

Dept. of Physics : Mrs. Rashmi

M. Rashmi

Dept. of Chemistry : Mrs. Shiny Rubiga

Shiny Rubiga

Dept. of Nutrition & Dietetics : Mrs. Monica

Monica



DATE : 24.6.2022

PURPOSE : HOD meeting

VENUE : Principal Office

TIME : 2pm

HEADED BY: Rev. Sr. Dr. Arockia Rani

Meeting started with the silent prayer by all the HOD's

* Sister informed that once the link is opened, date will be given to the HOD's, Staff should come on that day to upload the internal marks

* for I years hall ticket come, Staff should check whether all the paper codes, Name, Initial everything given correctly.

* Tomorrow, we will take printout of the hallticket (in the office).

* for I years, Exam starts on July 12th and ends on July 20th, 2022. we will fix one date to give hall ticket.

* we have M.Phil viva for some departments.

* on Monday, 2th June we will give hall tickets for I years students.

* ID card is must for I years to write the exam.

* Staff should check question papers for the university exam.

* Tentative date is August 1, 2022 for II & III years for reopening of college.

* Staff should come to exam duty who are having. No staff should go outside home during these holidays.

* Department should be kept neat & laptop should be kept safe.



- * College uniform will be given to I years for needy & poor students from the management.
- * If university asks to start classes, then we will call all the staff to the college to take class
- * Staff should submit all the attendance register without fail and get signature.
- * If any department needs staff, then we will recruit staff for that department.
- * All HOD's should check and sign in the internal marks.

The meeting ended with the silent prayer.

Principal : Rev. Sr. Dr. Arockia Rani

8/29/12

Dept of Tamil : Dr. P. Ezhilarasi P. Ezhilarasi

Dept of English : Dr. K. Lavanya

Dept of Bio-technology : Mrs. Margaret Karimoghi
A. H. M. Khan

Dept of Computer Science : Dr. Dhina Suresh

Dept of Commerce : Dr. Reena Raj

Dept of Management : Mrs. Magila

Dept of Mathematics : Mrs. Jaleesha

Dept of physics : Dr. M. Rashmi M. Rami

Dept of Chemistry : Mrs. Shiny Rubiga

Dept of Nutrition & Dietetics : Mrs. Prailin R. Prailin



DATE : 03:08:2022
PURPOSE : HOD MEETING
VENUE : PRINCIPAL OFFICE
HEADED BY : REV. Sr. Dr. HELEN

First meeting for the academic year 2022-2023 started with a skit prayer at 9.40 AM on 3rd August 2022.

- ★ Theme of the year - 'Communion with Nature'.
- ★ Logo competition to be conducted department wise for the theme 'Communion with Nature'.
- ★ Holy Mass to be conducted on 8th August for all the staff and students.
- ★ 8th August was decided to be the first working day for I year UG students.
- ★ Various committees and members for the same was decided on the same day.
- ★ Union members were to be elected by oratorical competitions.
- ★ Dr. P. Ezhilasi, Head department of Tamil, was decided to be the Co-ordinator of Student Affairs Committee.
- ★ Dr. K. Lavanya, Head department of English, was decided to be the Co-ordinator of Planning and Evaluation Committee.
- ★ Ms. 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 ITC and NTSP committee.

★ Dr. Dhina, Head department of Computer Science was decided to be the co-ordinator of IPR committee.

★ Mrs. Talisha, Head department of Mathematics was decided to be the co-ordinator of UBA committee.

★ Mrs. Ashwini, Assistant Professor of Computer Science department was decided to be the co-ordinator of PTA committee.

★ Mrs. Spina, Physical Directress was decided to be the co-ordinator of RSP committee.

The meeting ended with the silent prayer.

