

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

**TIRUCHENGODE – 637 215**

KSRCAS/2023-2024

DATE: 22.12.2023

**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** : 26.12.2023, Tuesday 11.45 am.

**Venue** : Mini A/C Hall

1. Discussion on Geness Award
2. Biometric Attendance
3. On duty for University Valuation
4. Awareness program for professional courses
5. Students feed back
6. Any others



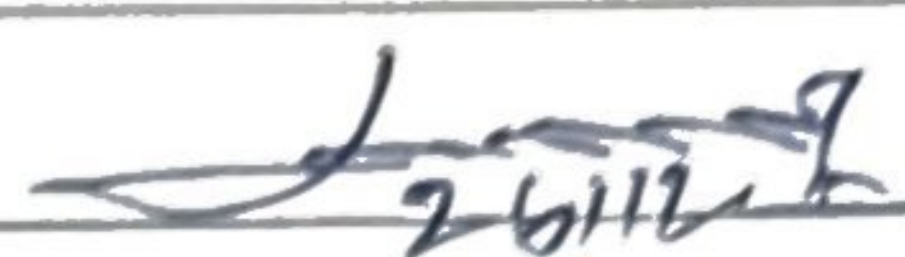
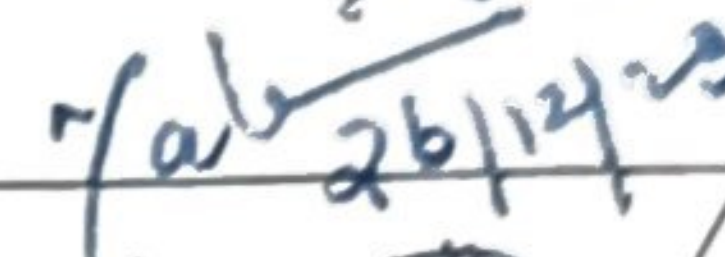

