

**2019-2020**

**ACADEMIC COUNCIL**

**YEAR: 2019-2020**

**DATE: 19.06.2019**

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>Mrs.N.RADHA</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: 2019-2020

DATE: 05.08.2019

**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.
- The Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), adopted by the United Nations General Assembly in 1979 and ratified by nearly all world states, is the international bill of women's rights. But the fight is far from over, and much remains to be done before CEDAW is implemented.
- The problem of discrimination against women and girls still seriously hampers the lives and futures of these women.
- We planned to have Psychological Motivation Program for the welfare of the students.
- It was discussed to organize Women Entrepreneur Awareness Program in our College.

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

## STAFF WELFARE COMMITTEE

### MINUTES OF MEETING

**YEAR: 2019-2020**

**DATE: 17.07.2019**

#### 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. Financial Contribution by college to the Non-Teaching Staff Association Fund.
2. Crash Course in Computer Basis for Supporting Staff.
3. Festival advance.
4. 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	

## MINUTES OF MEETING

**YEAR: 2019-2020**

**DATE: 19.02.2020**

### STAFF WELFARE COMMITTEE

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 casual 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	Head & Assistant Professor of Chemistry	Member	
4	Ms.S.Suganya	Head & Assistant Professor of English	Member	

## **DISCIPLINARY COMMITTEE**

### **MINUTES OF MEETING**

**YEAR: 2019-2020**

**DATE: 24.07.2019**

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	Mrs S.Suganthi	Head cum Assistant Professor of Mathematics	Secretary	
3	Mrs.K.Sellammal	Assistant Professor of Chemistry	Member	
4	Mrs.S.Sharmila	Assistant Professor of Nutrition & Dietetics	Member	

**ADMISSION COMMITTEE**  
**MINUTES OF THE MEETING**

**YEAR: 2019-2020**

**DATE: 15.05.2019**

**AGENDA:**

- ❖ To analyze the admission procedure for the academic year 2019-2020.
- ❖ 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 Principal suggested to admission panel members to confirm with the parents of the candidate whether they seek college transport facility (if available) and boarding point in order to make necessary transport facilities.
- ❖ The admission panel members were assigned the task of certificate verification of the admitted candidates.
- ❖ Principal made it very clear that due to the pandemic situation, the admission process is to take place only through Online mode as instructed by the Government of Tamil Nadu.
- ❖ Principal reiterated that the candidates must register for admission through Online by uploading their details in the registration form available in college website.
- ❖ It was decided that the college office phone number be assigned as a helpline number for the admission process so that the candidates can stay safe at home and seek clarifications pertaining to the admission procedures.

<b>HEAD</b>	-	<b>Dr .D .RAJAKUMARI</b>
<b>COORDINATOR</b>	-	<b>Mrs. R.AKILA</b>
<b>CO-COORDINATOR</b>	-	<b>Mrs. A.R. ANBUKKARASI</b>
<b>MEMBER</b>	-	<b>Ms.R.MONISHA</b>

## CULTURAL COMMITTEE

**YEAR : 2019-2020**

**DATE: 16.07.2019**

### **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/ 2019-2020/001**

### NOTIFICATION

#### **Sub: Constitution of Cultural Committee for the academic year 2019-2020**

The Cultural Committee has been constituted for cultural activities during the academic year 2019-2020 with the following composition.

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ROLE</b>
1	Dr.D.Rajakumari	Principal	Chairperson
2	Mrs.D.Sathiya	Assistant Professor of Computer Science	Coordinator
3	Mrs N.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.S.Pavithra	UG Student	Member
7	Ms. Reddy Sowmiya Rajendran	PG Student	Member

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

**To**

**PRINCIPAL**

- All the above members of the committee

## CULTURAL COMMITTEE

**Ref. No: BASCW/CIR/ 2019-2020/002**

**Date: 21.09.2019**

### **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 21.09.2019 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 during a pandemic. 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.Sathiya	Assistant Professor of Computer Science	Coordinator	
3	Mrs .N.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.S.Pavithra	UG Student	Member	
7	Ms.Reddy Sowmiya Rajendran	PG Student	Member	

**PRINCIPAL**



## CULTURAL COMMITTEE

**REF. NO: BASCW/CIR/ 2019-2020/003**

**DATE: 17.01.2020**

### **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 17.01.2020 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	Mrs.D.Sathiya	Assistant Professor of Computer Science	Coordinator	
3	Mrs N.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.S.Pavithra	UG Student	Member	
7	Ms.Reddy Sowmiya Rajendran	PG Student	Member	

