

**CRITERION VI****STAFF COUNCIL MEETING****Key Indicator - 6.1 Institutional Vision and Leadership**

6.1.1 The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Staff Council Meeting

Staff Council Meeting with the College Governing Council Members is held twice a year. The Principal regularly meets the Vice-Principals, Deans, CoE and Heads regarding academic activity progression. The CoE Section will be taking care of conduct of Examinations and release results as per UGC norms.

| Staff Council Meeting | Files |
|------------------------------|----------------------------|
| 2023-2024 | CLICK HERE |
| 2022-2023 | CLICK HERE |
| 2021-2022 | CLICK HERE |
| 2020-2021 | CLICK HERE |
| 2019-2020 | CLICK HERE |



STAFF COUNCIL MEETING 2023-2024

①

MINUTES OF THE ACADEMIC STAFF COUNCIL MEET WITH PRINCIPAL

Date : 17/06/2023

Time : 11 a.m

Venue : Principal's Chamber


Members Present : Principal , Vice Principals , Deans, COE , HOD'S .

Discussion :

- * Work load to be submitted on monday.
- * For I years Deeksharambam to be started on 19/06/2023.

V. Vignesh
20.6.23

Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018.
Tamilnadu.





②

**MINUTES OF THE ACADEMIC STAFF
COUNCIL MEET WITH PRINCIPAL**

Date : 19/06/2023

Time : 11 a.m.


Venue : Principal's Chamber

Members : Principal , Vice Principals ,
present Deans , COE , HOD'S.

Discussion :

- * Plan for library hours and language lab hours.
- * 2023 Batch onwards - for semester IV (SBE) to be planned as SWAYAM - NPTEL courses.
- * Submit list of absentees.

Vengalra



Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018.
Tamilnadu.



③

**MINUTES OF THE ACADEMIC STAFF COUNCIL
MEET WITH PRINCIPAL**

Date : 22/06/2023

Time : 10 a.m

Venue : Principal's Chamber

Members present : Principal, Vice Principals, Deans, COE, HOD'S.

Discussion :

- * Discussed about revision of syllabus by TANSCHER.
- * 24/06/2023 - Welcome celebration for Freshers by Seniors.
- * July 8, 9, 2023 - Holiday for IUG Students only.
- * July 14, 2023 - Student Union Installation
- * NAAC Criterion wise meetings to be planned.
- * 2023 Batch onwards internal mark components changed for both Theory and Practical. The details of changes will be communicated by COE.
- * For IUG - Library hour to be planned, for others same existing pattern to be followed.

R. Vijayar
22.6.23

Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamilnadu.



④

MINUTES OF THE GENERAL STAFF MEETING WITH PRINCIPAL

Date : 03/07/2023

Time : 12.30 p.m.


Venue : Cauvery Hall

Members present : Principal, Vice Principals, Deans, HOD's, Teaching Faculty.

Discussion :
Principal mam instructed the faculty members to adhere to the following points ;

- * Staff incharges of criterion work should complete their work as per the instructions given to them.
- * All class incharges need to fulfill their duties on time and further extend their help to other activities of the department
- * Meticulous planning is required and all the faculty should give their fullest effort, as we have to move for getting ourselves prepared for the 4th cycle of NAAC due in the year 2024.

V. S. S. S.
3.7.23



Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamilnadu.



CRITERION VI

STAFF COUNCIL MEETING

Unit Test - 1
Schedule - 24/07/2023,
25/07/2023
26/07/2023


CIA - 1
Time Table

| Date | I Year | II Year | III Year & PG |
|----------|--------|---------|---------------------------------------|
| 21/08/23 | Lang | Lang | UG - Professional Skills, PG - GEC |
| 22/08/23 | Eng | Eng | UG - SBE II PG - CCC |
| 23/08/23 | CC | GEC | UG - SBE III |
| 24/08/23 | CC | CC | CC |
| 25/08/23 | - | - | CC |
| 26/08/23 | CC | CC | CC |
| 28/08/23 | - | CC | CC |
| 29/08/23 | - | - | CC |

Seating : Software

Staff Invigilation : Dept. of Social Work

v. L. Jeyaraj
3.7.23
Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamilnadu.





(5)

MINUTES OF THE ACADEMIC STAFF COUNCIL MEET WITH PRINCIPAL

Date : 24/07/2023
Time : 2 pm
Venue : Principal's Chamber
Members present : Principal, Vice Principals, Deans, COE, HOD'S.

Agenda

- Consultancy work
- Publication
- Inter collegiate competition
- Value Added Courses
- CIA - I

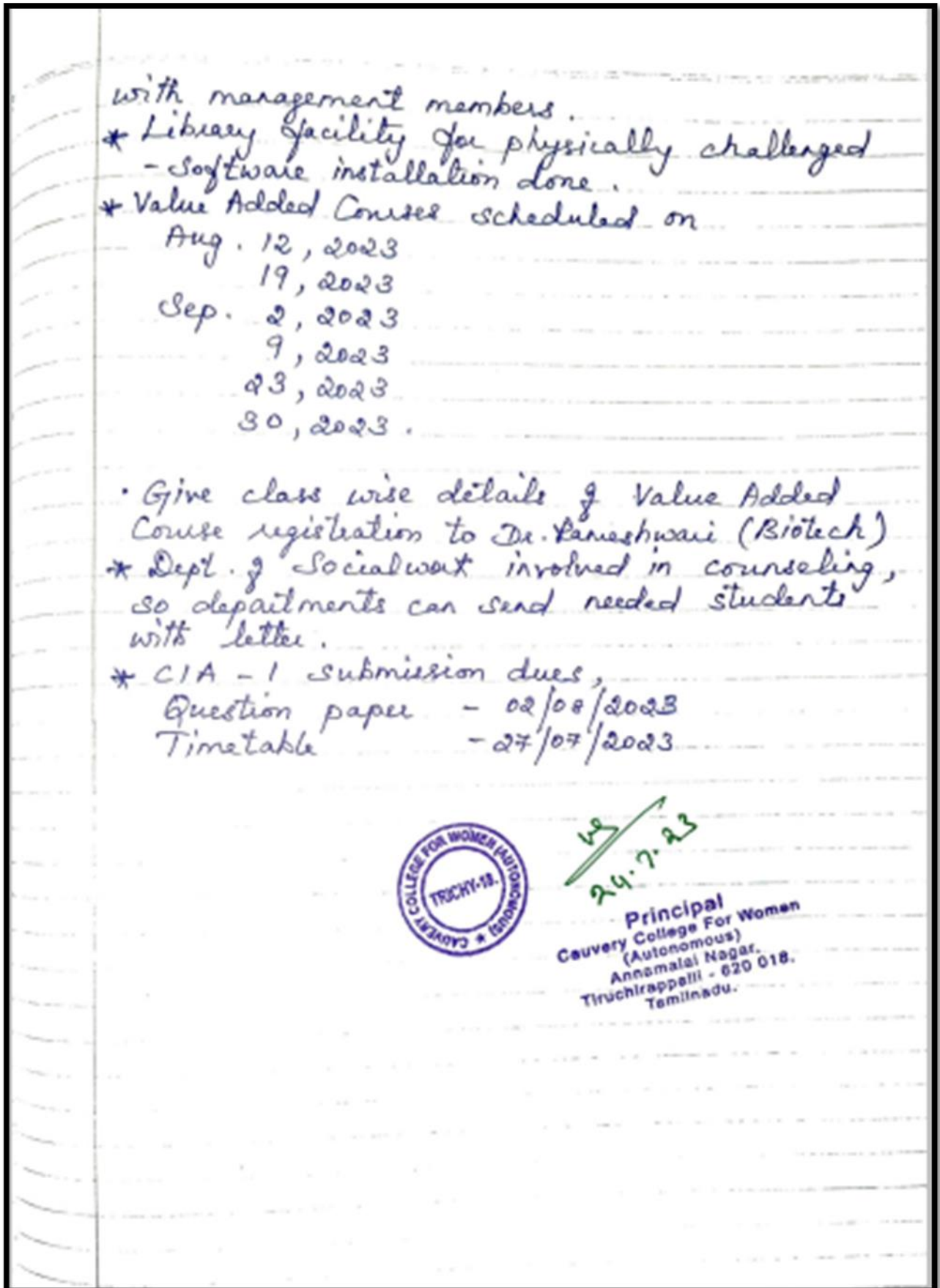
Discussion

- * All the departments should plan for consultancy work.
- * Faculty should publish in VGC-CARE listed journal (scopus/web of science), also in Book chapter. This is mandatory. Should publish before December 2023.
- * Department wise Inter-departmental competitions, also Inter-collegiate competitions to be conducted.
- * Discussed about ;
 - Institutional Inventory Audit,
 - Policy for fund mobilization other than fees,
 - MOU
 - Membership in professional bodies
 - Management contribution for faculty (For Seminar / Conference / Workshop / etc.)
- * Usage of flat board highly benefited by students. Planning to go for additional purchase of Flat Panel. To be discussed



CRITERION VI

STAFF COUNCIL MEETING






⑦

**MINUTES OF THE ACADEMIC STAFF
COUNCIL MEET WITH PRINCIPAL**

Date - 11/08/2023
Time - 11 a.m
Venue - Principal's Chamber
Members present - Principal, Vice Principals, COE,
Deans, HOD'S,

- * As per Government order, next semester onwards no need to follow TANSICHE syllabus. Can follow the same as 2022-2023 Batch onwards syllabus. For UG - 2023 Batch - 140 credits.
- * Proceed with consultancy work, 20% of contribution to management.
- * Both staff and students should develop e-content.
- * Use library facility.
- * Training to be given for programmers for LinkedIn account creation.


Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018.
Tamilnadu.




(11)

MINUTES OF THE ACADEMIC STAFF COUNCIL
MEET WITH PRINCIPAL

Date - 01/12/2023
Time - 12.30 pm
Venue - Principal's Chamber
Members present - Principal, Vice Principals,
Deans, COE, HOD'S.

Discussion

- * Staff should go to class on time.
- * Plan activities as per academic calendar.
- * Plan Project viva during CIA II.
- * Check term fee payment.
- * Final year students can proceed with purchase of common saree. (Rs. 600 to 650/-)
- * Triple Fiesta - Dec. 23, 2023.
- * Sports day, Cultural as per academic plan to be conducted.



V. Vijathe
1.12.23
Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamilnadu.



(12)

**MINUTES OF THE ACADEMIC STAFF COUNCIL
MEET WITH PRINCIPAL**


Date - 04/01/2024
Time - 1 p.m
Venue - Principal's Chamber
Members - Principal, Vice Principals,
present Deans, CoE, HOD'S.

Agenda

- Unit Test
- Academic schedule

Discussion

- * Unit Test - Jan. 10, 11, 12, 2024
- * Pongal Celebration - Jan, 19.
- * Sports Day - Feb, 10
- * Hostel Day - Mar, 9
- * College Day - Mar, 16
- * Convocation - To be discussed with University and to be planned.
- * End Semester Exam application form filling - Feb, 14.
- * CIA 1, 2 as per calendar schedule to be followed.
- * Amount collection of cultural and schedule to be discussed with cultural incharge.
- * External Academic Audit - Mar 27 or 28, Experts to be fixed.
- * To be planned for the next Board of Studies Meet (10th Meet) - dept. wise in the month of February, followed by that Academic Council Meet to be planned.


v. vijayathe
Principal
Cauvery College for Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018.



(14)

MINUTES OF THE ACADEMIC STAFF COUNCIL
MEET WITH PRINCIPAL

Date - 31/01/2024
Time - 2 p.m.
Venue - Principal's Chamber
Members present - Principal, Vice Principals,
Deans, COE, HOD'S.

Agenda

* Academic schedule

Discussion

- Hostel Day - March 2, 2024
- Sports Day - Feb. 10
- College Day - Mar. 16
- Convocation - Feb. 24 (For 2023 passed out)
- Feb. 24 (FN) - (2022 passed out)
(AN) - (2021 passed out)
- Alumni Day - Mar. 23.
- G/B Meet - Feb. 22
- Submit Data - Activities related to
women's Studies. (Dr. Karaga)
- BOS plan during end semester exam.



V. Vijayalakshmi

31.1.24

Principal

Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018.
Tamilnadu.



(15)

MINUTES OF THE ACADEMIC STAFF COUNCIL
MEET WITH PRINCIPAL

Date - 07/02/2024
Time - 2 pm
Venue - Principal's Chamber
Members present - Principal, Vice Principals,
Deans, COE, HOD'S.

Agenda

- End Semester Exam Schedule

Discussion

- * Plan end semester exam (practicals), as per schedule. March 12-19, 2024.
- * Conduct CIA - 2 during practical exam. (Unit IV & V)
- * End semester exam (theory) to be scheduled - March 27, 30, Apr. 2, 5, 8, 10, 12.
- * General Proficiency Prize
Book purchase
I Prize - Rs. 800 / prize
II Prize - Rs. 250 / prize
- * Convocation - Feb, 27 & 25.
Faculty follows duty list.
- * Maintain campus cleanliness
- * March 21 - For final year - Farewell, lamp distribution and photo session.
- * March 23 & 24 - NPTEL Exam.

V. Jayanthi
Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamil Nadu.



STAFF COUNCIL MEETING 2022-2023

MINUTES OF THE ACADEMIC STAFF COUNCIL MEET WITH PRINCIPAL

Date - 27/06/2022
Time - 12.30 pm
Venue - Dr. Parneshwari Nallusamy Hall
Members present - Principal, Vice Principals, Deans, COE, HOD'S

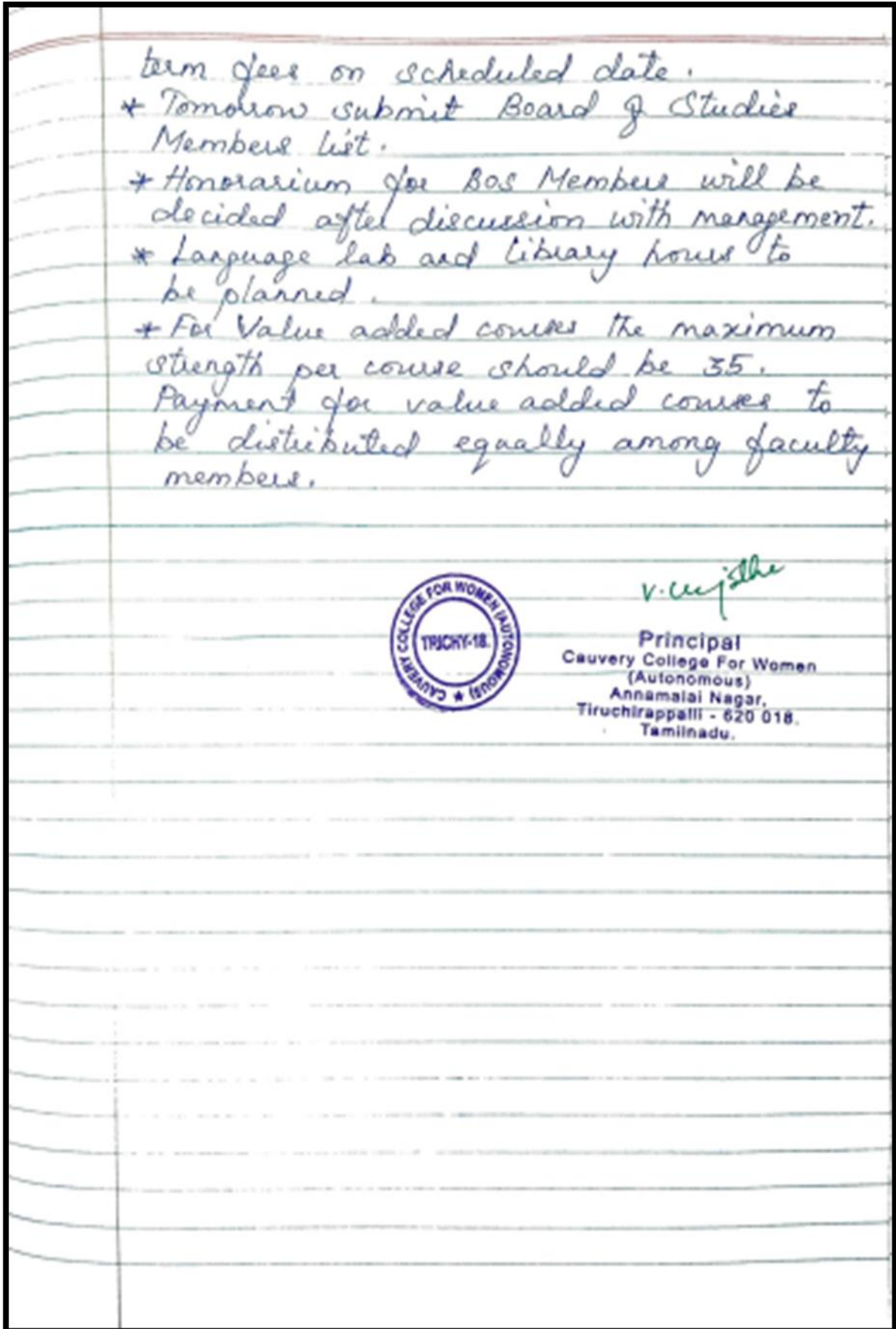
Discussion

- * Finalise workload and submit tomorrow.
- * Avoid new recruitment for this academic year.
- * Collect Rs. 100/student towards department association; Rs. 100/student towards College student union.
- * Tomorrow onwards, no need to depute faculty for admission duty.
- * Department of Social work, Physics, Chemistry, Maths should take care admission counselling.
- * Plan departmental activities as per college calendar.
- * Fresher's day will be on July 11th for both UG and PG first years.
- * Union installation date will be decided shortly.
- * Staff those who has been assigned University / Autonomous Colleges paper valuation duty, should take on other duty (OD) permission after getting permission from Principal Madam.
- * Instruct students to pay College



CRITERION VI

STAFF COUNCIL MEETING






MINUTES OF THE GENERAL STAFF MEET WITH PRINCIPAL

Date - 09/08/2022
Time - 12.30 pm
Venue - Cauvery Hall
Members present - Principal, VP's, Deans, HOD'S, Teaching faculty.

