

ACADEMIC COUNCIL

YEAR: 2020-2021

DATE:02.12.2020

The Academic Council is responsible for that the institute's education ensuring the rules and bye-laws, teaching, and training standards are maintained as well as inter departmental coordination, research and testing among other responsibilities and duties as determined by

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	Dr S.Suganthi	Assistant Professor of Mathematics	Member	
4	Dr.N.Radha	Assistant Professor of Tamil	Member	
5	Dr.V.Meenatchi	Assistant Professor of Chemistry	Member	

WOMEN DEVELOPMENT CELL

MINUTES OF THE MEETING

YEAR: 2020-2021

DATE: 03.08.2020

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.

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	Dr .R.Kohila	Assistant Professor of English	Member	
4	Ms.D.Lidiyajennifer	Assistant Professor of Commerce	Member	
5	Ms.K. Nivetha	Assistant Professor of Tamil	Member	

STAFF WELFARE COMMITTEE

MINUTES OF MEETING

YEAR: 2020-2021

DATE: 13.07.2020

STAFF WELFARE ACTIVITIES

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

WELFARE MEASURE FOR TEACHING STAFF

1. Employee Provident Fund Insurance (ESI).
2. ESI Health check up & maternity allowance benefit.
3. Management provides hostel accommodation for staff members. Transportation funds were provided by the management to attend conferences, seminars, FDP's, and workshops.
4. Maternity Leave.
5. Festival advance.
6. Festival bonus.
7. Prompt facilitation of Provident Fund loans.
8. Faculty Members OD and casual leave facilities.

WELFARE MEASURE FOR NON-TEACHING STAFF

1. Employee Provident Fund Insurance (ESI).
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	Head & Assistant Professor of Chemistry	Member	
4	Ms.S.Suganya	Head & Assistant Professor of English	Member	

MINUTES OF MEETING

YEAR: 2020-2021

DATE: 13.07.2020

STAFF WELFARE ACTIVITIES

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

WELFARE MEASURES FOR TEACHING STAFF

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

WELFARE MEASURE FOR NON-TEACHING STAFF

1. Employee Provident Fund Insurance ESI benefit, Bus transportation, free medical checkups.
2. Financial Contribution by college to the Non-Teaching Staff Association Fund.
3. Crash Course in Computer Basis for Supporting Staff.
4. Festival Bonus.
5. Festival advance.
6. 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: 2020-2021

DATE: 20.07.2020

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 Nutrition & Dietetics	Member	

ADMISSION COMMITTEE

MINUTES OF THE MEETING

YEAR: 2020-2021

DATE: 29.07.2020

Agenda of the Meeting

- To chalk-out plans and procedures for student admission process for the academic year 2020-2021.
- To analyze the admission policies to be adopted for the current academic year.
- To list-out the procedures for screening of the qualified and meritorious students.
- Taking cognizance of the prevailing pandemic situation, to formulate the Online Admission procedures.
- To put forth safety precautions for admission seekers and ways to authenticate the Online Admission process.
- To discuss the protocols to be adhered to for undertaking Online admission fees payments.

Proceedings of the Meeting:

- Principal Introduce the following Admission Committee members for the Academic year 2020-2021.
- The Welcome address was delivered by Mrs.A.R.Anbukkarasi, Head, Department of History.
- It was insisted that the admission process should be given wide publicity by circulating pamphlets, fixing banners, setting up hoardings and advertising in local TV channels.
- Principal instructed that admission panel members be fully aware of the eligibility criteria for the granting admissions into each of the respective UG courses based on the subjects opted in the higher secondary curriculum.
- Principal insisted that during admission either of the Parents (Father or Mother) /Guardian should definitely accompany their wards for enrolment of the candidate.

- It was decided that separate panel members be assigned for admission counseling for guiding candidates and parents to choose a suitable stream of degree programme in line with the interest of the candidates and marks secured.
- Principal reiterated that during admission, the code-of-conduct for the college students should be clearly communicated to the parents and the candidate.
- Principal suggested to admission panel members to check with the parents from out-station, if they need hostel facilities for their wards to take shelter.
- 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.

