

2017-2018

ACADEMIC COUNCIL

YEAR: 2017-2018

DATE: 21.06.2017

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	Mrs N. Radha	Assistant Professor of Tamil	Member	
5	Dr.V.Meenatchi	Assistant Professor of Chemistry	Member	

WOMEN DEVELOPMENT CELL

MINUTES OF THE MEETING

YEAR: 2017-2018

DATE: 03.07.2018

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.
- To organize World Breast Feeding Day Awareness Program.
- It was discussed to conduct Awareness program on Personal Grooming.

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: 2017-2018

DATE: 10.07.20170

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.

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.

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: 2017-2018

DATE: 08.01.2018

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: 2017-2018

DATE: 17.07.2017

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	Mrs .S.Suganthi	Assistant Professor of Mathematics	Secretary	
3	Mrs.K.Sellammal	Assistant Professor of Chemistry	Member	
4	Ms .S.Sharmila	Assistant Professor of Tamil	Member	

ADMISSION COMMITTEE
MINUTES OF THE MEETING

YEAR: 2017-2018

DATE: 29.07.2017

AGENDA:

- ❖ To analyze the admission procedure for the academic year 2017-2018.
- ❖ To determine the number of additional seats.
- ❖ To maintain the registers related to the admission process.
- ❖ To list out the procedures for screening out the qualified and meritorious students.
- ❖ To solicit final opinions on the admission process.

MINUTES OF THE MEETING:

- ❖ Admission procedures were carried out fully conforming to the rules and regulations set by Periyar University.
- ❖ Additional seats are applied for the welfare of the students.
- ❖ Maintained the registers related to the admission process.
- ❖ Finalized the protocols to be followed for screening out the qualified and meritorious students.
- ❖ Discussed the adherence to admission criteria and selection procedures.

HEAD	-	Dr .D .RAJAKUMARI
COORDINATOR	-	Mrs. R.AKILA
CO-COORDINATOR	-	Ms. A.SANGEETH
MEMBER	-	Ms.V.PARAMESHWARI

CULTURAL COMMITTEE

YEAR : 2017-2018

DATE: 11.09.2017

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/ 2017-2018/001

NOTIFICATION

Sub: Constitution of Cultural Committee for the academic year 2017-2018

The Cultural Committee has been constituted for cultural activities during the academic year 2017-2018 with the following composition.

S.NO	NAME	DESIGNATION	ROLE
1	Dr.D.Rajakumari	Principal	Chairperson
2	Ms.D.Sathya	Assistant Professor of Computer Science	Coordinator
3	Ms .A.Gomathi	Assistant Professor of Chemistry	Member
4	Ms.M.Gowri	Assistant Professor of English	Member
5	Mrs.R.Mayil	Assistant Professor of Physics	Member
6	Ms.A.Thesika	UG Student	Member
7	Ms.A.Samundeeswari	UG 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/ 2017-2018/002

Date: 04.12.2017

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 04.12.2017 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.Sathya	Assistant Professor of Computer Science	Coordinator	
3	Ms .A.Gomathi	Assistant Professor of Chemistry	Member	
4	Ms.M.Gowri	Assistant Professor of English	Member	
5	Mrs.R.Mayil	Assistant Professor of Physics	Member	
6	Ms.A.Thesika	UG Student	Member	
7	Ms.A.Samundeeswari	UG Student	Member	

PRINCIPAL

Alumni Association

Minutes of Meeting

Date: 20.03.2018

The meeting of the Alumni Association for the academic year 2017-2018 was held on **20.03.2018** at Principal's Chamber at 11.00 AM

The following points were discussed in forum:

- The chair person welcomed everyone who is present.
- Suggested that the alumni association be registered in the name of Bharathiyar Arts and Science College for Women under the Tamilnadu Society Registration Act
- Nomination of alumni students list for Bharathiyar Alumni Association.
- There are plans to run an entrepreneurship programme for alumni students.
- Suggested to create a forum to clear the juniors queries regarding project.
- Activities through alumni students were discussed.
- The Alumni Achiever will be used as a resource person in the fields of competitive exams, IT, and entrepreneurship in a Guest Lecture Series.
- 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	Ms.A.Kavitha	President	
4	Ms.DeepaRajkamal	Vice President	
5	Ms.A.Manimegalai	Secretary	
6	Ms.R.Kalaiselvi	Joint Secretary	Alumni Member
7	Ms.M.Rekha	Treasurer	
8	Ms.R.Bhuvanehwari	Joint Treasurer	
9	Mrs.S.Suganya	Executive Member	
10	Mrs.R.Radha	Executive Member	
11	Mrs.V.Parameshwari	Executive Member	Faculty Member
12	Mrs.D.Vidya	Executive Member	
13	Mrs.J.Indhumathi	Executive Member	

