

2016-2017

ACADEMIC COUNCIL

YEAR: 2016-2017

DATE: 04.06.2016

The main objective of the academic committee is to oversee the academic affairs of the colleges and make recommendations to the Principal about academic programs and strategic priorities.

| S. No | Name of the Staff | Designation & Department | Role | Signature |
|--------------|----------------------------|--------------------------------------|-------------|------------------|
| 1 | Dr.D.RAJAKUMARI | Principal | Coordinator | |
| 2 | Dr.P.RAGAMATH BEEBE | Assistant Professor of Tamil | Member | |
| 3 | Mrs. S.SUGANTHI | Assistant Professor of Mathematics | Member | |
| 4 | Dr.S.INDIRA | HoD cum Assistant Professor of Tamil | Member | |
| 5 | Dr.V.MEENATCHI | Assistant Professor of Chemistry | Member | |

WOMEN DEVELOPMENT CELL

MINUTES OF THE MEETING

YEAR: 2016-2017

DATE: 08.07.2016

The women's welfare cell meeting with representatives of the women's development cell was held in the multipurpose hall.

- The meeting was started with welcome address by the coordinator Mrs. P.Girijadevi, Assistant professor, Department of Chemistry.
- Women Empowerment and Gender Equality are the most important requirements for the upliftment and progress of our nation.
- The Cell is made up of both faculty and students of the college and aims to create a gender-sensitive campus and society.
- It has been organizing varied academic, technical, medical, cultural and social events for the upliftment of women and spreading the real importance of gender equality in society through college students.
- One day in a world where women suffer from discrimination and violence every single day. The fight for women's rights must last more than one day, so that being born a girl stops being a hurdle.
- To conduct Child Abuse Awareness Programme on 21.07.2016.
- It was planned to have Women Sexual Harassment Awareness Programme.
- To conduct TB Awareness Program.

| S. No | Name of the Staff | Designation & Department | Role | Signature |
|-------|----------------------|----------------------------------|--------------|-----------|
| 1 | Dr.D.Rajakumari | Principal | Chair person | |
| 2 | Mrs.P.Girijadevi | Assistant Professor of Chemistry | Coordinator | |
| 3 | Mrs.R. Kohila | Assistant Professor of English | Member | |
| 4 | Ms. G.Priyadharshini | Assistant Professor of Commerce | Member | |
| 5 | Ms.K. Nivetha | Assistant Professor of Tamil | Member | |

STAFF WELFARE COMMITTEE

MINUTES OF MEETING

YEAR: 2016-2017

DATE: 19.07.2016

STAFF WELFARE ACTIVITIES

The Institution has welfare for both Teaching and Non Teaching staff.

WELFARE MEASURE FOR TEACHING STAFF

1. Management provides hostel accommodation for staff members.
2. Transportation funds were provided by the management to attend conferences, seminars, FDP's, and workshops.
3. Maternity Leave.
4. Festival advance.
5. Festival bonus.
6. Prompt facilitation of Provident Fund loans.
7. Faculty Members OD and casual leave facilities.
8. Concession for ward of the faculty.

WELFARE MEASURE FOR NON-TEACHING STAFF

1. Training for Non-Teaching staff.
2. Financial Contribution by college to the Non-Teaching Staff Association Fund.
3. Crash Course in Computer Basis for Supporting Staff.
4. Festival advance.
5. Festival bonus.
6. Giving Transport allowances to Non-Teaching Staff.

| S. No | Name of the Staff | Designation & Department | Role | Signature |
|-------|-------------------|---|-------------|-----------|
| 1 | Dr.D.Rajakumari | Principal | Coordinator | |
| 2 | Mrs.S.Suganthi | Head & Assistant Professor of Mathematics | Member | |
| 3 | Mrs.P.Girijadevi | Assistant Professor of Chemistry | Member | |
| 4 | Ms.S.Suganya | Head & Assistant Professor of English | Member | |

MINUTES OF MEETING

YEAR: 2016-2017

DATE: 03.01.2017

STAFF WELFARE ACTIVITIES

Staff Welfare Committee aims for overall development of staff members by applying different welfare schemes.

WELFARE MEASURES FOR TEACHING STAFF

1. Transportation funding for attending Conference, Seminars, FDP's, Workshops sponsors from the Management.
2. Maternity Leave.
3. Festival advance.
4. During Diwali celebration management provides bonus and snacks.
5. OD and causal leave for both teaching and non teaching facilities.
6. The Management provides feast in every celebration.
7. Bus free facilities available for both teaching and non teaching facilities.

WELFARE MEASURE FOR NON-TEACHING STAFF

1. Financial Contribution by college to the Non-Teaching Staff Association Fund.
2. Crash Course in Computer Basis for Supporting Staff.
3. Festival Bonus.
4. Festival advance.
5. Prompt facilitation of Provident Fund loans.

| S. No | Name of the Staff | Designation & Department | Role | Signature |
|-------|-------------------|---|-------------|-----------|
| 1 | Dr.D.Rajakumari | Principal | Coordinator | |
| 2 | Mrs.S.Suganthi | Head & Assistant Professor of Mathematics | Member | |
| 3 | Mrs.P.Girijadevi | Assistant Professor of Chemistry | Member | |
| 4 | Ms.S.Suganya | Head & Assistant Professor of English | Member | |

DISCIPLINARY COMMITTEE

MINUTES OF MEETING

YEAR: 2016-2017

DATE: 20.06.2016

1. A Disciplinary Committee is any individual or group of individuals, or any subcommittee thereof, who is authorized by the Association to issue disciplinary charges, conduct disciplinary proceedings, settle disciplinary charges, impose disciplinary sanctions or to hear appeals thereof in cases involving any violation of the rules of the Association except those cases where the person or committee is authorized summarily to impose minor penalties for violating rules regarding decorum, attire, the timely submission of accurate records for clearing or verifying each day's transactions or other similar activities.
2. Staff members are expected to describe to their respective classes as soon as the first bell rings.
3. Students should be warned if they enter the classroom after the second bell.
4. She should obtain permission from the HOD to attend the class after three warnings.
5. The disciplinary committee consisted of six students from each department.
6. During their lunch break, they were instructed to verify the cleanliness of their respective departments' classes and report to their HODs.

| S. No | Name of the Staff | Designation & Department | Role | Signature |
|-------|-------------------|------------------------------------|-------------|-----------|
| 1 | Dr.D.Rajakumari | Principal | Chairperson | |
| 2 | Ms S.Suganthi | Assistant Professor of Mathematics | Secretary | |
| 3 | K.Sellammal | Assistant Professor of Chemistry | Member | |
| 4 | Ms.S.Sharmila | Assistant Professor of Tamil | Member | |

ADMISSION COMMITTEE

MINUTES OF THE MEETING

YEAR: 2016-2017

DATE: 03.05.2016

AGENDA:

- ❖ To examine the admission procedure for the academic year 2016-17 and review previous years admission status.
- ❖ Analyze the Admission Policies that will be implemented for the academic year 2016-2017.
- ❖ To solicit final feedback on the admissions procedure followed for the 2016-17 academic year.
- ❖ Discussion on collecting Tuition fees on a payment-by-installment basis.
- ❖ To consult and confirm transportation arrangements by Admission panel members.