The meeting concluded with vote of thanks delivered by Ms. M. Monisha , Head cum Assistant Professor, Department of Statistics.

HEAD - Dr .D .RAJAKUMARI

COMMITTEE MEMBER - Dr.S.INDIRA

COMMITTEE MEMBER - Mrs.D.Sathiya

COMMITTEE MEMBER - Ms. S.MANIMALA

COMMITTEE MEMBER - Ms.J.MANIMOZHI

CULTURAL COMMITTEE

YEAR : 2020-2021

DATE: 17.08.2020

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/ 2020-2021/001

NOTIFICATION

Sub: Constitution of Cultural Committee for the academic year 2020-2021

The Cultural Committee has been constituted for cultural activities during the academic year 2020-2021 with the following composition.

S.NO	NAME	DESIGNATION	ROLE
1	Dr.D.Rajakumari	Principal	Chairperson
2	Mrs.D.Sathiya	Assistant Professor of Computer Science	Coordinator
3	Mrs K.Vijayakumari	Assistant Professor of Physics	Member
4	Ms. M.Gowri	Assistant Professor of English	Member
5	Mrs.R.Mayil	Assistant Professor of Physics	Member
6	Ms. N.Harini	I M.A., ENGLISH	Member
7	Ms.V.Kaviya	II M.Sc., MATHEMATICS	Member

The Chairperson 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/ 2020-2021/002

Date: 11.09.2020

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 11.09.2020 at 4.00PM 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.

S.N O	NAME	DESIGNATION	ROLE	SIGNATURE
1	Dr.D.Rajakumari	Principal	Chairperson	
2	Mrs.D.Sathiya	Assistant Professor of Computer Science	Coordinator	
3	Mrs K.Vijayakumari	Assistant Professor of Physics	Member	
4	Ms. M.Gowri	Assistant Professor of English	Member	
5	Mrs.R.Mayil	Assistant Professor of Physics	Member	
6	Ms. N.Harini	I M.A., English	Member	
7	Ms.V.Kaviya	II M.Sc., Mathematics	Member	

PRINCIPAL

CULTURAL COMMITTEE

REF. NO: BASCW/CIR/ 2020-2021/003

DATE: 29.01.2021

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 29.01.2021 at 4.00PM in A.P.J.Abdul Kalam Multipurpose hall. The members of this committee were discussed about the departmental club activities for welfare of the students. They discussed to arrange the judges for student's participation in club activities. They have planned to give the most dedicated platforms in which the students to find their talents and abilities.

S.NO	NAME	DESIGNATION	ROLE	SIGNATURE
1	Dr.D.Rajakumari	Principal	Chairperson	
2	Mrs.D.Sathiya	Assistant Professor of Computer Science	Coordinator	
3	Mrs K.Vijayakumari	Assistant Professor of Physics	Member	
4	Ms. M.Gowri	Assistant Professor of English	Member	
5	Mrs.R.Mayil	Assistant Professor of Physics	Member	
6	Ms. N.Harini	I M.A., English	Member	
7	Ms.V.Kaviya	II M.Sc., Mathematics	Member	

PRINCIPAL

Alumni Association

Minutes of Meeting

Date: 23.12.2020

The meeting of the Alumni Association for the academic year 2020-2021 was held on 23.12.2020 at the Principal's Chamber at 2.30PM.

The following points were discussed in the forum:

- The Chairperson extended a warm greeting to everyone.
- It is insisted that the alumni association be registered under the Tamil Nadu Society Registration Act in the name of Bharathiyar Arts and Science College for Women.
- List of Alumnae to be nominated for the Bharathiyar Alumni Association.
- An Entrepreneurial programme for alumni Students is being created.
- It is proposed that a forum be formed up to confirm student's queries.
- Alumni students take part in discussions about events.
- The meeting ended in a satisfactory manner.

