

**2018-2019**

**ACADEMIC COUNCIL**

**YEAR: 2018-2019**

**DATE: 25.06.2018**

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.

<b>S. No</b>	<b>Name of the Staff</b>	<b>Designation &amp; Department</b>	<b>Role</b>	<b>Signature</b>
1	<b>Dr.D.RAJAKUMARI</b>	Principal	Coordinator	
2	<b>Dr.P.RAGAMATH BEEBE</b>	Assistant Professor of Tamil	Member	
3	<b>Mrs. S.SUGANTHI</b>	Assistant Professor of Mathematics	Member	
4	<b>Dr.S.INDIRA</b>	Assistant Professor of Tamil	Member	
5	<b>Dr.V.MEENATCHI.</b>	Assistant Professor of Chemistry	Member	

## WOMEN DEVELOPMENT CELL

### MINUTES OF THE MEETING

**YEAR: 2018-2019**

**DATE: 23.07.2018**

**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.
- 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 Motivational Programme on Skill Development.

S. No	Name of the Staff	Designation & Department	Role	Signature
1	Dr.D.Rajakumari	Principal	Chairperson	
2	Mrs.P.Grijadevi	Assistant Professor of Chemistry	Coordinator	
3	Dr .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: 2018-2019**

**DATE: 02.07.2018**

#### 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. Transportation funds were provided by the management to attend conferences, seminars, FDP's, and workshops.
2. Maternity Leave.
3. Festival advance.
4. Festival bonus.
5. Prompt facilitation of Provident Fund loans.
6. Faculty Members OD and casual leave facilities.

#### WELFARE MEASURE FOR NON-TEACHING STAFF

1. Crash Course in Computer Basis for Supporting Staff.
2. Festival advance.
3. 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	Head & Assistant Professor of chemistry	Member	
4	Ms.S.Suganya	Head & Assistant Professor of English	Member	

## **DISCIPLINARY COMMITTEE**

### **MINUTES OF MEETING**

**YEAR: 2018-2019**

**DATE: 21.06.2018**

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.

<b>S. No</b>	<b>Name of the Staff</b>	<b>Designation &amp; Department</b>	<b>Role</b>	<b>Signature</b>
1	Dr.D.Rajakumari	Principal	Chairperson	
2	Ms.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: 2018-2019**

**DATE:09.05.2018**

#### **AGENDA:**

- ❖ To review the previous Academic year's Admission status.
- ❖ To examine the admission procedure for the academic year 2018-19.
- ❖ To consult and confirm transportation arrangements by Admission panel members.
- ❖ To explain the anti-ragging policy of the college.
- ❖ To allocate some duties for the admission process.

#### **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 had decided to be liberal in Admission.
- ❖ Members of the admission committee were consulted to confirm transportation arrangements.
- ❖ The Principal explained in detail the zero tolerance of ragging.
- ❖ Allocated faculty members to look after the eligibility process of admitted students.

<b>HEAD</b>	-	<b>Dr .D .RAJAKUMARI</b>
<b>COORDINATOR</b>	-	<b>Mrs. R.AKILA</b>
<b>CO-COORDINATOR</b>	-	<b>Mrs. A.SANGEETH</b>
<b>MEMBER</b>	-	<b>Mrs.V.PARAMESWARI</b>

## **CULTURAL COMMITTEE**

**Ref. No: BASCW/CIR/ 2018-2019/001**

**Date: 18.07.2018**

### **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 18.07.2018 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.

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ROLE</b>	<b>SIGNATURE</b>
1	Dr.D.Rajakumari	Principal	Chairperson	
2	Mrs.D.Sathya	Assistant Professor of Computer Science	Coordinator	
3	Ms.N.Gomathi	Assistant Professor of Chemistry	Member	
4	Mrs.S.Mamtha	Assistant Professor of English	Member	
5	Mrs R.Mayil	Assistant Professor of Physics	Member	
6	Ms. A.Uma Bharathi	UG Student	Member	
7	Ms.M.Sathya priya	PG Student	Member	

**PRINCIPAL**

## CULTURAL COMMITTEE

**REF. NO: BASCW/CIR/ 2018-2019/002**

**DATE: 10.12.2018**

### **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 10.12.2018 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.