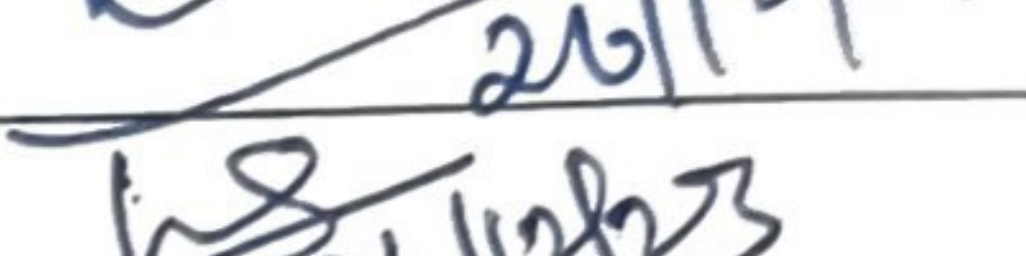
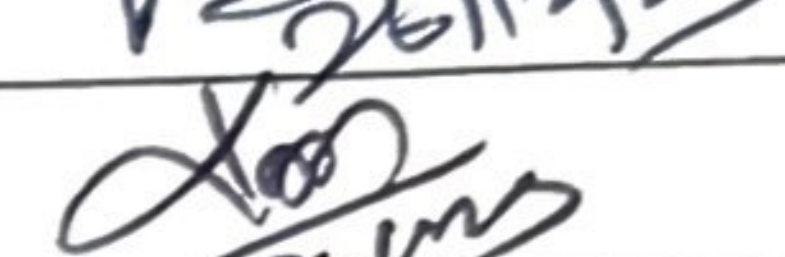
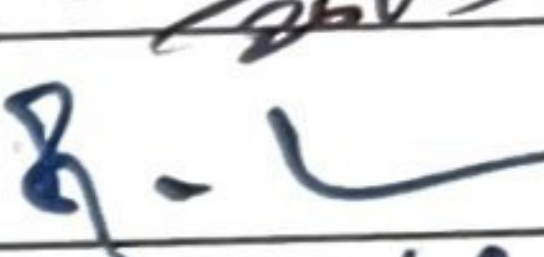
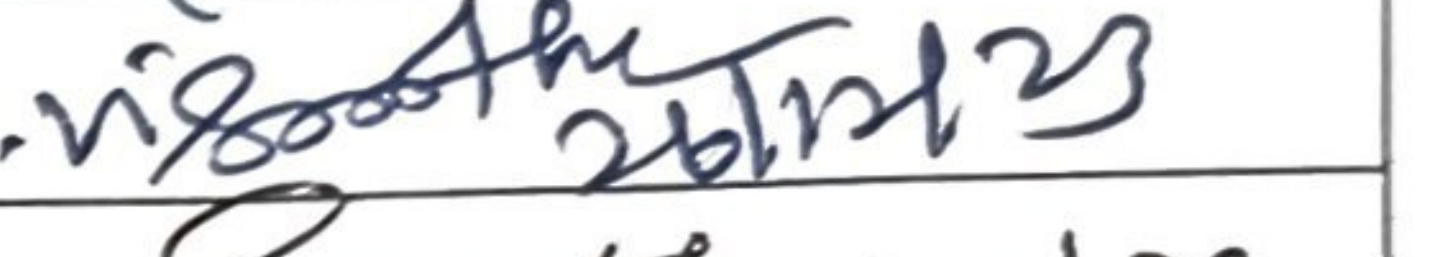
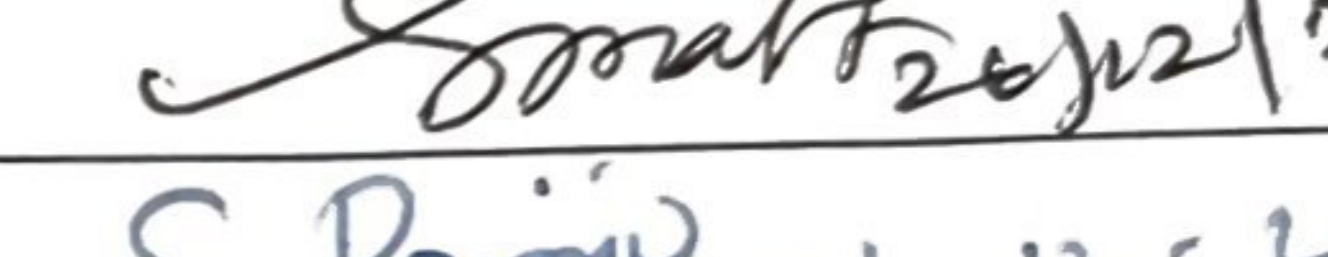
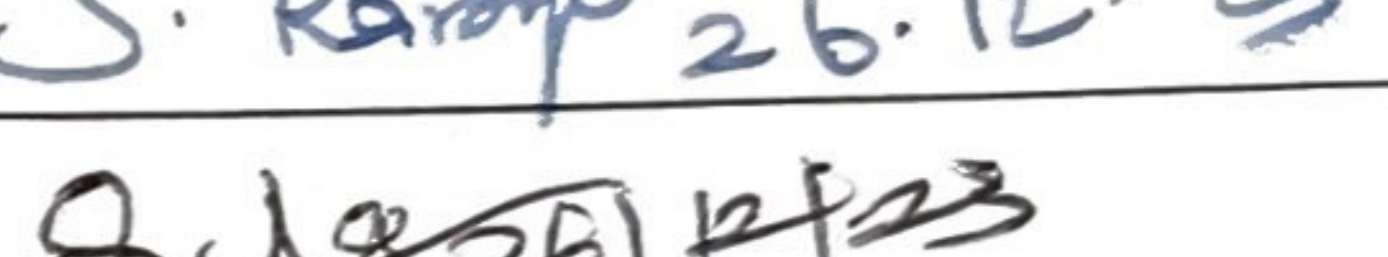
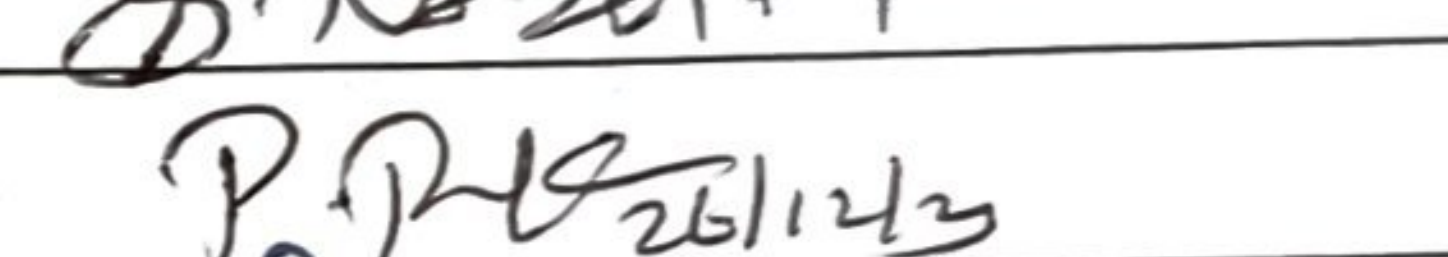
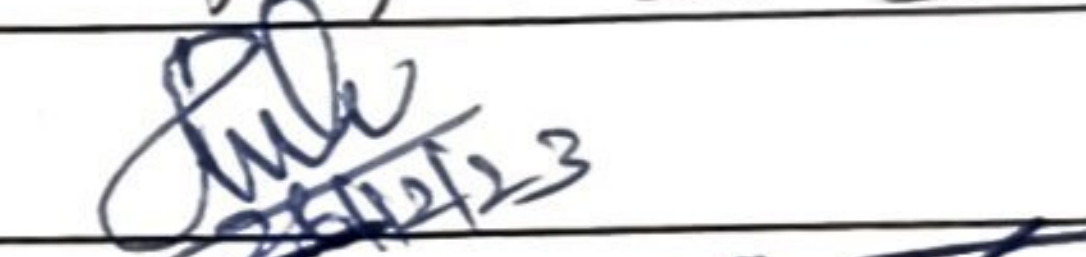


