

**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.

Departmental Minutes

Departmental discussions serve as a great way to align everyone within the department, ensuring everyone is on the same page regarding goals, plans, and collaborations. Discussing semester objectives, departmental plans, Memorandums of Understanding, internships, and other activities can help foster transparency, collaboration, and a sense of shared purpose among department members. It's essential for effective communication and coordination within an academic institution.

| Departmental Minutes | Files |
|-----------------------------|----------------------------|
| 2023 - 2024 | CLICK HERE |
| 2022 - 2023 | CLICK HERE |
| 2021 - 2022 | CLICK HERE |
| 2020 - 2021 | CLICK HERE |
| 2019 - 2020 | CLICK HERE |



CRITERION VI

DEPARTMENTAL MINUTES

DEPARTMENTAL MINUTES 2023 - 2024

29 June
Wednesday
24/07/2023

① Govt of Manipal, AP. (Model)

② Medi claim - (Dept) (Co-Staff)
HOD - Collect receipts

③ Auditor inside means Give the list today itself.

④ Hands on programming (going on)
To improve (Consultancy) - Gayathri
Scopus work of science

⑤ Book chapter publication (Concentrate)

⑥ Policy formulation (fund mobilization)
(Gri-6)

30 June
Thursday
Intercollegiate Competition Dept

① one lakh for dept. (Consultancy) (To be planned)

② Send the problematic students to
Counselling Centre (Methilda man)

③ Identify poor students for scholarship.

④ CIA I - 21st Aug.
AP due - 2nd Aug
None Table - 27th July.
July 28th criteria doubts (To be cleared by person)
Club amount (same)

? (Professional Skills SP) - Jayasri

JUN 2023



CRITERION VI

DEPARTMENTAL MINUTES

Signature with Date 24/07/2023

Friday 01 182-183-27

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14. R.R.F.
24/07/23

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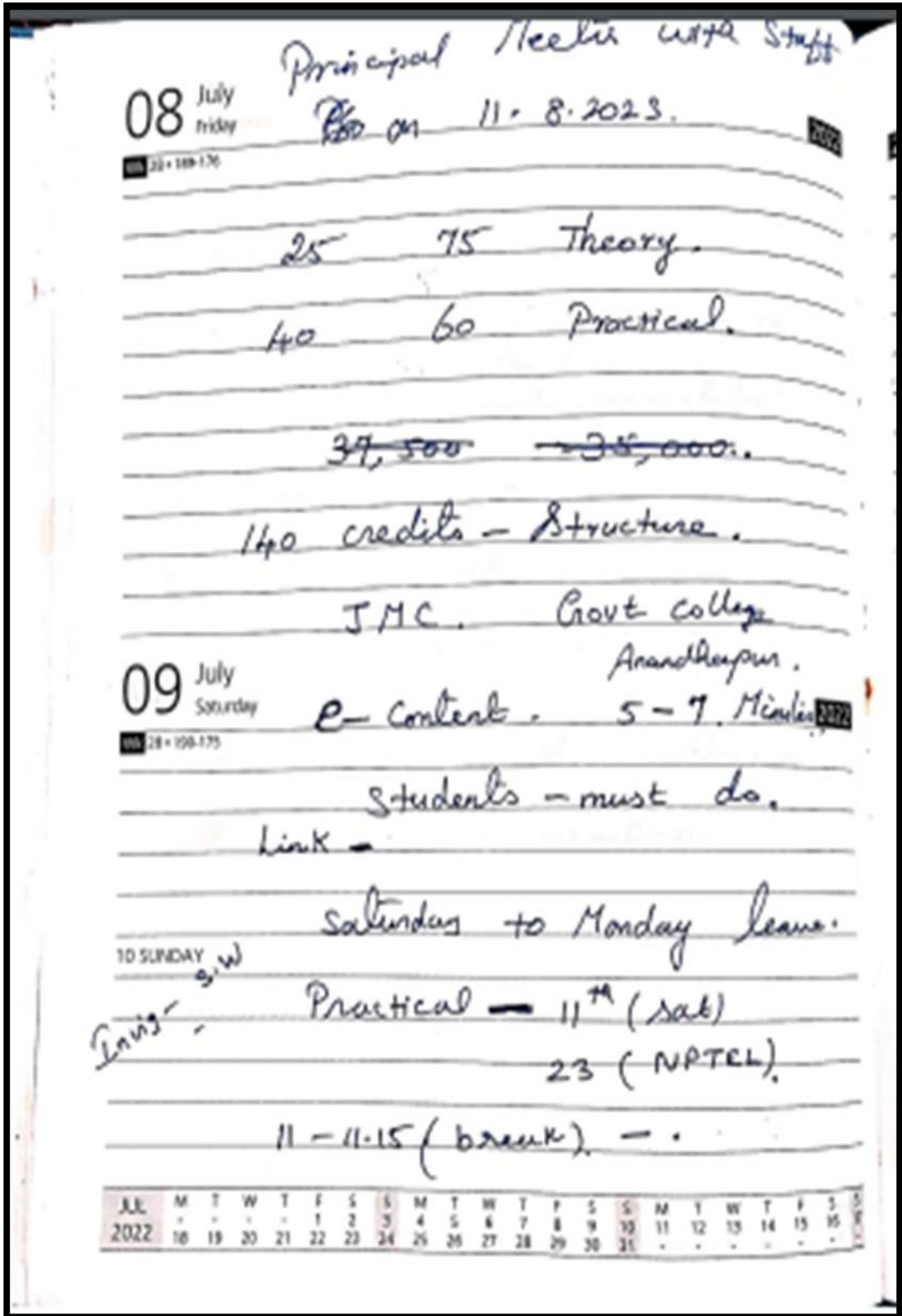
July 02
Saturday 183-182-27