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ROLE</b>	<b>SIGNATURE</b>
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	Mrs.S.Mamtha	Assistant Professor of English	Member	
5	Mrs R.Mayil	Assistant Professor of Physics	Member	
6	Ms. A.Uma Bharathi	UG Student	Member	
7	Ms.M.Sathya priya	PG Student	Member	

**PRINCIPAL**

## **Alumni Association**

### **Minutes of Meeting**

**Date: 09.01.2019**

### **Minutes of Meeting**

The meeting of the Alumni Association for the academic year 2018-2019 was held on 09.01.2019 at A.P.J ABDUL KALAM A/C HALL at 10.30 PM.

#### **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:**

<b>S.NO</b>	<b>NAME</b>	<b>POSITION IN CELL</b>	<b>CATEGORY</b>
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.Parameshwari	Executive Member	
12.	Mrs.D.Vidhya	Executive Member	
13.	Mrs.J.Indhumathi	Executive Member	

**BHARATHI CHELLAMMAL HOSTEL  
ACADEMIC YEAR 2018-2019  
HOSTEL COMMITTEE**

**DATE: 16.07.2018**

**NOTICE**

It is proposed to convene the Hostel Committee on 16.07.2018 (MONDAY) at 5.00 PM in the Hostel Block. .

**AGENDA:**

- ❖ To review the functioning of Committee.
- ❖ To educate about the Hostel's rules and regulations.
- ❖ To govern the discipline and cleanliness based on monitoring and feedback.
- ❖ To instruct the Warden to monitor the activities of the student.
- ❖ To receive Grievances from the students

**MINUTES OF THE MEETING:**

- ❖ Instructed the Hostel Warden to update all relevant records
- ❖ 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.
- ❖ 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.
- ❖ Received the student grievances and get them resolved.

All the committee members are requested to attend the meeting without fail.

<b>S.NO</b>	<b>NAME</b>	<b>POSITION</b>	<b>SIGNATURE</b>
1	Mrs.Vijayalakshmi	Warden	
2	Ms. U.Jaya	Incharge	
3	Ms.R.Sneha	Student	
4	Ms.G.Pragadeswari	Student	
5	Ms.M.Yogeshwari	Student	

Copy to:

1. Notice board.
2. Students Committee Members.

**WARDEN**

## PLACEMENT AND CAREER GUIDANCE CELL

**YEAR: 2018 -2019**

**DATE: 10.12.2018**

### **AGENDA:**

- ❖ 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. The committee discussed about inviting various multinational companies for conducting placement drive in the college so that UG and PG students could secure jobs in reputed institutions through campus placements.
- ❖ To invite delegates and to deliver expert lecture.
- ❖ To make arrangement for industrial training for the students .

### **MINUTES OF MEETING**

- ❖ Names of students interested in placement will be collected through final year class teachers 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.
- ❖ Career guidance and soft skill development classes are to be given for students aspiring for placement.
- ❖ Delegates were invited, and an expert lecture was given.
- ❖ Established plans for students to receive industrial training.

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/ 2018-2019/001**

**Date: 17.9.2018**

**YEAR: 2018-2019**

### **AGENDA:**

- ❖ Importance of Dress Code and Hall Ticket.
- ❖ Consequences of Malpractice.
- ❖ Rules and responsibilities revised.
- ❖ Preparing for upcoming Semester Examination.
- ❖ To arrange the annual reports of the office.

### **MINUTES OF MEETING:**

- ❖ The Dress Code during the exam and importance of Hall Ticket was discussed.
- ❖ The students were given a warning about the consequences of the Malpractices.
- ❖ Revisions to the rules and obligations were discussed.
- ❖ The committee members were discussed about preparation for Semester Examination.
- ❖ Proposed to organize the annual reports of the office.