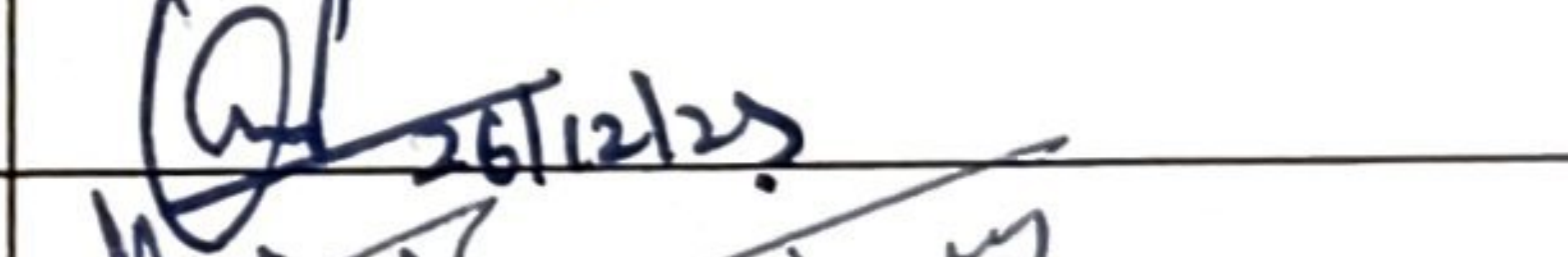

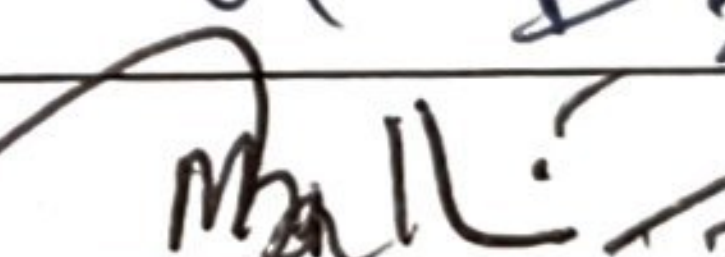

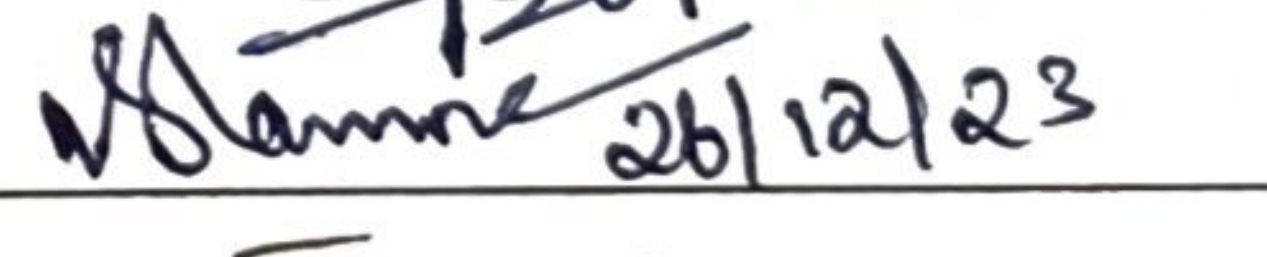
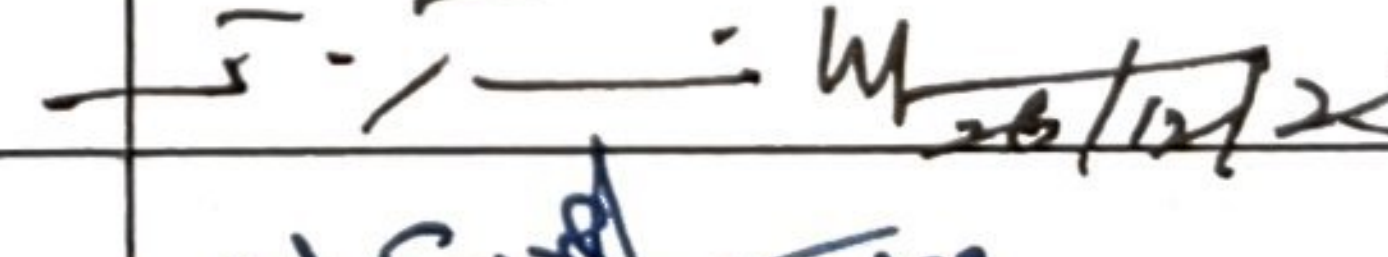