**PRINCIPAL**

## **Alumni Association**

### **Minutes of Meeting**

**DATE: 06.11.2019**

The meeting of the Alumni Association for the academic year 2019-2020 was held on 06.11.2019 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:**

<b>S.NO</b>	<b>NAME</b>	<b>POSITION IN CELL</b>
1	Dr.D.Rajakumari	Principal
2	Ms.A.Kavitha	President
3	Ms.S.Suganya	Vice President
4	Ms.D.Vidya	Secretary
5	Mrs.M.Neelavathi	Joint Secretary
6	Mrs.R.Radha	Treasurer
7	Mrs.P.Girijadevi	Joint Treasurer
8	Mrs.V.Parameshwari	Faculty Member
9	Mrs.J.Indhumathi	Faculty Member

**BHARATHI CHELLAMMAL HOSTEL**  
**ACADEMIC YEAR 2019-2020**  
**HOSTEL COMMITTEE**

**YEAR: 2019-2020**

**DATE:17.06.2019**

**NOTICE**

It is proposed to convene the Hostel Committee on 17.06.2019 (MONDAY) 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.

<b>S.NO</b>	<b>NAME</b>	<b>POSITION</b>
1	Mrs.Vijayalakshmi	Warden
2	Ms. U.Jaya	Incharge
3	Ms,V.Anandhi	Student
4	Ms.D.Rajaselvam	Student
5	Ms.V.Vinitha	Student

**Copy to:**

- Notice board.

**WARDEN**

- Students Committee Members.
- File.

## **PLACEMENT AND CAREER GUIDANCE CELL**

**YEAR: 2019 -2020**

**DATE: 09.12.2019**

### **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 .

Dr.D.Rajakumari	Chairperson
Mrs. G.Jeeva	Placement Directress
Mrs P.Priya	Placement Member
Mrs. S.Sharmila	Placement Member
Ms. K.Vijayakumari	Placement Member
Mrs.M.Suguna	Placement Member

**PRINCIPAL**

## EXAMINATION AND GRIEVANCE COMMITTEE

**Ref. No: BASCW/CIR/ 2019-2020/001**

**DATE:01.10.2019**

### **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.

<b>S.NO</b>	<b>NAME</b>	<b>ROLE</b>	<b>SIGNATURE</b>
1	Mrs. R.Radha	Coordinator	
2	Mrs. T.Kavitha	Member	
3	Mrs. C.Tamilselvi	Member	

4	Mrs. P.Kavitha	Member	
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**PRINCIPAL**

### **EXAMINATION AND GRIEVANCE COMMITTEE**

**Ref. No: BASCW/CIR/ 2019-2020/001**

**Date: 05.03.2020**

#### **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 05.03.2020 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 and they plan to conduct online odd semester examination during the Pandemic situation. 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.

<b>S.NO</b>	<b>NAME</b>	<b>ROLE</b>	<b>SIGNATURE</b>
1	Mrs. R.Radha	Coordinator	

2	Mrs. T.Kavitha	Member	
3	Mrs. P.Ragamath Beebe	Member	
4	Mrs. P.Kavitha	Member	

**PRINCIPAL**

**Date: 12.10.2019**

**MINUTES OF MEETING  
RESEARCH AND DEVELOPMENT CELL**

Research and Development Cell meeting was held on 12.10.2019 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 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.

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ROLE</b>
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.Sathiya	Assistant Professor of Computer Science	Member
5.	Mrs.N.Radha	Assistant Professor of Tamil	Member

## **NATIONAL SERVICE SCHEME**

### **MINUTES OF THE MEETING (2019- 2020)**

**TIME: 10.30 A.M**

**DATE: 19.06.2019**

#### **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 2020-2021 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	Ms. K.Vijayakumari	Assistant Professor of Physics	Programme Officer (Unit II)
3	Mrs. S.Padmashree	Assistant Professor of Physics	Programme Officer (Unit III)
4	Ms.S.Bharathi	Student	Member
5	Ms.P.Kalpana	Student	Member
6	Ms.S.Nandhini	Student	Member

**NATIONAL SERVICE SCHEME**  
**MINUTES OF THE MEETINGS (2019-2020)**

**DATE: 22.01.2020**

**TIME: 11.00 A.M.**

**POINTS DISCUSSED (EVEN SEMESTER)**

1. NSS Volunteers of various department students gathered in the Awareness Programme on Road Safety.
2. To increase the use of helmets among riders, in every ride.
3. To raise the awareness of the risks involved by not wearing a helmet.
4. It was discussed and resolved to organize Yoga on International Yoga Day
5. It was discussed and resolved that DLLE department is going to conduct food fair activity as well as collection of items for donating to NGO.
6. It was discussed and resolved that the Guest speakers are to be invited for Third Year students.
7. It was acknowledged and decided to hold a convocation ceremony, an annual gathering, an alumni meeting, and a farewell meeting.
8. It was discussed and decided that all departments would hold a session on communication skills and personality development.