<b>S.NO</b>	<b>NAME</b>	<b>ROLE</b>	<b>SIGNATURE</b>
1	Mrs. R.Radha	Coordinator	
2	Mrs. T.Kavitha	Member	
3	Dr.. P.Ragamath Beebe	Member	
4	Mrs. P.Kavitha	Member	

**PRINCIPAL**

## EXAMINATION AND GRIEVANCE COMMITTEE

Ref. No: BASCW/CIR/ 2018-2019/002

Date: 11.09.2018

### Agenda:

- ❖ University examination fees for Students.
- ❖ Readmission process
- ❖ Entry of Database
- ❖ Hall ticket distribution
- ❖ 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 11.09.2018 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	Dr. P.Ragamath Beebe	Member	
4	Mrs. P.Kavitha	Member	

**PRINCIPAL**

**Date: 18.02.2019**

**MINUTES OF MEETING  
RESEARCH AND DEVELOPMENT CELL**

Research and Development Cell meeting was held on 18.02.2019 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 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	Convener
3	Mrs. R.Kohila	Assistant Professor of English	Member
4	Mrs. D.Sathya	Assistant Professor of Computer Science	Member
5	Mrs.N.Radha	Assistant Professor of Tamil	Member

## NATIONAL SERVICE SCHEME

### MINUTES OF THE MEETING (2018- 2019)

**TIME: 10.30 A.M**

**DATE: 05.06.2018**

#### 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 2019–20 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.

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ROLE</b>
1	Mrs. R.Kohila	Assistant Professor of English	Programme Officer (Unit I)
2	Mrs.M.Jeevarathna	Assistant Professor of English	Programme Officer (Unit II)
3	Ms.A.Kurshithabegum	Assistant Professor of English	Programme Officer (Unit III)
4	Ms.P.Vishnupriya	Student	Member
5	Ms.V.Dhivya	Student	Member
6	Ms.Tasleem sulaiman	Student	Member

**NATIONAL SERVICE SCHEME**  
**MINUTES OF THE MEETINGS (2018-2019)**

**DATE: 21.01.2019**

**TIME: 11.00 A.M.**

**POINTS DISCUSSED (EVEN SEMESTER)**

- NSS Volunteers of various department students gathered in the Awareness Programme on Road Safety.
- To increase the use of helmets among riders, in every ride.
- To raise the awareness of the risks involved by not wearing a helmet.
- It was discussed and resolved to organize Yoga on International Yoga Day
- To conduct National Leprosy Eradication Programme
- It was planned to have Road Safety Awareness Programme
- To conduct Awareness & Pledge - Rights to Vote Programme

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ROLE</b>
1	Mrs. R.Kohila	Assistant Professor of English	Programme Officer (Unit I)
2	Mrs.M.Jeevarathna	Assistant Professor of English	Programme Officer (Unit II)
3	Ms.A.Kurshithabegum	Assistant Professor of English	Programme Officer (Unit III)
4	Ms.P.Vishnupriya	Student	Member
5	Ms.V.Dhivya	Student	Member
6	Ms.Tasleem sulaiman	Student	Member

**YOUTH RED CROSS**  
**MINUTES OF ITS MEETING**

**VENUE: ANNAI TERASA AUDITORIUM**

**DATE: 12. 07.2018**

**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. The members decided to conduct Human chain- Drug Abuse programme on 12.07.2018.
2. To conduct World Population growth Awareness Program.
3. To organize Blood Donation Camp.

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ROLE</b>
1	Ms.G.Priyadharshini	Assistant Professor of Commerce	Programme Officer(Unit I)
2	Ms. K.Thangamani	Assistant Professor of Commerce	Programme Officer(Unit II)

**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 2018–2019 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 09.04.2019

To create awareness among U.G students, the college conducted awareness on Cancer Program.