MINUTES OF THE MEETING:

- ❖ It was suggested that the admission process be made widely known by distributing brochures, hanging banners, erecting hoardings, and airing advertisements on local television stations.
- ❖ The Committee determined to adopt the Government of Tamil Nadu's admission regulations and eligibility criteria, as well as those of the concerned University.
- ❖ The Committee had decided to admit every student based on eligibility norms.
- ❖ It was discussed whether tuition fees should be paid in installments.
- ❖ Members of the admission committee were consulted to confirm transportation arrangements.

| | | |
|-----------------------|---|--------------------------|
| HEAD | - | Dr .D .RAJAKUMARI |
| COORDINATOR | - | Mrs. R.AKILA |
| CO-COORDINATOR | - | Mrs. A.SANGEETH |
| MEMBER | - | Mrs.V.PARAMESWARI |

CULTURAL COMMITTEE

YEAR : 2016-2017

DATE: 09.08.2016

Objectives:

The Cultural Committee is BASCW's most formal group, in charge of planning all cultural activities, from Fresher's Day to Farewell. The Committee's goal is to promote unity by conducting these events, which have social gatherings, enjoyable activities, and celebrations at its passion. The cultural committee is in charge of all of these events' planning, direction, coordination, and logistical needs.

Ref. No: BASCW/CIR/ 2016-2017/001

NOTIFICATION

Sub: Constitution of Cultural Committee for the academic year 2016-2017

The Cultural Committee has been constituted for cultural activities during the academic year 2016-2017 with the following composition.

| S.NO | NAME | DESIGNATION | ROLE |
|-------------|-----------------|---|-------------|
| 1 | Dr.D.Rajakumari | Principal | Chairperson |
| 2 | Ms.D.Sathiya | Assistant Professor of Computer Science | Coordinator |
| 3 | Ms.N.Gomathi | Assistant Professor of Chemistry | Member |
| 4 | Ms.S.Mamtha | Assistant Professor of English | Member |
| 5 | Ms.R.Mayil | Assistant Professor of Physics | Member |
| 6 | Ms.R.Deivanai | UG Student | Member |
| 7 | Ms.V.Sowmiya | PG Student | Member |

The Chairman and Members of the Committee are requested to accept their nomination.

PRINCIPAL

To

All the above members of the committee

CULTURAL COMMITTEE

Ref. No: BASCW/CIR/ 2016-2017/002

Date: 15.09.2016

Agenda:

- ❖ To discuss and Plan the cultural events for the academic year.
- ❖ External Participation of Students.
- ❖ National and international events.
- ❖ Any other information related to cultural activities.

MINUTES OF MEETING

The Cultural Committee meeting is scheduled on 15.09.2016 at 4.00 PM in A.P.J.Abdul Kalam Multipurpose hall. The members of this committee discussed the year's plan for the students' cultural activities. They are designed to encourage students to participate in extracurricular activities. They also focused about current events on a National and International level. They are also designed to provide the most dedicated platforms for pupils to discover their talents and abilities.

| S.NO | NAME | DESIGNATION | ROLE | SIGNATURE |
|-------------|-------------------|---|-------------|------------------|
| 1 | Dr.D.Rajakumari | Principal | Chairperson | |
| 2 | Ms.D.Sathiya | Assistant Professor of Computer Science | Coordinator | |
| 3 | Ms.K.Vijayakumari | Assistant Professor of Physics | Member | |
| 4 | Ms .S.Mamtha | Assistant Professor of English | Member | |
| 5 | Ms .R.Mayil | Assistant Professor of Physics | Member | |
| 6 | Ms. R.Deivanai | UG Student | Member | |
| 7 | Ms.V.Sowmiya | PG Student | Member | |

PRINCIPAL

CULTURAL COMMITTEE

REF. NO: BASCW/CIR/ 2016-2017/003

DATE: 09.01.2017

Agenda:

- ❖ To discuss about the departmental club activities.
- ❖ Arrangements of judges for the activities.
- ❖ Student's participation in all extracurricular activities.
- ❖ Events list for club activities.
- ❖ Any other information related to departmental activities.

MINUTES OF MEETING

The cultural committee meeting is scheduled on 09.01.2017 at 4.00 PM in A.P.J.Abdul Kalam Multipurpose hall. The members of this committee were discussed about the departmental club activities for welfare of the students. They discussed to arrange the judges for student's participation in club activities. They have planned to give the most dedicated platforms in which the students to find their talents and abilities.

| S.NO | NAME | DESIGNATION | ROLE | SIGNATURE |
|-------------|-------------------|---|-------------|------------------|
| 1 | Dr.D.Rajakumari | Principal | Chairperson | |
| 2 | Ms.D.Sathiya | Assistant Professor of Computer Science | Coordinator | |
| 3 | Ms.V.Vijayakumari | Assistant Professor of Physics | Member | |
| 4 | Ms S.Mamtha | Assistant Professor of English | Member | |
| 5 | Ms .R.Mayil | Assistant Professor of Physics | Member | |
| 6 | Ms. R.Deivanai | UG Student | Member | |
| 7 | Ms.V.Sowmiya | PG Student | Member | |

PRINCIPAL

Date: 12.01.2017

Alumni Association

Minutes of Meeting

The meeting of the Alumni Association for the academic year 2016-2017 was held on 11.01.2017 at Annai Teresa Auditorium at 11.00 AM

The following points were discussed in forum:

1. The chair person welcomed everyone who is present
2. Suggested that the alumni association be registered in the name of Bharathiyar Arts and Science College for Women under the Tamilnadu Society Registration Act
3. Nomination of alumni students list for Bharathiyar Alumni Association.
4. There are plans to run an entrepreneurship programme for alumni students.
5. Suggested to create a forum to clear the juniors queries regarding project
6. Activities through alumni students were discussed.
7. The Alumni Achiever will be used as a resource person in the fields of competitive exams, IT, and entrepreneurship in a Guest Lecture Series.
8. The meeting successfully ended with thanks note.