03 SUNDAY



CRITERION VI

DEPARTMENTAL MINUTES





CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

NAAC Accreditation III Cycle : A Grade (CGPA 3.41 out of 4)

Tiruchirappalli - 620018, Tamil Nadu, India

NAAC - Cycle IV SSR

CRITERION VI

DEPARTMENTAL MINUTES

Signature with Date 11-08-2023

July 11
Monday

193-172-29

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July 12
Tuesday

193-172-29

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| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | - | - | - | - | - | - | - | - | - | - | - |



DEPARTMENTAL MINUTES 2022 – 2023

PG AND RESEARCH DEPARTMENT OF MATHEMATICS

Principal's meeting
with All the Staff members.
on 9/8/2022.

February 21
Monday
053/313-09 WK

1) Dept Curriculum Manual
(PSE, Krishnammal).
Model - Dean of Science.

2) Foreign languages - Dept. of Eng
& Tam.

3) Syllabus revision is
Compulsory - Min 20%.
(Every year).

February 22
Tuesday
053/312-09 WK

4) Empl. Entr & Skill devt.
Course & Programme - Capacity
building Progi.

5) One MOU - Before Aug 30th.
Internship or Projects.

6) VAC - 35 restricted



CRITERION VI

DEPARTMENTAL MINUTES

04 March
Friday

H.O.D.'s Meeting

2022

VVA 10-063/302

With Principal's on 19/8/2022.

End Semester

Nov - 7th - II + III year.

Nov - 14th - I year.

Teachers' day - Lunch.

~~October~~ - 14th to 21st I

Academic bodies - ?

September - 24th Onwards.

(Practical to 30th II III I year)

05 March
Saturday

VVA 10-064/301

October - 1st to 6th leave.

CIA II - 12th October to

22 October.

Saturday Afternoon class.

Lunch - CIA I.

06 SUNDAY

Within 10 days Result. (Dec 5th)

Morning - End Semester.

Tomorrow No Value Added Course

| | | | | | | | | | | | | | | | | | | | | | |
|------|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| MAR | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| 2022 | - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |



CRITERION VI

DEPARTMENTAL MINUTES

2022 Birthday Contribution - Leo club. March Monday 07
 066/299 • 11

Check the Dean & Co-ordinator list.

National Seminar - International seminar.
 Fees - Reg - Contact Principal
 - VA Course
 Training Program - Mgt / - claim

Value Added Course / - Dates.
 Sep - 3
 - 10
 - 17
 Oct - 1
 - 8

2022 Eng dept. March 08
 Tuesday
 067/298 • 11

Hindu - 75% - certificate
 Nov - 28th Re-opening - ~~not~~ valid - Even sem

Nov 19th Onwards internship commencing

Table - Tough paper - Inform to Coe.

Nov 22 - Last Exam - End sem

Students Mobile - Not allowed.
 Don't give Notes through off line

APR M T W T F S S M T W T F S S



CRITERION VI

DEPARTMENTAL MINUTES

28 March
Monday
WK 14 • 087/27B

Signature with date.