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ROLE</b>
1	Ms.A.Sangeeth	Assistant Professor of Commerce	Programme Officer
2	Ms. R.Sangeetha	Assistant Professor of Commerce	member
3	Ms. S.Saranya	Student	Member

**LIBRARY COMMITTEE**  
**MINUTES OF MEETING**  
**2018-2019**

**YEAR: 2018 - 2019**

**DATE: 18 -06-2018**

**AGENDA:**

- ❖ To greet everyone and explain the purpose of the meeting.
- ❖ To educate the students on how to follow the protocols of the Library.
- ❖ To discuss about the Target books.
- ❖ To create an awareness on Digital Library.
- ❖ To prepare for upcoming Commission.
- ❖ To discuss about Library requirement.

**MINUTES OF THE MEETING:**

- ❖ Welcomed all the members by warm wishes.
- ❖ Educated the students to follow rules and regulations of the Library.
- ❖ Reached our target and our Library currently has 24,823 books and 100 periodicals.
- ❖ Created awareness to students on how to manage the Digital Library.
- ❖ Discussed to prepare the Commission details for the following Departments I M.Sc., Zoology, I B.A., History & III B.Sc., Botany, II B.Sc., Nutrition & Dietetics.
- ❖ The Principal insisted to buy new books for Library.

**Library Committee Members:**

1. Chairman : Mr.S Elayappan

2. Principal : Dr. D Rajakumari
3. Librarian : Mrs. C Roselin Sheela Mary
4. Staff Member : Ms. S Suganya – HOD of English Department
5. PG Student : Ms. M Sindhuja - Chemistry
6. UG Student : Ms. Sneha Ravishankar - Statistics

## **LIBRARY COMMITTEE**

### **MINUTES OF MEETING**

**2018-2019**

**YEAR :2018 - 2019**

**DATE: 03-11-2018**

#### **AGENDA:**

- ❖ To greet everyone and explain the purpose of the meeting.
- ❖ To discuss about previous academic year's Commission.
- ❖ To educate the students on how to follow the protocols of the Library.
- ❖ To purchase New books for Library.
- ❖ To maintain the good condition of books that have been damaged and must be bound.
- ❖ To buy some rare books for Library.

#### **MINUTES OF THE MEETING:**

- ❖ Welcomed all the members by warm wishes.
- ❖ Completed the UG Commission successfully and have been planning for the next Commission.
- ❖ Educated the students to follow rules and regulations of the Library
- ❖ Purchased New Books for the library from a variety of locations, including Erode, Coimbatore, and Chennai.
- ❖ Decided to save damaged books in good shape and send them out for binding.
- ❖ In our library, we have 120 rare books that were published in the years 1900, 1910, 1920, and 1940.

### **Library Committee Members:**

1. Chairman : Mr.S Elayappan
2. Principal : Dr. D Rajakumari
3. Librarian : Mrs. C Roselin Sheela Mary
4. Staff Member : Ms. S Suganya – HOD of English Department
5. PG Student : Ms. M Sindhuja - Chemistry
6. UG Student : Ms. Sneha Ravishankar – Statistics

### **SCHOLARSHIP COMMITTEE MINUTES OF MEETING**

**Year: 2018-2019**

**Date:03.09.2018**

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 2019 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

<b>Coordinator</b>	:	Mrs.J.INDHUMATHI	- Assistant Professor of English
<b>Member</b>	:	Mrs.M.Vanitha	- Clerk
<b>Member</b>	:	Mrs.A.Menaga Gandhi	- Clerk
<b>Member</b>	:	Mrs.M.Amutha	-Clerk