PRINCIPAL

The following members were present:

| S.NO | NAME | POSITION IN CELL | CATEGORY |
|------|--------------------|------------------|------------------------|
| 1 | Dr.D.Rajakumari | Principal | Chairperson |
| 2 | Mrs.S.Suganthi | Coordinator | Faculty Coordinator |
| 3 | Mrs.A.Kavitha | President | Alumni Member |
| 4 | Ms.DeepaRajkamal | Vice President | |
| 5 | Ms.A.Manimegalai | Secretary | |
| 6 | Ms.R.Kalaiselvi | Joint Secretary | |
| 7 | Ms.M.Rekha | Treasurer | |
| 8 | Ms.R.Bhuvaneshwari | Joint Treasurer | |
| 9 | Ms.S.Suganya | Executive Member | Faculty Member |
| 10 | Mrs.R.Radha | Executive Member | |
| 11 | Mrs.V.Parameswari | Executive Member | |
| 12 | Mrs.D.Vidya | Executive Member | |
| 13 | Mrs.J.Indhumathi | Executive Member | |

**BHARATHI CHELLAMMAL HOSTEL
ACADEMIC YEAR 2016-2017
HOSTEL COMMITTEE**

DATE: 23.06.2016

NOTICE

It is proposed to convene the Hostel Committee on 23.06.2016 (WEDNESDAY) at 5.00 PM in the Hostel Block. .

AGENDA:

- ❖ To educate about the hostel's rules and regulations.
- ❖ To govern the discipline and cleanliness based on monitoring and feedback.
- ❖ To discuss the quality of meal and mess-related activities.
- ❖ To discuss about the activities for the welfare of the students.
- ❖ To instruct the Warden to monitor the activities of the students.

MINUTES OF THE MEETING:

- ❖ Students are strongly recommended to follow the hostel's rules and regulations.
- ❖ Students are made to feel at ease in a hostel environment with discipline and proper hygiene.
- ❖ Discussed about the regular activities in the mess and meal quality.
- ❖ Explained the students safety and protection with a pleasant and clean place to stay.
- ❖ Planned to install CC TVs and arrange Internet facility for the welfare of the Students.

Instructed the Warden to maintain IN/OUT Register and also Students are not allowed to possess medicines unless they have previously obtained permission from the warden.

| S.NO | NAME | POSITION | SIGNATURE |
|-------------|-------------------|-----------------|------------------|
| 1 | Mrs.Vijayalakshmi | Warden | |
| 2 | Ms. U.Jaya | Incharge | |
| 3 | Ms.Shanthipriya | Student | |
| 4 | Ms.P.Rajalakshmi | Student | |
| 5 | Ms.S.Dhanam | Student | |

WARDEN

PLACEMENT AND CAREER GUIDANCE CELL

YEAR: 2016 -2017

DATE: 30.11.2016

AGENDA:

- ❖ Identify prospective Companies and invite them to conduct Placement Drives on campus.
- ❖ Planning to conduct pre-placement activities.
- ❖ Decisions on increasing the number of Placements and training programmes for students.
- ❖ To display the Timetable for the Placement Drive, Corporate Profile, Job Criteria, and Career Orientations on the Notice Board.

MINUTES OF MEETING

- ❖ The Committee Members and Placement Officers in consultation with Principal identified the companies to be invited for the Campus Placement Drive.
- ❖ Collected the database for current Final Year students from various departments
- ❖ Decided to conduct Placement Orientation programme to all the final year students in order to increase the number of placements.
- ❖ Displayed the schedule for Career Orientations and the Timetable for the Placement Drive on the Notice Board .

| S.NO | NAME | ROLE | SIGNATURE |
|-------------|-----------------|----------------------|------------------|
| 1 | Dr.D.Rajakumari | Chairperson | |
| 2 | Mrs. G.Jeeva | Placement Directress | |
| 3 | Mrs A.Sangeeth | Placement Member | |
| 4 | Mrs. S.Sharmila | Placement Member | |
| 5 | Ms. N.Gomathi | Placement Member | |
| 6 | Mrs.M.Suguna | Placement Member | |

PRINCIPAL

EXAMINATION AND GRIEVANCE COMMITTEE

Ref. No: BASCW/CIR/ 2016-2017/001

YEAR: 2016-17

DATE:17.10.2016

AGENDA:

- ❖ Proposal of guidelines for examinations.
- ❖ To announce the invigilators about the rules and regulations to conduct the examination
- ❖ To instruct the students about the rules and regulations to attend the examination.
- ❖ Planning of other activities for sensitizing the students was also stressed upon.

MINUTES OF MEETING:

- ❖ Proposed the detailed guidelines for the examinations.
- ❖ The members decided to have short announcement by the invigilators regarding the exam rules and regulations in each classroom before the commencement of the examination.
- ❖ Students were instructed to be seated 10 minutes before the commencement of the exams as per the room allotment. Those who came late to be permitted only with the permission from the Principal.
- ❖ The students were given a warning about the consequences of the malpractices.

| S.NO | NAME | ROLE | SIGNATURE |
|-------------|-------------------------|-------------|------------------|
| 1 | Mrs. R.Radha | Coordinator | |
| 2 | Mrs. T.Kavitha | Member | |
| 3 | Mrs. P.Ragamath Bee Bee | Member | |
| 4 | Ms P.Kavitha | Member | |

PRINCIPAL

EXAMINATION AND GRIEVANCE COMMITTEE

Ref. No: BASCW/CIR/ 2016-2017/002

Date: 13.03.2017

Agenda:

- ❖ University examination fees for Students.
- ❖ Readmission process
- ❖ Entry of Database
- ❖ Hall ticket distribution
- ❖ Online Examination
- ❖ Entry of internal and external mark for Theory and Practical Examination.
- ❖ Mark sheet correction

MINUTES OF MEETING

The Examination and Grievance Committee meeting is scheduled on 13.03.2017 at 1.00 PM in the exam cell. The members of this committee were discussed about the first year verification of the students. They are planned to collect examination fees as per Periyar university regulations. The student's database entry and distribution of hall. Also they discussed about the internal and external mark entry for practical and theory examinations. The processes for readmission and eligibility certificate for other university/state students have done. The correction of mark sheets, name and date of birth were discussed.

