

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/Year: 2023-24	Date: 07.2.2024	VENUE: Gitam Hall	Time: 3.00 PM
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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.	Discussion on Admission	<ul style="list-style-type: none"> The heads of the departments were instructed to concentrate on admission for the academic year 2024-2025. The following discussions were made regarding admission. Phone numbers for admission was circulated to all the departments. Feedback on admission calls should be submitted to Dr.S.Maheshkumar on every Fridays. 	Heads	Continuous
2.	Discussion by Planning And Evaluation Committee	<ul style="list-style-type: none"> The heads are instructed to submit work load, subject allotment and time table to Planning & Evaluation Committee on 07/02/24. 	Heads	Continuous
3.	Discussion on Board Meeting	<ul style="list-style-type: none"> The heads of the departments were instructed to take corrective measures on the failures in Comprehensive Examination Nov/Dec 2023. Regular absentees should be monitored and intimation letter /SMS to parents should be sent. Stringent measures should be taken on the absentees of Continuous Assessment Test- I. 	Heads	Continuous
4.	Collection of Fee Pending - Status	<ul style="list-style-type: none"> The heads of the departments were instructed to collect pending semester's fees and hostel fees within 10/2/24. It was decided to collect 1200 for T-Shirt and registration from the students and should be handed over to Mr S.Shanmugam, principal office on 10/02/24. 	Heads	Continuous

5.	College Website-Photo Shoot	<ul style="list-style-type: none"> It was decided to conduct photo shoot for website by the department of Visual Communication at prominent places of KSRCAS on 9/2/24(Friday). 	Heads	Continuous
6.	R&D Activities	<ul style="list-style-type: none"> Consultancy work should be completed within the last week of February. The heads of the departments were instructed to monitor the faculty and students publications. 	Heads	Continuous
7.	Placement Activities	<ul style="list-style-type: none"> Mr.A. Karthikraja, CDC incharge, KSRCAS informed that eight companies are in pipe line for all the departments. Training and Placement will be given for Maths and M.Com students. That great place to work survey had been completed and 80% of responses were attained. The head of the departments were instructed to submit Zoho survey report by 5.p.m on 7/2/24. 	Heads	Continuous
8.	Any Others	<ul style="list-style-type: none"> Rangutsav sponsorship review and report were discussed. Sponsors' logo and details should be submitted to the principal on 9/2/24. It was informed about world record on 11/2/24 on Drug Awareness more login from the institutions would be considered for achieving world record. 	Heads	Continuous

The Chairperson thanked the members and the meeting came to close at 4.00 pm


PRINCIPAL