SIGNATURE :

Principal : Rev. Sr. Dr. Helen

N. J. Wm
03.08.22

Dept of Tamil : Dr. P. Ezhilarasi P. Ezi

Dept of English : Dr. K. Lavanja

Dept of Bio-technology : Mrs. Margaret Kanimozhi

A. H. W. Wm

Dept of Computer Science : Dr. Dhina Suresh

Dept of Commerce : Dr. Reena Raj

Reena Raj

Dept of Management : Mrs. Magala

C. H. W. Wm
3/08/2022



Dept of Mathematics : Mrs. Taleesha

[Signature]
3/8/22

Dept of Physics : Dr. M. Rashmi M. Rashmi

3/8/22

Dept of Chemistry : Mrs. Shiny Rubiga

[Signature]
3/8/22

Dept of Nutrition &

Dietetics

: Mrs. Monica

[Signature]
3/8/22



DATE : 18.08.2022

PURPOSE : HOD Meeting

VENUE : PRINCIPAL OFFICE

HEADED BY : Rev. Sr. Dr. Helen

Meeting started with a silent prayer.

★ Internal dates were fixed for the semester.

→ Internal Assessment I - September 12

→ Internal Assessment II - October 31

→ Model Examination - November 28

★ College Union Inaugural and Freshers day celebration was fixed on August 21.

★ Staff Orientation Programme was fixed on August 27 and the Resource Person will be Rev. Fr. Maria Alphonse, Professor Sacred Heart, Poona, Chennai.

★ To identify the talents of students, Talent Wheel Club is to be introduced.

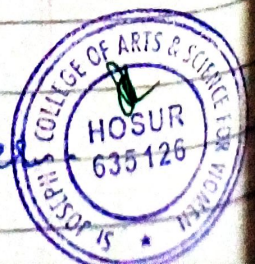
★ It was decided to have PET hour during 2.30 to 3.30 apart from Remedial hour.

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

★ Each department President and Secretary, should explain their model of the year during College Union Inaugural.

★ It was decided to give saplings instead of gifts.

The meeting ended with a silent prayer.



SIGNATURE :

Principal

: Rev. Sr. Dr. Helen

H. I. W
18.08.22

Dept of Tamil

: Dr. P. Ezhilarasi P. Ezhil

Dept of English

: Dr. K. Lavanya
for: A. H. W

Dept of Bio-technology: Mrs. Margaret Kanimozhi
A. H. W

Dept of Computer Science: Dr. Dhina Suresh

D. H. W

Dept of Commerce

: Dr. Leena Raj

Leena Raj

Dept of Management

: Mrs. Magila

C. Magila
18/08/22

Dept of Mathematics

: Mrs. Taleesha

Taleesha
18/08/2022

Dept of Physics

: Dr. M. Rashmi

M. Rashmi
20/8/22

Dept of Chemistry

: Mrs. Shiny Rubiga

Shiny Rubiga
20/8/22

Dept of Nutrition &
Dietetics

: Mrs. Monica

Monica
18/8/22



DATE : 25:08:22

PURPOSE : HOD MEETING

VENUE : PRINCIPAL OFFICE

HEADED BY : Rev. Sr. Dr. HELEN

Meeting started with a short prayer. It was a short meeting with two points under discussion.

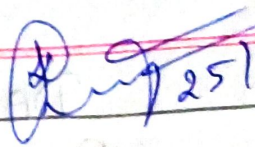
1. To ensure students safety Hi grade system was to be started after a break from Covid.
2. Individual staff time table, Students namelist, Register Number, Subject, Subject Codes are to be submitted to Computer Science department.
3. Staff members can give hourly attendance with their mobile phones.
4. Eligible students from first years are to be selected and inform them to open individual bank account.

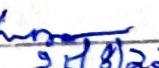
The meeting ended with a silent prayer.

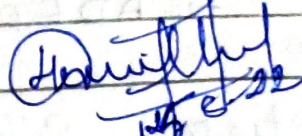
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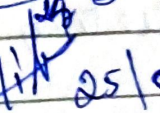
1. Dept of Tamil : P. B. M. S. 25/8/22.