| S.NO | NAME | ROLE | SIGNATURE |
|-------------|-------------------------|-------------|------------------|
| 1 | Mrs. R.Radha | Coordinator | |
| 2 | Mrs. T.Kavitha | Member | |
| 3 | Mrs. P.Ragamath Bee Bee | Member | |
| 4 | Ms P.Kavitha | Member | |

PRINCIPAL

Date: 14.09.2016

**MINUTES OF MEETING
RESEARCH AND DEVELOPMENT CELL**

Research and Development Cell meeting was held on 14.09.2016 convened by the Principal of our college. The following agenda were discussed:

Agenda of the Meeting:

- To address the issues of research.
- To encourage /motivate faculty to take research initiatives in the department.
- To provide adequate infrastructure and support in terms of technology and information needs.
- To create awareness among the students and faculty on the culture of research.
- To obtain information once in three months in the prescribed format on faculty involvement on guiding students, paper publications, research projects.
- To conduct/ participate in workshops, training programs and sensitization programs.
- To ensure smooth functioning and effective management of R & D.
- To provide the facility to improve their qualification and quality of research.

Proceedings of the Meeting:

- The Principal convened the minutes of meeting through online mode by welcoming the Scholars as well as Staff Committee Members.
- To review the research proposal and finalize the topic of the research.
- Suggested measures for improving existing infrastructural facilities.
- Motivated the Scholars and Staff Members to register and start their research work.
- Guidance was given to them for developing their study design and methodology of research.
- Planned to organize Workshops and Seminars for Scholars and Staff Members to assist their progress of the research work.
- Modernizing the existing laboratories with additional experimental set ups/ instruments and technology for utilizing the labs for research activity.
- Provided facility to the faculty in the form of incentives, sabbatical leaves, academic leaves for improving their qualification and quality of research.

| S.NO | NAME | DESIGNATION | ROLE |
|-------------|------------------|---|-------------|
| 1 | Dr. D.Rajakumari | Principal | Chairperson |
| 2 | Dr.G.Shobana | Assistant Professor of Zoology | Coordinator |
| 3 | Mrs. R.Kohila | Assistant Professor of English | Member |
| 4 | Mrs D.Sathiya | Assistant Professor of Computer Science | Member |
| 5 | Mrs.N.Radha | Assistant Professor of Tamil | Member |

PRINCIPAL

NATIONAL SERVICE SCHEME
MINUTES OF THE MEETING (2016- 2017)

DATE: 04.06.2016

TIME: 11.00 A.M.

POINTS DISCUSSED (ODD SEMESTER)

1. NSS Volunteers of various department students gathered in the Awareness Programme on Tree plantation.
2. It was discussed and resolved to organize Yoga on International Yoga Day
3. Planned to conduct Campus cleaning/Swachh Bharath
4. There will be Eye camp in the month of August.
5. NSS volunteers were instructed to understand the service.
6. Volunteers were encouraged to develop a sense of social and civil responsibility.
7. It was planned to conduct Vigilance Awareness program in the month of November.
8. Volunteers were divided into three groups, and each group was guided by representatives in order to carry out the task.

| S.NO | NAME | DESIGNATION | ROLE |
|-------------|--------------------|---|-----------------------------|
| 1 | Mrs. V.Parameswari | Assistant Professor of Computer Science | Programme Officer(Unit I) |
| 2 | Ms. K.Jeevitha | Assistant Professor of English | Programme Officer(Unit II) |
| 3 | Ms. V.Gomathi | Assistant Professor of Tamil | Programme Officer(Unit III) |
| 4 | Ms. S.Bharathi | Student | Member |
| 5 | Ms.P.Kalpana | Student | Member |
| 6 | Ms. S.Nanthini | Student | Member |

PRINCIPAL

NATIONAL SERVICE SCHEME

MINUTES OF THE MEETINGS (2016-2017)

DATE:03.11.2016

TIME: 11.00 A.M.

POINTS DISCUSSED (EVEN SEMESTER)

1. It was discussed to have Constitutional Pledge.
2. There will be Railway Station cleaning related to Clean India Programme/Swachh Bharath Abhiyan.
3. It was plan to conduct Measles Rubella Vaccination camp shortly.

| S.NO | NAME | DESIGNATION | ROLE |
|-------------|--------------------|---|-----------------------------|
| 1 | Mrs. V.Parameswari | Assistant Professor of Computer Science | Programme Officer(Unit I) |
| 2 | Ms. K.Jeevitha | Assistant Professor of English | Programme Officer(Unit II) |
| 3 | Ms. V.Gomathi | Assistant Professor of Tamil | Programme Officer(Unit III) |
| 4 | Ms. S.Bharathi | Student | Member |
| 5 | Ms.P.Kalpana | Student | Member |
| 6 | Ms. S.Nanthini | Student | Member |

YOUTH RED CROSS
MINUTES OF THE MEETING

VENUE: ANNAI TERASA AUDITORIUM

DATE: 20 06.2017

TIME: 10.30 AM

Members present,

1. YRC Programme officer
2. YRC Members

The YRC Programme officer chaired the meeting and the following resolutions were made during meetings.

1. To Inaugurate YRC Programme.
2. To conduct Population Growth Awareness Programme.
3. To conduct Tuberculosis Awareness Program
4. To conduct Blood Donation Camp

| S.NO | NAME | ROLE | SIGNATURE |
|-------------|--------------------|-------------------|------------------|
| 1 | Ms.G.Priyadharsini | Programme officer | |
| 2 | Ms.K.Thangamani | Member | |

YRC PROGRAMME OFFICER

PRINCIPAL

RED RIBBON CLUB (RRC)

MINUTES OF MEETINGS

The Red Ribbon Club's 2016–2017 meeting was conducted at Multi Purpose Hall, Bharathiyar Arts and Science College for Women.

DATE: 09.09.2016

Time: 10.00A.M. TO 12.00 P.M

- ❖ The Co-ordinator arranged an Awareness Programme on Blood Donation Camp on 03.10.2016.
- ❖ It was planned to have Blood Screening test and Blood Donor Grouping Registration Camp.
- ❖ To conduct Measles Rubella Vaccination Camp
- ❖ To conduct Disaster Reduction theme Awareness Program

| S.NO | NAME | ROLE | SIGNATURE |
|-------------|----------------|-------------------|------------------|
| 1 | Ms.A.Sangeeth | Programme Officer | |
| 2 | Ms.G.Sangeetha | Member | |

RED RIBBON CLUB (RRC)

MINUTES OF MEETINGS

Meeting for Red Ribbon Club 2016-2017 was held on Multi Propose Hall, Bharathiyar Arts and Science College for Women, Deviyakurichi.