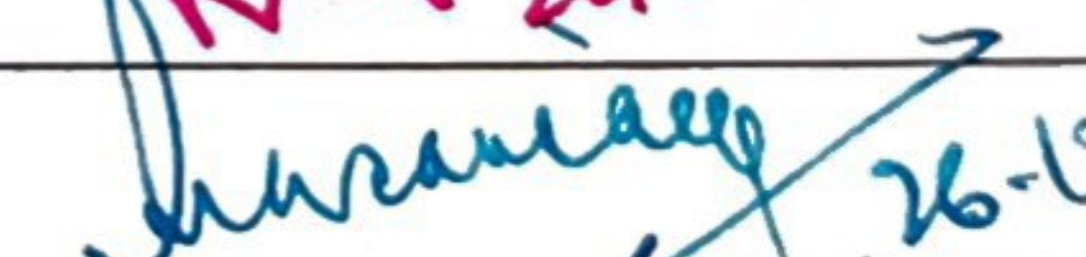





**PRINCIPAL**

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

TIRUCHENGODE – 637 215

## HoDs List

Date: 26.12.2023

S.NO	NAME	DEPARTMENT	SIGNATURE
1.	Dr.R.Palanivel	Tamil	
2.	Ms.V.V.Malini	English	
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 (B&I)	
11.	Dr.S.Nisha	B.Com (PA)	
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	
23.	Mr.M.Prasad	Controller of Examinations	
24.	Dr.M.Prasanna Rajesh Kumar	Vice - Principal	
25.	A.KARTHICK RASA	PLACEMENT OFFICER	

**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/Year:2023-24</b>	<b>Date: 26.12.2023</b>	<b>VENUE: SangamHall</b>	<b>Time: 11.00 AM</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	<b>Discussion on Genesis Award</b>	<ul style="list-style-type: none"> <li>Genesis Award function for the students who claimed scholarship will be conducted on 28/12/2023 at Dhenuka hall (MCA conference hall), KSRCE.</li> <li>The Heads of the departments are instructed to invite the parents to the programme.</li> <li>The committee co-ordinators for Genesis award programme should follow the allotted duties and responsibilities till the end of the programme.</li> </ul>	Heads	Continuous
2	<b>Biometric Attendance</b>	<ul style="list-style-type: none"> <li>Centralized Biometric attendance would be implemented from Jan 1, 2024. The Heads of the departments are instructed to advise their faculty to be punctual on biometric attendance both in the morning and evening.</li> </ul>	Heads	Continuous
3	<b>On duty for University Valuation</b>	<ul style="list-style-type: none"> <li>It has been decided to sanction three working days on rotation basis on-duty for central valuation to the faculty members.</li> </ul>	Heads	Continuous
4	<b>Awareness programme for Professional course</b>	<ul style="list-style-type: none"> <li>It has been planned to conduct awareness programme on Professional courses for school students of Erode &amp; Namakkal (Dt) at Chelayammal Hall, Erode on 6<sup>th</sup> Jan, 2024.</li> </ul>	Heads	Continuous

5	Students Feedback	<ul style="list-style-type: none"> <li>The HoDs are instructed to make the students to complete semester end feedback which is posted in Intranet.</li> </ul>	Heads	Continuous
6	Any others	<ul style="list-style-type: none"> <li>After so many deliberations and discussions regarding the fee collection, students attendance, question paper setting the following discussions were taken.</li> <li>The student's attendance should be improved. Absentees should be immediately intimated to the parents and also to the office before 10.30am everyday.</li> <li>Rangutsav- 23 programme would be conducted between 14<sup>th</sup> Feb to 17<sup>th</sup> Feb 2024. The theme allotted to KSRCAS is Theatre and Media.</li> <li>Fees from the students should be collected within the stipulated time.</li> <li>Day order system would be implemented and the same would be posted in intranet.</li> <li>Certificate award function has been scheduled on 6<sup>th</sup> Jan 2024 regarding the Millets programme.</li> <li>AQAR details should be uploaded in the portal before 26.12.2023.</li> <li>The syllabus for 2021,2022&amp;2023 regulations should be submitted to CoE on or before 02.01.2024</li> </ul>	Heads	Continuous

The Chairperson thanked the members and the meeting adjourned at 1.30 pm.

  
26/12/23  
PRINCIPAL