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29 March
Tuesday
WK 14 • 088/277

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| MAR | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F |
| 2022 | - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |



CRITERION VI

DEPARTMENTAL MINUTES

20 April
Wednesday

Principal's meeting with
H.O.D s on 2-02-2023.

As per
CIA - I Feb - 15th to 24th
Feb 11th Sports day.
March - 18 Hostel day.
Practical - 10th March - 24th Mar

21 April
Thursday

Feb 15th - Last date
for Examination fees.

Appln form - 24th Feb
Feb 23rd G.B Meeting
Submit Practical Exam Feb 27
Time table
CIA - II 27th March to Apr 3
Apr 5th Last working day

| | | | | | | | | | | | | | | | | | | | |
|------|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|
| APR | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | F | S |
| 2022 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 |



CRITERION VI

DEPARTMENTAL MINUTES

2022 End Semester ¹⁹ April - 27th April ^{113/253 • 17} WK
 April Friday 22

FN - I & II UG
 AN III I II PG
 ↓ UG

18th March - No Exam due to Practical.

22nd April - Ramzan - No Exam.

May 18th - End Semester Results.

2022 IS any discrepancy in Colley to be get. ^{113/252 • 17} WK
 April Saturday 23

Sign from the COE.

Internship - Viva-Voce.

Final Marks to be Submitted to COE.

II PG Viva First Week of April.

Academic Audit - After Practical Examination.

MAY M T W T F S S M T W T F S S M T W T F S S



25 April
Monday
Wk 18-115/250

College day Report
- Feb 25th

Format to be given by the
office or follow Magazine format

Resource Person -
BOS Members -
[No - Chief Guest] -

Feed back to be collected
from Q-P seller &
Valuation Practical
Examiners.
Association Meeting

Dept Minimum 10 feed back
Alumnae - 25.

Mentor Mentee - Action taken.

Seed money allocation
Rs. 20,000/-

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|------|---|---|---|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|
| APR | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| 2022 | - | - | - | - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |



CRITERION VI

DEPARTMENTAL MINUTES

April 27
Wednesday

From Feb 13th Onwards
President Sir will meet the
criterion-incharges. Per day
3 criterion.

All Science faculties Apply
for fellowship.

Guidance - ~~fix~~
Staff must Publish
More Articles - Rs. 3000/-
Book Chapters.

April 28
Thursday

Citation - Prayathri (Contact),
Related works.

Book review - New arrivals.
Books to be increased.

Usage of Dept Laptop (Students)
to be recorded.

IGNOU - NEP

Staff must Compulsory - NPTEL.