DATE:21.12.2016

Time: 10.00A.M. TO 12.00 P.M

The Co-ordinator organized International day of Zero Tolerance of Female Genital Mutilation on 06.12.2016.

To conduct Cancerous Awareness Program

| S.NO | NAME | ROLE | SIGNATURE |
|-------------|----------------|-------------------|------------------|
| 1 | Ms.A.Sangeeth | Programme officer | |
| 2 | Ms G.Sangeetha | Member | |

LIBRARY COMMITTEE
MINUTES OF MEETING

YEAR :2016-17

DATE:13.06.2016

AGENDA:

- ❖ To greet everyone and explain the purpose of the meeting.
- ❖ To review old books and non-book resources like CDs.
- ❖ To discuss the previous academic year's Commission and the New Commission for the current academic year.
- ❖ To have a discussion about the Target books and to insist for the purchase of the books.
- ❖ To educate the students on how to follow the protocols of the Library.
- ❖ To create awareness on OPAC (Online Public Access Catalogue) among students.

MINUTES OF THE MEETING:

- ❖ Welcomed all the members and explained the purpose of meeting.
- ❖ Explained about the Old Book and Non Book resources.
- ❖ The Chairman presented the report for Department of Zoology's final year Commission, as well as informed to prepare the Commission details for II B.Sc Zoology and I B.Sc Botany Departments.
- ❖ Decided to purchase new books for the library, and indicated that the targeted number of volumes for this academic year is 23,000 books and 120 journals.
- ❖ Educated the students to follow rules and regulations of the Library.
- ❖ Created awareness on OPAC among I YEAR UG students.

Chairman : Mr.S.Elayappan

Principal : Dr.D.Rajakumari

Librarian In-charge : Mrs.C.Roselin Sheela Mary

Member : Ms. S.Suganya

Member : Ms.M.Monisha

Member : Ms.S.Swetha

LIBRARY COMMITTEE
MINUTES OF MEETING

YEAR :2016-17

DATE: 17.12.2016

AGENDA:

- ❖ To greet everyone and explain the purpose of the meeting.
- ❖ . To review old books and non-book resources like CDs.
- ❖ To educate the students on how to follow the protocols of the Library.
- ❖ To create awareness on OPAC (Online Public Access Catalogue) among students and Digital library.
- ❖ To prepare for upcoming Commission.

MINUTES OF THE MEETING:

- ❖ Welcomed all the members and explained the purpose of meeting.
- ❖ Explained about the Old Book and Non Book resources.
- ❖ The Chairman insisted the students to follow rules and regulations of the Library.
- ❖ Students used digital library and to manage OPAC to search the library materials.
- ❖ The Principal discussed about Commission report and instructed us to get ready for next commission.

Chairman : Mr.S.Elayappan
Principal : Dr.D.Rajakumari
Librarian In Charge : Mrs.C.Roselin Sheela Mary
Member : Ms.S.Suganya
Member : Ms.M.Monisha
Member : Ms.S.Swetha

SCHOLARSHIP COMMITTEE

MINUTES OF MEETING

Year: 2016-2017

Date:17.08.2016

1. To provide scholarships to students.
2. In order to promote education, Management launched various schemes.
3. These schemes are launched sometimes according to the income criteria, and based on marks and sometimes according to the category of the student.
4. It must be noted that the scheme is available for getting an education only in India. Under this scheme, SC/ST students and merit students pursuing studies beyond 12th class will be given scholarships.
5. Tuition fees and non-refundable charges will be directly paid to the institution by the central government through the DBT mode, and the payment of other expenses will be made directly into the bank account of the student by the DBT method.
6. If the applications received are more than the available slots, the government will give the scholarship to the top students according to merit.
7. If there is more than one student with equal marks, then the scholarship will be given to the student having a lower family income.
8. All institutions are required to incorporate the silent features of the SC Post Metric Scholarship 2017 into their prospectus. The Central government has designed it to function on an online platform.
9. This online portal will verify eligibility, caste status, Aadhar verification and delivery of assistance within a certain time period. Students submit their applications through the national scholarship portal.
10. Institutes will verify the applications on the NSP portal.
11. Students should submit the bill of purchase while applying for the scholarship.
12. Applicants can avail of the scheme only for getting an education in India. Only those students can take the benefit of the scheme whose parents' income is not more than Rs. 80,000 P/A.
13. The states are required to develop guidelines to determine the eligibility of beneficiaries and institutions under this scheme.
14. All institutions notified by the Ministry of Social Justice will be covered under the scheme. Once this scholarship is awarded to a student, it will continue till the completion of the course.
15. A single child in a family pursuing post-graduation courses. Students can apply for the Indira Gandhi single-girl child scholarship scheme online through the NSP portal.

Required Documents

- | | |
|-----------------------------|-----------------------|
| a. Aadhar card | f. Residence proof |
| b. Age proof | g. Ration card |
| c. ID card | h. Income certificate |
| d. Passport size photograph | i. Caste certificate |
| e. Mobile number | j. Bank details |

Coordinator : Mrs.J.INDHUMATHI - Assistant Professor of English

Member : Mrs.M.VANITHA - Clerk

Member : Mrs.A.MENAGA GANDHI – Clerk

Member : Mrs.M.AMUDHA - Clerk

PRINCIPAL

STUDENTS COUNCIL COMMITTEE

MINUTES OF MEETING

ACADEMIC YEAR 2016-2017

Date: 10.02.2016

Time: 11: AM

AGENDA:

- ❖ To greet everyone and explain the purpose of the meeting.
- ❖ To demonstrate and educate the students on how to follow the protocols.
- ❖ To promote educational and recreational activities for students.
- ❖ To consult for extra inputs in coordinate activities with students.
- ❖ To involve the students in CSR activities.
- ❖ To support on the educational development and progress of students.
- ❖ To discuss about RO Water facilities.

