திருத்தணி

நாகர்கோவில் கன்னியாகுமரி சாலை மற்றும் சுற்றியுள்ள
கல்குளம், விளவங்கோடு

2022- 2023 ONWARDS

துறைத்தலைவர் கூட்டம் 9.06.2022 அன்று 10.45 மணி அளவில் நடைபெற்றது. இக்கூட்டத்தில் கல்லூரி முதல்வர் அவர்களால் அறிவுறுத்தப்பட்ட தகவல்கள் பகிர்ந்து கொள்ளப்பட்டன.

11.06.2022 அன்று நடந்த கல்லூரி அளவில் வைத்து தலையாய் பள்ளி அறிவியல் கருத்தரங்கம் மாலையும் வேலை வழங்கும் நிகழ்ச்சி நடைபெறுவுள்ளது. அதில் நடந்த கல்லூரியில் அறிவியல் பயிற்சி கல்வி அதிகாரிகளும் மாணவர்களிடம் கலந்து பேசினார்கள். அறிவுரைகள் வழங்கப்பட்டது.

T.C. க்கு 100-ம், Alumini-க்கு 300-ம் மாணவர்களிடம் சேகரித்து அலுவலகத்தில் 15-6-2022-குள்ளாக செலுத்த வேண்டும் என கூறப்பட்டது. 20-6-2022 அன்று Second PG, III UG மாணவர்கள் Hallticket download செய்து அதில்வரும் கையெழுத்தும் பெறவேண்டும் என தெரிவிக்கப்பட்டது. I UG, II UG, I PG மாணவர்கள் 22-6-2022 அன்று மாணவர்க Hallticket-ல் கையெழுத்தும் பெறவேண்டும் என்று தெரிவிக்கப்பட்டது. கூட்டம் 11.00 மணி அளவில் முடிவடைந்தது.

துறைத்தலைவர்.

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கா 1°/ & வெளிநிகள்

* campus Interview
* P.C, Alumini
* Hall Cricket

கலந்துகொண்ட உறுப்பினர்கள்

திரு.M. வெங்கிடேஸ்
திரு.A. சுகுமாரன்
திரு.P. மின்னல்வேலு
திரு.S. சுப்பிரமணியன்
திரு.N. ஜீவானந்தன்
திரு.K. அப்பாஸ் மந்திரி
உதவிப் பேராசிரியர் P. சிவபாதசுந்தரம்

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துறைத்தலைவர் கூட்டம் 17-06-2022 அன்று 10:45 மணிக்கு நடைபெற்றது. இக்கூட்டத்தில் துறைத்தலைவர் அவர்கள் தெரிவிக்கப்பட்ட கருத்துகள் பகிர்ந்துகொள்ளப்பட்டன.

இரண்டாமாண்டு இறுதியாண்டு Reopen 11-07-2022 என தெரிவிக்கப்பட்டது. மூன்றாமாண்டு மற்றும் இரண்டாமாண்டு முதலாமாண்டு மாணவர்களுக்கு Reopen 20-07-2022 என அறிவிக்கப்பட்டது. 23-07-2022 அன்றைக்கு அனைத்து வகுப்புகளும் சார்பாளனும் என தெரிவிக்கப்பட்டது.

இரண்டாமாண்டு மாணவர்களுக்கு 11-7-2022 அன்று ஒருவாரம் Orientation வகுப்புகள் நடைபெறும் என்றும், அதற்கு ஒருவாரம் Bridge Course - வகுப்புகள் அன்றைக்கு துணைத்தலைவர் நடைபெறும் என்றும் அறிவிக்கப்பட்டது. 8-07-2022 அன்று அனைத்து துணைத்தலைவர் workload மற்றும் timetable ஒப்படைக்க வேண்டும் என தெரிவிக்கப்பட்டது. IQAC Report Principal-ல் மற்றும் NAAC Mail-ல் அனுப்பி வைக்க வேண்டும் என அறிவிக்கப்பட்டது.

Repair sem மாணவர்கள் இன்றைக்கு 30-6-2022-க்குள் பதிவு பண்ண வேண்டும் என தெரிவிக்கப்பட்டது. Hall ticket Principal Signature - உடன் மற்றும் Course நடைபெறும் நாட்களில் 90 Attendance வேண்டும் என அறிவிக்கப்பட்டது. Stock Verification நடைபெறும் என்றும், Admission duty சரியாக பார்க்க வேண்டும் என்றும் அறிவிக்கப்பட்டது.

மேற்குறிய அறிவிப்புகளும் இன்று மாணவர்களை புதியசேர்க்கை அண்டுள்ள சேர்க்க வேண்டும் என அறிவிக்கப்பட்டது. மற்றும் திங்கள்கிழமை முதல் (20-6-2022 - 8-7-2022) 9.00 மணிமுதல் பேராசிரியர்கள் அனைவரும் வருகை தர வேண்டும் என தெரிவிக்கப்பட்டது.

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துணைத்தலைவர்

Head
Department of Tamil
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INDIA

கூட்டத்தீர்மானங்கள்

* IPG Reopen
* Orientation Programme
* timetable and workload
* QLM
* yearwise document
* Repitsem
* Hallticket
* Stock verification
* Admission duty

கலந்துகொண்டவர்கள்

திரு.M. பெனிஸ்டோன்
திரு.A. சாமுவேல் ராபின்
திரு.T. கிறிஸ்டோ
திரு.S. சகாய செல்வராஜ்
திரு.D. ஜோசப்
பேராசிரியர் R. அட்லின் ஜெபா
உதவிப்பேராசிரியர் P. கிறிஸ்டி

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துறைத்தலைவர் கூட்டம் 8-07-2022 அன்று காலை 11.00 மணிக்கு நடைபெற்றது. இக்கூட்டத்தில் கல்லூரி செயலர் மற்றும் முதல்வர் அவர்களால் அறிவிக்கப்பட்ட செய்திகள் பகிர்ந்து கொள்ளப்பட்டன.

ஒவ்வொரு பேராசிரியர்களும் கண்டிப்பாக ஒரு மாணவர்களை கல்லூரியில் சேர்க்கவேண்டுமென தெரிவிக்கப்பட்டது. இந்த கல்வி ஆண்டு முதல் மாணவ மாணவிகள் புதிய பேன்ட் சர்ட் அணிந்து வரலாம் என அறிவிக்கப்பட்டது. இவ்வாண்டு முதல் மாணவர்கள் Tie அணிந்து வரவேண்டாமென தெரிவிக்கப்பட்டது.

Shift முறை மதிப்புகள் பெற்றோர்கள் திருப்தியளவும் அமைய்யுமாறும் என அறிவிக்கப்பட்டது. Advanced Students, Remidial Students தனித்தனி மதிப்புகள் தயார் செய்தல் மற்றும் பள்ளிக்கல்வி தரவரிசையில் இடம்பெற செய்ய வேண்டும் என தெரிவிக்கப்பட்டது.

M.Phil பயிலும் மாணவர்களின் கல்விக் கட்டணம் 75,000 லிருந்து 50,000 ஆகவும் என குறைக்கப்பட்டது. September 16-ல் SSR report அனுப்பவுள்ளோம் என்றும், October முதல் வாரத்தில் NAAC visit நடைபெறும் என்றும் அறிவிக்கப்பட்டது. NAAC-ற்கான departments documents ready பண்ணி வைக்க வேண்டும் என அறிவிக்கப்பட்டது.

இந்த கல்வி ஆண்டிலிருந்து [illegible] மாணவர்களின் நலனை கருதில் கொண்டு புதுவான Events நடத்தப்பட வேண்டும் என தெரிவிக்கப்பட்டது. 30-07-2022 அன்று 2021 - 22 கண்ட மாணவர்களுக்கான பட்டமளிப்புவிழா நடைபெறும் என்று தெரிவிக்கப்பட்டது. கூட்டம் 12.00 மணி அளவில் நிறைவு பெற்றது

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தீர்மானங்கள்

* Staff admission
* Colour dress
* Shift two class
* Events
* Convocation.
* Fee
* NACC
* QLM
* Mentoring.

கலந்துகொண்ட உறுப்பினர்கள்

திரு. M. மோகன்ராஜ்
திரு. A. சகாயராஜ்
திரு. T. ரெஜினால்டோ
திரு. J. சுரேஷ்குமார்
திரு. N. ஜோசப்
திரு. R. அல்போன்ஸ்

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துறைத் தலைவர் கூட்டம் 13-07-2022 அன்று காலை 11.30 மணிக்கு நடைபெற்றது. இக்கூட்டத்தில் பேராசிரியர்களால் தெரிவிக்கப்பட்ட கருத்துகள் பகிர்ந்து கொள்ளப்பட்டன.

அகஇ மதிப்பீடு Internal, External Exam இறுதியாண்டு அன்று கல்லூரி சார்பாக முதல் மாணவர்கள் அனைவரும் கலந்து கொள்ள வேண்டும் என அறிவிக்கப்பட்டது. மூன்றாம் மாணவர்கள் கல்லூரிக்கு நேரடியாக வருகிறார்கள், இவர் அனைவரும் தவறாமல் தவறாமல் வகுப்பாசிரியர்கள் மாணவர்களிடம் கூறி சரியான நேரத்தில் வர வைக்க வேண்டும் என அறிவுறுத்தப்பட்டது.

மேலும் அகமதிப்பீட்டை பேராசிரியர்கள் 4.00 மணிவரை கல்லூரியில் முடிக்க வேண்டும் என அறிவிக்கப்பட்டது. 14-07-2022 அன்று 2.30 மணிக்கு பேராசிரியர் கூட்டம் நடைபெறும் என்றும், அனைத்து பேராசிரியர்களும் தவறாமல் கலந்து கொள்ள வேண்டும் என அறிவிக்கப்பட்டது. மூன்றாமாண்டு மாணவர்களின் அகம் நான் கல்லூரிக்கு வரும் போது பொற்கோவை அடைத்து வர வேண்டும் என அறிவிக்கப்பட்டது. 30-7-2022 அன்று 2 ஆம் - 3 ஆம் மாணவர்களுக்கு மதிப்பெண் நடைபெறும் என்று அறிவிக்கப்பட்டது. 24-07-2022 அன்று நடைபெறும் கல்லூரியில் வைத்து TNPSC - Exam நடைபெறும் என்றும் இதற்காக 40 பேராசிரியர்கள் சேவை அவசியம் அனைவரும் ஒத்துழைக்க வேண்டும் என அறிவிக்கப்பட்டது. Re admission 30-7-2022 அன்று வரை நடைபெறும் என்று அறிவிக்கப்பட்டது. அனைத்து மாணவர்களும் 25-07-2022 அன்று அனைவரும் வருகை தர வேண்டும் என அறிவிக்கப்பட்டது. கூட்டம் 12.00 மணிக்கு நிறைவு பெற்றது.

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கூடிய தீர்மானங்கள்

* colour dress
* Late coming
* Admission duty
* Wednesday class time
* Staff metting
* IPG Open
* Graduation day
* TNPSC Exam
* Re Admission
* All students

கலந்துகொண்ட உறுப்பினர்கள்

திரு/செல்வி M. [illegible]
திரு/செல்வி A. [illegible]
திரு/செல்வி J. [illegible]
திரு/செல்வி R. [illegible]
மற்றும் பலர் [illegible]

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துணைத்துணைவேந்தர் அவர்கள் 21-07-2022 அன்று மதியம் 2.00 மணிக்கு நடைபெற்றது. இக்கூட்டத்தில் முதன்மை அலுவலர் தெரிவிக்கப்பட்ட தகவல்கள் பகிர்ந்துகொள்ளப்பட்டன.

திருவாசகம் மாணவர்கள்

1-08-2022 முதல் சேர்ந்துகொண்ட புதிய மாணவர்கள் என அறிவிக்கப்பட்டது. திருவாசகம் மாணவர்களுக்கான Data Entry 25-07-2022 முதல் 30-8-2022 வரையும் நீட்டிக்கப்பட்டது. New Syllabus website-ல் வெளியிட்டது அதை தேவைப்படுபவர் Print எடுத்துக்கொள்ள அறிவிக்கப்பட்டது. இந்த கல்வி ஆண்டிற்கான Admission 31-08-2022 வரை நடைபெறும் என தெரிவிக்கப்பட்டது.

இந்த கல்வி ஆண்டிற்கான உள்மதிப்பீட்டுத் தேர்வு (UG, PG) அனைவருக்கும் பொதுவாக நடைபெறும் என அறிவிக்கப்பட்டது.

I st internal — 22-08-2022
Mark Entry — 29-8-2022
II st Internal — 26-9-2022
III rd Internal — 2-11-2022
Mark Entry 15-11-2022

இவ்வாண்டிற்கான மாணவர்களுக்கு தேர்வுகட்டணம் செலுத்தும் நாள் 3-10-2022 without fine with fine 13-10, 18-10-2022. UG. PG. practical 31-10-2022-ல் நடைபெறும் என அறிவிக்கப்பட்டது. இவ்வாண்டிற்கான மாணவர்களுக்கு தேர்வு 18-11-2022 — வரைந்து நடைபெறும் என தெரிவிக்கப்பட்டது. இவ்வாண்டிற்கான இறுதி வேலைநாள் 18-12-2022 என தெரிவிக்கப்பட்டது. கூட்டம் 2.30 மணி அளவில் நிறைவு பெற்றது.

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கூட்டச் செய்திகள்

* College open
* Data Entry
* Syllabus
* Admission
* Internal Test
* Exam Fee
* Pratical
* Last working day
* University Exam

கீழ்க்குறிக்கண்ட உறுப்பினர்கள்

திரு/திருமதி/செல்வி. ம. மெல்வின் திரேஸ்
திரு/திருமதி/செல்வி. க. ஜாஸ்தா ஜாய்ஸ்
திரு/திருமதி/செல்வி. ர. கிறிஸ்டில் ரோஸ்
திரு/திருமதி/செல்வி. ஸ. ஜோசபின் ஷாலி
திரு/திருமதி/செல்வி. ம. ஜீவராகவன்
திரு/திருமதி/செல்வி. ர. அபிஷேகராஜ்
திரு/திருமதி/செல்வி. ர. கிறிஸ்டோபர் ஜெபசிங்

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துறைத்தலைவர்கள் கூட்டம் 2.08.2022 அன்று மதியம் 1.30 மணிக்கு நடைபெற்றது. இக்கூட்டத்தில் கீழ்வரும் அலுவல்கள் தெரிவிக்கப்பட்டன. தேசியவழி சிறுபான்மை மாணவர்கள் Minority Scholarship பெறுவதற்கு பண்ணிரண்டாம் வகுப்பு மாணவர்கள் ஒவ்வொரு ஆண்டும் புதுப்பித்து சில சான்றுகள் இணைத்து மாணவர்களிடம் தெரிவிக்க ஒருங்கிணைக்க வேண்டுமாறு கூறப்பட்டது. Bus concession மற்றும் மாணவர்கள் அதற்கான தகவலை சென்னை அலுவலகத்தில் புதுப்பிக்க வேண்டும் என தெரிவிக்கப்பட்டது.

இணைய வழி Colourdress மாணவர்கள் அணிந்து வர அனுமதி இல்லை. இதை மாணவர்களுக்கு தெரியப்படுத்த வேண்டும் எனத் தெரிவிக்கப்பட்டது. தினமும் நடைபெறும் வகுப்புகளுக்கு மாணவர்கள் Colourdress அணிந்து வரலாம். ஒவ்வொரு பேராசிரியர்களும் Dicipline duty சரியாக பார்க்க வேண்டும் என அறிவிக்கப்பட்டது.

தொடர்ந்து வரும் கூட்டத்தில் மின்னிதழ் தொடர்பான இரண்டு நாட்கள் மாணவர்களுக்கு பிறப்புப் பயிற்சி நாட்கள் நடத்த வேண்டும் என்று தெரிவிக்கப்பட்டது. மாணவர் சேர்க்கைக்கு அனைத்து பேராசிரியர்களும் சிறப்பான செயல்பாடு இருக்க வேண்டும் என அறிவிக்கப்பட்டது. தகுதியான பேராசிரியர் Ph.D guide ஆக வேண்டும் என தெரிவிக்கப்பட்டது.

பல்கலைக்கழக தேர்வு விடைத்தாள் திருத்த மையம் பேராசிரியர்களுக்கு இணைய O.D கிடைவழங்கப்படவேண்டும் அனைத்து சான்றுகளும் சரியான வேண்டும் என தெரிவிக்கப்பட்டது. NAAC work அனைத்து பேராசிரியர்களும் சரியான நேரத்தில் முடிக்க வேண்டும் என அறிவிக்கப்பட்டது. இந்த பருவத்திற்கான சான்றிதழ் சரிபார்ப்பு பணி முடிக்க வேண்டியது இறுதி நாள் 2-9-2022 என அறிவிக்கப்பட்டது. கூட்டம் 4.00 மணி அளவில் நிறைவு பெற்றது.

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கூட்டத்தொடர்பு

* Minority Scholarship
* Bus concession
* Colour dress
* Decipline
* Dress Code
* Independence day
* Admission duty
* Ph.D Guidship
* paper valuation
* NAAC work
* fee

கலந்துகொண்ட உறுப்பினர்கள்

திரு/திருமதி M. பொன்னுதுரை
திரு/திருமதி A. சகாயராஜ்
திரு/திருமதி T. மின்னல்கொடி
திரு/திருமதி N. முத்துமாதவன்
திரு/திருமதி S. சுமாலதாசன்வாஸ்
திரு/திருமதி R. அட்லின்ஜெபா
ஒருங்கிணைப்பாளர் P. சிஸ்டர் அருள்புஷ்பம்

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துறைக்குழுக்கூட்டம் 12.08.2022 அன்று மதியம் 2.30 மணிக்கு நடைபெற்றது. இக்கூட்டத்தில் முதல்வர் அவர்களால் தெரிவிக்கப்பட்ட கருத்துகள் பின்வரும் நிலைகளில் பகிர்ந்துகொள்ளப்பட்டன.

2022-ஆம் ஆண்டு தேர்ச்சிவகுத்திற்கான தேர்வு ஒழுங்குமுறைப்படி 22.08.2022-லிருந்து அனுப்பலாம் என தெரிவிக்கப்பட்டது. அதற்கான மதிப்பெண்கள் 16.08.2022க்குள் கல்லூரி அலுவலகத்தில் ஒப்படைக்க வேண்டும் என அறிவிக்கப்பட்டது. கடந்த பருவத்திற்கான தேர்வுகள் 17.08.2022-லிருந்து 19.08.2022-க்குள் வரலாம் என எதிர்பார்க்கப்படுகிறது. 75-வது சுதந்திரத்தினவிழா 13, 14, 15 ஆகிய மூன்று தினங்களும் சிறப்பாகக் கொண்டாடப்பட வேண்டும் என அறிவிக்கப்பட்டது. கல்லூரி காலிருப்புணர்வு 2.09.2022-க்குள் கட்ட மாணவர்களை தெரியப்படுத்த வேண்டுமென தெரிவிக்கப்பட்டது.

முன்னாண்டு

கல்லூரியில் பயிலும் மாணவர்களுக்கு ஒருசில பாடவேளை குறைவாக இருந்தால் condonation இல்லை என்றும், அவர்கள் Repeat Sem-ல் தான் பயில வேண்டும் எனவும் அறிவிக்கப்பட்டது. மேலும் ஒரு முறை condonation - கான மாணவர் மறுபடியும் condonation pay பண்ண வேண்டிய அவசியமில்லை என மாணவர்களுக்கு தெளிவாக புரியவைக்க வேண்டும் எனவும் அறிவிக்கப்பட்டது.

12.ல் fail-ஆகி Supplimentary Exam எழுதியிருக்கும் மாணவர்கள் 1000/- செலுத்தி Admission போடலாம் என அறிவிக்கப்பட்டது. கூட்டம் 3 மணி அளவில் முடிவடைந்தது.

துறைத் தலைவர்

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* Internal
* Question
* Result
* Independance
* Fee
* condonation
* Repeat Sem
* to Fail

கலந்துகொண்ட உறுப்பினர்கள்

திரு/திருமதி M. பெரியசாமி
திரு/திருமதி A. சுந்தர நாயகம்
திரு/திருமதி T. வெங்கடேசன்
திரு/திருமதி S. சுப்பாகிருஷ்ணன்
திரு/திருமதி D. ஜீவானந்தம்
பேராசிரியர் K. சபரிராஜன்
இணைப்பேராசிரியர் P. சிவசுப்பிரமணியம்

நாளிழ் முன்றாந்தர் பட்டம் 23.08.2022
பகுதியம் 2.00 மணிக்கு நடைபெற்றது. இக்கூட்டத்தில் கீழ்வரும் பேராசிரியர் அலுவலர்கள் கலந்துகொண்டு சிறப்பித்தனர்.

பேராசிரியர்களுக்கு நேரடி வருகைப்பதிவேடு முறைமை கொண்டுவரப்பட்டது. மாணவர்களின் Discipline மற்றும் Dress code - அனைத்து பேராசிரியர்களும் கடுமையாக கவனிக்க வேண்டும் என அறிவுறுத்தப்பட்டது. மிகப் பற்றாக்குறை - 2-ம் நேரங்களில் கல்லூரி நூலகம் பெரும்பாலான மாணவர்கள் ஒரு நாளுக்கு அபராதத்தொகையாக 100 ரூபாய் கட்டுவதாக கட்டவேண்டும். இதை மாணவர்களிடம் தெளிவாக எடுத்துரைக்க வேண்டும் என வலியுறுத்தப்பட்டது.

பெற்றோரை அனைவரும் மாணவ Guardian ship கட்டாயம் இருக்கவேண்டும் அவ்வாறு இல்லாவிட்டால் Research centre cancel ஆகும் என தெரிவிக்கப்பட்டது. Result Analize செய்ய வேண்டும் என்பதும், Revaluation போகும் மாணவர்கள் அதன் paper எதற்கு மறுப்புரு தரும் அதிகாரியிடம் கொடுத்து மதிப்பீடு செய்தல் Revaluation போகும்படி அறிவுறுத்த வேண்டும் என தெரிவிக்கப்பட்டது. Supplimentary exam எழுதும் மாணவர்களுக்கு முழு கிறிஸ்டகுலைவிலிருந்து coaching மறுப்புரை நடத்தப்பட வேண்டும் என்பதும் தெரிவிக்கப்பட்டுள்ளது என அறிவிக்கப்பட்டது.

NAAC Report - சான அனைத்து Documents-ம் 30-ஆம் தேதிக்குள் சமர்ப்பிக்க வேண்டும். Onam celebration Coordinator தெரிவுசெய்து பின் அதற்கான நாளை தெரிவிப்பதாக என அறிவிக்கப்பட்டது. Thursday - Saturday நடத்தப்பட வேண்டும் என்பதும் இந்த நாளுக்குள் அந்த நாளுக்கு மட்டும் தான் அன்று கல்லூரிக்கு வர அனுமதி என தெரிவிக்கப்பட்டது.

இன்டர்ன்ஷிப் அனைத்து மாணவர்களை இணைந்தவர்கள் கட்டாயம் அழைத்துச் செல்லவேண்டும் என்றும் அனைத்து 26.27, 28.29 தினங்களில் கட்டாயம் அனுமதி என்றும் தெரிவிக்கப்பட்டது. மற்றவர்களுக்கு மாணவர்கள் கல்லூரிக்கு வர 1.45 மணி அனுமதி வழங்கப்படும் என தெரிவிக்கப்பட்டது. கூட்டம் 2.30 மணிக்கு நிறைவு பெற்றது.

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Head of the Tamil

* Remedial class
* Dicipline
* fee, Phy guidthip
* Result Analise
* Revaluation
* Supplimentry Exam
* NAAC
* Onam celebration
* cultural Prostramme
* Tour
* old Students allowed

கலந்துகொண்ட உறுப்பினர்கள்

திரு/திருமதி M. பாலமுருகன்
திரு/திருமதி A. சுந்தரராஜன்
திரு/திருமதி G. கிருஷ்ணவேணி
திரு/திருமதி S. சுபலட்சுமி
திரு/திருமதி D. ஜெயலட்சுமி
தேர்ச்சி அலுவலர் R. அட்சயகுமார்
உதவிப்பேராசிரியர் P. சிவகலைமதி

துறைத்தலைவர் கூட்டம் 1-9-2022 அன்று மதியம் 2.00 மணி அளவில் நடைபெற்றது. இக்கூட்டத்தில் கல்லூரி துறைசார் அலுவல்கள் விவாதிக்கப்பட்டு சில முடிவுகள் எடுக்கப்பட்டன.

Ph.D முழுநேர ஆராய்ச்சியாளர்கள் அனைவரும் ஒவ்வொரு Thesis copy நூலகத்தில் ஒப்படைக்க வேண்டும் என அறிவிக்கப்பட்டது. கல்லூரி சுற்றுலாவில் கலந்து கொள்ளும் மாணவர்களிடம் அறிவுரைகள் வழங்கவும் ஒழுங்குகளை கண்காணிக்கவும் ஒவ்வொரு நாளும் ஆசிரியர் ஒருவர் வீதம் பொறுப்பாளராக நியமிக்கப்பட்டனர். உள்மதிப்பீட்டுக்கு தேர்ந்தெடுக்கப்பட்ட மாணவர்களின் பெயர் பட்டியலும், குறிப்பிடப்பட்ட மாணவர்களின் பெயர்ப்பட்டியலும் திருவள்ளுவரிடம் ஒப்படைக்க வேண்டும் என தெரிவிக்கப்பட்டது. 5-9-2022 அன்று ஆசிரியர்தினவிழா நடைபெறும் என அறிவிக்கப்பட்டது. 7-9-2022 அன்று ஆண்டுவிழா நடைபெறும் இரண்டு நாட்களும் அன்று அரங்கில் மேசைகள் சரியாக அடுக்கி வைக்கப்பட்டது. தூய்மையாக அதற்கு பின் வேலை வேண்டும் என்று தெரிவிக்கப்பட்டது.

III UG மாணவர்களுக்கான பெற்றோர் ஆசிரியர் கூட்டம் 17-09-2022 அன்று காலை 11.30 மணிக்கு நடைபெறும் என அறிவிக்கப்பட்டது. Group builders day ஒவ்வொரு குழு சார்ந்து நடத்துவது என்றும் கல்லூரி வளாகத்தில் சுழலுக்கு சம்பந்தமாக எனவும் தெரிவிக்கப்பட்டது. Election மற்றும் Aadar card இணைக்க 3-9-2022 அன்று கல்லூரியில் விடுமுறை அளிக்கப்பட்டுள்ளது என தெரிவிக்கப்பட்டது. அனைத்து பேராசிரியர்களும் நூலகத்தை பயன்படுத்த வேண்டும் என்றும் மாணவர்களையும் ஊக்கப்படுத்த வேண்டும் எனவும் தெரிவிக்கப்பட்டது. கூட்டம் 2.30 மணி அளவில் இனிதே முடிந்தது.

நன்றி.
தலைவர்.

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* Ph.D. Thesis copy
* Fees
* Result Analysis Meeting
* Internal test
* Teachersday celebration
* Onam celebration.
* UG. parent meeting
* Group buildersday
* Reaction card with Aathar card
* Library usage
* in flift Net facilities.

கல்லூரி கனவு நிகழ்ச்சி

திரு.M. பழனிகுமார்
திரு.A. சுதாகரன்
திரு.T. விஸ்வநாதன்
திரு.S. சதாசிவசிவம்
திரு.D. ஸ்ரீதரன்
பேராசிரியர் R. அட்சயாபதி
உதவிபேராசிரியர் P. திருவருட்செல்வி

துறைத் தணைக்கூட்டம் 20.9.2022 அன்று மதியம் 2.00 மணி அளவில் நடைபெற்றது. இக்கூட்டத்தில் கன்னியாகுமரி அவர்கள் கூறிய கருத்துகள் தணைத்தலைவரால் ஏற்றுக்கொள்ளப்பட்டன.

6.10.2022 அன்று I UG II UG. II PG மாணவர்களுக்கு இணையவழி உள்மதிப்பீட்டுத் தேர்வும், I UG மற்றும் I PG மாணவர்களுக்கு இறுதி மதிப்பீட்டுத் தேர்வும் நடைபெறும் என்று தீர்மானிக்கப்பட்டது. இதற்கான வினாத்தாள்கள் 26-9-2022 அன்று கன்னியாகுமரி அலுவலகத்தில் ஒப்படைக்க வேண்டும் என்று கூறப்பட்டது. வினாத்தாள் அலுவலகத்தில் ஒப்படைக்கும் முன் தணைத்தலைவரின் கையொப்பம் 24-9-2022 அன்று வாங்க வேண்டும் என அறிவுக்கப்பட்டது. I UG Question paper Dr. S. Suma-Maheswari அவர்களும் II UG Question paper Assi Prof. P. Sriya Pushcam அவர்களும் தர்க்க வேண்டும் என்றும் தணைத்தலைவரால் கூறப்பட்டது.

6.8. ஆம் பருவத்துக்கான அரசு பள்ளிக்கூடத்தில் பயின்ற மாணவர்களுக்கான கல்வி உதவித்தொகைக் மனுக்கள் 20.9.2022 இன்று 11.00 மணி வரை என்று அறிவிக்கப்பட்டது.

அரியர்ஸ் மற்றும் நேர்வில் தேர்ச்சியடைந்த மாணவர்களுக்கு improvement test நடத்தி அதற்கான மதிப்பெண் 21-09-2022 அன்று முதல்வரிடம் ஒப்படைக்க வேண்டும் என அறிவிக்கப்பட்டது. I UG, I PG original certificate அலுவலகத்தில் ஒப்படைக்கவும் சேர்க்கையில் ஒப்படைக்க வேண்டும் என்பதை மாணவர்களிடம் அறிவுறுத்த வேண்டும் எனக் கூறப்பட்டது. கூட்டம் 2.30 மணி அளவில் முடிவு பெற்றது.

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* Internal
* Question paper
* 6-8. Standard Government school
* fee payment
* Improvement Test paper
* Orginal certificate

கலந்துகொண்ட உறுப்பினர்கள்

திரு.M. மதிவாணன்
திரு.A. சந்தானம்
திரு.T. விஸ்வநாதன்
திரு.S. சுப்ரமணியன்
திரு.P. ஜீவானந்தம்
உதவிப்பேராசிரியர் R. அப்பாஸ்
உதவிப்பேராசிரியர் P. தென்னரசு

துறைத் தலைவர் கூட்டம் 13-10-2022 அன்று 2.15 மணி அளவில் நடைபெற்றது. இக்கூட்டத்தில் சுற்றுலா முதலாம் ஆண்டு மாணவர்களை இரண்டு குழுக்களாகப் பிரித்து அனுப்பப்பட்டனர்.

பி.ஏ.இரண்டாமாண்டு பயிலும் மொழித்தாள் பாடத்திற்கான Subject code cl/TL 31 என தெரிவிக்கப்பட்டது. தொடர்ச்சியாக மதிப்பெண் பதிவு மாணவர்களை பெற்றோருக்கு தெரியப்படுத்த வேண்டும் என அறிவிக்கப்பட்டது. மேற்குத்தொடர்ச்சி மலைப்பிரதேசத்தை மையப்படுத்தி Portal-ல் பதிவு செய்ய வேண்டும் என அறிவிக்கப்பட்டது. 20-10-2022-லிருந்து 29-10-2022 வரை தேர்வுக்கட்டணம் அபராதக்கட்டணம் இன்றி கட்டலாம் என்றும், 31-10-2022 முதல் 4-11-2022 வரை அபராதக் கட்டணத்துடன் செலுத்தலாம் என தெரிவிக்கப்பட்டது. இந்த அறிவிப்புகளை சேர்க்க 21-11-2022 வரை நீட்டிக்கப்பட்டது.

மாணவர்களுக்கு Diplomaவுக்கு இன்று தொடங்க இருக்கின்றது. அதற்கான 2nd year 3rd year மாணவர்களுக்கு பயிற்சி எப்பொழுது அறிவிக்க வேண்டும் என கேட்கப்பட்டது. NAAC Report 17-10-2022 அன்று Submit பண்ணுவதன் என அறிவிக்கப்பட்டது. நடந்து முடிந்த செமஸ்டரை பாதி தேர்ச்சி பெற்ற மாணவர்களையும், தேர்ச்சி பெறாத மாணவர்களையும் அதேபோல் வெற்றிகரமாகவும் தேர்ச்சி பெற்றதாக வகைப்படுத்தி தெரிவிக்கப்பட்டது. 25.10.22-லிருந்து Documentation Verification அந்தப்பொறுப்பு என தெரிவிக்கப்பட்டது. அனைத்து பேராசிரியர்களும் பெற்றுக்கொண்ட மாணவர்களின் பட்டியலை தனித்தனியாக தயார் செய்ய வேண்டும் என அறிவிக்கப்பட்டது. கூட்டம் 3.00 மணி அளவில் இனிதே நிறைவு பெற்றது.

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* I year language subject code.
* Continue absent
* Internal Entry
* University Exam
* Exam fee
* Admission date
* Diploma Course
* NAAC Report
* Best Student
* Documentation
* competition list.

சில முக்கிய உறுப்பினர்கள்

1. திரு.M. வெங்கடேஷ் M.A
2. திரு.A. சதாசிவ ராஜா M.A
3. திரு.T. விஸ்வநாதன் B.Com
4. திரு.S. சதாசிவகோபாலன் B.Sc
5. திரு.M. ஜெயராமன் B.Com
6. திருமதி.K. அமிர்தவல்லி M.A
7. திருமதி.P. சிவகாமசுந்தரி M.A

தமிழ்த்துறைசார்பாக 12.11.2022 அன்று 1.00 மணி அளவில் நடைபெற்றது. இச்சிறப்புத்திட்ட சிறப்புரை வழங்கிய கருத்துரைஞர் ஆய்வுத்துணைவரால் பகிர்ந்து கொள்ளப்பட்டது.

II PG மாணவர்களுக்கு பயிற்சிக்கருத்தரங்கு 7.12.2022 முதல் 13.12.2022 வரை நடைபெறும் என தெரிவிக்கப்பட்டது. I PG மாணவர்களுக்கு பயிற்சிக்கருத்தரங் 15.12.2022 முதல் 21.12.2022 வரை நடைபெறும் என அறிவிக்கப்பட்டது.

Attendance வரும் 21.12.2022 முதல் 25.12.2022 வரை எனவும், Internal Mark வரும் 29.12.2022 இற்குள் 15.12.2022 வரை பதிவு செய்யவும் என தெரிவிக்கப்பட்டது. Hall ticket 28.11.2022 - வரும் பரிவர்த்தனம் இல்லையும் என்றும், அதில் குறிப்பிட்ட வகையில் ஒரு வேண்டும் எனவும் தெரிவிக்கப்பட்டது.

II BBA, BCom, BCom.(SF) மாணவர்களுக்கான பொருத்தமில் தேர்வு முதலாண்டு மாணவர்களுடன் நடைபெறும் என்றும் அனைத்து தேர்வுகளும் முடிந்த பின் நான் நடைபெறும் என்று தெரிவிக்கப்பட்டது. No dues 23.12.2022 - ல் தேதி முடிவுக்க இயலும் என அறிவிக்கப்பட்டது.

Christmasday celebration 23.12.2022 - நடைபெற ஆய்வு முன்னதாக தெரிவிக்கப்பட்டது. கூட்டம் 1.30 மணிக்கு நிறைவு பெற்றது

தலைமை

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* UPG University Exam
* IPCh
* Attendance Entry
* Internal Mark Entry
* Hall Ticket
* II BCom, BBA, Com.Sci, Part I Exam
* No Use
* Christmas day

கலந்துகொண்டவர்கள்

திரு.M. பெரியசாமி
திரு.A. சுகுமாரன் ஜாய்ஸ்
திரு.R. சிற்றரசு
திரு.S. சுடலைமுத்துவேல்
திரு.V. முருகன்
பேராசிரியர் K. அபிஷேகம்
பேராசிரியர் P. இராமசுப்பு

தமிழ்த்துறைசார்பாட்டம் 21-11-2022 அன்று 1.45 மணி அளவில் நடைபெற்றது. இக்கூட்டத்தில் கலந்துரையாடல்கள் தொடர்பட்ட முடிவுகள் பகிர்ந்து கொள்ளப்பட்டன.

NAAC Students Survey 12.1.5 பதிவாகி இருக்கிறது என தெரிவிக்கப்பட்டது. Attentence entry 21-11-2022-லிருந்து 5.12-வரை என அறிவிக்கப்பட்டது. July 18-ல் 91 days Attentence பதிவுபண்ண வேண்டும் என அறிவிக்கப்பட்டது. Internal Mark entry 29-11-2022-லிருந்து 15-12-2022 வரை என தெரிவிக்கப்பட்டது. 21-11-2022-லிருந்து 26-11-2022 வரை அனைத்து ஆசிரியர்கள் அனைவரும் காலை 9.00 மணிக்கு கல்லூரிக்கு வருகை தந்து 1.45-க்கு புறப்படவேண்டும் என தெரிவிக்கப்பட்டது.

Hall Ticket 28-11-2022-லிருந்து பதிவிறக்கம் செய்து துறைத்தலைவரிடம் கையொப்பம் பெற வேண்டும் என தெரிவிக்கப்பட்டது. மாணவர்கள் ஏற்கனவே கல்லூரிக்கு வருகை தந்தும் College I.D வாங்கி வர வேண்டும் என அறிவிக்கப்பட்டது. கூட்டம் 2.00 மணி அளவில் நிறைவு பெற்றது.

துறைத்தலைவர்

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NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 KANYAKUMARI DISTRICT TAMIL NADU INDIA

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* NAAC
* Attendance
* Internal mark entry
* College time (teachers).
* Hall ticket
* Students I.D

കൊടുക്കേണ്ട ഉദ്യോഗസ്ഥർ

1. ശ്രീമതി M. ലതാകുമാരി
2. ശ്രീമതി A. ഗായത്രി
3. ശ്രീമതി G. ശ്രീനിവാസമേനോൻ
4. ശ്രീമതി D. ഗിരിജാദേവി
5. ലൈബ്രേറിയൻ R. ഗോപകുമാർ
6. ഓഫീസ് സൂപ്രണ്ട് P. ശ്രീകുമാരപിള്ള.

துறைத்தலைவர் கூட்டம் 25-11-2022 அன்று காலை 11.45 மணி அளவில் நடைபெற்றது. இக்கூட்டத்தில் கலந்து கொள்ளவர்கள் தெரிவிக்கப்பட்ட கருத்துகள் கீழ்வருமாறு பகிர்ந்து கொள்ளப்பட்டன.

முதலாம் சுழற்சி செய்முறைத் தேர்வுகளுக்கு மதிப்பெண்கள் அனைத்து மாணவர்களுக்கும் E-certificate-ல் மாணவர்கள் download செய்து கொள்ள வேண்டும். அதற்கு மாணவர்கள் தங்களுடைய Aadhar Number-டன் Phone Number ஐ இணைக்க வேண்டும். இந்த தகவல் மாணவர்களுக்கு தெரியப்படுத்த வேண்டும் என அறிவுறுத்தப்பட்டது.

இளநிலை மாணவர்களுக்கு Information Correction மதிப்பெண்கள். அதற்கான Code No. II PG மாணவர்கள் Reg.No-ன் 'A' சேர்க்க வேண்டும், I PG மாணவர்கள் Reg No மட்டும் கொடுத்தால் போதும். அவர்களுக்கான Password Number 1234 ஆகும்.

University Exam timetable IV year-க்கு இன்னும் வரவில்லை. II PG, I PG மாணவர்களுக்கு வந்திருக்கிறது. December 1, 2 தேதிகளில் Hall ticket-ல் கொடுக்கப்படும் மையப்படம் வாங்க வேண்டும் என அறிவுறுத்தப்பட்டது.

இந்த சுழற்சி செய்முறைகளை திருத்தி வேண்டியவர்கள் 30-11-2022 என அறிவுறுத்தப்பட்டது.

NAA work. கொடுக்கப்பட்ட Department/wise பகுதிகளை முடிப்பார்கள் என அறிவுறுத்தப்பட்டது. கூட்டம் 12.00 மணி அளவில் நிறைவு பெற்றது.

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* E-certificate
* Internet Creation
* Time table
* last working days
* NAAC work.

கலந்துகொண்ட உறுப்பினர்கள்

திரு.M. பாலசுந்தரம்
திரு.A. சிங்காரசாமி
திரு.T. ஸ்ரீனிவாசன்
திரு.S. குழந்தைசாமி
திரு.D. ஜோதிமணி

பேராசிரியர் K. அப்துல் ஜபார்

ஆசிரியரல்லாதவர் P. சிந்தியா துப்பம்

துறைத்தலைவர் கூட்டம் 29-11-2022 அன்று 2.00 PM க்கு நடைபெற்றது. இக்கூட்டத்தில் கலந்துகொள்ளவர் அவர்களால் தெரிவிக்கப்பட்ட கருத்துக்கள் தொகுக்கப்பட்டு கீழ்கண்டவாறு முடிவெடுக்கப்பட்டன.

I UG & I PG மாணவர்களுக்கு அரசு அறிவித்துள்ள 90 நாட்கள் - குறைக்கப்பட்டு நாட்களாக இருக்க வேண்டும் என தெரிவிக்கப்பட்டது. (I UG August-12, I PG Sep-1). எனவே பல்கலைக்கழகத்தால் கொடுக்கப்பட்டுள்ள இரண்டு நாட்கள் வரை கூடுதல் நாட்கள் மாணவர்களுக்கு வழங்கப்பட வேண்டும் என அறிவிக்கப்பட்டது.

அரசு விடுமுறை நாட்களை தவிர்த்து வகுப்புகள் நடத்த வேண்டும் என அறிவிக்கப்பட்டது.

II UG மாணவர்களுக்கு 1-11-2022 - லிருந்து 7-11-2022 - ல் பல்கலைக்கழகத் தேர்வு முடிவும் என்றும் அதற்கிடைப்பட்ட நாட்களில் மாணவர்களுக்கு 4-ம் தேதி முடிவும் என்று அறிவிக்கப்பட்டது 15-12-2022 - திலிருந்து இந்த மாணவர்களுக்கு அரசு விடுமுறை அறிவிப்புகள் அனுப்பலாகும் என தெரிவிக்கப்பட்டது.

I UG I PG மாணவர்களுக்கு 15-11-2022 லிருந்து 19-11-2022 - வரை Revise முடிப்புகள் நடத்த வேண்டும் என அறிவிக்கப்பட்டது. 23-12-2022 அனைவருக்கும் விடுமுறை வழங்கப்படும் என்று அறிவிக்கப்பட்டது. கூட்டம் மு.ப 10.30 மணிக்கு நிறைவுற்றது.

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* undertaking Report
* time table
* III UG University Exam
* Next sem Class
* Revise class
* christmas celebration
* Next sem Regular class

கலந்துகொண்ட ஆசிரியர்கள்

திரு/திருமதி M. வெங்கடேஷ்
திரு/திருமதி A. சதீஷ்குமார்
திரு/திருமதி G. சிவசுப்பிரமணி
திரு/திருமதி S. சுரேஷ்குமார்
திரு/திருமதி D. ஜீவானந்தம்
பேராசிரியர் R. அருண் பிரசாத்

துறைத்தலைவர் கூட்டம் 8.12.2022 அன்று காலை 10.00 மணிக்கு நடைபெற்றது இக்கூட்டத்தில் 7.12.2022 அன்று நடைபெற்ற இரண்டாம் பருவப் பயிற்சி தேர்வுகள் சுமுகமாக நடைபெற்றுள்ளதாக பகிர்ந்துகொள்ளப்பட்டது.

IGNOU - மாணவர்கள் அதிகளவு ஆர்வம் காட்டி வருகின்றனர். அனைவருக்கும் மாணவர்களுக்கு பயனுள்ளதாக இருக்கின்றது. எனவே அனைத்து மாணவர்களுக்கும் அறிவுரை கூறி பயனுள்ளதாக்கும் படி கூறவேண்டுமென தீர்மானிக்கப்பட்டது

பல்கலைக்கழக தேர்வு அறையில் அதிகாரிகள் பணி சரியாக நடைபெற வேண்டுமென கூறப்பட்டது. தேர்வு அறையில் கண்காணிப்பாளர்கள் அதிகமாக பணியாற்ற என தீர்மானிக்கப்பட்டது. 10-12-2022 - முதல் 13-12-2022 வரை அதிகாரிகளுக்கு பணி என தீர்மானிக்கப்பட்டது 14-12-2022 முதல் 20-12-2022 வரை அதிகாரிகளுக்கு 8.00 மணியிலிருந்து அரைமணிநேரம் முன்பும் 15-12-2022 முதல் அறைக்கு மாணவர்களும் கண்காணிக்க துறை தீர்மானங்கள் எனவும் தீர்மானிக்கப்பட்டது. 27/12/22 வரை அனைத்து பணிகளும் முடிவுறுதல் அவசியமாகும் என அறிவிக்கப்பட்டது. அதனால் கால அட்டவணை அலுவலகத்தில் ஒப்படைக்க வேண்டும் என தீர்மானிக்கப்பட்டது கூட்டம் 10.30 மணி அளவில் நிறைவு பெற்றது.

தலைத்தலைவர்

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Head
Department of Tamil
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153. Tamil Nadu.

* IGNO Course
* University Exam duty
* Leave
* Next sem Regular class

கலந்துகொண்ட ஊழியர்கள்

திரு.M.பாஸ்கரன்
திரு.A.சிதம்பரம்
திரு.G.விஸ்வநாதன்
திரு.S.சிவசுப்பிரமணியன்
திரு.N.தேவராஜன்
பொறியாளர் K.அப்துல்காதர்

துறைத்தலைமைப் பேராசிரியர் 16-12-2022 அன்று 12.00 மணிக்கு கூடல் என்ற துறைப் பேராசிரியர் அவர்களால் தெரிவிக்கப்பட்டது. மாணவர்களின் பிரதிநிதிகள் 15-12-2022 அன்று மாணவர்களைப் கலந்தாலோசித்து முடிவு தெரிவிக்க வேண்டும் என அறிவிக்கப்பட்டது. கலந்தாய்வுக் கூட்டம், ஒழுங்கு, நேரமுறைமை முறை கருதி அனைத்து மாணவர்களுக்கும் பயனுள்ள வகையில் அமைய வேண்டும். final year Student 26-1-2023 - 29-1-2023 இந்த நாட்களில் இணையவழி சான்றிதழ்கள் அனைத்தும் சரிபார்க்கப்படும் என அறிவிக்கப்பட்டது. NAAC verification, PPT presentation முதலானவை கூடல் என்ற முடிவு செய்யப்பட்டது. இறுதியாண்டு மாணவர்கள் 24-12-2022 முதல் Hallticket பதிவிறக்கம் செய்யலாம் என அறிவிக்கப்பட்டது. Even SEM Reopen ug - January - 5, pg - January - 9. u.g. pongal விடுமுறைக்குப் பின் அனுப்பலாம் என அறிவிக்கப்பட்டது. Timetable அனைவரிடமும் பெற்றுக் கொள்ள வேண்டும். அடுத்த கல்வி ஆண்டிற்கான மாணவர் சேர்க்கைக்கான New Ideas ஏதேனும் இருந்தால் தெரிவிக்க வேண்டும் என அறிவுறுத்தப்பட்டது. Christmas day celebration (20-12-2022) அன்று மாணவர்களை அனுப்பி அலங்கரிக்கும் பணியினை கல்லூரி வளாகத்திற்குள் அனைத்து வேண்டும் என தெரிவிக்கப்பட்டது. pongal celebration 26-1-2023 அன்று சிறப்பாக கூடல் என தெரிவிக்கப்பட்டது.

16-12-2022 அன்று கூடல் என்ற துறைத்தலைமைப் பேராசிரியர் 2022-2023 EVEN SEM பாடத்திட்டத்தை தெரிந்து கொள்ளுகிறது. அதிகாரிகளின் விருப்பப்படியும் தீர்மானிக்கும் என்ற முடிவுகள் தெரிந்து கொள்ளப்பட்டன. கூட்டம் முடிவு சுமார் 1.00 மணிக்கு இனிதே கூடல் என்ற

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Kaliyakkavilai - 629 153, Tamil Nadu.

* CollegeReopen
* College Fee
* Dicipline
* late come
* Tour
* NAAC document
* ppt presentation
* I year Hallticket
* Even Sem Reopen
* Timetable
* Admissionwork
* Christmasday celebration
* Ponsel Celebration.
* Acadamic Plan

கலந்துகொண்டவர்கள் விவரம்

திரு.M. மோகன்தாஸ்
திரு.A. சந்தானராஜ்
திரு.T. விஸ்வநாதன்
திரு.S. சுப்பராகவன்
திரு.D. ஜோசப்
உதவிப்பேராசிரியர் R. அஸ்வின் வெங்கட

நடவடிக்கைகளுக்கு 1.1.2023 அன்று 1.30 மணிக்
கூடை வைத்து இந்த ஆண்டு திட்டத்தில் பிரபலமான கல்லூரி
திருவள் அவர்களால் தொடங்கப்பட்டு சிறப்புகள்
பகிர்ந்துகொள்ளப்பட்டன.

Department PPT Print கல்லூரி இறுதியில்
ஒப்படைக்கவேண்டும் என்றும், II PG மாணவர்களுக்கு University Exam
தொடங்கும் Date-ம் இறுதியாண்டு முடிவதற்கும் Date-ம் முதல்வரிடம்
ஒப்படைக்கவேண்டும் என அறிவிக்கப்பட்டது. Academic Calendar-ல்
திருத்தம் class committee-பற்றிய அறிவிப்பு College Vision Mission-ல்
சரிபார்க்க வேண்டும் என்றும் தெரிவிக்கப்பட்டது.

நாகர்கோவில் சிக்குந்தம் தொடர்பான
மாணவர்களை 5.1.2023 அன்று கல்லூரிக்கு அழைத்து வர அறிவிக்கப்பட்டது.
UGC Core List ல் தேர்வுகளை நடத்த வேண்டும் என்றும்
FDP Programme நடத்தியிருந்தால் அதற்கான FDP
நடத்தப்பட்டது என்ற எண்ணிக்கையும் தேர்வுகளை ஒப்படைத்த
தேதியும் தெரிவிக்கப்பட்டது.

கல்லூரிக்கு தினமும் வருகை தரும் மாணவர்களை
தேர்வு hall ticket-ல் வருகை பதிவு செய்வதற்கு ஏற்ப என்றும்,
அதிலேயே அவர்களின் வருகை விவரங்களை அனுப்பும் தேதியும்
அதுவரைக்கும் பதிவு செய்ய வேண்டுமென்றும் குறிப்பிடப்பட்டது.

மாணவர்கள் phone-களை கல்லூரி தேர்வுகளில்
ஒப்புதல் தரும் நாளில் மட்டும் கையில் ஒப்படைக்க வேண்டும்
கூறப்பட்டது. Pongal celebration தினமாகவே கூட வரும்
என்றும், குழுவிளையாட்டு BBA Department-ன் சேர்ந்து
செயல்பட வேண்டும் என்றும் தெரிவிக்கப்பட்டது.

NAAC visit-ன் போது Departmentwise Exhibition நடத்தப்பட வேண்டும்
என்பதை Department வெளியே வைப்பதாக என்று தெரிவிக்கவேண்டும்.
சில்லுவண்டுகளை செடிகளை மாணவர்களிடம்
அறிவுறுத்தவேண்டும். சிறுசேமிப்பு திட்டங்களை சேர்க்கும் Date-ல்
பெயரையும் என்றும் பிப்ரவரியில் வரும் Staff Selection
அதனை முடிக்க வேண்டும் என்றும் தெரிவிக்கப்பட்டது. Scholarship
Apply பண்ணவும் என்றும் தெரிவிக்கப்பட்டது. நான்கு செட் புகைப்படம்
permanent Application கிடைத்தது என்று தெரிவிக்கப்பட்டது.
Classroom Cleaning day. 30.1.2023 என்றும், NAAC re connection
11 மணிக்கு அனைவரும். கூட்டம் 2.30 மணிக்கு நிறைவுற்றது.

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Head
Department of Tamil
Nanjil Catholic College of Arts & Science

* PPT Presentation print
* IPCA Exam
* Club Committee
* College Vision mission
* 5.10.2022 Local Holiday
* CLC Care list no
* discipline
* FDP
* Late student
* Staff leave letter
* Selfphone
* Pongal celebration Departmentwise
* NACC Exibition
* NAAC visit
* fee
* Tour
* Govt Scholarship apply
* permanent Affiliation
* class room cleaning
* Alumini Students
* NAAC Document Re correction verification

கலந்துகொண்டவர்கள்

திரு. M. பன்னீர்செல்வம்
திரு. S. ராஜ்கி
திரு. A. சரவண குமார்
திரு. T. விஜய் ஆனந்த்
திரு. S. சதீஷ்குமார்
திரு. V. ஜீவானந்தம்
திருமதி. R. அட்சயா

துறைத்தலைவர் கூட்டம் 10.1.2023 அன்று 3.30 p.m மணிக்கு நடைபெற்றது. இக்கூட்டத்தில் 23.1.2023 அன்று நடைபெற இருக்கும் ஒருநாள் தேசிய கருத்தரங்கம் (கருப்பொருளுரைகள் மாநாடுகள்) பற்றித் தலைவர் தலைமையில் கலந்தாலோசிக்கப்பட்டது.

