

Minutes of Meeting

Chair Person: The Principal

Members of the Meeting: HoDs

Meeting year: 2024-2025	Date: 3.07.2024	Venue: Mini A/C Hall	Time: 2.30P.M
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The meeting was chaired by Dr. V. Padmanabhan, Principal. Dr. Padmanabhan introduced Dr. Balusamy, Chief Strategic Officer of KSREI, who emphasized the institution's commitment to excellence and the importance of bringing external perspectives into academics and research to enhance the standards of the institution.

The following decisions and discussions took place:

Seats in college transport will be allocated to students who have already paid their fees. Heads of departments are instructed to provide clear directions to the students. Buses will operate only according to the designated schedule.

Charges for internal trips will be Rs. 500 per trip, while external trips will incur a fee of Rs. 20 per km, along with a driver's allowance of Rs. 300 and a permit charge of Rs. 3600.

The Heads are advised to remind students to pay both college and hostel fees. Online transaction details must be submitted correctly.

Parents-Teachers Meeting should be scheduled for II and III UG students to present the college's strategies.

Staff attendance should be accurately recorded using the biometric system. Casual leave for faculty should be managed appropriately, and adhoc leave should be avoided.

Fees for ID cards should be collected from all II and III-year students.

Heads are tasked with monitoring the discipline of both faculty and students, including overseeing assigned discipline duties.

Research proposals from all departments should be submitted. Efforts to increase faculty and student journal publications should be intensified.

The teaching and learning process should be updated to reflect current best practices.

The inauguration of department associations should be conducted by next week.

The meeting concluded at 4:30 PM.