MINUTES OF MEETING:

- ❖ Welcomed all the members and explained the purpose of meeting.
- ❖ Educated the students to follow rules and regulations in college.
- ❖ Encouraged recreational activities for students.
- ❖ Involved the students coordinate activities both within our college and wider.
- ❖ Encouraged the students to arrange blood donation camps and , helping the affected during natural calamities.
- ❖ Checked the development and progress of students.
- ❖ Committee members had a detailed discussion about the RO Water facilities and analysis of utilization of RO Water by students.

| S.NO | NAME | DESIGNATION | ROLE |
|-------------|---------------------|--------------------|-------------------------|
| 1 | Dr. D.Rajakumari | Principal | Head of the Institution |
| 2 | Ms.Aafreen Alaudeen | Council Members | Chairperson |
| 3 | Ms.M.Priyadharshini | | Secretary |
| 4 | Ms.M.Soundarya | | Treasurer |
| 5 | Ms.S.Susiharini | | Vice-Person |
| 6 | Ms.R.Monisha | | Joint Secretary |
| 7 | Ms.S.Mahalakshmi | | Joint Treasurer |

ENTREPRENEURSHIP DEVELOPMENT CELL

The first Minutes of meeting of the Entrepreneurship Development Cell

Academic Year 2016-2017

Odd Semester

DATE: 01.07.2016

TIME:11 AM

VENUE:MULTIPURPOSE HALL

1. The meeting started with greetings.
2. The committee members discussed the performance of the previous minutes of the meeting and the proper recommendation given by the EDC members.
3. Increasing awareness of entrepreneurship as a career option among college students and the community.
4. To produce entrepreneurs who will not only upscale their businesses but also become part of national development.
5. The committee decides to find potential partners: micro, small and medium-sized enterprises (MSME), social enterprises, alumni, professional bodies, and entrepreneurship to support entrepreneurship, co-design the programmes, and educate the students' skills through conducted training and exercise.
6. To provide our students with the best training and development and impart best practises in entrepreneurship through our well-trained and well-qualified faculty members.
7. To investigate the commercialization of some of the college's potentials developed by faculty and students.
8. To analyse Marketting Opportunity on 28.07.2016.
9. The coordinator thanked the members.

| S.No | Name | Designation & Department | Status |
|-------------|-----------------|-------------------------------------|---------------|
| 1 | Mrs.S.R.Punitha | Assistant professor of Commerce | Coordinator |
| 2 | Mrs.S.Manimala | Assistant professor of Commerce | Members |

PRINCIPAL

ENTREPRENEURSHIP DEVELOPMENT CELL

The First Minutes of meeting of the Entrepreneurship Development Cell

Academic Year 2016-2017

Even Semester

DATE: 15.12.2016

TIME: 10.30 AM

VENUE: MULTIPURPOSE HALL

1. The meetings started with welcomed address
2. The committee members reviewed the previous minutes of meeting recommendation given by the EDC members
3. This document is prepared to elucidate the overall objectives of the ED-CELL and to ensure that the procedures and processes for the entrepreneurs to work under the umbrella are clearly stated
4. Encourage the entrepreneurs amongst the students, staff, and faculty of the MITM along with the public at large who would be interested in entrepreneurship with proper guidance and mentoring as needed
5. The committee assigns the roles to the committee members to get programmes
6. It was planned to have Fund Rising and Financial plan by DIC.
7. It was discussed to Business Plans and Ideas.
9. The coordinator thanked the members

| S.No | Name | Designation & Department | Status |
|-------------|-----------------|-------------------------------------|---------------|
| 1 | Mrs.S.R.Punitha | Assistant professor of Commerce | Coordinator |
| 2 | Mrs.S.Manimala | Assistant professor of Commerce | Members |

PRINCIPAL

Date: 04.01.2017

CIRCULAR

INTERNAL COMPLIANTS COMMITTEE

This is to inform that there will be a Internal Complaints Committee meeting on 05-01-2017 which is convened by the Principal of our college. All the members are requested to attend the meeting without fail.

AGENDA OF THE MEETING:

- To sort out the grievances related to Sexual Harassment cases in the college.
- To identify any cases registered.
- Any other issues.

COMMITTEE MEMBERS:

| S.NO | NAME | DESIGNATION & DEPARTMENT | STATUS |
|-------------|---------------------|-------------------------------------|---------------|
| 1 | Dr.D.Rajakumari | Principal | Chairperson |
| 2 | Ms.S,Suganya | Head, Department of English | Member |
| 3 | Dr.G.Shobana | Head, Department of Zoology | Member |
| 4 | Mrs.S.Bhuvana | Non Teaching Staff | Member |
| 5 | Ms S.Mahalakshmi | BBA | Member |
| 6 | MS.S.Susiharini | B.Lit Tamil | Member |
| 7 | Ms.S.Monisha | BCA | Member |
| 8 | Ms.Aafreen Alaudeen | B.A English | Member |
| 9 | Ms.M.Priyadharshini | B.Sc Mathematics | Member |
| 10 | Ms.S.Shanthi | Sweeper | Member |

Copy to:

PRINCIPAL

- IQAC
- Heads of all Departments
- Office

Date: 10.03.2021

MINUTES OF MEETING

INTERNAL COMPLAINTS COMMITTEE

Internal Complaints Committee meeting was held on 11-03-2021 convened by the principal of our college through Google meet. The following points were discussed.

Agenda:

- To sort out the grievances related to Sexual Harassment cases in the college.
- To identify any cases registered.
- Any other issues.

Topics Discussed:

- The principal convened the minutes of meeting through online mode by welcoming the student as well as staff committee members
- Discussed the review of previous meeting
- asked about the functions and duties of ICC cell
- Discussed on UGC Guidelines and also instructed the members to impart it among students.
- Authorized the committee member to identify whether any cases registered in the college and hostel premises.
- The convener thanked everyone who is all present.

COMMITTEE MEMBERS:

| S.NO | NAME | DESIGNATION & DEPARTMENT | STATUS |
|------|---------------------|-----------------------------|-------------|
| 1 | Dr.D.Rajakumari | Principal | Chairperson |
| 2 | Ms.S,Suganya | Head, Department of English | Member |
| 3 | Dr.G.Shobana | Head, Department of Zoology | Member |
| 4 | Mrs.S.Bhuvana | Non Teaching Staff | Member |
| 5 | Ms S.Mahalakshmi | BBA | Member |
| 6 | MS.S.Susiharini | B.Lit Tamil | Member |
| 7 | Ms.S.Monisha | BCA | Member |
| 8 | Ms.Aafreen Alaudeen | B.A English | Member |
| 9 | Ms.M.Priyadharshini | B.Sc Mathematics | Member |
| 10 | Ms.S.Shanthi | Sweeper | Member |

Copy to:

- All Hod's
- Office
- IQAC

PRINCIPAL

Date: 17.02.2021

CIRCULAR
ANTI RAGGING COMMITTEE

This is to inform that a meeting of Anti-Ragging committee will be held on 18.02.2021 which is convened by the Principal of our college. All the committee members are requested to attend the meeting and follows as per Agenda.