PRINCIPAL

The following members were present:

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

BHARATHI CHELLAMMAL HOSTEL

ACADEMIC YEAR 2020-2021

HOSTEL COMMITTEE

DATE: 05.08.2020

NOTICE

It is proposed to convene the Hostel Committee on 08.03.2021(MONDAY) at 5.00 PM in the Hostel Block.

AGENDA

- ❖ To discuss about the awareness of Covid-19.
- ❖ To discuss about hostel Cleanliness, Safety and Security.

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

WARDEN

Copy to:

- Notice board.
- Students Committee Members.
- File.

BHARATHI CHELLAMMAL HOSTEL

ACADEMIC YEAR 2020-2021

HOSTEL COMMITTEE

Date :08.03.2021

Time :5.00 PM

Venue : Hostel Block

The following agenda were discussed in the meeting:

S.No	Agenda	Decision Taken
1	Students must be advised to keep social distance in Hostel and Mess.	Acted to the same
2	Students are advised to wear a properly fitted mask, clean their hands frequently with alcohol based hand rub or soap and water.	
3	Students have to be educated to inject Covid-19 vaccine.	

Members:

S.No	Name of the Staff	Coordinator	Signature
1	Mrs.Vijayalakshmi	Warden	
2	Ms.U.Jaya	Incharge	
3	Ms.V.Daisy	Student	
4	Ms.V.Pavithra	Student	
5	Ms.V.Gowsalya	Student	

PLACEMENT AND CAREER GUIDANCE CELL

YEAR: 2020-2021

DATE: 11.09.2020

AGENDA:

- Placement and Career Guidance Activities
- Recent MOU's

MINUTES OF MEETING

- The meeting was about to discuss the upcoming drives for students.
- Collect the database from different departments for the current Final Year students.
- Resume should be in hand with students in a professional manner.
- The discussion was about the MOU's signed.
- The Career Guidance and Placement Cell assisted students in preparing for suitable careers and offered various job opportunities for final-year students.
- There were discussions about various training packages to be delivered to the Students, such as communication skills, personality development, career Counselling, group discussion, and curriculum vitae preparation, among Other things.
- The committee discussed about inviting various multinational companies to conduct placement drives in the college so that UG and PG students may acquire positions in reputable institutions through campus placements.
- Names of students interested in placement will be collected from final year class teachers of various departments, and a database of interested students will be maintained with information on their plus two and semester grades, as well as their areas of interest.

S.NO	NAME	POSITION
1	Dr.D.Rajakumari	Chairperson
2	Mrs. G.Jeeva	Placement Directress
3	Mrs P.Priya	Placement Member
4	Mrs. S.Sharmila	Placement Member
5	Ms. K.Vijayakumari	Placement Member
6	Mrs.M.Suguna	Placement Member
7	Mrs. S.Nithya	Placement Member

PRINCIPAL

EXAMINATION AND GRIEVANCE COMMITTEE

Ref. No: BASCW/CIR/ 2020-2021/002

Date: 28.08.2020

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 28.08.2020 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, 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	Dr. P.Ragamath Beebe	Member	
4	Mrs. P.Kavitha	Member	

PRINCIPAL

EXAMINATION AND GRIEVANCE COMMITTEE

Ref. No: BASCW/CIR/ 2020-2021/003

Date: 10.03.2021

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 28.08.2020 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.

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: 11.09.2020

**MINUTES OF MEETING
RESEARCH AND DEVELOPMENT CELL**

Research and Development Cell meeting was held on 11.09.2020 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	Co-ordinator
3	Dr. R.Kohila	Assistant Professor of English	Member
4	Mrs.D.Sathiya	Assistant Professor of Computer Science	Member
5	Dr.N.Radha	Assistant Professor of Commerce	Member

NATIONAL SERVICE SCHEME
MINUTES OF THE MEETING (2020- 2021)

MODE: ONLINE

TIME: 10.30 A.M

DATE: 05.06.2020

POINTS DISCUSSED IN ODD SEMESTER

- Due to the pandemic, NSS volunteers were instructed to attend through online mode.
- The members were requested to submit suggestions or amendments, if any, to the meeting. No comments have been received from the members till date.
- It was discussed to celebrate NSS Day at constituent colleges.
- NSS volunteers were instructed to understand the service.
- Volunteers were encouraged to develop a sense of social and civil responsibility.
- Proposed activities for the year 2020-2021 are focused on health-related issues.
- Volunteers were divided into three groups, and each group was guided by representatives in order to carry out the task.