**PRINCIPAL**

**STUDENTS COUNCIL COMMITTEE**

**MINUTES OF MEETING**

**ACADEMIC YEAR 2018-2019**

**Date: 15.11.2018**

**Time: 11.00 AM**

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

**Members:**

1 Dr.D.Rajakumari

- HEAD OF THE INSTITUTION

2	Ms.M.Poovizhi	-	CHAIRPERSON
3	Ms.E.Renuga	-	SECRETARY
4	Ms.J.Nasreen banu	-	TREASURER
5	Ms.S.Bargathunisha	-	VICE-CHAIRPERSON
6	Ms.S.Sona	-	JOINT SECRETARY
7	Ms.S.Renuga	-	JOINT TREASURER
8	Ms.S.Anitha	-	MINISTRY OF HEALTH
9	Ms.S.Subhashini	-	MINISTRY OF ENVIRONMENT
10	Ms.R.Mohanapriya	-	PUBLIC RELATION OFFICER
11	Ms.K.Bhuvaneshwari	-	MINISTRY OF EDUCATION
12	Ms.R.Snega	-	MINISTRY OF TRANSPORT
13	Ms.P.Vishnupriya	-	REPUBLIC DAY PARADE

**PRINCIPAL**

**Date: 12.09.2018**

**CIRCULAR**

**INTERNAL COMPLIANT COMMITTEE**

This is to let you know that the Principal of our college has called an Internal Compliant Committee meeting on 13.09.2018 at 2.00 PM. The meeting is mandatory for all members.

**AGENDA OF THE MEETING:**

- To resolve complaints about Sexual Harassment instances in the college.
- To locate any cases that has been filed.
- Any other concerns.

**COMMITTEE MEMBERS:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION &amp; DEPARTMENT</b>	<b>STATUS</b>
1	Dr D.Rajakumari	Principal	Chairperson
2	Mrs.G.Jeeva	Vice Principal/CS	Member
3	Mrs.S.Suganthi	Vice Principal/Maths	Member
4	Dr S.Indira	HoD/Tamil	Member
5	Mrs.S.Sharmila	HoD/N&D	Member
6	Mrs.K.Anbumathi	HoD/CS	Member
7	Mrs.K.Kalpana	HoD/BBA	Member
8	Mrs.C.Tamilselvi	HoD/BCA	Member

9	Ms.S.Suganya	HoD/English	Member
10	Dr G.Shobana	HoD/Zoology	Member
11	Mrs.S.Bhuvana	Non-teaching Staff	Member
12	Ms.M.Poovizhi	B.Sc Chemistry	Member
13	Ms.S.Bargathunisha	B.A English	Member
14	Ms.S.Sona	B.Sc Computer Science	Member
15	Ms.K.Bhuvaneshwari	B.Sc Physics	Member
16	Ms.S.Subhashini	B.Sc Mathematics	Member
17	Mrs.S.Shanthi	Sweeper	Member

**Copy to:**

- IQAC
- Heads of all Departments
- Office

**PRINCIPAL**

**Date: 09.10.2018**

**CIRCULAR**  
**ANTI RAGGING COMMITTEE**

The Principal featured an Anti-Ragging Committee meeting for the academic year of 2018-2019 on 10.10.2018. The convener greeted all attendees and then began discussing the meeting's initiatives.

**Agenda:**

1. The members of the committee are introduced.
2. Concerns about any complaints received from students on campus.
3. Approaches to keep an eye on ragging and prevent it.
4. Any other issues.

**COMMITTEE MEMBERS (STAFF)**

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

## STUDENT MEMBERS

S.NO	COMMITTEE MEMBERS	CLASS & DEPARTMENT	STATUS
1.	Ms.S.Anitha	B.Sc Botany	Member
2.	Ms.J.Nasreen Banu	B.Sc Zoology	Member
3.	Ms.S.Renuga	B.Lit Tamil	Member
4.	Ms.P.Vishnupriya	B.A English	Member

**PRINCIPAL**

### Copy to:

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- Heads of all the Departments
- Office

## MINUTES OF MEETING ANTI-RAGGING COMMITTEE

**Date: 10.10.2018**

The principal of our institution arranged an anti-ragging meeting on 10.10.2018. The following topics were brought forward for discussion.