கருத்தரங்கம் மிகச் சிறப்பாக நடைபெறுவதற்கு வேண்டிய பொறுப்புகளும் தனித்தனியாக பேராசிரியர்களும் மாணவர்களுக்கும் தலைவரால் பிரித்து வழங்கப்பட்டன.

மாநாட்டுக்கூடமாக மாஜிஸ்ட்ரேட் அலுவலம், பதிவுப்பகுதி மேலாக அரங்கங்களும் அமைய வேண்டும் என தெரிவிக்கப்பட்ட மாநாட்டிற்கான தலைவர் M. பெர்னாந்தோ அவர்களும், இறுதி நாளன்று அரங்கம் தலைவர் தேநீர், இரவில் இரவு என்னும் தெரிவிக்கப்பட்டன. M.C நிகழ்ச்சிகளும் ஆங்கிலப் பிரிவை சேர்ந்த மாணவர்கள் ஒருங்கிணைப்பாளர்கள் என அறிவிக்கப்பட்டன. நன்றியுரை தலைவர் S. சாமாகேகல்வி அவர்கள் ஒருங்கிணைப்பாளர்கள் என அறிவிக்கப்பட்டது. கருத்தரங்கத்திற்கான அனைத்து ஏற்பாடுகளையும் முதல்வர் பேராசிரியர் P. அடிமை ஜெயா அவர்கள் கவனிப்பார்கள் என்றும் அனைத்து பேராசிரியர்களும் மாணவர்களும் அதற்கு ஒத்துழைப்பு ஒருங்க வேண்டும் என்றும் அறிவிக்கப்பட்டது. கூட்ட முடிவு மணி 4.00 மணி அளவில் இனிதே நிறைவு பெற்றது.

தலைவர்

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Head
Department of Tamil
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153. Tamil Nadu

* One day National Seminar
* Reception
* Registration
* Welcom speach
* Chief gust introduction
* Seminar Book Published
* M.C
* Vote of thanks.

கலந்துகொண்ட உறுப்பினர்கள்

திரு.M. பெரியதேவர்
திரு.S. தங்கம்
திரு.A. சந்தானகிருஷ்ணன்
திரு.G. சின்னதம்பி
திரு.S. சுப்பிரமணியன்
திரு.V. ஆறுமுகம்
உதவிப்பேராசிரியர் R. சுடலைமுத்து

27.1.2023 அன்று 8.00-க்கு தூய்மைப் பணிகள் நடைபெற்றது. இதை ஒருங்கிணைப்பாளர் அலுவலர்களால் தொடங்கப்பட்டது. மாணவர்கள் தூய்மைப் பணியில் ஈடுபடுத்தப்பட்டனர்.

அனைத்து மாணவர்களும் Academic Credit Number Aadhar - இணைத்து phone no 28.1.2023 அன்று மாலைக்குள் அனுப்பி வைக்க வேண்டும். அதனால் மாலும் கல்லூரியில் அன்று முதல் நாளன்றே அடையாள அட்டை என கல்லூரி முதல்வர் அலுவலர் அறிவுறுத்தினார் என தெரிவிக்கப்பட்டது. Homework pending ஐ முடித்து வைக்க வேண்டும் என்றும் Total Auditing ஐ முடிக்க வேண்டும் என்று அறிவிக்கப்பட்டது.

மாணவர்களிடம் கல்லூரி கட்டணம் முழுமையாக செலுத்த வேண்டும் என கூறப்பட்டது. 28.1.2023 அன்று Board Members கலந்துரையாடல் நிகழ்ச்சி, அன்று departmentwise presentation நடைபெறும் என்றும் அறிவிக்கப்பட்டது. மாணவர்களுக்கு NAAC visit குறித்து Awareness அனைத்து அதிகாரிகளும் ஒருங்கிணைக்க வேண்டும் என தெரிவிக்கப்பட்டது Alumini program meeting 28.1.2023 அன்று மதியம் நடைபெறும் என்று அறிவிக்கப்பட்டது. workdairy 3.2.2023 அன்று இணையதளத்தில் வைக்க வேண்டும் என தெரிவிக்கப்பட்டது workadjustment Register, Department achievement flex இன்று அலுவலகத்தில் தொங்கவிட வேண்டும் என அறிவிக்கப்பட்டது. கூட்டம் 4.00 மணி அளவில் முடிவுற்றது.

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Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153. Tamil Nadu

* AC Number
* NAAC work
* fee
* Presentation
* NAAC Awareness
* Alumini Meeting
* work diary

கலந்துகொண்ட ஊழியர்கள்

திரு.M. பொன்ராஜன்
திரு.S. ராஜா
திரு.A. Francis ராஜ்
திரு.T. விஜயகுமார்
திரு.S. சுரேஷ்குமார்
திரு.D. ஜோதிமணி
திருமதி.R. தேன்மொழி.

1.2.2023 அன்று நுழைவு நிகழ்ச்சியுடன் இக்குழுவின் பார்வை தொடங்கியது. இக்குழுவில் கல்லூரி முதல்வர் அவர்களால் தெரிவிக்கப்பட்ட ஆசிரியர்கள் நிகழ்ச்சிகளை ஒருங்கிணைத்தனர். அறிமுகம் செய்யப்பட்டனர்.

3.02.2023 மற்றும் 4.02.2023 அன்று இரண்டு நாட்கள் நடந்த கல்லூரியின் NAAC Visit நிகழ்வு தொடர்பாக தெரிவிக்கப்பட்டது. வரலாறு, அடிப்படைத் தேவைகள், அனைத்துத் துறைகள் இந்த Visit-ல் நடைபெற்றன. 3,4 அன்று இரு நாட்களும் Second Schedule follow பண்ண வேண்டும் என்று தெரிவிக்கப்பட்டது. இரண்டு நாள் Department Visit நிகழ்வு தொடர்பாக Teaching learning Evaluvation-ல் பற்றி இருப்பவர்கள் அனைத்து ஆவணங்களும் தெளிவாக present பண்ண வேண்டும் என அறிவிக்கப்பட்டது. Research, MoU village adoption, Extension activities முதலான செயல்பாடுகள் குறித்து விவரங்கள் தெளிவாக அனை present பண்ண வேண்டும் எனக் கூறப்பட்டது. 4.02.2023 அன்று 3.30 மணி அளவில் Exit meeting நிகழ்வு தொடர்பாக தெரிவிக்கப்பட்டது. 3,4 அன்று இரண்டு நாட்களும் அனைத்து ஆவணங்களையும் இரவு 7.00 மணி வரையில் கல்லூரி வளாகத்தில் இருக்க வேண்டும் என தெரிவிக்கப்பட்டது. discipline அனைத்து ஆசிரியர்களும் சிறப்பாக அமைந்திட வேண்டும் என அறிவுறுத்தப்பட்டது. கூட்டம் மாலை 4.00 மணி அளவில் நிறைவடைந்தது.

A. [illegible]

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[illegible]

Head
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NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI
KANYAKUMARI DIST.
T.N. 629 153
INDIA

NAAC visit
* Schedule
* Department visit
* committe visit
* Exit meeting
* Staff (College time)
* decipline

கலந்துகொண்ட உறுப்பினர்கள்

திரு/திருமதி M. பெரியசாமி
திரு/திருமதி S. தாமரை
திரு/திருமதி A. Fathima Nasreen
திரு/திருமதி G. சிற்றரசு
திரு/திருமதி S. Bhuvaneswari
திரு/திருமதி N. ஜெயலெட்சுமி
முதல்வர் திரு/திருமதி R. அட்சயிங்கிளா

நூலகத்துணைக்குழுவின் வளர்ச்சிக்கு நிர்வாகங்கள் தொடர்ந்து ஒத்துழைப்பு வழங்கி வருகின்றன. இக்குழுவின் கூட்டம் 17-02-2023 அன்று மதியம் 2.00 மணி அளவில் நூலகத்துணைக்குழுவின் அலுவலக அறையில் நடைபெற்றது.

இக்கூட்டத்தில் பின்வரும் முடிவுகள் எடுக்கப்பட்டன.

ஒவ்வொரு வருடமும் ISBN எண்ணுக்கு விண்ணப்பிக்கும் போது ISSN எண்ணுக்கும் விண்ணப்பிக்க வேண்டும்.

இரண்டு ஆண்டுக்கு ஒருமுறை ISSN எண்ணுக்கு ஆன்லைனில் விண்ணப்பிக்க வேண்டும்.

ஒவ்வொரு துறையும் இந்த ஆய்விதழ்களை பிரபலப்படுத்த ஆசிரியர்களின் ஆய்வுகளை வெளியிட அனைத்து ஆசிரியர்களும் தங்களுடைய பங்களிப்பை கண்டிப்பாக அளிக்க வேண்டுமென முடிவு செய்யப்பட்டது.

ஒப்பந்தம் செய்யப்பட்ட MOU-விடம் இருந்து இரண்டு பதிப்பாளர்கள் நியமிக்கப்பட வேண்டும்.

நூல், மற்றும் ஆசிரியர் project fund பெற முயற்சி எடுக்க வேண்டுமென முடிவு செய்யப்பட்டது.

ஒவ்வொரு துறையும் தனிப்பட்ட நிறுவனங்களின் நிதியுதவி பெறுவதற்கு முன்னாள் மாணவர்களின் ஒத்துழைப்பை பெற்றுத் தர வேண்டும். என முடிவு செய்யப்பட்டது.

புரவலர் திட்டம், மற்றும் தனிப்பட்ட நன்கொடையாளர்களின் நிதியுதவியை மாணவர்களுக்கு பெற்றுத் தர வேண்டும். மேலும் கல்லூரியின் நூலகம் மற்றும் ஆய்வுக்கூடங்களில் ஆய்வுக்கட்டுரைகளை பகிர்ந்தளிக்க ஒப்புதல் அளிப்பது குறித்து விவாதிக்க வேண்டும் என முடிவு செய்யப்பட்டது.

அடுத்த நிர்வாகக் குழுவும் ஆசிரியர் மற்றும் மாணவர்களின் நூல்களை வெளியிட வேண்டும். அவ்வாறு வெளியிடும் நூல்களை கல்லூரி நூலகத்தில் வைக்க வேண்டும் என்பதும், மாணவர்களை ஊக்கப்படுத்தும் வண்ணம் ஒரு நல்ல தொகையை பரிசாக வழங்க வேண்டும் என முடிவு செய்யப்பட்டது. கூட்டம் சரியாக 3.00 மணி அளவில் நிறைவடைந்தது.

A. [illegible]

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Department of Tam[illegible]
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* National seminar
* International seminar
* Research scholar increasing
* Research Journal
* workshop
* Project found
* Leaders Birthday celebration
* Tamil Festivals
* Movies
* Students participation other colleges
* Student Magazine
* Book review
*

கலந்துகொண்ட ஆசிரியர்கள்

திரு.வ. [illegible]
திரு.ச. [illegible]
திரு.அ. [illegible]
திரு.தி. [illegible]
திரு.ச. [illegible]
திரு.ப. [illegible]
திருமதி.ர. [illegible]

நடைபெற்ற கூட்டம் 20.02.2023 அன்று 2.00 மணிக்கு நடைபெற்றது. இக்கூட்டத்தில் கல்லூரிசெயலர் திரு.ஸ்ரீ அவர்களும், கல்லூரி முதல்வர் அவர்களும் தலைமைத் தாங்கிகள் ஒன்றிற்கொண்டார் பங்கேற்றுகொள்ளப்பட்டன.

Sarlary கூட்டமது Not possible என்று அறிவிக்கப்பட்டது. 22.02.2023 முதல் 27.02.2023-க்குள் அனைத்து மாணவர்களும் கல்லூரி கட்டணம் செலுத்த வேண்டும் என அறிவிக்கப்பட்டது. 2023-2024 - ஆம் ஆண்டிற்கான Admission work அடுத்த வாரத்திலிருந்து தொடங்க வேண்டும் என தெரிவிக்கப்பட்டது. அனைத்து அதிகாரியர்களும் மற்று மாணவர்களை சேர்க்க வேண்டும் என அறிவிக்கப்பட்டது.

அனைத்து அதிகாரியர்களுக்கும் கல்லூரியிலிருந்து Flex வழங்கப்படும் என்றும் அனை தொலைத்தூரமான இடங்களில் வசிக்க வேண்டும் அதன் மூலம் மாணவர் சேர்க்கை அதிகரிக்க செய்ய வேண்டுமென்றும் அறிவிக்கப்பட்டது. Dicipline Duty சரியாக பார்க்கவேண்டும், Student attendance அனைவரும் வழங்க வேண்டும் என தெரிவிக்கப்பட்டது. அனைத்து அதன் நிலையையும் Topper - களிப்புகள் நடத்தப்பட வேண்டும் என்றும் பல்கலைக்கழக தரவரிசையில் இடம்பெறச்செய்ய வேண்டும் என்றும் தெரிவிக்கப்பட்டது. மாணவர்களை வைத்து Black Board-ல் எழுதிவைக்கவும் என்று தெரிவிக்கப்பட்டது.

April 10 முதல் 13-ம் தேதிக்குள் Sports மற்றும் College day celebration நடைபெறும் என தெரிவிக்கப்பட்டது. March 1st-ல் முதல் உள்தேர்வுப்பட்டு தொடர்ந்து நடைபெறும் என அறிவிக்கப்பட்டது. மேலும் அன்று சிறப்புகருத்தரங்கம் நடைபெறும் என்றும் தெரிவிக்கப்பட்டது. 3rd year Tuesday, 1st year Monday four செல்ல அனைத்து AQR 2023 Jun Month Submit பண்ணவேண்டும் என அறிவிக்கப்பட்டது. 1-03-2023 அன்று prospective plan கல்லூரி முதல்வரிடம் ஒப்படைக்க வேண்டும் என தெரிவிக்கப்பட்டது. Village Adoption ஒவ்வொரு மாணவரும் கிராமம் நடத்தப்பட வேண்டும் என்றும், அன்று NSS திண்ணைகள் தினைகளை நடத்தப்பட வேண்டும் என அறிவிக்கப்பட்டது.

NAAC visit அன்று நடத்தப்படும் Exbition சிறப்பாக இருக்கு என பாராட்டினார்கள்

Students progression அதிகரிக்க மதிப்பீட்டுக்கூட்டம் அதிகரிக்க இலவச வகுப்புகள் ஏற்பாடு செய்யப்பட்டது. Project fund தரவும், மேற்கும் Staff - பேற்ற பணியை வேண்டும் என அறிவுறுத்தப்பட்டது.

தரவரிசையை FDP programme நடத்தப்பட வேண்டும் என்றும் ஒவ்வொரு மாதமும் இரண்டு seminar, இரண்டு workshop நடத்தப்பட வேண்டுமென தீர்மானிக்கப்பட்டது. கூட்டம் சரியாக 3.00 மணி அளவில் நிறைவு பெற்றது.

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* Salary
* Fee collection
* Admission
* decipline
* Internal Test
* Student attendance
* Topper Student class
* BlackBoard
* Collegeday, Sportsday
* Tour
* womansday celebration
* AQR
* Next weedhesday Plan Submission
* Village adoption
* NAAC Exibition
* Student Progression
* project fund Department, Staff
* New course

கூடுதல் தகவல் தெரிவிப்பவர்கள்

திரு. M. பெரியசாமி
திரு. S. தங்கம்
திரு. A. சுரேஷ்குமார்
திரு. T. கிருஷ்ணமூர்த்தி
திரு. S. சுரேஷ்குமார்
திரு. K. ஜெயராமன்
திருமதி. R. அனிதா

துறைத்தலைவர் கூட்டம் 28.2.2023 அன்று பகல் 2.00 மணிக்கு நடைபெற்றது. இக்கூட்டத்தில் கல்லூரி முதல்வர் அவர்கள் அறிவுரை வழங்கினார். நிகழ்வானது பகிர்ந்து கொள்ளப்பட்டது.

நான் முதுகலை முதலாம் ஆண்டு I, II, III UG மாணவர்களுக்கு Additional ஆக ஒரு Paper அறிமுகம் செய்ய அறிவுக்கப்பட்டது. உள்ளிருப்பு & கேள்விக்கான duty, last hour யாரையாவது அழைப்பா அவர்கள் அறிமுக duty. ஐ பார்க்க வேண்டும் என தெரிவிக்கப்பட்டது. மாணவப்பதிவு இணைந்த மாணவர்களுக்கு மாணவர்கள் எண்ணும் வழங்கப்படவேண்டும் என தெரிவிக்கப்பட்டது. ABC Number பதிவு துறைத்தலைவர் சரிபார்க்க வேண்டும் என அறிவுக்கப்பட்டது. Time table அதற்கு முன்பாகவே Monday... Order follow பண்ண வேண்டும் என அறிவிக்கப்பட்டது. prospective plan இறுதியாக சமர்ப்பிக்க வேண்டும் என தெரிவிக்கப்பட்டது. Fee - கட்ட மாணவர்களை அறிவுறுத்த வேண்டும் என அறிவுக்கப்பட்டது. Tour 60 மாணவர்களுக்கு மேல் இருந்தால் இரண்டு ஆசிரியர்கள் செல்லலாம் என தெரிவிக்கப்பட்டது. கூட்டம் மு.ப 3.30 மணி அளவில் நிறைவு பெற்றது.

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* Naan Muthalvan scheme
* Internal test duty
* Attendance
* ABC number
* Time table
* prospective plan
* Fee
* Tour

சுவந்துகொண்ட உறுப்பினர்கள்

திரு. M. பொன்னிகேரன்
திரு. S. நாகேஷ்
திரு. A. சாகுல் ஹமீது
திரு. G. சிற்றம்பலம்
திரு. S. சோமசேகரன்
திரு. N. ஜீவானந்தம்

தலைமையாசிரியர் R. அமிர்தராஜ்

துறைக்கூட்டம் 15-03-2023 அன்று மதியம் 2.50 மணிக்கு நடைபெற்றது. இக்கூட்டத்தில் கல்லூரி தேர்வுப் பணிகள் தொடர்பாக சில முடிவுகள் தீர்மானங்களாக பகிர்ந்து கொள்ளப்பட்டன.

1-03-2023 அன்று 12.14 மணி 1.45 மணி இரண்டாம் உள்மதிப்பீட்டுத் தேர்வு நடைபெறும். அதற்கான வினாத்தாள் 27-03-2023 அன்று அலுவலகத்தில் ஒப்படைக்க வேண்டும் என அறிவிக்கப்பட்டது.

27-03-2023 அன்று மாதிரித் தேர்வு நடைபெறும். அதற்கான வினாத்தாள் 10-4-2023 அன்று அலுவலகத்தில் ஒப்படைக்க வேண்டும் என அறிவிக்கப்பட்டது.

May 4, 5 தினங்களில் Sports மற்றும் College day நடைபெறும் என அறிவிக்கப்பட்டது. May 10-ம் தேதி University Exam நடைபெறவும் என தெரிவிக்கப்பட்டது. இன்று 4.30 மணிக்கு ~~Staff~~ meeting நடைபெறும் என அறிவிக்கப்பட்டது. கூட்டம் 3.15 இணி அளவில் நிறைவு பெற்றது.

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CATHOLIC COLLEGE OF ARTS & SCIENCE

* Internal Exam
* Model Exam
* Sports & collegeday
* University Exam
* Staff meetings.

கலந்துகொண்ட உறுப்பினர்கள்

திரு/திருமதி M. பொன்முருகன்
திரு/திருமதி S. தங்கம்
திரு/திருமதி A. சுகுணா ஜான்சன்
திரு/திருமதி T. சிற்றரசு
திரு/திருமதி S. சுமாகேஸ்வரி
திரு/திருமதி D. ஜீவாகேஸ்
திரு/திருமதி R. ஜஸ்டின் ஜெயா

துறைக்குழுக் கூட்டம் 23.03.2023 அன்று காலை 9.00 மணிக்கு நடைபெற்றது. இக்கூட்டத்தில் பின்வரும் தீர்மானங்கள் முன்மொழிந்தோர் வழிமொழிந்தோரால் முன்வைக்கப்பட்டன.

சான்றிதழ் வேண்டி 1-04-2023 - விற்கு பின்பு அபராதம் செலுத்த வேண்டும் என்ற மாணவர்களுக்கு 11-03-2023 அன்று மாணவர்களுக்கு கலைப்பிரிவினை சார்ந்த மாணவருக்கு மட்டும் நடைபெறும் என தீர்மானிக்கப்பட்டது.

Admission work எல்லோரும் சிறப்பாக முடிக்க வேண்டும் என்றும், Church-க்கு தொகை வேண்டிய letter அலுவலகத்தில் தயார் நிலையில் உள்ளது. எல்லோரும் அதை வாங்கி செல்ல வேண்டும் என்றும் தீர்மானிக்கப்பட்டது. கூட்டம் 2.15 மணி அளவில் நிறைவு பெற்றது.

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* College fee
* Parents Meeting
* Admission work.

சுகர்துகண்டு இருப்பின்கள்

திரு.M.பொன்னிவளவன்
திரு.S. ராஜ்கமல்
திரு.A. சதாசிவ ராஜ்
திரு.J. வின்சென்ட்
திரு.S. சுமலேஷ்வரன்
திரு.D. ஜீவானந்தம்

தமிழ்த்துறைசார்பாக 17.04.2023 அன்று மதியம் 1 AS மணிக்கு நடைபெற்ற இரண்டாம் கல்வியாண்டு முதல்வர் அவர்கள் தலைமையில் நடைபெற்ற கருத்தரங்கு நிகழ்வில் பங்கேற்கப்பட்டன.

27.04.2023 - விருந்து பல்கலைக்கழக செய்முறை தேர்வு நடைபெறுவதால் மாணவர்களுக்கு நடைபெறும் நாள் Confirm செய்யவில்லை என்று தெரிவிக்கப்பட்டது.

Sportsday 24.04.2023 அன்றும், Collegeday 25.04.2023 அன்றும் நடைபெறும் என அறிவிக்கப்பட்டது. மினைவுப் போட்டிகள் அனைத்தும் துணைவாயிலாக நடைபெறும் என்று தெரிவிக்கப்பட்டது, அதற்காக Sports-Co-ordinator ஒவ்வொரு துறையிலிருந்தும் ஒவ்வொரு அறிஞரை தேர்ந்தெடுத்திருந்தார்கள். யாரைக் கூப்பிடுவது வரிசையாக அவர்கள் மினைவுப் பரிசளிக்க நாள் என்ன தேவைப்படும் என அறிவிக்கப்பட்டது.

2022-2023 - ஆம் ஆண்டிற்கான department achivements தகவல்களை தெரிவிக்க தேவைப்படும் என தெரிவிக்கப்பட்டது.

SC, ST மாணவர்களுக்கு: Scholarship Apply பண்ண Attendance தேவைப்படுகிறது. அதனால் அனைத்து அறிஞர்களும் (17-04-2022) இன்று இரவுக்குள் பதிவை முடிக்க வேண்டும் என அறிவிக்கப்பட்டது.

II UG மாணவர்களுக்கு நாளை தெரிவன் தேர்வு 19-04-2023 அன்று 10.00 to 12.00 வரை நடைபெறும், III UG மாணவர்களுக்கு 9.00 to 4.00 மணி வரை நடைபெறும் என்றும் தெரிவிக்கப்பட்டது. கூட்டம் 2.00 மணி அளவில் நிறைவு பெற்றது.

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* Pratical Exam
* Sports day
* College day
* Sports departmentwise
* Scholarship
* First UG. Naanmuthalvan test
* III UG. Naanmuthalvan test

கலந்துகொண்ட உறுப்பினர்கள்

திரு/திருமதி M. வளர்மதிகோல்
திரு/திருமதி S. தங்கம்
திரு/திருமதி A. சிந்தாத நாச்சி
திரு/திருமதி G. [illegible]
திரு/திருமதி S. சுமாதேவி
திரு/திருமதி V. ஜெயாதேவி
திரு/திருமதி R. சுதீஷ் ஜெயா

கூடுதல் நிகழ்ச்சி 19.01.2023 அன்று மாலையும் 2.15 மணி அளவில் நடைபெற்றது. இதில் பெயர் தெரிவு மேற்கும் முன்னாள் அலுவலர் தெரிவுக்கு சமர்ப்பிக்கும் தீர்மானம் நிறைவேற்றப்பட்டன.

Sports day அன்று பங்கேற்ற Registrar அவர்கள் மூன்று நிறுவனங்கள் என்றும், College day அன்று பங்கேற்ற Vice Chancellor மூன்று நிறுவனங்கள் என்றும் தெரிவிக்கப்பட்டன. College day அன்று மாணவர்கள் 9.00 மணிக்கு வருகை தரவேண்டும் என்றும், அன்று மாலை மாணவர்களுக்கு விடுமுறை வழங்கப்படும் என்று தெரிவிக்கப்பட்டது.

2023-2024 - ஆம் கல்வியாண்டில் புது மாணவர் சேர்க்கை மூலம் மாணவர்களை நமது கல்லூரியில் அதிகரித்து வரும் நோக்கில் கல்லூரி பணிகளில் அனைத்தும் சரியாக வழங்கப்படும் என்றும், அதற்கான Admission duty-க்கு மூன்று நிறம் மாணவர்களை அதிகரிக்கும் பணியில் ஈடுபடுத்தி கொள்ளலாம் என்று பெயர் தாங்கி அவர்கள் தெரிவித்தார்கள்.

நமது கல்லூரி மாணவர்கள் முதல்வருக்கு ஆண்டு விளையாட்டுப் போட்டியில் வெற்றிபெற்றதால் அனைத்து Physical Education department HOD Bijusir-க்கு பிள்ளை ஆண்டும் என வாழ்த்தப்பட்டது.

27, 28-04-2023 அன்று Arts முதலாமாண்டு Noduce வழங்கப்படும் என்று கூறப்பட்டது. 8.05.2023 அன்று Model Exam நடைபெறும், தேர்வு நாள் வெள்ளிக்கிழமை நடைபெறும் மாணவர்கள் தேவையான அனுமதி தேர்வு எழுத வேண்டும் என தெரிவிக்கப்பட்டது. Exam time 10.00 to 1.00 மணி வரை என்றும், தேர்வு நாளை வரும் போது Staff 9.00 மணிக்கும் மாணவர்கள் 9.30 மணிக்கும் கல்லூரிக்கு வருகை தர வேண்டும் என அறிவிக்கப்பட்டது. கூட்டம் 2.45 மணி அளவில் நிறைவு பெற்றது.

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* Sports day
* college day
* Admission
* No use
* Model exam
* University Exam

கையொப்பம்

திரு S. தங்கம்
திரு A. சதாசிவ நாயர்
திரு S. சுப்பிரமணியன்
திரு M. முகமது
திரு R. அப்துல் ஜபார்

தமிழ்த்துறைசார்பாட்டம் 26-04-2023 அன்று காலையும் 1.45 அளவில் நடைபெற்றது. இக்கூட்டத்தில் கல்லூரி இறுதியாண்டு அனைத்து மாணவர்களும் கலந்துகொண்டனர்.

மாணவர்களுக்கு 8.05.2023 அன்று அகமதிப்பீடு தேர்வு நடைபெறும் என அறிவிக்கப்பட்டது. அன்றைய தினம் காலை 9.00 மணி முதல் மதியம் 12.00 மணி வரை வினாத்தாள் 12.30 முதல் 1.30 வரை Extension activity Exam நடைபெறும் என அறிவிக்கப்பட்டது. Mark Entry 11.05.2023 முதல் 20.05.2022 வரை நடைபெறும் என்று அறிவிக்கப்பட்டது. 13.05.2022 அன்று Hall Ticket-ல் signature பெறுவது வேண்டும் என வலியுறுத்தப்பட்டது. No due certificate 27, 28 - ஆம் தேதிகளில் பெறுவது வேண்டும் என அறிவிக்கப்பட்டது. 5.05.2023 - இறுதி நாளாக பேராசிரியர்களும் பாடத்திட்டம் முடிக்க வேண்டும் என அறிவுறுத்தப்பட்டது. கூட்டம் மதியம் 2.30 மணி அளவில் நிறைவு பெற்றது.

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* Model Exam
* Mark Entry
* Attendance
* Hall Ticket Signature
* No dues.
* Sylabus completed

கலந்துகொண்ட ஆசிரியர்கள்

திரு/திருமதி M. மோகன்குமார்
திரு/திருமதி A. சரவணகுமார்
திரு/திருமதி G. விஜயகுமார்
திரு/திருமதி S. சதாசிவகுமார்
திரு/திருமதி N. ஜெயகோபால்
திரு/திருமதி R. அபிஷேகபாண்டி

துறைத்தலைவர் கூட்டம் 2.05.2023 அன்று 2.00 PM-க்கு நடைபெற்றது. இக்கூட்டத்தில் பின்வரும் விஷயங்கள் தீர்மானிக்கப்பட்டன.

வெற்றோர் ஆசிரியர் கூட்டம் I, II, III ஆம் ஆண்டுகளில் மாலை 3.30 மணிக்கு சுய நிதி பிரிவு அறைக்கு மாலை வரும் என்று தெரிவிக்கப்பட்டது.

5, 6, 7 ஆகிய தேதிகளில் செய்முறை வாரியாக என்று அறிவிக்கப்பட்டது. 8.05.2023 அன்று மாலையும் காலைக்கல்லூரி 9.00 மணிக்கு மாலை வரும் அன்று அனைவர்களும் வருகையும் பேரவை கூட்டத்தில் கலந்து கொள்ளவும் என தெரிவிக்கப்பட்டது.

இந்த மாதம் நிர்வாக இருந்து வேலைநாள் 20.05.2023 என்று தெரிவிக்கப்பட்டது. 8.05.2023 + 2 தேர்வு முடிவு அன்றிலிருந்து Admission duty அமர்த்தலாம் என தெரிவிக்கப்பட்டது. University Mark entry 20.05.2023-க்குள் முடிக்க வேண்டும் என அறிவிக்கப்பட்டது. 17.05.2023 லிருந்து II UG, II PG மாணவர்களுக்கு பிரிவுவாரியாக தேர்வு அமர்த்தலாம் என அறிவிக்கப்பட்டது. கூட்டம் 2.30 மணி அளவில் நிறைவு பெற்றது.

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* Parent meeting
* Leave
* Model Exam time
* Admission duty
* Internal
* University Exam
* college Reopen
* HA Tamil Admission

வாழ்த்தலாம் உறுப்பினர்கள்

திரு. M. வெங்கடேசன்
திரு. A. சங்கர கணேஷ்
திரு. G. இன்னாசிமுத்து
திரு. S. சுரேஷ்குமார்
திரு. V. ஜோசப்
திரு. K. அப்துல்ரஹ்மான்

துறைத்தலைவர் கூட்டம் 11.05.2023 அன்று மதியம் 2.00 மணி அளவில் நடைபெற்றது. இக்கூட்டத்தில் மூன்றாம் ஆண்டு இளங்கலை மாணவர்களின் தலைவர்கள் தேர்தல் தொடர்பாக துறைத்தலைவரால் ஆலோசனை வழங்கப்பட்டது.

அனைத்து பேராசிரியர்களும் ஆண்டு மாணவர்களை கண்காணிப்பில் ஒருங்கிணைக்க வேண்டும். சேர்க்கப்பட்ட மாணவர்களின் எண்ணிக்கையை துறைத்தலைவரிடம் ஒவ்வொரு நாளும் பதிவு செய்ய வேண்டும் என அறிவுறுத்தப்பட்டது. இறுதியாண்டு பயிலும் மாணவர்களின் கடைசி மாதத்தை சேர்ந்த அன்று discipline duty பார்க்க வேண்டும் என்பதால் duty list-ல் பேராசிரியர்கள் பெயர் குறிப்பிடப்பட்டது. பதிவுசெய்த Hall Ticket-ல் principal signature 15.05.2023 அன்று பெறப்பட வேண்டும் என தெரிவிக்கப்பட்டது.

1 year 1 year, 1 PG feed pending இருப்பதால் 2 பேரை சேர்க்க வேண்டும். இதனை மாணவர்களிடம் தெரியப்படுத்த வேண்டும் என கூறப்பட்டது. மாணவர்கள் தங்களது personal mobile number அதுவுள்ளதாக இருக்க வேண்டும் என தெரிவிக்கப்பட்டது. PG படிக்கும் final year மாணவர்கள் நடத்த கல்லூரியில் PG admission பெறுவதால் அவர்களுக்கு கல்லூரி சான்றிதழ் வழங்கப்படும் என்று தெரிவிக்கப்பட்டது. கூட்டம் 2.30 மணி அளவில் நிறைவு பெற்றது.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai- 629 153

துறைத்தலைவர்
Head
Department of Tamil
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu

dep.

* admission
* final year last Exam discipline duty
* Hall Ticket signature
* Fees pending
* PG Admission

Faculty Council ലെ അംഗങ്ങൾ

ശ്രീമതി M. ലതാകുമാരി
ശ്രീമതി G. വിജയലക്ഷ്മി
ശ്രീമതി S. ഗായത്രീദേവി
ശ്രീമതി N. ഗീതാകുമാരി
ശ്രീമതി R. അനിതാമോഹൻ

English Department Meeting.

Date :- 09/06/2022, Thursday
Time : 2.00 pm
Venue :- Department of English

Agenda

Job Fair
Hallticket
MA Viva voce
M.Phil viva voce

Members present:-

Dr. R. Rooban Raja Sekar (H.O.D)
Mrs. Subi - M.S
Mrs - Christobel Merlin Mahil.R
Mrs. Anisha. P
Mrs. Rosary Vinintha. S
Mr. Puneelin. P.R
Ms. Subashini. C
Mrs. Reshma Raju
Mrs. Sajitha Sajan
Dr. Virgin Mary. S
Dr. Angelin Fehulet. S
Dr. Limcy. C

Department meeting was held on 9th June 2022, Thursday at 2.00 pm in the Department of English.

1. Job Fair :-

It was informed that final year students can attend a job interview organized by Nanjil Catholic College of Arts & Science, Kaliyakkavilai Both UG & PG students can attend the interview

on 11th June 2022, Saturday. Students should come with their resume and a passport size photo. Interview will start at 9.00 am.

2. Hallticket :

It was informed that the University portal for Hallticket download will be open on 16th June 2022. Students can download the Hallticket on the day. And they have to come to college on 20th June with their no due slip. Class incharges should collect all the hallticketes and handover it to Head of the Department. Head of the Department will get the signature from the Principal. Students, who have condonation should pay it first, in the university portal and then download the Hallticket. Final year UG & PG student can come to college with their Hallticket on 20th June. Both 1st & 2nd Year Students have to come on 22nd June 2022.

3. M.A Viva voce :-

Final year M.A students have their project viva voce on 10th June 2022. External examiner will come to conduct the viva. Dr. T. Xavier Beski Arockiaraj, Associate Professor of English, Aditanar College of Arts & Science, Tiruchendur is the external Examiner. It was planned to take the internal examiner Mrs. Subi M.S, Students were asked to come to college at 8.00 am. All the necessary arrangements were made by Mrs. Subi M.S.

4. M.Phil viva :

It was informed in the meeting the

M.Phil viva will be held on 7th July 2022. M.Phil Scholars were already submitted their projects. The same information passed to the M.Phil Guides.

Attendance register & Report.

Head of the Department asked the staff members to complete their attendance register and report for the even semester of 2021-2022. And send the same to the English Department email I.D. before 10th June 2022.

The meeting came to an end at 2.30 pm.

Head
Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

English Department Meeting

Date: 17/06/2022, Friday
Time: 12.15 pm
Venue: Department of English

Agenda

Computer Usage Register
Mentoring Register
ICT Register
Next semester
Hallticket
Admission
M.B.A programme
semester Plan

Members present:

Dr. R. Rooban Raja Sekar.
Mrs. Subi. M.S
Mrs. Cherishbel Merlin Mahil
Mrs. Anisha P
Mrs. Rosary Vinitha. S
Mr. Princelin. P.R
Ms. Subashini. C
Mrs. Reshma Raju.
Mrs. Sajitha Sajan
Dr. Virgin Mary. S
Dr. Angelin Pemelet. S
Dr. Limcy. C

Department meeting was held on 17th June 2022, Friday at 12.15 pm in the Department of English

1. Computer Usage Register:
   It was informed that in the Department

The staff members who were using the System should enter their name and login & logout time in the register. The Register will kept near the system. Already students usage register is maintaining in the Department.

2. Mentoring register:-

Staff members are maintaining a mentoring register. Head of the Department asked the staff members to complete the register for the academic year and get the signatures from the students. Submit the register on 23rd June 2022.

3. ICT Register:-

ICT register should be completed and get the signatures from the Head of the Department. At the same time PPT, Video and Movie links should be sent to the Department Drive. Last date for updating the details in the Drive is 30th June 2022.

4. Semester exam:-

Semester exam begins on 22nd June 2022. Duty list will be given to each staff from the office. Staff should come for the invigilation on time. Students downloaded their hall tickets on 16th June 2022.

5. Hallticket:-

It was informed to the staff members III UG & II PG students should come to

college on 20th June 2022, Monday with a print out of their Hallticket. They have to bring Rs. 400 for TC and Alumni association. Class incharges should collect the money and check their no dues. Then collect the Hallticket and they have to go to the principal's room to get the signature of principal in the Hallticket. The same day T.C will be given to the students. After collecting all these documents students can leave the campus. I UG, II UG students should come to college on 23rd June 2022 after 1.30 pms. They have to clear the association meting money, and other dues.

I PG and M.Phil students must come on 27th June 2022 at 1.30 pms to get the Principal's signature in the Hallticket.

6. Admission Duty:

Staff members were requested to do admission work and each staff should put 5 admission. Admission duty list will be given to staff. Staff should come to college for both admission duty and invigilation duty. Staff members should come to college at 9.00 am for admission duty.

7. M.B.A programme:

It was informed that M.B.A course is going to start in this academic year. It is a part time course. Candidates those who are working, can also join in this course. Teachers were asked to inform the same to the final year students.

8. Semester plan:

Semester plan for the next academic year was discussed. Various activities were allotted among the staff members.

1. Library visit - Mrs. Subi-M S
2. All India Radio visit - Mr. P.R. Princelin
3. Quiz - Mrs. Reshma Raj'n
4. Online quiz - Dr. S. Angelin Femilet
5. Book club - Mrs. Rosary Vinintha.S
6. Forum for Academic Excellence - All the staff
7. Celebrate a Day - Dr. S. Virgin Mary
8. Primary school Education Programme - Mrs. Subi.MS
9. Employment news and word a Day - Dr. Virgin Mary
10. Birthday Gift - Mrs. Anisha.P
11. Green classroom - Mr. Princelin.
12. Department Magazine - Dr. Angelin Femilet
13. Department Museum Curator - Mrs. Anisha.P
14. Stay connect with Alumni - Mrs. Merlin Mahil & Mrs. Anisha.P
15. World Map in all classes - Mrs. Anisha.P
16. Thought for the whole week - Mrs. Rosary, Vinintha
17. Day to Head - Dr. Limcy. C
18. Lit. Fest - Ms. C. Subashini & Mrs. Reshma Raj'n
19. Sports club - Mr. P.R. Princelin, Ms. C. Subashini
20. Drama club - Mrs. Merlin Mahil and Mrs. Sajitha Sajan
21. Seminar - Dr. Limcy. C

The meeting came to an end at 3:00 pm.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu

English Department Meeting

Date :- 13/07/2022, Wednesday
Time :- 1.00 pm
Venue :- Department of English

Agenda

Dress code
staff meeting
M.B.A admission
Graduation Day
TNPSC - Exam
Seminar hour
Subject allocation

Members present :-

Dr. R. Rooban Raja Sekar
Mrs. Subi - M.S
Mrs. Christobel Merlin Mahil.
Mrs. Anisha. P
Mrs. Rosary Venintha. S
Mr. Princelin. P.R
Mrs. Reshma Raju
Mrs. Sajitha Sajan
Dr. Virgin Mary. S
Dr. Angelin Fennilet. S
Dr. Limcy. C

Department meeting was held on 13th July 2022, Wednesday at 1.00 pm in the Department of English.

1. Dresscode :-

It was informed that students can wear colour dress on all wednesdays. They have to come in decent dress. Boys should tuck in their

shirt. Internal and external exam time students should come in uniform.

2. Staff meeting:

It was informed that staff meeting will be held on 14th July 2022. Staff members should come to college at 8:00 am. They have to bring lunch also. They can leave the campus at 4:00 pm.

3. M.B.A admission:

In the academic year 2022-2023, M.B.A course will be start in the campus. Course is affliated by the Pondicherry University. It was informed to the staff to inform the same to the students and their friends and bring admission.

4. Graduation Day:

It was informed that last year passed out students will get their convocation on 30th July 2022, Saturday. Students don't have class on 30th July 2022. 650 students will get convocation Food will be provided to the students. After the function, it was planned to conduct Alumni meet. In the meeting staff should speak about MBA courses.

5. TNPSC - Exam Invigilation:

It was informed that the selected staff members should come for TNPSC Exam Invigilation. Around 900 students will

come and write exam on 24th July 2022, sunday. Regarding this a meeting will be held on 23rd July 2022.

6. Regular class:

Regular classes for UG 3rd years and 2nd years will be start on 26th July 2022. classes for the 1st years will start on 25th July

7. Seminar hour:

It was informed that the teachers who are handling major papers for UG & PG should give seminar topics to the students and they have to take the class in that particular allotted time.

8. Subject Allocation:

Subjects were allocated according to the interest of the staff members:

1. Dr. R. Rooban Rajasekar handle the papers
   World Literature in Translation - III B.A (A1)
   World Literature in Translation - IV B.A (A2)
   Communicative English - I B.Com (A1)

2. Mrs. Subi-M.S is incharge of papers

   Literary Critics & Approaches - III B.A (A2)
   Aspects of English Language - II M.A
   British Drama - I M.A
   Indian English Literature - II B.A
   Communicative English - I B.Sc physics & Maths

3. Mrs. Merlin Mahil is incharge of the papers

Communicative English – I B.Sc Computer Science
African Literature – I M.A
Canadian Literature – III B.A (A_1)
Literary Forms – I B.A
EVS – I B.A.

4. Mrs. Anisha.P is incharge of the papers.

Part II English – II B.Sc Chemistry, Physics, Zoology, Maths
Indian English Literature – I M.A
Women's Writing – III B.A (A_1)
British Prose – II B.A
NME – II B.A

5. Mrs. Rosary Vinintha S is incharge of the papers

Non-Fiction – III B.A (A_1 & A_2)
British Poetry – I M.A
Communicative English – I B.Sc Physics & Maths

6. Mr. P.R. Princelin is incharge of the papers

II B.Sc Physical Education – Part II English
I B.A English – EVS
I B.A English – Social History of England
III B.A (A_1 & A_2) – Creative writing.

7. Mrs. Reshma Raju is incharge of papers

Communicative English – I B.Com (A_2)
British Fiction – II M.A

Women's writing - III B.A (A1)
American Literature - II B.A.

8. Mrs. Sajitha Sajan is incharge of the papers

Part II English - II B.A
Literature & Pandemics - I M.A
Green Literature - II M.A
Personality Development - III B.A (A1 & A2)

9. Dr. Virgin Mary is handling the papers

Communicative English - I B.Sc chemistry & zoology
American Literature - I M.A
Australian Literature - II M.A
British Poetry - I B.A.

10. Dr. Angelin Femilet is incharge of the papers

Communicative English - I B.A English
Literary Theory - II M.A
Literary Critics & Approaches - III B.A (A1)
African Literature - II B.A
NME - II B.A.

11. Dr. Limcy C is incharge of the papers

Communicative English - I BBA & B.Sc Physical Education
Research Methodology - II M.A
Canadian Literature - III B.A (A2)
Professional English - I B.A.

The meeting came to an end at 3.30 pms.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu

English Department Meeting

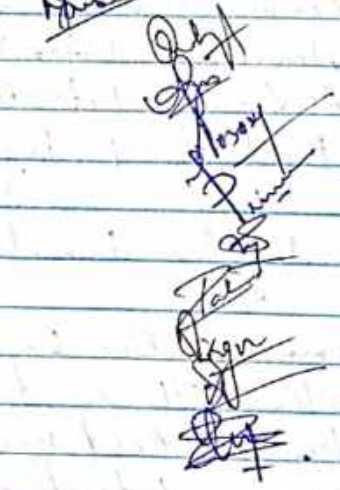
Date :. 21/07/2022, Thursday
Time :. 1.50 pm
Venue :. Department of English

Agenda

Schedule of the semester
:- 1st Year classes

Members present :

Dr. R. Rooban Raja Sekar
Mrs. Subi. M.S
Mrs. Merlin Mahil. R
Mrs. Anisha. P
Mrs. Rosary Vinintha. S
Mr. P.R. Purecelin
Mrs. Sajitha Sajan
Mrs. Reshma Raju
Dr. Virgin Mary. S
Dr. Angelin Femilet. S
Dr. Limcy. C



Department meeting was held on 21st July 2022, Thursday at 1.50 pm in the Department of English.

1. Schedule of the Odd Semester:

Head of the Department gave the schedule of the odd semester and instructed to complete the portion according to it

22/8/2022 - Internal exam I
29/8/2022 - Internal exam mark entry in the university portal
26/9/2022 - Internal exam - II

2/11/2022 - Internal exam III
16/11/2022 - last working Day
18/11/2022 - semester exam
12/12/2022 - Even sem begins

2 classes for the 1st years. :-

It was informed that 1st UG classes will begin on August 1st 2022. Orientation programme will be held for the students from August 1st to August 5th.

3. Discipline :-

It was informed that staff members should follow the duty list and maintain discipline in the campus. students should follow the dress code on wednesdays. They are not allowed to wear leggings and short tops.

The meeting came to an end at 2.10 pm.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu

English Department Meeting

Date :- 27/07/2022, Wednesday
Time :- 1.50 pm
Venue : Department of English

Agenda

Alumni Meet
NAAC File
Library Visit
Orientation
Good Samaritan
Idea for the Whole month

Members present:

Dr. R. Roobam Rajar Sekar
Mrs. Subi. M.S
Mrs. Merlin Mahil. R
Mrs. Anisha. P
Mrs. Rosary Vinintha. S
Ms. P. R. Princelin
Mrs. Sajitha Sajan
Mrs. Reshma Raju
Dr. Virgin Mary. S
Dr. Angelin Femulet. S
Dr. Limcy. C

Department meeting was held on 27th July 2022, Wednesday at 1.50 pm in the Department of English.

1. Alumni Meet:

It was decided to conduct the

Alumni meet on 30th July 2022 at 12.30 pm. Morning students will come to get their convocation. After the Graduation Day food will be provided by the College. Alumni meeting will start after the lunch. Mrs. Merlin Mahil and Mrs. Anisha. P are incharge of Alumni meet. Head of the Department allotted the works among the staff.

Welcome Address incharge was Mrs. Merlin Mahil. Prayer song incharge was Mrs. Sajitha Sajan Master of ceremony incharge was Dr. Angelin Fenilet. Games will be conducted after the official session. Mrs. Reshma Raju and Dr. Virgin Mary were incharge of Games. Mrs. S. Rosary Vinintha was incharge of Registration and Feedback.

2. NAAC Files:.

It was informed that staff members should update all the NAAC Files. A meeting will be conducted on every Wednesday and check the NAAC Files updates.

3. Library Visit:.

Final year PG students have their project work. In order to collect the secondary sources, it was decided to take the students to a Library. Students wished to go to Trivandrum University Library. Premission was asked to the principal. He instruct to visit the library after 1st Internal exam.

4. Orientation:.

It was informed that the first year

Students will come to college of 1st August 2022. Students have to attend the orientation class for 5 days. After the orientation class students will come to their respective classes on 6th Augst 2022. Orientation course incharges are Dr. Roshan Rajasekar and Dr. Lucas.

5. Good Samaritan scheme:

Department of English selected a new incharge for Good Samaritan Scheme. Mrs. Rosary Vinintha is incharge of Good Samaritan scheme. Class representative were asked to collect the money from their classes and handover the amount to incharge. She will give the money to Co-ordinator of the programme

6. Idea for the whole month:.

Mrs. Merlin Mahil is incharge of Idea for the whole month. She has selected the topic "Post-Independence India". She asked the class incharges to inform the same in their classes and collect their works in the topics

The meeting came to an end at 3:00 pm.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu

English Department Meeting

Date : 03/08/2022, Wednesday
Time : 2.00 pm
Venue : Department of English.

Agenda

IGNOU - Duty
Independence Day Competition
Minority Community Scholarship
Colour Dress - cancelled
Semester Fee

Members present:

Dr. R. Rooban Raja Sekar
Mrs. Subi - M.S
Mrs. Merlin Mahil R
Mrs. Anisha P
Mrs. Rosary Vinintha.S
Mr. Puncelin P.R
Mrs. Sajitha Sajan
Mrs. Reshma Raju
Dr. Virgin Mary.S
Dr. Linicy.C

Department meeting was held on 3rd August 2022, Wednesday at 2.00 pm in the Department of English.

1. IGNOU - Duty

It was informed that IGNOU counsellors should invigilate during the IGNOU exam. Department of English decided to share the duty among the Department staff members. Duty slabs on 5-th

August 2022 and ends on 13th August 2022.

2. Independence Day Competition:

Department of English planned to conduct competitions for the students based on Independence Day celebrations. It was decided to conduct Junk art, drawing, Fancy dress, Vlog and clay modelling. Mrs. Reshma Raju is in charge of Junk art and she will give the topics for the competition. Ms. Princelin P R is incharge of drawing. Mrs. Merlin Mabel is incharge of Fancy Dress. Mrs. Sajitha Sajan is incharge of Vlog and Dr. Virgin Mary is incharge of Clay modelling. It was decided to conduct the Competitions on 10th August 2022, in the Seminar Hall. Competition will start at 8.00 am.

3. Minority community Scholarship and Bus Concession.

It was informed to the staff members to ask their class students to apply for minority community Scholarship as soon as possible and submit the final paper in the office. Students those who need Bus concession can go and meet Mrs. Sheela in the office and apply for the same.

4. Colour Dress - Cancelled.

It was already informed to the students, that they can wear colour dress on Wednesday. But according to the survey conducted by the management, they came to a conclusion and cancelled the colour dress.

Dr. R. Rooban Raja Sekar, Head of the Department told the same to the class in charges and asked to instruct the students not to come in colour dress.

5. Semester Fee:

It was informed that the students should pay the semester fee on or before 2nd September 2022. Head of the Department informed the same to the staff members.

6. Chess and Badminton competition:

It was informed that Physical Education Department is going to organize Badminton and chess competition. Head of the Department will take the name list of students and handover the same to the Physical Education Department.

The meeting came to an end at 3.30 pms.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu

English Department Meeting

Date :- 12/08/2022, Friday
Time :- 2.00 pm
Venue : Department of English

Agenda

Internal Exam
Post Independence Day celebration
Supplementary exam
Fee payment
Bus concession
Independence Day celebration
Report on competitions

Members present :

Dr. R. Rooban Rajasekar
Mrs. Subi - M.S
Mrs. Merlin Mahil. R
Mrs. Anisha. P
Mrs. Rosary Vinuntha. S
Mr. Princelin P.R
Mrs. Reshma Raju
Mrs. Sajitha Sajan
Dr. Virgen Mary. S
Dr. Limcy C

Department meeting was held on 12th August 2022. Friday at 2.00 pm in the Department of English

1. Internal Exam:

It was informed that the internal exam-I will begin on 22nd August 2022. 2nd & 3rd year

UG and 2nd year PG students have to write their Internal exam during these days. Exams will begin at 10.15am and end at 12.15 pm. Staff members were asked to submit the question paper on or before 16th August 2022.

2. Post Independence Day celebration:

It was informed that Post Independence days will be celebrated Department wise. English Department was decided to celebrate on 16th & 17th August 2022. Head of the Department instruct the staff members to arrange the students to give various programmes. It was planned to give a patriarchal song and a speech. Dr. Limcy and Mrs. Merlin Mahil were incharge of the Programme.

3. Supplementary exam:

Students those who failed in +2 exam and wrote their supplementary exam can join in the college by paying Rs. 1000/-

4. Fee payment:

Dr. R. Rooban Raja Sekar, Head of the Department of English asked the class incharges to inform their students about the Fee payment. Students should pay their semester fee on or before 2nd September 2022.

5. Bus concession:-

Students those who need bus concession can go and meet Mrs. Sheela, office staff.

Last date for applying the bus concession is 17th August 2022.

6. Lecture on Health:

It was informed that 2nd and 3rd year UG students will have a class on Health and related issues on 13th August 2022. The programme will be held on the seminar Hall during the 3rd & 4th hour. Classes will be handled by

7. Independence Day celebration:

College Management decided to celebrate Independence Day on 15th August 2022. Staff members were asked to come at 8:00 am on that day and the students living near to the campus can also come on that day. Various competitions were conducted related to Independence Day, and the winners of all these were asked to come on that day. Breakfast will be provided by the management.

8. Report on Competitions:

Dr. R. Roobam Raja Sekar, Head of the Department asked the incharges of the Independence Day competitions to submit their reports on or before 17th August 2022.

The meeting came to an end at 3:00 pm.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilai 629 153 Tamil Nadu

English Department Meeting

Date :- 23/08/2022, Thesday
Time :- 2.00 pm
Venue : Department of English

Agenda

Internal Exam
PG & MBA admission
Fee payment
Result Analysis
Revaluation
Speed exam
PG students meeting
Tour week
Onam celebration

Members present :

Dr. R. Rooban Raja Sekar
Mrs. Subi. M.S
Mrs. Merlin Mahil. R
Mrs. Anisha P
Mrs. Rosary Vinintha S
Mr. Purcelin. P.R
Mrs. Reshma Raju
Mrs. Sajitha Sajan
Dr. Virgin Mary. S
Dr. Limly. C

Department meeting was held on 23rd August 2022, Thesday at 2.00 pm in the Department of English

1. Internal Exam :-
   Internal exam papers should be taken by

the staff members. And correct the papers and give the marks to the students within a week.