Discussion

- * Aug. 11, 2022 - Khadi day - faculty and students are requested to wear cotton dress.
- * Publication and submission of funding proposals to be concentrated.
- * Plan for collaborative academic activities
- * Faculty can avail lunch facility at hostel (Rs. 40/-)
- * Submit AQAR data (2021-2022) before Aug, 27th.
- * Fit India programme - Aug 11, 2022.
- * CIA 1 from 18-27, Aug, 2022.
- * Aug 28-31, Aug (Holiday)
- * Sep 1st, 2022 working day.
- * Criterion wise discussion (Enclosed).


v. by the
Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018.
Tamilnadu.



MINUTES OF THE ACADEMIC STAFF COUNCIL MEET WITH PRINCIPAL


Date - 27/09/2022
Time - 11 am
Venue - Principal's Chamber
Members present - Principal, VP's, Deans, COE, HOD'S.

Discussion

- * Diwali bonus will be credited today (27/09/2022)
- * Online class schedule for I years.

| I UG | I PG |
|--------|--------|
| Oct. 5 | Oct. 5 |
| 26 | 26 |
| 27 | 27 |
| 28 | 28 |
| 29 | 29 |
| Nov. 1 | |
| 2 | |
| 3 | |

- * Give instructions and google meet link.
- * Maintain google attendance
- * Oct. 22 nd last working day for this semester. Then as per schedule handle classes for I years through virtual mode.
- * After diwali, Oct. 26th onwards college functions regularly.
- * Among I years (for 1st admission students) those not attended CIA - 1



Cauvery College For Women (Autonomous)
 Annamalai Nagar,
 Tiruchirappalli - 620 018




MINUTES OF THE ACADEMIC STAFF COUNCIL
MEET WITH PRINCIPAL

DATE - 14/12/2022
TIME - 11 a.m
VENUE - Principals Chamber
MEMBERS - Principal, VP's, Deans
PRESENT - CoE, HoD's

DISCUSSION

- * It is incumbent on the class in-charge staff to identify meritorious students regardless of caste and creed for merit cum means scholarship. Such students need to be presented to the principal highlighting the reasons for the nomination.
- * It is obligatory to maintain cleanliness in each and every department.
- * 20th of December 2022 shall be the last day to pay the Semester fee; failing which, a fine of Rs. 100 per day shall be imposed.
- * It is imperative for every departments to estimate the date, time and events of the impending department programs to the Secretary.

V. Vignesh
4.12.22



Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamilnadu.




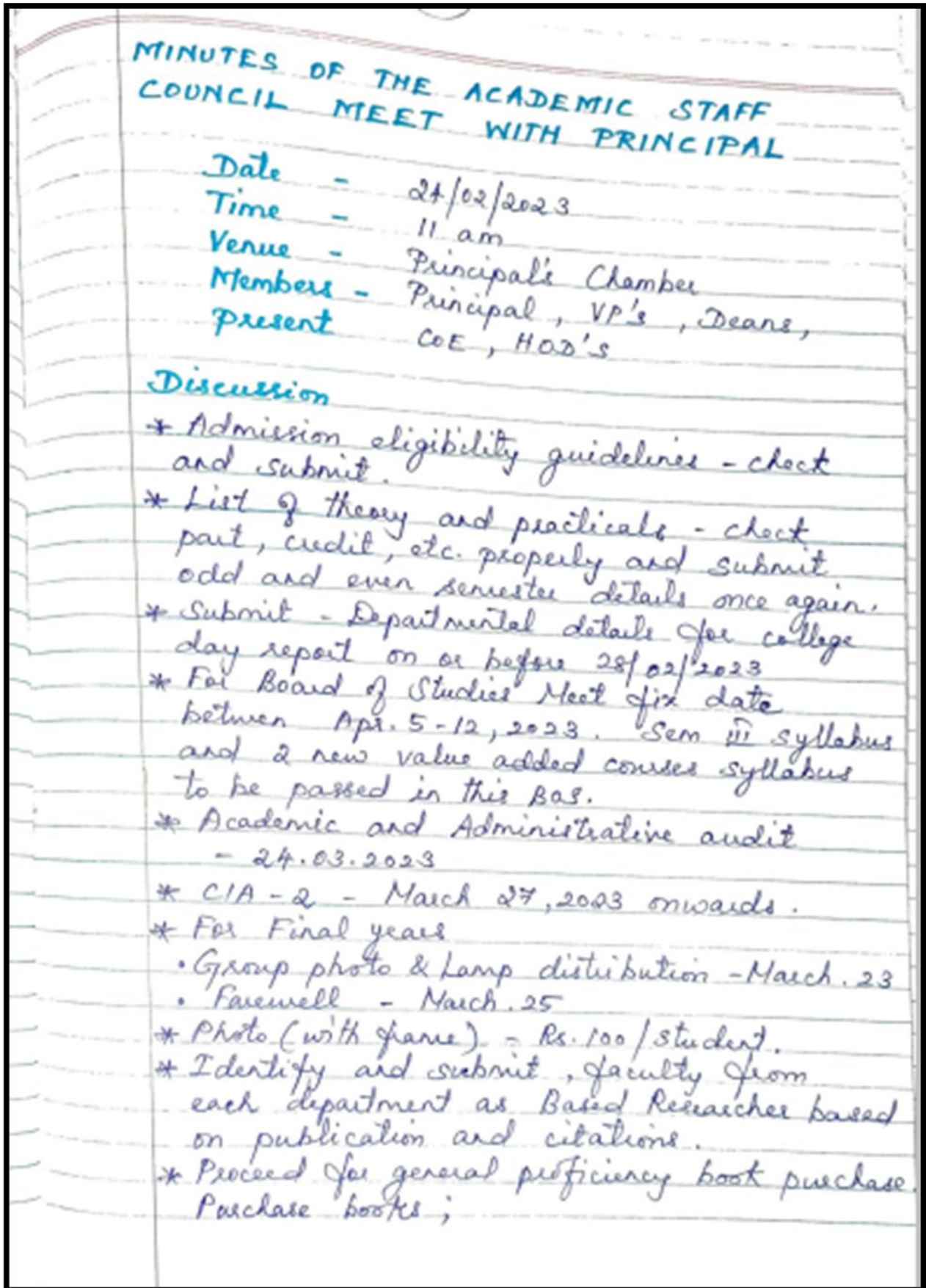
MINUTES OF THE ACADEMIC STAFF COUNCIL MEET WITH PRINCIPAL

Date - 19/01/2023
Time - 1 pm
Venue - Principal's Chamber
Members present - Principal, VP's, Deans, COE, HOD's.

Discussion

- * Depute one faculty from each department as NAD in charge.
Calculate percentage for Nov. 2019 results of UG & PG (Part III).
Photo verification to be done.
This is National level, so calculations should be done carefully (Digi locker)
- * Criterion wise work to be started.
- * Each faculty should publish atleast two research articles in UGC CARE listed journal or in CARE + Scopus / web of science listed journals.
- * Technology Transfer Office for consultancy purpose established. (E Cell & Research)
Depute one faculty from each department; One Teaching & One Non-teaching faculty also.
Maintain document - equipment usage note, log book, analysis and report writing.
- * Jan 28, 2023 - duty list to be prepared for Indian Social Science Congress organized by BDU. Not yet finalized, so will be discussed later.


Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamil Nadu.





CRITERION VI

STAFF COUNCIL MEETING


I Prize - Rs. 300 worth book / student
II Prize - Rs. 250 worth book / student

CIA 2 - Timetable

| | I Year (FN) Lang. | II Year (FN) Lang. | III Year & PG (AN) Gender Studies |
|------------|-------------------------|--------------------------|--|
| 27/03/2023 | Lang. | Lang. | Gender Studies |
| 28/03/2023 | Eng. | Eng. | CC |
| 29/03/2023 | CC | NME | CC |
| 30/03/2023 | CC | SBEI | CC |
| 31/03/2023 | CC | CC | CC |
| 01/04/2023 | CC | CC | CC |
| 03/04/2023 | CC | CC | CC |