S.NO	NAME	ROLE
1	Dr. R.Kohila	Programme Officer(Unit I)
2	Ms.S.Padmashree	Programme Officer(Unit II)
3	Ms.K.Vijayakumari	Programme Officer(Unit III)
4	Ms. S.Bharathi	Student Representatives
5	Ms.P.Kalpana	
6	Ms. S.Nanthini	

NATIONAL SERVICE SCHEME
MINUTES OF THE MEETINGS (2020-2021)

DATE: 21.01.2021

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
- ❖ 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.
- ❖ It was discussed and resolved that the Guest speakers are to be invited for Third Year students.
- ❖ It was acknowledged and decided to hold a convocation ceremony, an annual gathering, an alumni meeting, and a farewell meeting.
- ❖ It was discussed and decided that all departments would hold a session on communication skills and personality development.

S.NO	NAME	ROLE
1	Dr. R.Kohila	Programme Officer(Unit I)
2	Ms.S.Padmashree	Programme Officer(Unit II)
3	Ms.K.Vijayakumari	Programme Officer(Unit III)
4	Ms. S.Bharathi	Student Representatives
5	Ms.P.Kalpana	
6	Ms. S.Nanthini	

NATIONAL CADET CORPS
MINUTES OF THE MEETINGS

MODE: ONLINE

DATE: 11.11.2020

THROUGH: GOOGLE MEET

TIME: 11.00A.M.

POINTS DISCUSSED IN ODD SEMESTER

- Due to pandemic, NCC Volunteers were instructed to attend a meeting online mode.
- NCC Volunteers were instructed to understand the services.
- NCC Volunteers were instructed Training during Centrally organized camps at various levels.
- To Create a Human Resource of Organized, Trained and Motivated Youth, To Provide Leadership in all Walks of life and be Always Available for the Service of the Nation
- To Provide a Suitable Environment to Motivate the Youth to Take Up a Career in the Armed Forces.

Mrs. N. AMBIKA	-	ASSOCIATE NCC Officer
Ms.M.SIVAPRIYA	-	SUO
Ms.S.POOJA	-	CUO

PRINCIPAL

NATIONAL CADET CORPS
MINUTES OF THE MEETINGS

MODE: ONLINE

DATE: 26.11.2020

THROUGH : GOOGLE MEET

TIME: 11.00A.M.

POINTS DISCUSSED IN ODD SEMESTER

- On the occasion of Constitution Day, cadets of LNCT/NCC bestowed their active participation and celebrated Constitution Week.
- On November 26th, cadets took their oath and read out the preamble of the Indian Constitution. They also successfully conducted an online oath-taking ceremony.
- To say a few words about our nation's National Constitutional Day.
- There is an important lesson to be learned from our constitution-makers, which is that it takes time for decisions to be made with a lot of patience among people from diverse communities.

Mrs. N. AMBIKA	-	ASSOCIATE NCC Officer
Ms.M.SIVAPRIYA	-	SUO
Ms.S.POOJA	-	CUO

PRINCIPAL

YOUTH RED CROSS
MINUTES OF THE MEETING

VENUE: ANNAI TERASA AUDITORIUM

TIME: 10.30 AM

DATE: 28 05.2021

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

- The members decided to conduct an Eye Screening cum awareness Programme on 28.05.2020
- It is decided to on Fuel Conservation
- Various committees were formed for smooth conducting for fuel Conservation
- The members suggested having oath taking for creating awareness Programme on Fuel Conservation

Members present

Programme officer : S.Sharmila - Assistant Professor of Nutrition and Dietetics

Member : K.Thangamani- Assistant Professor of Commerce

Member : C.Agalya - Assistant Professor of Chemistry

YRC PROGRAMME OFFICER

PRINCIPAL

RED RIBBON CLUB (RRC)

MINUTES OF MEETINGS

The Red Ribbon Club's 2020–2021 meeting was conducted at Multi Propose Hall, Bharathiyar Arts and Science College for Women.