AGENDA FOR THE MEETING

- Review of the previous meeting.
- Action to be taken to curb ragging in the campus and hostels.
- Facilitating students to contact committee members by providing them with the Mobile Number, Counseling Cell, Student Mentoring Team and Counseling Psychologist.
- The function and duties of the cell and guidelines of UGC.
- To attend the parents and students regarding Anti – Ragging during the fresher’s day.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.

COMMITTEE MEMBERS (STAFF)

| S.NO | COMMITTEE MEMBERS | DESIGNATION & DEPARTMENT | STATUS |
|------|-------------------|----------------------------|----------|
| 1 | Dr D.Rajakumari | Principal | Chairman |
| 2 | Dr S.Indira | Head, Department of Tamil | Member |
| 3 | Mrs.K.Anbumathi | Assistant professor of CS | Member |
| 4 | Mrs.C.Tamilselvi | Head, Department of BCA | Member |
| 5 | Mrs.K.kalpana | Assistant professor of BBA | Member |

STUDENT MEMBERS

| S.NO | COMMITTEE MEMBERS | CLASS & DEPARTMENT | STATUS |
|------|---------------------|--------------------|--------|
| 1. | Ms.M.Soundarya | B.Com(CA) | Member |
| 2. | Ms.M.Priyadharshini | B.Sc Zoology | Member |
| 3. | Ms.R.Monisha | B.C.A | Member |
| 4. | Ms.Aafreen Alaudeen | B.A English | Member |

Copy to:

- IQAC
- Heads of all the Departments
- Office

PRINCIPAL

Date: 18.02.2021

MINUTES OF MEETING

ANTI-RAGGING COMMITTEE

Anti-Ragging meeting was held on 18.02.2021 convened by the Principal of our college. The following points were discussed.

Agenda:

- Review of the previous meeting.
- The function and duties of the cell and guidelines of UGC.
- To address the parents and students regarding Anti – Ragging during the fresher’s day.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- Any other issues.

Topics Discussed:

- The principal convened the minutes of meeting through online mode by welcoming the student as well as staff committee members.
- Discussed the review of previous meeting asked about the functions and duties of anti-ragging cell.
- Discussed on UGC Guidelines and also instructed the members to impart it among students.
- Informed the committee member to visit randomly in the college and hostel premises.
- The Counseling Psychologist Dr.S.Priydarshini periodically organizes meeting with the help of NSS and YRC Co-ordinators to create awareness against ragging and gives guidance.
- Till date no incident of ragging has been reported.
- The convener thanked everyone.

PRINCIPAL

Copy to:

- IQAC
- Heads of all the Departments
- Office

Date: 24.08.2020

MINUTES OF MEETING
GRIEVANCE CUM REDRESSAL COMMITTEE

The meeting of Grievance Cum Redressal Committee was convened by our Principal on 24.08.2020 through online mode. The following points were discussed

| S.No | Agenda | Decision Taken |
|-------------|--|---|
| 1 | Students insisted to conduct placement training in the college | Permitted to conduct the placement training in the college |
| 2 | Students requested to make arrangement for Aadhar card corrections or changes. | Asked to arrange a team from outside to carry out the corrections or changes in the Aadhar card. |
| 3 | Students asked to provide some free and open source software for self learning purpose. | Suggested to register |
| 4 | Students requested to provide more videos on lab experiments apart from Virtual lab through Online mode | Suggested to provide additional videos to the students in spite of taking virtual lab through Online mode |
| 5 | Students found difficult in attending End Semester Online Exam in their native places due to poor connection of network. | Provided facilities for attending End Semester Online Exam to those students in the college itself. |
| 6 | II and III year students asked to recap the topics which were taken through online mode. | Informed the subject handlers to revise the portions taken during offline class. |
| 7 | Students requested to conduct Mock Test before the End semester exam | Permitted to conduct the Mock Test |

COMMITTEE MEMBERS

| S.No | Name | Designation/Dept. | Status | Signature |
|------|---------------------|----------------------------------|-------------|-----------|
| 1. | Dr D.Rajakumari | Principal | Chairperson | |
| 2. | Dr S.Indira | Head, Department of Tamil | Member | |
| 3. | Ms.S.Suganya | Head, Department of English | Member | |
| 4. | Ms. C.Tamilselvi | Head, Department of BCA | Member | |
| 5. | Ms P.Girija Devi | Assistant professor of Chemistry | Member | |
| 6. | Ms S.Suganthi | Head, Department of Mathematics | Member | |
| 7. | Mrs.K.Kalpana | Assistant professor of BBA | Member | |
| 8. | Ms.S.Mahalakshmi | B.B.A | Member | |
| 9. | Ms.M.Priyadharshini | B.Sc Mathematics | Member | |
| 10. | Ms.S.Susiharini | B.Lit Tamil | Member | |
| 11. | Ms.M.Soundarya | B.Com CA | Member | |

PRINCIPAL

Copy to:

- IQAC
- Heads of all Departments
- Office

SPORTS CELL

MINUTES OF THE MEETING

YEAR :2016-17

DATE: 16.08.2016

AGENDA:

- ❖ To greet everyone and explain the purpose of the meeting.
- ❖ Discussions on the performance of the previous minutes of the meeting.
- ❖ To instruct the students to follow the rules of sport events.
- ❖ To inculcate a sense of sportsmanship in the students.
- ❖ To motivate the students to participate in all sports activities.
- ❖ To explain the list of activities in Sports Day Celebration.
- ❖ To instruct the students to participate in Individual Events.
- ❖ To teach new playing styles, strategies, and concepts for Group Events.
- ❖ To encourage the students to participate in State Level Sports activities.

MINUTES OF MEETING:

- ❖ Welcomed the gathering and instructed about the Sports Day celebration.
- ❖ Discussed the reports of previous minutes of the meeting.
- ❖ The proper rules and regulations were given by the Physical Directress.
- ❖ Developed a Sportsmanship among the volunteers and they were trained properly.
- ❖ Motivated the students to participate in all activities of the Sports Day celebration.
- ❖ Explained the variety of competitions in Sports Day such as Kabaadi, Kho-Kho, Athletics, Volley Ball, Badminton and Throw ball.
- ❖ Instructed the students to participate in Individual Events.
- ❖ The students learnt the new tricks in Group Events such as Kabaadi, Kho-Kho, Volley ball and Basket ball.
- ❖ Encouraged the students to participate in State Level Sports activities such as Long jump and High jump etc.