Seating - Software

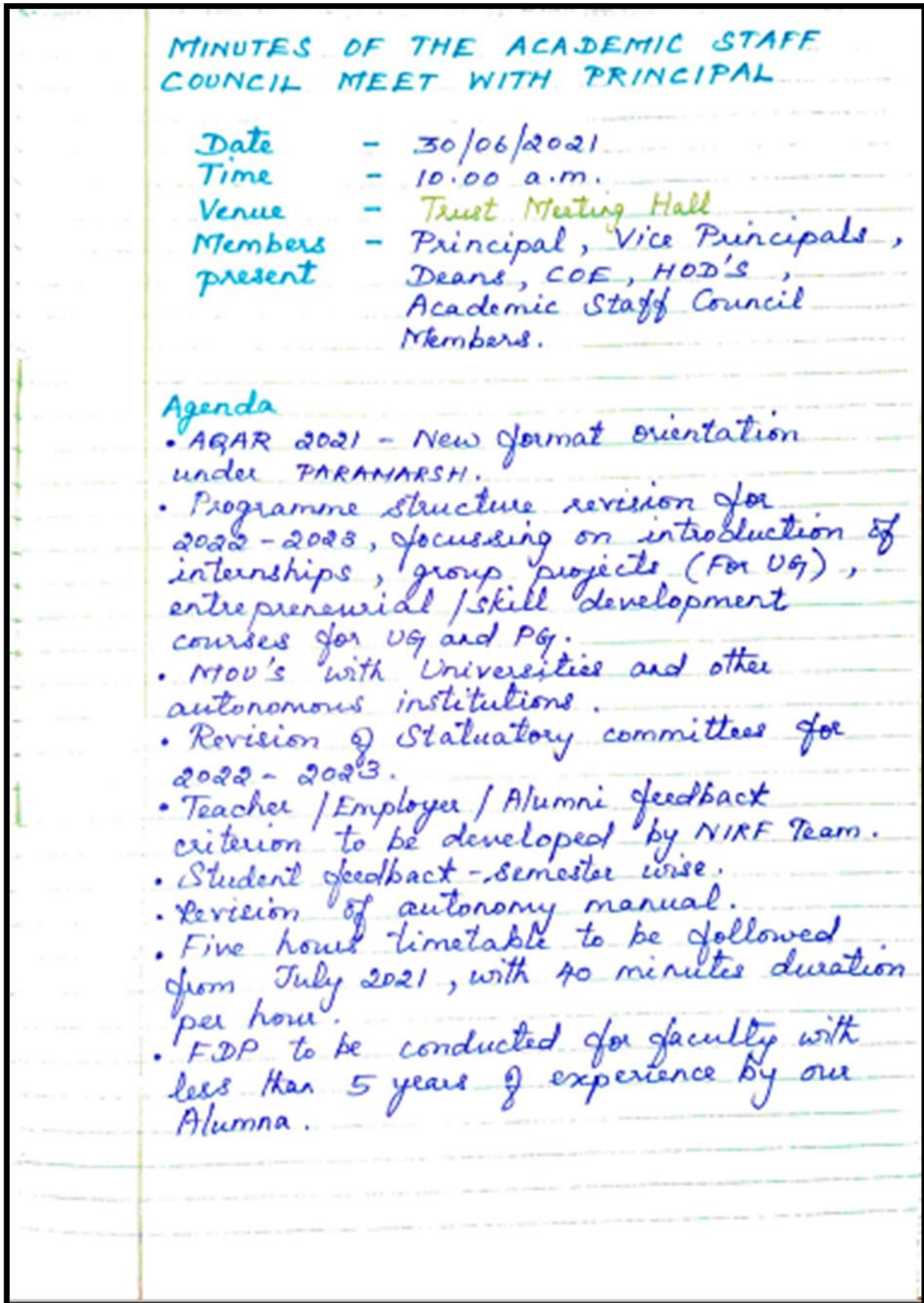
Staff Invigilation - Dept. of English


Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamilnadu.

24.2.23



STAFF COUNCIL MEETING 2021-2022





Discussion

- College Governing Council Members :
President - Mr. G. Muthu Krishnan
Secretary - Mr. K. Thirurelatandan
Treasurer - Mr. S. Chandra Setaran
- Review of ISO - In internal audit fix target, based on target progression to be shown, data to be presented as graphical representation.
- AQAR - Check new composition and framework. From July 1st 2021 onwards, work to be started towards next NAAC.
- Geo tag photos to be presented.
- In the revision of programme structure (2022 - 2023), for UG introduce internship, skill development / entrepreneurial courses. Check MHRD offered courses also.
- Same pattern to be followed for NPTEL courses.
- Create MOU's with Universities and other Institutions. Exchange programmes for faculty and students to be planned. Publication linkages to be created with Universities.
- Feedback to be collected from employer, alumni, parents. Questionnaire to be framed by NIRF team.
- Student's feedback to be collected in each semester.
- Revision to be done in autonomy manual.
- Online class timetable to be changed from 3 hours to 5 hours, (follow timing as);
I - 9 to 9.40 am, II - 10 - 10.40 am,
III - 11 to 11.40 am, IV - 12 - 12.40 pm,
V - 1 to 1.40 pm.



- Online class attendance, dress code, rules follow properly.
- Those departments applied for University commission, based on need proceed with books and equipment purchase.
- Each department should organize National and International Seminars/ Webinars.
- Invite subject experts from all over India. Based on specialization and current trend invite guest lecturers to handle classes for courses / even to handle units in specialized papers.
- FDP to be planned by IQAC. Dr. Kangra will co-ordinate the programme with Alumna as resource person.
- 2022 - BOS members to be revised. For University nominee, submit three experts considering National level subject experts on July 5, 2021.
- Madam suggested, if required certain BOS members (existing) will be retained.
- Fees collection - 9 & 10th of July 2021. Check website (Google form available), after payment details to be submitted through Google form. Inform to students.
- Send data - Students required college bus - already mailed, now add bus route number also. Mail to principal mail id.
- Each faculty should publish minimum of 2 research papers per year. Be serious in this process. This is compulsory in scopus indexed journals.
- For PG admission - Inform only one college (UG completed) students to approach college office. Later will inform about




CRITERION VI

STAFF COUNCIL MEETING

UG and other college (students completed UG).
PG admission.

- After discussion with management newly recruited faculty will be asked to join in the middle of July, 2021.
- For each department Rs. One lakh already allotted; utilise for academic purpose.

V. S. S. S. S.
28-7-21

Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018.
Tamilnadu.



MINUTES OF THE ACADEMIC STAFF COUNCIL MEET WITH PRINCIPAL

Date - 11/08/2021
Time - 2p.m.
Venue - Thiru Nallusamy Meeting Hall
Members present - Principal, Vice Principals,
Deans, COE, HOD'S,
AQAR Criterion Incharges

Agenda

- Mid Semester
- Major and Minor Projects
- AQAR - SSR

Discussion

- Maintain social distancing, be serious about spread of disease (COVID) and take care.
- Planning to start for IUG on September 9th with Fishers day. To be discussed with Sir. To be planned for Teachers Day, Student Union Installation. Madam will discuss with Management and will inform.
- College Calendar printed copy will be given.
- Madam asked about feed back of Unit Test Marks.
- As per calendar, mid semester to be conducted.
- Follow question paper pattern same as end semester exam pattern.
- Question paper should be typed in proper template. HOD'S should scrutinize, make sign and submit hardcopy.
- Submit question paper on or before 16/08/2021.



• Timetable (common papers)

| Date | I UG | III UG | II PG |
|------------|----------|---------------------|-------|
| 23/08/2021 | Language | Professional Skills | |
| 24/08/2021 | English | SBE-II | |
| 25/08/2021 | NME-I | SBE-III | |


- For submission of answer scripts, student should follow already following standard instructions, scripts should be submitted through Google classroom.
- If situation normalized, when students come to college, give revision (already completed theory), then focus on conduct of practical classes. Practical exams to be planned based on situation.
- All faculty should undergo vaccination. It's safe and important in the prevention of COVID.
- Attend any programme online and get benefited. Madam not satisfied with faculty attendance for FDP.
- If faculty are resigning - give notice before 2 months or 2 months salary to be paid to the college. Follow proper guidelines of procedure.
- In between committed period, if a faculty quits, students will suffer. Think about that and behave properly.
- If applying for other institutions get permission from Madam. Process to be followed through proper channel.
- Arts department apply for ICSSR -



Majors / Minor projects. All departments apply for research projects, based on feasibility, can proceed with collaboration with other institutions.

- Madam explained about scope of newly started programme, Bsc. Computer Science with Cognitive Systems. This is Industry ready curriculum drafted by TCS under its Academic interface programme in demand with current industry standards for better placement opportunities.
- Invite subject experts from other Institutions (National / International level). Can be invited experts for handling specialized topics / content in certain courses.
- Staff incharges for Governing Body Meet -
Dr. Shanthy (Eng)
Dr. Asiathara (Tamil)
ALSHE - Dr. Bhuvaneshwari (IT)
NIRF - Dr. Parveen Banu (Commerce)
Dr. Kalaiselvi (Maths)
- To be waited for AGAR - SSR. Check data template and SOP. Criterion incharges madam informed, they have to report to madam within 10 days.

Criteria I - Dr. Uma Maheswari (Eng)
II - Dr. Sangeetha (CS), Dr. Melilda (SW)
III - Dr. Kalaiarasi (Maths)
IV - Dr. Rajeswari (CS)
V - Dr. Krishnaveni (CA), Dr. Anandhi (IT)
VI - Dr. Venila (Eng)
VII - Dr. Jayshree (Eng)


V. Vignesh
Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018.
Tamilnadu.



MINUTES OF THE ACADEMIC STAFF COUNCIL MEET WITH PRINCIPAL

Date - 01/10/2021
Time - 10 am
Venue - Thiru Nallusamy Hall.
Members present - Principal, Vice Principals, Deans, HOD'S

Discussion

- For IUG students in-person classes to be planned. Planning to start from Oct. 18th onwards.
- Hostel facility to be planned.
- Asked VP nam to check room availability.
- For II & III years, already existing shift system to be followed.
- CIA - 2 → Oct 18th onwards for II & III years.
- Portion for exam → Unit IV & V.
- Ask to study well with question bank.
- For II & III year → Complete syllabus before Oct. 13th. Conduct unit test before Oct. 13th.
- For I years complete 2 units before Oct 18th. Conduct unit test for I years also.
- For IUG - while coming to college, for those completed 18 years of age, vaccination is compulsory, for others COVID - Negative certificate needed for both dayscholar and hostel.
- CIA - 2 → Timetable due date - 05/10/2021, Question paper due date - 07/10/2021



Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamilnadu.