| | | | | | | | | | | | | | | | | | | | | |
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| MAY 2022 | M | T | W | T | F | S | S | M | W | T | F | S | S | M | T | W | T | F | S | S |
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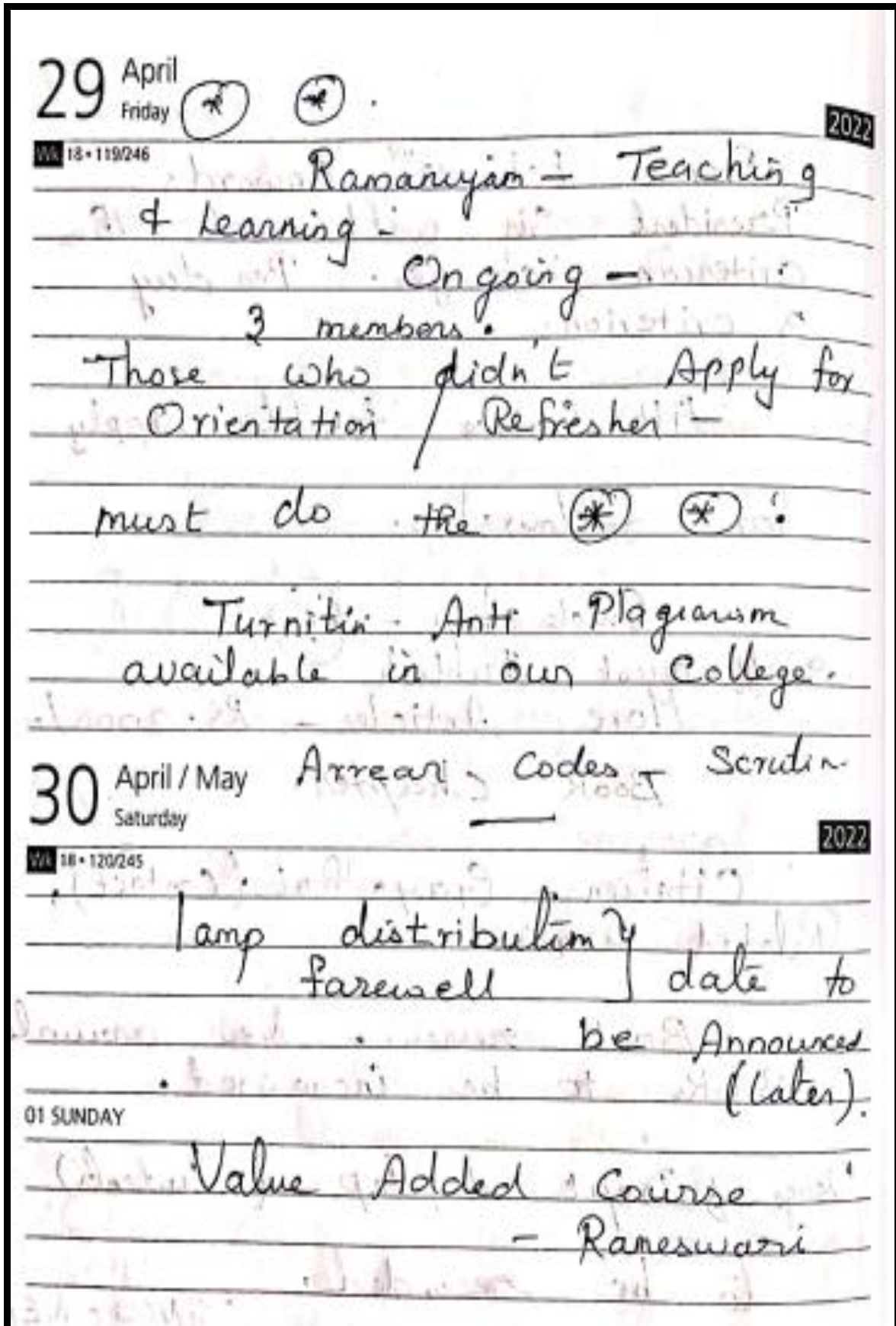
Contact Prayathri.

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CRITERION VI

DEPARTMENTAL MINUTES





CRITERION VI

DEPARTMENTAL MINUTES

2022
 Signature with dates (2/02/2023)
 Monday 02
 122/243 • 19

2) [Signature] 12) [Signature]
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2022
 Tuesday 03
 123/242 • 19

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 2/02/2023
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CRITERION VI

DEPARTMENTAL MINUTES

DEPARTMENT OF COMPUTER SCIENCE

HoD meet @ 12:30pm on 12/07/2022
venue: Ramaswami Nallusamy hall

- * 2019-2022 batch students: sixth sem move sheets going to be handed over to us. Faculty incharges are requested to cross check marks, credits, etc.
- * Rs.100/- for Comphaven club and Rs.100/- for student unions can be collected from students & hand over it to NA & VK-mam
- * Faculty can avail lunch from Hostel with prior intimation @ Rs.40/- or Rs.50/-
- * Faculty Advisors are requested to identify Real poor ^{and needy} students who are in need of lunch. Leo club will provide lunch for them. (K2 room, Handover the name list to Keenan)
- * 6 to 7 Research proposals are expected for seed money grant. (DR, KP, SU, KS, RRJ, R)
- * CIA I will be scheduled as per college calendar.
I year incharges - try to complete 1/2 units.

- * 2 MOU to be signed for this year. (DR)
- * If any requirement/grievance regarding classrooms, kindly inform me (NG)

| | |
|----------|---------|
| VSJP - ✓ | NA - ✓ |
| NG - ✓ | GS - ✓ |
| ICP - ✓ | RR - ✓ |
| AST - ✓ | PTS - ✓ |
| DR - ✓ | |
| ISR - ✓ | |
| SU - ✓ | |
| PML - ✓ | |
| ICS - ✓ | |
| RRJ - ✓ | |
| VK - ✓ | |
| RS - ✓ | |
| SS - ✓ | |



CRITERION VI

DEPARTMENTAL MINUTES

HOD meet @ 11 am on 19/10/22

venue: Principal's room
Mkln

* End Sem Examinations, Theory - scheduled from 7th Nov to 23rd Nov 2022 for 2nd UG, 1st UG & PG students.

from 14th Nov for 2nd UG students.