MEMBERS:

| S.NO | NAME | DESIGNATION | ROLE | SIGNATURE |
|------|-----------------|-------------------------|--------------|-----------|
| 1 | Dr.D.Rajakumari | Principal | Principal | |
| 2 | Ms.R.Ishwarya | Asst.Prof - Tamil | Co-ordinator | |
| 3 | Ms.A.Sowmiya | Asst.Prof - Mathematics | Member | |
| 4 | Dr. G.Shobana | Asst.Prof - Zoology | Member | |
| 5 | MS.T.Rubasri | UG Student | Member | |
| 6 | Ms.Priya | PG Student | Member | |

PRINCIPAL

SPORTS CELL

DATE: 15.12.2017

TIME: 3.30 PM - 4:00 PM

Physical Education Committee conducted the meeting in this first meeting to the committee proposal for the academic year 2016-17 for new points sports day inter College points for discussion

- The College provides facilities for Sports and Games activities for students both indoor and outdoor.
- Students are encouraged to participate in institutional Sports events
- The winners at the college level will be considered for participation at inter collegiate and inter university level.

MEMBERS:

| S.NO | NAME | DESIGNATION | ROLE | SIGNATURE |
|-------------|-----------------|----------------------------|--------------|------------------|
| 1 | Dr.D.Rajakumari | Principal | Principal | |
| 2 | Ms.G.Jeevitha | Physical Directress | Co-ordinator | |
| 3 | Ms.A.Sowmiya | Asst.Prof - Mathematics | Member | |
| 4 | Dr. G.Shobana | Asst.Prof - Zoology | Member | |
| 5 | MS.T.Rubasri | UG Student | Member | |
| 6 | Ms.Priya | PG Student | Member | |

PRINCIPAL

OBC CELL

VENUE: MULTIPURPOSE HALL

DATE: 03.01.2016

TIME: 11.00AM-12.00 PM

The cell's mission is to assist students from Other Backward Communities (OBC) in improving their academic performance and receiving government benefits. The cell is also focused on ensuring that the reservation policy is strictly followed according to UGC norms.

- The General co-ordinator put forth the aims and objectives of this committee
- Cell discussed about the various scholarships given to the students
- Information about the schemes of Government and University was taken
- It has been decided to conduct at least one activity for the welfare of OBC community during the academic year.
- The Cell will also exhort the departments to associate with the OBC Cell for Conducting various programmes.

MEMBERS:

| S.No | Name | Designation |
|-------------|------------------|-------------------------------|
| 1 | Dr.D.Rajakumari | Principal |
| 2 | Mrs. A.Lavanya | Asst Prof of Physics |
| 3 | Mrs. J.Manimozhi | Asst Prof of Computer Science |
| 4 | Ms.M.Swathi | Asst Prof of Mathematics |
| 5 | Ms.R.Monisha | UG Student |
| 6 | Ms.P.Janani | PG Student |

PRINCIPAL

SC/ST-CELL

DATE: 19.01.2021 TIME: 11.00 PM TO 12.00 PM VENUE: MULTIPURPOSE HALL

Scheduled Castes (SC) and Scheduled Tribes (ST) have been identified as the two most backward groups of Indian Society. They include all the castes, races or tribes, which have been socially, economically and educationally backward. The cell has been established to support and to bring students from such communities in the main stream

- To collect reports and information of State Govt. and UGC's orders on various aspects of education, employment of SC/ST & OBC Students.
- To circulate State Govt. and UGC's decisions about different scholarship programs.
- To communicate with the students and motivate them for better future planning.

MEMBERS:

| S.No | Name | Designation |
|-------------|-------------------|--------------------------|
| 1 | Dr.D.Rajakumari | Principal |
| 2 | Mrs. J.Indhumathi | Asst Prof of English |
| 3 | Mrs. S.Umavathi | Asst Prof of Mathematics |
| 4 | Ms. A.Anitha | UG Student |
| 5 | Ms. M.Abirami | PG Student |

As per UGC guidelines, college constitutes the committee. The cell gives different information to the students of SC and ST communities. Meetings are conducted frequently.

PRINCIPAL

MINUTES OF THE MEETING
MINORITY SCHOLARSHIP CELL

PLACE: MULTI PURPOSE HALL

DATE: 09.09.2020

TIME: 10.30AM-11.30 AM

- The minority cell of the college is formed with the purpose of empowering the minority communities in the college
- The Minority Cell basically helps minority students, including Christian, Muslim, etc. for their academic development.
- The cell facilitates financial supports for the students from minority communities, provided by the government agencies and other sources The student were asked to collect the documents for applying minority scholarship
- The students were mentored to fill the online application form

| S.NO | NAME | DESIGNATION & DEPARTMENT | ROLE | SIGNATURE |
|-------------|------------------|---|--------------|------------------|
| 1 | Mrs. D.Vasanthi | Assistant Professor of Mathematics | Co-ordinator | |
| 2 | Mrs. K.Anbumathi | Assistant Professor of Computer Science | Member | |
| 3 | Mrs P.Nesamani | Assistant Professor of Chemistry | Member | |
| 4 | Ms.A.Sameerabanu | UG Student | Member | |
| 5 | Ms.D.Sheela | UG Student | Member | |

PRINCIPAL

**MINUTES OF THE MEETING
MINORITY SCHOLARSHIP**

PLACE: MULTI PURPOSE HALL DATE: 11.02.2021

TIME: 10.30AM-11.30 AM

- Meetings are conducted occasionally to discuss various issues related to minority community.
- The Cell collects reports and circulars of State Government and UGC's orders on various aspects related to education and employment of minority students. It Circulates State Government and UGC's decisions about different scholarship programmes.
- Communicates with the students and motivate them for better career planning
- The cell facilitates financial supports for the students from minority communities, provided by the government agencies and other sources.
- The student were asked to collect the documents for applying minority scholarship
- The students were mentored to fill the online application form

| S.NO | NAME | DESIGNATION & DEPARTMENT | ROLE | SIGNATURE |
|-------------|------------------|---|--------------|------------------|
| 1 | Mrs. D.Vasanthi | Assistant Professor of Mathematics | Co-ordinator | |
| 2 | Mrs.K.Anbumathi | Assistant Professor of Computer Science | Member | |
| 3 | Mrs P.Nesamani | Assistant Professor of Chemistry | Member | |
| 4 | Ms.A.Sameerabanu | UG Student | Member | |
| 5 | Ms.D.Sheela | UG Student | Member | |

PRINCIPAL