<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	Ms. K.Vijayakumari	Assistant Professor of Physics	Programme Officer(Unit II)

3	Mrs. S.Padmashree	Assistant Professor of Physics	Programme Officer(Unit III)
4	Ms.S.Bharathi	Student	Member
5	Ms.P.Kalpana	Student	Member
6	Ms.S.Nandhini	Student	Member

**YOUTH RED CROSS**  
**MINUTES OF THE MEETING**

**VENUE: ANNAI THERASA AUDITORIUM**

**DATE: 20.06.2019**

**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 an Eye Screening cum awareness programme on 20.06.2019
2. It is decided to on Fuel Conservation
3. Various committees were formed for smooth conducting for fuel Conservation
4. The members suggested having oath taking for creating awareness Programme on Fuel Conservation

S.NO	NAME	ROLE	SIGNATURE
1	Mrs. B.Priyadharshni	Programme officer	
2	Ms.K.Thangamani	Member	

**YRC PROGRAMME OFFICER**

**PRINCIPAL**

**RED RIBBON CLUB (RRC)**

**MINUTES OF MEETINGS**

The Red Ribbon Club's 2019–2020 meeting was conducted at Multi Propose Hall, Bharathiyar Arts and Science College for Women.

**DATE:02.09.2019**

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

- ❖ The Co-ordinator arranged an Awareness Programme on Blood Donation Camp on 02.09.2019
- ❖ To create awareness among U.G students, the college conducted awareness on blood donation camp.

<b>S.NO</b>	<b>NAME</b>	<b>ROLE</b>	<b>SIGNATURE</b>
1	Ms.A.Sangeeth	Programme officer	
2	Ms R.Sangeetha	Member	

**RED RIBBON CLUB (RRC)**

**MINUTES OF MEETINGS**

Meeting for Red Ribbon Club 2019-2020 was held on Multi Propose Hall, Bharathiyar Arts and Science College for Women, Deviyakurichi.

**DATE:10.01.2020**

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

The Co-ordinator organized an Awareness Programme on Sexual and Reproductive Health & Cancer Awareness Camp on 10.01.2020. This was done in order to create awareness among U.G students.

<b>S.NO</b>	<b>NAME</b>	<b>ROLE</b>	<b>SIGNATURE</b>
1	Ms.A.Sangeeth	Programme officer	
2	Ms R.Sangeetha	Member	

**LIBRARY COMMITTEE**  
**MINUTES OF MEETING**  
**2019-2020**

**YEAR : 2019 - 2020**

**DATE: 06-03-2019**

**AGENDA:**

- ❖ To greet everyone and explain the purpose of the meeting.
- ❖ To discuss about Commissions.
- ❖ To educate the students on how to follow the protocols of the Library.
- ❖ To update the number of Books and Periodicals.
- ❖ To display New arrival Books and Periodicals in the Notice Board.
- ❖ To explain the students about the importance of Digital & Virtual Library.
- ❖ To discuss about Library requirement.

**MINUTES OF THE MEETING:**

- ❖ Welcomed all the members by warm wishes.
- ❖ Discussed to prepare the Commission details for the following Departments II M.Sc., Zoology, II B.A., History, III B.Sc., Nutrition & Dietetics & I B.Sc., Fashion Technology.
- ❖ Instructed the students to follow the rules and regulations of the Library.
- ❖ We have 26,005 Books & Nearly 100 Periodicals in our Library.
- ❖ Displayed the new arrival Books and Periodicals in the Notice Board
- ❖ Explained the students about the importance of Digital & Virtual Library.
- ❖ The Principal insisted on purchasing Dictionaries for all subjects, as well as some Current Competition books.