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

- ❖ The Co-ordinator arranged an Awareness Programme on Blood Donation Camp on 10.02.2021
- ❖ To create awareness among U.G students, the college conducted awareness on blood donation camp.

S.NO	NAME	Designation	ROLE
1	Ms.A.Sangeeth	Assistant Professor of Commerce	Programme Officer
2	Mrs.R.Sangeetha	Assistant Professor of Commerce	Member
3	Ms. V.Arthi	Student	Member

RED RIBBON CLUB (RRC)

MINUTES OF MEETINGS

Meeting for Red Ribbon Club 2020-2021 was held on Multi Propose Hall, Bharathiyar Arts and Science College for Women, Deviyakurichi.

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 17.02.2021. This was done in order to create awareness among U.G students.

S.NO	NAME	DESIGNATION	ROLE
1	Ms.A.Sangeeth	Assistant Professor of Commerce	Programme Officer
2	Mrs.R.Sangeetha	Assistant Professor of Commerce	Member
3	Ms. V.Arthi	Student	Member

SCOUT

MINUTES OF THE MEETING

- Scout meetings can feel like a chore at times, but they definitely don't need to be that way! If you'd like to spice up your next troop meeting, I'd recommend trying out some awesome games and challenges.
- **Not only do fun activities break up the more serious parts of a meeting - they also build teamwork amongst scouts!**

NAME	ROLE
Mrs. G.Jeeva	Ranger Leader
Mrs. C.Tamilselvi	Ranger Leader
Mrs. P.Girijadevi	Ranger Leader
Mrs.D.Vidya	Ranger Leader
Mrs.K.Kalpana	Ranger Leader
Mrs.K.Madhumitha	Ranger Leader

LIBRARY COMMITTEE
MINUTES OF MEETING
2020-2021

YEAR: 2020-2021

DATE: 13.07.2020

- Due to the Pandemic, meeting was conducted through Online.
- Promote the use of Inlibnet and Delnet by students.
- The Librarian was instructed by the Principal that additional e-resource should be available for Staff Members and Students use.
- The Chairman discussed about the final year Commission for the department of Fashion Technology, as well as the details of the updated books for the Online Commission.
- For the academic year 2020-2021, the Principal urged for newly updated books.

Chairman	: Mr.S.Elayappan
Principal	: Dr.D.Rajakumari
Librarian	: Mrs.C.Roselin Sheela Mary
Member	: Ms.S.Suganya –A/P in English
Student	: S.Yesodha
Student	: V.Nandhini

LIBRARY COMMITTEE
MINUTES OF MEETING

Year: 2020-2021

Date: 20.07.2021

- The meeting was conducted through online due to the Pandemic.
- Library information should be submitted on a regular basis to the Chairman and Principal.
- For the academic year 2020-2021, the Chairman made a recommendation to purchase new books.
- The cost of the Fashion Technology and Nutrition and Dietetics department books are prohibitively expensive.
- 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.

