

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

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

**Chair Person: The Principal**

<b>Meeting year: 2024-2025</b>	<b>Date: 5.11.2024</b>	<b>Venue: Mini A/C Hall</b>	<b>Time: 11.45A.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>	Admission Promotion Activities	<ul style="list-style-type: none"> <li>• The Heads of Departments have been entrusted with the task of devising impactful and innovative strategies to elevate admission promotion efforts.</li> </ul>	Heads	Continuous
<b>2.</b>	Website Updation	<ul style="list-style-type: none"> <li>• The heads are instructed to give details for website updation. He also added that the website should be updated with highlights of departmental activities, testimonial videos, and the remarkable achievements of both students and faculty members.</li> </ul>	Heads	Continuous
<b>3.</b>	Readiness for the next semester	<ul style="list-style-type: none"> <li>• Each department head is tasked with crafting a comprehensive action plan for the upcoming semester, which should be promptly shared with both the department and student groups.</li> <li>• The Principal urged all department heads to inspire and encourage students to actively engage in a wide range of academic and professional events, both on and off campus.</li> <li>• It was decided that faculty presentations will be conducted before the commencement of the even semester.</li> </ul> <p>The presentations should cover the following parameters:</p> <ul style="list-style-type: none"> <li>• Syllabus updates and course revisions.</li> <li>• Development of e-content and course notes.</li> <li>• Utilization of ICT tools in teaching.</li> <li>• Assessment methods and improvements.</li> </ul>	Heads	Continuous
<b>4.</b>	New Courses	The following new courses were proposed for the next academic	Heads	07-10-2024

		<p>year:</p> <ul style="list-style-type: none"> <li>• B.Com (Information Technology)</li> <li>• B.Com (Business Analytics)</li> <li>• B.Sc (Data Analytics)</li> <li>• B.Sc (AI &amp; Data Science)</li> <li>• Adding a new section for B.Sc (Computer Science with Data Science).</li> </ul> <p>The Principal announced that the application process for establishing new courses for the next academic year is already underway which is guided by the respective deans.</p>		
<b>5.</b>	CoE	<ul style="list-style-type: none"> <li>• The heads are instructed to monitor student discipline and ensure adherence to the proper dress code. Internal marks should be finalized, verified, and submitted to the COE office.</li> </ul>	Heads & Planning and Evaluation Committee	Continuous
<b>6.</b>	Semester fees and Bus fees	<ul style="list-style-type: none"> <li>• The Principal directed the heads to inform students to remit their even semester fees on or before December 1, 2024, and 8.12.2024 designated as the final date for payment without incurring a late fee.</li> <li>• Additionally, the heads are encouraged to remind students to complete their bus fee payments for the upcoming semester.</li> </ul>		
<b>7.</b>	BoS	<p>The first convening of the Standing Committee for the Board of Studies (BoS) is scheduled for November 9, 2024.</p> <ul style="list-style-type: none"> <li>• The Board chairmen are advised to allocate courses to faculty members thoughtfully and to benchmark from reputed universities and colleges.</li> <li>• Special attention should be given to define course objectives, establishing course outcomes, and ensuring precise mapping.</li> <li>• After November 9, 2024, necessary revisions should be implemented across departments.</li> </ul>	Heads	Continuous

	External Academic Audit	Heads	Continuous
8.	External Academic Audit	<ul style="list-style-type: none"> <li>• It was decided to conduct External Academic Audit will for the odd semester on the following dates.</li> <li>• External auditors will be allocated according to School wise.               <ul style="list-style-type: none"> <li>• Commerce and management: 2</li> <li>• Computer Science: 2</li> <li>• Life Science: 2</li> <li>• Humanities : 1</li> </ul> </li> </ul>	Continuous
9.	R & D	<ul style="list-style-type: none"> <li>• The Principal has advised the heads of departments to elevate the scope of journal publications, encouraging an increase in conference presentations, seminar contributions, and paper publications,</li> <li>• The principal reminded that the faculty members were given a mandate target annually to publish one research paper in Scopus and two research papers in UGC CARE journals</li> </ul>	Continuous
10.	Student Record	<ul style="list-style-type: none"> <li>• The Heads are instructed that, from the next semester onwards, new student record shall be maintained across all departments.</li> </ul>	Continuous
11.	Magazine, Newsletter	<ul style="list-style-type: none"> <li>• It has been envisioned to launch the college magazine titled <i>Spectrum</i>, an annual publication that will showcase collection of articles, Poetry, Verse, departmental activities, and creative works such as drawings and paintings from all students, with the aim of inculcating and nurturing the innate talents of each student.</li> <li>• It has been resolved to maintain biannual newsletter within the department, serving as a vibrant platform to highlight the achievements of faculty and students.</li> </ul>	Continuous
12.	Skilling	<ul style="list-style-type: none"> <li>• The Principal announced that the registration for Cohort 10 in EduSkills has commencement and a name list is to be prepared</li> <li>• The Department heads are encouraged to motivate students to apply for internships through EduSkills, fostering valuable career-building opportunities and hands-on experience.</li> </ul>	Continuous

13.	International Conference / Funding projects	<ul style="list-style-type: none"> <li>The heads of the departments are advised to encourage students to actively participate in or attend the prestigious international conference in Malaysia, fostering a spirit of global engagement and academic excellence.</li> </ul>	Heads	Continuous
14.	Alumni meet	<ul style="list-style-type: none"> <li>The heads are hereby notified to organize an alumni meet and select 50 distinguished alumni for recognition. Additionally, a separate account is to be established for the alumni.</li> </ul>	Heads	Continuous

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

*Principal*  
PRINCIPAL