BHARATHI CHELLAMMAL HOSTEL
ACADEMIC YEAR 2017-2018
HOSTEL COMMITTEE

YEAR 2017-2018

DATE: 07.06.2017

NOTICE

It is proposed to convene the Hostel Committee on 07.06.2017 (Wednesday) at 5.00 PM in the Hostel Block.

AGENDA:

1. Committee members plan to discuss the rules and regulations of the hostel.
2. To decide the day wise standard Menu.
3. To give general instructions about the cleanliness and discipline to maintain in the hostel.
4. Discussion on introducing remedial classes for hostel students having backlogs.
5. To decide on introducing biometric system to hostel students for IN\OUT pass.

MINUTES OF MEETING:

1. Discussed about the rules and regulations of the hostel.
2. Decided the standard Menu like Nutritious food items.
3. Discussed about the hygiene and good environment.
4. Committee members have expressed that there is a need to conduct remedial classes in the hostel for the students having backlogs.
5. Chief Warden suggested the importance of monitoring through biometric system.

S.NO	NAME	ROLE	SIGNATURE
1	Mrs.Vijayalakshmi	Warden	
2	Ms.U.Jaya	Staff Incharge	
3	Ms.M.Indhu	Student	
4	Ms.S.Amutha	Student	
5	Ms.P.Keerthana	Student	

WARDEN

Copy to:

1. Notice board.
2. Students Committee Members.
3. File.

PLACEMENT AND CAREER GUIDANCE CELL

YEAR: 2017-2018

DATE: 18.12.2017

AGENDA

- To evaluate placement cell activities and further planning for UG and PG placement.
- Discussions were made regarding various training packages to be given to the students like communication skills, personality development, career guidance, group discussion, preparation of Curriculum Vitae etc.
- Identifying the prospective companies and inviting them to conduct placement drives in the campus.
- Planning pre-placement activities and allocation of the same to the committee members.
- Decisions related to improving the placement no. and students training.

MINUTES OF MEETING

- Students should be encouraged for taking part in placement drive.
- Names of students interested in placement will be collected through final year class incharges of various departments and a database of interested students consisting of details of their plus two and semester marks and areas of interests is to be maintained.
- The Committee members and Placement officers (PO's) in consultation with Principal identified the companies to be invited for the campus placements.
- Display of Placement Drive schedule, Company Profile, Job Criteria, Charts related to career options, career orientations on the notice board.
- Decided to conduct Placement Orientation Seminar to all the final year students.

S.NO	NAME	ROLE	SIGNATURE
1	Dr.D.Rajakumari	Chairperson	
2	Mrs. G.Jeeva	Placement Directness	
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/ 2017-2018/001

Date: 04.09.2017

AGENDA

- ❖ To discuss about first year verification.
- ❖ Readmission and eligibility certificate.
- ❖ University examination fees for Students.
- ❖ Entry of Database
- ❖ Hall ticket distribution
- ❖ Online Examination
- ❖ Entry of internal and external mark for Theory and Practical Examination.

MINUTES OF MEETING

The Examination and Grievance Committee meeting is scheduled on 04.09.2017 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 tickets. Also they discussed about the internal and external mark entry for practical, theory examinations. The processes for readmission and eligibility certificate for other university/state students have done.

