

KSRCAS/2024-2025

DATE: 25.06.2024

CIRCULAR

Originator : Principal	Circulated to: HODs
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Sub: HODs Meeting







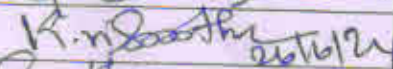
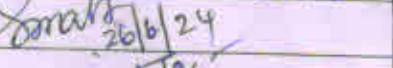



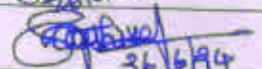

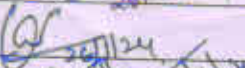



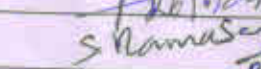
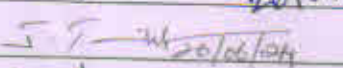

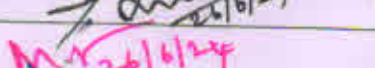






All HOD's are requested to attend the meeting. If HOD is not available, HOD I/C shall attend the meeting.

Date & Time : **26.06.2024, Wednesday 03.30 PM**
Venue : **Mini A/C Hall**


PRINCIPAL

HoDs List

Date: 26.06.2024

S.NO	NAME	DEPARTMENT	SIGNATURE
1.	Dr.R.Palanivel	Tamil	 26/06/24
2.	Ms.V.V.Malini	English	 26/06/24
3.	Mr.T. Rajendrakumar	Mathematics (UG & PG)	 26/06/24
4.	Dr.M.Venkatesh	Physics (UG)	 26/06/24
5.	Dr.G.Suresh Kumar	Physics (PG)	 26/06/24
6.	Dr.K.M. Prabusankarlal	Electronics	 26/06/24
7.	Dr.B.Ganesh Prabhu	Visual Communication	 26/06/24
8.	Dr. K. Visvanathan	Commerce (UG & PG)	 26/06/24
9.	Dr.S. Maheskumar	Commerce (CA)	 26/06/24
10.	Dr. M.Devisri	B.Com (B&I)	 26/06/24
11.	Dr.K.Ramesh	B.Com (PA)	 26/06/24
12.	Dr.P.Pradeep Kumar	Computer Science (UG) & AIML	 26/06/24
13.	Dr.J.Ramesh	Data Science	 26/06/24
14.	Mr. S. Sakthivel	Computer Applications	 26/06/24
15.	Dr.M.Baskar	Business Administration UG	 26/06/24
16.	Dr.V.Karthi	Textile & Fashion Designing	 26/06/24
17.	Mr.K.S.Shanmugam	Microbiology (UG & PG)	 26/06/24
18.	Dr.G.Saravanan	Biochemistry (UG&PG)	 26/06/24
19.	Dr.M.Aarthi	Biotechnology (UG&PG)	 26.6.24
20.	Dr.R.P.Suresh Jeyakumar	Chemistry (UG&PG)	 26/06/24
21.	Dr.P.Vanitha	Business Administration PG	 26/06/24
22.	Dr.J.Tamilselvan	Computer Science (PG)/SDW	 26/06/24
23.	Dr.M.Suresh	Librarian	 26/06/24
24.	Mr. A. Karthick Raja	Placement Officer	 26/06/24
25.	Mr.M.Prasad	Controller of Examinations	 26/06/24
26.	Dr.M.Prasanna Rajesh Kumar	Vice - Principal	 26/06/24
27.	Dr. Anarekasan	AIML	 26/06/24

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

Chair Person: The Principal

Members of the Meeting: HoDs

Meeting year: 2024-2025	Date: 21.06.2024	Venue: Mini A/C Hall	Time: 02.30P.M
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- The meeting was chaired by the Principal along with the heads of the departments.
- Items listed in the agenda were taken for the discussion and decision

S.No	Agenda	Discussion / Action to be taken	Responsibility	Target Date
1	College –Reopening for I year UG students	<ul style="list-style-type: none"> • The Chair Person announced the members that the commencement of college for all I year UG programmes would be on 24th of July 2024 for the academic year 2024-2025. • It was decided to conduct Student Induction Programme (SIP) from 24.06.2024 to 28.06.2024 to engage new students to know about institutional values, practices and also to acclimatize to their new environment. • The class rooms for I UG have been allotted in A, B, C, D blocks and also Teacher Training Block. • The respective heads of the departments were instructed to guide the students germane to fees, and transport details. • The II & III Year students should be observed scrupulously to ensure that they do not indulge in any form of ragging. 	Heads	Continuous
2	Result Analysis	<ul style="list-style-type: none"> • It is instructed to submit result analysis with the allotted timeline. 	Heads	Continuous

3	Any other	<ul style="list-style-type: none"> • It was discussed and decided to follow Six day orders from this academic year 2024-2025 onwards • All the department Heads are instructed to allot two coordinators for NAAC. • It was instructed to submit research proposal before 25.06.2024. 	Heads	Continuous
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The Principal thanked the members and the meeting came to a close.

