

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

**Chair Person: The Principal**

**Members of the Meeting: Deans & HoDs**

<b>Meeting year: 2024-2025</b>	<b>Date:08.01.2025</b>	<b>Venue: Mini A/C Hall</b>	<b>Time:10.50A.M</b>
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- The meeting was chaired by Principal along with the Deans & Heads of the Departments.
- Items listed in the agenda were taken for the discussion and decision.

<b>S.No</b>	<b>Agenda</b>	<b>Discussion / Action to be taken</b>	<b>Responsibility</b>	<b>Target Date</b>
<b>1.</b>	Fees Pending	<ul style="list-style-type: none"> <li>• The Principal directed the heads to ensure students to clear their pending semester fees and outstanding bus fees.</li> <li>• Payment of fees can be made through online.</li> </ul>	Heads	Continuous
<b>2.</b>	CoE	<ul style="list-style-type: none"> <li>• Dr. Venkatesh, Controller of Examinations, announced that the CA-I exams would take place from 24-01-2025 to 27-01-2025.</li> <li>• Exams will follow a decentralized format, and question papers must be collected from the respective departments a day in advance.</li> <li>• The Heads are instructed to curate objective-type questions and answers in alignment with the 24th regulation syllabus..</li> </ul>	Heads	Continuous
<b>3.</b>	Marathon	<ul style="list-style-type: none"> <li>• A marathon is scheduled for 09-02-2025. Heads are advised to oversee committee registrations, stage arrangements, and flex designs.</li> </ul>	Heads & Planning and Evaluation Committee	Continuous
<b>4.</b>	Academic Audit	<ul style="list-style-type: none"> <li>• External Academic Audit for the year 2024-2025 would be conducted in the last week of January to review the organising &amp; maintenance of academic files.</li> </ul>	Heads	Continuous
<b>5.</b>	BOS Review and	<ul style="list-style-type: none"> <li>• The third BOS review meeting must be concluded by</li> </ul>	Heads	03-02-2025

	Curriculum Development	10-01-2025 across all departments. <ul style="list-style-type: none"> <li>A presentation on curriculum development has to be given by the heads on 03-02-2025.</li> </ul>	Heads	Continuous
6.	Others	<ul style="list-style-type: none"> <li>The heads are instructed to monitor the students discipline duty during break and lunch sessions.</li> <li>The heads are advised to monitor students' ID cards and in addition Male faculty should wear formal shoes, and female faculty should wear white coat during lecture hours.</li> <li>The heads are advised to instruct the faculty and students to have constant follow up.</li> <li>IIC calendar activities must be conducted as scheduled, with prompt submission of reports to the IIC coordinator.</li> <li>The heads are instructed to prepare department news letter for odd and even semester.</li> <li>Dr. Ganesh Prabhu Head, Department of Visual Communication, requested the heads to motivate students to participate in the logo design contest.</li> </ul>		

The Principal thanked the members and the meeting came to a close at 1.00 pm



*[Handwritten Signature]*

**PRINCIPAL**

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K.S. Rangasamy College of Arts & Science  
(Autonomous)

TIRUCHENGODE - 637 215.

Namakkal-Dt. Tamil Nadu, INDIA.