SKP/78/SC

MINUTES OF THE MEETING

DATE: 09.09.2019

TIME: 1.45 P.M.

PLACE: CONFERENCE ROOM

S.NO	MEMBERS PRESENT	SIGNATURE
1.	Dr.T.Mohanashree, Principal	4/10/19
2.	Dr.P.B.Vaneetha, Vice Principal	
3.	Dr.M.V.Nappinnai, Head, Dept.of Corporate Secretaryship	
	SHIFT – I & II	
4.	Dr.K.Lakshmi, Head, Dept. of Tamil	
5.	Ms.A.Durgadevi Head, Dept. of Sanskrit	
6.	Ms.I.M.Sheeba Alorcious Head, Dept. of English	
7.	Ms.V.Bhanu Head, Dept. of Sociology	
8.	Ms.B.Rani Head, Dept. of Mathematics	
9.	Dr.N.Nirmala Asst.Professor, Dept. of Psychology	
10.	Dr.V.Meena, Head, Dept. of H.Sc.Interior Design & Decor	
11.	Dr.A.Sudha Ramkumar Head, Department of Computer Science	
12.	Ms.M.R.Sumathi Head, Dept. of Computer Application	
13.	Dr.K.Vinotha Head, Dept. of Commerce	
14.	Dr.P.Barani Kumari Head, Dept. of Commerce(Hons.)	
15.	Ms.S.Gouthami Head, Dept. of Management Studies	
16.	Ms.T.Prathibha Bharathy Head, Dept. of Accounting & Finance	
17.	Ms.BH.Padmavathi Head, Dept. of Bank Management	
18.	Ms.V.Kamakshi Asst.Professor, Dept. of Computer Science	
19.	Ms.J.Malarvizhi Head, Dept. of Maths with Computer Application	
20.	Ms.K.Bhavani Head, Dept. of English	
21.	Dr.S.Arul Selvam Head, Dept. of Tamil	
22.	NAKSHTRA STUDENTS COUNCIL Ms.K.Ganga – Vice President Ms.M.Latha - Secretary	
23.	DR.K.MALATHI LIBRARIAN	
24.	MS.B.ANITHA PHYSICAL DIRECTRESS	

PRINCIPAL

- All activities should be conducted under the banner of IQAC. It should be mentioned both in the Certificate and Invitation.
- It is mandatory on the part of the staff to attend assembly
- Those who are bringing their children to the college should get prior permission from HOD and Principal
- Staff who will get appointment through TRB should replace qualified staff from the point of you of students' welfare

DR.M.V.NAPPINNAI, VICE-PRINCIPAL

- Urged the faculties to communicate only in English in the class room.
- The format for students' strength to be collected at the end of the month will be changed.

DR.N.NIRMALA, NAAC CO-ORDINATOR

Based on Workshop attended by Dr.P.B.Vaneetha and Dr.N.Nirmala at Guru Nanak College on 07.09.2019 few new inputs for NAAC were shared to the Heads of the Departments.

- There is a procedure named the DVV (Data Validation and Verification) by the NAAC online system.
- There should not be any discrepancy between the Data mentioned, written and Data document submitted.
- No Extension / Outreach activities to be repeated and no names of the students should be repeated.
- Geo Tag photos is mandatory

- NCC / NSS Activities are not considered to address locational advantages
- Publication per faculty is expected
- Availability of PPT is expected in the college website providing e – platform
- Documents of Staff Appointment Order with Pan Card are insisted.
- University Gazette Notification for Ph.D., awards should be obtained by the concerned staff.

PRINCIPAL

- Henceforth the staff who are attending PTA meeting for their children should submit permission letter to the Principal
- Staff are instructed to wear Saree while attending Seminar, Workshop, Conference and FDP conducted by other colleges.

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