MINUTES OF THE ACADEMIC STAFF COUNCIL MEET WITH PRINCIPAL

Date - 25/03/2022
Time - 11 a.m
Venue - Principal's Chamber
Members present - Principal,
Vice Principals, Deans,
COE, HOD'S.

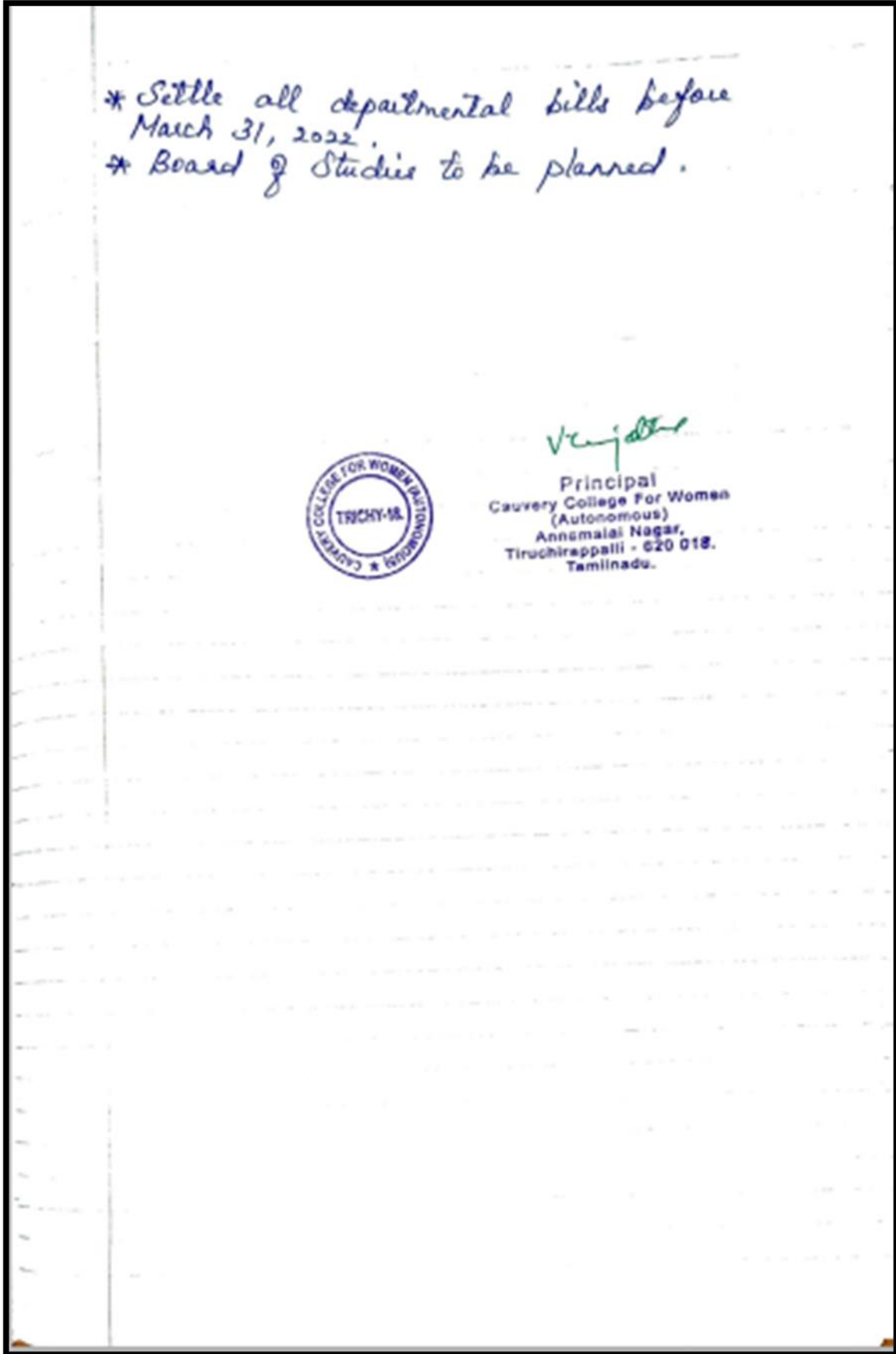
Discussion

- * For college day report, data were not submitted properly. Check and submit in proper format.
- * Apr 21, 2022 - Sale of application for next academic year admission
- * CIA - 2 last exam Apr. 6, 2022. Students can go home after exams.
- * For faculty last working day for this semester Apr. 16, 2022.
- * Apr. 16, 2022 - Hall ticket issue.
- * Apr 7 & 8 - Syllabus mapping activity
- * Apr 9 - Convocation
- * Apr 11, 12, 13 - FDP
- * Apr. 14, 15 - Holiday
- * End semester exam starts on Apr. 20
- * College reopening for next academic year
June 9 - For faculty
June 15 - For students
- * For value added courses handled by departments, submit budget (mention amount collected and spent) and report to madam.
- * Submit workload and staff requirement for the next academic year on or before Apr 1, 2022.



CRITERION VI

STAFF COUNCIL MEETING





STAFF COUNCIL MEETING 2020-2021

MINUTES OF ACADEMIC STAFF COUNCIL
MEET WITH COLLEGE GOVERNING COUNCIL
MEMBERS

Date - 03.08.2020
Day - Monday
Time - 11.00 am
Venue - Trust Meeting Hall
Members Present - College Governing Council
- President, Secretary,
Principal and other Academic
Staff Council Members.

Agenda

- Online classes
- Teaching mode for online classes
- Online classes for I years
- Timetable
- Workload

Discussion

By Secretary Sir :

- Difficulties faced through the conduct of online teaching, should be managed by proper planning and application of suitable technology.
- The aspects such as Teacher Technology Student should be balanced properly.
- A uniform online teaching platform should be used by all faculty in our college.
- Google classroom is now used, also asked HOD's of CS, IT & CA to identify the best platform of online teaching with storage of data facility (cloud storage)
- While handling online classes, from Aug, 18th onwards, staff should come to college to



- handle online classes. All needed facilities will be given as per request of each department.
- Live streaming can also be done.
 - Planned to proceed classes through online mode, as shift basis for faculty. This is mainly planned to follow social distancing.
 - In this situation, its compulsory students should have Android mobile /laptop with internet facility. This should be informed to students.
 - Among present II & III year students nearly 500 students were not having mobile or laptop or internet facility.
 - Proper measures to be taken to reach online education for these 500 number of students.
 - So suggested to give recorded video /audio/ study materials through pendrive.
 - Ultimate aim is single student should not be affected in the reach of online classes.
 - Its each faculty responsibility to deliver online class content to these 500 students, facing difficulty in attending online classes.
 - Online class attendance should be maintained, for each class in Google attendance format.
 - Now don't organize webinars, concentrate on online classes.
 - Discussed about fees for II & III years
 - For students in autonomous stream, marks to be calculated as per norms and results to be declared.
 - While handling online classes, Faculty at college should follow standard regimen with hygienic practices and social distancing.
 - For further recruitment, only Ph.D, holders will be recruited with standard selection process.



CRITERION VI

STAFF COUNCIL MEETING

By Madam Principal :

- All faculty should be upgraded with adequate needed technology for online teaching.
- Now, in this present situation, no faculty recruitment. So workload-hours should be distributed equally for all the faculty in the department.
- HOD and next senior faculty should handle atleast one paper for I year.
- We are in the right pathway in usage of online mode, online courses (SWAYAM), conduct of academic online meetings. It should be continued in the same positive way.
- Aug. 18th 2020, planned for College Freshers' Day. Through online youtube live streaming, planned for I year students.
- Timetable for online classes should be submitted on Thursday.
- For II & III years Unit Test - I will be conducted, prepare for 50 objective type questions, test to be given through online mode. This is common for UG & PG. Common date will be finalised and informed.
- Faculty and students are asked to use domain mail id's for online classes and for all academic purposes.

r.rajath
3.8.2020



Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamilnadu.



MINUTES OF ACADEMIC STAFF COUNCIL MEET
WITH PRINCIPAL

Date - 16/08/2020
Time - 1 p.m
Mode - Through Online - Google Meet

DISCUSSION

- * Videos prepared by each department - about the department to be hosted in college website.
- * Instruct all the students (I, II, III years) to attend Freshers Day to be held on 18/08/2020 at 10 a.m through online mode. Inform to join through YouTube live streaming.
- * For online classes, students attendance to be strictly monitored. They cannot attend the exams without adequate attendance.
- * Fees payment by II and III years, very poor. A time slot will be given. Instruct students to pay as per schedule in stipulated time. Because this is instalment I, immediately they have to pay instalment II, during september second week.
- * After Freshers day, conduct introductory class for I year through online mode.
- * Each month end submit, number of hours handled by each faculty, department wise in a consolidated framework.



V. S. S. S.
16.8.2020
Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamilnadu.



⑧

MINUTES OF ACADEMIC STAFF COUNCIL MEET
WITH PRINCIPAL

Date - 15/09/2020
Time - 3.30 pm
Mode - Through Online - Google Meet


Agenda

- University Exam for Final years.