2. PG/ MBA admission :-

It was informed that the staff members should get five admission for PG/MBA. Students those who passed the UG degree can also join in the MBA programme. If the staff members are wish to join the programme, they will get a fee concession.

3. Fee payment :

class incharges should inform to the students to pay the semester fees before 3rd septemberaus. If they have the fee, staff members can send the students to the office in the 1st hour.

4. Result analysis :

Head of the Department asked the staff members to prepare the result analysis. Dr. R Robin Raja Sekar, HOD. handover the result analysis sheet to the class incharges. class incharges should submit the result analysis sheet with in a day.

5. Revaluation :-

Students those who failed in the semester exam can apply for revaluation. Students can apply for Forms 'A' & Forms 'B'. They have to pay the revaluation fee also.



6. Speed Test :-

It was informed that the final year students those who failed in only one subject can apply for speed exams. Exams centre will the Manonmaniam Sundaranar University.

7 PA students meeting :-

It was informed that II M.A students will have a PTA meeting. MBA course related instructions will be given on that day. Parents should attend the meeting without fail.

8 Onam celebration & Freshers Day :-

It was informed that Onam celebration will be held in the college on Sept 7th 2022. Girls can wear Kerala saree and boys can wear shirt & veshti on that day. Department of English decided to organize Freshers day celebration after the Onam function. Mrs. Sajitha Sajan, Assistant Professor, Department of English is incharge of Fresher's Day.

9. Tour week :-

Principal sir informed that the final year students can go for a tour during 26th, 27th, 28th, 29th of January 2023. Department can make use of any 2 days from the week. Students should pay their semester fee before the tour.

The meeting came to an end at 3:00 pm.

A. [signature]
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

[signature]
Head
Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilai 629 153, Tamil Nadu

English Department Meeting

Date : 30/08/2022, Tuesday
Time : 2.00 pm
Venue : Department of English

Agenda

Literary Association
Freshers day
3rd UG parents meeting
Library usage
Teachers Day Celebration
Fee payment.

Members present:

Dr. R. Rooban Raja Sekar.
Mrs. Subi - M.S
Mrs. Christobel Malin Mahil.R
Mrs. Anisha P
Mrs. Rosary Vinintha S
Mr. P. R. Princelin
Mrs. Sajitha Sajan
Mrs. Reshma Raju.
Dr. Virgin Mary.S
Dr. Lincy. C
Mrs.

Department meeting was held on 30th August 2022, Tuesday at 2.00 pm in the Department of English.

1. Literary Association & Fresher's Day

It was planned to organize literary Association and Fresher's Day. Mrs. Sajitha Sajan is incharge of the programme. Literary Association will be held on 6th September 2022.

Venue of the programme is Auditorium. Mrs. Subi. M.S is incharge of Welcome address and Vote of thanks. Mrs. Anisha. P is incharge of Prayer song. Mrs. Rosary Vinintha is incharge of Reception. Mr. Princelin is in charge of Hall arrangement and audio. Dr. S. Virgen Mary is incharge of stage decoration Mrs. Reshma Raju is incharge of Cultuals.

Fresher's day and Onam celebration will be held on 7th september 2022. Dr. R. Roobair Raja sekar will give the introduction to the guests. Oath taking of the student council members will also be held on the same days.

2. Parents meeting!.

It was informed that the 3rd UG students Parents meeting will be held on 17th september 2022, Saturday. The meeting will be held at the auditorium at 11.30 am. Class incharges should inform the same to the students also keep the PTA register also.

3 Library usage:.

It was informed by the Principal, that the staff members should increase the usage of library. Head of the Department instructed the staff members to motivate the students to take and read books.

4. Teachers Day celebration:.

Management informed that the college is going to celebrate Teachers day on 5th september 2022 at 12.50 pm. All the staff members should be present on that day without fail.

5. Fee payment :

It was informed that students should pay the fee before 3rd September 2022. class incharges should check whether the students paid the fee or not. If anyone is not paid the fee yet, ask them to pay before 3rd September 2022.

The meeting came to an end at 3.00 pm.

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DEPARTMENT OF ENGLISH * NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE * Kaliyakkavilai 629 153

Head
Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilai 629 153, Tamil Nadu

English Department Meeting

Date : 03/09/2022, Saturday
Time : 1.00 pm
Venue : Department of English

Agenda

Paper Valuation
Discipline Duty
Group Building Day
Literary Association
Onam Celebration & Freshers Day

Members present :

Dr. R. Roobam Raja sekhar
Mrs. Subi. M.S
Mrs. Christobel Merlin Mahil. R
Mrs. Anisha. P
Mrs. Rosary Vennitha. S
Mr. Princlin. P. R
Mrs. Sajitha Sajan
Mrs. Reshma Raju
Dr. Virgin Mary. S
Dr. Limcy. C
Mrs. Amala Thomas

Department meeting was held on 3rd September 2022, Saturday at 1.00 pm in the Department of English

1. Paper Valuation :

It was informed that Internal exam papers should be valuated on or before 05/09/2022, Monday. All the staff members should enter the internal marks in their mark registers and submit the answer sheets to Dr. R. Roobam Raja sekhar, Head of the Department of English.

Dr. R. Roobani Raja Sekar instructed that staff members should not use the 1st hour as the sitting hour. Class incharges should submit the monthly attendence with in Monday. The students those who bring the mobile should keep it on the table of their class incharge and they have switch off the phone and place it

2. Discipline Duty :-

All the staff members should work for the maintance of discipline in the campus. So based the duty allotted to them, staff members should go to the place and maintain discipline. Staff members those who have morning duty should reach the campus at 7.45 am. They have to be there in the allotted place upto 8.10 am. During the breaktime and lunchtime also staff members should be present in the allotted place and maintain the general discipline of the college.

3. Group building Day :-

Dr. R. Roobani Raja Sekhar informed about Group building Day. It was an idea given by the Secretary of the college inorder to create a friendly atmosphere among the students. Number of games and cultural events will be held on that Day. It was planned to organize the group building day Department wise. The allotted day for this programme is Saturday. Department of English decided to Conduct the programme in the month of October.

4. Literary Association :-

It was already planned to conduct the literary Association on 6th September 2022. All the arrangements were done. Mrs. Sajitha Sajan is incharge of the progeame She explained about the progeam and prepared the progeame schedules for the same.

5. Onam Celebration and Freshers Day:

Next day of the literary Association, it was as planned to conduct the onam celebration and Freshers's Day, ie, 7th september 2022. Girls can wear Kerala Saree and boys can wear Mundu and Shirt. They have to pay the amount to Mrs. Sajitha Sajan. inorder to meet the enpenses. It was planned to give plants to all the freshers on that day. Duties of that day was distributed among the staff members.

The meeting came to an end at 2.00 pm.

DEPARTMENT OF ENGLISH
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629 153
NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Head
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Nanjil Catholic College of Arts & Science
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PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

English Department Meeting

Date : 17/09/2022, Saturday
Time : 1.00 PM
Venue : Department of English

Agenda

- Remedial Class
- Internal Exam - I UG & PG
- Fee collection
- Syllabus
- Late comers Register
- Exam Fee, Marks entry etc.

Members present :

Dr. R. Rooban Raja Sekar
Mrs. M. S. Subi
Mrs. Christobel Merlin Mahil
Mrs. Anisha P
Mrs. Rosary Vinintha. S
Mr. Princelin. P. R
Mrs. Sajitha Sajan
Mrs. Reshma Raju
Dr. Virgin Mary. S
Dr. Limcy. C
Mrs. Amala Thomas

Department meeting was held on 17th September 2022, Saturday at 1.00 pm in the Department of English.

1. Remedial class :

The Department of English decided to conduct Remedial classes for the slow learners.

After the 1st Internal exam, staff members identified the slowlearners. A timetable was prepared for the remedial class. Mrs. Anisha. P and Mrs. Rosary Vineetha will handle the classes on Monday. Mrs Duncelon and Mrs. Rethna will be handling the classes on Tuesday. Dr. R. Roobam Rajakkar and Mrs. Subi. M.S will be handling the classes on Wednesday. Dr. Virgin Mary.S and Mrs. Sajitha Sajan conduct the classes on Thursday. Mrs. Nadia Nahid and Dr. Limcy will handle the classes on Friday. Students, those who scored below 10 marks should attend the class from 2:00 pm to 3:00 pm

2. Internal Exam I for I UG & II PG :-

It was informed that internal exams for I UG & PG will be held from 6th October 2022. During the time II, III UG & II PG students will have their end Internal exam. Staff members should submit the question papers on or before 30/9/2022.

3. Fee collection:

It was informed that students should pay their semester fee on or before 6th October 2022. Class incharges should inform the same to the students. Staff members who are handling the classes in the first hour should enquire about the fee payment and allow the students to pay the fee in the first hour itself.

4. Syllabus:

UG & PG syllabus will be changed in the next year. It was informed that 2nd Year students of B.B.A, B.Com & B.Sc Computer Science, part II English

Course is added with their syllabus. So the syllabus is divided among the staff members It was informed that Part II English classes will be held on daily basis from 2.00 pm to 4.00 pm. Separate timetable was prepared for it.

5. Late comers Register:

It was informed that the students those who are coming late in the morning and after the break should enter their name in the Late comers register. Class incharges should monitor the same every day

6. Exam Fee payment:

It was informed that students have to pay their exam fee immediately after the portal open. The portal will be open on 20th October 2022. Students can pay the exam fee from 20th to 29th October 2022 without penality. They can pay the same with penality from 31/10/2022 to 4/11/2022.
Internal exam mark entery will open from 9/11/2022 to 23/11/2022. Staff members should enter the internal marks in the University portal without fail.

The meeting came to an end at 2.15 pm.

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Kaliyakkavilai 629 153

Head
Department of English
Kaliyakkavilai - 629 153, Tamil Nadu

English Department Meeting

Date : 13/10/2022, Thursday
Time : 2.00 pm
Venue : Department of English

Agenda

University Exam
Optional paper
Diploma courses
PG admission
Feedback
Internal exam for II B.B.A, B.com, B.Sc (C.S)
Library visit
NAAC File

Members present :

Dr. R. Rooban Raja Sekhar
Mrs. Subi. M.S
Mrs. Christobel Merlin Mahil. R
Mrs. Anisha. P
Mrs. Rosary Vinintha. S
Mr. Princelin. P. R
Mrs. Sajitha Sajan
Mrs. Reshma Raju
Dr. Virgin Mary. S
Dr. Limcy. C
Mrs. Amala Thomas
Mrs. Sherin Francis

Department meeting was held on 13th October 2022, Thursday at 2.00pm in the Department of English.

1. University Exam:

It was informed that the University exams will begin on 24th November 2022. Subject teachers should complete their portions within the month of October.

2. Optional paper:

Class incharges should give the optional paper title in the office and check all the check titles without fail.

3. Dipolma courses:

Nanjil catholic college of Arts & science decided to provide Diploma courses to the students which is affliated by the Manonmaniam Sundaranar University, Tirunelveli. The courses are Computer Science, Foreign Trade. Age limit to join the course is 21.

4. PG admission:

It was informed that the last date for PG admission is 21/10/2022. If any one wish to take admission in PG have to come to the college before 21st October.

5. Feed back:

During the NAAC visit time there will be meeting for students and Parents seperatly Head of the Department asked the class incharges to select students from each class to give feedback. And also asks the name of the parents

who are willing to attend the meeting.

6. Internal Exams:

It was informed that II B.B.A, B.Com (A, 4½) B.Sc computer science students will have their internal exam for Part II English. Mrs. Sherin Frances will prepare the questions and sent it to the college mail and get the copy of question paper from the office on the day of exam. Exam will be held from 2:00 pm to 3.00 pm on Wednesday.

7. Library visit:

PG Final year students have Project. Inorder to do the project they want to collect secondary sources So it was decided to take the students for the library visit. It was planned to visit Kerala University Library, Thiruvanathapuram at the end of the month.

8. NAAC File:

It was informed that all the NAAC Files should be completed immediately. Head of the Department allotted the File works among the staff members.

The meeting came to an end at 3.10 pm.

DEPARTMENT OF ENGLISH * NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE * Kaliyakkavilai 629 153

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PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

English Department Meeting.

Date :- 26/10/2022, Wednesday
Time :- 2.00 pm
Venue :- Department of English

Agenda

1. NAAC
2. Internal Exam - I U & I Ph
3. Model Exam
4. Question paper submission
5. M.Phil. Class.

Members present :-

1. Dr. R. Rooban Raja Sekar :-
2. Mrs. Subi. M.S
3. Mrs. Christobel Merlin Mahil. R
4. Mrs. Anisha. P
5. Mrs. Rosary Vinentha. S
6. Mr. Punkelin. P.R
7. Mrs. Sajitha Sajan
8. Mrs. Reshma Raju
9. Dr. Virgen Mary. S
10. Dr. Limey. C
11. Mrs. Anaka Thomas
12. Mrs. Sherin Francis

Department meeting was held on 26th October Wednesday at 2.00 pm in the Department of English

1. NAAC :-

It was informed that NAAC team will visit our college in the month of November

During that time Depaitment wise Exhibition should be conducted. NAAC sent mail to students individualy to take the student satisfaction survey. All the staff members should inform and educate the students about NAAC.

2. Internal Exams for I UG & I PG:

Internal exam-II for the I UG & I PG will start from 31st october 2022. Timing is 10.15 am to 11.15 am. Paper incharges should send the question paper in college mail ID. students should n't take leave during the exam days.

3. Model Exam:

Model exam for the UG & PG classes start on 11th November 2022. Exam will be held from 9.00 am to 12.00pms. Students should reach the campus on or before 8.30 am. After the model exam II, III UG and II PG can leave the campus. Special class are arranged for I UG & I PG students

4. Question paper submission:

It was informed that model exam question papers should be submit on or before 31st october 2022, Monday. The same question papers should be send to the Department drive also for the reference.

5. M.Phil class:

It was informed that M.Phil classes starts on 2nd November 2022. classes will start at 10.00 am

on regularly basesis. class incharge for M.phil course as Mrs. Amala Thomas.

6. Semester exam Fee & Register number:

It was informed that IUG & IPG students will get their register number within one week. After that students can their semester exam fee in the University portal. Class incharges should inform the same to the students.

The meeting came to an end at 3.00 pm.



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Department of English
Nanjil Catholic College of Arts & Science
Kalliyakkavilai 629 153. Tamil Nadu

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kalliyakkavilai - 629 153

English Department Meeting

Date: 28/10/2022, Friday
Time: 2.00 pm
Venue: Department of English

Agenda

Group building Day
Exam fee payment
No Due slip
Attendance entry
Hall ticket
Sem exam

Members present:

Dr. R Rooban Raja Sekar
Mrs. Subi M.S
Mrs Chaistobel Merlin Mabel. R
Mrs. Anusha P
Mrs. Rosary Vasantha. S
Mrs. Sajitha Sajan
Mr. Princelin. P. R
Mrs. Reshma Raju
Dr. Vijyan Mary.
Dr. Limly. C
Mrs. Amala Thomas
Mrs. Sherin Frances

Department meeting was held on 28th October 2022, Friday at 2.00 pm in the Department of English

1. Group Building Day:

It was planned to conduct the Group building Day on 5th November 2022, Saturday. The invited chief guest on the day is Mr. [illegible] Alumnus of Department of English, Teacher, Sacred Heart Higher secondary school, Padathalamedu. Funganves and cultural activities were planned for the day. It was also decided to collect Rs. 60 from each students to provide snacks to them and all the staff members in the college.

Mrs. Merlin Mahilda is incharge of choir. Mrs. Reshma Reji and Mrs. Anisha. P were incharge of cultural activities. Overall co-ordinators of the program were Mrs. Subi. M.S & Mrs. Rosary Vinintha. S. Dr. Limeya is incharge of Lucky draw. The programe will start at 8.30 am and end at 12.15 pm. Duties were distributed among the staff members. Mrs. Sajitha Sajan incharge of money collection. Students can wear colour dress on that day. Everyone should come with their ID card.

2. Exam Fee payment:

It was informed that I UG & I PG students can pay their exam fee from 08-11-202 to 15-11-2022 without penalty. 17-11-2022 to 19-11-2022 with penalty. Class incharges should inform the same to the students. After the payment they have to send the fee receipt in the group.

3. No Due slip:

Head of the Department gave the

No due slip to the class incharges. They have to give the same to the students and ask them to get the signatures from Library, Office, subject teachers, class incharge and from the Head of the Department. Students should get the signatures from everyone and they have to submit it in the office on 23rd November 2022. Students should clear their no dues on 23rd November and handover the no due slip to their class incharges.

4. Attendance entry :.

It was informed that portal for attendance entry will be open from 21st November to 25th November 2022. Mark entry portal will be open from 29th November to 15th December 2022.

5. Hall ticket :.

After clearing their no dues students can download their hallticket from the University site on 28th November 2022. With the hallticket they have to come to college and give the same to the class incharge. Altogether the hallticket and no due slip will be submit to the Principal. And after getting the signature from Principal they can leave the campus.

6. Sem Exam :.

It was informed that UG exam will start on 1st December 2022 and PG exams will begin on 7th Dec 2022.

The meeting came to an end at 3:30 pm

Head
Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilai 629 153, Tamil Nadu

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

English Department Meeting

Date : 21/11/2022, Monday
Time : 1.00 pm
Venue : Department of English

Agenda

M.Phil marksstatement
Hall ticket
Special class
M.Phil exam fee
No due slip
Yellow & Pink register

Members present :

Dr. R Roobam Raja sekar
Mrs Subi. M.S
Mrs. Chrislobel Merlin Mahil R
Mrs Anisha P
Mrs. Rosary Vinortha S
Mr. Puncelin P R
Mrs. Reshma Raju
Dr. Virgin Mary. S
Dr. Limcy. C
Mrs. Amalia Thomas
Mrs. Sherin Francis
Mrs Sajitha Sajan

- Department meeting was held on 21st November 2022, Monday at 1.00 pm in the Department of English

1. M.Phil marksstatement :

M.Phil marksstatement for the M.Phil batch 2021-2022. It was informed that the class incharge

of that batch should inform the same to the students and ask them to come and collect the marksstatement after 1.00 pms on the college working days.

2. Halltickel:.

It was informed that the class incharge should informe the students to download the halltickel on 28th November 2022. Before that they have to clear the no due slip. 28th November 2022, Students should come to college with their no due slip and halltickel to get the sign from the Principal.

3 Special class:.

The Department of English decided to conduct special class for I M.A students. Principal informed that special classes can be conducted from 9.30 am to 12.30 pms Staff members have to come at 9.00 am from Tuesday onwards.

4. M phil exam fee:.

It was informed that exam fee payment portal for M.Phil course will open from 24th November to 28th November 2022. Students can pay the fee without penality on these days.

5. NO Due slip:.

It was informed that students can come to college on 23rd November 2022 at 9.30 inorder to get the no due slip cleared. After getting the signature from libraran, subject teachers and

class incharge, they have to submit it in the office. After getting signatures from the office, class incharge submit the same to the Head of the Department and students can leave.

6 Yellow and Pink register:

Dr. R. Rooban Raja Sekar, Head of the Department informed that all the staff members should complete their mark register and work diary on or before 25th November 2022.

The meeting came to an end at 1.30 pms.

DEPARTMENT OF ENGLISH * CATHOLIC COLLEGE OF ARTS & SCIENCE * Kaliyakkavilai 629 153

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Nanjil Catholic College of Arts & Science
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PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

English Department Meeting

Date : 25/11/2022, Friday
Time : 12.00 pm
Venue : Department of English

Agenda

Digitalized Certificate
Wi-Fi facility
Hallticket

Members present :

Dr R. Rooban Raja Sekar
Mrs. Subi M.S
Mrs. Christobel Merlin Mahil R
Mrs. Anisha P
Mrs. Rosary Vinuntha S
Mr. Punceln P.R
Mrs. Reshma Raju
Dr. Virgen Mary S.
Dr. Limcy C
Mrs. Amala Thomas
Mrs. Sherin Francis
Mrs. Sajitha Sajan

Department meeting was held on 25th November 2022, Friday at 12.00 pm in the Department of English

1. Digitalized certificate :

. In the meeting it was informed that here after students won't get certificates through the college office. Government decided to

Provide digitalized certificate from the academic year 2022-2023. Class incharges should inform their students to link their aadhar card with their mobile number before 15th December 2022. After linking the details students have to give the conformation in the group. It was planned to inform the students to complete all the process before 10th Dec 2022. After the process students will get all their certificates in the digitalized manner.

2. Wi-Fi Facility :

College is providing Wi-Fi facility to all the students. Final year students can use their register number with 'a' as their username. Password as 1234. Students can change the password later.

1st year and 2nd year students can use their register number as their username. and password as 1234.

3. Hall ticket :

It was informed that students can download their Hallticket on 28th November 2022. They have to get the signatures from the Principal. Dates are allotted to each class. 3rd year UG students should come to the college on 29th to get the signature from the Principal. II PG students were asked to come on 1st December 2022. 2nd year UG students were asked to come on 7th December 2022.

It was informed that students should download the hallticket and come to the college on the allotted day. class incharges have to collect all their No due slip and Hallticket and submit the same to the principal to get the signature. After getting the signature students can leave the campus.

4. Last working Day:-

It was informed that the unofficial last working Day for the semester is 30th November 2022.

It was informed that 26th November 2022, Saturday will be a holiday.

The meeting came to an end at 12.45 pm.

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Head
Department of English
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PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

English Department Meeting

Date : 28/11/2022, Monday
Time : 10.00 am
Venue : Department of English

Agenda

Subject allocation
Semester Plan

Members present :

Dr. R. Rooban Raja Sekar
Mrs. Subi. M.S
Mrs. Christobel Merlin Mahil
Mrs. Anisha. P
Mrs. Rosary Vinintha. S
Mr. Princelin. P.R
Mrs. Sajitha Sajan
Dr. Virgin Mary. S
Dr. Linley. C
Mrs. Reshma Raju
Mrs. Amala Thomas
Mrs. Sheina Francis

Department meeting was held on 28th November 2022, Monday at 10.00 am in the Department of English.

1. Subject Allocation :

Dr. R. Rooban Raja Sekar, Head of the Department allocated subjects among the

Staff members according to their interest

1. Dr. R. Rooban Raja Sekhar

Short stories and one Act plays - III B.A (A1) & A2 - 5+5
Communicative English II - I B.Com (A1) - 6
16 hrs

2. Mrs. Subi. M.S

Communicative English IV - (II B.Com A1) - 6
Regional Literature in Translation - III B.A (A1 & A2) - 5+2
Canadian Literature - I M.A - 5
Library - II M.A - 1
14 hrs

3. Mrs. R. Christobel Merlin Mabel

Shakespeare - III B.A (A1) & (A2) - 6+6
Communicative English II - I B.Sc (C.S) - 6
Library - II M.A - 1
19 hrs

4. Mrs. Anisha. P

Communicative English IV - II B.Sc chemistry, zoology, physics & Maths) - 6 hrs
Language & linguistics - II B.A - 3 hrs
African Literature - III B.A (A1) - 4 hrs
Content writing - II M.A - 5 hrs
Library - II M.A - 1 hrs
19 hrs

5. Mrs. Rosary Vinintha. S

Communicative English IV - II B.Sc Computer Science & B.B.A - 6 hrs

African Literature - III B.A (A_2) - 4 hrs
Regional Literature in Translation - III B.A(A_1) - 3 hrs
British Non-Fiction - I M.A - 5 hrs
Library - II M.A - 1 hr
19 hrs

6 Ms. P. R. Princelin

Communicative English IV - II B.Sc Physical Education & II B.B.A - 6 hrs
History of English Literature - I B.A - 5
Writing for Media - III B.A (A_1 & A_2) - 4 + 4
Library - II M.A - 1 hr
20 hrs

7. Mrs. Sajitha Sajan

Communicative English II - I B.Com (A_2) - 6 hrs
British Drama - I B.A - 4 hrs
Australasian Literature - III B.A (A_1) - 3 hrs
Shakespeare - I M.A - 5 hrs
Library - II M.A - 1 hr
19 hrs

8. Dr. Virgin Mary

Communicative English II - (I B.Sc Zoology, Chemistry, Physics, Maths) - 6 hrs
British Fiction - II B.A - 4 hrs
Australasian Literature - III B.A(A_1) - 3 hrs
Gender studies - II M.A - 5 hrs
Library - II M.A - 1 hr
19 hrs

9. Mrs. Reshma Raju

Communicative English II - (I B.Sc Physical Education & I BBA) - 6 hrs

Value Based Education	- I B A	- 2 hrs
American Literature	- II B A	- 5 hrs
Literary Theory I	- I M A	- 2 hrs
Library	- II M A	- 1 hr
		21 hrs

10. Mrs. Amala Thomas

Communicative English II	- I B A	- 6 hrs
Australasian Literature	- III B A (A2)	- 6 hrs
Indian English Literature II	- I M A	- 5 hrs
Content writing	- II B A	- 2 hrs
Library	- II M A	- 1 hr
		20 hrs

11. Mrs. Sherin Francis

Communicative English IV	- II B.Com (A2)	- 6 hrs
Modern English Grammar	- I B A	- 3 hrs
Indian English Literature - II	- II B A	- 4 hrs
Asia Pacific Literature	- II M A	- 5 hrs
Library	- II M A	- 1 hrs
		19 hrs

12.

Communicative English IV	- II B A	- 6 hrs
Professional English	- I B A	- 4 hrs
American Literature II	- I M A	- 5 hrs
Aspects of English Language II	- II M A	- 5 hrs
		20 hrs

2. Semester Plan:

Department Semester Plan was made. Staff members selected the activities according to their interest.

1. Theatricals – Mrs. Merlin Mahil. R
2. Tour – Mrs. Rosary Vinintha, Mrs. Anisha, Dr. Vin
3. Literary Association & Farewell Day – Mrs. Sajith
4. Book club – Mrs Robary Vinintha S
5. Eco. club – Mr. P.R. Princelin
6. Magazine – Mrs. Amala Thomas
7. Lit. Fest – Mrs. Reshma Rajan & Mrs. Anisha P
8. Group Building Day – Mrs. Rosary Vinintha & Mrs. Sajitha Sa
9. Workshop – Mrs. Subi. M.S
10. Primary school Education Programme – Mrs. Subi. M
11. Forum For academic Excellence – Mr. P.R. Princelin
12. MOU - Action plan – Mr. P.R. Princelin, Anisha P, Subi M
13. Celebrate A writer – Mrs. Sherin Francis
14. Day to Heed – Mrs. Merlin Mahil. R
15. Birthday Gift Exchange – Mrs. Anisha P
16. Information Sharing – All the staff
17. Celebrate A Day – Dr. Vikyan Mary

The meeting came to an end at 12.00 pm

DEPARTMENT OF ENGLISH * QUEEN'S * CATHOLIC COLLEGE OF ARTS & SCIENCE * Kaliyakkavilai 629 153

Head
Department of English
Nanji Catholic College of Arts & Science
Kaliyakkavilai 629 153 Tamil Nadu

PRINCIPAL
Nanji Catholic College of Arts & Science
Kaliyakkavilai - 629 153

English Department Meeting.

Date : 7/12/2022, Wednesday
Time : 3.00 pm
Venue : Department of English

Agenda

IGNOU courses
Invigilation
Semester beginning
Christmas Day Celebration
Revision class
Christmas Holidays
College re-opening

Members present :

Dr. R. Rooban Raja Sekhar
Mrs. Subi - M.S
Mrs. Christobel Merlin Mabel
Mrs. Anisha. P
Mrs. Rosary Vinintha. S
Mr. Princelin. P.R
Mrs. Sajitha Sajan
Dr. Virgin Mary. S
Mrs. Rashmya Raju
Mrs. Arnold Thomas
Mrs. Sherin Francis

Department meeting was held on 7th December 2022, Wednesday at 3.00 pm in the Department of English.

1. IGNOU courses :-

Dr. R. Rooban Raja Sekhar, Head of the

Department asked the staff members to motivate the students to join in TANVOU courses. Management informed that minimum 150 students should join various TANVOU courses, otherwise they can't go with the courses.

2. Invigilation:

University exams started in the month of December. It was informed that the Invigilators should be strict in the respective classes. If they findout any malpractices it should be informed the Principal or the chief supreindent of exam with in no time.

3. Semester Beginning:

It was informed that next semester (Even) will be begen on 15th December 2022 for the 3rd UG & 2nd PG.

4. Christmas Day Celebration:

It was informed that Christmas Day Celebration will be held on 26th December 2022. Chief Guest of the Day Most. Rev. Dr. Rajendran SDB. Bishop of Thuckalay Diocese. Practice for the cultural items will be start from 15th December onwards. The christmas Day celebration will begen at 9.00 am. students have to come to college at 8.00 am. They have to be in the auditorium at 8.45 am.

5. Revision class:

It was informed that revision class

for I M.A, I B.A, II B.A. classes start on 15th December 2022. Staff members should revise the previous semester portion for these students. Because they are going to write the exam on 24th December 2022.

6. Christmas Holidays:

It was informed that christmas holidays starts from 23rd December 2022. students should come to college on 2nd January 2023.

7. College re-opening:.

It was informed that after the exam college reopen for the Even semester. 2nd PG & 3rd UG will come on 2nd January 2023. 2nd UG students have to come on January 5th. I PG students should come to college on 10th January 2023. I UG students should come to college on 16th January 2023.

The meeting came to an end at 3.45 pm.

DEPARTMENT OF ENGLISH • NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE • Kaliyakkavilai 629 153

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PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

English Department meeting

Date : 16/12/2022, Friday
Time : 1.50 pm
Venue: Department of English

Agenda

NAAC Meeting
Late comers
Tour
Pongal Celebration

Members present :

Dr. R. Roobam Raja Sekhar
Mrs. Subi M.S
Mrs. Christabel Merlin Mahil.
Mrs. Anisha P
Mrs. Rosary Vinintha S
Mr. Puncelin P.R
Mrs. Sajitha Sajan
Dr. Virgin Mary S
Mrs. Reshma Raju
Mrs. Amala Thomas
Mrs. Sheeva Francis

Department meeting was held on 16th December 2022, Friday at 1.50 pm in the Department of English

1. NAAC Meeting :

It was informed that NAAC Mock meeting for Alumni, students and Parents will be held on 21st December 2022. Selected students, Alumni and Parents should come on that day at 2.00 pm. They will have two more meeting on

28th December and 30th December 2022.

2. Latecomers:

It was informed that students should not come late to their classes. If they are late, they have to sign in the late comers register and go back to their class.

3. Tour:

It was informed that final year students can go for tour during 23rd to 27th January 2023. Department should select dates for the tour and get the permission from the Principal.

4. Pongal celebration:

It was informed that college decided to celebrate the Pongal on 25th January 2023.

5. Hallticket - I UG & PG.

It was informed that I UG & PG students can download the hallticket on 21st December 2022. And they have to get the signature from the Principal on 22nd December 2022. After getting the hallticket, they have to come to their exam on 27th December 2022.

The meeting came to an end at 2.15 pm.

Head
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PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

English Department Meeting

Date : 03/01/2023 , Tuesday
Time : 1.45 pm
Venue : Department of English

Agenda

Pongal celebration
Attendance
Tour
NO valuation
NAAC visit
Exhibition

Members present :

Dr. R. Rooban Raja Sekhar
Mrs. Subi. M.S
Mrs. R. Christobel Merlin Mahil.
Mrs. Anisha. P
Mrs. Rosary Vinintha. S
Mr. Punckelin. P.R
Mrs. Sajitha Sajan
Dr. Virgin Mary. S
Mrs. Reshma Raju
Mrs. Amala Thomas
Mrs. Sherin Francis

Department meeting was held on 3rd January 2023, Tuesday at 1.45 pm in the Department of English

1. Pongal Celebration :

It was decided to celebrate Pongal

on 25th January 2023. Head of the Department gave the work to Mrs. Anusha. P, Mrs. Rosary Vinintha, Mrs. Merlin Mahil and Mrs. Subi. M.S. Boys can wear Vashti on that day and girls can wear Saree on that day. It was informed to make a plan and make the students to work on it.

2. Attendance -

It was informed that staff members should take the attendance regularly and update it in the college automation.

3. Tour :

It was informed that tour dates will be postponed to February because of NAAC visit. Final year students should pay their semester fee before that.

4. No valuation :

It was informed that staff members were not allowed to go for valuation because of NAAC visit.

5. NAAC visit :

It was informed that NAAC peer team will on college on 3rd and 4th February 2023.

6. Exihibition :

It was planned to organize exihibition in the department. The incharges of the programme

are Mrs. Reshma Raju and Mrs. Sajitha Sajan. It was informed that they have to make plan and other necessary arrangements for the programme. It was planned to exhibit on the day of NAAC visit.

The meeting came to an end at 2.45 pm.

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DEPARTMENT OF ENGLISH
Kaliyakkavilai
629 153
NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Head
Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu

English Department Meeting

Date : 27/01/2023, Friday
Time : 2.30 pm
Venue : Department of English

Agenda

Academic credit
College website
Feed payment
Student meeting
Attendance
NAAC Files

Members present:

Dr. R. Rooban Rajasekhar
Mrs. Subi - M.S
Mrs. R. Christobel Merlin Malini
Mrs. Rosary Vinintha S
Mr. Princelin P.R
Mrs. Sajitha Sajan
Dr. Virgen Mary S
Mrs. Reshma Raju
Mrs. Aswala Thomas
Mrs. Shewin Francis
Mrs. Blessy J

Department meeting was held on 27th January 2023, Friday at 2.30 pm in the Department of English.

1. Academic Credit:

It was informed to the class incharges to send a message in the class group to bring

the students aadhar linked mobile phone and aadhar card on 30th January 2023, Monday. Dr. Thomas Robinson, Assistant professor, Department of Computer Science will guide the students to link the aadhar and mobile phone with the university. Students should go to the language lab with their class incharge to do the same.

2. College website:

Class incharges should inform the students about the college website and OPAC service. All the students should download the bonifon in order to check their attendance and other multiple uses.

3. Fee payment:

It was informed that class incharges and other staff members should instruct the students to pay the fee before the month of January. If they are not able to pay completely. They can pay it in installment basis.

4. Students meeting.

Selected student members will have a meeting on coming wednesday at 12.45 pm. All the members should be present on that day. Class incharges should instruct the same to the students.

It was informed that staff members

should send a reminder to the Alumni and Parents about the NAAC visit date.

5. Attendance :.

It was informed the staff members should put the attendance in the automation for the even semester before 28th January 2023. It was also instructed that update the attendance regularly.

6. NAAC Files :.

It was informed that NAAC Files should be arranged according the list given by IQAC. All the staff members should complete their own file works and arrangement on or before 28th January 2023.

The meeting; came to an end at 3.15 pm.

DEPARTMENT OF ENGLISH * NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE * Kaliyakkavilai 629 153

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English Department Meeting

Date : 21/02/2023, Tuesday
Time : 1.50 pm
Venue : Department of English

Agenda

Perspective plan
Rare book collection
Best practices
Fee payment
Admission Duty
Internal Exam I
Tour
Student Progression

Members present :

Dr. R. Rooban Raja sekar
Mrs. Scubi. M.S
Mrs. R. Christobel Merlin Mahil
Mrs. Anisha. P
Mrs. Rosary Vinintha. S
Mr. Princelin. P.R
Mrs. Sajitha Sajan
Dr. Virgin Mary. S
Mrs. Reshma Raju
Mrs. Amala Thomas
Mrs. Sherin Frances
Mrs. Blessy. J

Department meeting was held on 21st February 2023, Thesday at 1.50 pm in the Department of English.

1. Perspective plan:

It was informed that the Head of the Department should prepare a perspective plan for next five years and submit the same to the principal within the week.

2. Rare book collection:

It was informed to the staff members to contribute rare books soft copy to the Department Library. Staff can send the books to the Department mail ID. Final year students class incharge should motivate the students to donate books to the Department Library.

3. Best Practices:

During the last five years Department of English followed eight best practices. For the next five years it was planned to increase the number of best practices into 15. Dr. R. Roobam Raja Sekhar informed to the staff members to identify one best practice each and inform the same to Department meeting.

4. Fee payment:

It was informed to the class inkharges to make necessary steps to pay the fee of their classes. Students can go and pay the fee in the 1st hour. Last date for fee payment is 27th February 2023. Other wise they have to pay fine on 28th onwards. Students can't go and meet father and Principal without the permission of the Head of the Department.

5. Admission Duty:.

It was informed that staff members are divided into different groups. They have to do the alotted admission duty. Each staff should bring ten admission. Flex will be given to each staff. They have to place it near the main roads.

6. Internal exam -I

It was informed that Internal exam-I will begon from 3rd March 2023. Exam will be held in the 5th hour. Staff members should submit 20 marks question paper on or before 26th February 2023.

7- Tour:.

It was informed that Management fixed dates for the Tour of the final year students. All the students should pay their fee before the date. Final years can start their trip on 16th evening and they have to return back on 19th March 2023. I UG, I PG & II UG students can also go for a one day trip on any of these days (17, 18, 19).

8. Students: progressions.

It was informed that 5th criteria members should update the student progression details yearly. All the criteria members should do their works regularly and they have to complete all the works on Wednesday.

The meeting came to an end at 2.30 pm.

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English Department Meeting.

Date : 01/03/2023, Wednesday
Time : 2.00pm
Venue : Department of English.

Agenda

Nan Muthlvan scheme
Absentee list
Tour
Asianet visit
Workshop

Members present :

Dr. R. Roobam Raja sekar
Mrs. Subi. M.S
Mrs. R. Christobel Merlin Mahil
Mrs. Anisha. P
Mrs. Rosary Vinintha. S
Mr. Princelin. P. R
Mrs. Sajitha Sajan
Dr. Virgin Mary. S
Mrs. Reshma Raju
Mrs. Amala Thomas
Mrs. Sheun Francis
Mrs. Blessy. J

Department meeting was held on 1st March 2023. Wednesday at 2.00 pm in the Department of English.

1. Nan Muthlvan scheme :

It was informed by the Head of the Department that the State Government introduces new subjects

to the UG students. Based on it I UG students have a paper called Cambridge English. Like wise 2nd and 3rd years. Staff members who are handling Communicative English for I UG are incharge of Cambridge English. Staff members who are handling Computer for Digital Era is incharge of 2nd year course. Third year class incharge should take the initiative for their class.

2. Absentee list:

It was informed that class incharges should make the absentee list everyday before 10.00 am and submit the same to the Head of the Department. Class incharge should make a call and inform their absence in the class to the parents. The Department of English unanimously took a decision, if a student want leave on next day their parents should call either the call incharge or H.O.D and get the permission. Otherwise they have to bring their parents after the leave, then only they are allowed to enter into the class.

3. Tour:

Tour days and places were fixed. Mrs. Sajitha Sajan and Mr. Briaclin were incharge of two days tour for the final year UG & PG students. Mrs. R. Christobel Merlin Mahil was incharge of one day trips. Two days trip will begin on 16th March 2023 from Kalighatti. They were planned to go Mysoor and Coorg. They will reach the campus on 19th March Morning. I UG, I PG & II UG students are going for

a one day trip on 17th March 2023. They will start from kaliyakkavilai at 6.30 am. They decided to go to Trivandrum and near by places (Neyyar dam, Aruvikarai, Lulu Mall, Kovalam Beach). They will reach kaliyakkavilai on the same day at 8.00 pm.

4. Asianet channel visit:-

It was planned to visit Asianet channel. III UG and II PG students are studying "Writing for Media". So based on the syllabus it was planned to visit Asianet. Mr. P.R. Pancelin and Dr. S. Virgin Mary were incharge of the programme.

5. Workshop:-

It was planned to conduct a workshop on Poetry. Mrs. Subi. M.S is incharge of the workshop. Dr. A.J. Hamlin, Assistant professor, Department of English, Women's Christian College was invited as the Resource person. A title was fixed for the workshop "Workshop on Elements and Devices in Poetry". The program will be held in the Seminar Hall. Based on the suggestion of the resource person 15th March 2023 was fixed for the workshop. Duties were allotted among the staff members.

Prayer song - Mrs. Anisha. P
Welcome Address - Mrs. R. Christobel Merlin Mahil.
Introducing the guest - Dr. R. Rooban Raja sekhar
Reception & Registration - Mrs. Rosary Vinantha. S
Hall Arrangement - Mr. Pancelin P.R
Stage Decoration (Flex) - Dr. Virgin Mary
Master of Ceremony - Students
Photos & Video - Mrs. Sajitha Sajan
Programme schedule & Invitation - Mrs. Subi M.S

Sound, light and system – Mr. Princelin. P.R
Refreshement (students & staff & guest) Mrs. Reshma Rajan.
Documentation – Mrs. Amala Thomas
Vote of thanks – Ms. Renoja (III B.A (A))
OD certificate (guest) – Ms. Subi. M.S
Certificates & Feedback form – Mrs. Shein Frances

It was planned to collect Rs. 60/- from each student. It was informed to the class incharges to collect the money on or before 10th March 2023. It was decided to give Ice cream for the students. Seminar hall was booked from 9.30 am to 1.00 pm.

The meeting came to an end at 3.30 pm.

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PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

English Department Meeting

Date : 21/03/2023, Tuesday
Time : 2.00 p.m
Venue : Department of English

Agenda

Internal exam II
Nan Muthalvan programme
Result analysis
Fee payment
Library visit
Fine arts Day
PG Admission
Parents meeting
Remedial class

Members present :

Dr. R. Roobam Raja Sekhar
Mrs. Subi. M.S
Mrs. R. Christobel Merlin Mahil.
Mrs. Anisha. P
Mrs. Rosary Vinintha. S
Ms. Princelin. P.R
Mrs. Sajitha Sajan
Dr. Virgin Mary. S
Mrs. Reshma Raju
Mrs. Amala Thomas
Mrs. Sheun Francis
Mrs. Blessy. J

Department meeting was held on 21st March 2023, Tuesday at 2.00 pm in the Department of English

1. Internal Exam - II

It was informed that Internal Exam II will be start on April 1st. Exams will be held in the last hour. Staff members should submit the question papers on or before 26th March 2023. Staff were asked to submit the 3rd Internal exam question paper on 19th April 2023.

2. Nan Muthalvan Programme :-

It was informed that University is conducting a programme for the students based on Nan Muthalvan Scheme on 22nd March 2023, from 12.30 pm to 2.30 pm Dr. R. Roobam Raja sekhar will send the link to the III UG class incharges should send the same to the students. All of them should register their name then only their results will be published.

3. Result Analysis :-

It was informed that English Department staff members will have the result analysis meeting with the Secretary & Principal on 23rd March 2023 Thursday.

4. Fee payment :

Class incharges should inform the students that they have to pay the fees on or before the end of the March.

5. Library visit :

It was informed that II PG students are going for a Library visit with the Librarian Dr. Hema Raji on 22/03/2023. They planned to

Visit NMCC (Nesamony Memorial Christian College) Marthandam.

6. Fine Arts Day :-

It was planned to organize Fine arts Day in the Month of April. The programmes will be held after 2:00 pms. Mrs. Sajitha Sajan is incharge of Fine Arts Day.

7. PA Admission :-

It was informed that the staff can ask to the III UG students to join for PA. They have to fill the temporary forms with in a week.

8. Parents meeting :-

It was informed that Parents Meeting will be held on 11th April 2023, Tuesday. Arts students parents should come on the day at 9:00 am. Head of the Department instructed the class incharges to make all the registers to complete and get Parents signature in the same.

9 Remedial Class :-

It was decided to start the Remedial class on 30th March 2023, Thursday. Classes are arranged only for the final years. Dr. R. Roban Raja Sekhar, Head of the Department prepared a timetable and give it to the staff members. Mrs. Subi. M.S is maintaining the Remedial class register.

The meeting came to an end at 4:00 pm.

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DEPARTMENT OF ENGLISH
NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
Kaliyakkavilai
629 153

English Department Meeting

Date : 29/3/2023, Wednesday.
Time : 2.00 pm
Venue : Department of English.

Agenda

Remedial class
Discipline
Fine arts Day.

Members present :

Dr. R. Roobam Raja Sekhar
Ms. Subi - M.S
Mrs. R. Chrisobel Merlin Mahid
Mrs. Anisha. P
Mrs. Rosary Vimitha. S
Mr. Princelin. P.R.
Mrs. Sagitha Sajan
Dr. Virgin Mary. S
Mrs. Reshma Raju
Mrs. Amala Thomas
Mrs. Sherin Francis
Mrs. Blessy. J

Department meeting was held on 29th March 2023, Wednesday at 2:00 pm in the Department of English.

1. Remedial class :

It was informed that Remedial classes for the slow learners will begin from 31st March 2023, Thursday. Time-table will prepared by the Head of the

Department

Monday - Mrs. Subi. M.S.
Tuesday - Mrs. Reshma Raju, Mr. P.R. Princelin, Mrs. Sajitha Sajan
Wednesday - Dr. R. Rooban Raja Sekhar
Thursday - Mrs. Merlin Mahil, Mrs. Rosary Vimintha, Dr. Virgin Mary
Friday - Mrs. Anisha P, Mrs. Blessy J.

It was planned to conduct the Remedial classes for final year students.

2. Discipline:

It was informed that students should not go to the sick room without the permission of class incharge. Students should come in proper uniform. They have to enter into the class before 8:00 am. Students those who come late should write their name in the late comers register. Staff who handles the first hour class should cross check the details and put their signature with date.

3. Fine Arts Day:

It was informed that the Department of English is going to organize a Fine Arts Day in the month of April 2023. Mrs. Sajitha Sajan is incharge of Fine Arts Day. She will conduct a meeting with the student council. And their decisions will be informed in the next Department meeting.

The meeting came to an end at 2.30 pm.

DEPARTMENT OF ENGLISH * NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE * Kaliyakkavilai 629 153

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Head
Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu

English Department meeting

Date : 05/04/2023, Wednesday
Time : 2.00 pm
Venue : Department of English

Agenda

Fine Arts Day
Literary Association & Farewell

Members present :

Dr. R. Rooban Raja Sekhar
Mrs. Subi. M.S
Mrs. Theresabel Merlin Mahal
Mrs. Anusha. P
Mrs. Rosary Vimaltha. S
Mr. Princelon. P.R
Mrs. Sajitha Sajan
Dr. Virgen Mary. S
Mrs. Reshma Raju
Mrs. Amala Thomas
Mrs. Sherin Francis
Mrs. Blessy. J

Department meeting was held on 5th April 2023, Wednesday at 2.00pm in the Department of English.

1. Fine Arts Day.

It was informed that the management gave the permission to organize Fine Arts Day from 17/04/2023 to 21/04/2023. Mrs. Sajitha Sajan and student council members had their meeting and discussed their ideas with the Head of the

Department. Works were distributed among the staff members.

Stage Decoration – Mr. P R. Princelin.
Welcome Adress & – Mrs. J. Blessy
Vote of Thanks
Photos & Videos – Mrs. Subi. M.S
Prayer song – Mrs. Anisha. P
Sound & light – Mr. P.R. Princelin.
Program Schedule & – Mrs. Sajitha Sajan
Invitation
Master of Ceremony – Mrs. R. Christobel Merlin Mahel.
Documentation – Mrs. Reshma Raju.

It was decided to give more importance to the Finalycar students. The program will be held any one of those days from 2.00 pm to 4.00pm

2. Literary Association & Farewell.

It was planned to give a farewell to final year students on 4th May 2023. Mrs. Sajitha Sajan is incharge for Literary Association & Farewell. It was decided to invite Dr.S.Sushma Jenifer, Former Head of the Department of English. Works are allotted among the staff members.

Prayer song – Mrs. Anisha. P
Welcome address, vote of thanks & MC – Mrs. Merlin Mahel.
Introducing the Guest – Dr.R.Roobam Raja Sekhar
Reception – Mrs. Rosary Vinintha.
Hall Serangement, Sound & light – Mr. P.R. Princelin
Photo & Video – Mrs. Subi. M.S
Programe schedule & invitation & Documentation – Sajitha Saja
Prize distribution – Mrs. Sherin Francis
Cultivals – Mrs. Reshma Raju.

It was decided to collect Rs 150 from I UG, II UG & I PG to conduct the programe. The meeting came to an end at 3.00pm.

A. [signature]
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Kaliyakkavilai - 629 153

[signature]
Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

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English Department Meeting

Date : 17/4/2023, Monday
Time : 2.00 pm
Venue : Department of English

Agenda

PG Project
NO Due slip
Nan Muthalvan exams
Model exam
Sports Day & College Day

Members present :

Dr. R. Rooban Raja Sekhar
Mrs. Subi. M.S
Mrs. Christobel Merlin Mahil
Mrs. Anisha. P
Mrs. Rosary Vinintha. S
Mr. Puncelin. P.R
Mrs. Sajitha Sajan
Dr. Virgin Mary. S
Mrs. Reshma Raju.
Mrs. Amala Thomas
Mrs. Sherin Frances
Mrs. Blessy. J

Department meeting was held on 17th April 2023, Monday at 2.00 pm in the Department of English.

1. PG Project:

It was informed that II PG students should submit the rough draft of their project on 20th April and four copies on 26th April 2023.

It was informed that their Viva Voce will be held on 10th May 2023.

2. No Due slip:.

It was informed to the staff members that the English Department students should get the signature from the office in the No Due Slip on 27th & 28th of April. Head of the Department handover the no due slip to the staff members. Class incharges should give the same to the students They have to fill the form & get the signature from the subject handled teachers, library, office and finally from the Head of the Department. Before going for the signature ~~Head~~ they have to pay the semester fee, return all the library books and library card.

3. Nan Muthalvan:.

It was informed to the staff members who are handling classes for 1st year UG part II English I year UG have to write their semester exam on 19th April 2023, Monday from 10.00am to 12.00pm

4. Model Exam:.

It was informed that Internal exam III will be held from 8th May 2023 onwards. Exam timetable will be posted in the whatsapp group. Timing of the exam 10.00 am to 1.00pm Students can come at 9.30 am. Last working day for the students 5/5/2023. During the model exam Staff members should come at 9.00 am.

5. Sports Day & College Day.

It was informed that college management fixed dates for Sports & College Day. Sports day will be held on 24th April 2023. Registar of Manonmaniam Sundaranar University will come on that day. Students should come at 8.30 am. Staff should be present at 8.00 am. It was planned to conduct college day on 25th April 2023. Vice chancellor of Manonmaniam Sundaranar university will come on that day. Program start at 10.00 am. Students can come at 9.00am. But staff should be present at 8.00 am.

The meeting came to an end at 3.00 pm.

DEPARTMENT OF ENGLISH
Kaliyakkavilai
629 153
NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Head
Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

English Department Meeting

Date :. 27/4/2023, Thursday
Time : 2.00 pm
Venue : Department of English

Agenda

Extension Exam
Attendance Entry
Internal Exams Mark entry
Bonifon - Attendance & Mark entry
Mock viva for Ph.

Members present :

Dr. R. Rooban Raja Sekhar
Mrs. Subi. M.S
Mrs. Christobel Merlin Mabel
Mrs. Anisha. P
Mrs. Rosary Vimitha. S
Mr. Princelin P.R
Mrs. Sajotha Sajan
Mrs. Virgin Mary
Mrs. Reshma Raju
Mrs. Amala Thomas
Mrs. Shasin Francis
Mrs. Blessy. J

Department meeting was held on 27th April 2023, Thursday at 2.00 pm in the Department of English.

1. Extension activity Exam :.

It was informed that 2nd year UG

Students have extension activities like NSS, YRC, Sports. Semester exam for Extension activity will held on 8th May 2023. from 12.30 pms to 1.30 pms. All the students should attend the exam without fail. Dr. Pearl Therese, Mr. Krishna Prasad and Ms. Viju are incharge of the Extension activity.

2. Attendance Entry:

It was informed that University site for Attendance entry will be open from 5/5/2023 to 10/5/2023. Staff members should enter the attendance without fail.

4. Internal Exam Mark Entry:

It was informed to the staff members that they have to enter the internal exam mark on the University site from 11/5/2023 - 20/5/2023.

5. Bonifarm - Attendance & Mark entry

It was informed that staffmembers should complete the attendance and Mark entry in Bonifarm on or before 30/4/2023.

6. Mock viva for PG.

It was decided to conduct the mock viva for the 2nd year PG students on 03/05/2023. have to submit four copies of project on 5/5/2023, Friday. Their viva voce will be held on 10th May 2023. Selection committee will meet at 3.00 pm

A.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of English
Nanjil Catholic College of Arts & Science

English Department Meeting

Date : 29/4/2023, Saturday
Time : 1.00 pm
Venue : Department of English

Agenda

Parents Meeting
Literary Association & Farewell
Working Days - staff
College Reopening date
Hallticket - Download.
Admission work.

Members present :

Dr. R. Rooban Raja Sekhar
Mrs. Subi - M.S
Mrs. Christobel Merlin Mahil R
Mrs. Anusha - P
Mrs. Rosary Vinistha - S
Mr. Princelin P.R
Mrs. Sajitha Sajan
Mrs. Reshma Raju
Mrs. Vinyon Mary S
Mrs. Amala Thomas
Mrs. Sherin Francis
Mrs. Blessy. J

Department meeting was held on 29th April 2023, Saturday at 1.00 pm in the Department of English

1. Parents Meeting : It was decided to organise parents meeting on 4th May 2023 at 8.00 am

Class incharges should keep the parents meeting register filled and get the parents signature on the same on the day. Parents can go the auditorium directly at 8.00 am after the meeting they have to come to the Department and meet the class incharge. Class incharge should keep the previous semester university result and their attendance in the present semester.