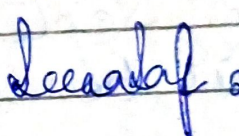


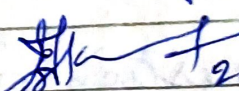
2. Dept of English :  25/8/22

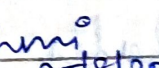
3. Dept of BioTech : A. H.  25/8/22

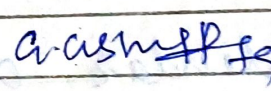
4. Dept of Com. Science :  25/8/22

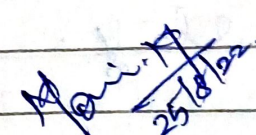
5. Dept of Management : C. Mary  25/08/2022

6. Dept of Commerce :  25/8/22

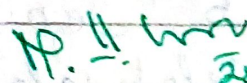
7. Dept of Mathematics :  25/08/2022

8. Dept of Physics : M. Rakhmi  25/8/2022

9. Dept of Chemistry :  25/8/22

10. Dept of N & D :  25/8/22

Signature of the Principal:

 25.08.22

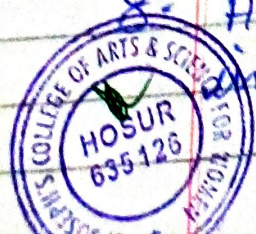
PRINCIPAL
ST. JOSEPH'S COLLEGE OF ARTS
& SCIENCE FOR WOMEN,
Mookandapalli, Sipcot,
HOSUR - 635126, Krishnagiri - Dist.



DATE : 30:8:22
PURPOSE : HOD MEETING
VENUE : PRINCIPAL OFFICE
HEADED BY : Rev. Sr. Dr. HELEN

Meeting Started With a short prayer.

1. 12th September Internal Assessment - I will be started.
 2. Question papers of Internal Assessment will be approved by the principal and later will go for printing.
 3. Calendar distributed to all students and staff.
 4. Students should fill absence record in the calendar.
 5. 5th September - Teachers Day will be celebrated at 10.30 Am in San Francesco Auditorium.
 6. IIC will give theme and programs to be conducted under the same.
 7. In future college will buy plagiarism Soft ware.
 8. At least one paper staff should publish in one semester.
- Meeting ended with a short prayer.

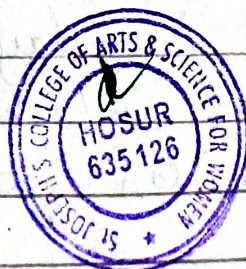


SIGNATURE:

1. Dept of Tamil : P. Englin 30/8/22
2. Dept of English : P. Raj 30/8/22
3. Dept of Bio Tech : A. Anuradha 30/8/22
4. Dept of Com. Science : A. Anuradha 30/8/22
5. Dept of Management : C. Mary 30/08/2022
6. Dept of Commerce : S. Anand 30/8/22
7. Dept of Mathematics : S. Anand 30/08/2022
8. Dept of Physics : M. Raghavi 30/8/22
9. Dept of Chemistry : A. Anuradha 30/8/22
10. Dept of N & D : M. Anuradha 30/8/22

SIGNATURE OF THE SECRETARY: S. Mary Laxmi 30/8/22

SECRETARY
ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE
'SIPCOT'
HOSUR-635126



DATE : 18/11/2022

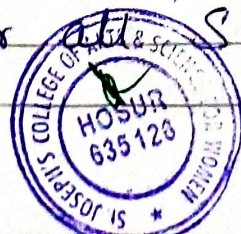
PURPOSE : SECRETARY- HOD MEET

VENUE : SECRETARY OFFICE

HEADED BY : Sr. MARY Lucy JULIET

Meeting Started With a Short Prayer.

1. University practical Exam for the dept of Biotechnology will start on 21st November.
2. Three months maternity leave for students will be given, received order from the University.
3. Such students taking maternity leave if applied to write University Exam their period of study can be considered.
4. Model Examination for this Semester will begin from 1st Dec 2022.
5. This Saturday will be a Working day [19/11/22] till 1.00 pm.
6. November 21st Monday Presentation Feast will be celebrated, Refreshment will be provided for all Staff of the College.



8. This Semester onwards Dept of Physics and Chemistry will take in charge of Exam [University Theory] duty.

The meeting ended with a silent prayer.

