

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

**Minutes of Meeting**

Chair Person: The Principal

Members of the Meeting: Chief Strategic Officer, Admission Director,  
Deans, HoDs

<b>Meeting year: 2024-2025</b>	<b>Date: 03.12.2024</b>	<b>Venue: Geetham Hall</b>	<b>Time: 2:30 PM</b>
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- The meeting was chaired by Principal along with the Chief Strategic Officer, Admission Director, Deans and 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>
1.	Admission Promotion Activities	<ul style="list-style-type: none"> <li>• The Open Day is scheduled to provide higher secondary students with a comprehensive view of the academic offerings, campus life, and opportunities at the institution.</li> </ul> <p>The following instructions were given.</p> <ul style="list-style-type: none"> <li>• Transport facilities would be arranged for students attending the event.</li> <li>• Departments should display models and offer presentations about their academic offerings.</li> <li>• Self-help groups, bankers, NIFTUM, and the Coir Industry could also be invited to participate in the event to offer diverse insights to visiting students.</li> <li>• A section for kids-related books will also be included.</li> <li>• Campus tour would be arranged for school students.</li> <li>• Heads of the Departments are instructed to organize their departments' participation and ensure active involvement in the event.</li> <li>• A follow-up meeting to finalize the plans will be held on Friday, 6<sup>th</sup> December 2024.</li> </ul>	Heads	Continuous
2.	Teaching and Learning Process	<ul style="list-style-type: none"> <li>• The Chief Strategic officer, Dr. S. BaluSamy emphasized the importance of continually improving the teaching-learning process.</li> <li>• He highlighted that effective teaching methods and student engagement should be prioritized to foster a better learning environment.</li> </ul>	Heads	Continuous

3.	Admission: Fees & regulations	<p>□ The Admission Director presented the plan, with an expected intake of 1,954 students. The Discussions were held regarding the revision of the overall fee structure, including transport fees and Scholarships</p> <ul style="list-style-type: none"> <li>• It was proposed to offer amenities and merit scholarships for students achieving outstanding academic results in higher secondary education.</li> <li>• Various emoluments were fixed for undergraduate students and alumni.</li> <li>• The inclusion of sports students in the admission process was discussed, with provisions for their recognition and support in place.</li> </ul>	Heads	Continuous
4.	others	<ul style="list-style-type: none"> <li>• The Principal emphasized that faculty members should make full use of the NET/SET coaching classes, which would be conducted daily in the college from 3:30 to 4:30 PM.</li> </ul>	Heads	Continuous

The Principal thanked the members and the meeting came to a close at 4.40 pm



*Principals*  
5/12/24

**PRINCIPAL**

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(Autonomous)

**TIRUCHENGODE - 637 215.**  
Namaikkal-Dt. Tamil Nadu, INDIA.