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

PRINCIPAL

EXAMINATION AND GRIEVANCE COMMITTEE

Ref. No: **BASCW/CIR/ 2017-2018/002**

Date: **08.03.2018**

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 08.03.2018 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 tickets are discussed. 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	Mrs. P.Kavitha	Member	

Principal

Date: 11.09.2017

**MINUTES OF MEETING
RESEARCH AND DEVELOPMENT CELL**

Research and Development Cell meeting was held on 11.09.2017 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	Head of the Institution
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	Ms. N.Radha	Assistant Professor of Tamil	Member

NATIONAL SERVICE SCHEME
MINUTES OF THE MEETING (2017- 2018)

TIME: 10.30 A.M

DATE: 19.06.2017

POINTS DISCUSSED IN ODD SEMESTER

1. The members were requested to submit suggestions or amendments, if any, to the meeting. No comments have been received from the members till date.
2. It was discussed to celebrate NSS Day at constituent colleges.
3. NSS volunteers were instructed to understand the service.
4. Volunteers were encouraged to develop a sense of social and civil responsibility.
5. Proposed activities for the year 2018–19 are focused on health-related issues.
6. Volunteers were divided into three groups, and each group was guided by representatives in order to carry out the task.
7. To conduct Awareness programme on Drug Abuse.
8. It was plan to conduct Dengue Awareness Programme.
7. To organize Seed Ball Program.

S.NO	NAME	DESIGNATION	ROLE
1	Mrs.V.Parameshwari	Assistant Professor of Computer Science	Programme Officer(Unit I)
2	Ms. K.Madhumitha	Assistant Professor of English	Programme Officer(Unit II)
3	Mrs. R.Kohila	Assistant Professor of English	Programme Officer(Unit III)
4	Ms.G.Pragadeswari	Student	Member
5	Ms.K.Deepa	Student	Member
6	Ms. G.Thendral	Student	Member

NATIONAL SERVICE SCHEME

MINUTES OF THE MEETINGS (2017-2018)

DATE: 30.11.2017

TIME: 11.00 A.M.

POINTS DISCUSSED (EVEN SEMESTER)

- It was planned to have Tree Plantation Programme.
- To conduct Rally for AIDS Awareness Programme.
- To organize Tree Plantation .
- It was discussed to plan Blood Donation Camp.

S.NO	NAME	DESIGNATION	ROLE
1	Mrs.V.Parameshwari	Assistant Professor of Computer Science	Programme Officer(Unit I)
2	Ms. K.Madhumitha	Assistant Professor of English	Programme Officer(Unit II)
3	Mrs. R.Kohila	Assistant Professor of English	Programme Officer(Unit III)
4	Ms.G.Pragadeswari	Student	Member
5	Ms.K.Deepa	Student	Member
6	Ms. G.Thendral	Student	Member

YOUTH RED CROSS
MINUTES OF ITS MEETING
VENUE: ANNAI TERASA AUDITORIUM

DATE: 21. 09.2017

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.

- ✓ To conduct World Population growth Awareness Program.
- ✓ To organize International Epoch of Yoga.
- ✓ It was discussed to plan Dr.APJ Abdul Kalam's Anniversery.

S.NO	NAME	ROLE	SIGNATURE
1	Ms. G.Priyadharshini	Programme officer	
2	Mrs.K.Thangamani	Member	

YRC PROGRAMME OFFICER

PRINCIPAL

RED RIBBON CLUB (RRC)

MINUTES OF MEETINGS

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

- ❖ The Red Ribbon Club's 2017–2018 meeting was conducted at Multi Propose Hall, Bharathiyar Arts and Science College for Women.
- ❖ The Co-ordinator arranged an Awareness Programme on Blood Donation Camp on 22.08.2017
- ❖ To create awareness among U.G students, the college conducted awareness on blood donation camp.

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

LIBRARY COMMITTEE
MINUTES OF MEETING
2017-2018

DATE: 10.11.2017

AGENDA:

- ❖ To greet everyone and explain the purpose of the meeting.
- ❖ To discuss about the Target books.
- ❖ To discuss the previous academic year's Commission.
- ❖ To educate the students on how to follow the protocols of the Library.
- ❖ To ensure that the books for TNPSC and UGC NET coaching classes are available.
- ❖ To procurement of Electric fans in the PG Library.