[Handwritten Signature]
PRINCIPAL

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

Minutes of Meeting

Chair Person: The Principal

Members of the Meeting: HoDs

Meeting year: 2023-2024	Date: 26.06.2024	Venue: Mini A/C Hall	Time:3.30P.M
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The review summarizes the key decisions and actions discussed during the meeting chaired by Principal.

Dr. V. Padmanabhan. focusing on enhancing the teaching-learning process, integrating ICT effectively, recognizing achievements, and ensuring procedural documentation and reporting. The following discussion and decisions were held

Teaching-Learning Process

- Emphasis on effective lesson planning and implementation of ICT in classes.
- Adoption of blended learning methodologies, including interactive activities, discussions, group work, and multimedia presentations to cater to diverse learning styles.
- Assessment through quizzes, exams, projects, and presentations.
- Department wise curriculum file should be maintained which includes vision, mission and objectives of the department.

ICT Integration Review

- Internal and external auditors will review the use of ICT tools and blended learning methodologies.
- ICT activities will be co ordinated by Dr.J.Ramesh, Head/ Department of Computer Science with Data Science.
- The principal presented the various ICT activities.

Teachers' Day Award

- Announcement of the Teachers' Day award for the academic year 2024-2025..

Curriculum Documentation

- Departments instructed to maintain department-wise curriculum files.
- Files to include vision, mission, and objectives of each department.

Event Reporting

- Departments required to submit event reports to the Internal Quality Assurance Cell (IQAC) on the same day or the next day following the event.

Items listed in the agenda were taken for the discussion and decision. The decisions were taken to highlight upcoming events and operational instructions aimed at ensuring smooth functioning and organization within the institution.

S.No	Agenda	Discussion / Action to be taken	Responsibility	Target Date
1	IQAC	<ul style="list-style-type: none"> • Dr.Prasanna Rajesh kumar, Vice-Principal and QS- Gauge coordinator discussed about the status of completion. • It was observed all the criteria have been completed by the coordinators except creating links for some criteria. • After creating the links , it was decided to upload after the presentation from the criteria coordinators. • It has been scheduled to conduct Inauguration for I PG programmes on 4th July 2024 and also the certificate verification process to commence from 1st July 2024. • The heads are instructed to monitor the faculty Discipline duty during break and lunch sessions. • The heads are advised to monitor students' ID cards. Male faculty should wear formal shoes, and female faculty should wear coats during lecture hours. • The department-level inauguration should be conducted, followed by ordinating office bearers such as Chairman, Vice-Chairman, Secretary, and Joint Secretary. Robes can be presented during the ordination ceremony. 	QS- i Gauge coordinators	10 th july 2024
1	Discipline & Conduct		Heads	Continuous
2	ERP	<ul style="list-style-type: none"> • The principal instructed the heads of the departments to oversee 	Heads	Continuous

		<p>faculty discipline during break and lunch sessions</p> <ul style="list-style-type: none"> The HoDs and faculty must apply for casual leave in the ERP on the day of availing the leave or the immediate next day. Approval from the department heads should be given on the same day of the leave application. Faculty members should not request permission if they have contact classes in the 1 hour. Additionally, they should avoid applying for leave with prefixes or suffixes. Alternate leave register should be maintained. It was advised not to send students to meet the principal for any official purpose during class hours. Official letters and bonafide certificates should be sent through non-teaching staff from the respective departments. An uniform style for the official letter format must be followed. The college working hours for non-teaching staff will be from 9:00 AM to 4:20 PM. 		
3. R&D		<p>The heads are instructed to apply for ICSSR funding for seminars/conferences on or before June 30, 2024.</p>	Heads	Continuous
4. Admission		<ul style="list-style-type: none"> Dr. Prasanna Rajesh kumar, Vice-Principal read the admission status of UG and PG programmes and also the certificate verification. The pending certificates from UG I year students should be collected immediately. The discussion was extended on Merit Scholarship test. Based on the score, it was decided to offer 10% scholarship per semester in tuition fees. 	Heads & Admission Co ordinators	

		<ul style="list-style-type: none"> The admission process for the next academic year 2025-2026 will begin from the month of July 2024 along with the heads of the departments with the guidance of Dr.Prasanna Rajesh kumar. 		
5. CoE		<ul style="list-style-type: none"> The Controller of Examinations, Mr.Prasad informed that malpractice meeting along with heads would be conducted . Supplementary exam date would be announced later. The heads are instructed to prepare objective type question and answer for 24th regulation syllabus. 	Heads	Continuous
6. Placement		<ul style="list-style-type: none"> The Placement and Training cell in charge, Mr.Karthik informed that the HR Conclave would be held on 6th July 2024. A 12 day placement training programme for III year students would be conducted. 	Heads & Departments Placement Co ordinators	
7. Others		Dr. Ganesh Prabhu, Head of the Department of Visual Communication, informed about the Film Forum and advised the heads of the departments to encourage students to join the forum.	Heads	Continuous

The Principal thanked the members and the meeting came to a close.


PRINCIPAL