<b>Chairman</b>	<b>:</b>	<b>Mr.S.Elayappan</b>
<b>Principal</b>	<b>:</b>	<b>Dr.D.Rajakumari</b>
<b>Librarian In Charge</b>	<b>:</b>	<b>Mrs.C.Roselin Sheela Mary</b>
<b>Member</b>	<b>:</b>	<b>Ms.S.Suganya</b>
<b>Member</b>	<b>:</b>	<b>Ms.R.Hari Rashini</b>
<b>Member</b>	<b>:</b>	<b>Ms.S.Ajitha</b>

## **LIBRARY COMMITTEE**

### **MINUTES OF MEETING**

**2019-2020**

**YEAR : 2019 - 2020**

**DATE: 09-11-2019**

#### **AGENDA:**

- ❖ To greet everyone and explain the purpose of the meeting.
- ❖ To create awareness on NDLI.
- ❖ To discuss about the Commission.
- ❖ To motivate the students about MOOCS &SWAYAM courses.

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

- ❖ Welcomed all the members by warm wishes.
- ❖ Explained the students about NDLI.
- ❖ Discussed about the report of the Commission for the following Departments. II M.Sc Zoology, II B.A History, III B.Sc Nutrition and Dietetics, New course I B.Sc., Fashion Technology.
- ❖ Motivated the students to know about MOOCS & SWAYAM courses.
- ❖ During the Staff and Students Meeting, the Principal instructed the Students and Staff to use E-resources.
- ❖ At present we have nearly 28000 books in our library.
- ❖ The Back Volume was suggested to be bound.
- ❖ The New Scanner is provided to the Library.

<b>Chairman</b>	<b>:</b>	<b>Mr.S.Elayappan</b>
<b>Principal</b>	<b>:</b>	<b>Dr.D.Rajakumari</b>
<b>Librarian In Charge:</b>		<b>Mrs.C.Roselin Sheela Mary</b>
<b>Member</b>	<b>:</b>	<b>Ms.S.Suganya</b>
<b>Member</b>	<b>:</b>	<b>Ms.R.Hari Rashini</b>
<b>Member</b>	<b>:</b>	<b>Ms.S.Ajitha</b>

## **SCHOLARSHIP COMMITTEE**

### **MINUTES OF MEETING**

**Year: 2019 - 2020**

**Date:27.08.2019**

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 2021 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

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

**Member** : Mrs. M.VANITHA - Clerk

**Member** : Mrs.A.MENAGA GANDHI – Clerk

**Member** : Mrs.M.AMUTHA -Clerk

**PRINCIPAL**

## **STUDENTS COUNCIL COMMITTEE**

### **MINUTES OF MEETING**

**YEAR:2019-2020**

**DATE:21.01.2019**

#### **AGENDA:**

- ❖ To depict and guide college students on how to follow the protocols.
- ❖ Perpetuate and establish Institute endeavors.
- ❖ Facilitate students to participate in cultural and recreational activities.
- ❖ To solicit broader input in organising events with students.
- ❖ To assist students in their instructive growth and advancement.

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

- ❖ Informed students how to follow campus ethical standards.
- ❖ Presented the overall well-being of the student community and various queries to any problems that emerge.
- ❖ Students were participated in leisure pursuits.

- ❖ Directed students to arrange blood donation drives and to assist those who are deeply affected by environmental disasters.
- ❖ Supervised students' exploration and performance

**Members:**

- |                     |   |                         |
|---------------------|---|-------------------------|
| 1. Dr.D.Rajakumari  | - | HEAD OF THE INSTITUTION |
| 2. Ms.D.Vinothini   | - | CHAIRPERSON             |
| 3. Ms.Abinaya       | - | SECRETARY               |
| 4. Ms.N.Sowmiya     | - | TREASURER               |
| 5. Ms.Sowndarya     | - | VICE-CHAIRPERSON        |
| 6. Ms.R.Harirashini | - | JOINT SECRETARY         |
| 7. Ms.S.Bhavani     | - | JOINT TREASURER         |
| 8. Ms.G.Kanimozhi   | - | MINISTRY OF EDUCATION   |
| 9. Ms.P.Vishnupriya | - | MINISTRY OF ENVIRONMENT |

**PRINCIPAL**

**ENTREPRENEURSHIP DEVELOPMENT CELL**

**The first Minutes of meeting of the Entrepreneurship Development Cell**

**Academic Year 2019-2020**

**Odd Semester**

**DATE: 17.07.2019**

**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. The coordinator thanked the members.

<b>S.No</b>	<b>Name</b>	<b>Designation &amp; Department</b>	<b>Status</b>
1	Mrs.S.R.Punitha	Assistant professor of Commerce	Coordinator
2	Mrs.S.Manimala	Assistant professor of Commerce	Member
3	Ms.M.Bhavani	UG Student	Member