SIGNATURE:

2. Dept of English : Prof 18/11/22

3. Dept of BioTech : A. H. Khan

4. Dept of Com. Science : Don't 18/11/20

5. Dept of Management : C-Mgmt 18/11/2022

6. Dept of Commerce : Dec 18/11/22

7. Dept of Mathematics :  18/11/22

8-Dept of Physics M. Rashmi
18/11/22

9. Dept of Chemistry : G.G.S In ~~P.P.~~
18/11/22

10. Dept of N & D : Mon 14
18/11/22

Sign of the Secretary:

SECRETARY 18/11/22

SECRETARY
ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE
'SIPCOT'
HOSUR-635126



DATE : 02/12/22
PURPOSE : SECRETARY-HOD MEET
VENUE : SECRETARY OFFICE
HEADED BY : SY. MARY LUCY JULIET

Meeting Started with a Short prayer.

1. Practical Exams Dec 2022 odd Semester will end on 15th December.
2. Model Exam for IInd & IIrd year students - 6th Exam is postponed to 12th and 8th Exam will be postponed to 14th Dec.
3. 6th, 8th and 13th Dec declared as study holidays for IInd & IIrd years.
4. For university theory exams fifty students in a room with two invigilators to be implemented from this Semester onwards.
5. Christmas Secret friend game to be conducted. Teaching, Non-Teaching, Drivers, Conductors and Sisters together have to be plays.
6. Suppose Christmas to be celebrated on 22nd December.



7. Lots for Christmas game will be kept in Secretary's room, Everyone should pick one from the box.

The Meeting ended with a Silent Prayer.

SIGNATURE:

1. Dept of Tamil : P. Engin 02/12/22

2. Dept. of English : P. R. 02/12/22

3. Dept of BioTech : A. H. 2/12/22

4. Dept of Com. Science : P. R. 2/12/22

5. Dept of Management : C. Magi 2/12/2022

6. Dept of Commerce : S. S. 2/12/22

7. Dept of Mathematics : J. K. 2/12/22

8. Dept of Physics : M. Rashmi 05/12/22

9. Dept of Chemistry : G. G. S. 14/12/22

10. Dept of N & D : P. R. 14/12/22

Signature of the Secretary : S. Mary Lucy Juliet 14/12/22



DATE : 07:01:2023
PURPOSE : PRINCIPAL-HOD MEET
VENUE : R.NO:8, MARY'S BLOCK
HEADED BY : Sr. DY. HELEN.

Meeting Started With a Short prayer

1. College responds for students completed their University Exams from Monday (9/01/23).
2. 19th and 20th January there will be training programme for the department of Commerce and Management regarding ISO Certification.
3. Class test marks to be entered in the mark registers.
4. No separate hour to be allotted for remedial class, it has to be included with the subject hours.
5. Separate register has to be maintained for the remedial class.
6. Subject experts have to maintain remedial register throughout the semester.



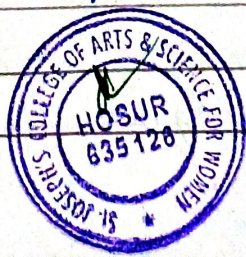
7. From Monday onwards students attendance will be sent to parents. Bringing mobiles are strictly prohibited.

The meeting ended with a short prayer.

SIGNATURE:

1. Dept of Tamil : P. English 7/11/23.
2. Dept of English : P. English 7/11/23
3. Dept of BioTech : A. Harshani 7/11/23
4. Dept of Com. Sci : P. Harshani 7/11/23
5. Dept of Management : C. Magila 7/10/2023
6. Dept of Commerce : S. S. S. 7/11/23.
7. Dept of Mathematics : S. S. S. 7/10/23
8. Dept of Physics : M. Rathi 07/10/23
9. Dept of Chemistry : A. Asha 07/10/23
10. Dept of N & D : P. S. S. 7/11/23

Signature of the Principal: M. S. S.



PRINCIPAL
ST. JOSEPH'S COLLEGE OF ARTS
& SCIENCE FOR WOMEN,
Mookandapalli, Sipcet,
HOSUR - 635126, Krishnagiri - Dist.

DATE

: 08:02:2023

PURPOSE

: PRINCIPAL-HODS-MEET

VENUE

: PRINCIPAL'S CABIN

HEADED BY

: REV. Sr. Dr. HELEN.

The meeting started with a short prayer by Ms. Margaret Kanuniozhi, head, Dept of Bio-Technology.