### Agenda:

1. The members of the committee are introduced.
2. Concerns about any complaints received from students on campus.
3. Approaches to keep an eye on ragging and prevent it.
4. Any other issues

### Topics Discussed:

1. Introduction of committee members: The convener introduced new committee members and described the committee's objectives, as well as the UGC guidelines on anti-ragging mechanisms to be implemented at the college level.
2. Any complaints received from the campus: The coordinator confirmed that no complaints about ragging had been received.
3. Ragging prevention and monitoring measures: It was determined that the committee members would closely monitor and supervise the campus and classrooms. It was resolved that any ragging incidence should be documented on the scene, and any student involved in such activities should be brought to the attention of the appropriate authority figure right away.
4. At the conclusion of the meeting, the convener proposed the Vote of Thanks.

### COMMITTEE MEMBERS (STAFF)

S.No	Name	Designation/Department	Status
1.	Dr D.Rajakumari	Principal	Chairperson
2.	Dr S.Indira	Head, Department of Tamil	Member

3.	Mrs.K.Anbumathi	Head, Department of CS	Member
4.	Mrs.C.Tamilselvi	Head, Department of BCA	Member
5.	Mrs.K.Kalpana	Head, Department of of BBA	Member

**COMMITTEE MEMBERS (STUDENT)**

S.No	Name	Year/Department	Status
1.	Ms.S.Anitha	B.Sc Botany	Member
2.	Ms.J.Nasreen Banu	B.Sc Zoology	Member
3.	Ms.S.Renuga	B.Lit Tamil	Member
4.	Ms.P.Vishnupriya	B.A English	Member

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- Office

**PRINCIPAL**

**MINUTES OF MEETING**

**GRIEVANCE CUM REDRESSAL COMMITTEE**

**BASC(W) /GRC /Circular/2018-19**

**Date: 16.10.2018**

The Grievances and Redressal Committee meet on 16.10.2018 at 11.30 am 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	Head, Department of Tamil	Member	
3.	Ms.S.Suganya	Head, Department of English	Member	
4.	Ms. C.Tamilselvi	Head, Department of BCA	Member	
5.	Mrs P.Girijadevi	Assistant professor of Chemistry	Member	
6.	Ms S.Suganthi	Head, Department of Mathematics	Member	
7.	Mrs.K.Kalpana	Assistant professor of BBA	Member	
8.	Dr.G.Shobana	Head, Department of Zoology	Member	
9.	Ms.E.Renuga	B.Com(CA)	Member	

10	Ms.R.Mohanapriya	B.B.A	Member	
11	Ms.R.Snekha	B.Sc Statistics	Member	
12	Ms.M.Poovizhi	B.Sc Chemistry	Member	

**PRINCIPAL**

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- Office

**SPORTS CELL**

**YEAR :2018-2019**

**DATE:12.11.2018**

**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:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ROLE</b>	<b>SIGNATURE</b>
1	Dr D.Rajakumari	Principal	Chairperson	
2	Ms.P.Megala	Physical Directress	Co-ordinator	
3	A.Sowmiya	Assistant Professor of Mathematics	Member	
4	Dr.G.Shobana	Head, Department of Zoology	Member	
5	Ms.V.Kalaiselvi	UG Student	Member	
6	Ms.P.Nithya	PG Student	Member	

**OBC CELL**

**VENUE: MULTIPURPOSE HALL**

**DATE: 06.08.2018**

**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:**

<b>S.No</b>	<b>Name</b>	<b>Designation</b>
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.S.Monisha	UG Student
6	Ms.B.Arunadevi	PG Student

**PRINCIPAL**

**SC/ST-CELL**

**DATE: 03.12.2018**

**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:**

<b>S.No</b>	<b>Name</b>	<b>Designation</b>
1	Dr D.Rajakumari	Principal

2	Mrs. J.Indhumathi	Assistant Professor of English
3	Mrs. S.Umavathi	Assistant Professor of Mathematics
4	Ms.Abitha.G	UG Student
5	Ms.S.Priya	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: 05.09.2018**

**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	Member	

		Science		
3	Mrs P.Nesamani	Assistant Professor of Chemistry	Member	
4	Ms.Angel Johnravi	UG Student	Member	
5	Ms.Sheela	UG Student	Member	

**PRINCIPAL**