**Principal**

### **ENTREPRENEURSHIP DEVELOPMENT CELL**

**The first Minutes of meeting of the Entrepreneurship Development Cell**

**Academic Year 2019-2020**

**Even Semester**

**DATE: 09.01.2020**

**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. EDC create the awareness of COVID, market stress, online, marketing services, accounting, tax, management and training
7. Create a start up ecosystem at MITM through the ED-CELL to help the startup companies so they can prosper.
8. Provide various facilities and activities to help the entrepreneur's to grow.
9. The coordinator thanked the members

<b>S.No</b>	<b>Name</b>	<b>Designation &amp; Department</b>	<b>Status</b>
1	Mrs.S.R.Punitha	Assistant professor of Commerce	Coordinator
2	Mrs.S.Manimala	Assistant professor of Commerce	Member <b>Principal</b>
3	Ms.M.Bhavani	UG Student	Member

**Date: 05.12.2019**

## **CIRCULAR**

### **INTERNAL COMPLIANT COMMITTEE**

All the members of the Internal Complaint Committee of Bharathiyar Arts and Science College for Women, Deviyakurichi are invited to a meeting on 06.12.2019 at 2.30 pm in Principal's Cabin to discuss the following problems.

#### **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:

S.NO	NAME	DESIGNATION & DEPARTMENT	STATUS
1	Dr D.Rajakumari	Principal	Chairperson
2	Mrs.G.Jeeva	Vice Principal/CS	Member
3	Mrs.S.Suganthi	Vice Principal/Mathematics	Member
4	Dr S.Indira	Head, Department of Tamil	Member
5	Mrs.S.Sharmila	Head, Department of N&D	Member
6	Mrs.K.Anbumathi	Head, Department of CS	Member
7	Mrs.K.Kalpana	Head, Department of BBA	Member
8	Mrs.C.Tamilselvi	Head, Department of BCA	Member
9	Ms.S.Suganya	Head, Department of English	Member
10	Dr G.Shobana	Head, Department of Zoology	Member
11	Mrs.S.Bhuvana	Non-Teaching Staff	Member
12	Ms.D.Vinothini	BBA	Member
13	MS.S.Sowndarya	BCA	Member
14	Ms.S.Abinaya	B.Lit. Tamil	Member
15	Ms.R.Hari Rashini	B.A English	Member
16	Ms.N.Sowmiya	BSc Mathematics	Member
17	Mrs.R.Shanthi	Sweeper	Member

### Copy to:

- IQAC
- Heads of all Departments
- Office

**PRINCIPAL**

**Date: 06.12.2019**

## MINUTES OF MEETING

### INTERNAL COMPLIANT COMMITTEE

All members of the Internal Complaint Committee of Bharathiyar Arts and Science College for Women, Deviyakurichi are invited to a meeting on 06.12.2019 at 2.30 pm in Principal's Cabin to discuss the following problems.

### Agenda:

- ❖ To have a random visit to class rooms during breaks
- ❖ Organizing awareness programmes for the students.
- ❖ Other concerns.

## Topics Discussed:

- ❖ The Internal Complaints Committee against Sexual Harassment was convened, and the meeting began with greetings for all attendees.
- ❖ The convener informed the committee members to visit the class rooms randomly.
- ❖ The members unanimously agreed that programs should be developed to educate students on the legal law relating to the protection of girls.
- ❖ Suggested to organize a session about self-defense as mandatory for all female students, and all members agreed with it.
- ❖ There were no complaints of sexual harassment against girls, so the members addressed how to create a healthy and comfortable space on campus.
- ❖ With no more topics to discuss, the meeting was adjourned with a vote of thanks.