Discussion

- * Madam gave instructions to be followed by students for their final semester University exam.
- * These regulations are given by University, in Principals meeting.
- * Check website for UG - University Timetable, PG already released.
- * Tomorrow meeting at college (HOD's with Principal)
- * HOD's should come prepared with the following data, On final year University exam, Through online mode Number of students will submit answer scripts at Cauvery College, at BDU (Affiliated Colleges) or will send mail to University.
- * Tomorrow meeting at 10.30 am, HOD's should come prepared with the above data.

V. Jayathe
15-9-2020
Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamilnadu.





MINUTES OF ACADEMIC STAFF COUNCIL MEET
WITH PRINCIPAL

Date - 13/10/2020, Tuesday
Time - 11.15 am
Mode - Through Online - Google Meet

Agenda

- NIRF
- Website updation
- Staff attendance to College

Discussion

- * A meeting was held on 12/10/2020, by College Governing Council President and Secretary with Principal, Vice-Principals, Deans regarding improvisations required for NIRF.
- * Dr. H. Abirami was asked to present about NIRF parameters and Dr. Sinthu Janita Prakash will be presenting a comparative analysis of our Institute with other neighbouring Institutions in the next NIRF Review meet to be held on 19/10/2020.
- * Content in website need to be updated. Informations about any event to be scrolled in website only for 10 days.
- * An advertisement regarding scholarship is sent by our President Sir, which is to be forwarded among students.
- * Staff members should come to college from 19/10/2020 onwards. Schedule to be planned by 50% strength in Slot I and remaining 50% in Slot II.
- * Rs. 500/- will be fine amount for late fees payment.
- * Mid Semester examination to be conducted through Online mode. Date and Question paper pattern to be finalised.



CRITERION VI

STAFF COUNCIL MEETING

Midsemester Examination
Common Papers

| Date | Day | I UG | II UG | III UG |
|------------|-------|-------|---------|------------|
| 28/10/2020 | Wed | Lang. | Lang. | SBE - II |
| 29/10/2020 | Thurs | Eng. | Eng. | SBE - III |
| 30/10/2020 | Fri | | Holiday | |
| 31/10/2020 | Sat | UHV | NME | Soft Skill |

For remaining Major & Allied papers dates to be finalised by Departments.


Portions
II & III UG, II PG - 3 Units
I UG - 1 1/2 Unit

Question Paper Pattern
II & III UG, II PG - 50 Marks
 $40 \times 1 = 40$
 $5 \times 2 = 10$
50

Duration - 1 hour
II PG - For Competitive Exam Paper $\rightarrow 50 \times 1 = 50$
(Objective Type)

I UG - 25 Marks
 $25 \times 1 = 25$
Duration - 1 hour

Note :
One mark - Multiple choice
True / False
Fill up
Answer in one / two sentences


Principal
3.10.2020
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamil Nadu.



MINUTES OF ACADEMIC STAFF COUNCIL MEET
WITH PRINCIPAL

Date - 23/10/2020
Time - 11.00 a.m
Mode - Online (Google Meet)

Discussion

* As per University instruction three number of internal to be conducted.

Internal I - Oct. 31 - Unit I & II

Internal II - Nov. 18 - Unit III & IV

Internal III - Dec. 10 - Unit V

* Question Paper Pattern -

Time - 1½ hours ; Max. Marks - 25 ;

Part A - 5 × 1 marks = 5

Part B - 2 × 5 marks = 10

Part C - 1 × 10 marks = 10

25

* Timetable will be uploaded in University website. Check.

* Question paper to be downloaded from University website as per schedule.

* Give instructions to students.

* Answer scripts should be in hand written format, if going to submit through online, scripts to be submitted as (PDF) in concerned subject in charges Google Classroom.

* Subject in charges should evaluate answer scripts.

* Marks to be uploaded in University portal by class in charged.

* Madam asked suggestions to collect answer scripts (hardcopy) or to be collected through online.



CRITERION VI

STAFF COUNCIL MEETING

- * Conduct midsemester as per schedule.
- * During Midsemester period, if needed have online class or conduct only exam through online mode.
- * For I PG only regular online classes.
- * If University Internal I and our Mid Semester dates get clashed for III year, then Madam will decide and inform. So as per schedule proceed Mid semester.
- * Follow fee defaulters, Because next installment to be paid. Also still 22 students are in last year fees due list.
- * If any difficulty in conducting online classes (with regard to network issue) from college, inform.
- * Give required data for IQAC - AQAR
- * 28/10/2020 Diwali bonus will be credited.
- * With regard to NIRF, next stage of meeting will be with HOD's.
- * Focus on publication and completion of Ph.D.
- * Departments to be elevated as research departments, plan and work for that.



Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018.
Tamilnadu.



MINUTES OF ACADEMIC STAFF COUNCIL MEET WITH PRINCIPAL

Date - 17/12/2020

Time - 2 p.m

Venue - Trust Meeting Hall

Agenda

- BDU Valuation
- End Semester Autonomous Valuation
- Governing Body Meet
- Triple Fiesta

Discussion

- * BDU and Autonomous End Semester Valuation starts from 18/12/2020 onwards.
- * For autonomous end semester valuation HOD's will be Chairman for Board, and also can act as examiners.
- * For both valuation total number of papers per day for each examiner should be 40. For the purpose of tally and adjustment can go upto 50 papers.
- * For autonomous stream also, same as BDU after collection of answer scripts handover at central valuation point (C3). On each day of valuation papers can be collected.
- * Central valuation should be done at allotted place, not in departments. B-Block ground floor is deputed for central valuation purpose.
- * While uploading internals, enter marks properly by checking course code.
- * Marks statement should be maintained class wise for all unit test, CTA and



CRITERION VI

STAFF COUNCIL MEETING

midsemester.

- * As per ISO requirement, maintain lesson plan. No need for written format of work diary.
- * After valuation, subject incharges (those who evaluated the papers) should upload marks. Class incharges and HOD check marks entry.
- * For autonomous stream, after each day of completion of valuation, those who evaluated the papers should go to controller section and evaluated. Scripts marks entry should be done.
- * Term fees payment found to be very slow, inform to pay on stipulated time.
- * For those departments, who are in need of staff requirement for next semester, to be discussed with secretary Sir, to go with staff recruitment on hourly basis.
- * Governing Body Meet will be on 21/12/2020 at 10 am. Venue will be Trust Meeting Hall.
- * Triple Fiesta will be on 23/12/2020 at 10 am, venue will be KRT Hall.



Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018.
Tamilnadu.

17.12.2020



MINUTES OF ACADEMIC STAFF COUNCIL MEET WITH PRINCIPAL

Date - 18/02/2021
Time - 2pm
Venue - Trust Meeting Hall

Agenda

- Regular College
- Syllabus completion - Theory & Practical
- Mid Semester
- FDP

Discussion

- * Regular College started, so avoid conduct of classes through online mode.
- * Concentrate on syllabus completion, both theory and practicals.
- * Asked about students performance in midsemester theory exams.
- * Based on election dates, the model exam and end semester exam dates to be finalized with management decision.
- * This semester practical exam starts from March 15th, 2021 onwards.
- * Faculty Development Programmes will be on 20/02/2021 at 1.30 pm - "Novel Statistical Applications", Organiser IQAC & Dept. of Maths. If not having invigilation staff can come to college at 1 pm.



r. vijayalakshmi
Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamilnadu.



MINUTES OF ACADEMIC STAFF COUNCIL MEET
WITH PRINCIPAL

Date - 04/06/2021
Time - 2.30 pm
Mode - Online (Google Meet)
Members Present - Principal, Vice Principals,
Deans, HOD'S, COE.

Discussion


- * Principal madam asked about staff affected by COVID and status of recovery.
- * Online classes starts for this academic year from June 14th 2021, onwards, To be informed to students.
- * Feed back given to TD office.
- * A committee to be framed to monitor online classes. (Confidential team).
- * To be discussed with Secretary Sir and President Sir about online admission process, online fees payment, joining of newly recruited faculty. Will be discussed on monday.
- * For admission "Help desk" to be formulated.
- * Monday onwards attend FDP as per schedule. If relevant faculty can attend other department topic also. (As Interdepartmental)
- * Collect details (Bank account number, IFSC) from FDP resource person and submit to IQAC. (to be mailed)
- * Initially for online classes follow timings as
I hour → 10-11 am
II hour → 12-1 pm
III hour → 2-3 pm
Then later after a review, timing can be changed.
- * Tirupvasundari Award - Nomination list already submitted to madam. Monday madam will check and discuss.



CRITERION VI

STAFF COUNCIL MEETING

* Asked about status of Annual report ,
magazine , calendar from faculty incharges .
* Professional skills course (UG - Semester V) -
assessment and question paper pattern to
be discussed .



V. Vignesh
Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018.
Tamilnadu.



STAFF COUNCIL MEETING 2019-2020

MINUTES OF GENERAL STAFF MEETING
WITH COLLEGE GOVERNING COUNCIL MEMBERS

Date : 17.06.2019
Day : Monday
Time : 11.30 a.m.
Venue : KRT Hall
Members Present : President and Secretary - College Governing Council, Principal, Vice-Principals, Head of the Departments, Teaching faculty.