1. Staff members were asked to Submit Original Certificates.
2. Working days from January to May were Calculated.
3. It was decided to have I-CIA from 3rd to 10th March, II-CIA from 3rd April to 13th April and model Exams from 2nd May to 12th May.
4. Sports Day on 25th February and College Day on 18th March was fixed.
5. At the end of each month attendance have to be submitted to the Principal.
6. Every department should have a kit.
7. Scholarships cheque issuing program



8. February 10th International Conference by Computer Science dept and 11th Feb International Workshop by the dept of Mathematics will be conducted.
9. Placement Training program will start from 13th - 18th February.
10. On 15th Feb dept of Commerce will conduct Trade fare.
11. 22nd & 23rd Feb department of English will conduct a Two day International Conference.
12. The management advised all the dept heads to reuse waste & one side used papers.
13. Students who are using two wheelers should submit a photo copy of their licence to the concerned incharge staff.
14. Each department should plan and sign MOU.
15. PG students can make use of the digital library for their projects.
16. March 6th will be the last day for the payment of semester fee.



17. A certificate course on IOT for all science departments will be provided.

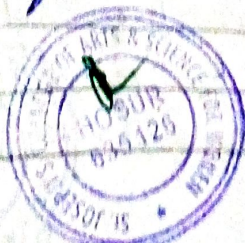
The meeting ended with a short prayer song.

SIGNATURE:

1. Dept of Tamil - P. S. Srinivas 8/2/23
2. Dept of English - P. S. Srinivas 8/2/23
3. Dept of Bio-Tech - A. H. S. Srinivas 8/2/23
4. Dept of Com. Science - S. S. Srinivas 8/2/23
5. Dept of Management - C. M. Srinivas 8/2/2023
6. Dept of Commerce - S. S. Srinivas 8/2/23
7. Dept of Mathematics - S. S. Srinivas 8/2/23
8. Dept of Physics - T. S. Srinivas 8/2/23
9. Dept of Chemistry - G. G. Srinivas 8/2/23
10. Dept of N & D - M. S. Srinivas 8/2/23

Signature of the Principal :

M. H. Srinivas



PRINCIPAL
ST. JOSEPH'S COLLEGE OF ARTS
& SCIENCE FOR WOMEN
Mookandapalli, Sipcot,
HOSUR - 635 126, Kriehnagiri - Dist.

DATE : 02.03.23

PURPOSE : PRINCIPAL - HOD MEET

VENUE : PRINCIPAL'S CABIN

HEADED BY : Rev. Sr. Dr. HELEN.

The meeting started with a Short prayer by Dr. K. Lavanya, head, Dept of English.

1. Staff members are asked to make note of PT Classes and to be intimated to Librarian.
2. 7th and 11th are holidays in the month of March.
3. It is decided by the Principal to have College Day of the year on 25th March.
4. Mr. Antony Louis Priyakumar Drougla will be the chief guest for College Day. He is the Dean at Cambridge Institute of Technology at Bengaluru.
5. The Details for NAAC to be submitted in the given format.

The meeting ended with silent prayer.



SIGNATURE :

1. Dept of Tamil : P. Englin 2/3/23
2. Dept of English : [Signature] 2/3/23
3. Dept of Bio-Tech : A. Kumar 2/3/23
4. Dept of CS : [Signature] 2/3/23
5. Dept of Management : C. Magesh 2/3/23
6. Dept of Commerce : [Signature] 2/3/23
7. Dept of Mathematics : [Signature]
8. Dept of Physics : T. Suresh
9. Dept of Chemistry : G. G. Suresh 2/3/23
10. Dept of N & D : [Signature] 2/3/23

Signature of the Principal :

[Signature]

PRINCIPAL
ST. JOSEPH'S COLLEGE OF ARTS
& SCIENCE FOR WOMEN
Mookandapalli, Sipcot,
HOSUR - 635 126, Krishnagiri - Dist.



DATE : 28.03.23

PURPOSE : PRINCIPAL - HOD MEET

VENUE : PRINCIPAL'S CABIN.

HEADED BY : Rev. Sr. Dr. HELEN.

The meeting started with a short prayer by the Principal Rev. Sr. Dr. Helen.