MINUTES OF THE MEETING:

- ❖ Welcomed all the members by warm wishes.
- ❖ Reached our target and our library currently has 23,196 books and 120 periodicals.
- ❖ Successfully completed UG Commissions for III – Zoology, II – Botany, and I – Nutrition and Dietetics.
- ❖ The Chairman insisted the students to follow rules and regulations of the Library.
- ❖ TNPSC and UGC NET coaching classes were finished in the college. Many of the students and faculty members utilized these books for the Competitive Exam.
- ❖ Sanctioned Three Electric fans for PG library

Chairman	: Mr.S.Elayappan
Principal	: Dr.D.Rajakumari
Librarian In Charge	: Mrs.C.Roselin Sheela Mary
Member	: Ms.S.Suganya
Member	: Ms.K.Bharathi
Member	: Ms.K.Boopathy

SCHOLARSHIP COMMITTEE

MINUTES OF MEETING

Year: 2017-2018

Date:11.09.2017

1. To provide scholarships to students.
2. In order to promote education, both the State government and the Central government launched various schemes.
3. These schemes are launched sometimes according to the income criteria, sometimes 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

- Aadhar card
- Ration card
- Income certificate
- Caste certificate
- Residence proof
- Age proof
- ID card
- Passport size photograph
- Mobile number
- Bank details

Principal : Dr.D.Rajakumari - Head of the Institution

Coordinator : Mrs.J.Indhumathi - Co-ordinator

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 2017-2018

EVEN SEM

Date: 17.07.2017

Time: 11.00 AM

1. The meeting started with greetings
2. To promote and encourage the involvement of students in organizing Institute activities
3. To organize educational and recreational activities for students
4. Coordinate activities for Extra Inputs and suggest extra inputs in consultation with the students.
5. Involve the students in CSR activities like arranging Blood donation camps, helping the affected during natural calamities.
6. The meeting ended with the thanks to the committee.

Members:

S.No	Name	Designation
1	Ms.K.Suguna	- Chairperson
2	Ms.S.Suganya	- Secretary
3	Ms.P.Abirami	- Treasurer
4	Ms.S.Sanmathi	- Vice-Chairperson
5	Ms.K.Bharathi	- Joint Secretary
6	Ms.G.Kalpana	- Joint Treasurer
7	Ms.P.Thaslima Almarium	- Ministry Of Health
8	Ms.S.Kaushika	- Ministry Of Environment
9	Ms.P.Narmadha	- Public Relation Officer
10	Ms.P.Motchavahini	- Ministry Of Education

PRINCIPAL

ENTREPRENEURSHIP DEVELOPMENT CELL

The first Minutes of meeting of the Entrepreneurship Development Cell

Academic Year 2017-2018

Odd Semester

DATE: 12.08.2017

TIME:11.00 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 analyze Doll making programme on 20.08.2017.
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: 18.12.2017

CIRCULAR

INTERNAL COMPLAINTS COMMITTEE

All the members of the Internal Complaints Committee of Bharathiyar Arts and Science College for Women, Deviyakurichi are requested to attend a meeting on 14.12.2017 at 2.30 pm in Principal's Cabin to discuss the following problems.

AGENDA OF THE MEETING:

- ❖ Reports on cases relating Sexual Harassment instances for the academic year in the college.
- ❖ To locate events and programmes to be held.
- ❖ Any other point with the permission of the principal

COMMITTEE MEMBERS:

S.NO	NAME	DESIGNATION & DEPARTMENT	STATUS
1	Dr D.Rajakumari	Principal	Chairperson
2	Mrs.C.Tamilselvi	HoD/BCA	Member
3	Ms.S.Suganya	HoD/English	Member
4	Dr G.Shobana	HoD/Zoology	Member
5	Mrs.S.Bhuvana	Non-teaching Staff	Member
6	Ms.S.Suganya	B.Sc Chemistry	Member
7	Ms.K.Suguna	B.A English	Member
8	Ms.S.Sanmathi	B.Sc Zoology	Member
9	Ms.P.Narmadha	B.Sc Physics	Member
10	Ms.P.Motchavahini	B.Sc Mathematics	Member
11	Mrs.S.Shanthi	Sweeper	Member

Copy to:

- IQAC
- Heads of all Departments
- Office

PRINCIPAL.

Date: 19.10.2017

CIRCULAR
ANTI RAGGING COMMITTEE

- The Principal featured an Anti-Ragging Committee meeting for the academic year of 2017-2018 on 20.10.2017. The convener greeted all attendees and then began discussing the meeting's initiatives.

Agenda:

1. The members of the committee conformation of minutes of meeting held at institution.
- 2.Regarding complaints received on ragging issues from students on campus.
3. Approaches to keep an eye on ragging and prevent it.
4. Any other issues if any.