## 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/ Mathematics	Member
4	Dr S.Indira	Head, Department of Tamil	Member
5	Mrs.S.Sharmila	Head, Department of N&D	Member
6	Mrs.K.Anbumathi	Head, Department of CS	Member
7	Mrs.K.Kalpana	Head, Department of BBA	Member
8	Mrs.C.Tamilselvi	Head, Department of BCA	Member
9	Ms.S.Suganya	Head, Department of English	Member
10	Dr G.Shobana	Head, Department of Zoology	Member
11	Mrs.S.Bhuvana	Non-Teaching Staff	Member
12	Ms.D.Vinothini	BBA	Member

13	MS.S.Sowndarya	BCA	Member
14	Ms.S.Abinaya	B.Lit. Tamil	Member
15	Ms.R.Hari Rashini	B.A English	Member
16	Ms.N.Sowmiya	BSc Mathematics	Member
17	Mrs.R.Shanthi	Sweeper	Member

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- All Hod's
- Office
- IQAC

**PRINCIPAL**

**Date: 03.10.2019**

**CIRCULAR**

**ANTI - RAGGING COMMITTEE**

The Principal featured an Anti-Ragging Committee meeting for the academic year of 2019-2020 on 04.10.2019. 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.Bhavani	B.Lit Tamil	Member
2	Ms.P.Vishnupriya	B.A English	Member
3	Ms.G.Kanimozhi	B.Sc Statistics	Member
4	Ms.S.Abinaya	B.Sc Physics	Member

#### **Copy to:**

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- Heads of all the Departments
- Office

**PRINCIPAL**

**Date: 04.10.2019**

#### **MINUTES OF MEETING** **ANTI-RAGGING COMMITTEE**

The principal of our institution arranged an anti-ragging meeting on 04.10.2019. 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 co-ordinator 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)**

<b>S.No</b>	<b>Name</b>	<b>Designation/Department</b>	<b>Status</b>
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

#### **COMMITTEE MEMBERS (STUDENT)**

<b>S.No</b>	<b>Name</b>	<b>Year/Department</b>	<b>Status</b>
1	Ms.S.Bhavani	B.Lit Tamil	Member
2	Ms.P.Vishnupriya	B.A English	Member
3	Ms.G.Kanimozhi	B.Sc Statistics	Member
4	Ms.S.Abinaya	B.Sc Physics	Member

#### **Copy to:**

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- Office

### **MINUTES OF MEETING**

### **GRIEVANCE CUM REDRESSAL COMMITTEE**

**BASC(W) /GRC /Circular/2019-20**

**Date: 27.09.2019**

The Grievances and Redressal Committee meet on 27.09.2019 at 1.00 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.

<b>S.No</b>	<b>Agenda</b>	<b>Decision Taken</b>
1	Students insisted to conduct placement training in the college	Permitted to conduct the placement training in the college with strict adherence of COVID measurements
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**

<b>S.No</b>	<b>Name</b>	<b>Designation/Dept.</b>	<b>Status</b>	<b>Signature</b>
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.	Dr.G.Shobana	Head, Department of Zoology	Member	
6.	Ms S.Suganthi	Head, Department of Mathematics	Member	
7.	Mrs.K.Kalpana	Head, Department of BBA	Member	
8.	Ms.N.Sowmiya	B.B.A	Member	

9.	Ms.D.Vinothini	B.Sc Mathematics	Member	
10.	Ms.R.Hari Rashini	B.Sc Nutrition & dietetics	Member	
11.	Ms.P.Vishnupriya	B.A English	Member	

**PRINCIPAL**

**Copy to:**

- IQAC
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- Office

**SPORTS CELL**

**MINUTES OF THE MEETING**

**YEAR :2019-2020**

**DATE:09.12.2019**

**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	Principal	
2	Ms.P.Megala	Physical Directress	Co-ordinator	
3	Mrs.A.Sowmiya	Assistant Professor Mathematics	Member	

4	Dr. L.Suvetha	Assistant Professor Zoology	Member	
5	Ms.Ranjani	UG Student	Member	
6	Ms.P.Nithya	PG Student	Member	

**PRINCIPAL**

**OBC CELL**

**VENUE: MULTIPURPOSE HALL**

**DATE: 03.01.2019**

**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	Asst Prof of Physics
3	Mrs. J.Manimozhi	Asst Prof of Computer Science
4	Ms. M.Swathi	Assistant Professor of Mathematics
5	Ms.V.Harini	UG Student
6	Ms.N.Harini	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:**

<b>S.No</b>	<b>Name</b>	<b>Designation</b>
1	Dr.D.Rajakumari	Principal
2	Mrs. J.Indhumathi	Asst Prof of English
3	Mrs. S.Umavathi	Asst Prof of Mathematics
4	Ms.Keerthika	UG Student
5	Ms.S.Anbarasi	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: 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

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION &amp; DEPARTMENT</b>	<b>ROLE</b>	<b>SIGNATURE</b>
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.Angel Johj Ravi	UG Student	Member	
5	Ms.Shifana	UG Student	Member	

**PRINCIPAL**