Agenda

- * Fresher's day
- * Introduction of newly recruited teaching faculty
- * Class room conduct
- * Publication in journals
- * Salary revision
- * Dress code.

Discussion

- * By Principal Madam
- * College Fresher's day will be on June 20th, 2019.
- * Newly recruited teaching faculty are asked to introduce by themselves.
- * Staff should act as role model for students. Classes should be handled as per scheduled procedure.
- * Class rooms should be arranged properly.
- * Faculty should publish in Scopus or web of science indexed journals. Minimum two publication per year is must.



CRITERION VI


STAFF COUNCIL MEETING


* By Secretary Sir

- * Announced positions such as
 - Dean of Science - Dr. H. Abirami
 - Dean of Arts - Dr. N. Sarithri
 - Dean of Alumni Relations - Dr. G. Karaga
- * Salary revision is done based on three categories
 - With Ph.D
 - With NET/SET
 - To be qualified
- * For health allowance Rs. 500
- * For Transport allowance Rs. 500
- * 3% increase in basic pay.
- * For qualified Rs. 1500 and For to be qualified Rs. 500.
- * Ph.D - Rs 2500 and NET/SET - Rs. 500/-
- * In total the increase will be for
 - Ph. D - Rs. 5000
 - NET/SET - Rs. 3000
 - To be qualified - Rs. 500
- * Faculty should be qualified as per university norms.
- * Dress code relaxed. Allowed to wear decent, elegant and good looking dress.

* By President Sir

- * Pay slip will be given for July month.
- * Regarding class room grievances, asked to represent to Dr. Baby Shatila.
- * Class rooms are provided as per requirement.





Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018.
Tamilnadu.



MINUTES OF ACADEMIC STAFF COUNCIL
MEET WITH COLLEGE GOVERNING COUNCIL
MEMBERS


Date - 18.06.2019
Day - Tuesday
Time - 12.30 pm
Venue - Principal's Chamber
Members Present - President and Treasurer - College Governing Council, Principal, Academic Staff Council Members.


Agenda

- * Position based allowance
- * Autonomous syllabus
- * Name list for College Union Election

Discussion

- * By President Sir
- * Position based allowance for
 - Principal - Rs. 5000
 - Vice Principal - Rs. 3000
 - Controller of Examinations - Rs. 4000
 - Deputy Controller of Examinations - Rs. 2000
 - Deans - Rs. 2000
 - Head of the Department - Rs. 1000
- * Pay slip will be given for July Month
- * First year autonomous syllabus to be given for department faculty, get signature from staff as acknowledgement.
- * Time to be spent with students, interact about college regulations, concept of autonomy, internal marks, attendance, etc.


Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamilnadu.





CRITERION VI

STAFF COUNCIL MEETING

- * Instructions to be given to students carefully.
- * Students to be encouraged
- * For UG, Tamil and English books will be given at free of cost.
- * Deans should have continuous link and interaction with departments, Board of Studies and Academic Council meetings
- * Advertisement will be given for departmental faculty vacancy positions.

- * By Principal Madam
- * Copy of first year autonomous syllabus to be given to all staff in the department.
- * June 20th, 2019 classes will be suspended for II and III years.
- * Name list to be submitted for College Union Election. Three students from III year and two from II year, department wise to be submitted. Suggest eligible students.
- * Value education and Environmental Studies syllabus and question paper pattern to be finalised.
- * Submit three copies of syllabus for autonomous with Board of Studies recommendations.



16

**MINUTES OF ACADEMIC STAFF COUNCIL
MEET WITH PRINCIPAL**

Date - 08.02.2020
Day - Saturday
Time - 1.00 pm
Venue - Principal's Chamber
Members Present - Principal and Other Academic Staff Council Members

AGENDA

- * NAAC Seminar
- * ISO audit
- * College Day
- * Last working Day
- * Best outgoing student
- * Sports Day
- * Wings Valediction
- * College timings
- * Model exam

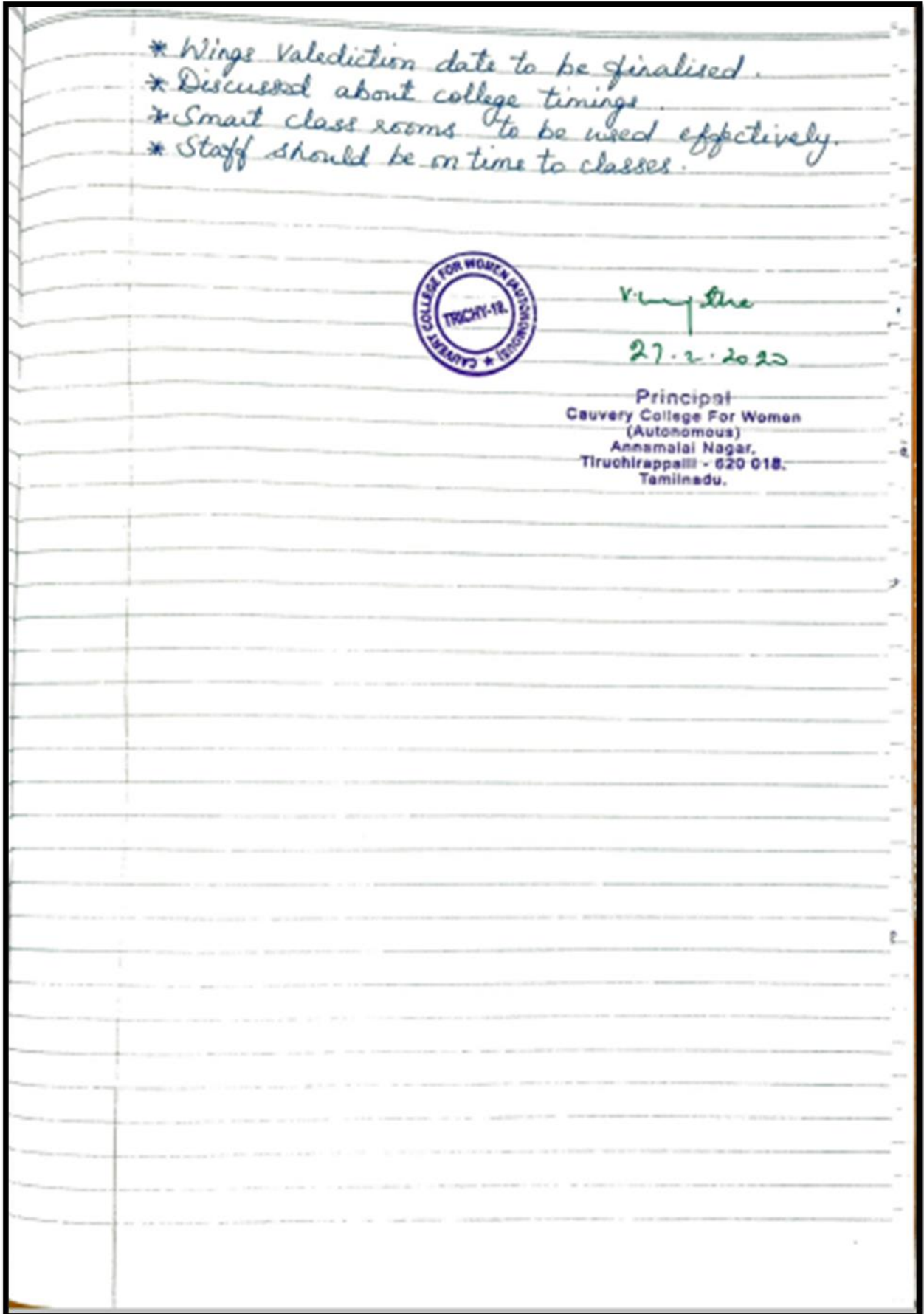
DISCUSSION

- * NAAC Seminar will be on 17 & 18th of Feb. 2020.
- * I and II stage of ISO dates finalised (March 17 & 18), (March 31 & Apr. 1), 2020.
- * College Day will be on Apr. 4th, 2020.
- * Last working day of this semester will be April 9th, 2020.
- * Hall ticket issue will be on Apr. 18th 2020, For PG students (Autonomous Stream) April 9th 2020.
- * For Best outgoing student, Academic Toppers semester wise percentage details to be submitted. The students consistent percentage, without arrear to be considered.
- * Sports day will be on 14th Feb, 2020.
- * Feb 15th, 2020 will be a working day (Half day)



CRITERION VI

STAFF COUNCIL MEETING






MINUTES OF GENERAL STAFF MEETING
WITH PRINCIPAL THROUGH ONLINE (Google Meet)

Date - 13.05.2020
Time - 11.30 am

DISCUSSION

- * Feedback collected about FDP.
- * Discussed about syllabus completion.
- * During endsemester exams, considering social distancing, no students per exam hall will be planned as seating arrangement.
- * From June 15, 2020 onwards online classes to be planned for next semester by using online modes Google class and Moodle.
- * Sanitizer preparation activity is the responsibility of department of Chemistry.



Wing the
13.5.2020

Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamilnadu.