COMMITTEE MEMBERS (STAFF)

S.NO	COMMITTEE MEMBERS	DESIGNATION & DEPARTMENT	STATUS
1	Dr D.Rajakumari	Principal	Chairperson
2	Dr S.Indira	HoD/Tamil	Member
3	Mrs.K.Anbumathi	HoD/CS	Member
4	Mrs.C.Tamilselvi	HoD/BCA	Member
5	Mrs.K.Kalpana	HoD/BBA	Member

STUDENT MEMBERS

S.NO	COMMITTEE MEMBERS	CLASS & DEPARTMENT	STATUS
1.	Ms.K..Bharathi	B.Lit Tamil	Member
2.	Ms.P.Abirami	B.B.A	Member
3.	Ms.G.Kalpana	B.C.A	Member
4.	Ms.P.Thaslima almariyam	B.Sc Statistics	Member

Copy to:

- IQAC
- Heads of all the Departments
- Office

PRINCIPAL

MINUTES OF MEETING
GRIEVANCE CUM REDRESSAL COMMITTEE

BASC(W) /GRC /Circular/2017-18

Date: 18.09.2017

The Grievances and Redressal Committee meet on 18.09.2017 at 1.30 pm in grievance cell. We have received complaints from students regarding Internal/External Examination issues. The committee members will take authentic action to address their concerns.

COMMITTEE MEMBERS

S.No	Name	Designation/ Dept.	Status	Signature
1.	Dr D.Rajakumari	Principal	Chairperson	
2.	Dr S.Indira	HoD/Tamil	Member	
3.	Ms.S.Suganya	HoD/English	Member	
4.	Ms. C.Tamilselvi	HoD/BCA	Member	
5.	Ms. P.Girijadevi	HoD/ Chemistry	Member	
6.	Ms S.Suganthi	HoD/Maths	Member	
7.	Mrs.K.Kalpana	HoD/BBA	Member	
8.	Ms.S.Koushika	B.Com	Member	
9.	MS.K.Suguna	B.A English	Member	
10.	Ms.S.Suganya	B.Sc Chemistry	Member	
11.	Ms.P.Narmadha	B.Sc Physics	Member	

PRINCIPAL

Copy to:

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SPORTS CELL

DATE: 20.08.2017

TIME: 3.30 PM TO 04:00 PM

AGENDA:

- Minutes of the last meeting.
- New coaching classes for Volleyball.
- Purchase of Tennis equipments.
- Information about Intercollegiate Sports events.
- Encouraging the athletes.
- Sharing the signification of Sports activities.

MINUTES OF MEETING:

1. Reviewed the last meeting of the sports reports.
2. Inaugurated new coaching classes for Volleyball.
3. Purchased the varieties of Tennis equipments.
4. Analyzed various Intercollegiate Sports events and encouraged the students to participate.
5. Motivated the Sports athletes to participate in all activities.
6. Ensured the students about the importance of Sports .

MEMBERS:

S.NO	NAME	DESIGNATION	ROLE	SIGNATURE
1	Dr D.Rajakumari	Principal	Chairperson	
2	Ms.G.Anitha	Physical Directress	Co-ordinator	
3	Ms.A.Sowmiya	Assistant Professor of Mathematics	Member	
4	Dr.G.Shobana	Assistant Professor of Zoology	Member	
5	Ms.T.Rubasri	UG Student	Member	
6	Ms.Priya	UG Student	Member	

PRINCIPAL

OBC CELL

VENUE: MULTIPURPOSE HALL

DATE: 09.10.2017
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	Assistant Professor of Physics
3	Mrs. J.Manimozhi	Assistant Professor of Computer Science
4	Ms. M.Swathi	Assistant Professor of Mathematics
5	Ms.K.Anupriya	PG Student
6	Ms.S.Suganya	UG Student

PRINCIPAL

SC/ST-CELL

DATE: 13.11.2017

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	Assistant Professor of English
3	Mrs. S.Umavathi	Assistant Professor of Mathematics
4	Ms.P.Priya	UG Student
5	Ms.T.Dharshini	UG 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: 23.10.2017

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.S.Shifa Sideeka	UG Student	Member	
5	Ms.D.Sheela	PG Student	Member	

PRINCIPAL