1. Students are asked to take their notes and text books home not leaving inside class rooms.
2. Attendance should be kept in the respective departments instead of Submitting in Room No. 2 of Joseph's block.
3. Fr. Devasagayam will arrive on 29th March to give an orientation for students on the topic "Ethics" at 9.30 Am at St. Francesco Auditorium.
4. NSS program will start from 29th March to 4th April.
5. Internal Assessment - II will begin from 3rd April to 13th April.
6. A mega job fair will be conducted



on 31st March in Sanfrancesco
Auditorium.

7. Question papers for Internal Assessment
II should be submitted on 30^m March

8. Parent Teacher meet will be on 29^m
April.

9. Rs. 500/- Should be collected from all
final year students under parent
teacher Association.

The meeting ended with a short
Silent prayer.

Signature :

1. Dept of Tamil : P. Englem 28/3/23

2. Dept of English : R. J. 28/3/23

3. Dept of Bio tech : A. P. 28/03/23

4. Dept of Management : C. M. 28/03/2023

5. Dept of CS : 28/3/23

6. Dept of Commerce : 28/3/23

7. Dept of Mathematics : 28/3/23



8. Dept of Physics : T. Sagar
9. Dept of Chemistry : G. G. Shetty 28/3/23
10. Dept of N & D : Moni 28/3/23

Signature of the Principal:

P. J. W
PRINCIPAL
ST. JOSEPH'S COLLEGE OF ARTS
& SCIENCE FOR WOMEN
Mookandapalli, Sipcot,
HOSUR - 635 126, Krishnagiri - Dist.

DATE : 10:04:2023

PURPOSE : PRINCIPAL: HOD - MEET

VENUE : PRINCIPAL'S CABIN

HEADED BY : Rev. Sr. D. HELEN.

The meeting started with a small prayer song by the staff members.

1. Students grievances for the academic year 2022-2023 is solved and recorded.
2. Committee wise photographs will be taken on Saturday (i.e) - 15/04/23.
3. On 11th April photos of all labs in the college along with students will be taken to upload on our college website.



4. As Thursday holiday, so Thursday's attendance to be given on Saturday for all students, as students will not be coming on Saturday.
5. A permission letter is to be submitted to the Principal if staff take charge on duty as external examiners for University practical exams.
6. Without the knowledge of the HOD or staff students should not order and get anything from gate.
7. Payment of Semester fee to be seen for this Semester before university exams.
8. May 2nd will be Valedictory in the morning and Farewell in the afternoon.
9. Model Exam will begin from 4th May.

The meeting ended with a short prayer.



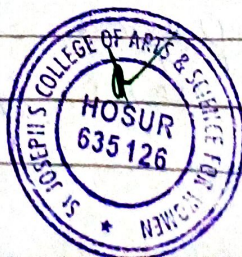
Signature :

1. Dept of Tamil : P. Engli 10/4/23
2. Dept of English : [Signature] 10/4/23
3. Dept of Biotech : A. Theer Kumar 10/4/23
4. Dept of Management : C. Manjula 10/04/23
5. Dept of CS : [Signature] 10/4/23
6. Dept of Commerce : Seena 10/4/23
7. Dept of Mathematics : [Signature]
8. Dept of Physics : T. Sagar
9. Dept of Chemistry : A. Ashwatha 10/4/23
10. Dept of N & D : [Signature] 10/4/23

Signature of the Principal :

[Signature]

PRINCIPAL
ST. JOSEPH'S COLLEGE OF ARTS
& SCIENCE FOR WOMEN
Mookandapalli, Sipcot,
HOSUR - 635 126, Krishnagiri - Dist.



DATE : 24:04:23

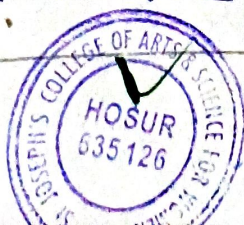
PURPOSE : PRINCIPAL'S-HOD MEET

VENUE : PRINCIPAL'S CABIN

HEADED BY : REV. Sr. Dr. M. HELEN

The meeting started with a small silent prayer.

