

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: 07.10.2024	Venue: Mini A/C Hall	Time: 2.30P.M
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- The meeting was chaired by 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.	Syllabus Completion Status	<ul style="list-style-type: none"> • The completion of syllabus was reviewed. It was observed that the most of the subjects were on track which required attention to complete the portion in time. • Principal instructed the heads to inform the faculty to complete the portions and monitor the classes. 	Heads	Continuous
2.	Mentor Mentee	<ul style="list-style-type: none"> • Suggested to improve more interaction and regular follow ups to enhance student support. • The heads are advised to monitor the mentor and mentee files properly maintained. 	Heads	Continuous
3.	Result analysis and students' counselling Records	<ul style="list-style-type: none"> • The principal emphasized the importance of maintaining accurate records for result analysis and student counselling. Action items assigned to respective faculty for timely updates. • The heads are instructed to advise the faculty to conduct remedial measures for the students those who have failed in the CAT I and Model Examinations. 	Heads	Continuous
4.	Class Committee Meeting	<ul style="list-style-type: none"> • It was discussed to schedule Class Committee Meeting within this week. 	Heads	07-10-2024
5.	Academic Calendar Review	<ul style="list-style-type: none"> • Reviewed the academic calendar from June to the present. 	Heads & Planning and	Continuous

		Evaluation Committee	
<p>6.</p> <p>CoE</p>	<ul style="list-style-type: none"> • It was observed that some of the programmes' action plan are mismatching with Academic Calendar • It was discussed to restructure the Academic Calendar for the upcoming Semesters • The Controller of Examinations, Mr.Prasad informed that the commencement of Model exam is scheduled on 14-10-2024. • It was discussed that the commencement of Semester Examination is scheduled on 06th Nov 2024, Wednesday onwards. • Heads are instructed to inform the class advisors to collect the Hall Tickets from COE on 22-10-2024. • Hall tickets will be distributed from 23rd to 25th of this Month for all classes. • Valuation date will be announced later. • Comprehensive results will be released in the first week of December. • Reopening of the college for the Even Semester will be on 2nd Dec 2024. • It was discussed to schedule BOS Meeting for the Academic Year of 2025-2026. • It is instructed to prepare the syllabus for Value Added Course, <i>Understanding India</i> in III semester by the Department of English and <i>Digital Literacy</i> in IV semester by the Department of Computer Science. 	<p>Heads</p>	<p>Continuous</p>
<p>7.</p> <p>Others</p>	<ul style="list-style-type: none"> • The heads are instructed to monitor the students discipline duty during break and lunch sessions. • The Principal Instructed the Planning and Evaluation Committee and the heads to complete the Subject Allocation and Timetable allotments on or before 30th 	<p>Heads</p>	<p>Continuous</p>

		<p>Oct 2024.</p> <ul style="list-style-type: none">• 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.• Dr. Ganesh Prabhu, Head, Department of Visual Communication, informed about the Graduation Photos of the students that can be downloaded through their mail.	
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The Principal thanked the members and the meeting came to a close.


PRINCIPAL