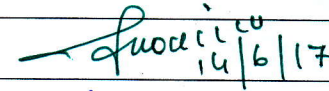
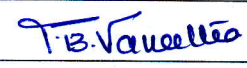

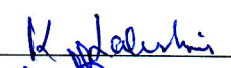

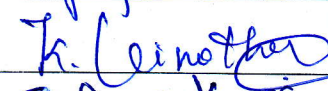
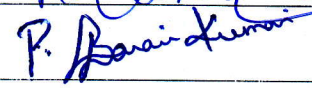
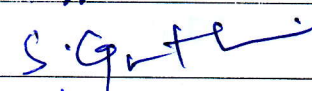
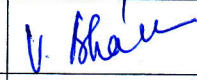
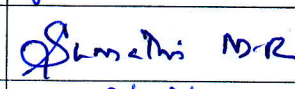

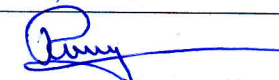
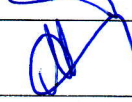
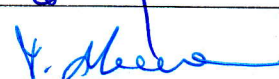


MINUTES OF THE MEETING**DATE: 14.6.2017****TIME: 9.45 a.m.****PLACE: PRINCIPAL ROOM**

S.NO	MEMBERS PRESENT	SIGNATURE
1.	Dr.T.Mohanashree, Principal	
2.	Dr.P.B.Vaneetha, Vice Principal	
3.	Dr.M.V.Nappinnai, Vice-Principal - Academics Head, Dept.of Corporate Secretaryship	
4.	Dr.K.Lakshmi, Head, Dept. of Tamil	
5.	Ms.I.M.Sheeba Alorcious, Head, Dept. of English	
6.	Dr.K.Vinotha Head, Dept. of Commerce	
7.	Dr.P.Barani Kumari Head. Dept. of Commerce(Hons.)	
8.	Ms.S.Gouthami Head, Dept. of Management Studies	
9.	Ms.V.Bhanu Head, Dept. of Sociology	
10.	Ms.M.R.Sumathi Head, Dept. of Computer Application	
11.	Ms.A.Sudha Ramkumar Head, Department of Computer Science	
12.	Ms.B.Rani Head. Dept. of Mathematics	
13.	Dr.N.Nirmala Head, Dept. of Psychology	
14.	Ms.V.Meena, Head, Dept. of H.Sc.Interior Design & Decor	

PRINCIPAL

- It is the responsibility of the concerned staff member to invite the Management for the college function.
- Requested the ISO Auditing team to postpone the External ISO Audit date from the next year onwards.
- Instructed the faculties to remind the 2nd & 3rd year students regarding fees payment.

- SBIOA and T.I.M.E Institute are ready to coach the students for three working days. The Fees will be Rs.5000/- (including study material).
- Requested the staff to contribute articles for the SKPD Schools Centenary Souvenir within a week.
- 2nd & 3rd Year students have to subscribe for Times of India. The subscription fees is Rs.270/-
- Insisted the staff to communicate in English and ensure subject expertise.
- Thanked the Management for releasing Management Quota.
- Increase the cut off for Tamil Medium students .

DR.N.NIRMALA – NAAC CO-ORDINATOR

- Requested the staff to submit the details as required by IQAR on time.
- Record of Co-curricular, Extra Curricular, Sports and Club Activities as maintained by Ms.R.Revathi, Clerk cum Typist is suspended. Departments can maintain their own record.
- Requested the faculties to bring to the notice the psychological issues of students to the Department of Psychology.
- Communicate HR Policy to the New Staff

DR.P.B.VANEETHA – VICE - PRINCIPAL

- Staff Members of each Staff Room are requested to suggest a best practice to be implemented.
- Listed out the Recommendations and Suggestions of External Auditors

PRINCIPAL

- Take initiative for getting the Staff Approval of their own department.
- Urged the staff to complete NET/SET/Ph.D.,

It is Unanimously resolved by all the HODs that –

1.The students who turn up between 8.20 a.m. and 9.20 a.m have to pay a fine of Rs.20/- and they will miss half a day attendance.

2.Students who turn up after 9.20 a.m. have to pay a fine of Rs.20/- and they will miss full day attendance.
