

**K.S.RANGASAMY COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)**

**TIRUCHENGODE – 637 215**

KSRCAS/2023-2024

DATE: 10.11.2023

**CIRCULAR**

<b>Originator : Principal</b>	<b>Circulated to: HODs</b>
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**Sub: HODs Meeting**

All HOD's are requested to attend the meeting. If HOD is not available, HOD I/C shall attend the meeting.

**Date & Time** : 14.11.2023, Tuesday 3.30 pm.  
**Venue** : Mini A/C Hall

1. Performance of Practical Exams
2. Performance of model exam
3. Centre for Professional Courses
4. Steps taken for admissions
5. R & D Activities
6. IQAC Activities / AQAR
7. Placement Activities
8. Any others

  
**PRINCIPAL**

# K.S.RANGASAMY COLLEGE OF ARTS & SCIENCE (Autonomous)

TIRUCHENGODE – 637 215

HoDs List

Date: 14.11.2023

S.NO	NAME	DEPARTMENT	SIGNATURE
1.	Dr.R.Palanivel	Tamil	For C / <i>[Signature]</i> 14/11/23
2.	Ms.V.V.Malini	English	<i>[Signature]</i> 14/11/23
3.	Mr.T. Rajendrakumar	Mathematics (UG & PG)	<i>[Signature]</i> 14/11/23
4.	Dr.M.Venkatesh	Physics (UG)	<i>[Signature]</i> 14/11/23
5.	Dr.G.Suresh Kumar	Physics (PG)	<i>[Signature]</i> 14/11/23
6.	Dr.K.M. Prabusankarlal	Electronics	<i>[Signature]</i> 14/11/23
7.	Dr.B.Ganesh Prabhu	Visual Communication	<i>[Signature]</i> 14/11/23
8.	Dr. K.Visvanathan	Commerce (UG & PG)	<i>[Signature]</i> 14/11/23
9.	Dr.S. Maheskumar	Commerce (CA)	<i>[Signature]</i> 14/11/23
10.	Dr. S.Ramji	B.Com (PA)	<i>[Signature]</i> 14.11.23
11.	Dr.S.Nisha	B.Com (B&I)	<i>[Signature]</i> 14/11/23
12.	Dr.P.Pradeep Kumar	Computer Science (UG) & AIML	<i>[Signature]</i> 14/11/23
13.	Mr.J.Ramesh	Data Science	<i>[Signature]</i> 14/11/23
14.	Dr.T.S.Venkateswaran	Computer Applications	For <i>[Signature]</i> 14/11/23
15.	Dr.M.Baskar	Business Administration UG	<i>[Signature]</i> 14/11/23
16.	Dr.V.Karthi	Textile & Fashion Designing	<i>[Signature]</i> 14/11/23
17.	Mr.K.S.Shanmugam	Microbiology (UG & PG)	<i>[Signature]</i> 14/11/23
18.	Dr.G.Saravanan	Biochemistry (UG&PG)	<i>[Signature]</i> 14/11/23
19.	Dr.M.Aarthi	Biotechnology (UG&PG)	<i>[Signature]</i> 14.11.23
20.	Dr.R.P.Suresh Jeyakumar	Chemistry (UG&PG)	<i>[Signature]</i> 14/11/23
21.	Dr.P.Vanitha	Business Administration PG	<i>[Signature]</i> 14/11/23
22.	Dr.J.Tamilselvan	Computer Science (PG)/SDW	<i>[Signature]</i> 14/11/23
23.	Dr.M.Suresh	Librarian	<i>[Signature]</i> 14/11/23
23.	Mr.M.Prasad	Controller of Examinations	<i>[Signature]</i> 14/11/23
24.	Dr.M.Prasanna Rajesh Kumar	Vice - Principal	<i>[Signature]</i> 14.11.2023

25 A. KARTHICK RAJA

PLACEMENT OFFICER

*[Signature]*  
14.11.2023

**K.S. Rangasamy College of Arts and Science (Autonomous), Tiruchengode – 637215.**

**Minutes of Meeting**

**Chair Person: The Principal**

**Members of the Meeting: HoDs**

<b>Meeting No: 2022-23/</b>	<b>Date: 14.11.23</b>	<b>VENUE: Mini AC hall</b>	<b>Time: 3.30 PM</b>
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The meeting was chaired by the Principal along with the heads of the departments and items listed in the agenda were taken for discussion and decision.

S.No	Agenda	Discussion / Action to be taken	Responsibility	Target Date
1	CoE	<p>The CoE Prof.Prasad, discussed about the performance of practical exam and model exam. In order to maintain the standard while setting question papers, the following decisions were made</p> <p>(i) Question paper scrutiny should be done meticulously, ensuring the K Levels.</p> <p>(ii) Faculty Development Programme should be arranged on the nuances of setting question papers</p> <p>The discussion was further extended towards the performance in model exam of both UG and PG programmes. The CoE instructed the heads of the departments to have remedial measures to improve the pass percentage in autonomous exam Nov/Dec 2023.</p> <p>Further the discussions were held on invigilator duty, issuing hall tickets &amp; preparing</p>	Heads	Nov-Dec 2023
2	Centre for Professional Courses	The director admin, Dr. S.Maheskumar instructed the heads of the various departments to allow the students those who are interested to undergo professional courses like CA, CS and CMA	Heads	Continuous
3	Steps taken for admissions	The principal instructed the heads of the various departments to concentrate and achieve the target in admission of their concerned departments. It was decided to allot a faculty as department admission coordinator who is knowledge able in scope and career opportunities of their department.	Heads	Continuous
4	R&D Activities	<p>Dr.Saravanan, Director , R&amp;D reminded about the last date IAS fellowship, further the discussions were held on</p> <ul style="list-style-type: none"> <li>A mandate target for faculty should be set for registering Ph.D. and qualifying exams like NET /SET</li> <li>Deputing a faculty with PhD. from each department for Centre for Research Activity ( C R A)</li> </ul>	Heads	Continuous

5	IQAC Activities /AQAR	Dr.M.Prasanna Rajeshkumar, Vice Principal Director IQAC, Informed that the AQAR data collections report preparation for the academic year 2022-2023 is in process.	Heads	Continuous
6	Placement Activities	It was decided to conduct placement training for I & II year students and assessment test for III UG and II year PG students. The placement Officer Mr:Karthick informed that there would be training session from Ramco on 15/11/2023 and 16/11/2023. He requested the heads of the departments to depute faculty from Commerce & MBA for technical training.	Placement & Training Cell	Continuous
7	Others	After many deliberations made on several grounds, it was decided that Faculty should wish high authorities as a mark of respect and good organizational behaviour let it be a practice to leave the campus after the concurrence of the HoD. The Librarian, Dr.Suresh announced about <i>Library week</i> celebration and there after conducting professional programmes. Students' Discipline and dress code should be scrupulously monitored. International Millets day would be observed on Dec 5 <sup>th</sup> and 6 <sup>th</sup> , 2023 for Asia book of records as a mark of great achievements. All Saturdays would be considered as 'Creative Saturday' and in lieu of Saturdays, II & IV Mondays would be observed as holidays.	Heads	Continuous

The Chairperson thanked the members and the meeting adjourned at 6.00 pm

  
16/11/23  
- PRINCIPAL