

**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: 28.09.2024	Venue: Mini A/C Hall	Time: 02.00 P.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.	Value Added course	<ul style="list-style-type: none"> • The Heads of Departments are instructed to conduct Value Added courses in the month of November, aligned with their respective domains, with priority given to final-year students and from the next academic year, the Value Added courses has to be conducted in all the semesters. • It was discussed that Dreamda would be incorporated as a certificate course in one of the semesters and an exclusive Communication Lab for Dreamda will be inaugurated on October 4th. 	Heads	Continuous
2.	Blazer to 1 st and 2 nd year students and faculty members	<ul style="list-style-type: none"> • The management has planned to provide blazers for 1st and 2nd-year students and also faculty members to wear during department and institute level events. 	Heads	Continuous
3.	Niftam Visit	<ul style="list-style-type: none"> • The Heads of the Departments are directed to take the initiative in organizing NIFTAM visits for their respective students. 	Heads	Continuous
4.	School Events Online/Offline	<ul style="list-style-type: none"> • School events must be planned within the stipulated timeframe, with at least one mandatory online event per week. • Students are expected to take ownership and responsibility for 	Heads	Continuous

		organizing and executing school events.			
5.	Social Media follow up	<ul style="list-style-type: none"> The Heads are instructed to advise their students to follow the college official social media page and engage with posters published on the website. The social media follow up is below expectation and requires close monitoring to ensure increasing numbers. Each department is required to publish two newsletters annually, highlighting their activities, events, and achievements. It is suggested to publish 'Footprints' monthly once on the official website. It is mandatory to display students' achievements and photos on the college notice board and update it regularly. It is recommended to collaborate with alumni as sponsors to develop and conduct student development programs, which can be held online. The Alumni Association Committee Secretary requested Department Heads to add all alumni to a WhatsApp group and coordinates their efforts for the upcoming Mega Alumni Meet scheduled for December. The Heads of the departments are instructed to direct their students and faculty members to complete M2 Registration by Monday afternoon. The Heads of the departments should monitor and have follow up on the completion of the EduSkill Course for the 1 year students. The Wadhvani Course update was discussed and instructed to 	Heads	Continuous	
6.	Website update pending details		Heads	Continuous	
7.	Student development programme status		Heads	Continuous	
8.	Alumni Meet/Chapter		Heads	Continuous	
9.	M2 Registration Status		Heads	Continuous	
10.	EduSkill Certificate courses updates		Heads	Continuous	
11.	Wadhvani Status		Heads	Continuous	

		leverage the Wadhvani organization to complete online certificate courses relevant to their respective domains.		
12.	Academic Calendar	<ul style="list-style-type: none"> The status of Academic Calendar preparation was discussed. The Heads are instructed to finalize subject allotment and timetable preparation by October 30th. 	Heads	Continuous
13.	Sem/Exam Fee pending	<ul style="list-style-type: none"> The Heads are instructed to follow up on pending semester examination fees, ensuring timely payment from students. Students are required to clear their next semester fees and hostel fees in the 1 week of December. 	Heads	Continuous
14.	SET/NET Class	<ul style="list-style-type: none"> The Heads of the departments are instructed to organize SET/NET preparation classes for faculty members within their respective departments. 	Heads	Continuous
15.	Club Activity updates	<ul style="list-style-type: none"> The Club Coordinators are required to conduct a minimum of two activities per semester, totaling four activities annually. 	Heads	Continuous
16.	NIRF	<ul style="list-style-type: none"> The NIRF portal will be opened in the month of March. All necessary documents must be prepared for uploading in the portal. 	Heads	Continuous
17.	NAAC new reform FDPs	<ul style="list-style-type: none"> Prof. T. Rajendra Kumar, Head, Department of Mathematics, has been appointed as the College Faculty Development Programme Coordinator. 	Heads	Continuous
18.	FDP plan for the month of November	<ul style="list-style-type: none"> A Faculty Development Program (FDP) is scheduled for all the faculty members in November. 	Heads	Continuous
19.	Parent teachers meeting	<ul style="list-style-type: none"> It was instructed to conduct parents' meeting class-wise every semester. 	Heads	Continuous
20.	COE	<ul style="list-style-type: none"> The CoE Prof.M.Prasad announced that CA II and CA III exams will 	Heads	Continuous

		be commenced on 14th October.	
		<ul style="list-style-type: none">• It was advised to complete post assessment work within three working days from the date of completion of Assessment test.	

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

[Handwritten Signature]
PRINCIPAL