

Minutes of the Meeting held on 29th January 2021

Agenda

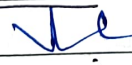





- ① Updating of attendance & internal marks for second & final year students by month
 - ② Syllabus completion report
 - ③ Committees to resume activities.
 - ④ Text books & reference book requirements to be submitted to library
 - ⑤ Digital library
 - ⑥ IQAC to monitor progress of NAAC documentation
 - ⑦ Result Analysis - III Sem & V Sem for all streams
 - ⑧ Attention to be paid for slow learners
 - ⑨ Submission of slow learners' list
 - ⑩ Student Representative nomination
 - ⑪ Cultural activities to be planned
 - ⑫ One FDP to be conducted by Commerce & Computer applications Departments
 - ⑬ Preparatory examination for second & final year students
 - ⑭ Industrial visit planned
- Expansion
- ① Attendance and internal marks to be entered in the assigned systems
 - ② Syllabus completion reports to be collected by HOD's & submitted to Principal
 - ③ All committees, cells & club to resume activities
 - ④ Text books and reference books requirements to be given to the Librarian
 - ⑤ Digital Library to be introduced soon
 - ⑥ Process of documentation for NAAC to be updated on a weekly basis
 - ⑦ Result Analysis to be done for all the streams

8. Slow learners to be identified
9. Nomination of student representatives to be finalised
10. Cultural activities to take shape with the help of the committee heads and members
11. FDP to be organized by departments.
12. Preparatory Examination dates to be finalised

Action Taken Report

- ① COVID Protocols implemented strictly in the college premises. Staff educated students about how to observe and implement the protocols.
- ② ~~Majority~~ Majority of students preferred offline classes.
- ③ Parental approval for attending offline classes was collected in the prescribed format.
- ④ Preparations afoot for LIC visit
- ⑤ Classes taken online were supplemented in offline classes on specific topics according to student needs.
- ⑥ Timetable for offline classes finalized.
- ⑦ Staff excursion to Trumalai was confirmed

Members Present

1. Veena S. 
2. Gyothieswari 
3. Sushila Rajan 
4. Sethurajan S. 
5. Pavithra Id P. 
6. Parvathi H.S. 
7. Jagadeesha 