K.S.RANGASAMY COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS) TIRUCHENGODE – 637 215

KSRCAS/2023-2024

DATE: 10.11.2023

CIRCULAR

Originator: Principal

Circulated to: HODs

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

1. Dr.R.Palanivel 2. Ms.V.V.Malini 3. Mr.T. Rajendrakumar 4. Dr.M.Venkatesh 4. Dr.M.Venkatesh 5. Dr.G.Suresh Kumar 6. Dr.K.M. Prabusankarlal 7. Dr.B.Ganesh Prabhu 8. Dr. K.Visvanathan 9. Dr.S. Maheskumar 9. Dr.S. Maheskumar 10. Dr.S.Ramji 11. Dr.S.Nisha 12. Dr.P.Pradeep Kumar 13. Mr.J.Ramesh 14. Dr.T.S.Venkateswaran 15. Dr.M.Baskar 16. Dr.V.Karthi 17. Mr.K.S.Shanmugam 18. Dr.C.Suresh Kumar 19. Dr.S.Nisha Biochemistry (UG&PG) 10. Dr. S.Ramji 11. Dr.S.Nisha Business Administration UG 12. Dr.P.Pradeep Kumar 13. Mr.J.Ramesh 14. Dr.T.S.Venkateswaran 15. Dr.M.Baskar 16. Dr.V.Karthi 17. Mr.K.S.Shanmugam 18. Dr.G.Saravanan 19. Dr.G.Saravanan 19. Dr.M.Aarthi 19. Dr.M.Aarthi 19. Dr.M.Aarthi 19. Dr.M.Aarthi 19. Dr.M.Aarthi 19. Dr.M.Suresh Jeyakumar 20. Dr.P.Vanitha 21. Dr.P.Vanitha 22. Dr.J.Tamilselvan 23. Mr.M.Prasad 24. Dr.M.Prasanna Rajesh Kumar 25. Mr.M.Prasanna Rajesh Kumar 26. Dr.M.Prasanna Rajesh Kumar 27. Dr.M.Prasanna Rajesh Kumar 28. Dr.M.Prasanna Rajesh Kumar 29. Dr.M.Prasanna Rajesh Kumar 20. Dr.M.Prasanna Rajesh Kumar	S.NO	NAME	DEPARTMENT	SIGNATURE
3. Mr.T. Rajendrakumar Mathematics (UG & PG) 4. Dr.M.Venkatesh Physics (UG) 5. Dr.G.Suresh Kumar Physics (PG) 6. Dr.K.M. Prabusankarlal Electronics 7. Dr.B.Ganesh Prabhu Visual Communication 8. Dr. K.Visvanathan Commerce (UG & PG) 9. Dr.S. Maheskumar Commerce (CA) 10. Dr. S.Ramji B.Com (PA) 11. Dr.S.Nisha B.Com (B&I) 12. Dr.P.Pradeep Kumar Computer Science (UG) & AIML 13. Mr.J.Ramesh Data Science 14. Dr.T.S. Venkateswaran Computer Applications 15. Dr.M.Baskar Business Administration UG 16. Dr.V.Karthi Textile & Fashion Designing 17. Mr.K.S.Shanmugam Microbiology (UG & PG) 18. Dr.G.Saravanan Biochemistry (UG&PG) 20. Dr.R.P.Suresh Jeyakumar Computer Science (PG)/SDW 21. Dr.P.Vanitha Business Administration PG 22. Dr.J.Tamilselvan Computer Science (PG)/SDW 23. Mr.M.Prasad Controller of Examinations	1.	Dr.R.Palanivel	Tamil	C / hat has most My 11/23
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4. Dr.M.Venkatesh Physics (UG) 5. Dr.G.Suresh Kumar Physics (PG) 6. Dr.K.M. Prabusankarlal Electronics 7. Dr.B.Ganesh Prabhu Visual Communication 8. Dr. K.Visvanathan Commerce (UG & PG) 9. Dr.S. Maheskumar Commerce (CA) 10. Dr. S.Ramji B.Com (PA) 11. Dr.S.Nisha B.Com (B&I) 12. Dr.P.Pradeep Kumar Computer Science (UG) & AIML 13. Mr.J.Ramesh Data Science 14. Dr.T.S. Venkateswaran Computer Applications 15. Dr.M.Baskar Business Administration UG 16. Dr.V.Karthi Textile & Fashion Designing 17. Mr.K.S.Shanmugam Microbiology (UG & PG) 18. Dr.G.Saravanan Biochemistry (UG&PG) 19. Dr.M.Aarthi Biotechnology (UG&PG) 20. Dr.R.P.Suresh Jeyakumar Chemistry (UG&PG) 21. Dr.P.Vanitha Business Administration PG 22. Dr.J.Tamilselvan Computer Science (PG)/SDW 23. Dr.M.Suresh Librarian 24. Mr.M.Prasad Controller of Examinations	3.	Mr.T. Rajendrakumar	Mathematics (UG & PG)	Day 16/11/23
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24. Dr.M.Prasanna Rajesh Kumar Vice - Principal	23.	Mr.M.Prasad	Controller of Examinations	1 KN-1411/12
, Mary III	24.	Dr.M.Prasanna Rajesh Kumar	Vice - Principal	wenning 11.000

25 A. KARTHICLE ROTE

PLACEMENT OFFICER

K.S. Rangasamy College of Arts and Science (Autonomous), Tiruchengode – 637215. Minutes of Meeting Members of the Meeting: HoDs

Chair Person: The Principal

Meeting No: 2022-23/ Date: 14.11.23 VENUE: Mini AC hall

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	СоЕ	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 (i) Question paper scrutiny should be done meticulously, ensuring the K Levels. (ii) Faculty Development Programme should be arranged on the nuances of setting question papers 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. Further the discussions were held on invigilator duty, issuing hall tickets & preparing	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	Dr.Saravanan, Director, R&D reminded about the last date IAS fellowship, further the discussions were held on • A mandate target for faculty should be set for registering Ph.D. and qualifying exams like NET/SET • Deputing a faculty with PhD. from each department for Centre for Research Activity (CRA)	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 2022-2023is 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 th and 6 th , 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

PRINCIPAL

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