2. Literary Association & Farewell.

It was already planned to organize the Literary Association & Farewell on 4th May 2023. So after the parents meeting, students and staff members will move to the auditorium by 9.30 am. The program will start at 10.00 am. Chief guest of Literary Association is Dr. S. Sushma Jenifer, Former H.O.D, Department of English, Nanjol Catholic College of Arts & Science.

3. Working Days - Staff:

It was informed that last working day for the students is 4/5/2023. But staff members should come to college regularly from 8/5/2023 to 20/5/2023. They have to come to college at 9.00 am.

4. College Reopening Date:

It was informed that after the semester exam college will be reopen on 19th June 2023.

5. Hall ticket - Download.

students can download the

Halltickets from the University site from 11th May 2023. With the No due slip and Halltickets class incharges should go and meet the principal and to get his signature in the same.

6. Admission work:

It was informed that each staff should catch five admission. If a student make 5 admission. Then they will get a fee concession in the next semester.

The meeting came to an end at 2.00 pm

DEPARTMENT OF ENGLISH
Kaliyakkavilai
629 153
NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Head
Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilai 629 153, Tamil Nadu

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

English Department Meeting

Date : 11/05/2023, Thursday
Time : 2-00 p.m.
Venue : Department of English.

Agenda

T.C distribution
Admission
Hall Ticket
Excel sheet

Members present

Dr. R. Roobam Raja Sekhar
Mrs. Subi. M.S
Mrs. Christobel Merlin Mahid
Mrs. Anisha. P
Mrs. Rosary Vinintha. S
Mr. Purnellm. P R
Mrs. Sajitha Sajan
Dr. Virgin Mary. S
Mrs. Reshma Raju
Mrs. Amala Thomas
Mrs. Sherin Frances
Mrs. Blessy. J

The Department meeting was held on 11th May 2023, Thursday at 2.00pm in the Department of English.

1. T.C Distribution:

It was informed that final year UG & PG class incharges will get their students T.C tomorrow from the office. Before giving

distributing the T.C staff should cross, do they have any fee balance. If they have any doubt issue the T.C.

2. Admission :

It was strictly insisted that staff should bring 5 admission each.

3. Hall Ticket :

Students can download the hallticket from the University website on 15th May 2023. and they have to come with the same to get the signature from Principal.

4. Excel Sheet :

It was informed collect all the details from the students on the given excel sheet. class wise it should be sent to college mail ID : nanjilautomation@gmail.com.

The meeting came to an end at 2.30 pm.

DEPARTMENT OF ENGLISH
NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
Kaliyakkavilai
629 153

Head
Department of English
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Kaliyakkavilai 629 153. Tamil Nadu

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Department Meeting Register

Report

Date : 17/06/2022

Department of mathematics conduct department meeting was started at 12:15 pm on 17/06/22. The participants were,

1) Dr. A. Ajitha
2) Mrs. S. Jerlin Mary
3) Mrs. R. Abila
4) Mrs. J. Mary Beay
5) Dr. S. Kavitha
6) Dr. A.J. Bertilla Jaushal
7) Mrs. G.M. Dhanya

The following matters were discussed and approved.

1) Second PG classes reopens on 11/7/22.
2) All the classes except first years on 23/7/22.
3) Orientation for the IUG students begin on 11/7/22.
4) On 8/7/22, department should be submit the workload

Head
Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153 Tamil Nadu

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Report

Date : 25/7/22

Department of Mathematics conduct department meeting and it is started at 12:15 pm on 25/7/22. The participants were,

1) Dr. A. Ajitha
2) Mrs. S. Teslin Mary
3) Mrs. R. Abila
4) Dr. A J. Bertilla Jaushd.
5) Mrs. I. Mary Bexy
6) Dr. S. Kavitha
7) Mrs. G. M. Dhanya

The following matters were discussed and approved.

1) 5 Admissions is mandatory per a staff.
2) Committees for Graduation day which will be held on 29/7/22 should be do their duties carefully.

Meeting came to an end at 12:30 pm.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Report

Date : 28/8/22

Department of Mathematics conduct department meeting and it is started at 12:15 pm on 28/8/22. The participants were,

1) Dr. A. Asitha
2) Mrs. S. Jeslin Mary
3) Mrs. R. Abila
4) Dr. A.J. Bertilla Jaushal
5) Mrs. I. Mary Bexy
6) Dr. S. Kavitha
7) Mrs. G. M. Dhanya

The following matters were discussed and approved.

1) Remedial for slow learners and measures taken for advanced learners ~~were~~ given procedure is ready to start.

2) Semester fee payment is permit for the first hours daily.

3) Result analysis per each dept is conduct ~~with the~~ as per the schedule.

The meeting came to an end at 12:30pm.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Report

Date : 19/9/22
Time : 12:15 pm

Department of mathematics Conduct department meeting which is started at 12:15 pm on 19/9/2022. The participants were

1. Dr. A. ASHA
2. Mrs. S. Jeslin Mary
3. Mrs. R. Abila
4. Mrs. I. Mary Bexy
5. Dr. S. Kavitha
6. Dr. A.J. Bertilla Jaushal
7. Mrs. G.M. Dhanya

The following matters were discussed & approved.

1) All the students should pay the sem fee before 6/10/22.
2) 29/9/22, there will be a training programme for faculty and also lunch will be provided for staff. So on that day no classes for students.
3) All faculty should submit their questions for Internal.
4) After HOD's presentation related to NAAC, documents of depts will be visited by principal.

The meeting came to an end at 12:35 pm.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Report

Date : 26/10/22

Time : 12:15 pm

Department of Mathematics conduct department meeting which is started at 12:15 pm on 26/10/22. The participants were

1) Dr. A. Ajitha
2) Mrs. S. Jerlin Marya
3) Mrs. R. Abila R
4) Mrs. I. Mary Bency
5) Dr. S. kavitha
6) Dr. A.J. Beatilla Jaushal
7) Mrs. G.M. Dhanya

The following matters were discussed & approved

1) MSU theory examinations will begin on December 1st.
2) College reopens on 2/1/23 after christmas holidays.
3) College model examinations will be on 7/11/22.
4) Yoga study material to be send to II BSc, Group.
5) University exam fee last date is 29/10/22.

The meeting came to an end at 12:40 pm.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Report

Date : 25/11/22
Time : 2:00 pm

Dept of Mathematics conduct its department meeting which is started at 2:00pm on 25/11/22. The participants were,

1) Dr. A. ASITHA
2) Mrs. S. Jasmin Mary
3) Mrs. R. Abila
4) Mrs. J. Mary Beasy
5) Dr. S. Kasitha
6) Dr. A.J. Bertilla Jaushal
7) Mrs. G.M. Dhanya

The following matters were discussed and approved

1) Hereafter all the students are going to get the digitalised e-certificate issued by Govt. & UGC.

2) Hall tickets - ~~signing~~ Signing dates are announced on 29, 30 Nov 22 for III UG, on 1/12/22 & 2/12/22 for II Msc and on 7/12/22 & 8/12/22 for II UG respectively.

3) The last working day for students in this Semester is on 30/11/22.

The meeting is come to an end at 2:25 pm.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Report

Date : 1/12/22
Time : 1:45 pm

Dept of Mathematics conduct its dept meeting which is started at 2:00 pm on 1/12/22. The participants were,

1) Dr. A. AUSHA
2) Mrs. S. Jeslin Mary
3) Mrs. R. Abila
4) Mrs. J. Mary Beay
5) Dr. S. Icarittha
6) Dr. A.I. Bertilla Jaushal
7) Mrs. G.M. Dhanya

The following matters were discussed and approved.

1) All Ph.D faculties are asked to submit their Ph.D thesis hardcopies to general library by Monday of the next week.

2) All incharges are asked to motivate the students to remit the tuition fee in time.

3) Students those who are not link Adhar card with voters ID asked to bring mobile phones, Adhar card and voters ID on 3/9/22.

The meeting came to an end at 2:40 pm.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153. Tamil Nadu.

Report.

Date 30/12/22
Time : 12:15 pm.

Dept of Mathematics conducted its department meeting held at 12:15 pm. on 30/12/22. The participants were,

1) Dr. A. Ajitha
2) Mrs. S. Jeslin Mary
3) Mrs. R. Abila
4) Mrs. J. Mary Beary
5) Dr. S. Kavitha
6) Dr. A. J. Bertilla Jaushal
7) Mrs. G. M. Dhanya

The following matters were discussed and approved.

1) NAAC peer team visit of 2nd cycle will be on Feb 3 and 4, 2023.

2) Elective / Allied papers of UG & PG will be fixed and send to the college office.

The meeting came to an end at 01:00 pm

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Date : 28/2/23
Time : 3:00 pm

Dept of Mathematics conducted its dept meeting held at 3:00 pm on 28/2/23. The participants were,

1) Dr. A. Ajitha
2) Mrs. S. Jeslin Mary
3) Mrs. R. Abila
4) Mrs. J. Mary Reny
5) Dr. S. Kavitha
6) Dr. A.J. Bestilla Jaustal
7) Mrs. G.M. Dhanya

The following matters were discussed & approved.

1) Nan Mudhalvan syllabus for II, IV & VI semesters were circulated and explained.

2) ABC registration is verified and motivate all the student to register in the portal as early as possible.

3) All HOD's are asked to submit the perspective plan on 1/3/23.

The meeting came to an end at 4:00 pm.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Report

Date : 10/03/23
Time : 12:15 pm.

Dept of Mathematics organised its department meeting held at 12:15 pm on 10/03/23. The participants were

1) Dr. A. Ajitha
2) Mrs. J. Jerlin Mary
3) Mrs. R. Abila
4) Dr. S. Kavitha
5) Mrs. J. Mary Bexy
6) Dr. A.J. Bertilla Jaushal
7) Mrs. G.M. Dhanya

The following matters were discussed and approved.

1) It is decided that dept association meeting will be held on this month.

2) All incharges are asked to motivate the students to remit the semester fee.

3) All subject teachers are asked to prepare the second internal question papers on or before 18/3/2023.

The meeting came to an end at 12:40 pm.

A.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Date : 8/4/23
Time : 2:00 pm

Dept of Mathematics conduct its dept meeting held at 2:00 pm on 8/4/23. The participants were

1) Dr. A. Ajitha
2) Mrs. S. Jeslin Mary
3) Mrs. R. Abila Rabila
4) Dr. S. Kavitha
5) Dr. A.J. Bestilla Jaichal
6) Mrs. J. Mary Beary Beary
7) Mrs. G.M. Dhanya, Dhanya

The following matters were discussed and approved.

1) It is decided to conduct cultural meeting held on this month.

2) All are asked to submit model exam question papers to the college office on time.

3) All are asked to do admission work during all saturdays and sundays.

The meeting came to an end at 2:30 pm.

A. [signature]
PRINCIPAL
Nanjil Catholic College of Arts & Science,
Kaliyakkavilai - 629 153

Head
Department of Mathematics
Nanjil Catholic College of Arts & Science,
Kaliyakkavilai - 629 153, Tamil Nadu.

Date : 17/6/23
Time : 11:30 am

Dept of Mathematics Conduct its meeting held on 17/6/23 at 11:30 am. The participants were

1) Dr. A. Ajitha
2) Mrs. R. Abila
3) Dr. A.J. Bertilla Jaushal
4) Dr. S. Kavitha
5) Mrs. J. Mary Beary
6) Mr. G.M. Dhanya

The following matters were discussed and approved.

1) All are asked to do admission work compulsary.

2) New HOD's are introduced.

3) For the academic year 2023-24, NIAAC work will be done successfully.

4) Hereaftes 5 minutes will be added in the duration of first break.

5) New nurse Sr. Arokiyam is appointed.

6) Syllabus completion is must for all the subject teachers.

7) University rank for all the students is mandatory.

The meeting came to an end at 12:00noon.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

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Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

KALIYAKKAVILAI

DEPARTMENT OF PHYSICS

DEPARTMENT MEETING REGISTER

Minutes of the meeting held on 13/07/2022 at 1:45 pm

Agenda:

1. Admission of students
2. Event register
3. New Rules on Dress Code
4. NAAC Work progress
5. I PG Inagural function
6. Bridge Course
7. Graduation Day
8. TNPSC Exam Duty
9. Seminar Class for II PG students

Discussion:

1. Drafting work of department minutes of meeting is given to Dr. S. Murugavel from Dr. Jeena.

2. Students must be instructed to sit as per register number in all the classes.

3. Event register must be prepared accordingly with the details of last year pending programmes need to be conducted and the schedules of upcoming programmes.

4. As per the decision of academic council, students are permitted to wear colourdress on wednesday but formal dress codes must be maintained. Leggings, jeans and T-shirts are strictly prohibited.

5. Girls must use proper formal colour dresses which may be in contemporary ethnic fashion (chudidars and dupatta)

6. Boys should wear belt and shoes but tie is not required from this academic year onwards. Class teachers must ensure that proper formal dress codes are followed by students.

7. During exams days, colour dress is strictly prohibited. Students without uniform will not be allowed inside the exam hall.

8. Staff should maintain punctuality during morning sign. Late comers will not be allowed to put sign on attendance register after 9.55 am.

9. Three admission duties per staff are allotted & in the month of July - August.

10. Staff meeting will be held on 14.07.2022 at 2.30 pm in seminar hall.

11. The principal, The Secretary fr. and IQAC co-ordinators may visit the department to audit the documentation process for NAAC.

12. All the five academic year documents (for QLM) need to be submitted soon after the receiving the requirements.

13. Parents attendance is compulsory on I PG inagural function.

14. Mr. Sahayaraj is asked to prepare Bridge course timetable syllabus and question paper for I UG students.

15. Faculties are asked to motivate the passed out UG students to join PG in our college.

16. Graduation day is planned to be conducted on 30/07/2022. After graduation day, Alumni meeting will be conducted under the guidance of HOD. During Alumni meeting students will be encouraged to join PG courses (including MBA) in our college.

17. On 24/07/2022 (Sunday) full working day for all staff members on behalf of TNPSC group IV exam

18. 30/07/2022 is the last date for readmission. Repeat students must come to college to proceed further.

19. On 16/07/2022 (Saturday) is holiday but staff alloted for admission duty should come to college

20. Actual working day of this academic year starts from 18/07/2022. Work diary, attendance register, Internal assessment register must be finished accordingly.

21. Classes will be started on 18/07/2022 for third year UG students, on 25/07/2022 for second year UG Students.

22. Proper Seminar classes must be executed for II PG students once in a week.

23. Seminar register must be maintained properly. Faculties are asked to attend PG Seminar classes if they are not engagedged in any other work on that period.

Members Attended:

1. Dr. P. Sekar Ramasubramanian
2. Dr. M. Amalanathan
3. Dr. S. Antony Dominic Christopher
4. Dr. T.R. Jeena
5. Dr. S. Murugavel
6. Mrs. V. Beena
7. Dr. S.S. Bidhu
8. Mr. F. Sahayaraj
9. Dr. H. Marshan Robert



Minutes of the meeting held on 21/07/2022 at 12.15 pm

Agenda :

1. Working days details
2. Internal Exam plan
3. Data Entry
4. Subject allocation
5. Internal exam mark entry
6. Exam fee payment
7. Practical exam plan
8. University exam dates
9. Event semester starting date
10. TNPSC exam duty
11. Syllabus
12. Valuation
13. First year Orientation Program
14. Bridge Course
15. Any other points

Minutes :

1. The minutes of the previous meeting were approved by the principal.

2. Number of working days is counted from college reopening day (18/07/2022). Attendance of students must be maintained from this day onwards.

3. I internal exam is scheduled on 22/08/2022 for all the students including I UG and I PG students.

4. I year data entry work must be finished before 25/08/2022

5. Subject allocation (major, elective, allied & NME papers) must be finished before 25/08/2022

6. NME papers should not fall under the category of core & allied subjects of the programmes

7. I internal mark entry is scheduled on 29/08/2022

8. II internal exam is scheduled on 26/09/2022

9. Exam fee payment without fine can be done on 3/10/2022 to 12/10/2022

10. Practical exams for UG and PG students are scheduled on 31/10/2022

11. Last date for practical exam mark entry is 15/11/2022

12. III internal exam is scheduled on 02/11/2022

13. Last working day of this semester is fixed on 16/11/2022

14. University exams will be commenced from 18/11/2022

15. Ten saturdays may be added on working days in this semester. Approximately two saturdays per month may be working days

16. Even semester of this academic year (2022 - 2023) will be started from 12/12/2022

17. Updated syllabus will be uploaded in university official website on 21/07/2022. Subject teachers are asked to verify it

18. TNPSC Group IV exam is scheduled on 24/07/2022 in our college. Following Staff members are appointed as exam invigilators:

1. Dr.S.Antony Dominic Christopher
2. Dr. T.R. Jeena
3. Dr. S. Murugavel
4. Dr. S.S. Bidhu
5. Mrs. V. Beena
6. Mr. F. Sahayaraj

19. Jeans is strictly prohibited for students. Instead of jeans, students are suggested to wear uniform.

20. Faculty members are permitted to go for valuation duty after adjusting the classes with other faculties.

21. First year orientation programme is scheduled from 01/08/2022 to 04/08/2022

22. Bridge course is planned to be conducted three days from 08/08/2022 to 10/08/2022

Members Attended:

1. Dr. P. Sekhar Ramasubramanian
2. Dr. M. Amalanathan
3. Dr. S. Antony Dominic Christopher
4. Dr. T.R. Jeena
5. Dr. S. Murugavel
6. Dr. S.S. Bidhu
7. Mrs. V. Beena
8. Dr. H. Maxshan Robert
9. Mr. F. Sahayaraj

DEPARTMENT OF PHYSICS * MARIA CATHOLIC COLLEGE OF ARTS & SCIENCE * KALLAKKAVILAI 629 153

Minutes of the meeting held on 21/09/2022 at 12:15 pm

Agenda:

1. II internal exam
2. Format for question paper settings
3. UG scholarship
4. Poor students name list

Minutes:

1. The minutes of the previous meeting were approved by the principal.
2. II internal exam is scheduled on 06/10/2022, time is 10:15 am - 12:15 pm
3. Question papers must be sent to HOD for approval (with the format Part A, Part B & Part C)
4. Last date for question paper submission is 26/09/2022.
5. Rupees one thousand scholarship is available for selected first year UG students
6. First year UG students should submit their plus two marksheet on 22/09/2022
7. Name list of poor students must be ready for all the classes.

Members Attended:

1. Dr. P. Sekhar Ramasubramanian
2. Dr. M. Amalanathan
3. Dr. S. Antony Dominic Christopher
4. Dr. T.R. Jeena
5. Dr. S. Murugavel
6. Dr. S.S. Bidhu
7. Mrs. V. Beena
8. Dr. H. Marshan Robert
9. Mr. J. Sahayaraj

DEPARTMENT OF PHYSICS
KALTHANKAVILAI

Minutes of the meeting held on 07/10/2022 at 12.15 pm

Agenda :

1. Parents meeting
2. Association meeting
3. Fine arts day
4. Industrial visit
5. Lab details

Minutes :

1. The minutes of the previous meeting were approved by the principal.

2. Parents meeting for I Msc students will be held on 08/10/2022 at 2.00 pm

3. Dates will be announced soon for association and fine arts day. Both will be done on same day

4. Student's incharge for magazine work is Sajeeran (II Msc)

5. Industrial visit places are fixed. IISER is allocated for PG students and science center is for UG students.

6. Two days tour need to be planned at the end of October

7. Thought for the day must be related with space in this week.

8. During lab experiments, maximum number of students allotted for one batch is six only. All the six experiments must be executed as per cycle.

8. Computer may be shifted for TET exam which may be happened on 16/10/2022

Members Attended :

1. Dr. P. Sekhar Ramasubramanian
2. Dr. M. Amalanathan
3. Dr. S. Antony Dominic Christopher
4. Dr. T.R. Jeena
5. Dr. S. Murugavel
6. Dr. S.S. Bidhu
7. Mrs. V. Beena
8. Dr. H. Marshan Robert
9. Mr. F. Sahayaraj

DEPARTMENT OF PHYSICS
KALIYAKKAVILAI
629 153
MARIAN CATHOLIC COLLEGE

Minutes of the meeting held on 13/10/2022 at 12.15 pm

Agenda:

1. Attendance entry
2. University exams schedule
3. Exam fee payment
4. Optimal paper selection
5. Students namelist for NAAC
6. Leave permission
7. TET exam duty

Minutes:

1. The minutes of the previous meeting were approved by the principal
2. Class adjustment help must be given to language staff.
3. Staffs are asked to be ready with attendance to enter it in portal.
4. University Practical exam is scheduled on 09/11/2022
5. University theory exam is scheduled on 11/11/2022
6. Last date for paying exam fee is 29/10/2022 (without fine) and 04/11/2022 (with fine)
7. Optimal paper need to be given soon.
8. Admission date extended till 21/10/2022
9. Two diploma courses related to commerce is going to be started soon.

10. Students name list must be given soon for NAAC cultural program.

11. To interact with NAAC committee, totally ten students must be selected (two students per class). Ten parents and alumni need to be selected for the same.

12. Students should inform properly if they take leave more than two days.

13. Staff should give importance for MBA admission

14. TET exam duty is compulsory for all the staff.

15. One rupee collection must be continued properly

16. NAAC documents verification will be done on 24/11/2022.

Members Attended:

1. Dr. P. Sekhar Ramasubramanian
2. Dr. M. Amalanathan
3. Dr. S. Antony Dominic Christopher
4. Dr. T.R. Jeena
5. Dr. S. Murugavel
6. Dr. S.S. Bidhu
7. Mrs. V. Beena
8. Dr. H. Marshan Robert
9. Mr. F. Sahayaraj



Minutes of the meeting held on 26/10/2022 at 12:15 pm

Agenda

1. feedback
2. Students, Alumni and parents name list
3. Vision and mission
4. Model exam
5. Question paper submission

Minutes:

1. The minutes of the previous meeting were approved by the principal
2. NAAC visit may happen on the end of November 2022
3. Students need to be selected soon for feedback giving.
4. All the students must know vision and mission
5. Ten parents and Alumni must be selected soon
6. All the NAAC document work must be finished soon
7. Model exam is scheduled on 02/11/2022 for II and III yeay students
8. Last date for question paper submission is 29/10/2022

Members Attended:

1. Dr. P. Sekhar Ramasubramanian
2. Dr. M. Amalanathan
3. Dr. S. Antony Dominic Christopher
4. Dr. T.R. Jeena
5. Dr. Bidhu. S.S
6. Mr. V. Beena
7. Dr. S. Murugavel
8. Dr. H. Marshan Robert
9. Mr. F. Sahayaraj

DEPARTMENT OF PHYSICS
KALIYAKKAVILAI
629 153
MANJU CATHOLIC COLLEGE OF ARTS & SCIENCE

Minutes of the meeting held on 28/10/2022 at 12:15 pm

Agenda:

1. Model exam
2. University theory & practical
3. II internal exam for I UG & I PG
4. Yoga practical exam
5. Students satisfaction survey
6. Question paper submission

Minutes:

1. The minutes of the previous meeting were approved by the principal.
2. Model exam will be started from 01/12/2022
3. University practical exam is scheduled on 14/11/2022 & 16/11/2022
4. II internal exam will be started from coming monday onwards for I UG and I PG students.
5. Yoga practical exam is scheduled on 14/11/2022
6. All the students must be instructed to submit students satisfaction survey soon.
7. Last date for submitting question paper is 02/11/2022
8. Students need to finish no due certificate work before 18/11/2022

Members Attended:

1. Dr. P. Sekhar Ramasubramanian
2. Dr. M. Amalanathan
3. Dr. S. Antony Dominic Christopher
4. Dr. T.R. Jeena
5. Dr. S. Murugavel
6. Mrs. V. Beena
7. Dr. S.S. Bidhu
8. Dr. H. Marshan Robert
9. Mr. F. Sahayaraj

DEPARTMENT OF PHYSICS
KALIYAKKAVILAI
629 153

Minutes of the meeting held on 02/11/2022 at 12.15 pm

Agenda:

1. Model exam
2. No due certificate
3. Exam fee
4. Seniority list
5. Students satisfaction survey
6. PPT presentation

Minutes:

1. The minutes of the previous meeting were approved by the principal.
2. Model exam is scheduled on 07/11/2022 for I year students
3. All fee must be paid before the entry of practical exam
4. All the staffs are asked to apply for university exam seniority list.
5. I UG and I PG students can start to pay examfee
6. All the class incharges are asked to instruct the students to submit student satisfaction survey soon.
7. PPT presentation will be done by Mrs. V. Beena for NAAC
8. Last date for no due certificate submission is 12/11/2022
9. Hands on training fee will be contributed as tuition fee for three students.

Members Attended :

1. Dr. P. Sekhar Ramasubramanian
2. Dr. M. Amalanathan
3. Dr. S. Antony Dominic Christopher
4. Dr. T.R. Jeena
5. Dr. S.S. Bidhu
6. Dr. S. Murugavel
7. Mrs. V. Beena
8. Dr. H. Marshan Robert
9. Mr. F. Sahayaraj

DEPARTMENT OF PHYSICS
KALIYAKKAVILAI
629 153

Minutes of the meeting held on 15/12/2022 at 12.15 pm

Agenda:

1. Workload
2. Theory & practical
3. Practical Timetable
4. fee payment
5. Christmas celebration
6. Pongal Celebration
7. Diary distribution

Minutes:

1. The minutes of the previous meeting were approved by the principal.
2. Theory papers are allocated for all the teaching staff.
3. Practical schedules and staff details are fixed for upcoming even semester.
4. 21/12/2022 to 26/12/2022 may be holidays for staff.
5. Second semester classes will be started from 16/12/2022
6. fee paid students will be given permission for tour.
7. Girls way and boys way must be maintained seperately
8. Santa Claus celebration must be planned
9. Christmas celebration is fixed on 23/12/2022

10 Pongal celebration is fixed on 25/01/2022

11 Students can pay their fee on 21/12/2022, 22/12/2022 and 24/12/2022

12 Diary must be distributed to students.

Members Attended :

1. Dr. P. Sekhar Ramasubramanian
2. Dr. M. Amalanathan
3. Dr. S. Antony Dominic Christopher
4. Dr. T. R. Jeena
5. Dr. S. Murugavel
6. Mrs. V. Beena
7. Dr. S. S. Bidhu

DEPARTMENT OF PHYSICS
KALIYAKKAVILAI
629 153
ARTS & SCIENCE COLLEGE

Minutes of the meeting held on 16/12/2022 at 12.15 pm

Agenda

1. Principal meeting
2. Mobile Ride
3. Working days
4. Principal verification
5. IQAC verification

Minutes:

1. The minutes of the previous meeting were approved by the Principal
2. Meeting with principal is scheduled for students, alumni & parents on 21/12/2022
3. Teachers must come to college earlier
4. Frequent mobile ride must be done inside the classes
5. 17/12/2022 is working day
6. 28/12/2022 & 30/12/2022 are working days for staff.
7. Principal verification will be on 21/12/2022
8. IQAC co-ordinator will verify the document on 22/12/2022

Members Attended :

1. Dr. P. Sekhar Ramasubramanian
2. Dr. M. Amalanathan
3. Dr. S. Antony Dominic Christopher
4. Dr. T. R. Jeena
5. Dr. S. S. Bidhu
6. Dr. S. Murugavel
7. Mrs. V. Beena

H. Mary

DEPARTMENT OF PHYSICS
KALIYAKKAVILAI
629 153

Minutes of the meeting held on 02/01/2023 at 12.15 pm

Agenda:

1. NAAC visit
2. PPT presentation
3. I UG & I PG reopening day
4. No valuation permission
5. Tour
6. Pongal celebration
7. IQAC verification
8. National Conference
9. Cleaning day
10. Science exhibition

Minutes:

1. The minutes of the previous meeting were approved by the principal.

2. NAAC visit is scheduled on 03/02/2023 & 04/02/2023

3. PPT presentation must be watched by all the staff members to give required feedback.

4. I UG classes will be started from 16/01/2023

5. I PG classes will be started from 06/01/2023

6. Class teachers are asked to give proper awareness to students regarding NAAC visit

7. Ten students need to be selected for observing PPT presentation.

8. 05/01/2023 is declared as local holiday.

9. 06/01/2023 & 07/01/2023 will be working days.

10. Research oriented work is allotted for Dr. Bidhu.

11. Discipline duty must be done properly.

12. Students must maintain the attendance properly.

13. Leave form need to be submitted immediately.

14. No valuation permission for staff till NAAC visit

15. All the students need to pay the fee soon.

16. Tour is postponed to february last week

17. Faculty members are insisted to get guideship soon after getting qualification approved.

18. Dr. Bidhu is allocated as Pongal celebration incharge

19. Next IQAC verification is fixed on 11/01/2023

20. Dr. Suma is deputed as an incharge for conducting national conference on materials.

21. Dr. Suma is allocated as exhibition incharge during NAAC visit.

22. 30/01/2023 is allocated for campus cleaning.

23. Each class must prepare unique posters to paste it in class walls.

24. Students must meet Dr. Suma to reveal their exhibition ideas.

Members Attended:

1. Dr. P. Sekhar Ramasubramanian
2. Dr. M. Amalanathan
3. Dr. S. Antony Dominic Christopher
4. Dr. T.R. Jeena
5. Dr. S.S. Bidhu
6. Dr. S. Murugavel
7. Mrs. V. Beena
8. Dr. Suma.N

DEPARTMENT OF PHYSICS
KALIYAKKAVILAI
629 153

Minutes of meeting held on 21/02/2023 at 12.15 pm

Agenda

1. Admission work
2. Internal exam Question Paper
3. Slow learner details
4. Advance learner details
5. Punctuality maintanance during periods
6. Sports day
7. College day
8. MSc Admission Motivation
9. Work diary Submission

Minutes

1. Last Date for fee collection is on 27/2/2023
2. Each Staff must bring 10 admission
3. March 1st onwards internal exam will be commenced
4. No. of present and absent must be noted daily for each class
5. Seperate training must be given for slow learner and advanced learner
6. Late coming students must be controlled by class teacher and Subject teacher
7. Decipline duty time is changed at 7.50 am - 8.05 am
8. Fee payment is necessary for getting permission for tour

9. Sports day and college day will be on April 2nd week

10. Women's day celebration will be on 8th March

11. Five years perceptive plan must be submitted as soon as possible

12. FDP, workshop and paper publication need to be done continuously

13. Poster presentation is compulsory for II PG students

14. BSc project can be done based on science exhibition experiment

Members Attended

1. Dr. P Sekhar Ramasubramanian
2. Dr. M. Amalanathan
3. Dr. S. Antony Dominic christopher
4. Dr. T.R. Jeena
5. Dr. SS Bidhu
6. Dr. S. Murgavel
7. Mrs. V. Beena
8. Dr. Suma. N



Minutes of meeting held on 20/3/2023 at 12:15 pm

Agenda

1. II Internal Exam
2. Modol exam
3. Practical exam
4. Sports day and college day
5. University Exam
6. Conference

Minutes

1. II Internal Exam will be conducted on 1/04/2023 and last date for question paper submission is 27/3/2023
2. Model Exam will be conducted on 27/4/2023
3. Tentative date for practical exam will be on 20th April
4. Sports day will be on 4/5/2023
5. College day will be on 10/5/2023
7. Conference committes are allotted as follows

a) Reception and MC → Mrs Beena & Dr. Jeena
b) Registration and certificate → Dr Bidhu
c) Food and Refreshment → Dr Dominic
d) Stage & Prize → Dr. S. Murugavel
e) Convener → Dr. Suma
f) Poster → Dr. Jeena. T.R

Members Attended

1. Dr. P. Shekar Ramasubramaniol
2. Dr. M. Amalanathan
3. Dr. S Antony Dominic Christopher
4. Dr. T.R. Jeena
5. Dr. S.S. Bidhu
6. Mrs. Beena
7. Dr Suma. N.
8. Dr. S. Murugavel



Minutes of meeting held on 27/03/2023 at 12:15 pm.

Agenda

1. Naan Mudhalvan scheme
2. Project hour
3. Seminar
4. Attendance
5. Academic Bank Credit
6. Fee collection
7. Field work
8. Quiz Competition
9. IV

Minutes

1. As per Naan Mudhalvan Scheme, three new courses are introduced

2. During project hour staff must be present

3 Seminar classes must be done for students

4. During Internal exam subject teacher must handover questions to steachers on that period

5. Details of Absentees must be informed to parants

6. Academic Bank credits pending work must be finished

7. Details of ABC must be submitted to Mrs. Jaya for I BSc Physics.

8. Days order will be followed instead by Day order

9. Fee collection need to be finished soon

10 Next Wednesday onwards NAAC work must be initiated

11. III UG Students need to start their project work soon

12. Place of field work is fixed as Science Centre, Trivandrum

13. IV need to be fixed

Members Attended

1. Dr. P. Sekar Ramasubramanian
2. Dr. M. Amalanathan
3. Dr. S S. Bidhu
4. Dr. S. Murugavel
5. Mrs. Beena
6. Dr. T.R. Jeena
7. Dr. Suma - N
8. Dr. Antony Dominic Christopher



Minutes of meeting held on 18/04/2023 at 12:15 pm

Agenda

1. Exam Fee
2. Sports day and college day
3. Achievements
4. Model Exam
5. Attendance
6. Subject Code

Minutes

1. I BSc students need to check their revaluation result before paying fees
2. Sports day will be on 4th May
3. College day will be on 5th May
4. One year department acheivement report need to be submitted soon
5. Model exam will be conducted on 8/5/2023
6. Attendance report should be maintained carefully for coordination and repeat students.
7. Classcolse attendance work must be finished in Bonifesn soon
8. Last working day is on 16/5/2023
9. Last date for No due 25/4/2023

10 Students need to ensure their subject code before paying fee

Members Attended

1) Dr. P. Sekar Ramasubramanian
2) Dr. M. Amalanathan
3) Dr. S Antony Dominic Christopher
4) Dr. S. Murugavel
5) Dr. S.S. Bidhu
6) Mrs. Beena
7) Dr. T.R. Jeena
8) Dr. Suma. N.

DEPARTMENT OF PHYSICS
KALIYAKKAVILAI
629 153

Minutes of meeting held on 15/4/2023 at 12.15 pm.

Agenda

1. Practical Exam
2. Project
3. Sports Details
4. Attendance
5. Field work
6. Practical examiner

Minutes

1. 27th April 2023 onwards UG Practical exam will be started

2. 3rd May 2023 onwards PG practical exam will be started

3. It is informed that no project for III BSc Students

4. Alloted team managers need to go to ground as per the schedule

5. 17/4/2023 is the last date for submission of acheivement details

6. II MSc Class teacher is asked to prepare II MSc attendance report

7. Students should get sign on practical records soon

8. Within a week field work must be finished

9. If external examiners are not coming

Internal lab incharges will be acted as examiner

Members Attended

1. Dr. P. Sekar Ramasubramanian
2. Dr. M. Amalanathan
3. Dr. S. Antony Dominic Christopher
4. Dr. S. Murugavel
5. Dr. Suma. N.
6. Dr. T.R. Jeena
7. Mrs. Beena. V



Minutes of meeting held on 19/4/2023 at 12.15 pm

Agenda

1. No due Submission
2. College day
3. Decipline Duty
4. Sports day
5. Model Exam
6. University theory Exam

Minutes

1. Students must get no due from librarian
2. Lunch is arranged for everyone on college day Celebration
3. College day function will be started at 10.00 am
4. During function, teachers should sit near with Students
5. All the staffs must come in uniform
6. On Sports day everyone must go to ground sharply at 8.30 am
7. Model Exam will be started from 8/5/2023 (Time : 10.00 am - 1.00 pm)
8. University theory exam will be started from 17/5/2023
9. Before giving sign in no due form, staff must

Check the pending of any fee payment

Members Attended

1. Dr. P. Sekar Rama Subramanian
2. Dr. M. Amalanathan
3. Dr. S. Murugavel
4. Dr. S. Antony Dominic Christopher
5. Dr. T.R. Jeena
6. Dr. S. Suma
7. Dr. S.S. Bidha
8. Mrs Beena. V

A. Manju



Minutes of meeting held on 2/5/2023 at 12.15 pm

Agenda

1. Parents - Teachers meeting
2. Holidays in this week
3. Academic works
4. May month working days
5. Model Exam marks

Minutes

1. Parents - Teacher meeting will be on 3/5/2023 (Time: 8.00 am - 9.00 am)

2. Class teacher must get sign from all the visited parents at the attendance register

3. 5/5/2023 to 7/5/2023 are holidays

4. 8/5/2023 to 20/5/23 are full working days (Time : 9.00 am - 4.00 pm)

5. After 22nd may, Staff should come for exam duty only

6. Admission duty time table will be given seperately

7. Model exam paper correction must be finished soon after the Completion of exam

Members Attended

1. Dr. Sekar Ramasubramanian
2. Dr. M. Amalanathan
3. Dr. Antony Dominic Christopher
4. Dr. S. Murugavel
5. Dr. S. Suma
6. Dr. S.S. Bidhu
7. Dr. T.R. Jeena
8. Mrs. Beena. V



NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI

CHEMISTRY DEPARTMENT

DEPARTMENT MEETINGS REGISTER

2022-2023

2022-23 Odd

8

Department meeting was conducted on 09.06.2022 at 12.30 pm. The following matters were discussed.

Sl. No	Agenda.
1.	TC for final years.
2.	Hall Ticket.
3.	Class for UG

Discussion:

* For UG and PG students, TC will issued on 20.06.2022.

Students should pay Rs. 400 for TC.

If there is any fees bending. TC will not issue. Class incharges must collect the TC amount and submit to office.

* Students should download their hall ticket on 16.06.2022.

* For Principal attestation final years come to college on 20.06.2022.

* For I UG, II UG and I PG come to college on 22.06.2022., for Principal attestation in hall ticket.

* If the portions are not completed I UG and II UG students are allowed to come to college and staff are asked to take to class.

Members participated

Dr. R. Murali

Mrs. L. Lisy

Dr. C. Agatha Christie.

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Mary Sheeba

Mrs. M. Shirley Navis

Dr. S. V. Sheen Mess.

Mrs. O. Amala Reji Melda.

Mrs. C. Gnana Deepa.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai 629 153.

DEPARTMENT OF CHEMISTRY
NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Venue : Chemistry Department

Department meeting was conducted on 17.06.2022 at 12.30 pm. Following matters were discussed.

S.No	Agenda.
1.	Admission Duty
2.	Exam duty
3.	College reopen.
4.	NAAC files
5.	Hall ticket
6.	TC issue.
7.	Work load & Time table.

Discussion:

* Admission duty starts from 20.06.2022. Staff must present from 9 am to 4 pm.

* For Exam duty staff must present before 9.30 am.

* College reopen for academic year 2022-23 on 8.07.2022 for staff and 10.07.2022 for II PG students. For other students 23.07.2022.

* Orientation class for I UG students planned to conduct on 11.07.2022.

* Hall ticket issued for III UG and II PG students on 20.06.2022 at 9 a.m.
II UG and I UG - 22/06/2022 at 2.00 pm.
I PG - 27.06.2022 at 2.00 pm.

* For final years TC will be issued on 20.06.2022.

Members participated

Dr. R. Murali

Mrs. L. Lisy

Dr. C. Agatha Christie.

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Mary Sheeba

Mrs. M. Shirley Navis

Dr. Sheen Mers S.V

Mrs. O. Amala Reji Melda.

Mrs. C. Gnana Deepa.

DEPARTMENT OF CHEMISTRY · KALIYAKKAVILAI 629 153 · NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Venue: Chemistry Department

Department meeting was conducted on 28.06.2022 at 12.45pm. The following matters were discussed.

S.No	Agenda.
1.	Admission duty
2.	Work load, Time table
3.	Graduation Day
4.	Admission work.

Discussion:

* For admission staff must present at 9. am. From 29.06.2022 one staff is allotted for admission duty.

* For academic year 2022-2023, work load and time table was discussed. Work load (subject) was allotted for each staff.

* Graduation day for the students who completed during the year 2020 on 30.07.2022. Staff incharges for that class must inform the students.

* On 29.06.2022, staff are allotted for admission work to various schools.

Members participated

Dr. R. Murali

Mrs. L. Lisy

Dr. C. Agatha Christie

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Mary Sheeba

Mrs. M. Shirley Naris

Dr. Sheen Mers. S.V

Mrs. O. Amala Reji Melda

Mrs. C. Gnana Deepa.

DEPARTMENT OF CHEMISTRY
KALIYAKKAVILAI
629 153
NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Venue : Chemistry Department

Department meeting was conducted on 08.07.2022. The following matters were discussed

S.No	Agenda.
1.	Admission.
2.	Uniform.
3.	Convocation day
4.	Remedial class
5.	NAAC work.

Discussion :

* Staff must put admission, staff should work for admission.

* For students, wednesday they allowed to wear colour dress, formal shirt & pant with shoes.

From 11.07.2022 students don't need to put tie.

Class Incharges must inform the students to wear proper uniform.

* On 30.07.2022, Graduation day for those who completed during April 2021 examination.

* Coaching class (Remedial, Advanced Learners) may conduct to the students.

* Staff must complete their NAAC work.

Members participated

Dr. R. Murali

Mrs. L. Lisy

Dr. C. Agatha Christie

Dr. T. Alwis

Dr. K. Priya Rajini

Dr. M. Mary Sheeba

Mrs. M. Shirley Navis

Dr. Sheen Mers. S.V

Mrs. O. Amala Raji Melda

Mrs. C. Gnana Deepa.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Venue: Chemistry Department

Department meeting was conducted on 13.07.2022 at 12.30 p.m. The following matters were discussed.

S.No	Agenda.
1.	Admission
2.	Working day
3.	Graduation day
4.	TNPSC. Exam
5.	Students uniform.
6.	Orientation for I PG

Discussion:

* MBA admission is opened, staff must encourage the students to put admission for MBA.
Each day 3 staff alloted for admission duty.

* For II year UG, class commence from 18.07.2022.

* On 30.07.2022, Graduation day is going to conduct for students those who complete during the academic year 2020-21. Nearly 650 students will attend

* On 24.07.2022, Tnpsc Group-IV exam will conduct by Tamilnadu Government, Our college is one of the exam Center.

* Students must wear uniform for their exams. Colour dress is not permitted on those days.

* For I PG, during orientation, parents are requested to attend the meeting.

* NAAC work: Staff must complete their files for NAAC as early as possible.

Members participated

Dr. R. Murali

Mrs. L. Lisy

Dr. C. Agatha Christie.

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Mary Sheeba

Mrs. M. Shirley Navis.

Dr. Sheen Mers S V

Mrs. O. Amala Reji Melda

Mrs. C. Gnana Deepa.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

DEPARTMENT OF CHEMISTRY
KALIYAKKAVILAI
629 153
NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Venue: Chemistry Department

Department meeting was conducted on 2.08.2022 at 12.30 pm The following matters were discussed.

Sl. No	Agenda.
1.	Minority Scholarship.
2.	Colour dress.
3.	Bus concession
4.	Competition.
5.	Independence day celebration.
6.	Discipline.

Discussion:

* Students are asked to renew Minority Scholarship through online and submit the online application form along with documents.

* From 03.08.2022, students must wear uniform on Wednesday, colour dress was not allowed.

* Students are asked to get bus concession form from college office.

* Chess and Badminton competition was going to conduct in our college. So students are asked to give their names to participate.

* Independence day is going to celebrate on August 15. So all the staff are asked to come on

that day, compulsorily.

* Staff must inspect students discipline, staff must maintain class discipline and discipline duty should be followed by respective staff.

Members participated.

Dr. R. Murali

Mrs. L. Lisy

Dr. C. Agatha Christie.

Dr. T. Alwin.

Dr. K. Priya Rajini

Dr. M. Mary Sheeba.

Mrs. M. Shirley Navis

Mrs. O. Amala Reji Melda.

Mrs. C. Gnana Deepa.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

DEPARTMENT OF CHEMISTRY
NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI
629 153

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.
Tamil Nadu.

Venue: Chemistry Department

Department meeting was held on 12.08.2022 at 12.15 p.m. The following matters were discussed.

Sl. No	Agenda.
1.	Internal Test
2.	Question paper.
3.	Independence Day celebration.
4.	Fees.
5.	Concession.
6.	Attendance.
7.	Health awareness programme.

Discussion:

* Internal Test - I was going to conduct on 22.08.2022. Exam timing 10.15 am - 12.15 pm. On those days break time changes to 10 am.

* Question paper for internal test must be submit on or before 16.08.2022.

* As per government order Independence day celebration was going to conduct from 13.08.2022 to 17.08.2022.
Departmentwise programme must be conduct on those days.
On 13.08.2022, students will assemble in play ground at 8.15am for flag hosting.

* On 15.08.2022, willing students are asked to come to college for celebration, incharges should gave the number of students to HOD.

*. For this semester, incharges must inform their students to pay fees on or before 02.09.2022.

*. Students who got concession form, must submit to college office before 16.08.2022.

*. From this semester staff must inspect students attendance, if the student had more than one condonation, repeat semester only.

*. For III rd years, Health Awareness programme was going to conduct on 03.09.2022 by Sr. Sharmila.

Members participated

Dr. R. Murali

Mrs. L. Lisy

Dr. C. Agatha Christie

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Mary Sheeba

Mrs. M. Shirley Navis

Mrs. O. Amala Reji Melda

Mrs. C. Gnana Deepa.

PRINCIPAL
Catholic College of Arts & Science
Kaliyakkavilai 629 153.

DEPARTMENT OF CHEMISTRY
KALIYAKKAVILAI
629 153
NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153. Tamil Nadu

Venue: Chemistry Department

Department meeting was held on 23.08.2022 at 12.15 p.m. The following matters were discussed.

Sl. No	Agenda.
1.	Result Analysis.
2.	Admission
3.	Discipline Duty
4.	Fees
5.	Revaluation
6.	Parents Meeting
7.	Supplementary Exam
8.	NAAC work.
9.	Guideship
10.	Onam celebration
11.	IV, Tour.
12.	Students Discipline.

Discussion:

* Result Analysis for 2021-2022 must be submit on 24.08.2022.

* PG admission was started, staff must work to fill the PG seat.

* Discipline is important, so staff should inspect the students discipline properly.

* Students should pay fees on or before 2.09.2022. Afterwards students should pay ₹ 100 per day as fine.

* Result was published, students who were failed in exam should put revaluation, revaluation forms

are in University website. For applying revaluation Form 'A' open from 24.08.22 to 30.08.22 and Form 'B' from 09.09.22 to 15.09.22.

* On 27.08.2022 II MSc. students are asked to come with their parents to attend a meeting at 12.00 pm with Principal.

* For outgone students those who failed in 1 paper are asked to put for supplementary exam, students are come to college on 29.08.2022.

* NAAC work documents must complete before 30.08.2022

* Staff must apply for Guideship. If the department is a research centre then it must contain 2 research guides.

* Onam celebration was going to conduct on 07.09.2022

* Students are allowed to go to IV or Tour on the month of January.

* Staff must inspect students discipline, staff check whether the students wore ID card properly or not, shoes, inshirt etc.

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DEPARTMENT OF CHEMISTRY
NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI
629 153

Head
Department of Chemistry
Nanji... College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Venue : Chemistry Department.

Department meeting was held on at 2:00 p.m. Following matters were discussed.

Sl. No	Agenda.
1.	Internal Test.
2.	Question paper submission
3.	Students discipline
4.	Girls students scholarship
5.	Retest
6.	Time table consolidated.

Discussion :

* I Internal test for I UG, I PG, II Internal test for II UG, III UG, II PG starts from 6/10/2022.

* Question paper submitted on or before 26/09/2022.

* Teachers must inspect students discipline especially dress code, hair style etc.

* Girl students scholarship provided by Government must have their own account in State Bank, Canara, IOB or in Indian Bank.

*. Students were asked to prepare properly for their internal test, Retest should not conduct.

* HODs are asked to submit consolidated time table to office inorder to upload in college automation

Members participated

Dr. R. Murali

Ms. L. Lisy

Dr. C. Agatha Christie

Dr. T. Alexio

Dr. K. Priya Rajini

Dr. M. Mary Sheeba.

Ms. M. Shirley Navis.

Ms. O. Amala Raji Melda.

Ms. C. Gnana Deepa.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

DEPARTMENT OF CHEMISTRY
NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI
629 153

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153. Tamil Nadu.

Venue: Chemistry Department

Department meeting was conducted on 26.09.2022 at 2.00 pm. The following matters were discussed.

Sl. No	Agenda.
1.	Training programme.
2.	Fees remittance
3.	HODs ppt presentation
4.	Result analysis
5.	Question paper submission
6.	NAAC work.

Discussion:

* On 29/09/2022, there will be a training programme for all teaching and non-teaching staff. On that day there is no classes for students.

* Last date for paying fees is 06/10/2022, class incharges inform the students to pay their fees balance on or before that day, afterwards pay fine amount of Rs. 100/-

* HODs were asked to prepare for power point presentation.

* Result analysis for all departments may conduct after publishing the revaluation results.

* For Internal II Question papers must submit on or before 26.09.2022. Internal Test begins from 6.10.2022. So teachers were asked to submit the question paper without fail.

* Staff must complete their NAAC work with full cooperation. Files must be updated, and registers are also updated within the due date.

* Syllabus may change for some departments especially commerce, Computer Science, BBA.

* Staff must concern about M.Phil admission.

Members participated

Dr. R. Murali

Mrs. L. Lisy

Dr. C. Agatha Christie

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Mary Sheeba

Mrs. D. Shirley Navis

Mrs. O. Amala Reji Melda.

Mrs. C. Gnana Deepa.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

DEPARTMENT OF CHEMISTRY
NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629153

Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Venue: Chemistry Department

Department meeting was conducted on 14.10.2022 at 1:45 pm. The following matters were discussed

Sl. No	Agenda.
1.	Exam fee
2.	Attendance and Internal Mark entry
3.	Semester Exam.
4.	Fees payment.
5.	Discipline.

Discussion:

* For exam fee payment, the portal opens from 20.10.2022 without penalty. From 31.10.2022 to 04.11.2022 exam fee payment with penalty.

* Internal Mark entry commence from 11.11.2022 to 21.11.2022.

* Practical Exam commence from 09.11.2022 and theory exam starts from 24.11.2022.

* Students were asked to pay their tuition fees before exam fee payment with penalty.

* Staff were asked to concentrate students discipline, incharges must inspect class discipline.

Members participated

Dr. R. Murali

Dr. C. Agatha Christie.

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Mary Sheeba.

Ms. M. Shirley Navis

Ms. D. Amala Reji Melda.

Ms. C. Gnana Deepa.

DEPARTMENT OF CHEMISTRY · NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE · KALIYAKKAVILAI 629 153

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Venue: Chemistry Department

Department meeting was conducted on 26.10.2022 at 1.45 pm. The following matters were discussed.

Sl. No	Agenda.
1.	Practical Exam.
2.	Model Exam.
3.	Question paper submission
4.	NAAC work.
5.	Internal Exam.
6.	Syllabus completion
7.	Exam fee payment.

Discussion:

* Practical Exam was ~~being~~ going to begin on 09.11.2022. Before that students must get complete record signature from practical incharge and HOD. HOD asked the staff to conduct model practical exam.

* Model Exam for Science department starts from 02.11.2022. For Arts department model Exam starts from ~~07.11~~ 13.11.2022.

* Question paper must submit on or before 31.10.2022.

* From 31.10.2022 Internal Test II starts Exam time 10.15 - 11.15 am. Maximum marks: 20

* NAAC work must complete, files must be completed in these days. College timing 8 - 4 pm.

* Syllabus must be complete before model Exam otherwise extra class may conduct for I years.

* Students were asked to pay their exam fees without fail. Students must check all the subject codes before payment. Incharges must concentrate whether all the students paid their exam fees or not.

Members participated

Dr. R Murali

Ms. L. Lisy

Dr. C. Agatha Christie

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Mary Sheeba.

Ms. M. Shirley Navis

Ms. O. Amala Reji Nelda.

Ms. C. Gnana Deepa.

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DEPARTMENT OF CHEMISTRY
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NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Venue : Chemistry Department.

Department meeting was conducted on 29.10.2022 at 2.00 pm. The following matters were discussed.

Sl.No	Agenda.
1.	Theory & Practical Exam.
2.	Model Exam.
3.	Question paper submission
4.	File verification
5.	No due.
6.	Students data entry.
7.	Students selection for NAAC.
8.	Yoga class.
9	Sss

Discussion:

* Theory Exam and Practical Exam date was tentatively announced. Theory Exam starts from 02.12.2022. Practical Exam starts from 14.11.2022.

* Model Exam starts from 7.11.2022 for Science students, 14.11.2022 for Arts Department.

* Question papers submit to office on or before 02.11.2022.

* File must be complete during these days, date for the verification of files will be announce later

* No due form submission for Science students on 12/11/2022. Students are asked to pay their dues as early as possible.

* Incharges chuck the students data before submitte

to University (ie) Tamil name, date of birth, community etc.

* During NAAC visit peer team should meet students, parents and Alumni, so staff select respective members for that meeting.

* For II BSc, Yoga class will be conduct by Physical Education Department, date will be announce later.

* SSS only reach 11%, so staff motivate the Students to reply the mail as soon as possible., to get maximum Response.

Members participated

Dr. R. Murali
Ms. L. Lisy
Dr. C. Agatha Christie
Dr. T. Alwin
Dr. K. Priya Rajini
Dr. M. Mary Sheeba
Ms. M. Shirley Naris
Ms. O. Amala Reji Meloda
Ms. C. Grana Deepa

PRINCIPAL
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DEPARTMENT OF CHEMISTRY
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629153

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Venue : Chemistry Department.

Department meeting was conducted on 2.11.2022 at 1.45 pm. The following matters were discussed.

Sl. No	Agenda.
1.	Semester practical & Theory Exam.
2	No due.
3.	Model Exam.
4.	Seniority List updation
5.	Exam fees
6.	Group building Day
7.	Discipline duty.
8.	NAAC.

Discussion :

* Semester practical and theory exam was rescheduled. Practical Exam starts from 14.11.2022 and theory exam from ~~01.12.2022~~ 01.12.2022.

* No due submission for Science department students on 12.11.2022. After submission only students were allowed to attend their practical Exam.

* Model Exam for Sience department students starts from 07.11.2022. Exam time 9.00 am to 12.00 pm. If anyone need to take class for UG and PG students utilize after the exam.

* University Seniority list was going to update, if anyone need to add their name download format from University website and get signature from Principal and add it.

*. Incharges must check whether all the students pay their exam fees. For private entries this is the last chance to write their exam. For I years register number was alloted.

* On 05.11.2022, English department was going to conduct a Group Building Day programme. No classes for students on that day.

* Staff must inspect students discipline, inchanges must check whether the students attend the class regularly.

* Incharges are asked to call their outgone students whether they got mail from NAAC council and report. 11.7% of SSS only reached. Staff must motivate the students to got maximum response.

Members participated.

Dr. R. Murali
Ms. L. Lisy
Dr. C. Agatha Christie.
Dr. K. Priya Rajini.
Dr. T. Alwin.
Dr. M. Mary Sheeba.
Ms. M. Shirley Navis.
Ms. O. Amala Reji Melda.
Ms. C. Gnana Deepa.

PRINCIPAL
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Kaliyakkavilai - 629 153.

DEPARTMENT OF CHEMISTRY
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Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Venue : Chemistry Department

Department meeting was conducted on 12.11.2022 at 12.30 pm. The following matters were discussed.

Sl. No	Agenda
1.	M.Phil fee payment.
2.	Practical Exam.
3.	Theory Exam.
4.	Attendance entry, Internal Mark entry
5.	Hall ticket.
6.	Last working day.

Discussion :

* For M.Phil students exam fee payment starts from 24.11.2022 to 28.11.2022. Incharges inform the students to pay their fees without fail.

* For Science students Practical Exam starts from 14.11.2022. Before that students must clear their dues and get sign from Principal, then only they allowed to attend their exam.

* Theory Exam for I PG starts from 15/12/2022 and for II PG 7/12/2022. Incharges inform their students to prepare for exam.

* Attendance entry in University portal starts

from 21/11/2022, for internal mark entry 29/11/2022.

* Hall tickets should download for exam from 28/11/2022.

* Last working day for students on 21/11/2022.

* If any department need class for I UG and I PG, classes may conduct; otherwise Principal ask the students about syllabus completion after that last working will be announ

Members attended the meeting

Dr. R. Murali

Ms. L. Lisy

Dr. C. Agatha Christie

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Mary Sheeba.

Ms. M. Shirley Navis.

Ms. O. Amala Reji Melda.

Ms. C. Gnana Deepa.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Head
Department of Chemistry
Nanjil Catholic College of Arts & Scie
Kaliyakkavilai - 629 153, Tamil Nad

2022-23 Even

Venue: Chemistry Department.

Department meeting was conducted on 14.12.2022 at 12.30 pm. The following matters were discussed.

Sl.No	Agenda.
1.	NAAC work.
2.	Discipline.
3.	Semester Exam.
4.	College reopen
5.	Christmas & Pongal celebration

Discussion:

* NAAC work must be completed ~~with~~ in these days. Verification was carried out by both Principal and IQAC coordinator. Schedule will be given for verification.

* Staff must inspect students discipline. Nowadays discipline is not proper. So all the staff must inspect properly. Classroom discipline is also important. Staff must present before the bell rang to the class.

* Dress code is very important. Staff must be present in neat dress code. No late is allowed. Staff must be present in college on-time.

* During Semester Exam staff must inspect the

Students properly. Malpractice must not be allowed. If any malpractice carried out Students may not allow to write the exam.

* College reopens on 15.12.2022. After Christmas holidays from 24.12.2022 to 1.1.2023, classes reopens for IIIrd yrs 2.1.2023. 7.1.2023 for I PG & 16.1.2023 for I UG.

* Christmas day was going to celebrate on 20.12.2022. Pongal day celebration is on 25.12.2022.

Members attended

Dr. R. Murali

Ms. L. Liny

Dr. C. Agatha Christie

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Mary Sheeba

Ms. M. Shirley Naris

Ms. O. Amala Raji Nelda.

Ms. C. Gnana Deepa.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

DEPARTMENT OF CHEMISTRY
NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI
629 153

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Venue : Chemistry Department

Department meeting was conducted on 16.12.2022 at 12.00 pm. The following matters were discussed

Sl. No	Agenda.
1.	Workload & Timetable.
2.	NAAC work.
3.	File verification.
4.	Students discipline.

Discussion:

Workload and Time table was ~~confirmed~~ consolidated and given to all staff. Following papers were alloted.

I UG : Major – Dr. K. Priya Rajini
Professional English – Dr. T. Alwin

II UG : Major – Ms. L. Lisy
Skilled – Dr. M. Mary Sheeba.

III UG : Major I – Dr. C. Agatha Christie
Major II – Dr. T. Alwin & Dr. M. Mary Sheeba.
Major III – Ms. M. Shirley Navis & Ms. L. Lisy
Elective – Dr. K. Priya Rajini

I PG Major I – Dr. R. Murali
Major II – Dr. T. Alwin
Major III – Ms. L. Lisy
Elective – Dr. C. Agatha Christie

II PG : Major I : Dr. R. Murali
Major II : Dr. T. Alwin
Major III : Ms. M. Shirley Navis
Electives : Dr. M. Mary Sheeba.

Allied : Dr. M. Mary Sheeba & Ms. M Shirley Navis

*. NAAC work must be completed on 28.12.2022 & 30.12.2022 Mock visit was planned. So before that work must be complete. Parent - students meeting was going to conduct on 21.12.2022.

* File verification for QLM : 19.12.2022.
QNM : 21.12.2022.

* Students discipline must be inspected by the staff. Check whether they are in proper dress code, hair dressing etc.

Members participated.

Dr. R. Murali

Ms. L. Lisy

Dr. C. Agatha Christie

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Mary Sheeba

Ms. M. Shirley Navis

Ms. D. Amala Raji Melda

Ms. C. Grana Deepa.

PRINCIPAL
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Kaliyakkavilai - 629 153.

DEPARTMENT OF CHEMISTRY
NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI
629 153

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science

Venue : Chemistry Department

Department meeting was conducted on 23.01.2023 at 9.00 pm. The following matters were discussed.

Sl. No	Agenda.
1.	College timing.
2.	Presentation.
3.	Department achievement flex.
4.	Inflibnet usage.
5.	Students discipline & Fees remit.

Discussion:

* College timing was changed for staff from 8.00 am to 4.00 pm till the NAAC visit. No leave was permitted for those days.

* HOD's pptpresentation to board members on 28.01.2023. On that day department may submit their documents.

*. Department achievement flex must be prepared and submit before 28.01.2023.

* Staff must use the inflibnet facility in our college.

* Class incharges are asked to inform the students to remit their tuition fees.

* Staff must inspect students discipline especially dress code hair dressing etc.

Members participated

Dr. R. Murali

Ms. L. Lisy

Dr. C. Agatha Christie

Dr. T. Alwin

Dr. K. Priya Rajini

Ms. M. Shirley Navis

Ms. D. Amala Reji Melda.

Ms. C. Gnana Deepa.

PRINCIPAL
Kanjii Catholic College of Arts & Science
Kaliyakkavilai - 629 153

DEPARTMENT OF CHEMISTRY
KALIYAKKAVILAI
629 153

Head
Department of Chemistry
Kanjii Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Venue: Chemistry Department.

Department meeting was conducted on 24.01.2023 at 12.15 pm. The following matters were discussed.

Sl.No	Agenda.
1.	College Timing
2.	Pongal celebration

Discussion:

* For 25.01.2023, the students must come to college before 8.00 am. The college gate will close at 8.00 am. So incharges must inform the students.

* Pongal celebration starts at 8 am. Preparations must be complete before 9.30 am. Judges come at 9.30 am. The students must come properly. Pongal distribute to students on that day.

* Students must come to college with proper dress code. ID compulsory for students. Otherwise students are not allowed to enter the college. For discipline from each department staff must be present for duty."

Members participated

Dr. R. Murali

Ms. L. Lisy

Dr. C. Agatha Christie.

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Mary Sheeba

Ms. M. Shirley Navis.

Ms. O. Amala Raji Melda.

Ms. C Gnana Deepa.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

KALIYAKKAVILAI 629 153

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153. Tamil Nadu.

Venue: Chemistry Department

Department meeting was held on 20.02.2023 at 2:00 pm. The following matters were discussed.

Sl. No	Agenda.
1.	Internal Test.
2.	Attendance.
3.	Special coaching
4.	Tour.
5.	Discipline.
6.	Fees
7.	College day celebration.
8.	Women's day.
9.	Seminar, conference.
10.	FDP
11.	Syllabus completion.
12.	Village adoption.
13.	Project funding,
14.	Admission duty
15.	AQAR work

Discussion:

* Internal Test I has going to conduct on 01.03.2023. Exam will be conduct at 12.45 pm. Exam Question pattern include 2 one marks, 2 five marks and 1 eight mark. Exam carried out within the department.

* Nowadays attendance % of students became low. So incharges must submit the attendance statement to Principal everyday.

* Special coaching classes for Advanced learners, and slow learners must start upcoming days.

* Tour date for final years was allotted as 17, 18, 19 of March. Before that students complete their fees balance, then only allowed to go to tour.

* Staff must inspect students discipline inside as well as outside the classroom. Check their dress code, hair dressing properly. Staff must be present in their allotted places for discipline duty during break time.

* Students were asked to pay their semester fees on or before 28.02.23. Otherwise fine will be collected.

* Sport day, college day was going to conduct on the 2nd week of April.

* Women's day celebration was decided to be on March 8.

* Departments were asked to conduct seminars conferences etc. Staff are asked to improve their paper publications.

* Staffs were asked to attend Faculty development Programmes.

* Staff must complete their syllabus as early as possible.

* Departments will get suggestion from students regarding village adoption.

* Departments must try to get project funding from agencies, to improve the research.

* Admission duty may allot to each staff. Admitting 10 students per staff was compulsory.

* Department must ready to work for AQAR report submission on June. So for every activity evidences must be submit to office without fail.

Members participated.

Dr. R. Murali

Mrs. L. Lisy

Dr. C. Agatha Christie.

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Mary Sheeba

Mrs. M. Shirley Navis.

Mrs. O. Amala Reji Melda.

Mrs. C. Gnana Deepa.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Venue: Chemistry Department

Department meeting was held on 28.02.2023 at 4.45 pm. The following matters were discussed.

Sl. No Agenda.

1. Extra papers (Nan Mudhalvan Scheme)
2. Internal test
3. Day order change.
4. Absentees list.
5. NAAC work.
6. Fees.
7. Industrial Visit

Discussion:

* For I UG and II UG students extra papers were given by University under Nan Mudhalvan scheme. For I UG, English paper and II UG - Computer III year syllabus regarding this scheme was not published yet. For that students also syllabus given soon.

* I Internal test for this semester starts from 1.03.2023. Exam will conduct last hour. Students were asked to prepare their exam and write well.

* From 06.03.2023, the day orders changed, from that day the time table will be following according

to days. Monday - I day order - ~~Saturday~~ - VI day order

* Absentees list must be given to Principal, and the incharges call the absent students parents to inform regarding their absence.

* NAAC work starts from 01.03.2023, every wednesday staff must be in campus till 4.pm. During that time staff may complete their NAAC work.

* Students were asked to pay their fees as soon as possible, otherwise fine will be collected for each day.

* Our department was decided to go to industrial visit to IISER on 06.03.2023. Students from III UG and II PG along with 2 staffs were go to visit.

* Class incharges were asked to inspect their students regarding discipline. Late comers not allowed to attend the class without entering their names in late register.

Members participated.

Dr. R. Murali

Ms. L. Lisy

Dr. L. Agatha christie.

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Mary Sheeba.

Ms. M. Shirley Navis.

Ms. O. Amala Raji Melda.

Ms. C. Gnana Deepa.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Department meeting was held on 08.03.2023, at 1.45 pm. The following matters were discussed.

Sl. No	Agenda.
1	Library visit
2.	Requirements
3.	Seminar hall booking
4.	Perspective plan

Discussion:

* PG students are allowed to visit Library in Nasarony Memorial Christian College for project reference, book reference upcoming days. Teachers encourage the students to utilize this opportunity.

* Book, Journal requirements lost may submit to Librarian as soon as possible to avoid the delay. of buying books.

* staff must note the seminar hall name during the booking time to avoid confusions.

* Departments must submit the perspective plan to the Principal as soon as possible.

Members participated

Dr. R. Murali

Mrs. L. Lisy

Dr. C. Agatha Christie

Dr. T. Alwin.

Dr. K. Priya Rajini

Dr. M. Mary Sheeba.

Mrs. M. Shirley Naris.

Mrs. O. Amala Reji Melda

Mrs. C. Gnana Deepa.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

DEPARTMENT OF CHEMISTRY
KALIYAKKAVILAI
629 153
NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Venue: Chemistry Department

Department of Chemistry conducted a meeting at 1.45 pm on 15.03.2023. The following matters were discussed.

Sl. No	Agenda.
1.	Internal Test II
2.	Internal Test III
3.	Tour.
4.	College Day, Sports day.
5.	FDP.

Discussion:

* Internal Test II was going to conduct on. 01.04.2023. Exam conducted during last hour. Question paper must submit on or before 27.04.2023

*. Internal Test III., was decided to conduct on. 27.04.2023. Exam schedule for 3 hours. Before that staff must complete their syllabus. Question paper must submit on or before 19.04.2023.

* Our department was decided to go to tour on 16.03.2023 and returns on 19.03.2023.

*. It was decided to conduct sports day on 04.05.2023 and college day on 05.05.2023.

*. Our college has planned to conduct an FDP programme from 17.04.2023 to 21.04.2023. 3 members from each science department must attend this programme.

Members participated

Dr. R. Murali

Mrs. L. Lisy

Dr. C. Agatha christie

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Sheeba Mary

Mrs. M. Shirley Navis.

Mrs. O. Amala Reji Melda.

Mrs. C. Gnana Deepa.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

DEPARTMENT OF CHEMISTRY
KALIYAKKAVILAI
629 153

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Kanyakumari Dist.

Venue : Chemistry Department

Department meeting was held on 21.03.2023 at 1.45 pm. The following matters were discussed

Sl. No	Agenda.
1.	Result analysis & report submission.
2.	Skill build programme.
3.	Valuation entry
4.	Exam fee
5.	Syllabus review.
6.	Student's Late.
7.	Remedial class.
8.	Arrear details.
9.	Fees payment.
10.	Attendance entry
11.	Perspective plan.
12.	Result analysis.
13.	Admission.
14.	Syllabus completion.

Discussion:

* Result analysis and programme conducted by the department must be submit on 23.03.2023.

* A skill build programme was going to conduct by TNSDC under Nan Mudhalvan scheme, so III year student were asked to attend the programme by register their names.

* Staff must enter their name for valuation purpose.

* For this semester students pay their exam fees as similar to last semester.

* Staff may give their suggestion regarding the syllabus framed for subjects under Nan Mudhalvan scheme and Submit.

* Students must avoid to come to college late. Otherwise students get permission from Principal to enter the class

* Remedial class for slow learners starts from Monday.

* Arrear list for final years both III BSc & II MSc must collect and submit on Thursday.

* Class incharges asked the students to pay their fees on or before 23.03.2023. otherwise students pay their fee with fine.

* Attendance and I Internal Marks must be entered in Bonifon automation.

* Department must submit the perspective plan for five years, year wise and after submission it will be discuss.

* For Nov-2022 exam, result, result analysis was starts from Thursday.

* Staff encourage the final year UG students to put admission for PG in our college.

* Staff must complete their syllabus as soon as possible. Before II Internal must complete 3 units.

Members participated

Dr. R. Murali

Mrs. L. Lisy

Dr. C. Agatha Christie

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Mary Sheeba

Mrs. M. Shirley Navis

Mrs. O. Amala Raji Melda

Mrs. C. Gnana Deepa.

DEPARTMENT OF CHEMISTRY
MANJU CATHOLIC COLLEGE
KALIYAKKAVILAI
629153

PRINCIPAL
Manjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Chemistry
Manjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Venue: Chemistry Department

Department meeting was conducted on 12.04.2023 at 2.00 pm. The following matters were discussed.

Sl. No	Agenda
1.	Sports day.
2	College day
3.	Model Exam.
4	Exam fee payment.
5.	Admission.

Discussion:

* Sports day was going to conduct on 04.05.2023

* College day programme was going to conduct on 05.05.2023. Vice Chancellor of our University as chief guest.

* Model Exam Question paper must submit on or before 19.04.2023.

* University exam fee payment will starts from 11.04.2023, all the class incharges ask their students to pay exam fees within 18.04.2023.

* All the staff members must work for admission properly. Each staff must bring 10 admissions.

Members participated

Dr. R. Murali

Mrs. L. Lisy

Dr. C. Agatha Christie

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Mary Sheeba

Mrs. M. Shirley Navis.

Mrs. D. Amala Reji Melda.

Mrs. C. Gnana Deepa.

DEPARTMENT OF CHEMISTRY
KALIYAKKAVILAI
629 153
CATHOLIC COLLEGE OF ARTS & SCIENCE

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Venue : Chemistry Department

Department meeting was conducted on 19.04.2023 at 1.45 p.m. The following matters were discussed

Sl.No	Agenda.
1.	College day
2.	Sports day
3.	Students discipline.
4.	Practical Exam.

Discussion:

* College day programme was prepared to 25.04.2023. Honourable Vice chancellor of our University is the chief guest.

* Sports day was prepared to 24.04.2023. Registrar of M.S University was bring as the chief guest.

* On sports day students should come to college at 8.30 am and on college day at 9.00 am.

* Staff members are allotted in different commitees. Staff must inspect students discipline.

* Practical Exam for UG students starts from 27.04.2023.

Members participated

Dr. R. Murali

Ms. L. Lisy

Dr. C. Agatha Christie.

Dr. T. Alwin

Dr. K. Priya Rajini

Dr. M. Mary Sheeba.

Mrs. M. Shirley Navis.

Mrs. D. Amala Reji Melda.

Mrs. C. Grana Deepa.

PRINCIPAL
Naniil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Chemistry
Naniil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu

Venue: Chemistry Department.

Department meeting was conducted on 29.04.2023 at 1.45 pm. The following matters were discussed.

Sl. No	Agenda.
1.	Parents meeting
2.	Last working day.
3.	Model Exam.
4.	Attendance entry.

Discussion:

* Parents meeting for Science departments & BBA is going to conduct on 03.05.2023 and Arts on 04.05.2023. Teachers should inform their students to bring their parents on that day at 8.00 am.

* Last working day for this semester is 20.05.2023. From 08.05.2023, Model Exam going to starts, Teacher should complete their works on these days.

* From 09.05.2023, staff come to college at 9. am and Exam starts at 10 am.

* Last date for attendance and informal mark entry in bonifon website is 30.04.2023.

Members participated.

Dr. R. Murali

Mrs. L. Lisy

Dr. C. Agatha Christie.

Dr. T. Alwin.

Dr. K. Priya Rajini

Dr. M. Mary Sheeba.

Mrs. M. Shirley Navis.

Mrs. O. Amala Reji Melda.

Mrs. C. Gnana Deepa.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Nanjil Catholic College of Arts and Science, Kaliyakkavilai

Department of Computer Science

Department Meeting Register

2022-2023

Minutes of the meeting held on 17/6/22.

Time: 2:00 pm Venue: CS PG Lab

Faculty Members:

1. Mr. K.C. Abilash Sam paulstin -
2. Mrs. V. Suja Merlin -
3. Dr. L. Thomas Robinson -
4. Dr. W.C. Cincy
5. Mrs. D. Suja Mary -
6. Mrs. S.S. Beulah Benslet -
7. Mrs. T. Ahila -

Agenda:

1. Hall ticket Issue
2. College Reopening dates
3. NAAC
4. College Admission.

Agenda : 1

For the Submission of No-dues, the Students have to follow the Protocols given by the department only after Submission of nodues, The TC and Hall ticket Issue date and time is 20/6/22, 9.30a.m for III UG and II PG.

For I UG and II UG Hall ticket Issue date is 22/6/22 timing is at 2.00p.m. and for I PG the date is 27/6/22 at 2.00 p.m.

Agenda : 2.

The College re-open for even Semester on 11th July for II PG. and 20/7/22 for II UG & III UG. If admission is over by 60-70%, the common orientation will start on 11/7/22 followed by one week bridge course and then regular classes. The Staff regular working day is from 8/7/22

Department time-table, Subject allocation, Work load Should be Submitted on 8/7/22 to College office.

Inorder to publish the details about the department, it was informed to be ready

Agenda : 3

It was informed that the QLM soft copy should be in a single document to launch in website. It was also informed to be ready with all the NAAC Registers for 5 years). For NAAC PPT 5 minutes short PPT and 10 minutes brief Power Point presentation should be ready.

For Students with repeat Semester, Students have to approach university before June 30. Because they have to complete the taste before June 30 for finalization.

It was also informed to be ready for stock verification

Agenda : 4

It was initiated that the staff have to monitor exam duty. The timing is 9.30. No leave or no substitute is allowed. Admission duty is compulsory and each staff should fill 5 admissions

During the issue of Hall Ticket, it was informed to fill and collect alumni form.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

[K. C. Abhilash Sara Paulstin]
Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

Minutes of the Meeting held on 8/7/22.

Time : 2.00 p.m Venue : CS PG Lab

Faculty Members:

1. Mr. K.C Abilash Sam paulstin –
2. Mrs. V. Suja Merlin
3. Dr. L. Thomas Robinson
4. Dr. W.C. Cincy
5. Dr. D. Suja Mary
6. Mrs. S.S. Beulah Benslet
7. Mrs. T. Ahila

Agenda

1. Admission
2. Dress code
3. Graduation Day
4. NAAC
5. Subject Allocation

Agenda : 1.

It was informed that 5 admission is compulsory for staff members. For admisson staff have to approach various institutions

Agenda : 2

It was also informed that from the next academic year no tie for boy students. On Wednesday colour dress ie neat formal dress.

It was initialed that all functions will be celebrated. Shift-II is not compulsory. For shift II first collect opinion from parents and then from students. If needed Programme will be arranged.

Agenda : 3

Graduation Day for 2020-21 will be held on 30/7/22. As per outline the reason for lack of Admission was identified

⇒ 1000 Rupees Scholarship is applicable to all colleges, there is mis-understanding in this regard

⇒ Number of Paramedical courses, Students were not aware of the course affiliation and joining the same

Agenda : 4

The Content Page Of QLM Should be checked, Requirements

for department register and 64 files should be ready.

⇒ Exact supporting document should be attached.

⇒ 3-5 minutes ppt and 15 minute ppt should be ready.

⇒ Internet facility will be provided in classrooms

It was informed that the regular class for II PG will start on 11/7/22.

Agenda 5: Subject allocation was done for 2022-2023.

[K.C. Abhilash Sam Paulstin]
Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Minutes of the meeting held on 22/7/22

Time: 2.00p.m Venue: CS PG Lab

Faculty Members:

1. Mr. K.C. Abilash Sam paulsun -
2. Mrs. V. Suja Merlin
3. Dr. L. Thomas Robinson
4. Dr. W.C. Ciney
5. Dr. D. Suja Mary
6. Mrs. J.S. Beulah Benslet
7. Mrs. T. Ahila —

Agenda

1. Internal Examination - I
2. Dates for entry, exams.
3. NAAC.
4. UG opening - reg

Agenda : 1

It was informed that the first internal examination for II UG, III UG and II PG was Scheduled from August 21.

It was also informed that the first internal mark entry is on 29th August.

Agenda : 2.

The last date for first UG admission is on 31/8/22.

II internal exam was Scheduled from 26/9/22 without The Exam fee Penality is from 3/10/22 to 12/10/22. and with penality is 13/10/22 to 15/10/22. The practical examination Completion date is 31/10/22. The Third internal was Scheduled from November 2nd. The last Working day is 16th November. University Examination Starts from 18th November. The College for even Semester Starts on 12/12/22

Agenda : 3

It was informed that all the criteria members Should be ready with all reports.

Agenda : 4:

For I Years the opening

date is August 1st. from August 1-5 common orientation and followed by 3 days Bridge course. First day English, two days computer Science. Third day entry level test and bridge course test.

It was informed that the Subject allocation and time table should be submitted on. 25/7/22.

[K.C. Abhilash Sam Paulstin]
Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

Minutes of the meeting held on 23/8/22.

Time : 2:00 p.m Venue : CS PG Lab

Faculty Members

1. Mr. K.C. Abilash Sam Paulstin -
2. Mrs. V. Suja Merlin -
3. Dr. L. Thomas Robinson -
4. Dr. W.C. Cincy -
5. Dr. D. Suja Mary -
6. S.S. Beulah Benslet -
7. Mrs. T. Ahila -

Agenda:

1. Internal Examination
2. Discipline
3. Fees payment
4. Supplementary Exam
5. NAAC Work.

6. Tour

7. Fine Arts

Agenda : 1

It was informed that the Students were not preparing well for the internal examination and were wasting the time by just writing a single page. They were just considering internal examination as just time pass. The first two examination Papers should be placed in the HOD's table for Rev. Fr to view during his visit. It was also informed to take internal examination as more important and give importance for that.

In view of this remedial class will be conducted for Students who secure mark below 15. It was also informed to motivate advanced learners to write internal test well to score more marks.

Agenda : 2

It was informed that Discipline is Compulsory for students. Boys Students should be in full Sleaves for dress code

The dress code should be checked each hour, Shoe is compulsory. If they fail to do so, fine will be introduced. Attendance should be monitored especially after the break. If the Students went outside, make sure that the Student went for valid reasons.

Agenda : 3 :-

It was informed that the last date for the payment of fees for II year UG, III year UG and II PG was on 3rd September after that fine will be collected 100 rupees per day.

It was also remined for the staff members (PhD holders) apply for guideship who didn't have.

Agenda : 4

Final year Students who didn't cleared all the papers (i.e fail in Single Subject) are asked to come to College on 29/8/22 at 1.45 pm

It was informed that there will be a parents meeting for final year PG Students with their parents on 27/8/22

at 12.p.m, mainly concentrating on MBA admission.

Agenda : 5

NAAC Work Should be Completed and Submitted within 30th.

It was informed that the photo for university admitted list for UG will be on 25/8/22

The staff members were reminded to prepare powerpoint presentation and Submit the same on 24/8/22. It was also informed that the Onam celebration will be at department level.

Agenda : 6

It was informed that the department tour will be conducted during the month of October or January. - total 2 days full day trip.

Agenda : 7

All the departments can have fine Arts day celebration from 2.00 p.m to 4.00 p.m It was also encouraged to conduct cultural days on Saturdays. Even they can cook and eat.

It was also informed to collect one rupee coin for good Samaritan scheme and submit the same.



PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

Minutes of the meeting held on 25/8/22

Time : 2.00 p.m Venue : CS UG Lab

Faculty members:-

1. Mr. K.C. Abilash Sam Paulskin –
2. Mrs. V. Suja Merlin –
3. Dr. L. Thomas Robinson –
4. Dr. W.C. Ciney –
5. Dr. D. Suja Mary –
6. Mrs S.S. Beulah Benslet –
7. Mrs. T. Ahila –

Agenda :

1. Admission for UG & PG
2. NAAC Work Completion
3. Parents meeting

Agenda : 1

It was informed that the admission will Closed for UG during the 31st of August. Students who are intrested to join M.phil degree course have to undergo entrance examination conducted in our college by the University.

It was also reminded to fill the PG admission as easly as possible. College opens for I PG on September 1st.

Agenda : 2

It was also informed to complete the NAAC Work at the exact time. Moreover the Work alloted by the criteria Co-ordinators should be Submitted by the Concerned Staff on time.

Agenda : 3

Parents meeting for II PG and I PG was Scheduled with the Concentration and focusing of MBA admission. The parents along with Students

were asked to attend the same on 3rd of September at 11:30. The staff members were instructed to submit the first Internal Examination marks before the Parents meeting.

The class incharge have to inform University result-Marks as well as first Internal marks to their parents.

It was also informed that there will be a faculty result analysis department wise and the date will be informed later.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

Minutes of the meeting held on 1/9/2022

Time: 2.00 p.m Venue: CS UG Lab

Faculty Members:

1. Mr. K.C. Abhilash Sam Paulstin -
2. Mrs. V. Suja Merlin -
3. Dr. L. Thomas Robinson -
4. Dr. W.C. Cincy -
5. Dr. D. Suja Mary -
6. Mrs. S.S. Beulah Benslet -
7. Mrs. T. Ahila -

Agenda:

1. ph.D. Thesis Submission.
2. Fees
3. Result Analysis
4. Re-test for failures

5. Boys Discipline
6. Teachers Day celebration
7. Onam Celebration
8. Parents meeting

Agenda: 1

It was informed that the staff members who completed Ph.D are asked to submit their Thesis to library.

Agenda: 2.

The staff members were informed to remind to students to pay fees.

Agenda: 3

It was informed that there will be a department wise result analysis after supplementary result and revaluation result.

Agenda: 4

It was also informed that retest will be conducted for failure students in first internal examination and students who scored low marks and students with

Single answer sheet are asked to meet the principal.

Agenda: 5

It was informed to check and maintain Boys discipline especially Inshirt and full Sleaves

Agenda: 6

It was also informed that Teachers Day celebration will be held on 5/9/2022.

Agenda: 7

It was informed that Onam celebration will be conducted department Wise. Athapoovu and other celebrations were also conducted. Students are asked to wear traditional dress - Women Students with Sarees and Men students in dhothies

Agenda: 8

It was remainded that the third UG students have parents meeting on 17/9/2022 at 11.30. a.m.

For NAAC, PowerPoint Presentation should be prepared Criteria wise and should be

ready for Presenting. It was also highlighted to collect the assignments Submitted by the Students as an evidence. It was told that IEQA Submission date is 00 1/9/2022. The Staff members were reminded to use inflibnet at the maximum. It was also informed to motivate the staff Students to use the library.

Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153.

PRINCIPAL
Nanjil Catholic College of Arts & Sc...
Kaliyakka... - 629 ...

Minutes of the meeting held on 20/9/2022.

Time: 2.00 p.m Venue: CS UG Lab

Faculty Members:

1. Mr. K.C-Abhilash Sam Paulstin -
2. Mrs. V. Suja Merlin -
3. Dr. L. Thomas Robinson -
4. Dr. W.C. Cincy -
5. Dr. D. Suja Mary -
6. Mrs. S.S. Beulah Benslet -
7. Mrs. T. Ahila -

Agenda:

1. II Internal Examination
2. 1000 rupees Scheme - regarding
3. Fees Collection
4. Re-test for Slow learners

Agenda: 1

It was informed that the II internal test for II UG, III UG and II PG and I Internal exams for

I UA and I PA Students will be held on 6/10/2022. The Staff members were asked to Submit question paper on 26/9/2022.

Agenda: 2

The Students were remined to apply for 1000 Rupees scheme (ie Girls Students who Studied in government School from Std VI to IX th.

Agenda: 3

It was also informed that the class Incharges Should remind the Students to pay the fees.

Agenda: 4

Retest for the Slow learners Should be Conducted by considering their Scoring in Internal examinations.

The first UA Students are asked to Submit their 12th marksheet, TC to College office immediately.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai 629 153

Minutes of the Meeting held on 26/9/2022.

Time: 2.00 p.m Venue: CS UG Lab

Faculty Membess

1. Mr. K.C-Abhilash Sam Paulstin
2. Mrs. V. Suja Meslin -
3. Dr. L. Thomas Robinson -
4. Dr. W.C. Cincy -
5. Dr. D. Suja Mary -
6. Mrs. Ss. Beulah Benslet -
7. Mrs. T. Ahila -

Agenda:

1. Fees payment
2. Training for staff
3. NAAC presentation
4. M.phil Admission
5. NAAC documents

Agenda: 1:

The Students were asked to pay the fees befor

6/10/2022. From October 6th 100 rupees fine will be collected on each day.

Agenda: 2

It was informed that there will be a Training for staff on 29/9/2022. (No Class for Students), Lunch will be provided for the staff members.

Agenda: 3

It was informed to Prepare Department wise Presentation.

Agenda: 4

As per university instruction Students can join M.phil courses by ungergoing entrance exam at the college.

Agenda: 5

It was also informed to be ready with department files and registers for NAAC visit.

As per the order of Tamil Nadu Government, the university changed Syllabus for II B.Sc computer

Science Students by removing a Paper and including Part I and Part II in their curriculum.

Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Minutes of the meeting held on 13/10/22.

Time: 2.00 p.m Venue: CSUG Lab

Faculty Members:-

1. Mr. K.C. Abdilash Sam Paulstin -
2. Mrs. V. Suja Meslin -
3. Dr. L. Thomas Robinson -
4. Dr. W.C. Cincy -
5. Dr. D. Suja Mary -
6. Mrs. S.S. Beulah Benslet -
7. Mrs. T. Ahila -

Agenda

1. Part I and Part II for II B.Sc
2. Attendance Entry
3. Important Dates - University
4. Diploma Courses
5. NAAC
6. Competitions

7. MBA Admission

Agenda : 1

It was informed that due to the change in Syllabus by including part-I and part-II in the curriculum, Special class were scheduled from (2-4)

Agenda : 2

It was informed there will be single entry for attendance and hard copy of the same should be submitted to the University before Nov. 9 - Nov 24.

Agenda : 3

The Internal mark entry is from Nov 9 - Nov 23.

Exam fee payment for the students without fine is from 20/10/22 to 29/10/2022. Fee payment with penality is from 31/10/22 to 4/11/22.

Before payment of examination fees, inform the students to get confirmation of subject and subject code.

UG admission closing date was 21st October.

Agenda : 4

It was also informed that our College has got Permission to Conduct 2 diploma courses by the Manonmaniam Sundaranar University Tirunelveli. qualification : +2 and the last date is 21/10/22

Agenda : 5

All the files and registers should be completed for NAAC internal audit. The files and Registers should also be ready criteria wise.

It was also informed to choose 10 students for each department for NAAC

If a student is absent on a day, inform to the parents

Agenda : 6

For Department level competition, do not discourage the students Rather encourage the students and motivate them.

Agenda : 7

It Was informed that there were negative feedback Regarding NBA admission : Do not Encourage

negative feed backs.

The Staff members were instructed to motivate the class toppers to attend Carrier guidence class compulsorily

Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Minutes of the meeting held on 28/10/22.

Time : 2.00 p.m Venue : CSPG Lab

Faculty members:

1. Mr. K. C. Abhilash Sam Paulstin -
2. Mrs. V. Suja Meslin -
3. Dr. L. Thomas Robinson -
4. Dr. W. C. Ciney -
5. Dr. D. Suja Mary -
6. Mrs. S. S. Beulah Beaslet -
7. Mrs. T. Ahila -

Agenda:

1. University Practical Exam & Theory Exams
2. Model Exam
3. Student Satisfaction Survey
4. Nodues.

Agenda 1

It was informed that the Nov. 2022 Practical examination was Scheduled from 14/11/22 or 16/11/22. University Theory examinations will start on December 1st.

It was decided to conduct yoga theory classes for II B.Sc Students. Practical classes will be handled by Physical education department. The Study material was sent in the group. As per the Schedule classes will be conducted.

Agenda 2

The model examinations for both UG & PG was Scheduled from Nov 7th. All the five units were enclosed for model examination. The model exams question paper should be Submitted on or before 2/11/2

Agenda 3

As a first Step of NAAC report submitted, Students Satisfaction Survey was Sent to the Mail ID of the Students. The Students have to fill and Submit

the same. Only 11% was Completed. The Staff members were asked to motivate the Students to become 20%. It was also informed that NAAC document Verification will start Soon.

On 30/10/2022, there will be a Programme at St. Joseph's School, Thiruvananthapuram. On 1/11/22 there will be a Manadu at our college. Few staff members were asked to Present inorder to maintain discipline.

Agenda 4:

It was informed that the Nodues for Science Students is on Nov-12 (ie before practical examination). For arts Nodues was on 23/11/22.

The first PG Students were asked to Submit Tamil Name Certificates to office before 29/11/22. They have to Submit Aadhar Card or Mark Sheet.

Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Near Kuzhithurai, Kanyakumari - 629 153

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kuzhithurai - 629 153

Minutes of the meeting held on 2/11/22.

Venue: CS Dept.

Faculty Members.

1. Mr. K.C. Abhilash Sam Paulstin
2. Mrs. V. Suja Merlin -
3. Dr. L. Thomas Robinson
4. Dr. W.C. Cincy -
5. Dr. D. Suja Mary -
6. Mrs. S.S. Beulah Benslet -
7. Mrs. T. Ahila.

Agenda:

1. University Examinations
2. Model Exam
3. NAAC Presentation
4. Group building Days
5. General Discipline.

Agenda 1

It was informed that the university Practical examination begins on 14/11/2022. Theory Examinations will begin on December 1st.

Agenda 2: Model Examination for UG and PG (Science Students) will begins on 7/11/2022. The timing is from 9.00 to 12.00 p.m. Special classes will be Conducted for Incomplete classes. It was also informed that the Nodues for Science Subject Students will be on 12/11/2022.

The Staff members were asked to check the Seniority list for updation if needed.

The Examination fee payment date for UG & PG will be immediately after receiving the register number from the University. It was informed that the university will send the same within two or three days.

Agenda: 3:

The Student Satisfaction Survey so far completed is only 11.75%. Hence the staff members were instructed to approach the students (alumnis) and motivate them to complete the same within this week.

The Department Presentation for NAAC, the demo should be displayed before the students so that they can share their views for updation and the same should be completed within this week.

Agenda: 4

Group building days will be celebrated by each department on a particular day. It was informed that on 5/11/22, Department of English will celebrate the same. They can make use of the day by entertainment.

Agenda: 5

General discipline should be maintained in and around the class.



Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

PRINCIPAL
Nanjil Catholic College of Arts & Science

Minutes of the meeting held on 29/11/22.

Venue: CS PG Lab

Faculty Members

1. Mr. K.C. Abhilash Sam Paulstin –
2. Mrs. V. Suja Meslin –
3. Dr. L. Thomas Robinson –
4. Dr. W.C. Cincy –
5. Dr. D. Suja Mary –
6. Mrs. S.S. Beulah Benslet –
7. Mrs. T. Ahila –

Agenda:

1. Hall-ticket Issue
2. Completion of NAAC files
3. College Reopening for classes
4. Christmas day celebration.

Agenda 1:

It was informed that Hall ticket for university exam will be issued on 29/11/22 & 30/11/22 for final years (UG) and 1/12/22 and 2/12/22 for II PG Students and 7/12/22 and 8/12/22 for II UG Students.

The last working day is on 30/11/22.

The students were informed to collect halltickets on the specified days from 9.00 a.m to 4.00 P.m.

Agenda : 2

The files for NAAC should be checked along with checklist and verified by HoD and submitted the same to the Principal for final verification.

Agenda : 3

It was informed that the classes for next academic year (Even Semester) for III UG is from 1st December. The regular classes for all students is from Dec 15 to December 20th.

Agenda :4

The Christmas day celebration was decided to celebrate on 20/12/2022.

It was informed that from 23/12/2022 to 1/1/23 will be holiday From 2nd January there will be regular classes for Exam Completed Students. It was also informed to Conduct classes for 1st UG & 1st PG before the day of exam.

It was informed to maintain Strict discipline inside the Campus. The Students should come in Proper dress Code still they move from the Campus.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE ★ KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai

Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

Minutes of the meeting held on 15/12/22

Venue: CS PG Lab

Faculty Members

1. Mr. K.C Abhilash Sam paulstin -
2. Mrs. V. Suja Merlin -
3. Dr. L. Thomas Robinson -
4. Dr. W.C. Cincy -
5. Dr. D. Suja Mary -
6. Mrs. S.S. Beulah Beaslet -
7. Mrs. T. Ahila -

Agenda

1. Christmas day celebration
2. Attendance for Students
3. Reopening of College in 2023

Agenda : 1

As decided earlier, it was informed that Christmas day celebration wi

be on 20/12/22 from 9:30 a.m. Each department should have 2 Sandd. As initiated earlier, exactly at 9:00 a.m, the class inchasges should move along with the Students to auditorium Cake will be distributed to Students.

Agenda : 2

It was informed that Strict attendance should be maintain If a Student is late, they have to write their details in late register. Timing is most important in case of attendance.

Agenda : 3

On 2nd of January IIPG and III UG Classes will begin January 5th reopening for II UG and 9th for 1st PG classes. Reopening of 1UG classes will be after pongal holidays.

It was informed that Pongal celebration will be on 25th January, location for the Competition will be alloted on 2/1/23. The namelist of students who received diary were collected by the Class Incharges. Strict discipline should be maintained inside the class room aswell as inside the Campus. It was decided to provide

healthroom slips for students who move to healthroom.
From 26/1/23 to 29/1/23, tour week was scheduled for final year students as they have to pay entire fees before tour.

In subject allotment, computers for digital era, 6 hours of Part-II English was reduced and alloted for digital Era.

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PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Minutes of the meeting held on 16/12/22.

Venue: CS PG lab

Faculty Members

1. Mr. K.C. Abhilash Sam paulstin -
2. Mrs. V. Suja Merlin -
3. Dr. L. Thomas Robinson -
4. Dr. W.C. Cincy -
5. Dr. D. Suja Mary -
6. Mrs. S.S. Beulah Benslet -
7. Mrs. T. Ahila -

Agenda

1. Selection of Alumini, Parents and Students for NAAC.
2. Discipline
3. Attendance

Agenda: 1

It Was informed to choose 10 Students, 10 alumini and 10 parents for each department and

they have meeting on 21/12/22. Here the following members were selected. The Alumini members includes

(i) Sachin
(ii) Benujin
(iii) Nashrin
(iv) Arya
(v) Dileepsingh
(vi) Vishnunath
(vii) Mihaya
(viii) Anisha. T.S
(ix) Anto Benil
(x) Naveena

The students includes

(i) Ann Maria - I B.Sc (CS)
(ii) Ajay Anand - II B.Sc (CS)
(iii) Thajnisha - II B.Sc (CS)
(iv) Reshma - III B.Sc (CS)
(v) Adwinshijo - III B.Sc (CS)
(vi) Jibisha - I M.Sc (CS)
(vii) Aashiga - I M.Sc (CS)
(viii) Kavolath - II B.Sc (CS)
(ix) Ebi Jeeval - I B.Sc (CS)
(x) Arsha Mary - II M.Sc (CS)

Parents

1) Rishwa's Mother
2) Merlin Jobisha's Mother
3) Adwin Shijo's Mother
4) Ashik Lawrence's Father
5) Vijithra's Mother
6) Adarsh's Mother

7) Sijitha's Mother
8) Arsha's Mother
9) Anuska's Mother
10) Jibisha's Mother

Agenda : 2

Staff members should not be late inside the Class. They should leave the class only after the arrival of another staff.

The students should come in clean shave, Proper haircut, Wear shoes. No trim is allowed. Mobile phones were strictly Prohibited. If the students wish to bring mobile phones to College, they have to get written permission from the Principal well inadvance. If they get permission, they were not allowed to use the same under any circumstances inside the Campus.

Agenda : 3

The absence of a student in a class is strictly monitored. Parents Communication is compulsory for absence. As the Strength (presence) of II B.Sc Computer Science is less, the class Incharge was informed to send information to their Parents regarding their absence.

It was also informed that all files should be ready for NAAC Verification. The Verification is expected on 22nd and 23rd. On 23/12/22, NAAC Presentation of department should be presented by the faculty.

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Nanjil Catholic College [illegible] Science
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Kaliyakkavilai - 629 153.

Minutes of the meeting held on 3/1/23.

Venue: CSPG lab

Faculty Members

1. Mr. K.C. Abhilash Sam paulstin -
2. Mrs. V. Suja Merlin -
3. Dr. L. Thomas Robinson -
4. Dr. W.C. Cincy -
5. Dr. D. Suja Mary -
6. Mrs. S.S. Beulah Benslet -
7. Mrs. T. Ahila -

Agenda:

1. NAAC Visit
2. Pongal Celebration

Agenda: 1

The NAAC Visit to our College is on 3/2/23 and 4/2/23 from 9.00 a.m to 4.00 p.m. followed by an exit meet on 4/2/23. NAAC Presentation Printout should be

Submitted to Principal. 43 Committees have to submit report on 6/1/23. Details of Committees (awareness) should be known to all students. It was informed that the Conviners should give explanation to all the selected students regarding the committees. The Vision and mission should also known to all students and staff. Strict discipline should be maintained in the class and around the campus. Attendance should be maintained strictly. It was informed that staff should get signature of leave letter immediately on the next day if not absent will be marked.

Mobile phones are strictly prohibited. Girls way is meant for girls only. College Gym should be known to all. Wifi availability should also be informed to Students. Exhibition will be conducted during NAAC visit. Dr. D. Sujamary & Mrs. T. Ahila will be Conveners for Exhibition. It was informed that Students should pay exam fees atleast in three installment. Staff should get qualification approval from university. Staff members should publish 3 journals for attaining guideship.

Permanent affliation was issued to 4 departments as

(i) M.Sc Physics
(ii) B.A English (A2)
(iii) M.A Tamil
(iv) M.Com

Already 8 departments wese given Permanent affliation.
For Students Selected for NAAC training will be given on 17/1/23 and 18/1/23. On 19/1/23 these will be common presentation for Departments and Committees.

January 30th will be Colleg cleaning daly. For NAAC events, Committees will be framed. It was informed that the details of damaged articles will be informed immediately. Verificateon of files for our department will be on 7/1/23 or on 9/1/23.

Agenda : 2

As informed earlier, Pongal celebration will be on 25/1/23.

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Kaliyakkavilai - 629 153.

Minutes of the meeting held on 8/2/23

Venue : CS PG Lab

Faculty Members :

1. Mr. K. C. Abhilash Sam Paulstin -
2. Mrs. V. Suja Meslin
3. Dr. L. Thomas Robinson
4. Dr. W. C. Cincy
5. Dr. D. Suja Mary
6. Mrs. S. S. Beulah Benslet -
7. Mrs. T. Ahila

Agenda :

1. Tour for Final years
2. Symposium
3. Internal Examination
4. Discipline.

It was informed that the collective work for BLM and BNM with supporting documentation to NAAC had provided "A" grade as gift for our college.

Agenda 1:

It was decided to conduct educational tour for final year students to Ooty and Bangalore.

Agenda 2:

Symposium for our department was decided to celebrate and Mr. V. Suja Mercin was Incharge.

Agenda 3:

It was decided to conduct Internal examination during February end or first week of March.

Strict discipline should be followed. If a student is late, he/she has has to enter details in the late register and get late slip. Also specify time in the late register slip.

ICT register for both theory and practical should be -

maintained clearly. Assignment and Seminar register should be updated. It was informed to motivate the Students to use library books.

Agenda : 4

It was informed to maintain discipline during break time and morning hours

KIDS Programme should be conducted during the last week of february. It was also decided to invite aluminis to provide training for Students. It was informed to Conduct Conference during August.

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DEPARTMENT OF COMPUTER SCIENCE * NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE * Kaliyakkavilai 629 153

Minutes of the meeting held on 17/2/23.

Venue: CS PG Lab

Faculty Members

1. Mr. K.C. Abhilash Sam paulstin
2. Mrs. V. Suja Meslin
3. Dr. L. Thomas Robinson
4. Dr. W.C. Cincy
5. Dr. D. Suja Mary
6. Mrs. S.S. Beulah Bensiet
7. Mrs. T. Ahila

Agenda:

1. Attendance
2. Discipline

Agenda 1:

It was informed to Concentrate on attendance for Students from far. Delbin of I M.Sc Can come upto 8.15, Since he got special permission from Principal.

Since there is no Sufficient bus, III B.Sc (cs) students like Uthith and Mary Jina were given Special Permission by the Principal to reach the class at 8.15 a.m.

Agenda : 2

Discipline Should be Strictly maintained especially during break hours.

Feedback were Collected by the HOD from III B.Sc Students as they didn't Show Proper response. It was informed that don't encourage the Students to transfer things during class hours. If a Student is late, it is Compulsory that they have to bring late Slip. It was also informed that attendance Should be marked clearly.

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Kaliyakkavilai - 629 153.

Minutes of the meeting held on 20/2/2023.

Venue: PG Lab (CS)

Faculty Members

1. Mr. K.C. Abhilash Sam Paulstin
2. Mrs. V. Suja Meslin
3. Dr. L. Thomas Robinson
4. Dr. W.C. Cincy
5. Dr. D. Suja Mary
6. Mrs. S.S. Beulah Benslet
7. Mrs. T. Ahila

Agenda

1. Fees payment
2. Discipline
3. Internal Examination
4. Student Attendance
5. Tour

Agenda 1:

It was informed that the last day to pay fees is on 23/2/2023. Fine will be collected those who fail to pay fees during the stipulated date. The class advisors were asked to inform the Parents regarding fees payment.

Agenda 2:

It was again informed to pay attention regarding discipline during break and morning.

Agenda 3:

The first internal exam date was Scheduled from March 1st. Question will be asked for 20 marks. The exam will be conducted during 5th hour (one hour test). The portions for the same should be completed at the exact time

Agenda 4:

As the attendance of Students is reduced day by day it was informed that the class advisor should conduct the concerned Student and inform the Status to Principal daily.

The faculty members

Were informed not to be late to classes. It was also informed that the teachers should not utilize the Students for any purpose without the knowledge of HOD.

Women's day celebration will be celebrated at college level.

Agenda 5:

For the final year Students March 17, 18, 19 can be utilized for educational tour. For first year and second year Students one day tour will be conducted. But all the Students should pay fees before that. Students were given permission for 1 industrial visit too.

It was informed that Sports day and college day will be celebrated during the month of April.

All function schedule should be submitted to Secretary and Principal in advance. The last date to submit 5 years Dept. Perspective plan is on 1/3/2023.

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Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

Minutes of the meeting held on 1/3/2023

Venue: PG Lab (CS)

Faculty Members

1. Mr. K.C. Abhilash Sam Paulstin
2. Mrs. V. Suja Merlin
3. Dr. L. Thomas Robinson
4. Dr. W.C. Cincy
5. Dr. D. Suja Mary
6. Mrs. S.S. Beulah Besslet
7. Mrs. T. Ahila

Agenda:

1. Dept Book Bank
2. Skill Development Programme
3. Soft Skill Development.
4. Discipline.

Agenda: 1

It was informed to enrich department book bank by

donating more number of books and to encourage the Students to utilize the book bank at the most.

Agenda 2:

Skill development Programmes should be conducted for Self help group and tribals during the academic year 2022-2023.

Agenda 3:

Soft Skill development Programme should also be Conducted to enrich the development level.

Atleast try to attain Research Center for Computer Science during 2023-2024. It was also informed to motivate the PG students to publish papers in journals.

Head, Department of Computer Science
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Minutes of the meeting held on 17/4/23.

Venue: PG Lab (CS)

Faculty Members

1. Mr. Abhilash Sam paulstin
2. Mrs. V. Suja Meslin
3. Dr. L. Thomas Robinson
4. Dr. W.C. Cincy
5. Dr. D. Suja Mary
6. Mrs. S.S. Beulah Benslet
7. Mrs. T. Ahila

Agenda:

1. Practical Examination
2. College Day & Sports Day
3. Model Exam
4. No Dues
5. Yoga

Agenda :1.

It was informed that the Practical examination for UG start on 27/4/23 and PG on 3/5/23. Hence before that all should complete lab related tasks as easily as possible.

Agenda :2

The Sports day will be celebrated on 24/4/23 and College day on 25/4/23.

It was informed that the sports events will start from 18/4/23.

Agenda :3

The model examinations for the students will begin on 8/5/23.

The last working day is on 16/5/23. The last date to complete consolidated attendance entry is 31/3/23.

Agenda :4:-

The students can submit no-dues on or before 26/4/23.

Agenda :5

It Was informed to

Conduct Yoga Class for Students and inform the Schedule of Class for the Same.

It was also again reminded to maintain Strict discipline inside the class and during break.

If there is a Condonation, inforns them at the exact time.



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Head, Department of Computer Science
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DEPARTMENT OF ZOOLOGY

MINUTES OF MEETING

Zoology Department regular meeting was held on 08.07.2022 at 12.15 pm in the department. The following issues were discussed.

Agenda:

1. Admission is opened for UG and PG
2. Students can wear colour dress on wednesday.
3. Girls students should avoid saree, leggings and jeans
4. Boys should avoid T-shirts
5. 30th July will be the convocation day.

Members:

1. Dr. M. Sini Margret
2. Dr. M. Therasita Mary
3. Dr. C. Amutha Rani
4. Dr. A. Ajitha Mol

Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
Nanjil Catholic College of Arts and Science
Kaliyakkavilai 629 153
Kanyakumari District, Tamilnadu.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Our department meeting was held on 21.7.22 at 2.00 pm in the department. All the faculties were attended the meeting

Agenda :

1. 1st Internal Exam for the 2nd and 3rd year students will be commences from 22nd August.

2. Subject allocation portal will be open on 25th August.

3. Jeans is not permitted for the boys.

Members :

1. Dr. M. Sini Margret

2. Dr. M. Theresita Mary

3. Dr. C. Amutha Rani

4. Dr. A. Ajitha Mol

PRINCIPAL
Nanjil Catholic College of Arts & Science
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Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
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Kaliyakkavilai
Kanyakumari District, Tamilnadu.

Zoology Department meeting was held on 12.8.22 at 3.00 pm in the department.

Agenda:

1. Question papers for the Internal Exam should be submitted on or before 16th August.

2. Independence day will be celebrated on 13th and 14th August.

3. Bus concession form should be submitted before Tuesday.

Members:

1. Dr. M. Sini Margret
2. Dr. M. Therasita Mary
3. Dr. C. Amutha Rani
4. Dr. A. Ajitha Mol

PRINCIPAL
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Dr. M. SINI MARGRET
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Kanyakumari District, Tamilnadu.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE * KALIYAKKAVILAI 629-153 K.K. DISTRICT TAMILNADU INDIA

Our department meeting was held on 25th August 2022 at 2.00 pm in the laboratory.

Agenda :

1. Data entry sheet for the 1st years should be submitted on 27th August.

2. 1st PG classes will be starts from 1st september.

3. Department should select the parents for NAAC.

4. Internal Exam timing is 10.15 to 12.15

Members :

1. Dr. M. Sini Margret

2. Dr. M. Therasita Mary

3. Dr. C. Amutha Rani

4. Dr. A. Ajitha Mol

PRINCIPAL
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Kanyakumari District, Tamilnadu.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Zoology department meeting was held on 20th september 2022 at 3.00 pm in department.

Agenda:

1. 2nd internal exam will be commences from 6th October 2020

2. Question papers should be submitted on or before 26th september.

3. For the ₹.1000 schdarship students should have an account in the nationalised banks.

4. Result for the previous semester was analysed.

Members:

1. Dr. M. Sini Margret
2. Dr. M. Therasita Mary
3. Dr. C. Amutha Rani
4. Dr. A. Ajitha Mol

PRINCIPAL
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Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
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Kaliyakkavilai - 629 153
Kanyakumari District, Tamil nadu.

Zoology department meeting was held on 8th October 2022 at 2.00 pm in the department.

Agenda:

1. Consolidated mark should be entered in exam pro.
2. Practical exam will be commences from 9th November 2022.
3. Theory exam will be commences from 24.11.2022
4. Internal marks should be entered on 11.11.2022
5. Exam fee payment portal will be open on 20th October.

Members:

1. Dr. M. Sini Margret
2. Dr. M. Theresita Mary
3. Dr. O. Amutha Rani
4. Dr. A. Ajitha Mol

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NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Our department regular meeting is conducted on 26th October 2022 in the laboratory at 1.45 pm.

Agenda:

1. Faculties should interact with students about NAAC
2. Faculties should explain our department vision and mission to students.
3. Yoga practical will be held based on the schedule prepared by the physical education department.

Members:

1. Dr. M. Sini Margret
2. Dr. M. Theresita Mary
3. Dr. C. Amutha Rani
4. Dr. A. Ajitha Mol

Dr. M. SINI MARGRET
Head & Assistant Professor
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Kanyakumari District, Tamilnadu.

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NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Zoology department regular meeting was held on 28.10.2022 at 3.00 pm in the department.

Agenda:

1. Theory exams will commences from December 1st

2. Practical exams will be commences from 14th November.

3. November 7th onwards Model Exam will be conducted for the science students.

4. Document verification will be held from next monday.

5. 12th November will be the last date for no dues.

Members:

1. Dr. M. Sini Margret
2. Dr. M. Therasita Mary
3. Dr. C. Amutha Rani
4. Dr. A. Ajitha Mol

PRINCIPAL
Nanjil Catholic College of Arts & Science
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Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153
Kanyakumari District, Tamilnadu.

Zoology department regular meeting was held on 2nd November 2022 at 11.30 am

Agenda:

1. Practical exam and theory exams will be commences from 14th November and 1st December respectively.

2. Seniority list should be checked in the University website by the faculty.

3. For the 1st year students subject code should be displayed in the board for the fee payments

4. All the departments should plan for the group building day.

5. Discipline should be maintained in the campus.

Members:

1. Dr. M. Sini Margret
2. Dr. M. Therasita Mary
3. Dr. C. Amutha Rani
4. Dr. A. Ajitha Mol

PRINCIPAL
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Kaliyakkavilai - 629 153
Kanyakumari District, Tamilnadu.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE * KALIYAKKAVILAI * 629 153 * KANYAKUMARI DISTRICT * TAMILNADU * INDIA

Our department meeting was held on 12.11.2022 at 10.00 am in the department with our all faculties.

Agenda:

1. Next semester onwards day order should be followed as per the hand book. If there is any change, principal will intimate us.

2. Attendance entry portal will be open from 21st to 25th November.

Members:

1. Dr. M. Sini Margret
2. Dr. M. Therasita Mary
3. Dr. C. Amutha Rani
4. Dr. A. Ajitha Mol.

Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
Nanjil Catholic College of Arts and Science
Kaliyakkavilai
Kanyakumari District, Tamilnadu.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE * KALIYAKKAVILAI K.K. DISTRICT 629 153 TAMILNADU INDIA

2022-2023 Even Semester

Zoology Department regular meeting was held on 19-12-2022 in the laboratory at 12.00 pm

Agenda:

1. Select alumni, current students and parents for NAAC meeting

2. 28th and 30th December will be the mock NAAC visit.

3. Department faculty will check the mobile phones from students frequently.

Members:

1. Dr. M. Sini Margret
2. Dr. M. Therasita Mary
3. Dr. C. Amutha Rani
4. Dr. A. Ajitha Mol

Dr. M. SINI MARGRET
Head & Assistant Professor
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NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI
K.K. DIST. 629 153
TAMILNADU

Zoology department regular meeting was held on 03.01.2023 in the laboratory.

Agenda:

1. PPT print out will be submitted to the principal
2. Intimate the students about NAAC visit
3. Faculties can apply for qualification approval
4. Pongal will be celebrated on 25th January.

Members:

1. Dr. M. Sini Margret
2. Dr. M. Therasita Mary
3. Dr. C. Amutha Rani
4. Dr. A. Ajitha Mol

Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
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Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

Zoology department regular meeting was held on 27th January 2023 in the department at 1.00 pm.

Agenda:

1. Data of students detail will uploaded in the exam pro for Academic Bank Credit ID.

2. Students should link the aadhar number with their mobile phone number.

3. Educate the students regarding NAAC.

4. Remind the alumni, parents and students regarding NAAC.

5. Work diary, work adjustment register should be updated.

6. Update the attendance in the office automation.

Members:

1. Dr. M. Sini Margret
2. Dr. M. Therasita Mary
3. Dr. C. Amutha Rani
4. Dr. A. Ajitha Mol.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Dr. M. SINI MARGRET
Head & Assistant Professor
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Kanyakumari District, Tamilnadu.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

Zoology department regular meeting was held on 20th February 2023 in the department at 1.45 pm. The following issues were discussed.

Agenda:

1. 23.02.23 will be the last date for fee remittance

2. Admission duty will be alloted from next week onwards.

3. Discipline should be monitored in the campus

4. 1st Internal test will be commences from March 1st in the last hour.

5. HODs should submit the daily attendance details to the principal before leaving the campus.

6. Special classes shall be started for slow learners and toppers.

7. Industrial visits and tour can be planned.

8. Yearwise perspective plan should be submitted on the next wednesday.

9. Every year two seminars is mandatory.

Members:

1. Dr. M. Sini Margret
2. Dr. M. Therasita Mary
3. Dr. C. Amutha Rani
4. Dr. D. Ajitha Moly

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153

CATHOLIC COLLEGE OF ARTS & SCIENCE

Zoology department regular meeting was held on 28th February 2023 in the department at 2.00 PM. The following issues were discussed in the meeting. The meeting was concluded at 2.45 PM.

Agenda:

1. Naan Muthalvan Scheme is implemented from this semester onwards.
   1st year - Language proficiency.
   2nd year - Digital skills for employability.
2. 1st Internal test will be commences from tomorrow (01.03.2023) onwards 5th hour.
3. If the students are absent on saturday, it should be informed to the parents immediately.
4. ABC credit number should be enrolled in the exam pro as early as possible.
5. 6th March onwards day wise timetable will be followed.
6. Tomorrow department perspective plan should be submitted to the principal

Members:

1. Dr. M. Sini Margret
2. Dr. M. Theresita Mary
3. C. Amulina Rani
4. Dr. A. Ajitha mol

Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153
Kanyakumari District, Tamilnadu,

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

Zoology department meeting was held on 15th March 2023 at 2.00 PM in the department. The following issues were discussed in the meeting.

Agenda:

1. 2nd Internal exam will be commences from 1st April 2023.

2. Question paper for the 2nd Internal exam should be submitted on 27th March 2023.

3. April 27th onwards model exams will be held and the question paper for that should be submitted on 19th April 2023.

4. Result analysis should be submitted on 20th March 2023.

Members:

1. Dr. M. Sini Margret
2. C. Amulta Rani
3. Dr. A. Ajitha Mol
4. Dr. M. Therasitta Mary

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Zoology
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Our department regular meeting was held on 21.03.23 in the department at 1.45 PM. The following issues were discussed in the meeting and it was concluded at 2.15PM

Agenda:

1. For the 1st hour language classes students go to the class directly.

2. On 30th March Naan Mudhalvan meeting will be held at University Campus.

3. Revised Exam fee is not applicable. Existing fees will be followed.

4. Thursday is the last date for attendance entry in the office automation.

5. Result analysis meeting will be held 23.3.23 onwards with the 3rd year 5 semesters arrear detail.

6. Remedial class will starts from 27th March 2023.

7. Perspective plan should be prepared year wisely.

8. 2nd criteria scanned details should be confired with Mrs. Jeya.

9. If any program conducted in the department, immediately the reports should be send to IQAC

Members:

Dr. M. Sini Margret

Dr. A. Ajitha Mol

Anulia R.

Head
Department of Zoology
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Kaliyakkavilai - 629 153, Tamil Nadu

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NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI

DEPARTMENT OF PHYSICAL EDUCATION

DEPARTMENT MEETING REPORT

Venue : Department of Physical Education.
Date : 9-6-22
Time : 10.00 am

Faculty members present
1) Mr. V. Viju – V.Viju
2) Dr. R. Kishore Jani – [signature]
3) Mr. Y.R. Desa Bandhu – [signature]
4) Mrs. S.S. Saritha. – [signature]

Agenda:
i) Revision class
ii) TC
iii) Hall ticket
iv) Photo money.

Agenda
1) Revision class should be take from 9-6-22 to 16-6-2022.

Agend 2)
Final year student get the T.C from office and should give 4 days for T.C. Receipt book will be provided from college office.

Agenda 3).
Hall ticket download on 16-6-2022.
20-6-2022 Students IIyr get the signature in the hall ticket from the Principal. IInd and IIyr get the signature in the hall ticket on 20-6-2022.

Agend 4).
Students should give the balance Photo money.

V.Viju
Head
Department of Physical Education
Nanjil Catholic College of Arts & Science
Kaliyakkavilai 629 153, Tamil Nadu

A. [signature]
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

venue : Department of Physical Education.
Date : 17-6-2022
Time : 9 am.

Faculty members present.
i) Mr. V. Viju — V.V
ii) Dr. R. Kishore Jani — [illegible]
iii) Mr. J. R. Dhesa Bandhu — [illegible]
iv) Mrs. S. S. Sanitha — [illegible]

Agenda
i) College reopen
ii) NAAC Report
iii) Exam time.
iv) Admission work.

Agenda
1) College reopen for II P.G on 11-7-2022. 20-7-2022 III Ph.Ed starts. 23-7-2022 all the classes will be start, for staff members 8-7-2022.

Agenda 2)
NAAC report should be submitted and slide preparation 10 mins or 5 mins.

Agenda 3)
Exam time 9 to 4. Exam duty 9-17-1 pm.

Agnd 4)
Each department 2 staff members to see admission duty. minimum 5 admition should be catch Each staff members.

A. [illegible]
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kalliyakkavilai - 629 153

V.V
Head
Department of Physical Education
Nanjil Catholic College of Arts & Science
Kalliyakkavilai - 629 153, Tamil Nadu.

Venue : Department of physical Education.
Date : 8-7-2022.
Time : 10 am.

Faculty members present
i) Mr. V. Vijai — V.Vijai
ii) Dr. R. Kishore Jani — Kishore
iii) Mr. V. R. Desa Bandhu — V.R.Desa Bandhu
iv) Mrs. S. S. Sanitha. — Sanitha

Agenda i)
i) College system.
ii) Shift II Programme
iii) Mphil Student fees.
iv) Convocation day.

Agend i)
Our College new system introduced. shoe and tying is compulsery Every wednesday colour dress for all the students. jeans pant not allowed. Girls only sudithar.

Agend 2)
willing Student can participated or jointed Shift II Programme.

Agend 3)
Mphil Student the amount of foe 50,000.

Agenda 4)
Our college to plared give convocation for the passout students on 31-7-2022.

V. Vijai
Head
Department of Physical Education
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Kaliyakkavilai - 629 153, Tamil Nadu.

A. [illegible]
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Venue : Department of Physical Education
Date : 21-7-2022
Time : 11 am.

Faculty members present.
i) Mr. V. Viju — V.Viju
ii) Dr. R. Kishore Jami — [illegible]
iii) Mrs. Y. R. Desha Bandu — Y.R.R
iv) Mrs. S. S. Samitha. — [illegible]

Agenda 1).
i) College Reopened
ii) IST Internal
iii) Last working day
iv) College reopen
v) Exam center.
vi) Syllabus.

Agenda vii) Days reponed
i) College reppened on 18-7-2022.

Agenda 2)
IST Internal Exam on 22-8-2022
IInd Internal Exam on 26-9-22
IIIrd Internal Test on Nove d.
University Exam on November-16.
Practical Exam on 31st oct.

Agenda : 3)
Last working day on. November 16.

Agend 4 a)
College reopen on November December 12.

Agenda 5).
Our college permitted to conduct TNPSC Exam. 45 staff member need to Invigilator.

Agenda 6)

Syllabus and timetable given monday.

Agenda 7.

all the first year UG. the will class start on 1-8-2022. The orientation class will be conducted on that day.

PRINCIPAL
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Kaliyakkavilai - 629 153

Head
Department of Physical Education
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Kaliyakkavilai - 629 153, Tamil Nadu

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KANIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

Venue : Department of Physical Education
Date : 8/8/2022
Time : 12:15 pm

Faculty members Present :

i) Mr. V. Viju
2) Mr. Y.R. Desha Bendhu
3) Dr. R. Kishore Jani
4) Mrs. S.S. Sanitha

Agenda :

Independence Day

i) Timing
ii) Flag host
iii) Cheif guest speech
iv) Principal
v) Father

Agenda 1 :

The independence day is 15/8/2023. All the staffs and non-staffs are come to the college. and celebrated the function.

Agenda 2 :

The flag hoist is sharply 9:00 am in our college. The flag hoist is our cheif guest.

Agenda 3 :

The Cheif guest is heartly welcome and wishes the Independence wishes and To tell a few welcome Speech.

Agenda 4)

The principal Sir Mr. Meenakshi Sudharajan Sir is speec tell about the ~~importance~~ remerable speech of the idependence day in our nation

Agenda 5 :

Our secretry father is speech is proud of our Indian Soliders.

V.

Head
Department of Physical Education
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI
629 153
K.K. DISTRICT
TAMILNADU
INDIA

Venue: Department of physical Education
Date: 15/9/2022
Time: 12:15 pm

Faculty Members Present:

1) Mr. V. Viju
2) Mr. Y.R. Desha Bendhu
3) Dr. R. Kishore Jani
4) Mrs. S.S. Sanitha

Agenda

i) Exam Fee
ii) Practical Exam
iii) Semester Exam
iv) Colleg last Day
v) Reopen

Agenda 1)

To inform all the students to hurry up to pay the Exam fees on the online.

Agenda 2)

Our practical exams are started in the month last. So stude are ready to our practical Exam.

Agenda 3:

Our academic year sesemester Exam is started in the last next month. Students are to ready our Examination. And write the exam carefully.

Agenda 4 :

Our College last day is in the month September 25 th

Agenda 5 :

The next semester reopen is ~~November~~ December 01 st.

A. [signature]

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

[signature]

Head
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Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI
PIN 629 153
K.K. DISTRICT
TAMILNADU
INDIA

Venue : Department of physical Education
Date : 7/12/2022
Time : 9:15 am

Faculty Members Present

1) Mr. V. Viju
2) Mr. V.R. Desha Bandhu
3) Dr. R. Kishore Tani
4) Mrs. S.S. Sanitha

Agenda :

i) Result
ii) College Time
iii) X-mas function
iv) College Fee
v) Internal

Agenda 1

The students are to carefully the Sem exam result and take a list of name no. of students pass and fail.

Agend 2 :

All the students are come the college in a correct proper timing. To enter the college at sharply 9:55 am. ID is must. Come with proper uniform and clean shave and haircut Boys are not use the girls way.

Agenda 3 :

To planned a X-max function Celebration conducted.

Agenda 4:

The students are started to pay the college semester fees. And to avoid the fine.

Agenda 5:

Our Internal Exam are started in Febravery 1st week. To before finish the 1½ unit.

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NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

Venue : Department of Physical Education
Date : 22 - 1 - 2023
Time : 12:15 pm

Faculty membess present :
1) Mr. V. Viju
2) Mr. Y.R. Desa Bandhu
3) Dr. R. Kishore Jani
4) Mrs. S.S. Saniths

Agenda :
i) No leave
ii) PPT presentation
iii) Timing

Agenda 1
The Next week has no leave

Agenda 2
28th PPT presentation infront of the management
* Sports Achievement in flex
* Rank name list
* University Blues names lists
* Olivia fest photos - Trophy
* Ground marking.

Agenda 3
The timing is 8am to 4 pm.

Head
Department of Physical Education
Nanjil Catholic College of Arts & Science
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KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Venue : Department of Physical Education

Date : 26/01/2023

Time : 12:30 pm

Faculty members present :

1) Mr. V. Viju
2) Mr. Y.R. Desa Bendhu
3) Dr. R. Kishore Paul
4) Mrs. S.S. Sanitha

Agenda

i) Aadhar / Phone /Pnk
ii) Attendence Compulsary
iii) Department Visiting
iv) Fees payment
v) No leave, late come
vi) Vision, Mission
vii) Department Students Meeting
viii) PPT presentation.

Agenda 1

To conform the students to link a adhar / Phone in all department in tommarrow and to bring phone linked phone number and adhaar card.

Agenda 2

On that day all the students have a attendence compulsary.

Agenda 3

In all the department visiting by Murali sir and Amalanadhan Sir to check the department Documentation Committee.

Agenda 4

In the month end all the students must to pay the fees payment.

Agenda 5

In the month all the students have not to come late and no leave. Must be discipline Careful.

Agenda 6

Agenda 6

To explain our college vision and missions in the meeting. On Monday onwards Father, Principal and Himalanadhan sir are visit to all department

Agenda 7

The Wednesday last hour department students meeting

Agenda 8

Tomorrow ppT presentation starts at 10 am. Alumni and parents on come 3/2/23. To be clear the work diary, work adjustment, attendence. ICT documents.

V. [signature]
Head
Department of Physical Education
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

A. [signature]
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

Venue : Department of Physical Education
Date : 29/01/2023
Time : 12:30

Faculty members Present :

1) Mr. V. Viju V.V
2) Mr. Y.R. Desha Bendhu
3) Dr. R. Kishore Jani
4) Mrs. S.S. Sanitha

Agenda

i) Photos
ii) Canteen
iii) Seating Arrengement

Agenda 1

To submit the Gym photos

Agenda 2

To the order and the menu card Submit tommorrow to the principal sir.

Agenda 3

The seating arrengement head is Mr. V. Viju. in department of physical education. The Murugavel Sir to arrange the auditoriam. The Suja Merlin Mam to arrange the seat in the Seminar hall. And the Beulah Benslet man to arrange the seat in the new seminar hall for fooding distribution.

Head
Department of Physical Education
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI
PIN 629 153
K.K. DISTRICT
TAMILNADU
INDIA

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Venue : Department of Physical Education

Date : ~~30.01.2023~~ 31/01/2023

Time : 9:30 am.

Faculty Members Present:

1) Mr. V. Viju V. Viju
2) Mr. Y.R. Dhesa Bendhu
3) Dr. R. Vidhisha Rani R. Rani
4) Mrs. S.S. Sanitha Sanitha

Agenda

i) NAAC shedule Day 1
ii) Students Representative
iii) Alumni Association
iv) Visiting department

Agenda 1

9 am to 9:45 am The principal six to visiting the departments..

9:45 am meeting with HOD's to planning and Curriculam delivery.

Agenda 2

The NAAC 9 Members in front the students representative.

Agenda 3

All the Alumini students are to coming the Alumni association.

Agenda 4 :

To visit the department in teaching and learning evaluation.

To Meeting with IQAC co-ordinator 4:15 pm to 5:15 pm. And the culturals 5:15 pm to 6:15 pm

V. Viju

Head
Department of Physical Education
Nanjil Catholic College of Arts & Sciences
Kaliyakkavilai 629 153 Tamil Nadu

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

A. [illegible]

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Venue : Venue Department of Physical Education
Date : 02/02/2023
Time : 9:30 am

Faculty Members Present :

1) Mr. V. Viju
2) Mr. V.R. Desha Bendhu
3) Dr. R. Kishore Jamie
4) Mrs. S.S. Sanitha

Agenda

i) NAAC Schedule Day
ii) Physical Facilities
iii) Committee Meeting

Agenda 1

In the NAAC Team visiting time all the staffs must be come at 7:30 am. Staffs are to wear to Flower Uniform (Meron)

Agenda 2

To the NAAC team to visit the the physical Equipment room facilities and ground managements.

Agenda 3

The committe meeting with the cells of admission Committe. Then over the meeting is closed.

Head
Department of Physical Education
Nanjil Catholic College of Arts & Science
Kaliyakkavilai 629 153 Tamil Nadu.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Venue : Department of Physical Education

Date : 3/2/22

Time : 3:30 pm

Faculty Meeting Present :

1) Mr. N Vijay
2) Mr. Y.R. Desha Bendhu
3) Dr. Ravichandaran
4) Mrs. S.S. Saritha

Agenda

i) HOD Meeting
ii) Department Meeting

Agenda 1

On 9:45 am to 10:30 am is annouced the HOD's meeting [curriculam, planning, delivery the curriculam]

Agenda 2

To the department meting

To teach the and learning the curriculam.
To evaluate the program planning.
And all over the program outcome

Head
Department of Physical Education
Nanjil Catholic College of Arts & Science
Kalliyakkavilai 629 153, Tamil Nadu.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kalliyakkavilai - 629 153

Venue : Department of physical Education
Date : 14/2/2023
Time : 2:45 pm.

Faculty Members Present :

1) Mr. V. Viju
2) Mr. Y.R. Desha Bendhu
3) Dr. Rinkchore Jani
4) Mrs. S.S. Sanitha

Agenda

i) Prerspective plan
ii) Physical Education lab

Agenda 1

The perspective plan for 5 years prepair and befor submit before this month.

Agenda 2

→ The Physical Education lab in the students progression, placement, Achelvement details are be teached.

→ The staffs to more concentrate on slow learners.

→ The Webinar, Flex, paper presentation, projects details are be submit to office before Wednesday.

Head
Department of Physical Education
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Venue : Department of physical Education
Date : 14/2/2023
Time : 2:45 pm.

Faculty Members Present :

1) Mr. V. Viju
2) Mr. Y.R. Desha Bendhu
3) Dr. Rinkuthore Jasi
4) Mrs. S.S. Sanitha

Agenda

i) Prerspective plan
ii) Physical Education lab

Agenda 1

The perspective plan for 5 years prepair and befor submit before this month.

Agenda 2

→ The Physical Education lab in the students progression, placement, Achelvement details are be teached.

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Head
Department of Physical Education
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Venue : Department of physical Education

Date : 21/02/2022

Time : 12:15 pm

Faculty Members Staffs:

1) Mr. V. Vijay
2) Mr. Y.R. Dheeba Bendhu
3) Dr. Rajkishore Jaai
4) Mrs. S.S. Sanitha

Agenda

i) Fees collection
ii) Staffs admission
iii) Absent list submit
iv) Tour Date
v) Sports Day
vi) Internal Test

Agenda 1

The Fees collection last date Thursday. Next Monday towards to start the fine also

Agenda 2:

All the staffs has a admission work. and Each staffs has to appoint the 10 minimum 10 students for our College to the department.

Agenda 3

To submit the absent Name list to the principal.

Agenda 4

March 16th evening to start the tour to 19th morning. And the IIyr, IIIyr. has oneday tour.

Agenda 5

In the April 10, 11, 12, 13 are to conduct the sport day.

Agenda 6

March 1 to start the internal - I exam in One hour.

Head
Department of Physical Education
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Venue : Department of Physical Education

Date : 29/2/2023

Time : 12:20 pm

Faculty Members Present :

1) Mr. V. Viju
2) Mr. Y. R. Desha Bendhu
3) Dr. R. Kishore Jani
4) Mrs. SS Sanitha

Agenda

i) Naan Mudhalvan scheme
ii) Internal
iii) Department conduct
iv) Day order cancelled
v) Perspective plan
vi) Discontinue Students

Agenda 1.

Naan Mudhalvan scheme

1yr - Cambridge in English department

IIyr - Micro course details in computer Science department ino digital skills for evaluating.

Agenda 2

The Internal Test is conducted out of 25 marks, No external

Agenda 3

The Internal Exam conduct in our department.

Agend 4

The Monday onwards day order is cancelled and day wise classess are started.

Agenda 5

perspective plan submited tomorrow

Agenda 6

The discontinued students names and reasons are inform to office.

Head
Department of Physical Education
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PRINCIPAL
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Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K.DIST. TAMILNADU INDIA

Venue : Department of Physical Education

Date : 08/03/2023

Time : 2:40 pm

Faculty Members Present :

1) Mr. N. Viju
2) Mr. Y. R. Desha Bendhe
3) Mr. Afin. G. Farose

Agenda

i) Internal Exam
ii) Sports day
iii) College day
iv) University Exam
v) Result Analysis
vi) Staffs Meeting.

Agenda 1

The internal exam start on April 1st in the last hour.

Agenda 2

The Sports day conducted in May 4

Agenda 3

The college day is conducted in May 5

Agenda 4

The University Exam is started in may 10.

Agenda 5

On the monday to submit the result Analysis

Agenda 6

The staffs meeting 3:30 pm on today

Department of Physical Education
Nanjil Catholic College of Arts & Science
Kaliyakkavilai 629 153, Tamil Nadu

PRINCIPAL
Nanjil Catholic College of Arts & Science

Venue : Department of Physical Education

Date : 22/03/2023

Time : ~~10:30 am~~ 12:30pm

Faculty Members Present:

1) Mr. V. Viju
2) Mr. Y.R. Desha Bendhu
3) Mr. Ajin. Gr. Farose.

Agenda

i) III yr Online Class
ii) Online attendence
iii) No adjustment Exam fee
iv) Feedback
v) Arrear list
vi) ABC Registration

Agenda 1

III yr students must attend the online Class tomorrow.

Agenda 2

12:30 to 2:30 online classes are started, the all students must attended and put the attendence.

Agenda 3

There is no change in exam fees adjustment

Agenda 4

Nan Mudhalvan Feedbacks to submitted the students on 28/03/2023.

A

Agenda 5

→ The Result analysis Thursday onwards.

→ The Monday onward the remedial class for 3yr students

→ 3 yr students name and arrear list are being.

→ Result analysis copy and Result copy submit on thursday.

Agenda 6

The infoam the office in the ABC registration students names.

Head
Department of Physical Education
Nanjil Catholic College of Arts & Science
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PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

Venue : Department of Physical Education

Date : 23/3/2023

Time : 12:15 pm

Faculty Members Present:

1) Mr. V. Viju
2) Mr. Y.R. 'Desha Bendhu
3) Mr. Ajin G. Farose

Aganda

i) Fees payment
ii) Complaint
iii) Clean shave & haircut
iv) Parents Meeting.

Aganda 1

This semester fees payment are started and pay the amount in the office

Agenda 2

After the break time the students are sitting in the canteen

Agenda 3

All the students are clear the clean shave and the clean haircut.

Agenda 4

In the science students parents meeting in 8:30 am on 10/4/2023

Head
Department of Physical Education
Nanjil Catholic College of Arts & Science
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PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Venue : Department of Physical Education

Date : 13/4/2023

Plase : 8:45 pm

Facult Memembers Present :

1) Mr. V. Viju
2) Mr. Y. R. Desha Bendhu
3) Mr. Ajin. G. Farose

Agenda :

i) Revaluation Result
ii) Exam fees
iii) Sports day
iv) Practical Date
v) No Revaluation
vi) last Working.

Agenda 1

In 14/4/2023 The Revaluation Result. So, those whos applied for the revaluation that Students are wait.

Agenda 2

The University Exam passed students are to payed the exam fees.

Agenda 3

The Sports day started on 4th May.

Agenda 4

Our practical Exams starts from 24/4/2023

Agenda 5

Those who students are failed th Yoga and digital era . Those have no revaluation.

Agenda 6

Th the academic year last working day is 16th May.

Head
Department of Physical Education
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Venue : Department of physical Education

Date : 25/04/2023

Time : 12:30 pm

Faculty Members Present :

1) Mr. V. Viju
2) Mr. Y.R. Desha Bendhu
3) Mr. Ajin. G. Farose

Agenda

i) Practicals
ii) Sports day
iii) College day

Agenda 1

The practical Exam starts from 24/4/23 to 12/5/23.

Agenda 2

The sports day starts in 24/4/2023

Agenda 3

→ College day starts in 25/4/2023

→ All the students come with lunch

→ Uniform is compulsary.

Head
Department of Physical Education
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Venue : Department of Physical Education
Date : 16/5/2023
Time : 12:30 pm

Facult Members Present
1) Mr. V. Viju
2) Mr. Y. R. Desha Bendhu
3) Mr. Afin. G. Ferose

Agenda :
i) Admission duty
ii) Staff Meating
iii) Free seat
iv) Conduct Matches

Agenda 1
All the staffs are come in the admission duty. No one can take a leave. for those days. 5 admissions are compulsary.

Agenda 2 :
Conduct staff meating in all the department. Complete the mark entry on both university portal

Agenda 3 :
Those who students are be medalist in District matches. They have a free seat. in our college.

Agenda 4 :
To conducted the district matches in our college Stadium.

Head
Department of Physical Education
Nanjil Catholic College of Arts & Science
Kaliyakkavilai 629 153, Tamil Nadu.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILA

DEPARTMENT OF B.B.A
(Business Administration)

Department Meeting

The minutes of the meeting held on 18/06/2022 at 12.15 pm.

1) Mr. G. Jenit Hanson
2) Dr. P. Jasbin Bino
3) Dr. G. Rajesh Babu.

Agenda	Discussion.
1) Admission Duty	Admission duty starts from 20th June, 2022. 2 staff from each department is compulsory.
2) Orientation programme	First year orientation programme starts on 11th July, 2022.
3) Next Academic year	* New academic year starts for staff from 6th July. * Time table, work load, subject allocation to be submitted. * 20th July onwards class starts for II and III B.Com, BBA, Phy. Education, Comp. Science and English. * From 23rd July class starts for all classes.
4) File work (NAAC)	* All the 64 files to be completed year wise. * 2 pages about the department to be submitted.
5) No dues and Hall ticket.	* III year OGL - Tc will be given for all courses on 20/6/2022. * For all II and III year science courses no dues to be submitted

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	and Hall tickets will be issued on 22/6/2022. * II and III year UG English and BBA - no dues to be submitted and Hall tickets will be issued on 23/6/2022. * II & III year Commerce - hall ticket to be issued on 24/6/2022. * I PG Students - hall tickets to be issued on 27/6/2022.
b) Exam duty	Leave is not permitted for any staff who is having exam duty.

The meeting came to an end.

Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

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The minutes of the meeting held on 08/07/2022 held on 12.15 pm.

1) Dr. Rajesh Babu
2) Mr. Jenit Hanson
3) Dr. P. Jasbin Bino

Agenda	Discussion
1) Admission	5 admission is mandatory for every staff.
2) Dress Code	* Dress code – No tie for boys from next academic year. * Colour dress for all students on all wednesday.
3) Discipline duty	Area wise discipline duty will be allocated to all staff.
4) Shift II	There will be no shift II classes till we get good feedback and willingness from the parents.
5) Remedial and advanced learners classes	There will be compulsory remedial and advanced learners classes.
6) Convocation	*Convocation for 2018-2021 batch students will be on July 30th, 2022. * Students should assemble at 8.30 am. * Food will be distributed in the department.

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	* Shri. Appavu (MLA), speaker of Legislative assembly of Tamil-Nadu is the chief guest.
8) Admission	* Admission will be on progress till Aug. 30th, 2022.
9) NAAC	* Report to be submitted before Sep. 15th, 2022. * Commission will be visiting on the first week of October. * 6h files to be completed * NAAC Supporting documents to be submitted.

The meeting came to an end.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

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The minutes of the meeting held on 13/7/2022 at 12.15 pm.

1) Dr. G. Rajesh Babu.
2) Mr. G. Jenit Hanson.
3) Dr. P. Jasbin Bino

Agenda	Discussion.
1) Dress code	1) Wednesday's Colour dress for all the students except on days of internal exam, model exam or any other exams. 2) Neat and tidy, with decently dressed should be worn on Wednesday's even if it is colour.
2) Admission duty	Till August 30th 2022, there will be admission duty for the staff members.
3) Change in timing	* Only this week Wednesday's timing will be till 2.00 pm and Thursday's will be till 4.00 pm. * Thursday - Staff meeting from 2.30 pm.
4) Department visit	* Secretary and principal will be visiting the departments every Wednesdays to check the status of NAAC work.
5) Graduation day	* 7th Graduation day will be on 30th July 2022.

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6) TNPSC Exam	* TNPSC exam is conducted on 9th July, 2022 (Sunday) in our institution. * 900 ~~students~~ candidates are writting the exam. * Compulsory duty for all staff in the ratio 20:1.
7) Reopening	* 20th July, 2022 – new academic year classes starts for all second and third year BBA students.
8) Readmission.	* For readmission the date is extended till July 30, 2022.

The meeting came to an end.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

13/7/2022
Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

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The minutes of the meeting held on 21/7/2022 at 12.15 pm.

1) Dr. A. Rajesh Babu. – RajB
2) Dr. P. Jasbin Bino. – Bino
3) Ms. G. Jenit Hanson.
4) Ms. A.S. Subhi Mol. – Subhi

Agenda	Discussion
1) Reopening of new Academic year.	The college for the new Academic year 2022-23 opens on 18th July, 2022.
2) Tenative dates	* 1st Internal – 28th Aug, 2022. * 1st year data entry – 25th ~~and~~ Aug, 2022, to 31st Aug, 2022. * Registration of NME, Allied and Major elective – 25th Aug, 2022. * II Internal – 26th Sep, 2022. * Exam fee payment without penalty – Oct 3rd to 12th, 2022. * Exam fee payment with penalty – 13th to 18th Oct, 2022. * UG and PG practicals – 31st Oct, 2022 * 3rd Internal – Nov. 2, 2022. * Last working day – Nov, 16th, 2022 * University Exam starts from 18th Nov, 2022. * Next Sem Reopens – Dec 12, 2022
3) TNPSC Exam	* Compulsory duty for all staff * 900 candidates are writing the exam.
4) Orientation programme	* Aug 1 to 5, 2022 Orienta-

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	-tion programme for the first years will be held in the seminar hall.
5) Bridge Course	* Bridge course will be conducted for BBA 1st year students from 8th to 12th Aug (1 week), 2022 in the BBA department.

The meeting came to an end.

21/7/2022

Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

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The minutes of the meeting held on 29/7/2022 at 12.15 pm.

1) Dr. A. Rajesh Babu.
2) Mr. A. Jenit Hanson
3) Dr. P. Jasbin Bino
4) Ms. A.S. Subhi Mol.

Agenda	Discussion.
1) 7th Graduation Day	* Convocation for 2018-2021 batch on 30th July 2022. * Staff asked to come in uniform. * Speaker/ Chief guest arrive at 9.30 am. * MBA – to be informed to the Students (15,000 Rupees fee per semester).
2) Alumni Meet	* After the convocation alumni meet to be conducted * Feedback to be collected from the alumnis.

The meeting came to an end.

29/7/2022

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

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The minutes of the meeting held on 2/8/2022 at 12.15 pm.

1) Dr. G. Rajesh Babu.
2) Mr. G. Jenit Hanson
3) Dr. P. Jasbin Bino
4) Ms. G.S. Subiki Mol.

Agenda	Discussion
1) Dress code	* All the days students are asked to come in uniform. * Colour dress on Wednesdays are forbidden.
2) Mobile phone	* Mobile phone - not allowed in the class.
3) Independence day (75th)	* Competitions to be held on behalf on independence day on 13th, 14th and 15th of this month. * Chess and Badminton competition for both staff and Students. * All staff to be present on Independence day.
4) Fee payment	* 2nd Sep, 2022 is the last date for paying fee in this semester.

The meeting came to an end.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

2/8/2022
Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

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The minutes of the meeting held on 12/08/2022 at 12.15 pm.

1) Dr. G. Rajesh Babu.
2) Mr. G. Jenit Hanson
3) Dr. P. Jasbin Bino
4) Ms. G.S. Subhi Mol.

Agenda	Discussion.
1) I Internal	* First internal test for I and II BBA was scheduled from 22/08/2022. * Last date for submitting the question papers is 16/08/22 * Break time during internal test is from 10 am to 10.15 am. * Exam timing - 10.15 am to 12.15p
2) Independence day	* 13/08/2022 - Flag hoisting in the college ground at 8.15 am. * 16/8/22 & 17/8/22 - Department can celebrate Independence day.
3) Fee Payment	* Last day for paying the tuition fee is 2nd Sep, 22
4) Bus concession	* Coming Tuesday (16/8/22) last day for applying for bus concession.
5) 15th Aug, 2022	* Compulsory working day for staff. Willing students can also come.

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6) Attendance	* Attendance mandatory for all the students. * For 3 years – only one condonation. * More than one condonation means – Repeat

The meeting came to an end.

12/08/2022

Head
Department of Business Administsation
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI
629 153
K.K. DIST. (TN)
INDIA

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The minutes of the meeting held on 23/08/2022 at 12.15 pm.

1) Dr. G. Rajesh Babu.
2) Dr. P. Jasbin Bino
3) Ms. G.S. Subi Mol.

Agenda	Discussion.
1) Parents Teachers meeting	PTA parents teachers meeting is scheduled on 27/08/2022 in the seminar hall.
2) Photo	On 25/8/2022 there will be photo taking session for the 1st year Students. All the students are asked to be present on that day.
3) Supplementary Exam	Supplementary exam for III year pass out students is scheduled on the 1st week of September.

The meeting came to an end.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

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The minutes of the meeting held on 25/08/2022 at 12.15 pm.

1) Dr. G. Rajesh Babu.
2) Dr. P. Jasbin Bino
3) Ms. G.S. Subi Mol.

Agenda	Discussion.
1) UG admission.	Data entry for UG admission will be closed on 24th to 31st September.
2) M.Phil entrance	M.Phil entrance exam is scheduled next week.
3) II PG PTA Meeting	Parents teachers meeting for II PG was scheduled on 24th August 2022. Feedback has to be collected from the parents.

The meeting came to an end.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

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The minutes of the meeting held on 20/9/2022 at 12.15 pm.

1) Dr. G. Rajesh Babu.
2) Dr. P. Jasbin Bino
3. Ms. G.S. Subi Mol

Agenda	Discussion.
1) II Internal Test	II internal test for II & III year students and I internal test for I year students are scheduled from 6th Oct, 2022.
2) Question papers	Question papers for the above I & II internal test to be submitted on or before 26th Sep, 2022.
3) Time Table	Time Table for odd semester is to be uploaded in nanjil automation mail id.
4) TC & Mark sheet	The TC and Mark sheet of I BBA students are to be submitted in the office.

The meeting came to an end.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153. Tamil Nadu.

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The minutes of the meeting held on 26th Sept, 2022, at 12.15 pm.

1) Dr. G. Rajesh Babu
2) Dr. P. Jasbin Bino
3) Ms. G.S. Subi Mol

Agenda	Discussion:
1) FDP	* Faculty Development Programme to be held on 29th Sept, 2022 * Lunch will be provided.
2) NAAC	* HOD's are asked to be ready with the PPT presentation. * Files to be properly arranged.

The meeting came to an end.

26/9/2022

Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

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The minutes of the meeting held on 26th October, 2022, at 12.15 pm.

1) Dr. A. Rajesh Babu
2) Dr. P. Jasbin Bino
3) Ms. A.S. Subi Mol.

Agenda	Meeting
1) Staff meeting	Staff meeting is organised today in the seminar hall at 3.00 pm.
2) NAAC Meet	* Each department is asked to Organise exhibition. * Students meeting to be conducted for students who received the SSR form from NAAC. * All the Students should know about NAAC and its Importance. * Students, Alumni and Parents are to be selected to attend the NAAC committee.
3) II Internal Test	* 1 hr II internal test is scheduled from 31/10/2022 for I BBA. Students. * Timing: 10.15 am to 11.15 am.

The meeting came to an end.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

26/10/2022
Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE * KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

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The Minutes of the meeting held on 28/10/2022 at 12.15 pm

1) Dr. G. Rajesh Babu.
2) Dr. P. Jasbin Bino
3) Ms. G.S. Subi Mol

Agenda	Meeting.
1) University Exam	* Theory paper exams commences from Dec. 1st, 2022. * Practical exam commences from Nov. 14, 2022.
2) Model Exam	* For Science students, model exam commences from Nov 7, 2022. * For Arts students model exam commences from Nov 14, 2022.
3) Question Paper	* The last date for submitting the model exam question paper is on 2nd Nov, 2022.
4) No due Certificate	* No due certificates for BBA Students to be issued on 23rd Nov, 2022.

The meeting came to an end.

A.
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

23/11/2022
Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

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The minutes of the meeting held on 2/11/2022 at 12.15 p.m.

1) Dr. G. Rajesh Babu.
2) Dr. P. Jasbin Bino
3) Ms. G.S. Subi Mol

Agenda	Discussion.
1) Practical exam	The practical exam for UG, PG & M.Phil commences from 14/11/2022.
2) Private candidates	Last chance for the private candidates to apply for exam.
3) NAAC	Seperate files for NAAC from 2022 onwards.
4) Group building day	Every departments are asked to conduct group building day for the students.

The meeting came to an end.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

2/11/2022
Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

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The minutes of the meeting held on 12/11/2022 at 12.15 pm

1) Dr. G. Rajesh Babu.
2) Dr. P. Jasbin Bino
3) Ms. G. S. Subi Mol

Agenda	Discussion
1) Attendance entry	The portal for entering the attendance opens from 21st to 25th November, 2022.
2) Last working day.	The last working date (day) is 19th November, 2022.
3) Marks entry	The portal for practical marks entry is on 29th Nov, to 15th Dec. 2022. Internal mark entry is from 29th Nov to 15th Dec, 2022.
4) Hall Ticket	Hall tickets can be down-loaded from 28th Nov, 2022.
5) Semester holidays	Semester Study holidays from 22/11/2022.

The meeting came to an end.

A.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

12/11/2022

Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

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The minutes of the meeting held on 29/11/22 at 12.15 pm

1) Dr. G. Rajesh Baby
2) Dr. P. Jasbin Bino
3) Ms. G.S. Subi Mol

Agenda	Discussion.
1) ~~Co~~ Timetable & Workload	The timetable and workload for the next semester is to be prepared.
2) New Semester reopens	College reopens for the next semester on 15th Dec, 2022.
3) Christmas celebration.	Christmas celebration will be ~~conducted~~ celebrated on 20th Dec, 2022.
4) Working days.	15th to 22nd Dec, 2022 will be working days for the students.

The meeting came to an end.

A.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

29/11/2022

Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

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Agenda:

The department meeting is to be held on 1/12/2022 at 2.00 pm in the department (staff room). All the department staff of our department should attend the meeting without fail. The following topics are to be discussed.

1) Subject allocation.
2) Work load
3) Timetable
4) Discipline duty
5) Christmas celebration.

1) Dr. P. Jasbin Bino
2) Ms. Subi Mol. G.S

HoD.
(Dr. G. Rajesh Babu)

Minutes

The minutes of the meeting held on 1/12/2022 at 2.00 pm in the department.

1. On discussion subjects were allocated to the staff members based on their interest and specialisation. The subjects allocated to the staff are as follows.

Dr P. Jasbin Bino - III BBA - Strategic Management
II BBA - Human Resource Management
I BBA - Professional English - II.
III BBA - Project.

Ms. Subi Mol. G.S - III BBA - Total Quality Management
II BBA - Human Rights (NME)
I BBA - Managerial Economics
III BBA - Project.

Dr. G. Rajesh Babu - III BBA -
II BBA - Marketing Management
I BBA - Business Mathematics

The remaining subjects will be handled by the

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Staff members of department of Tamil, English, Commerce and Computer Science.

2) The work load is alloted to all the department staff based on the subject alloted.

3) The time table is planned ~~to~~ and will be prepared by the head of the department.

4) The discipline duty list is planned and will be prepared by the HoD.

5) Christmas celebration will be organised by the college and is to be conducted on 20/12/2022.

On discussing on all the above matters the meeting came to an end.

1) Dr. P. Jasbin Bino
2) Ms. Subi Mol G.S.

PRINCIPAL
Nanji Catholic College of Arts & Science
Kaliyakkavilai - 629 153

HoD
(Dr. G. Rajesh Babu
Head
Department of Business Administration
Nanji Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

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Agenda

The department meeting is to be held on 03/01/2023 at 2:00 pm in the department staff room. All the staff members are asked to attend the meeting without fail. The following points are to be discussed in the meeting.

1] NAAC Visit
2] Awareness about Various Committees
3] Attendance and discipline
4] Staff leave letter
5] pongal Celebration
6] Fee Collection
7] Cleaning day
8] IQAC Visit

1] Dr. P. Jasbin Bino
2] Ms. Subi Mol. G.S

HOD
(Dr. G. Rajesh Babu)

Minutes

The minutes of the meeting held on 03/01/2023 at 2:00 pm in the department Staff room.

1. NAAC Committee visit is planned to be Conducted on 03rd and 04th of February 2023. They will be visiting the departments in the first day. Powerpoint presentations are also presented on the same day. All the Staff members are asked to Co-operate.

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2. As the Students are not aware of all the Committees, the Staff members are asked to give an overview of all the Committees.

3. From the current sem, attendance will be taken into consideration very sincerely. Hence, attendance and discipline should be noted very effectively.

4. As most of the Staffs have not given the leave letter the next day of leave taken, all are informed to submit the leave letter the next day of leave taken.

5. Our College has been planned to Celebrate the Pongal function on 25th January 2023. BBA department will be merged with Tamil department for this pongal function. It will be held as Competition

6. All the Students are asked to remit the fees as soon as possible. Staffs are asked to encourage Students to pay immediately.

7. 30th January 2023 is declared by the management as cleaning day., So that, all the departments should be cleaned by the concern department students.

8. IQAC visit is organised on 06th January 2023 after 2.00 clock.

After discussing all these topics, the meeting came to an end at 2.35 pm.

1] Dr. P. Jasbin Bino
2] Ms. Subi Mol. G.S

PRINCIPAL
Nanjil Catholic College of Arts & Science
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HOD
(Dr. G. Rajesh Babu)
Head
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Kaliyakkavilai, 629 153, Tamil Nadu

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Agenda

The department meeting is to be held on 21/1/2023 at 2:00 pm in the department staff room. All the Staff members are asked to attend the meeting without fail. The following topics are to be discussed in the meeting

1] No leave
2] PPT presentation
3] Name list of Achievers
4] Negative comments on road, Website etc.
5] Submission of documents
6] Planning of NAAC visit.

1] Dr. P. Jasbin Bino
2] Ms. Subi Mol. G. S

HOD 21/1/2023
(Dr. G. Rajesh Babu)

Minutes:

The minutes of the meeting held on 21/1/23 at 2.00 pm in the department Staff room.

1. Staff members are not permitted to take leave for the nine days from tomorrow. This is due to the work and preparation of NAAC visit.

2. Staff who are presenting the ppt, are asked to present in front of the management Committees on 28th of January.

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3. Name list of achievers should be given to Mr. Dasabindhu to print and to showcase it in the department

4. As most of the students mentioned the road, Website and cultural programmes in the negative view, management strive to work more on those areas.

5. Submission of documents : All the documents should be submitted to the principal on or before 28th of January.

6. Various committees are arranged to make NAAC visit a successful one. Committees includes Reception, Accomodation/Transportation/hospitality, Food, discipline, documents committee etc

After discussing all these topics, the meeting came to an end at 2.45 pm.

1) Dr. P. Jasbin Bino
2) Ms. Subi Mol. G. S.

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NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K DISTRICT TAMILNADU INDIA

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Agenda

The department meeting is to be held on 25/1/2023 at 1.50 pm in the department Staff room. All the Staff members are asked to attend the meeting without fail. The following topics are to be discussed in the meeting.

1] Arrival of Judges
2] Closing of gate
3] Dress Code
4] Common Pongal.

1] Dr. P. Jasbin Bino
2] Ms. Subi Mol. G.S

25/1/2023
HOD
(Dr. G. Rajesh Babu)

Minutes:

The minutes of the meeting held on 25/1/23 at 1.50 pm in the department Staff room.

1. Judges will be arriving at 9.30 am and so that all the respected committee members are asked to get ready.

2. The main gates will be closed by 8.00 clock and the Staff members are asked to Communicate this information with the Students.

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3. Students are asked to come in full uniform.

4. For pongal Celebration, there will be a common pongal preparation which will be given to all the departments.

After discussing all these matters, the meeting came to an end at 2.15 pm.

1] Dr. P. Jasbin Bino
2] Ms. Subi Mol. G-S

PRINCIPAL
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Kaliyakkavilai - 629 153

HOD
(Dr. G. Rajesh Babu)

Head
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Kaliyakkavilai - 629 153, Tamil Nadu.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

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Agenda

The department meeting is to be held on 27/1/23 at 2.00 pm in the department Staff room. All the Staff members are asked to attend the meeting. The following topics are to be discussed in the meeting.

1] ABC Account and schedule.
2] Fee payment
3] NAAC awareness.

1] Dr. P. Jasbin Bino
2] Ms. Subi Mol. G.S

27/1/2023
HOD
(Dr. G. Rajesh Babu).

Minutes:

The minutes of the meeting held on 27/1/23 at 2.00 pm in the department Staff room.

1. All the Students are asked to link the aadhaar card with their respected mobile number in order to generate their ABC ID.

To do so, BBA department has been Scheduled to use computer language lab on 01/02/23.

2. All the Students are asked to pay their fees and make sure that they donot have fees balance. Staff members are requested to motivate the

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Students to pay the fees fully.

3] Students should be given awareness about NAAC and the respected Committees and associations of our College.

The meeting came to an end at 2.30 pm.

1] Dr. P. Jasbin Bino
2] Ms. Subi Mol. G-S

A. [signature]
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

[signature] 11/2023
HOD
(Dr. G. Rajesh Babu)
Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
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Agenda

The department meeting is to held on 30/1/23 at 2:00 pm in the department room. Staff room. All the Staff members are asked to attend the meeting without fail. The following topics are to be discussed in the meeting.

1) Committees

1) Dr. P. Jaibin Bino
2) Ms. Subi Mol. G.S

30/1/23
HOD
(Dr. G. Rajesh Babu)

Minutes:

The minutes of the meeting held on 30/1/23 at 2:00 pm in the department staff room

1. Committee heads have been decided and confirmed for all the committees like Decoration, PPT, Reception, Refreshment, doumentation, lunch, accodamoten, photo etc.

The meeting came to an end at 2.15 pm

1) Dr. P. Jaibin Bino
2) Ms. Subi Mol. G.S

A. [illegible]
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI
629 153
K.K. DISTRICT
TAMIL NADU

30/1/2023
HOD
(Dr. G. Rajesh Babu)
Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153 Tamil Nadu

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Agenda

The department meeting is to be held on 01/02/2023 at 2.00 in the department staff room. All the staff members are asked to attend the meeting without fail. The following topics are to be discussed in the meeting.

1) Arrival to College
2) Dresscode.

1) Dr. P. Jasbin Bino
2) Ms. Subi Mol. G.S

HOD
(Dr. G. Rajesh Babu)

Minutes

The minutes of the meeting was held on 01/02/2023 at 2.00 pm in the department staff room.

1. All the teaching staff members are asked to arrive in the College before 7:30 am and all the non-teaching staff members are asked to arrive in the College before 7.00 am.

2. Staff members are asked to wear the new uniform in the first day of NAAC visit (03/02/23)

The meeting came to end at 2.15 pm.

1) Dr. P. Jasbin Bino
2) Ms. Subi Mol. G.S

PRINCIPAL
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HOD
(Dr. G. Rajesh Babu).
Head
Department of Business Administration
Nanjil Catholic College of Arts & Science

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Agenda

The department meeting is to be held on 23/3/2023 at 2.00pm in the department staff room. All the staff members are asked to attend the meeting without fail. The following topics are to be discussed in the meeting.

1] Attendance
2] Discipline
3] Fee payment

1] Dr. P. Jasbin Bino
2] Ms. Subi Mol. G.S

HOD 23/3/2023
(Dr. G. Rajesh Babu)

Minutes

The minutes of the meeting held on 23/3/2023 at 2.00 pm in the department staff room.

1. Students Attendance is too poor. Staff members are asked to Concentrate on Student absenteeism, and also should make a call to those absentees

2. Discipline is better but should also maintain Curriosly

3. For fee payments, after April 1st fine will be imposed.

1] Dr. P. Jasbin Bino
2] Ms. Subi Mol. G.S

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NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
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HOD 23/3/2023
Head
Department of Business Administration
Nanjil Catholic College of Arts & Science

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Agenda

Department meeting is to be held on 12/4/2023 at 2.00 pm in the department staff room. All the staff members are asked to attend the meeting without fail. The following topics are to be discussed in the meeting.

1] Result publication
2] Sports day
3] Attendance list
4] Working day

1] Dr. P. Jasbin Bino
2] Ms. Subi Mol. G.S

HOD
(Dr. G. Rajesh Babu)

Minutes

The minutes of the meeting held on 12/4/2023 at 2.00 pm in the department staff room.

1. Revaluation results will be published on 17th ~~May~~ April. After that, students can pay the exam fee on 18th April. 2023.

2. Sports day is planned to be organised on 4th may and College day on 5th may 2023.

3. All the staff members are asked to prepare the attendance list and should display it in the College notice board.

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A. Last working day is will be 16th may 2023 in which students should get the no dues form signed before 16th may 2023.

The meeting came to an end at 2.20 pm.

1] Dr. p. Jasbin Bino
2] Ms. Subi Mol. G-S

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Agenda

The department meeting is to be held on 18th April 2023 in the department staff room. All the staff members are asked to attend the meeting without fail. The following topics are to be discussed.

1) Dance group
2) College day
3) Sports team
4) ABC ID registration
5) YRC, NSS, Sports Exam.

1) Dr. P. Jasbin Bino
2) Ms. Subi Mol. G.S.

HOD 18/4/2023
(Dr. G. Rajesh Babu)

Minutes

1. Minimum of 15 members were required to participate in the dance

2. All the staff members are indulged in any group and they are asked to work on it.

3. Students who gave their name in concern sports are asked to assemble in concern room as mentioned by the management.

4. 6 students have not yet registered for the ABC ID, so that, staff member should take care of it and ask those students to register as

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Soon as possible.

The meeting came to an end at 2.30 pm.

1. Dr. P. Jasbin Bino
2. Mrs. Subi Mol. G. S

PRINCIPAL
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Kaliyakkavilai - 629 153

HOD
18/4/2023
(Dr. G. Rajesh Babu)
Head
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Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
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Agenda

Department meeting is to be held on 11.5.23 at 2.00 pm in the department staff room. All the staff members are asked to attend the meeting without fail. The following topics are to be discussed

1. Admission Work
2. Staff Contribution
3. Issuance of TC.
4. Hall ticket
5. EMIS Number

1. Dr. p. Jasbin Bino
2. Ms. Subi Mol. G.S

HOD
(Dr. G. Rajesh Babu)

Minutes

1. Admission Work should be taken and considered departmentwise.

2. Each staff should contribute a minimum of 5 Students (admission).

3. Until full payment of fees, the management will not issue the TC to Students.

4. Hall ticket can be downloaded from the university website on 15th may 2023.

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5. EMIS Number should be received from the School by the Concern Student.

The Meeting came to an end at 2.30 pm

1. Dr. P. Jasbin Bino
2. Mrs. Subi Mol. G-1

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Commerce Department Meeting MINUTES

ACADEMIC YEAR - 2022 - 2023

Minutes

of the Faculty meeting of Department of Commerce held at 11.P.M on Thursday 9th July 2022 followed by the heads meeting held at 10.00 A.M in the Secretary room

In Attendance

R. Jolly Rosalind Silva
Ms. V. Vincy
Dr. R. Shoba Rani
Dr. E. Sahaya Virgin Mary
Dr. M. Sindhu
Dr. K. Lukas
Dr. N. Jeba Jasmine
Dr. N. Vinil Kumar
Dr. P. Godwin Prince

Agenda	Discussion
1. Admission	It was informed that the Admission status of the College and Instructed the staff to bring 5 admission Compulsory. Individual staffs are Instructed to bring minimum 5 students for admission
2. Discipline	Proper Discipline should be maintained throughout the year.
3. Students feedback	Based on the feedback given by Students men Students are relieved from wearing Tie and at the same time to see whether Students are wearing proper shoe or not.

4. Colour dress	Every wednesday students are permitted to wear colour dress. (Chudithar with Shall for girls - shirt & pant for boys)
5. Discipline	Same as previous year
6. Academic Calender	Academic calender are getting ready to use for both staff and students.
7. Toppers list	Rev. Fr. S. K. Robinson Organise Carrier guidance programme for the welfare of the students Inorder to engage this toppers list were collected.
8. Remedial Coaching	Inorder to achive cent percent result remedial class must be conducted
9. Convocation	It was decided to have Convocation day on 30th July 2022. The same day Alumni meeting should arrange
10. NAAC Report	Tentative time is scheduled on September 15th to Submit NAAC Report. Document evidence PPT and presentation will be on 12th July at seminar hall
11. II. P. Of Re-opening	13/07/22 (Monday) II P.C for re-opening
12. YRC, NSS, Sports Report.	Incharge are requested to prepare the report.

KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Minutes

of the faculty members of Department of Commerce held on 23/08/dd (Tuesday) at 11.15 A.M followed by heads meeting held at 10 A.M in the principal room.

In Attendance

Dr. R. Jolly Rosalind Silva (Dy)
Mrs. V. Vinay
Dr. R. Shabad Rani
Dr. E. Sahaya Vajin Manjula
Dr. M. Sindhu
Dr. N Jeba Jasmine
Dr. N. Vinil kumar
Dr. P. Glodwin Prince

	Agenda	Discussion
1.	PG admissions MBA Course	Concentrate on PG admission and MBA Course
2.	Fees	Motivate the students to collect fees. for delayed Payment fine of Rs 100 will be charged
3.	Research Guide	Staffs are advised to get guideship as soon as possible.
4.	Result Analysis	Result Analysis should be updated before and after Re-valuation.
5.	II P.G Parents Meeting	It was decided to conduct parent meeting on 24/8/dd (Saturday)
6.	Cultural day	Instructed to do the arrangements

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K.K. DISTRICT
TAMILNADU
INDIA

Minutes

Of the faculty members of Department Of Commerce held on 01.09.2022 (Thursday) at 2.P.M followed by heads meeting held at 12.15 P.M in the secretary Room

In Attendance

Dr. R. Jolly Rosalind Silva (Head)
Mr. V. Vinay
Dr. R. Shoba Rani
Dr. F. Sahaya Raja Mary
Dr. M. Sindhu
Dr N. Jeba Jasmine
Dr. N. Vinil kumar
Dr. P. Godwin Prince

Agenda	Discussion
1. PH.D - Thesis Copy	Last date to submit in the library is on 05/09/2022 (Monday)
2. Fees	Instruct the students to settle before the due date
3. Result Analysis	12th september onwards result analysis will be verified by department wise.
4. Re-Test	Re-Test will be conducted for students those scores less than 30 Marks.
5. Assignment	Students must unite Assignment from each and every Unit.
6. Teachers day	Teachers day will be Organized on sep 5th Saturday after 1.P.M

7. Onam Celebration — Onam celebration will be on 4th september. Students allowed to wear colour dress. Girls wear hajal Saree boys - Shirt and wasty T-Shirt not allowed. ID Mus wear. Payasam will be distribu

8. III. UG Parents Meeting. — On 14th september at 11.30 A final year students parent are asked to come for parents meeting.

9. IEQA — Submission on 1.9.22 (Toda

10 Inflibnet — All the faculties must use Inflibnet

11. Library usage — Staff and students ar asked to use the library as much as possible fo reference and steady purpose.

12. Internal Test — Question paper Submission 26th september 2nd Internal test for 2nd and 3rd years on 6, 7, 8, 9, 10 a The same day First ye & First Internal Test will be Conducted.

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NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
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Minutes

Of the faculty members of department of Commerce held at 2. p.M in the department followed by the heads meeting held at 12.00 p.m on 13/10/2022 in the Principal office.

In Attendance

1. Dr. R. Jolly Rosalind Silva
2. Mrs. V. Vicky
3. Dr. R. Shoba Rani
4. Dr. E. Sahaya Vaigai Mary
5. Dr. M. Sindhu
6. Dr. K. Lukas
7. Dr. N. Jeba Jasmine
8. Dr. N. Vinilkumar
9. Dr. P. Godwin Princy

Agenda	Discussion
1. Curriculum change	II year subjects changed due to over burden.
2. Practical Exams and University Exams	UG/PG/M.Phil Practical exams on 9/11/2022 and University Exam on 24/11 will be conducted.
3. Mark Entry	Internal Exam mark entry for practical on 9/11 to 21/11
4. Exam fees without & with penality payment	20/10 to 20/10 without penality 31/10 to 4/11 with penality.
5. Optional Paper allocation	Optional paper allocated for the first and second year is upload to University Portal.

6. Subject Code	There is a changes in the Subject Code for II year Students
7. Admission	Due to shortage of admissions, Admissions date is extended to two more weeks.
8. Certificate Courses	Diploma in computerisation of financial Accounting, Diploma in foreign trade, import and Export Procedure is planning to have for the welfare of the students in the future dates.
9. NACC - Preparation	Select best students to give feedback about our College * get ready to submit Alumni feedback and Parents feedback
10 Competitions	Motivate to participate more students for Essay writing, Elocution, Singing, Drawing, Painting and Poem writing.
11. TET Exam	14th to 19th October. TET Exam will be Conducted in our college

Time Table

12. Subject allotment staffwise.

(1) J. Roselind Silva 79

I. M. Com – 6

III. B. Com A, – 5 R.M

I. B. Com A, – 1 A/C

I. B. Com A, – 4 Prob. English

16 hours

(2) V. Vinay

I. I. M. Com – 6

I. B Com A, & A, – 6 (Eco)

II B. Com A, – 2 (NME)

III. B. Com A, 2 (P.D)

16+1 costing

(3) M. Sindhu

II. P. G – 4 hrs

II. B. Com – 5 hrs

III. B. Com – 6 hrs

I. B. Com – 2 hrs

17 hrs

(4) Vinil Kumar

I. B. Com A, & A, – 8 hrs

II. B. Com Costing – 5

II. Banking – 4

17 hrs

(5) K. Lucas

I P. G = 6

II P. G = 6

III B Com A, = 5 Tax

17 hrs

(6) N. Jeba Jasmine

I. M. Com – 6 hours

II. M. Com – 5 hours

II. B. Com A, – 4 ,,

III B. Com A2 – 2 hrs P.D

17 hours

(7) Dr. R. Shoba Rani

Business Communication – 4

Corporate Accounting – 6

Adv. Corp. Accounting – 6

16

(8) M. Jeyasheeban

(9) Dr. N. R. Sheela

	① Dr. E. Sahaya Vijis Mary.
	III. B.Com A2 – Research Methodology.
	II – M.Com – Business Research Methods
	I. B.Com A2 Professional English
	III. BBA – Financial Management 18
	⑧ Dr. P. Godwin Phince.
	III. B.Com A2 Cost Accounting – 6
	II " Personality Dep. – 2
	II " Adv. Financial A/c – 6
	I " Financial A/c, 5
	19 hrs
13 Exhibition	Exhibition Cum Sales dep decided to Organize before NAAC
14. Alumni, Parentary Students Council Meet	& Decided to Conduct / Department wise,
15. University Exam	starts on Dec 1st
16. Re-opening date	College re-open on January 2nd After X'mas holidays.
17. Practical Exam	On 14th and 15th, 16th November practical exam starts.
18. Yoga Questions Answer download from University website	Nov 7th Model Exam for science Students. Nov. 14th Arts students. Exam fees payment date dis
19. Students Survey	Mail send to the individ Students to know Survey

	about students for NACC.
20. 1 year UG Reg.	No staffs are asked to write the subject code on blackboard expecially those who are handling 1st year classes.
21. Feed back	Collect feed back from Alumni for the last five years for NAcc Purpose.
22. E-students Attendance and Mark entry	portal open to enter marks for Students from 21/11 to 25/11 Mark entry from 29/11 to 15/12/2021
23. Hall Ticket Issue	Hall ticket signature from Principal will be on 28/11/22.
24. Students Survey	Motivate the students to complete Students Survey.
25. Students list	Submit the students list t year wise.
26. X'mas celebration	There is no Competion this year due to NACC work. Celebration will be in a simple manner.
27. PPT and Departmental Work	Complete the PPT for NACC and arrange it Accarting to the criteria wise and also instructed to update the departmental

28. Question Paper Submission	for NACC Nov- 2nd staff should subr Question paper on(or) before 2nd N

PRINCIPAL
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NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
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K.K. DISTRICT
TAMILNADU
INDIA

Minutes

Of the faculty members of Department of Commerce held at 2.30 P.M on Wednesday followed by the heads meet held at 12.30 pm on 14/12/22 Wednesday.

Members present

1. Dr. R. Jolly Rosalind Silva
2. Mrs. V. Vinay
3. Dr. R. Shoba Rani
4. Dr. E. Sahaya Vinsin Mary
5. Dr. M. Sindhu
6. Dr. K. Lukas
7. Dr N. Jeba Jasmine
8. Dr. J. N. Vimalkumar
9. Dr. P. Godwin prince

Agenda	Discussion
1. X'mas day Celebration	On 20th December chief guest - Thuckalay Bishop- Rayendren
2. Discipline	Boys Gate only boys are permitted. Girls are permitted to go girls can shaving, Hair cutting
3. Pongal celebration	It was decided to celebrate on 25th Jan 2023. Department wise Competition will be held at playground. Location is allotted to department wise.
4. Distribution of students Diary	Staffs are asked to collect name list to

5/12/2022	IQAC Report	Accepted
②	Mock Interview	For parents on 28/12/2022, For Alumni & student 30/12/2 select 10 Alumni, 10 Studen and 10 parents, those w possess Communication ski are asked to come for th Interview. (Responsibili given to class Incharge)
③.	Mobile phone	prohibited
④.	Shaving	Students must be clea Shaved. Not trimmed.
⑤.	Class room schedule	As soon as the bell ring students are n permitted to go out. Th should not be any Gra in and out of the clas by the staff.
⑥.	Saturday	Comming Saturday will be a working da
⑦	Vision and Mission	There should be clarity about the College Vision and Misson. Departme staff and students me aware of the vision and mission of the College.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI
629 153
K.K. DISTRICT
TAMIL NADU

Department of Commerce
Staff Meeting Report

Date: 09.01.2023
Venue: Department of Commerce
Time: 2 to 3.30 p.m

Agenda	Discussion
1. Pongal	On 25th January 2023 (Wednesday) it was decided to celebrate pongal
2. Work allotment	For pongal celebration work allocated to staff wise.
3. Dress code	Students are permitted to wear Uniform Saree and shirt & vasty (for boys).
4. Fund	It was decided to collect fund of Rs. 50 from each stude to celebrate pongal.
5. Ground clearence	Staffs are asked to take responsibility to clear ground with their respective class students.
6. NACC work	Staffs are asked to complete the nacc work up-to-date

Members Present

Dr. R. Jolly Rosalind silva
Dr. N. Vinil kumar
Ms. V. Vinay
Dr. P. Godwin Pons
Dr. R. Shoba Rani
Dr. E. Sahaya Ugin Mary
Dr. M. Sindhu
Dr. K. Lukas
Dr. N. Jeba Jasmine

NAMJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Department of Commerce
Staff Meeting Report

Date: 21/01/23 (Saturday)
Venue: Department of Commerce
Time: 2.1p.M

of the faculty members of Department of Commerce held at 2.p.M on Saturday followed by the heads meet held at 12.15 p.M on the same day.

	Agenda	Discussion / Resolution
1.	Leave	Staffs are not permitted to take leave till NAAC.
2.	Time schedule	Revised time schedule is fixed for Nacc. From 8 to 4 P.M including Saturday Staff timing is fixed.
3.	Presentation Board	On 25th January there will be criteria wise presentation infront of the board members
4.	Dept Uniqueness	Make a flex to show the uniqueness of the department the size of the flex is 1 meter and also the concerned staff is asked to submit to the committee members.

In Attendance

Dr. R. Jolly Rosalind Silva
Ms. V. Vinay
Dr. R. Sheba Rani
Dr. E. Sahaya Ugin Mary

Dr. M. Sindhu

Dr. K. Lucas

Dr. N. Jeba Jasmine

Dr. N. Vinil Kumar

Dr. P. Godwin price

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Department of Commerce
Staff Meeting Report

Date: 24/01/2023
Day: Tuesday
Time: 11.00 AM
Venue: Department of Commerce

Of the faculty members of Department of Commerce held at 10 AM on Tuesday followed by the heads Meet held at 10 AM On the same day.

Agenda	Discussion / Re-solution
1. Pongal Timing	On 25th January 2023 the pongal celebration timing is fixed to 8 to 9.30 AM judgement time is at 9.30 AM
2. Gate Instruction	At 8 'o clock gate will be closed. After 8 students are not permitted to enter in and out.
3. ID	All the students must wear ID Card with colour dr No Alumni is enter inside Campus.
4. Ground clearence	On 27th January 2023 (friday) before 10 A.M ground must be cleared by all the department
5. Pongal	There will be Common Pongal for Competition there will be Only one

In Attendance

1. Dr. R. Jolly Rosalind Silva
2. Mrs. V. Vinoj
3. Dr. R. Shoba Rani
4. Dr. E. Sahaya Ugin Mary
5. Dr. M. Sindhu
6. Dr. K. Lucas
7. Dr. N. Jeba Jasmine
8. Dr. N. Vinil kumar
9. Dr. P. Godwin Prince

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI
629 153
K.K. DISTRICT
TAMILNADU
INDIA

Department of Commerce
Staff Meeting Report

Date: 27/01/2023
Day: Friday
Time: 12.15 AM
Venue: Department of Commerce

By Principal

Of the faculty members of Department of Commerce held at 10.15 AM on Friday followed by the heads meet held at 10.15 A.M On the same day.

Agenda	Discussion / Resolution
1. Link Aadhar with phone number	31/01/2023 (Tuesday) students must bring mobile (which numb they used to link Aadhar Card along with Aadhar Card for the purpose of individual students to connect with management requirements
2. Attendance	All the commerce students must come on 31/1/2023 (Tuesday) attendance is compolsory Around 9.15 am as per instruction student must go to language Lab.
3. Internal Audit	From tomorrow (28/01/2023) there will be internal audit for the department of commerce worker to complete the pending works.
4. Fees Collection	All the staff must notify the students to pay semester fee within the time limit.

5.	NAAC Visit	NAAC peer team is going to visit our College on 3/2/2023 and 4/02/2023. Only 8 days more. From monday onwards principal and secretary is going to visit our department
6.	NAAC Awareness to students	The class incharge should take responsible to give awarness about naac to the students The students should have cride knowledge about criteria and the Contents.
7.	Students Meet	Remind the students those who have given name to NAAC visit must gather on Wednesday at 12.45 p.m.
8.	Up to date documents	Work diary, work Adjustment and Remedial class work must be up to date.

In attendance

1. Dr. R. Jolly Roseline Silva
2. Mrs. V. Vincy
3. Dr. R. Sheba Rani
4. Dr. E. Sahaya Ugin Mary
5. Dr. M. Sindhu
6. Dr. K. Lukas
7. Dr. N. Jeba Jasmine
8. Dr. N. Vimal Kumar
9. Dr. P. Godwin Prince

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

Department of Commerce
Staff Meeting Report

Date : 01/02/2023
Day : Wednesday
Time : 2.30 P.M
Venue : Department of Commerce
Conducted : By Rev. Fr. Dr. Echermens Miche
Principal (Dr. Meenakshi Sunda
Rajan).

Of the faculty members of Department of Commerce held at 2.30 pm on Wednesday followed by the heads meet held at 12.30 pm on the same da

Agenda	Discussion / Resolution
1. Visit of NAAC Peer team	On 3rd febreary 2023 and 4th febreary 2023 NACC peer team is visiting our College to give grade. Chairman : Prof. Dr. L.B. Laxmi Kanth Rathod Members – Dr. M.V. Prasada – Dr. Kiran Reddy. CEO & principal
2. Schedule	9 to 9.45 Principal Presentation
3. Documents (Hod's Meeting)	Proper Evidence must be ready for planning and delivery of Curriculum and Cross Cutting.
4. Visiting Department	Peer team will visit our department to observe teaching learning and evolution.

5.	Lab visit	Peer team will visit Lab. All must get ready.
6.	Eco system for Innovations.	For this purpose re-schedule the activities.
7.	Extension Activities	Give importance to extension activities.
8.	NSS	document verification for NSS
	Lunch	Break for peer Team.
9.	After lunch visiting places	Canteen, Health, Yoga Ground, language lab.
10.	Meeting with Criteria Co-ordinators	On 3rd Feb 2023 there will be meeting with Criteria Co-ordi at 4.15 p.m.
	1st day.	
11.	Infrastructure visit	Peer team will visit the infrastructure of our college on 4th February 2023. On the same day they will Conduct meeting with Committee members of Counselling and Anti Ragging and also review of best practice
12.	Timing for staff	Staff (Teaching) should present at 9.30 AM on 3rd and 4th Feb Non-teaching at 9.00 A.M.
13.	Uniform	1st day new Saree. 2nd day - Brown Saree.

14	Discipline	Staffs were asked to maintain proper discipline especially during peer team visit.

In Attendance

1. Dr. R. Jolly Rosalind Sinai
2. Mrs. V. Vibey
3. Dr. R. Shoba Rani
4. Dr. E. Sahaya Ogin Mary
5. Dr. M. Sindhu
6. Dr. F. Lucas
7. Dr. N. Jeba Jasmine
8. Dr. N. Vinil Kumar
9. Dr. P. Giedwing price

Head
Department of Commerce
Nanjil Catholic College of Arts & Science,
Kaliyakkavilai - 629 153, Tamil Nadu.

Department of Commerce
Staff Meeting Report

Date : 20/02/2023
Venue : Department of Commerce
Time : 2 p.M

of the faculty members of department of Commerce held at 2.p.m on Monday followed by the Heads meet held o 20/02/2023 Monday at 10.A.M

	Agenda	Discussion / Resolution.
1.	Saffs' feed back	Our College Possessed 'A' Grad Inorder to honour our staffs' way of giving monetary benefit feedback collect
2.	Fees Collection.	Inform the students to pay fee before Tuesday. On 28/02/2023 onwards students are asked to pay fee with fine.
3.	Admission work	Staffs are asked to go for admission work from next week onwards. Include CSI and pentacost schools and placeses.
4.	Team work	staff are asked to go for admissi work with team. Concentrate kulasekaram area. T.A pani
5.	Staff Responsibility regarding admission	each staff is asked to bring 10 admission during this academic year.
6.	Flexs	135 flexs are ready regardin our College admissions. Staffs are advised to keep it in the junctions

	Agenda	Discussion / Resolution
7.	Dicipline	Staffs must co-operate to look after the discipline.
8.	Portion Completion	Staffs are adised to Complete the portion as per the scheduled date.
9.	Internal Test	First Internal Test will be start on 1 March 2023 (wednesday). 1 hour test for 20 marks. The test will be conducted on every fifth hour. During class hour staff should not provide study time.
10.	Attendance Statement	Each and every Class incharge must submit the report to the principal sir regarding attendance state of every class. Absentees and late comers must communicate to the parents every day.
11.	Training	For bright students there will be training which will be informed shortly.
12.	Relieving the class	Teachers should relieve the class after reaching the next hour subject teacher.
13.	Women's Day.	On March 8th decided to

	Agenda	Discussion / Resolution
		celebrate womens day.
14	Tour week	It was decided to go for tour on March 17th. For final years 2 days tour but make sure that the concerned class should have zero balance status in fees payment.
15	I. Visit (Industrial)	II and second year students are permitted to visit Industry for One day depends upon the payment of fees.
16	Village adoption	NSS and other Committees must involve and expect their active participation for village adoption is expected.
17	Commerce Lab and Exhibition.	Our department must get ready for next NAAC. For this purpose staffs must take part for the upcomming Commerce Lab and exhibition
18	Students progress and slow learners	staffs must prepare students progression. for Placement and Concentrate the slow learners to get improvements

Agenda	Discussion / Resolution
19. Funding Project	Our college score 'A' grade due to this reason our college is eligible for funding projects.
20 FDP, YRC	Yearly minimum 2 FDP and seminar must conduct
21. New Education Policy	New education policy discussed to know the Implementation.
22. Naan Muthalvan	Instruct the students to follow the instruction of Naan Muthalvan.

In Attendance

1. Dr. R. Jolly Rosalind Silva
2. Mrs. V. Vincy
3. Dr. R. Shoba Rani
4. Dr. E. Sahaya Mary
5. Dr. M. Sindhu
6. Dr. K. Lucas
7. Dr. N. Jeba Jasmine
8. Dr. N. Vinil Kumar
9. Dr. P. Godwin Prince

Head
Department of Commerce
Nanjil Catholic College of Arts & Science,
Kaliyakkavilai 629 153, Tamil Nadu

Department of Commerce
Staff Meeting Report.

Date: 28/02/2023
Venue: Department of Commerce
Time: 2.1 p.M

Of the faculty members of department of Commerce held at 2 p.m on Monday followed by the heads meet held at 12.15 p.m

	Agenda	Discussion / Resolution
1.	Nan Mudalvan Scheme	New courses introduced for UG I, II and IV year students. I year - Language proficiency - th class handle by the dept of English. II year - Digital Training on MS-Office (2 hrs Comp-sc IV year - Insurance (deduct 2 h from project) These papers Only internal test will be conducte for 25 marks - discussed.
2.	I Internal Test	All the students must attend the all the questio Instruction follow very strictl
3.	Absentees	Follow the attendance of th students very strictly Espe every saturday students o taking leave - must inform parents.
4.	ABC Registration	Class incharge take responsibi to identify the students those who not registered. In this regard status must be Comp

Agenda	Discussion / Resolution
5. Time Table	Follow the day order (Monday, Tuesday, wednesday, etc) until the Software updation.
6. Perspective plan	For the upcoming 5 years must prepare perspective plan for each year separately for the welfare of the department students.
7. Fees Collection	Regarding fees payment discontinued list must be prepared by Classwise and informed to the office.

In Attendance.

1. Dr. R. Jolly Rosalind Silva.
2. Mrs. V. Vincy
3. Dr. R. Shyba Rani
4. Dr. E. Sahaya Ugin Mary
5. Dr. M. Siddhy
6. Dr. K. Lucas
7. Dr. N. Jeba Jasmine
8. Dr. N. Vinukumar
9. Dr. P. Godwin price

Head
Department of Commerce
Nanjil Catholic College of Arts & Science,
Kaliyakkavilai 629 153, Tamil Nadu

Department of Commerce
Staff Meeting Report

Date: 09/03/2023
Day: Thursday

Of the faculty members of department of Commerce held at 2. p.m on Thursday followed by the heads meet held at 12.15 p.m

Agenda	Discussion / Re-solutions
1. Naan Mudhalvan Scheme	As per the scheduled time Concerned staff is asked to do the arrangements for final year students.
2. Students Sick	Before doing any arrangements to take them hospital the particular department must communicate the matter to the parents.
3. Library Books	Staff members must give book requirements details to the HOD within 2 days.
4. Journal subscription	Journal subscriptions allocated for national. 1 and International. 2.
4. Book Exhibition	Tentative ~~date~~ date given for books exhibition on 16th and 17th March.
5. MOU	To do project reference our college got MOU with NMC. So students can utilise this opportunity.

Sl. No	Agenda	Discussion / Re. Solution.
6.	P.hd Thesis	Staff members are asked to handover Soft copy to the library In the following Mail ID Library nanjil21new@gmail.com
7.	Seminar Hall	Staff and students must use the word Dr. M. Maria Pazendra Hall and Dr. Eckermeds Hall Instead of using Seminar Hall
8.	Book purchase	Fund allocation for book purchase Our Sec. Fr. will discuss about it and do the necessary things
9.	Naan Muthalvan Meeting	NMM - will be continuously carried as per the date

In attendance

1. Dr. R. Jolly Rosalind Silva
2. Dr. R. Shoba Rani
3. Mrs. V. Vincy
4. Dr. E. Sahaya Ugin. Mary Ugin
5. Dr. M. Sindhu
6. Dr. K. Lucas
7. Dr. N. Jeba Jasmine
8. Dr. N. Vinil Kumar
9. Dr. P. Redewin Prince

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Commerce
Nanjil Catholic College of Arts & Science,
Kaliyakkavilai 629 153, Tamil Nadu

Department of Commerce
Staff Meeting Report

Date : 21/03/2023
Day : Tuesday

A staff meeting of the faculty members of department of commerce held at 2.p.m on Tuesday followed by the heads meet held at 12.15 P.M.

Sl. No	Agenda	Discussion / Resolution
1.	Paper Valuation	To apply for paper valuation staffs are advised to bring qualification approval and fill the form in soft copy
2.	Naan Muthalvan Meeting	Second meeting will be held on 30th March. Intimate to final years
3.	Result Analysis	Commerce department result analysis will be held on Thursday 4.p.m
4.	Attendance	Up-to date the students admission in the automation
5.	ABC - Statues	Submit the ABC status of completion.
6.	Fees	Instruct the students to remit the fee balance as soon as possible.
7.	Passpective plan	submit what you have done so far for old and and new activities.

Department of Commerce
Staff Meeting Report

Date : 23/03/23
Day : Thursday

Sl. No	Agenda	Discussion / Re-solution
1.	Fees payment	1st April 2023 will be last date for remittance fees without penalty.
2.	Result Analysis	Same day for Commerce and English.
3.	Admission work	Each staff is responsible for 10 admissions. So concentrate to admit more students in NAACAS.
4.	Parents Meeting	On 11th April 2023 there will be a parents meeting for Arts students.

In Attendance

1. Dr. R. Jolly Rosalind Silva
2. Dr. R. Sheba Rani
3. Mrs. V. Vincy
4. Dr. E. Sahaya Mary Vasanthi
5. Dr. M. Sindhu
6. Dr. K. Lucas
7. Dr. N. Jeba Jasmine
8. Dr. N. Vinil Kumar
9. Dr. P. Godwin Prince

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Commerce
Nanjil Catholic College of Arts & Science,
Kaliyakkavilai 629 153, Tamil Nadu.

Department of Commerce
Staff Meeting Report

Date: 29/03/2023
Day: Wednesday Time: 2.pm

No	Agenda	Discussion / Re-Solution
1.	Students attendance app Parents → P Student ID p.w 123	Staffs are advised to inform the students to open attendance app by using user ID and p.w so that students can give information about their attendance.
2.	Mentoring	On Friday 3/3/2023
3.	Sick Room	Students those who are sick must get approval from the HOD(or) class incharge then only they are permitted to go sick room.
4.	Attendance	60 days — Calculate total leave and find out the student attendance if it comes less than 60 they will in Penality stage
5.	Remedial Class (Final Years)	Students who are very poor in studies are asked to conduct Remedial Class
6.	Fees Collection	update and intimate the students those who are having arrear.
7.	Naan Muthalvan	On 30/3/2023 at 9.AM. Insurance class for final years

Sl. No	Agenda	Discussion / Re-Solution
8.	Discipline duty List.	Instructed to prepare the discipline duty list for staff especially After interval staff who are free are advised to super
9.	Updation of NACC Register	Inorder to continue the work for NACC – visit Staffs are responsible to accomplish the following.
	(i) ICT	separate Register must maintain to up-todate ICT
	(ii) Dept A/C	Individual staff is responsible to maintain department Account
	(iii) Bank balance	Department staffs must settle the bank balance before the completion of semester.
	(iv) Event Register	Activities Carried out by the department must be up to date
10.	Team Building (i) select Students representative	To encourage the students to participate different activities like competitions and make them happy.
11.	Games List	(i) Logo (ii) Founders (iii) CEO sector wise and type (iv) JAM (Just a minute)

S.NO	Agenda	Discussion / Re-Solutions
12.	Examiners List	Staffs are asked to fill the soft copy with service certificate and qualification approval certificat and handover it to office today itself
13.	Perspective plan	Individual Staff are responsible to prepare perspecti plan for the welfare of the department. Each staf each plan system is Instructe
14.	Association Meeting and Sales day	Decided to Conduct date not yet decided

In attendance.

1. Dr. R. Jolly Rosalind Silva
2. DR. R. Sheba Rani
3. Ms. V. Vincy
4. Dr. F. Sahaya Ugin Mary
5. Dr. K. Lucas
6. Dr. M. Sindhu
7. Dr. N. Jeba Jasmine
8. Dr. N. Vinil kumar
9. Dr. P. Godwin prince.

Head
Department of Commerce
Nanjil Catholic College of Arts & Science,
Kaliyakkavilai - 629 153, Tamil Nadu.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Department of Commerce
Staff Meeting Report

Date: 11/4/2023 and 17/4/2023
Day: Tuesday and Monday

S. NO	Agenda	Discussion / Re-Solutions
1.	Revaluation Students	R.S. are asked to remi the exam fees after 17/4/20
2.	College Day.	It was decided to celebr College Day on 4th and 5th May
3.	Departmentwise achievements	
4.	Model Exam	Model Exam will be Conduct After celebrating Sports d and College day.
5	Last working Day	May 16th 2023 is the last working day
6.	No due	Students must clear No dues on (10/5 (11/5 (12/5
7.	Naan Mudhalvan	Examination will be Conduct for final years Under the name of Naan Mudhalv code not yet given. Exam will be Conducted for 100 M 25 marks for Internal and 75 for External.
8.	Practical Exam	Practical Exam will be Conducted from 27/4/202

NO	Agenda	Discussion / Resolution
		to 12/05/2023
9.	Athletes and Games	
	For men	cricket Foot ball Volley ball kho-kho kabadi Badminton chess
	For Women	Throw ball kho-kho kabadi Badminton chess It was decided to Conduct on 18/4/2023 the following sports and games for men - Volley ball and kho-kho. for women - Throw ball and kho-kho. Morning 8'o clock Competition will start.
10.	Team Managers	Team managers are assigned in the department to Co-ordinate and maintain discipline. Participants only permitted in the ground. Others are not allowed to enter the ground.

Sl.No	Agenda	Discussion / Re-solution.
11.	HOD Report -	HOD's are asked to submit the department activities report on 19/4/23 Wednesday
13.	SC - Scholarship	Students - those who are in the list of Scheduled Caste, staffs are advise to upload the students attendance, to find the students who are eligible to get Scholarship.
14.	First Years Naan Muthalvan Exam	On 19/4/2023 Wednesday 10 to 12 Exam for first year students - Due to this reason first years are not allowed to participate sports and games on 19/4/23 staff's are asked to inform the students not to take leave on this date.
15.	Selected Team Managers on/date wise	① ~~Wednesday~~ — Dr. Jeba Jasmine, Dr. Vinil Kumar ② Wednesday — NRS UM ③ Thursday — NS, GP ④ Friday — JRS, RSR.

In attendance
1. Dr. R. Jolly Rosalind Silva
2. Dr. R. Sheba Rani
3. Mrs. V. Vincy
4. Dr. E. Sahaya Mary
5. Dr. K. Lucas

6. Dr. M. Sindhu
7. Dr. N. Jeba Jasmine
8. Dr. N. Vinil Kumar
9. Dr. P. Gracelin Ponce

Head
Department of Commerce
Nanjil Catholic College of Arts & Science,
Kaliyakkavilai - 629 153, Tamil Nadu

PRINCIPAL
Nanjil Catholic College of Arts & Scien
Kaliyakkavilai - 629 153

Department of Commerce Staff Meeting Report

Date : 27/4/2023 Time : 2. p.m

Day Thursday

No	Agenda	Discussion / Resolution
1.	Final years 1. Group project Nann Muthalvan Insurance Upload before saturday Make-use of E-library	Class Incharge responsible for group projects. Each group there should be five students. Under one title they have to complete the project on Subject - Insurance. The last date to upload projects on 30th April 2023. Students are permitted to use E-library.
2.	1 year Certificate	First year students certificate must be verified and document it.
3.	Extension Activity Exam	On 8/5/2023 at 2.30 to 1.30 p.m there will be exam. Must inform with second year students.
4.	Fees pending	Students are not allowed to write practical exam if they are not able to complete dues.

S.No	Agenda	Result / Discussion
5.	P.G Project	The copy of each PG project must submit it to the Library.
6.	Saturday Working day	Comming Saturday will be a working day
7.	II Internal Mark Entry 30/4/2023	On 30/4/2023 will be a last date to enter internal marks in the software.

In attendance

1. Dr. R. Jolly Rosalind Silva
2. Dr. R. Shoba Ranj
3. Mrs. V. Vinu
4. Dr. E. Sahaya Ugin Mary
5. Dr. K. Lucas
6. Dr. M. Sindhu
7. Dr. N. Jeba Jasmine
8. Dr. N. Vinil Kumar
9. Dr. P. Godwin prince

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Head
Department of Commerce
Nanjil Catholic College of Arts & Science,
Kaliyakkavilai - 629 153, Tamil Nadu.

Nanjil Catholic College of Arts and Science,
Nedumcode, Kaliakkavilai.

Department of Social Work

Department Meeting - (2022-2023)

Scanned with OKEN Scanner

Department Meeting - 2022-2023.

08/06/2022

The departmental staff meeting has been organised by Mrs S. Mary Pelsit, Head, Department of Social Work on 08/06/2022 at 10.45 pm. It was held at department staff room, to share the information that were discussed in the HOD meeting. Mrs. S. Mary Pelsit, Krishna Prasad K.K, Dr. S. Ponni and Ms. Seethu Vijayan attended in the meeting. The meeting started with silent prayer and the welcome address was given by the HOD. The information that were shared are mentioned as follows:

Verifying the syllabus completion:

In the HOD meeting it was discussed that those who haven't completed the syllabus has to complete it by arranging the classes for the students. Each staff has to verify the syllabus and complete the portion.

Job Fair:

A program entitled Job Fair is going to held at the college on 11/06/2022. The eligible students are BED graduates.

Distribution of TC:

The HOD informed that the students have to pay Rs 400 for TC distribution. Rs 300 for alumini and Rs 100 for Transfer Certificate. The students have to pay the money on or before 16/06/2022. Those who fails to attend the class from 09/06/2022 to 16/06/2022 will face the consequences while receiving the Transfer Certificate.

Hall ticket:

The students can download the hall ticket from MS university website on 17/06/2022. On 20th June the students

have to submit the halltickets to the class in charge and receive college seal and principal's signature in the hall tickets.

Group Photo:

The final year students have to pay Rs 80 per head for their group photo without fail, before 16/06/2022

Block Placement:

The B.MSW students can start their block placement from 27th June - July 25th once their exams get finished. As in case of I MSW students, they can begin their block placements from July 7th - 3rd August 2022.

After clarifying the doubts on above mentioned information, the meeting get ended at 1.00 pm with vote of thanks proposed by Dr. S. Ponni.

S. Mary Pelsit
Adv. Krishnaprasad K.R.
Dr. S. Ponni
Seethu Vijayan

S. Mary Pelsit
Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Principal
Nanjil Catholic College of Arts & Science
Kaliyakkavilai 629 153

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

17/06/2022.

The departmental staff meeting has been organised by Mrs. J. Mary Pelsit, Head department of Social Work, on 17/06/2022 at 12.15 p.m. The staff meeting held at department staff room. The purpose of the meeting was to share the information which was discussed in the HOD's meeting. Krishnaprasad K.R, Dr. J. Pauni, and Ms. Geethu Vijayan attended in that meeting. The meeting started with silent prayer and the HOD welcomed the participants. Agenda followed in the meeting is discussed as follows.

Admission:

HOD informed that admission duty would start from 20/06/2022 onwards. Staff are allocated to do form filling and counselling. Each department two staff would be allocated to do that duty. The timing for admission duty is from 9-4 p.m. During admission the staff should not compel the students to admit in their department. Each staff should admit five students compulsorily. Those who have completed this admission duty would be given remuneration.

Exam Duty:

Semester exam would start from 22/06/2022. The staff should not take leave during their exam duty days. If any emergency substitute could be given But they should inform to Chief superintendent previous day.

Hall Ticket issuing:

There are different dates for issuing hall ticket to students ie p.g Hall ticket issuing date was on 20/06/2022 at 9 a.m. Hall ticket issuing for all science students on 22/06/2022 at 2 p.m. All English and BBA students should get their hall ticket on 23/06/2022 at 2.00 p.m, 24/06/2022 for B.COM, All I P.G would get their hall ticket on 24/06/2022 at 2 p.m. Mphil students would pay ₹100 for clearing no due.

College Add:

HOD requested all staff to promote College add for

getting admission.

Stock verification

HOD informed that Dr. Sylvia would supervise the stock verification. The Dates could be informed later.

NBBC Work:

All department should send corrected QLM report and department profile to principal. All department should maintain yearwise documents and prepare ppt to present infront of the secretary and HODs.

MBA admission:

All staff should promote MBA admission. This year college could start MBA course.

Nanjil Good Samaritan Scheme:

HOD informed that Nanjil Good Samaritan Scheme balance Rs in May was Rs 2264. Except Zoology department and Chemistry others have benefitted from that. After reopening staff should motivate the students to collect money for that scheme.

College reopening:

College reopening for II P.G is on 11/07/2022, B.Com, Physical Education, B.BA is on 20/07/2022 and for first years is on 28/07/2022.

Orientation:

The orientation programme for I U.G students would start on 11/07/2022 if admission closed.

Staff working Day:

Next semester staff working day on 08/07/2022. Each department should submit Time Table, Work load, Subject Allocation and so on.

After clarifying doubts on above information, the meeting got ended at 1.00 p.m. with Vote of thanks proposed by Ms. Geethu Vijayan.

S. Mary Peksit
Krishnaprasad B.R
Dr. S. Ponni
Ms. Geethu Vijayan.

PRINCIPAL
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Kaliyakkavilai - 629 153

S. Mary Peksit
Head
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23/06/2022

The departmental staff meeting has been organised at the department on 28/06/2022 at 12.15 a.m. The purpose of the meeting was to discuss about the admission duty which was discussed in the HOD meeting held at principals office. The meeting started with silent prayer Ms. Krishna prasad K.R welcomed the participants. Then he read out the agenda for the meeting. The details of the agenda followed in the meeting is discussed below:

- Each staff must bring five admissions. All staff should work for increasing admissions.
- Staff must take initiative to file right to information against aided colleges running self financing courses also.
- Duty was allocated for staff to canvass students and bring admission from schools.
- There were four admissions so far in social work department. So all staff should try to bring more admissions. Ms. Geethu Vijayan is assigned to bring admissions from White Memorial College, Panichamoodu.
- There is no compromise in college discipline.
- Self finance courses in aided colleges are running 5 courses from 10 a.m as similar as aided according to rule they need to run courses from 2 to 7 only thats the reason admission is very low.
- After that the staff expressed their difficulties in doing continuous admission duty. They decided that it would be adjusted by HOD and remaining would be seen by all staff.
- After clarifying their doubts the meeting ended with vote of thanks proposed by Dr. S. Ponni.

S. Mary Pekit
Krishnaprasad. K.R
Dr. S. Ponni.
Geethu Vijayan.

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10 08/07/2022

The departmental staff meeting has been organised by Mrs. S. Mary Pekit, Head, Department of Social Work, at Department staff room on 08/07/2022 at 10.00 p.m. Mrs. Mary Pekit S, Krishnaprasad K.R, Dr. S. Ponni and Ms. Geethu Vijayan attended in that meeting. The purpose of the meeting was to discuss the matters discussed in the HOD meeting. The meeting started with silent prayer and S. Mary Pekit welcomed the participants. After that she read out the agenda prepared on the basis of HOD meeting. The meeting covered the following agenda. It is as follows:

College Admission:

First discussion was on college admission. HOD discussed the admission strategy taken by the staff. Ms. Geethu Vijayan and Mr. Krishnaprasad told that there was one round selection criteria was going on. After 3rd selection only candidates moved to other colleges. At that time approaching the students was easy. HOD assigned both of them were incharge for Kerala admission. HOD told that each staff must catch 5 admission. It was a decision taken by board members. The college admission would go upto August. So the teachers work upto August. Nearby Govt and Aided Colleges have more applications for U.G degree courses. Staff utilised this opportunity and get admission. School teachers gave wrong information about Govt scholarship, 10000Rs. But our college also eligible to get this scholarship. So inform the students to put admission to our college. Staff should not bother about negative criticism about our College.

Maintaining relationship with the students

HOD informed to the staff that all staff should maintain cordial relationships with the students. At the same time keep distance with the students. Because students record our talks and disseminate to other staff and students. This gossipping and prejudice about our College should be prohibited. If any staff involved in this talks should be severely punished.

Students dress code

HOD informed to the staff that male students dress code changed. There was no more tye system for them. Once in a week (Wednesday) colour dress should be allowed for the students. This could be informed to the students after coming to the college. Formal dress code is allowed when they wear colour dress.

Discipline Duty

There was little change in discipline duty for the staff. It could be distributed to entrance and area discipline.

Celebrations

pongal, Onam, women's day, Christmas, sports day celebrations could be celebrated before december.

Shift II classes.

HOD informed to the staff that not to force students for joining shift II classes.

Remedial coaching, advanced learners coaching and University Rank coaching.

HOD informed that each week remedial coaching could be conducted. Advanced learners coaching could be conducted by Fr. Robinson. University Rank coaching could be given by the staff.

Convocation

Convocation should be organised for the 2020-2021 outgone students. The function would be started from 8.30 a.m. on 30th July 2022. The same day alumni meeting could be organised. The chief guest for the function was Legislative Assembly speaker Mr. Appavu Nadar.

Mphil fee reduction

There is a fee reduction from Rs 75000 to 50,000 so, inform to the candidates and get admission.

NAAC Work Completion.

All department should prepare power point presentation for 15 minutes and 8 minutes. ppt model should

be given by the Principal. Those who need class room facilities should inform to Secretary. NAAC visit could be conducted on October first week. All department should complete 64 files and evidence that should be uploaded in the website. All staff should complete their works in the stipulated dates. If not, finish their work and go home.

Infrastructure.

There is a separate extra urine shed for males at English department first floor.

Mentoring.

All staff should complete mentoring details for 2021-2022 even semester based on their convenience.

YRC, NSS, and sports convenors

There was no change in YRC, NSS and sports convenors. They should prepare separate report for NAAC.

Miscellaneous.

HOD discussed about the time table and concurrent field works guide list with the staff and got acceptance from the staff. After clarifying their doubts the meeting ended with vote of thanks proposed by Dr. S. Ponni.

S. Mary Pelsit
Adv. Krishnaprasad K.R
Dr. S. Ponni
Ms. Sobhu Vijayan.

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13/07/2022

The departmental staff meeting has been convened by HOD on 13/07/2022 at 12.15 p.m. The purpose of the meeting was to discuss the matters discussed in HOD meeting held at principal's office on 13/07/2022. Mrs. S. Mary Pelsit, Mr. Krishnaprasad K.P, Dr. S. ponni and Ms. Geethu Mayan attended in that meeting. The meeting started with silent prayer and HOD welcomed the participants. Then she read out the agenda. The details of the agenda is described as follows:

Students dress code:

HOD informed that female students colour dress code is good, but male students did not wear formal dress code. If the male students follow the same conditions while wearing colour dress code, the colour dress code systems would be stopped. This colour dress code system should not be followed during internal and external exams.

Late comers.

HOD informed that p.G students were late to the College. HOD asked the class teachers should monitor p.G students timing inside the campus.

Admission Duty:

Teachers are supposed to do admission duty from 9 to 4 hours. But no one does done except three staff. So, new list was prepared by senior staff and follow the list.

Admissions:

HOD informed that there were one batch over for M.C there were four seats available in Computer science. Other courses seats were available. The p.G students could do MBA simultaneously at our college. Hence p.G students parents were requested to attend meeting on first day of their College.

Graduation Day.

HOD informed that there were 650 students would get graduation on 30/07/2022. HOD requested Dr. S. ponni to coordinate alumni meeting and ask Mr. Krishna-

prasad to canvas the U.G students from other departments to join MSW/MBA.

TNPSC Exam Invigilation

There were 960 students going to write TNPSC exam. The notification for invigilation duty is 30:1. So all staff should be ready to invigilate TNPSC exam on 24/07/2022. Sometimes there would be a training for teachers could be on previous day.

Readmission

Readmission was extended upto July 30th. HOD discussed with the staff about readmission. Staff told that there was no students willing to rejoin in this course.

Reopening

18/07/2022 - Maths, chemistry, physics, Zoology.
20/07/2022 - B.BA, B.COM.
21/07/2022 - physical Education.
19/07/2022 - All Computer Science.
25/07/2022 - All classes including I U.G except I P.G.

The govt has given 18/07/2022 for reopening the college. The staff should follow the university academic calendar to calculate attendance.

Discipline duty:

After conducting meeting with the secretary new discipline duty list would be prepared by the discipline convenor. The staff should follow the duty list.

Department requirements:

Each department should prepare NAAC requirements separately and other academic requirements separately. The intend form should be submitted to OM.

Increasing P.G department quality.

The principal was unsatisfied with the quality of P.G students. In order to increase the quality of P.G students principal suggested the following ways to improve. It is listed as follows:

- Conduct seminar classes on one particular topic.
- Correct their seminar preparation.
- Book reference is must.

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• After correcting bind all assignment topics. Ask the students read all assignments

• Utilise last hour for presenting the seminars.

• Combine all P.G students when presenting the seminars and staff should monitor their presentation. If any clarifications needed they could contribute their points and views.

• Ask all students should speak in English. Staff also use English as their their communicative language.

• Maintain standard of students.

Miscellaneous

The staff should not sit upto 4 p.m on 13/07/2022. Instead, they should remain in the college upto 4 p.m on 14/07/2022.

• Staff meeting could be conducted on 14/07/2022 at 2.30 p.m.

• All Wednesdays principal and Secretary would monitor the NAAC work.

• 45 files should be maintained for NAAC.

• Criteriawise deport should be submitted to Criteria Convenors on or before August 8th, 2022.

• Entire English Correction would be done by English department.

• There would be holiday on 16/07/2022. But admission duty staff should come.

After clarifying the staff doubt, the meeting came to an end at 4.15 p.m with the vote of thanks proposed by Mr. Geethu Vijayan.

S. Mary Peksit
Krishnaprasad K.R
Dr. S. Polani
Mr. Geethu Vijayan.

S. Mary Peksit

Principal
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Kaliyakkavilai - 629 153

Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

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21st July 2022, Thursday

The department meeting was organised by Ms. Mary Pelsit, HOD, Department of Social work on 25st July 2022, Thursday at 04:15 PM. The meeting was held on the basis of the HOD meeting conducted in the room of the principal on 21st July 2022, thursday at 11:00 AM. Ms Mary pelsit, Adv. Krishnaprasad, Dr. S. Ponni and Miss Sreethu Vijayan participated in the department staff meeting. With the silent prayer and warm welcoming of the HOD the meeting was started and covered the following topics or points in the meeting.

The main information from the HOD was based on the academic activities. The college was reopended 18th July 2022 and the classes for the first year students will starts from 1st August 2022. The selection of allied and elective courses portal opening on 25th August 2022. The first year admission portal for both PG and UG will end at 31st August 2022.

Bridge Course :-

The bridge course or orientation need to be done for five days. Mr. Lucas and Mr Robin are selected as the coordinators of this course. As per planne of first day have common orientation class and then subject wise orientation. The HOD's are instructed to give timetable to the principal if conduct bridge course.

Internal Exam :-

The first internal exam will conduct on 22nd August 2022. The second internal for both UG and PG will conduct on 26th September 2022, and third internal is on November 2nd for the students.

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Exam :-

At 31st october pratical exam for both UG and PG will conduct and on the day itself need to enter the marks of pratical exam in the portal. The pratical mark entry portal get closed on 15th November 2022. From 18th November the University exam will starts for both UG and PG students.

Exam fee :-

From october 3rd to 12th october is considered as the time for payment of exam for the students without penality and after is can pay fee with fine upto 18th october 2022.

The last working day for this odd semester will end on 16th November 2022. The HOD informed that eleven saturdays need to work for the successful completion of the entire syllabus. From 12th December 2022, Monday next semester will start for the students.

Valuation :-

As per the HOD, the principal has strictly informed not to disturb the class by doing the valuation duty. Two person from each department is alloted to go for exam valuation duty.

NAAC :-

The NAAC work must need to finish before 8th August 2022.

TNPSC Exam :-

Nine hundred students are attending the TNPSC Exam in our college, so forty five students need to do invigilation duty. The list of forty five staffs are presented in the meeting and among them Adv. Krishnaprasad and Dr. S. Ponni are selected from our department. The HOD also informed that the details of the TNPSC exam will be informed to the staff after attending meeting by the principal at

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collectorate on friday. After clarifying the doubts of the staffs in the department the meeting was ended at 10'0' clock with the vote of thanks of Dr. S. Ponni.

S. Mary Pelsit
Adv. Krishna Prasad K.K
Dr. S. Ponni
Seethu Vijayan

S. Mary Pelsit
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22nd July 2022

The department meeting was conducted by Ms. Mary Pelsit, the Hod of the dpartment of Social work on 23th July 2022, Friday at 1:50 PM. Adv. Krishnaprasad, Dr. S. Ponni and Miss. Seethu Vijayan participated in the meeting. The meeting was started with silent prayer and the Hod welcomed all the pasticipants into the meeting. The meeting was done inorder to inform about the TNPSC exam duty. The HOD informed that the principal has informed to attended a meeting on 23rd July 2022, saturday at 2:30 PM on the college inorder to give instructions for doing the exam duly. The HOD instructed Dr. S. Ponni and Adv. Krishnaprasad to attend the meeting and it ended on 2:00 PM with the vote of thanks of Miss. Seethu Vijayan.

Ms. S. Mary Pelsit
Adv. Krishnaprasad
Dr. S. Ponni
Miss. Seethu Vijayan

S. Mary Pelsit
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TAMILNADU
INDIA

29th July 2022

The department meeting was conducted by Ms. Mary Pelsit, HOD of department of social work on 29th July 2022 at 1:15 PM. Adv. Krishna-prasad, Dr. S. Ponni and Mrs. Seethu Vijayan participated in the meeting. The meeting was started with a silent prayer and warm welcoming of the Head of Department Ms. Mary Pelsit. The main objective of this meeting was to discuss about the graduation day conducting on 30th July 2022 at Nanjil catholic college of arts and science Kaliyakkavilai.

The Head of the department of social work informed that the seventh graduation day celebration will start at 9:30 AM, so all the staffs are need to be at 7:15 AM on the 30th July 2022 and also informed to inform alumni students to come at 8'o'clock on the day. The staffs must wear the Uniform given by the college on graduation day. The staff in the registration session of the graduation day, that is Dr. S Ponni is instructed to give alumni feedback and collect them, done registration. The Hod instructed to collect the coat back with carefully, if fail to collect it need to give three hundred rupees to the college personally by her. The HOD instructed that the principal informed to inform all the departments about the MBA and MSW Programme to the students who are coming to the alumni meet. After the graduation day celebration the alumni meet must need to done and instructed to schedule a perfect programme Schedule for the meet. After clarifying the doubts of the staffs in the department, the department meeting was ended with the vote of thanks of Dr. S. Ponni

Ms. Mary Pekit

Adv. Krishnaprasad

Dr. S. Ponni

Miss. Geethu Vijayan

Dr. Mary Pekit

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INDIA

3rd August 2022

The department was organised by Ms. Mary pelsil, HOD, Department Of Social Work on 3rd August 2022, Wednesday at 8:30 Am. The meeting was based on the head of departments meeting conducted in the presence of the principal on 2nd August 2022 at 9:30 Am. Adv. Krishnaprasad, Dr. S. Ponni and Mrs. Seethu Vijayan participated in the department staff meeting. With the silent prayer and warm welcoming of the HOD the meeting is started. The departmental meeting was based on minority scholarship, dress code, Mobile phone use, working days, kerala admission, Phd guideship, paper valuation, NAAC correction and payment of exam fee.

Minority Scholarship :-

As per the HOD, all the minority students will get minority scholarship and need to inform the students about the scholarship. If any students are the beneficiary of minority scholarship they need to renew the scholarship. HOD instructed that for further details need to visit the office assistant Ms. Sheela. She will give a clearcut knowledge about the scholarship.

Dressing Code :-

From the last three weeks the students are informed to wear colour dress on wednesdays. But it is noted that the students are not following discipline in their dressing style, lot of students are absent on wednesday because they didn't have good colourdress etc. So the principal instructed to inform students that from the coming wednesday 3rd August 2022, Students need to wear full uniform and the HOD's need to check whether the students are coming to college in full uniform or not.

Use of Mobile phone :-

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Use of mobile phones in the college campus are strictly prohibited. If the students bring their mobiles on college instruct the students to handover their mobiles to the consult class teachers on the morning itself.

Working Days :-

13th, 14th and 15th August 2022 are working day in the college. On the day class competition, literacy competition and badminton competition will be conducted in the college so HOD instructed the class teachers to inform the students.

Kerala Admission :-

HOD informed that the principal has instructed all the staffs to focus on the admission from the Kerala side.

Phd Guidelship :-

Eligible staffs in the college must apply for the phd guidelship from the MS University. So HOD instructed to meet the principal for further guidance regarding the guidelship programme.

Paper Valuation :-

The principal mention that the staffs who are going for paper valuation didnot sign the college register must apply for on duty.

NAAC Correction :-

The HOD informed about the NAAC correction, all the staffs must complete the NAAC correction then only they can go to the home.

Payment Of Fee :-

All the students must pay their tution fee before 2nd September 2022. HOD instructed to inform the students clearly to the class teachers.

IGNOU Exam Duty :-

HOD mentioned that all the staffs

has exam duly. As per the HoD, Adv. Krishnaprasad have exam duly on thursday, 3rd August 2022, Dr.S. Ponni on 4th August and 5th August 2022 and for Miss. Geethu Vijayan on 4th August on afternoon.

After clarifying the doubts the meeting ended in 9:40 AM. with the vote of thanks of Miss. Geethu Vijayan.

Ms. Mary Pelsil
Adv. Krishnaprasad
Dr. S. Ponni
Miss. Geethu Vijayan

S. Mary Pelsil
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12th August 2022

The department meeting was conducted in 12th August 2022 at Department of Social Work by HOD Ms. Mary pelsit at 1:15 PM on the day itself. Adv. Krishnaprasad, Dr. S. Ponni and Mrs. Seethu Vijayan participated in the meeting. The meeting was started with a silent prayer and warm welcome of Head of the department Ms. Mary pelsit. The department meeting was based on the instructions given by the principal in the HOD's meeting and it covers independence day celebration, NAAC Work, class adjustment for admission duty and bus concession.

Independence Day :-

The HOD informed that the Independence day will be celebrated from 13th August 2022 to 17th August 2022. Efficient people from different discipline are coming for the independence day celebration. So HOD instructed to arrange and make students participate in all the programmes. The independence day, flag must be bring by the students and informed to inform one student to deliver a speech on independence in the classrooms.

Internal Exam :-

The first internal exam for both UG and PG students will be from 22nd August 2022 and it will be held in between 9:15 Am to 11:15 Am on every day. The HOD informed to submit the question paper for the exam on or before 18th August 2022. From 17th to 19th August 2022 the result is expected to the final year students.

Fees :-

The HOD informed to the class teachers to inform the students to pay the fee before the exam

The HOD instructed the class

Teachers to inform the students about attendence. If the students fail to fulfill the desired attendence condonation is necessary to continue the course. On this semester saturday's will be working day especially two saturdays per month. Thus the meting is ended at 1:45 PM with the vote of thanks of Ms. Geethu Vijayan

Ms. Mary Pelsit
Adv. Krishnaprasad
Dr. S. Ponni
Miss. Geethu Vijayan

Mary Pelsit
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7/7/18

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23rd August 2022

The department staff meeting was conducted on 23rd August 2022 at 1:15 PM in the department by Mrs. S. Mary pilsit, Head of the department of Social Work on the basis of the meeting held in the front of both the principal and secretary. Adv. Krishnaprasad, Dr. S. Ponni and Miss Sethu Vijayan participated in the meting. The meeting was started with silent prayer and warm welcoming of Dr. S. Ponni. In the meting discuss about exam, remedial coaching, P.G. admission, discipline, fee collection, NAAC and onam celbration.

Internal Exam :-

HOD informed that as per the secretary, after all the internal exam the exam sheet which are corrected is need to submit to the HOD and he will monitor the absentees and if the students fail need to give remedial coaching to those students and compel the students to write and take the exam as serious. HOD also instructed to maintain toppers list.

PG Admission :-

HOD instructed to focus on pg admission and mobilise the students for all the PG courses as wellas for distance MBA programme.

Discipline :-

Teachers are instructed to check whether the students maintaining decent dress code and discipline. If the students fail to follow the discipline the class teacher will be responsible to answer the reason to the secretary of the college.

Fee collection :-

The class teachers need to inform the students to pay the college fee before 3rd September 2022

from the third of September the fee must be collected with fine.

Result Analysis :-

The result analysis must be completed before tomorrow evening that is on 24th September 2022 and the class teachers are instructed to take necessary steps regarding it.

Supplementary Exam and Revaluation :-

Supplementary exam will be conducted on the first week of the September though our department didn't have failed students HOD instructed to inform the students about revaluation.

Onam Celebration :-

The onam celbration will be conducted on 7th September 2022. All the students need to wear set saree and boys vishti and shirt.

UGC Project :-

The HOD instructed to apply for the UGC project aimed for the best article and journal to all the staffs in the department.

The HOD informed about the PPT presentation occur in conference hall on 24th August 2022 at 2:30 PM about NAAC work and about MBA admissions to the staff and the meeting ended with vote of thanks of Miss. Geethu Vijayan at 1:30 PM.

Mrs. S. Mary Pelsit
Adv. Krishnaprasad.
Dr. S. Ponni
Miss. Geethu Vijayan

S. Mary Pelsit
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25th August 2022

The department meeting was organised by S. Mary Pelsi, HOD of Department of Social work on 25th August 2022 at 1'o' clock inorder to discuss about the matters discussed in the HOD's meeting infront of the Principal of the college. Adv. Krishnaprasad, Dr. S. Ponni and Miss Seethu Vijayan participated in the department meeting. The meeting was started with the silent prayer and discuss about various topics like mphil admission, data entry, Plus reopening, and parents meeting.

Data Entry :-

HOD informed to fillup all the details of the first year students perfectly and need to entry data before twenty sixth of the next month.

MPhil Admission :-

HOD instructed to inform all the students especially the passout Plus students to fillup temporary mphil admission form those who are interested to do mphil programme.

Parents meeting :-

HOD informed the class teachers to inform students regarding parents meeting going to conduct on 27th August 2022 at 11:30 Am. In the parents meeting must need to discuss about result, internal marks gained by the students and instructed to collect feedbacks from the parents who attending the meeting. On 3rd September 2022 parents meeting for 1st Plus students will occur from 11:30 Am to 12:00 PM.

Internal Exam :-

The Internal exam on 27th August 2022 will be conducted from 9:00 Am to

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11:00 Am as a part of parents meeting so HOD instructed to inform the students about the meeting to the Students.

NAAC Committee :-

By conducting parents meeting HOD informed to select five parents among the parents attending the meeting for the NAAC committe.

The meeting was ended at 1:30 PM with the vote of thanks by Dr. S. Ponni

Mrs. S Mary Pelsit
Adv. Krishnaprasad.
Dr. S. Ponni
Miss. Reethu Vijayan

S. Mary Pelsit
Head
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1st September 2022

The department meeting was conducted on 1st September 2022, Thursday at 1:15 PM inorder to discuss about the matters mentioned in HOD meeting. Conducted in the presence of secretary and the principal of Manjil catholic college of arts and Science. The meeting was started with silent prayer and Adv. krishnaprasad, Dr. S. Ponni and Miss Geethu Vijayan attended the meeting. In the meeting discussed about various topics like semester fees, result analysis / discipline, NAAC, use of library and teacher's day celebration

Semester Fee :-

The HOD instructed the class teachers to inform the students to pay college fee before 12th of this month.

Result Analysis :-

As per the HOD, result analysis meeting will be conducted from 12th September 2022.

Discipline :-

The students need to perform strict discipline in the college and in their dress code. The class teachers are instructed to check the discipline of each students in the department.

Teacher's Day :-

Teachers day will be celebrated on 5th September 2022. Cultural programmes need to be done by the teachers and the day will follow Saturday time table.

Onam Celebration :-

Onam celebration will be conducted on 7th September 2022 in department wise. All the students must wear set saree and Dhoti and shirt. There will be no classes on the day. All the students must wear Id cards and must follow discipline.

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Aadar Card linking :-

HOD informed to the students to link the voters Id and Aadar card so all the students must bring mobile phone and aadar card for it. It only applicable to the students whose residence is in tamil nadu.

Library :-

The class teachers must motivate the students to read books from the library and advice them to completely use the college library for their study purpose.

The department meting was ended at 1:40 PM with the vote of thanks of Dr.S. Ponni.

Mrs. Mary Pelsit
Adv. Krishnaprasad
Dr.S. Ponni
Miss Seethee Vijayan

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

CATHOLIC COLLEGE OF ARTS & SCIENCE * NANJIL * KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

S. Mary Pelsit
Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

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6th September 2022

The department staff meeting was conducted on 6th September 2022 at 1:15 PM. The department meeting started with silent prayer and with the warm welcome of Head of the Department Mrs. Mary Pelsit. Adv Krishnaprasad, Dr. S. Ponni and Miss Seethu Vijayan participated in the meeting. In the meeting mainly discuss about onam function, discipline, exampro, college fee and PG admission.

Onam Function :-

The onam function must be done inside the department and the teacher's must ensure discipline inside the department. The students have onam leave from 8th September to 11th September 2022. If not finished the NAAC work then the concern department must come to the college.

ExamPro :-

The UG and PG admission can do up to correcting the exam pro. So HOD instructed to inform students to motivate others of taking admission in UG and PG courses.

College fee :-

The HOD informed that only fifty percent of the students only remitted fee after 12th September 2022 the students must pay fee with fine of Rs 100/-

PG Admission :-

Most of the seats for PG courses are deficient in many departments so HOD instructed to find out the reason for the lack of admission in the college.

The department meeting was ended with the vote of thanks of Miss Seethu

vijayan and also HOD instructed to follow strict discipline while conducting onam function in the department.

Mrs. Mary Pelsit
Adv. krishnaprasad
Dr. S. Ponni
Miss. Geethu Vijayan

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Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

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KALIYAKKAVILAI 629 153 K.K. DISTRICT TAMILNADU INDIA

J. Mary Pelsit
Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

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20th September 2022

The department staff meeting was held on 20th September 2022 from 12:15 PM to 12:45 PM. It is done on the basis of the Head of department meeting conducted in the presence of the principal of Nanjil Catholic College of Arts and Science. The department meeting was started with silent prayer and warm welcome of S. Mary Pelsit HOD of department of social work. Adv. Krishnaprasad, Dr. S. Ponni and Miss. Sruthu Vijayan participated in the meeting. In the meeting mainly discussed about internal exam, NAAC work, question paper submission and scholarship.

Internal Exam :-

The HOD informed that the internal exam for both I PG and II PG will be start from 6th october 2022. So HOD instructed to submit question papers for the exam on 28th September 2022 and the question paper must be corrected by the HOD before official submission.

Scholarship :-

The government is providing scholarship for 1st year UG students and its thousand rupees. So the students who studied in government schools for sixth to twelth standard and holding separate bank account from IOB, SBI, IB are eligible for the scholarship.

College Fee :-

The HOD instructed to inform students to credit college fee to the class teachers.

NAAC Work :-

The staffs who are need to complete NAAC work need to complete it immediately and to return files those who are collected back to the office immediately.

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Time table:-

The class wise timetable must be sent to nanjil automation and Hod instructed to correct, verify and send to nanjil automation.

Mark submission :-

The first yr students must need to submit their orginal mark sheet to the college. Though our msw department didn't have the students, Hod informed class teachers to enquire about the orginal marksheet of first year msw students.

The department meeting was ended with the vote of thanks of Dr. S. Pouni at 12:45 P.M.

Mrs. S. Mary Pelsit
Adv. krishnaprasad
Dr. S. Pouni
Miss. Sruthu Vijayan

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

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S. Mary Pelsit
Head
Department of Social Work
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26th September 2022

Department Staff meeting was conducted on 26th September 2022 at 12:30 PM. The meeting was started with the silent prayer and in the presence of Adv. Krishnaprasad, Drs. Ponni and Miss Geetha Vijayan. In the meeting discussed about various topics like college fee, training to staff, Mphil admission, and syllabus revision.

College fee :-

The HOD informed the class teachers to mention about college fee to the PG second year students. The HOD instructed that all the students need to pay college fee on or before 6th October 2022 otherwise from the next day onwards need to pay Rupees hundred as fine for each day.

Staff training Programme :-

The HOD informed the staffs about the training programme for staff at 29th September 2022 at 8:30 AM on the Seminar hall of Nesamani College of Arts and Science Kalikyavilai. As per the HOD, due to training programme, wednesday only have class up to 2:00 PM, Adline Jeba Six of the Tamil department will be the coordinator of the food and two guests will come for conducting training programme. After the training interested staffs especially tamil people can give other people in the particular areas about waste management.

NAAC Presentation :-

NAAC PPt presentation will be conducted from the next day on 2:30 PM onwards and all the HOD's must be prepared for the presentation.

Department Visit :-

The HOD informed about the departmental visit of the Principal after the presentation completed from the HOD's of the department. So the HOD instructed the staffs

in the department to arrange all the documents in the department systemmatically by following the list of arrangement of registers already given from the college and the meting was ended at 12:45 PM with the vote of thanks of Adv. Krishna Prasad.

Mrs. S. Mary Pelsit
Adv. Krishna Prasad
Dr. S. Ponni
Miss. Seethu Vijayan

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

S. Mary Pelsit
Head
Department of Social Work
Nanjil Catholic College of Arts & Science
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13th October 2022.

The department staff meeting was conducted on 13th October 2022. The meeting was started by silent prayer and Adv. krishna-Prasad, Dr. S. Ponni and Miss. Geethu Vijayan participated in the meeting. The meeting was to discuss about the topics such as exam fee, university exam, internal exam, NAAC work etc.

University Exam :-

University exam will be conducting from 24th November 2022 for both UG, PG and supplimentary students, HOD instructed to inform to all the students by class teachers.

Practical Exam :-

The practical exam for the students will starts from 9th November 2022.

Internal Exam Entry :-

The internal exam mark entry will starts from 11th November 2022 to 21st November 2022. so all the teachers must enter the internal marks.

Exam fee payment :-

The payment of exam fee with starts from 20th October 2022 to 29th October 2022 without penality and from 31st October 2022 to 4th November 2022 with penality.

Optional Paper allocation :-

For the allocation of optional papers HOD instruct to verify all the codes and to select the papers.

College Admission :-

Though the exam pro is not closed the HOD informed to inform other students about the admission of various courses in the college.

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Diploma Courses :-

The diploma courses in the mis university like Diploma in computerisation of financial accounting and Diploma in foreign trade are started. So the HOD instructed to inform all the students and the class will be on the afternoon session.

NAAC :-

The HOD instructed to complete all the NAAC work before coming monday. The cultural programmes from both the sides, both from Students and teachers must need to be organised. Best people from students, parents and alumini are need to be identified for the NAAC meeting purpose.

Attendence :-

HOD informed the class teachers to take attendence of the students strictly if the students are taking leave regularly must inform to the parents.

MBA Programme :-

The HOD requested staffs to motivate all the students to attend the MBA programme.

The department meeting was ended with the vote of thanks of Miss. Geethu Vijayan.

Mrs. S. Mary Pelsit
Adv. krishnaprasad
Dr. S. Pouni
Miss. Geethu Vijayan

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Kaliyakkavilai - 629 153.

Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

26th october 2022.

Department staff meeting was held on 26th october 2022 and the meeting was started with the silent prayer and a warm welcome of Mrs. S. Mary pelsi, HOD of department of Social work. Adv. Krishnaprasad, Dr. S. Ponni and miss Sreethu Vijayan participated in the meeting. The meeting was mainly to inform about the NAAC visit.

NAAC :-

The NAAC visit will be expecting from the middle of November or last of November. So inorder to inform about it the staff meting will be conducted on today at Seminar hall at 3:0' clock and the HOD instructed to be at their on right time. For the NAAC purpose need to organise exhibition in the college, the ground must be occupied by the physical education department and need to teach each and every students about the department vision, mission, objectives for the NAAC purpose. Among the feedback given parents, students and alumini need to select five members for the meeting in NAAC purpose.

Department Visit :-

HOD informed that from tommorow onwards the department documentation verification will be take place and all the documents must be ready.

Internal Exam :-

Second Internal exam for PG first year students will be starts from 31st october 2022 and the exam will be conducted at the department on 20 marks. So HOD

instructed to inform to all the students about the exam.

Model Exam:-

The model exam for 2nd PG Students will be starts from 11th November 2022 from 9am to 12:00 PM. The question papers of model exam must be submitted on 2nd October 2022.

The next academic year starts from 7th December 2022 and the meeting ended with the vote of thanks of Adv. Krishnaprasad.

Mrs. S. Mary Pelsi
Adv. Krishnaprasad
Dr. S. Ponni
Miss. Geethu Vijayan

PRINCIPAL
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Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

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28th October 2022

The department meeting was conducted on 28th October 2022. The meeting was held with silent prayer and warm welcome of the HOD, Department of social work. Adv. Krishnaprasad, Dr. S. Ponni and miss. Seethu Vijayan participated in the meeting. The meeting was based on the meeting held at the presence of Principal of this college and it covers theory exam, pratical exam, NAAC visit etc.

University Exam:-

The University exam for the PG students will be done from december 1st. So HOD instructed to inform the students about it. The exam will be conducted from 1st december but from december 24th to 26th have no exam.

Model exam :-

The model exam for the science batch students will be from 7th November 2022 and arts students from 14th November 2022. The question paper for the model exam will be submitted on 2nd November 2022. The exam will be held from 9:00 Am to 12:00 pm.

No due certificate :-

No due certificate is need to be submitted before 23rd November 2022 and HOD instructed to inform all the students about it.

NAAC Visit :-

NAAC visit will be in between November or last of November. So the principal will come to verify the documents and HOD instructed to arrange all the documents systematically before the visit of the principal.

The meeting was ended with the vote of thanks of miss Seethu Vijayan.

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Mrs. S. Mary Pelsil
Adv. Krishnaprasad
Dr. S. Ponni
Miss Geethu Vijayan

PRINCIPAL
Nanjil Catholic College of Arts & Science
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S. Mary Pelsil
Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153. Tamil Nadu.

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2nd November 2022

The department meeting was done on 2nd October 2022. The meeting started with silent prayer and warm welcoming of HOD, S. Mary Pelsit. Adv. Krishnaprasad, Dr. S. Pouni and Miss. Geethu Vijayan participated in the meeting. In the meeting discussed about various topics like pratical examination, theory exam, No due, college fee, NAAC etc.

Pratical Exam:-

The pratical examination for the 3rd students will be held from 14th November 2022.

University Exam:-

University exam for the students will be conducting from 1st december 2022 so HOD informed the class teachers to inform it.

No due:-

All the students must pay college fee and get no due certificate on or before 23rd November 2022. If cannot pay the fee must get permission from the principal.

NAAC:-

For the NAAC purpose alumni feedback must be collected from the students. Only 11.75% of the students response only get from SSS survey. So insist the students to complete the feedback. If the documentation is completed, all the staffs can go home at 2 o'clock. The presentation for the NAAC purpose must be presented infront of the students. for the flexibility of the presentation.

Discipline:-

The HOD instructed the teachers to follow discipline and also check the discipline of all the students. The students are

not following discipline inside the class as well as outside. The seating arrangements of the students are not perfect so HOD instructed to advice the students to follow strict discipline and guide the students in correct manner. The meeting was ended with vote of thanks of Dr. S. Ponni.

Mrs. S. Mary Pelsil ..
Adv. Krishnaprasad .
Dr. S. Ponni
Miss. Seethu Vijayan ..

A. M. S. LL.
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

S. Mary Pelsil ..
Head
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Kaliyakkavilai 629 153, Tamil Nadu.

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12/11/2022.

The departmental staff meeting has been organised by Mrs. S. Mary Poksit on 12/11/2022 at 12.15 p.m. The purpose of the meeting was to discuss the matters discussed in the HODs meeting held at principals office. Mrs. S. Mary Poksit, Krishna-prasad K. R, Dr. S. ponni and Ms. S. Kathiravajan attended in the meeting.

The meeting started with silent prayer and HOD welcomed the participants. She discussed the following agenda with attendees. It is described as follows:

College hand book:

HOD informed to the staff that to follow the hand book issued by the college. If any changes, it would be announced by the principal.

Semester practical examination

Semester practical examination would be started from 28/11/2022 to 29/11/2022 for P.G students. The practical examination for I P.G students on 29/11/2022 and II PG students on 28/11/2022. Mark entry would be finished the above mentioned dates itself.

Semester theory examination.

Theory exam would start from 07/12/2022 onwards for II P.G students and from 15/12/2022 onwards for I P.G students.

Attendance of the students:

Last working day for PG students would be on 19/11/2022 in attendance calculation. Attendance entry in exam portal from 21/11/2022 to 25/11/2022.

Internal mark entry

Internal mark entry would start from 29/11/2022 to 15/12/2022.

Issuing Hall ticket:

Hall ticket would be signed by the principal on 28/11/2022.

Mphil exam fee payment.

Mphil exam fee payment from 24/11/2022 to 28/11/20 without penality with penality from 30/11/2022 to 8/12/20

No due clearance

The last date for no due clearance on 22/11/2022 It should be signed by the principal.

Syllabus Completion

HOD discussed with the staff about syllabus completion. Ms. Geethu Vijayan requested the HOD that to conduct extra class after the model examination. She said that after getting permission extra classes would be conducted by the staff. In addition to that HOD informed that to form a group of students to principal after informing the syllabus completion

Social play practice

I PG II P.G students could practice their social play after model exam.

Christmas day celebration.

The christmas day celebration could be celebrated on 23/12/2022 if possible.

NAAC Work completion.

HOD Motivated the staff to inform the alumni students to check their mail and do students satisfaction survey. Document verification would start from 14/11/2022.

Last working Day.

Last working day for students on 22/11/2022 and for staff of the staff finish all the above mentioned work.

After clarifying the staff doubts the meeting ended at 12.45 p.m with the vote of thanks proposed by Krishnaprasad. K.R.

S. Mary Peksit
Krishnaprasad K.R.
Dr. S. Ponni
Ms. Geethu Vijayan

12/11

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Kaliyakkavilai - 629 153

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S. Mary Peksit
Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

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21/11/2022

The departmental staff meeting has been organised by Mrs. S. Mary Pekkit, Head, department of Special Words on 21/11/2022 at 1.45 p.m. Mrs. S. Mary Pekkit, Rev. Krishnaprasad K.R Dr. S. Ponni and Ms Sathu Vijayan attended in that meeting.

The purpose of the meeting was to discuss the academic matters discussed in the HOD meeting held at principal's office. The meeting started with silent prayer. Mrs. S. Mary Pekkit welcomed the participants and discussed the following agenda. It is described as follows:

Alumni feedback for NAAC.

The first discussion was on alumni feedback for NAAC. HOD informed that about 12.15% of the students given feedback about college to NAAC. HOD requested the staff to motivate the alumni students to check their mails and answer it, if they receive mails. The last date for giving feed back is 25/11/2022.

Exam prd entries

HOD informed the staff that the last date for entering attendance is from 21/11/2022 to 25/11/2022. Attendance Calculation is from July 18th 2022 to 21/11/2022. Internal mark entry is from 29/11/2022 to 15/12/2022. Semester practical exam would be 28/11/2022 and 29/11/2022.

Hall ticket issuing.

The hall ticket would be issued on 28/11/2022.

No due clearance.

There is no excuse for fee payment. All should clear their no dues on or before 28/11/2022. One student from each class go to the office and clear.

Mphil exam fee payment and no due clearance.

Mphil exam fee payment is from 24/11/2022 to 28/11/2022 without penality. Mphil no due clearance is on 1 week of december.

NAAC Work

Documents related to NAAC should be verified by the department first. Next it would be verified by the principal. Document verification and ppt presentation should be kept

On next week. This week staff's reporting time to the college is 9 a.m and leaving time is 1.45 p.m. After conducting meeting on 25/11/2022 the last date for staff working day would be decided.

Skit practice

HOD informed that I M&W and II M&W students could come to the college for skit practice.

Internal exams.

The class teachers of I M&W and II M&W asked the students who were not written two internal exams. HOD informed to the staff that collect internal papers for Mrs. Anjana S. kumar and Dejin.

Selection of benificiary for Good Samaritan Scheme.

HOD discussed with the staff that to select candidate for Good Samaritan Scheme. All staff selected Abisha, II M&W as the benificiary.

After clarifying the staff doubt the meeting ended at 2.15 p.m with the vote of thanks proposed by Ms. Geethu Vijayan.

S. Mary Pekit
Adv. Krishnaprasad K.R.
Dr. S. Ponni
Ms. Geethu Vijayan.

S. Mary Pekit
Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu

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29/11/2022

The department meeting was conducted in 30th November 2022 at 9:30 AM with a warm silent prayer and welcome address by Mrs. Mary Pelsit, HOD of department of Social work. Adv Krishnaprasad, Dr. S. Ponni and Miss Geetha Vijayan participated in the meeting. In the meeting mainly discuss about the topic admission, portion, timetable, Syllabus revision and about the working hours.

First year PG and UG admission was ended in November 18, but according to the university it is ended in 12th August so need to detail about the portion covered hours to the principal in a letter mode and need to prepare next Semester timetable and workload.

UG Exam :-

The examination for third year UG students will be end in 7th December 2022.

College Reopen :-

The college will be reopen from 15th December 2022 for all the students. For first year students syllabus revision will be started on the day and for second year PG students next Semester will be started on the day and end in 19th December 2022.

Christmas Celebration :-

The christmas celebration will be conducted on 20th December 2022. and the HOD instructed to convey the message to the students.

Christmas Holiday :-

The christmas holiday for the students will be start from 23rd December 2022 to 1st January 2023.

Document Verification :-

If the document arrangement is completed. It must be need to inform the

principal for the verification.

The meeting is ended at 9:45 AM with the vote of thanks of Dr. S. Ponni

Mrs. S. Mary Pelsit
Adv. Krishnaprasad
Dr. S. Ponni
Miss. Preethi Vijayan

S. Mary Pelsit

Head
Department of Social Work
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INDIA

7/12/2022

The department meeting was conducted on 7th December 2022 at 1:45 pm with silent prayer and warm welcome by S. Mary Pelsil, HOD of department of Social Work. Adv. Krishnapresad, Dr. S. Ponni and Miss. Sudhu Vijayan participated in the meeting. In the meeting discussed about IGNOU courses, University exam, christmas leave and celebration and about NAAC work.

IGNOU :-

The HOD instructed to motivate the Students to apply for various new IGNOU courses like mobile app development, tribal studies, retail management, PG Diploma in mass communication & journalism, certificate course in first aid and PG and advance diploma in counseling and family therapy.

University Exam :-

HOD mention about the invigilation done by the teachers for University exam was not satisfied by the management. The invigilators are sleeping and using mobile inside the exam hall. So it will be checked by the Squad

Holiday for Staffs :-

From 10th December 2022 to 13th September 2022 and from 21st December 2022 to 26th December 2022 will be holiday for all the teaching staffs in the college.

Christmas Day Celebration :-

The christmas day celebration in the college will be on 20th December 2022.

College Reopening :-

As per the HOD, the college will be reopen on 27th December 2022 for PG second year students.

NAAC Work :-

HOD mentioned about the document verification takenplace in various departments in the college. Among them MSW, maths and Zoology department completed documentation and their presentation will be done on 8th December 2022.

The meeting was ended at 2:05 PM with the vote of thanks of Miss Geethu Vijayan.

Mrs. S. Mary Pelsit
Adv. Krishnaprasad
Dr. S. Ponni
Miss. Geethu Vijayan

PRINCIPAL
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Kaliyakkavilai - 629 153

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S. Mary Pelsit
Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

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14th December 2022

Department Staff meting was conducted in 14th December 2022 at 12:15 PM in the department by S. Mary Pelsit, HOD of department of Social Work. Adv. Krishnaprasad, Dr. S. Ponni and Miss - Geethu Vijayan participated in the meeting. The meeting was started by silent prayer and discussed about various topics like Christmas day celebration, college discipline, pongal celebration, Exam duty, NAAC presentation etc.

Christmas Day Celebration :-

The HOD informed that the christmas celebration we be in 20th December 2022 and Rev. Bishop Rajendran will be the chief guest on the day. So HOD instructed class teachers to inform the students to be in the department on the day at 9:00 Am and the programme will be started at 9:30 Ams. All the students will get a piece of cake from the college.

Pongal Celebration :-

The pongal celebration will be conducted on 15th January 2023 and HOD informed to plan for the pongal celebration.

Discipline :-

HOD instructed to advice the students espeially girls to not come on boys way and also late comers need to repeat the semester if they continously come late to the college. The physical touching among boys and girls are increasing among students, so HOD instructed class teachers to maintain and check discipline among students.

Tour :-

From 26th January to 29th January 2023 is considered as tour week. So final year students can go to tour only for two day in the

Last week.

The college will be reopen on 2nd January 2023 for II PG and III rd UG students after Christmas holiday, for first PG 9th January 2023, Second UG on January 5th and class starts for first UG after pongal holiday. The meeting was ended at 12:30 PM with the vote of thanks of Dr. S. Ponni

Mrs. S. Mary Pelsit
Adv. Krishnaprasad
Dr. S. Ponni
Miss. Sruthi Vijayan

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

S. Mary Pelsit
Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

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3rd January 2023

The department staff meeting was held on 3th January 2023 at 12:15 PM by S. Hilary Pelsit, HOD of department of Social work inorder to convey the message passed from the HOD meeting conducted by the principal. Adv. krishnaprasad Dr. S. Ponni and Sruthy Vijayan participated in the meeting. In the meeting mainly discussed about NAAC, local holiday, discipline, leave form, pongal celebration, semester fee, classrooms cleaning etc

NAAC :-

The HOD instructed to teach vision and mission of the college and department to teach the students, In the case of NAAC presentation FDP attended by the staff and organised by the department must need to be included and need to attach the evidence while presenting. The department document verification must be done on 4th January 2023 by IQAC coordinator.

Discipline :-

The HOD informed the class teachers to check the dress code, whether the students are on correct time or not, use of cellphone in the college campus and also advice to inform students to come in the given allotted way means girls must need to come in girls way and boys must be in boys way.

Pongal Celebration :-

1 Pongal celebration will be done in 25th January 2023. All the students must be in traditional dress. The allotted ground area must be cleared by the students and all the grass cleared from the alloted area must be placed near to railway track.

Local Holiday :-

The HOD informed that 5th January 2023

will be a holiday due to the declaration of local holiday.

Leave letter :-

The HOD instructed to submit the leave letter on the very next day of taking leave.

Semester fee :-

The HOD informed the staff to instruct the students to pay semester fee in installment mode so that they can complete the semester fee in the end of semester

Classroom Cleaning :-

As a part of the clearing programme, the HOD instructed to clean our department classroom on 30th January 2023 and convey the students to make the day effective

Pongal Holiday :-

The pongal holiday will be starts from 14th January 2023 and end in 17th January 2023. So HOD instructed to inform the students.

The departmental meeting ended with the vote of thanks of Miss. Geethu Vijayan.

Mrs. S. Mary pekit
Adv. Krishnaprasad
Dr. S. Ponni
Miss. Geethu Vijayan

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Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

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TAMIL NADU
INDIA

S. Mary Pekit
Head
Department of [illegible]

27th January 2023

The departmental Staff meeting was conducted on 27th January 2023 at 1:15 PM in the department by HOD, S. Mary pelsit. Adv. krishnaprasad, Dr. S. Ponni and miss Geethu Vijayan participated in the meeting. The meeting was started with warm welcoming and the meeting held to discuss about the topic Aadhaar-phone linking, NAAC, college fee etc.

Aadhaar Phone link :-

HOD informed the class teachers to inform students to link aadhaar card with their own mobile phones. So the linking day will be on 31st January 2023 and instructed to inform students to bring mobile phone and aadhaar card. The linking time will be at 9:15 AM and it will be done in language lab.

NAAC :-

HOD informed that the document arrangement is in criteria wise order, document verification will be done by the concern staff on 28th January 2023. On the naac day there is no interval to the students and the class teachers must aware the students about naac activities. HOD also advised to inform alumni students to be on 3rd February 2023 to be part of NAAC visit. All the Qlm reports need to be submit to the principal and after principal's presentation it will be returned to the department work dairy and work adjustment need to be completed and attendance need to be done regularly.

College Fee :-

HOD instructed the class teachers to inform students about remitting college fee before completing the semester.

The department staff meeting was ended with the vote of thanks of Adv. Krishnaprasad.

Mrs. S. Mary pelsit
Adv. Krishnaprasad
Dr. S. Ponni
Miss Seethu Vijayan

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S. Mary Pelsit
Head
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1st February 2023

The departmental staff meeting was conducted on 1st February 2023 at 12:15 PM. The meeting was started with the silent prayer and welcome address of the HOD, S. Mary Pelsit. Adv. Krishnaprasad and Miss. Sreethu Vijayan participated in the meeting. In the meeting mainly discussed about the topics such as NAAC schedule, teaching learning evaluation, NSS extention activities etc.

The department meeting was mainly to discuss and explain about NAAC schedule. on the first day NAAC visit will be starting from 9:00 Am and from 9:00 to 9:15 PPT presentation by the principal. After it presentation of HOD's in the college. and it is followed by department visit and then teaching learning evaluation, lab visit, visit to NSS department and extension activities of NSS. On the afternoon session meeting with alumini's, students and parents, Infrastructure visit, collection of review from the parents. On the second day infrastructure visit, report writing and exit meeting. So principle informed the HOD to maintain discipline inside the college campus and also HOD instructed the class representatives to inform mphil and Phd scholars to be in college during the NAAC visit.

The meeting was ended with the vote of thanks of miss Sreethu Vijayan.

S. Mary Pelsit
Adv. Krishnaprasad K.K
miss. Sreethu Vijayan

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Head
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20th February 2023

The department staff meeting was conducted on 20th February 2023 at 2:00 pm. The meeting was started with silent prayer and S. Mary pelsit, HOD, Adv. Krishnaprasad and Miss Geethu Vijayan participated in the meeting. In the meeting mainly discussed about the topic salary expectation, college leave, admission, discipline, internal test, attendance, womens day, NAAC work and funding projects.

College leave:-

HOD informed that due to ash wednesday wednesday will be a leave for the college and class teachers are instructed to inform students.

Admission:-

HOD instructed to coordinate on admission work and also informed convey students to catch more admission to college and teachers are also instructed to catch students for admitting in the college.

Discipline:-

The HOD instructed to maintain strict discipline in the college and also to inform the students to maintain discipline in the college campus. HOD informed to do discipline duty regularly.

Attendance:-

The attendance statement must be given to the principal daily as well as also give the list of late comers to the principal.

Advanced learners coaching:-

The advanced learners coaching must be given to the students on every wednesday and also need to train the students to equip university ranks.

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Women's Day Celebration :-

HOD informed that the college is celebraiting women's day and also advice the teachers to make students effective on the day by making students perform innovative programme.

NAAC :-

HOD instructed to work hard for next NAAC visit and also to start the work for it regularly. As a part of it HOD informed to submit perspective plan to the principal and also work hard for getting a funding project in our college or village adoption progeamme. HOD advised to conduct Seminar twice in one yearitself and also to present programme schedule of the programme to the principal and secretary.

The meeting was ended with the vote of thanks of Adv. Krishnaprasad K.R at 2:15 PM.

Ms. S. Mary Pelsit.
Adv. Krishnaprasad K.R
Miss. Sruthee Vijayan

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1st March 2023.

The department staff meeting was organised on 1st March 2023, Wednesday at 3:20 PM in the department by Ms. Mary pelsit, HOD of department of social work. The meeting was started with the silent prayer and the welcome of the head of department of social work. Adv. krishnaprasad, Miss. Geethu Vijayan participated in the meting. The meeting was mainly to discuss about enquiry done in the college and the maturity especially word maturity of the teachers while speaking to the students.

HOD instructed the teachers to behave and speak maturily to the students and inform not to use unmatured words or any verbal abause words in the college campus as well as to the students. If any teachers don't follow discipline and unmaturely behave to the students will take indisciplinary action. So the HOD instructed to maintain a perfect matured personality. The meting was ended with vote of thanks of Miss. Geethu Vijayan at 3:25 PM.

Ms. S. Mary Pelsit
Adv. krishnaprasad
Miss. Geethu Vijayan

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S. Mary Pelsit
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09-08-2022

The departmental staff meeting has been organised by Mrs. S. Mary Pelsit (Head, Department of Social Work) on 09/08/2022 at 2 p.m. The meeting started with silent prayer and Mrs. S. Mary Pelsit welcome the participants. S. Mary Pelsit, Mr. Krishnaprasad and Ms. Geethu Vijayan attended in that meeting. Agenda followed in the meeting is discussed as follows.

Treating sick students.

If any students fall in sick inform to parents and principal immediately. After informing to principal, send students to sick room.

Study Tour.

Those who are going to tour should remit their tuition fee and go. All department should submit the students list and staff list before going to tour to principal.

Nan Mudhalvan Scheme.

HOD informed about Nan Mudhalvan Scheme for UG students

Library book requirements.

HOD requested the staff to list of books and journals to librarian within two days. HOD assigned Ms. Geethu Vijayan to prepare the list and submit it to librarian.

phD thesis submission

HOD requested the staff to submit the soft copy of phD thesis to the email libraynanjil2@gmail.com.

Fixing Seminar hall.

HOD informed to the staff that when they conform seminar hall, write seminar hall name.

After clarifying staff doubt meeting ended with vote of thanks proposed by Ms. Geethu Vijayan.

Mrs. S. Mary Pelsit
Krishnaprasad K.R
Geethuvijayan.

S. Mary Pelsit
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16/15/02/2023

The departmental staff meeting was organised by S. Mary Peksi (HOD, Department of Social Work) at 3p.m. The purpose of the meeting was to discuss the academic matters. Mrs. S. Mary Peksi, Krishnaprasad K.R. and Ms. Seethu Vijayan attended in that meeting. The meeting started with silent prayer. HOD welcomed the participants and read out the agenda. It is as follows:

Internal Date and Question submission.

HOD informed to the staff that second internal test would be conducted on 1 April. The staff should submit the questions on on before March 27th 2023.

Model (III internal) question should be submitted on on before April 19th and the exam would be from April 24th 2023.

practical exam would be started from 28th April 2023.

College Day and Sports Day.

College day and Sports Day would be organised on 4th May and 5th May 2023.

University exam would be conducted from May 10th onwards.

Result Analysis.

HOD informed to the staff that Result analysis meeting would be conducted from 18/03/2023 with the Secretary.

ABC account

HOD asked the staff to create abc account and send it to office immediately.

After clarifying doubt the meeting ended with vote of thanks proposed by Krishnaprasad. K.R.

S. Mary Peksi

Krishnaprasad K.R.

Seethu Vijayan.

S. Mary Peksi
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31/03/2023.

The departmental staff meeting has been convined by Mrs. S. Mary Pekil, Head, Department of Social Work at 2.p.m. Mrs. S. Mary Pekil, Krishnaprasad K.R, and Seethu Vijayan attended in that meeting. The purpose of the meeting wars to increase admission. The meeting started with silent prayer and Mrs. S. Mary Pekil welcome the participants. Then she read out the meeting agenda. It is as follows:

Admission work.

HOD informed to the staff that permission letter should be given to parishes was ready. The incharge persons should collect from the office. The staff who were assigned to particular parishes would be gone with that letter to do admission work.

Tuition Fees

HOD asked the staff that the status of completion of tuition fees of their class. She informed that April first onwards fine amount would be collected if they fail to remit.

Students discipline.

HOD informed to the staff that to follow the students discipline.

parents Meeting.

HOD informed that PTA meeting would be conducted on 10/4/2023 between 8-9am. All patents must attend this programme.

News letter preparation.

HOD discussed with the staff that to prepare news letter. Krishnaprasad K.R was assigned to be a co-ordinator of this news letter preparation. Akash M.T, Jacob, Keerthana Christopher, Anthi were included in editorial board

After clarifying staff doubt, the meeting ended with vote of thanks proposed by Seethu Vijayan.

S. Mary Pekil
Krishnaprasad K.R,
Seethu Vijayan

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10/04/2023.

The departmental staff meeting was organised by the Head of the Department on 10/04/2023 at 2.00 p.m. Mrs Mary Peksit, Krishnaprasad K.R, and Mr. Soethu Vijayan attended in that meeting. The purpose of the meeting was to discuss the "Mahakam Tamil Kahavu" programme held at our College. The meeting started with silent prayer. Mrs. S. Mary Peksit welcome the attendees. Mrs. S. Mary Peksit informed the following details with staff.

- Total students required for the programme 400.
- The participants should register their names and phone number.
- The coordinator of the programme is Dr. Peril Therese
- MC would be done by Mrs. Sujatha Joice.
- The selected 50 staff should maintain discipline.
- Mr. Abibsh and Mrs. Merlin assigned as a judge
- Tamil Thai Vaythu, National Anthem and Reception would be done by our college students.
- Internal test could be adjusted due to that programme tomorrow.
- Tea and snacks distribution would be done by 15 NSS Volunteers.

After discussing the above programme, the staff discussed about submitting of Reports. It could be finalised on 17/04/2023 (rough draft), 20/04/2023 (final draft). Then the meeting ended with vote of thanks proposed by Mr. Krishnaprasad K.R.

S. Mary Peksit
Krishnaprasad K.R,
Soethu Vijayan

S. Mary Peksit
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12/04/2023.

The departmental staff meeting has been organised by Mrs. J. Mary Peksit, Head, Department of Social Work on 12/04/2023 at 2.00 p.m. Mrs. J. Mary Peksit, Krishnaprasad K.R and Ms. Geethu Vijayan attended in that meeting. The purpose of the meeting was to discuss the academic matters discussed in the HOD meeting. The meeting started with silent prayer and Mrs. J. Mary peksit welcome the gentlemen. After that she read out the agenda for the meeting. The discussed matters are listed below:

- The students who are waiting for revaluation should not pay exam fee on or before VI^th April.
- Sports Day would be celebrated on 4-05-2023 and College Day would be celebrated on 05-05-2023
- The Resource person for Sports Day would be Registrar, M.S. University, and for College Day Vice-chancellor, M.S. University.
- Dept activities should be submitted to the college on or before 15/04/2023.
- Model exam could be conducted from 8/05/23 to 13/05/2023.
- Last working day could be 16/05/2023.
- Students those who maintain below attendance percentage (50%) should repeat the semester. Attendance could be calculated from January 2nd and put it in the notice board for their information.
- Sports committee would inform the further details.
- Students could download their hall ticket on 10/05/2023.

After clarifying the staff doubt the meeting ended with vote of thanks proposed by Ms. Geethu Vijayan.

J. Mary Peksit
Krishnaprasad K.R,
Ms. Geethu Vijayan

J. Mary Peksit
Head
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17/04/2023

The departmental staff meeting was organized by Mrs. S. Mary Pekit, head. Department of Social Work on 17-04-2023 at 2.00 p.m. Mrs. S. Mary Pekit, Krishna Prasad K.R and Ms. Geethu Vijayan attended in that meeting. The purpose of the meeting was to discuss the sports Day and College Day. The meeting started with silent prayer the Head welcome the participants The following things are discussed in the meeting. It is listed as follows:

- Mrs. S. Mary Pekit informed to the staff that practical time table should be given to Mrs. Vinisha
- The college Day and sports Day date could be changed to 24/04/2023 and 25/04/2023.

Sports Day competitions.

The following competitions could be conducted for men and women

Men: Cricket, foot ball, Volley ball, Kabadi, Kho-kho, Badminton and chess.

Women: Throw ball, kho-kho, kabadi, badminton and chess.

The above mentioned games would be organized tomorrow onwards.

One team contain 12 members, teams should be ready with the team manager at the time of competition.

- Refreshments should be arranged by themselves.
- The students could wear either sports dress or uniform.
- The trophy should be returned if they have
- The students should maintain discipline.
- The meeting for the students co-ordinators could be organised at 1p.m at the library.

College Day.

- Department achievement report should be submitted to principal immediately.

- Fix date for Mock Viva and inform to the students.

After clarifying students doubt the meeting came to an end at 3 p.m with vote of thanks proposed by Mr. Seethu Vijayan.

S. Mary Pelsit
Krishnaprasad K.R.
Seethu Vijayan

S. Mary Pelsit
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19/04/2023

The department staff meeting was conducted on 19/4/2023 at 2:00 pm in the presence of HOD: Mrs. S. Mary pelsid. She shared the important facts discussed during HOD meeting. It was come to the knowledge of staff members that the college day will be going to be held on 25/4/2023 Vice-Chancellor of Manonmaniam Sundaranar University will be the chief guest. uniforms will be provided to all the staff members on the occasion of the college day, lunch will be provided to the staffs on that day. Students are motivated to perform arts events on college day. Sports day will be held on 24/4/2023. Handball is included in this years Sports meet. Secretary gather feedback regarding admission was possible. Those student who bring 5 admission will be given fee concession. Principal instructed the HODs to submit one copy of project work to library. It was discussed and finalized to collect no due on 27th. Regarding Third internal exam, the department will consult with Dr. Murali for finalizing time table for model exam. All the faculty was asked to come to college at 9:am during model exam days. The timetable for practical exam will be submitted before 24th. The Theory exam will commence from may 17th.

After clarifying the doubts meeting came to an end of 3.pm with vote of thanks proposed by Ms. Jeetha vijayan.

S. Mary pelsil

Krishna prasad K.R

Seethu vijayan

S. Mary Pelsil
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27/4/2023

The staff meeting was held on 27/4/23 at 2:00 pm academically under the presence of HoD. Mrs. S. Mary Pelsi. She shared the information that was discussed during HoD meeting with Principal. It was discussed during the meeting that Discipline of the students will be given top priority. All the department must collect one rupee for Good Samaritan Scheme. It was further informed that Extension activities exam for NSS, YRC and Sports will be conducted on 8th may from 12:30 to 1:30. Those students who don't clear the no due will not be allowed to write examination. Admission Committee meeting will be conducted at 2:30 pm. All the staff members were asked to check the Subject Code. It was asked to check whether myhil students has cleared their fees. Second internal mark entry will be completed on Saturday. It was further informed that the Saturday will be a working day.

The meeting concluded at 2:30 pm all the doubts of staff members were cleared during the meeting. Vote of thanks was delivered by Mrs. Sathya Gayan.

S. Mary pelsi.
Krishna prasad K.R
Sathya vijayan.

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S. Mary Pelsi
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29/4/2022

The Staff meeting was held on 29/4/22 at 12:30 pm. The meeting was organized by Mrs. S. Mary Pekshit head of the department. She shared the information that was discussed during HOD meeting. It was discussed to organize a parent teacher meeting for Science Stream on 3/5/22 and arts stream on 4/5/22 at the College auditorium. There will be no class on 5, 6, and 7. Viva for nsw will be Conducted on 8 & 9. Model exam will be Commenced on 8th. Mark entry will be from 8-20. All the Staff members will be asked to participate in admission duty. Attendance entry will be from 5-10. All the staff members must involve in invigilation duty of Model exam. From 17th university exam will be Conducted. Once 17th will be College Re-opening date. It was further informed that. Those department who undertake field work activities and study tour must obtain prior Permission from joint director office.

The meeting was Concluded at 1:00 pm. all the duties of the staff members are shared during the meeting. Vote of thanks was delivered by Mr. Krishna Prasad. K.A.

S. Mary pekshit.
Krishna Prasad.
Sathiyavijayan.

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S. Mary Pekshit
Head
Department of Social Work
Nanji Catholic College of Arts & Science

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11-05-2023

The departmental staff meeting has been organised by the head, Department of Social work on 11-05-2023 at 1.30 p.m. The purpose of the meeting was to discuss the status of admissio The meeting started with silent prayer and the head welcome the participants. She discussed the following matters with the staff.

. The staff should notice fees pending when students are coming for getting TC.

. The staff should bring five admission. Separate department level meetings would be conducted to bring on increase admission.

. The staff should monitor students those who were standing at the bus stand.

. The staff should maintain discipline on last university exam. Because students would misbehave inside the campus.

. The staff should bring no due, hall tickets and fee clarification sheet and get signature from the principal.

The meeting concluded with Vote of thanks proposed by Krishnaprasad K.R. and the meeting came to an end at 2.00 p.m

S. Mary Peksi
Krishnaprasad K.R.
Geethu Vijayan.

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15/5/23

The department staff meeting was held on 15/5/23 at 2:pm. The head of the department Mrs.S.Mary Pelsit discussed the main events held on staff meeting to department Staffs. It was Communicated to all the department Staffs that each staff must bring 5 admissions. Staff members were not Supposed to change their respective exam duty and admission duty. All departments must enter internal on next day Mark entry and attendance in bonifarm. Each department must prepare and finalise work load and time table. Tamil Syllabus will be implemented from next Semester. year plan will be Submitted by all the departments. Stock verification must be Conducted at library and Lab. Perspective plan must be Submitted to Principal for Correction. Then who brought admission must follow up and verify whether they have paid fee and Collected uniform. Isro training is started and students from chemistry and physics can avail the training programme.

The meeting Concluded with Vote of thanks Proposed by Mrs: Seethu Vijayan and the meeting came to an end at 2:30 pm.

S. Mary Pelsit (H)
Krishnaprasad. K.R
Seethu Vijayan.

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