

4/02/19

CIRCULAR

A meeting of the teachers in charge of lunch and refreshments and secretarial assistance are asked to assemble in the Principal's room at 3-30 p.m. on 5th February, 2019.

To: Lily Golda
COORDINATOR, IGAC

L. Sanyu Bame
CHAIRPERSON, IGAC

Dr. R. Selvalatha
Mrs. S. Sudha
Mrs. S. Kalaiarasi
Mrs. K. P. Bhavatharani
Mrs. S. Esakkiammal
Mrs. Chitra
Mrs. Manimezalai
Mrs. Revathi
Mrs. P. Prathy

Dr. M. Pushpagavalli
Mrs. Suya Padhee Harisha
Ms. D. Maniselvi
Ms. C.K. Muthu Mariammal
Ms. R. Vijayalakshmi
Dr. M. Mubukumar
Mrs. P. Revathi
Mrs. S. Vasanth
Ms. Maharasi
Ms. Ponlakshmi
Ms. Mareswari

A meeting of the members in charge of lunch and refreshments and secretarial assistance was conducted in the Principal's room at 3.30 p.m. on 5th February, 2019. Following are the issues discussed.

- * Kind of refreshment for the members
- * Menu for lunch
- * Seating for luncheon meeting
- * Stationery items required
- * Seating in various halls
- * Snacks made by the Incubatees to be used
- * Fresh juice to be prepared and served
- * Plastic to be avoided.

T. Lilly Golds
COORDINATOR, IQAC

K. Sathya Bama
CHAIRPERSON, IQAC

Dr. R. Sivalatha	Mrs. S. Esakiammal
Mrs. S. Sudha	Mrs. Chitra
Mrs. S. Kalaiarasi	Mrs. Manimegalani
Mrs. K. P. Bhavatharani	Mrs. Revathi
Dr. M. Pushpagavalli	Mrs. P. Revathi
Mrs. Suya Padma	Mrs. S. Varantha
Mrs. D. Marischi	Mrs. Mahalaxmi
Mrs. C. K. Mutha Mariammal	Mrs. Ponlakshmi
Mrs. R. Vijayalakshmi	Mrs. Manjeshwari
Dr. M. Muthukumari	

25/03/19.

MINUTES

A Staff Council Meeting was convened by the Principal on 25th March, 2019. The following were discussed.

- * The students who wish to apply for Outstanding Performer and Promising Star awards should not have got warning for indiscipline (either oral or written)
- * A pass in the first attempt is mandatory. A pass after reevaluation cannot be
- * All the students are to be instructed regarding this.
- * All the first year students should be instructed to fill the details right from the first day of joining.
- * Permission ~~letters~~ ^{forms} to be filled by the students in case they have to attend programmes within the college.

T. Lilly Golda

J. Jeyaraj

P. A. A.

D. Rajak

W. Vanitha

N. Manojkumari

A. Puthukkumari

K. Samya Rame

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STAFF COUNCIL MEETING

Minutes of the Meeting held on 3rd December, 2018 in the Principal's room. The staff Council Members attended the meeting.

- * Time table has to be finalized for the semester
- * Preparations for the NAAC visit have to be taken
- * Internal Mock visits are to be conducted frequently.
- * Documentation has to be taken up seriously.

T-Lilly Golda

COORDINATOR, IQAC

K Sathya Bame

CHAIRPERSON, IQAC

Mathematics

English

Chemistry

Tamil - SB

History

Zoology

Computer Science

Physics I

Commerce

Commerce (VA)

C - I

C - II

C - III

N Meenakumari

Monica Ramraj

H. Gokul

S. Banumathi

J. Parvathy

Chithambaram

P. Sankar

K. Chitra

N. Vanitha