Chairman	: Mr.S.Elayappan
Principal	: Dr.D.Rajakumari
Librarian	: Mrs.C.Roselin Sheela Mary
Member	: Ms.S.Suganya –A/P in English
Student	: S.Yesodha
Student	: V.Nandhini

SCHOLARSHIP COMMITTEE

MINUTES OF MEETING

Year: 2020-2021

Date:20.08.2020

- To provide scholarships to students.
- In order to promote education, both the State government and the Central Government launched various schemes.
- These schemes are launched sometimes according to the income criteria, sometimes based on marks and sometimes according to the category of the student.
- 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.
- 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.
- If the applications received are more than the available slots, the government will give the scholarship to the top students according to merit.
- If there is more than one student with equal marks, then the scholarship will be given to the student having a lower family income.
- 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.
- 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.
- Institutes will verify the applications on the NSP portal.
- Students should submit the bill of purchase while applying for the scholarship.
- 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.
- The states are required to develop guidelines to determine the eligibility of beneficiaries and institutions under this scheme.
- 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.
- 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 : Ms.M.Vanitha - Clerk

Member : Mrs.A.MenagaGandhi – Clerk

Member : Mrs.M.Amudha -Clerk

PRINCIPAL

STUDENTS COUNCIL COMMITTEE

MINUTES OF MEETING

ACADEMIC YEAR 2020-2021

EVEN SEM

Date: 10.02.2021

Time: 11.00 AM

- The meeting started with greetings
- The council members demonstrated and educate their fellow students to follow the COVID protocols in college.
- Appropriate hand sanitization for all the visitors and students at all other entry points including class rooms, office, hostels shall be made mandatory.
- Insist the students to wear mask.
- To promote and encourage the involvement of students in organizing Institute activities
- To organize educational and recreational activities for students
- Coordinate activities for Extra Inputs and suggest extra inputs in consultation with the students.
- Involve the students in CSR activities like arranging Blood donation camps, helping the affected during natural calamities.
- The meeting ended with the thanks to the committee.

Members:

- | | |
|------------------------|---------------------------|
| 1. Ms.S.Priyadharshini | - Chairperson |
| 2. Ms.D.Farzana Afreen | - Secretary |
| 3. Ms.A.Aishwarya | - Treasurer |
| 4. Ms.S.Sonaa | - Vice-Chairperson |
| 5. Ms.M.P.Anandhi | - Joint Secretary |
| 6. Ms.L.Salma Begam | - Joint Treasurer |
| 7. Ms.B.S.Soumya | - Ministry of Health |
| 8. Ms.S.Yesodha | - Ministry of Environment |
| 9. Ms.N.Keerthana | - Public Relation Officer |

PRINCIPAL

ENTREPRENEURSHIP DEVELOPMENT CELL

The first Minutes of meeting of the Entrepreneurship Development Cell

Academic Year 2020-2021

Odd Semester

DATE: 12.08.2020

TIME:11.00AM

VENUE:MULTIPURPOSE HALL

- The meeting started with greetings.
- The committee members discussed the performance of the previous minutes of the meeting and the proper recommendation given by the EDC members.
- Increasing awareness of entrepreneurship as a career option among college students and the community.
- To produce entrepreneurs who will not only upscale their businesses but also become part of national development.
- 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.
- To provide our students with the best training and development and impart best practices in entrepreneurship through our well-trained and well-qualified faculty members.
- To investigate the commercialization of some of the college's potentials developed by faculty and students.
- The coordinator thanked the members.

Dr.D.Rajakumari – Principal

-Coordinator

Mrs.S.R.Punitha - Assistant professor of Commerce

- Member

Mrs.S.Manimala -Assistant professor of Commerce

- Member

Ms.E.Deepa -II B.Com CA

- Member

PRINCIPAL

ENTREPRENEURSHIP DEVELOPMENT CELL

The first Minutes of meeting of the Entrepreneurship Development Cell

Academic Year 2020-2021

Even Semester

DATE: 09.01.2021

TIME: 10.30 AM

VENUE: MULTIPURPOSE HALL

- The meetings started with welcomed address
- The committee members reviewed the previous minutes of meeting recommendation given by the EDC members
- 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
- 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
- The committee assigns the roles to the committee members to get programmes
- EDC create the awareness of COVID, market stress, online, marketing services, accounting, tax, management and training
- Create a start up ecosystem at MITM through the ED-CELL to help the startup companies so they can prosper.
- Provide various facilities and activities to help the entrepreneur's to grow.
- The coordinator thanked the members

S.NO	NAME	DESIGNATION & DEPARTMENT	STATUS
1	Dr.D.Rajakumari	Principal	Coordinator
2	Mrs. S.R.Punitha	Assistant professor of Commerce	Member
2	Mrs.S.Manimala	Assistant professor of Commerce	Members
4	Ms. E.Deepa	II B.Com CA	Member

PRINCIPAL

Date: 10.03.2021

CIRCULAR

INTERNAL COMPLIANT COMMITTEE

This is to inform that there will be a Internal Complaint Committee meeting on 11-03-2021 which is convened by the Principal of our college. All the members are requested to attend the meeting without fail.

AGENDA OF THE MEETING:

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

COMMITTEE MEMBERS:

S.NO	NAME	DESIGNATION & DEPARTMENT	STATUS
1	Dr D.Rajakumari	Principal	Chairperson
2	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
13	Ms.D.Farzana Afreen	B.Sc Nutrition & Dietetics	Member
14	Ms.A.Aishwarya	B.Sc Computer Science	Member
15	Ms.S.Sonaa	B.Sc Physics	Member
16	Ms.M.P.Anandhi	B.Sc Mathematics	Member
17	Ms.S.Priyadharshini	BSc Chemistry	Member

Copy to:

- IQAC
- Heads of all Departments
- Office

PRINCIPAL

Date: 10.03.2021

MINUTES OF MEETING

INTERNAL COMPLAINTS COMMITTEE

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

Agenda:

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

Topics Discussed:

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

COMMITTEE MEMBERS:

S.NO	NAME	DESIGNATION & DEPARTMENT	STATUS
1	Dr D.Rajakumari	Principal	Chairperson
2	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
13	Ms.D.Farzana Afreen	B.Sc Nutrition & Dietetics	Member
14	Ms.A.Aishwarya	B.Sc Computer Science	Member
15	Ms.S.Sonaa	B.Sc Physics	Member
16	Ms.M.P.Anandhi	B.Sc Mathematics	Member
17	Ms.S.Priyadharshini	B.Sc Chemistry	Member

Copy to:

- All Hod's
- Office
- IQAC

Date: 17.02.2021

CIRCULAR
ANTI RAGGING COMMITTEE

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

AGENDA FOR THE MEETING

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

COMMITTEE MEMBERS (STAFF)

S.NO	COMMITTEE MEMBERS	DESIGNATION & DEPARTMENT	STATUS
1	Dr D.Rajakumari	Principal	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.l.Salma Begam	B.Sc Botany	Member
2.	Ms.B.S.Soumya	B.Sc Zoology	Member
3.	Ms.S.Yesodha	B.A History	Member
4.	Ms.N.Keerthana	B.A English	Member

Copy to:

- IQAC
- Heads of all the Departments
- Office

PRINCIPAL

Date: 18.02.2021

**MINUTES OF MEETING
ANTI-RAGGING COMMITTEE**

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

Agenda:

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

Topics Discussed:

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

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

COMMITTEE MEMBERS (STUDENT)

S.NO	COMMITTEE MEMBERS	CLASS & DEPARTMENT	STATUS
1	Ms.l.Salma Begam	B.Sc Botany	Member
2	Ms.B.S.Soumya	B.Sc Zoology	Member
3	Ms.S.Yesodha	B.A History	Member
4	Ms.N.Keerthana	B.A English	Member

PRINCIPAL**Copy to:**

- IQAC
- Heads of all the Departments
- Office

Date: 24.08.2020

MINUTES OF MEETING
GRIEVANCE CUM REDRESSAL COMMITTEE

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

S.No	Agenda	Decision Taken
1	Students insisted to conduct placement training in the college	Permitted to conduct the placement training in the college 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 inspite of taking virtual lab through Online mode
5	Students found difficult in attending End Semester Online Exam in their native places due to poor connection of network.	Provided facilities for attending End Semester Online Exam to those students in the college itself.
6	II and III year students asked to recap the topics which were taken through online mode.	Informed the subject handlers to revise the portions taken during offline class.
7	Students requested to conduct Mock Test before the End semester exam	Permitted to conduct the Mock Test

COMMITTEE MEMBERS

S.No	Name	Designation/Dept.	Status	Signature
1.	Dr D.Rajakumari	Principal	Chairperson	
2.	Dr S.Indira	Head, Department of Tamil	Member	
3.	Ms.S.Suganya	Head, Department of English	Member	
4.	Ms. C.Tamilselvi	Head, Department of BCA	Member	
5.	Ms. P.Girijadevi	Head, Department of Chemistry	Member	
6.	Ms S.Suganthi	Head, Department of Mathematics	Member	
7.	Mrs.K.Kalpana	Head, Department of BBA	Member	
8.	Ms.M.P.Anandhi	Student	Member	
9.	Ms.L.Salma Begum	Student	Member	
10.	Ms.B.S.Soumiya	Student	Member	
11.	Ms.S.Yasodha	Student	Member	

PRINCIPAL

Copy to:

- IQAC
- Heads of all Departments
- Office

SPORTS CELL

DATE: 20.08.2020

TIME: 3.30 PM TO 04:00 PM

This is to inform you that the Online Meeting of Internal Quality Assurance Cell for the session 2020-2021 will be held on Tuesday, 20.08.2020 at 11.30 a.m. under the Principal and members of IQAC. All the members of IQAC are hereby requested to attend the meeting.

- To encourage a diverse range of sports in the college.
- With the use of Physical Education exercises, improve pupils' overall growth.
- Students will be able to participate in suitable activities as part of the Physical Education Program.
- Cooperative behavior will be developed and reinforced through the Physical Education Program.
- Students will learn how to set long-term fitness goals as part of the Physical Education Program.

MEMBERS:

S.NO	NAME	DESIGNATION	ROLE	SIGNATURE
1	Dr.D.Rajakumari	Principal	Chairperson	
2	Mrs.P.Latha	Physical Directress	Co-ordinator	
3	A.Sowmiya	Assistant Professor of Mathematics	Member	
4	Dr. L.Suvetha	Assistant Professor of Zoology	Member	
5	N.Keerthana	UG Student	Member	
6	S.Yesodha	UG Student	Member	

PRINCIPAL

SPORTS CELL

DATE: 17.02.2021

TIME: 3.30 PM - 4:00 PM

Physical Education Committee conducted the meeting in this first meeting to the committee proposal for the academic year 2020-21 for new points sports day inter College points for discussion

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

MEMBERS:

S.No	Name	Designation
1	Dr.D.Rajakumari	Principal
2	Mrs. P.Latha	Physical Directress
3	A.Sowmiya	Asst Prof of Mathematics
4	Dr. L.Suvetha	Asst Prof of Zoology
5	N.Keerthana	UG Student
6	S.Yesodha	UG Student

PRINCIPAL

OBC CELL

VENUE: MULTIPURPOSE HALL

DATE: 06.01.2021

TIME: 11.00AM-12.00 PM

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

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

MEMBERS:

S.No	Name	Designation
1	Dr.D.Rajakumari	Principal
2	Mrs. A.Lavanya	Asst Prof of Physics
3	Mrs. J.Manimozhi	Asst Prof of Computer Science
4	Ms. D.Divya	UG Student
5	Ms. S.Ishwariya	UG Student

PRINCIPAL

SC/ST-CELL

DATE: 19.01.2021

TIME: 11.00 PM TO 12.00 PM

VENUE: MULTIPURPOSE HALL

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

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

MEMBERS:

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

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.Shifana	Student	Member	
5	Ms.A.Almas	Student	Member	

PRINCIPAL

**MINUTES OF THE MEETING
MINORITY SCHOLARSHIP**

PLACE: MULTI PURPOSE HALL

DATE: 11.02.2021

TIME: 10.30AM-11.30 AM

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

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

PRINCIPAL