MINUTES OF ACADEMIC STAFF COUNCIL MEET WITH PRINCIPAL

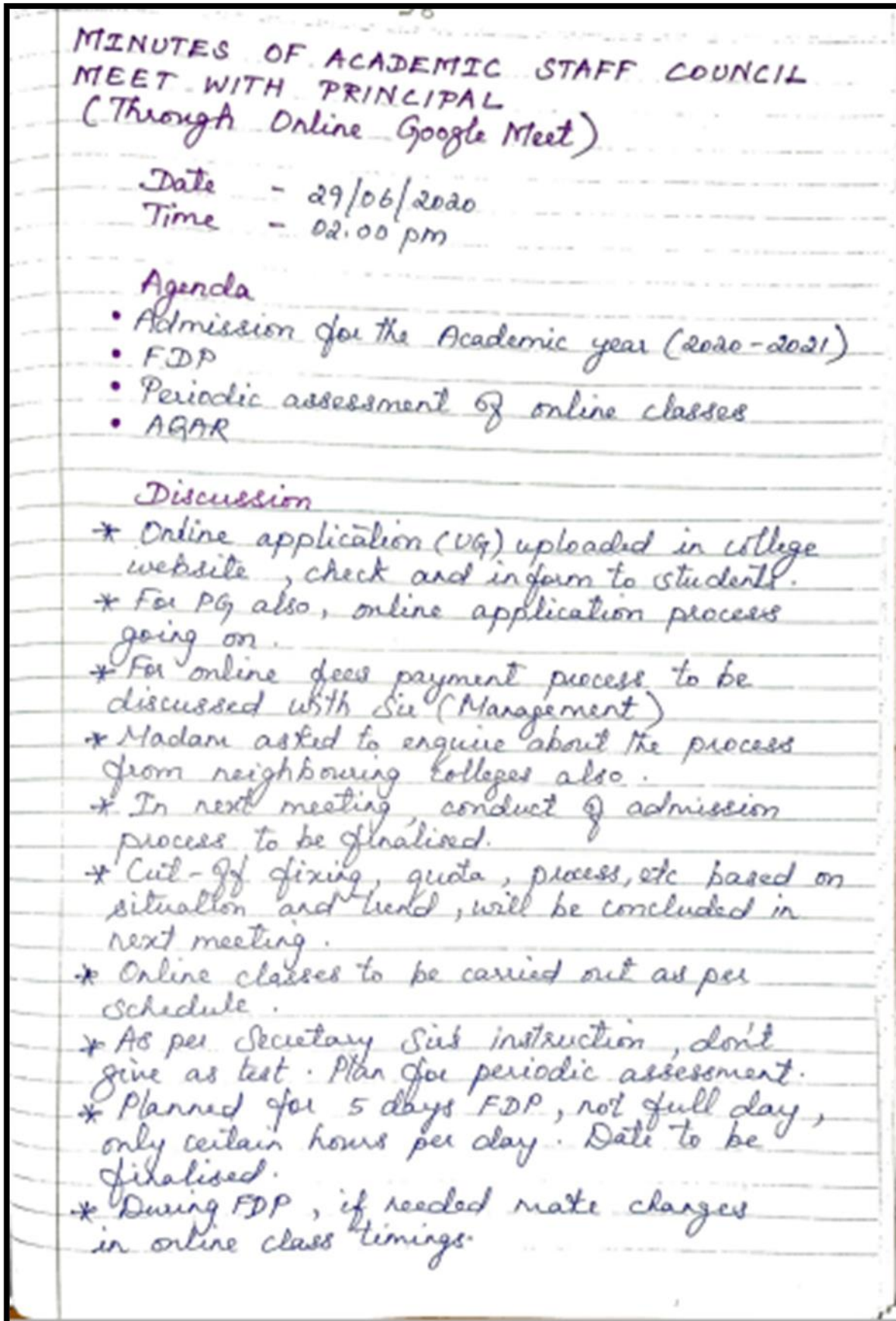
Date - 29.05.2020
Time - 10.30 am
Venue - Trust Meeting Hall
Members Present - Principal and Academic Staff Council Members.

DISCUSSION

- * June 15, 2020 will be Academic Council Meet through online.
- * Discussed about SWAYAM online courses
- * BOS minutes to be mailed.
- * For II & III year planning to start online classes for the next semester from June 15, 2020 onwards.
- * Received resumes, to be consolidated department wise for recruitment purpose.
- * In future because of online education system, mobile may be permitted for students.
- * Plan for all non-statutory committee meetings.
- * Staff should actively involve in all departmental activities.
- * Autonomous - End semester - Internal marks to be uploaded on 24, June, 2020.
- * AQAR data to be submitted.
- * Prepare timetable for online classes for next semester to be planned from June 15, 2020 onwards.



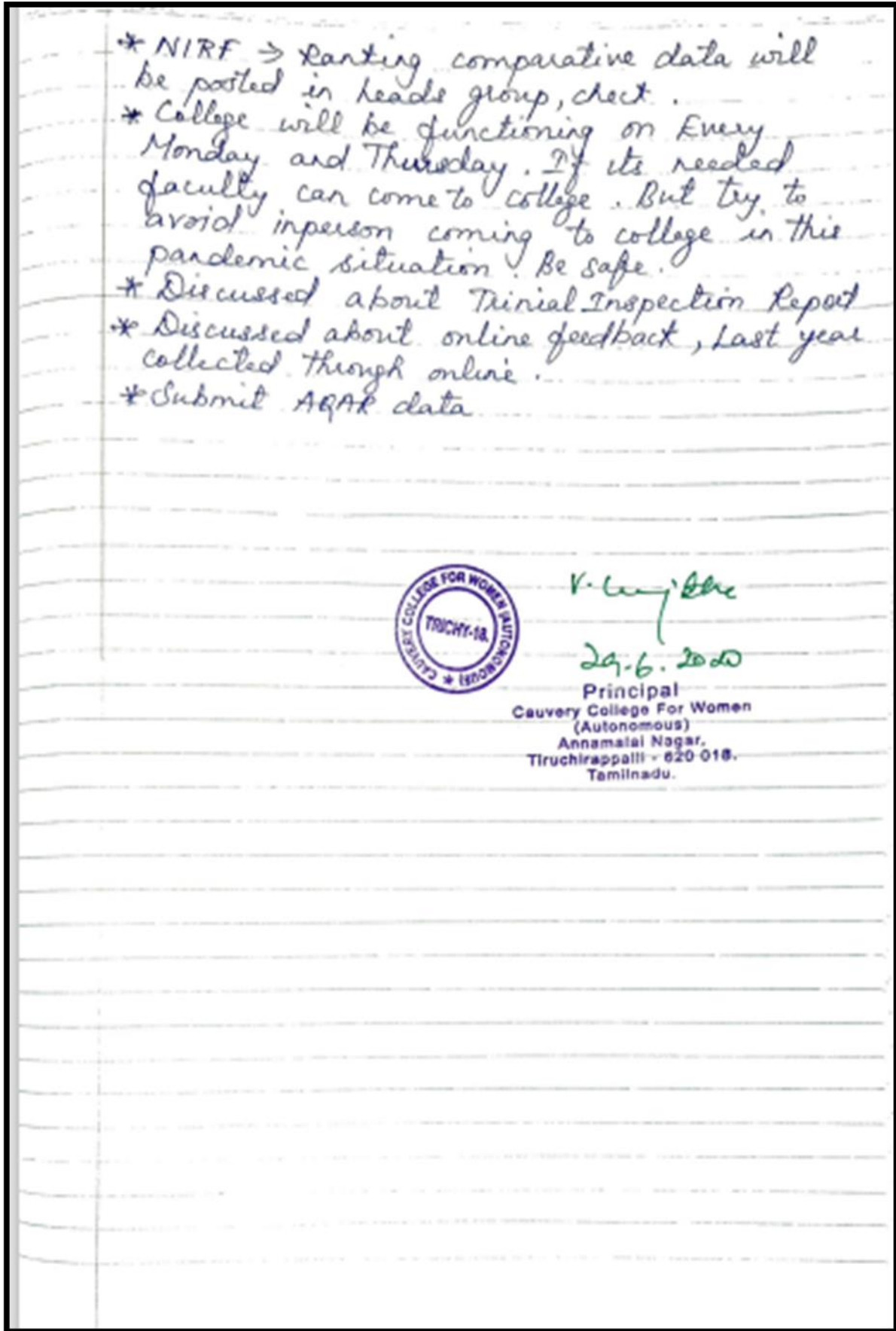
V. Vijayalakshmi
29.5.2020
Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamilnadu.





CRITERION VI

STAFF COUNCIL MEETING





MINUTES OF ACADEMIC STAFF COUNCIL
MEET WITH PRINCIPAL
(Through Online Google Meet)

Date - 31/07/2020
Time - 2 pm

Agenda

- Online classes
- Google attendance

Discussion

- * Online classes are compulsory, online class absentees list to be submitted with reason for absent.
- * From 18th August onwards, classes to be started for 1 year through online mode.
- * On 3/8/2020, meeting held for HOD's with Principal and College Governing Council Members.
- * For online classes, Google attendance should be submitted, records should be maintained properly.
- * At present, no faculty recruitment.
- * Concentrate on online classes, for one month dont organize any webinars.
- * Apply for DBT projects.



Principal

31-7-2020

Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamilnadu.