

### Minutes of Meeting

**Chair Person: The Principal**

**Members of the Meeting: Director,  
Skill Development & HoDs**

**Meeting year: 2024-2025**

**Date: 1.08.2024**

**Venue: Mini A/C Hall**

**Time: 2.30P.M**

The review summarizes the key decisions and actions discussed during the meeting chaired by Principal.

Dr. V. Padmanabhan. focused on enhancing the teaching-learning process, modification in CIA pattern, recognizing achievements, and ensuring procedural documentation and reporting. The following discussion and decisions were held.

#### **The points to be noted**

- Innovation in teaching and learning should be enhanced. Faculty should be encouraged to publish journal articles and present papers.
- Class tests should be conducted periodically.
- The Continuous Internal Assessment pattern can be modified to 50 marks instead of 75 marks.
- Students should be instructed to pay semester fees promptly, and placement fees should be collected and paid immediately at the office.
- Faculty birthdays can be celebrated within the departments.
- Short-term courses on Commerce and Computing Studies should be introduced.
- Teachers' Day award nominations should be submitted on or before August 22, 2024.
- Seed money proposal submissions should be expedited, and the submission deadline will be extended.
- Wadhvani Foundation courses should be implemented for the MBA program.
- Blazers will be introduced for all faculty and first-year UG/PG students.
- Alumni meetings should be organized for the first ten batches in all departments.
- Social media posts should reach all students, and Facebook page for the college should be created.

- The Faculty Performance Indicator (FPI) will be circulated to all departments.
- An academic audit will be conducted on the curriculum, lesson plan, class tests, Google Classrooms, and other academic-related activities.
- Logbooks and counseling records should be updated regularly.

Dr. V. Radhakrishnan, Director of Skill Development, discussed the signing of an MoU with Skillda and Dreamda aimed at ensuring students complete value-added courses that meet industry demands and enhance salary packages. He emphasized the importance of encouraging students to enroll in professional courses available on TCS Springboard. Additionally, he instructed department heads to motivate both faculty and students to participate in NPTEL courses as part of the Faculty Performance Indicator (FPI).

The meeting concluded at 4:30 pm.