1. Last working day for students will be 17th May 23.
2. Subject handling staff should make use of last 10 minutes to teach ethics and moral values to students.
3. For Model Examination it is decided to make students study on last three units.
4. Question paper pattern as per university norms and same 75 marks to be given.
5. Change in the model exam dates from 4th May to 8th May and end up on 15th May.
6. EVS question paper setting incharge is given to the dept of English.



7. Human Rights question paper discharge given to Computer Science.
8. Valedictory on 2nd May from 10 to 12 p.m. lunch for teaching and non-teaching will be provided.
9. Rs. 20/- only to be collected from students for Farewell Celebrations.
10. 25th and 26th May, Naan Mudhalvan classes for all Second years will be online.
11. Three first aid boxes will be fixed. One in office, one in Joseph's block and another in Mary's Block.
12. Each department will be provided with a small board to write and make a note of things in the department.
13. Staff can collect PTA Slips from the office.
14. Class incharges should get correct contact numbers from parents before signing in the register.
15. Feedback forms are to be circulated to parents during PTA meet.



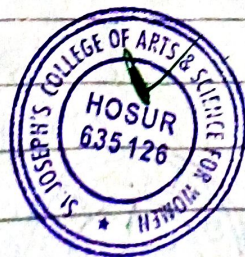
The prayer ended with a Short-Silent prayer.

Signature:

1. Dept of Tamil : P. S. S. 24/4/23
2. Dept of English : P. S. S. 24/4/23
3. Dept of BioTech : A. H. L. 24/4/23
4. Dept of Management : C. M. 24/04/2023
5. Dept of Com. Science : P. S. S. 24/4/23
6. Dept of Commerce : S. S. 24/4/23
7. Dept of Mathematics : S. S. 24/4/23
8. Dept of Physics : T. S. N. 24/4/23
9. Dept of Chemistry : A. S. S. 24/4/23
10. Dept of N & D : M. S. 24/4/23

Signature of the Principal : P. S. S. 24/4/23

PRINCIPAL
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DATE : 28.04.23

PURPOSE : PRINCIPAL-HOD'S MEET

VENUE : PRINCIPAL'S CABIN

HEADED BY : Rev. Sr. Dr. M. HELEN.

The meeting started with a short silent prayer by the Principal.

1. The PTA has been registered and from ^{this} year onwards there will be a general body meeting of PTA. on Saturday i.e 29/4/23 the meeting for the same will be conducted.
2. Dr. Helen, M, Dr. Ezhilarasi, Mrs. Vijani 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 Exams all staff members are asked to concentrate and work on NAAC.
5. There will be all staff meeting along with principal to day at 3.30 pm.



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.

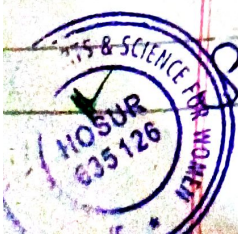
The meeting ended with a short prayer.

Signature :

1. Dept of Tamil : P. J. [Signature] 28/4/23
2. Dept of English : [Signature] 28/4/23
3. Dept of Bio Tech : A. [Signature] 28/4/23
4. Dept of Management : C. [Signature] 28/4/23
5. Dept of Com. Science : [Signature] 28/4/23
6. Dept of Commerce : [Signature] 28/4/23
7. Dept of Mathematics : [Signature] 28/4/23
8. Dept of Physics : T. [Signature] 28/4/23
9. Dept of Chemistry : A. [Signature] 28/4/23
10. Dept of N & D : M. [Signature] 28/4/23

Signature of the Principal:

P. J. [Signature] 28.05.23
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MINUTES OF THE MEETING HELD ON 03-08-2022

VENUE : Principal Room

TIME : 9.40 AM to 11:00 AM.

MEMBERS ATTENDED THE MEETING:

Principal and all the Heads of the Department.

AGENDA:

- * Meeting started with a prayer song.
- * Principal welcomed all the Heads of the Department and they introduced themselves.
- * Duties allotted for this academic year 2022-2023 for all the staff members.
- * One staff from each department should furnish all information regarding department activities.
- * Election for the union members will be conducted on
- * Dr. Ezhilavasi elected as a Students affairs committee secretary.
- * Holy mass will be conducted on 8th August 2022 at 10:00 AM.

* Department wise Inaugural and Welcome party for freshers will be held on 22nd August 2022 between 9:30 - 11:00 AM and 2:00 - 3:30 PM.

* Staffs were insisted to Publish paper individually or Combined with their department staffs.

* College theme for the academic year 2022 - 2023 is "COMMUNION WITH NATURE". Students from each department are asked to design logo for this theme.

* Staff members are asked not to sit in the class. Staffs must update their knowledge and impart it to the students.

* Staff members are encouraged to pursue their higher education.

* Staffs were informed to concentrate in NAAC work.



M. J. Kumar
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MINUTES OF THE MEETING HELD ON 18/8/2022

VENUE: Principal Room

TIME: 10:00AM to 11:00AM.

MEMBERS ATTENDED THE MEETING:

Principal and all the Heads of the Department.

AGENDA:

* The College union Inaugural and Freshers day celebration was on August 21.

* Staff Orientation Programme was fixed on August 27.

* Committee has decided to Introduce new course like BA Tamil and B.com (Accounting and Finance) for the next academic year.

* To Identify the talents of the students, Staff's were asked to Introduce a new club.

* Internal Exam Dates were fixed for Semester.

Internal Assesment - I - September 12

Internal Assesment - II - October 31

Model Examination - November 28



M. J. M.
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MINUTES OF MEETING HELD ON 25/08/2022

VENUE: Principal Room

TIME: 10:00 AM to 11:00 AM

MEMBERS ATTENDED THE MEETING:

Principal and all the Heads of the Department.

AGENDA:

To ensure Students Safety, Committee decided to update Higrade System after covid.

Individual Staff, Time table, Student namelist, Register number, Subject, Subject codes are to be Submitted to CS department.

P. J. M.

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MINUTES OF THE MEETING HELD ON 30/8/2022

VENUE: Principal Room

TIME: 10:00 AM to 11:00 AM

MEMBERS ATTENDED THE MEETING:

Principal and the Heads of the Department.

AGENDA:

Calendars were asked to distribute for all students and staff.

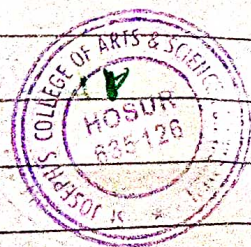
Students should fill absence record in the calendar.

September 5 - Teacher's day were planned to celebrate at 10:30 AM in St. Francis Auditorium.

IAAC will give theme and programme to be conducted under the same.

Internal Assessment-I will start on September 12 2022.

Question papers of the Internal Assessment will be approved by the principal and then will be proceeding for printing.



[Signature]
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MINUTES OF THE MEETING HELD ON 03/01/2023.

VENUE: Room No - M8

TIME: 10:00 AM to 11:00 AM.

MEMBERS ATTENDED THE MEETING:

Principal and the Heads of the Department.

AGENDA:

Students were asked to bring Hall tickets and ID Card for the university examination without fail.

From this semester onwards students attendance will be sent to parent's own mobile number, staffs were asked to verify parent's mobile number before 20th January 2023.

Students are strictly asked not to bring mobile phones to the college.

Plastic free campus should be maintained by all staff and student.

We have to workout on college website the following details were asked to submit by the end of January

1. Vision and Mission of the department
2. Staff Profile (paper published, conference attended / conducted)
3. Department activities.
4. Certificate activities.

5. Value added Course and Photos of all activities that we have done.

Staffs were asked to maintain Question bank of the Corresponding Subjects handled by them.

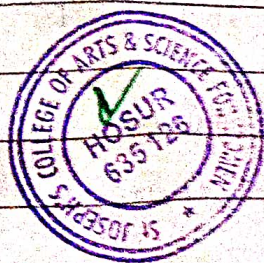
Staffs were asked to create E-Content for that each unit has to be divided into two parts and powerpoint has to be made not exceeding 10 min of duration.

The E-Content has to be Submitted to principal by end of January.

All the Staff members were asked to register in Vidvan.

It was declared that the Year 2023 as International Year of Millets, So in Accordance with that each department must conduct an activity.

It was also decided that college day, Sports day, convocation will be held in the upcoming Semester, theme of college day - Communion with nature.



Neelima
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