* End sem Examinations - Practical - scheduled from 24th Sep to 30th Sep for all students.

* CIA 1 exam will be conducted as per college calendar for 2nd, 1st UG & PG students.

* CIA 2 exam will be conducted from 27th Oct for 2nd UG students.

* No classes on tomorrow 20/10/22 for value added courses (Since writing their CIA 2 exam)

* If there is any revision in course fee of our dept' value added courses, the same to be informed to Dr. Rameshwarini, Head, Dept. of Biotechnology.

* Faculty should not use mobile phones during Exam invigilation (CIA 2, end sem).

* 2nd PG students should go for their Internship from Nov 20th onwards.

* We should not ^{send} any material, question bank through mobile phone to our students. Mobile phones going to be prohibited at college camp.

* Dept. should organize one national/international level workshop/seminar/conference.

* Need to publish articles, attend training, get membership in Academic bodies.

* For mid day meal, already 13 students get benefit. Now 2 more students added.

* Motivate ^{2nd UG} 1st UG students to use SSEP (The online course) through govt form link. If 50% of our students joined, we will get concession upto Rs.499/- (instead Rs.750/-).



CRITERION VI

DEPARTMENTAL MINUTES





CRITERION VI

DEPARTMENTAL MINUTES

HOD meet on 27/09/2022 @ 11 am.

Venue: Madam's Cabin.

* Bonus will be credited today.

* HOD should take care of 2 year students who joined by late. If possible, we can give ^{individual} point-to-point guidance.

* We should conduct online classes for 2UG & 2PG on 5th October, 2022. (5 hours duration) and from 26th Oct - 3rd Nov, 2022 for 2UG students and from 26th to 29th Oct 2022 for 2PG. (Nearby localised students can come to college & clarify their doubts with faculty).

* Study holidays for 2UG - from 4th Nov onwards.

Faculty incharges should conduct test for * 2UG & 2PG students who joined after CIA I - & consider the marks for internal.

* Founder's day scheduled on 15th Oct 2022

* NList - e-resource to be accessed daily

* UG, PG Programme Structure - 2022-2023 to be get prior permission approval from respective Deans.

* Library Pooja celebration is on 30th of 2022.

* Domain mail id is ready for 2 year students. 2 year class incharges, kindly insist them to change their password & use it.



CRITERION VI

DEPARTMENTAL MINUTES

HOD meet on 12/1/2023 @ 11 am
Venue: Madam's Cabin

* All faculty are expected to publish two articles for this academic year, before May 2023.

* We should move towards NAAC, from June 2023 onwards.

* CIA 2 is scheduled from Feb 15 to Feb 22.

TimeTable & Question paper due is Jan 21.

Regulations duly list by Dept. of English.

Progress Report due - March 9, 2023

* Sports Day is scheduled on Feb 11, 2023.

* End Sem practical exam commences from March 10, 2023.

* 20% of value added courses to be converted as online courses.

HOD meet on 14/1/2023 @ 1 pm
Venue: Madam's Cabin.

* As per NAAC regulations, our student mastercards to be entered into Govt's Database. To enter the details of Autonomous batch students (2015 onwards), one faculty is required to enter & verify the detail.

* Criterion wise evaluation (SSR) points is changed from 30/100 30 marks & 70 marks into 45 marks & 55 marks.
(evaluation) (online uploaded document)

* UGC Care List publication (at least 2) mandatory for all faculty.

* No consultancy work including (Physics, Chemistry, microbiology, Fem & D, Biotechnology) equipments going to started from this month onwards.

Ms. Anitha from Dept. of Physics will act as nodal officer Technology Transfer officer for the above.



DEPARTMENT OF COMPUTER APPLICATIONS

HOD Meet at 2 pm on 06/09/2022

1. Class teachers strictly ask the fees defaulters to pay their semester fees within two days.
2. For the association activity, the day before the day of the activity, incharge should withdraw the amount from the bank @ club incharge.
3. Semester examination may begin for 2nd and 3rd year students may be at from the 7th-10th of November. for 1st year may be from 14th of November.
4. College may reopen on 23rd November onwards.
5. Valuation may start from 11th November.
6. For the 1st year students, the photo session for their ID cards is on 12th of September. So, ask the students to attend the class without fail. @ La & Vy

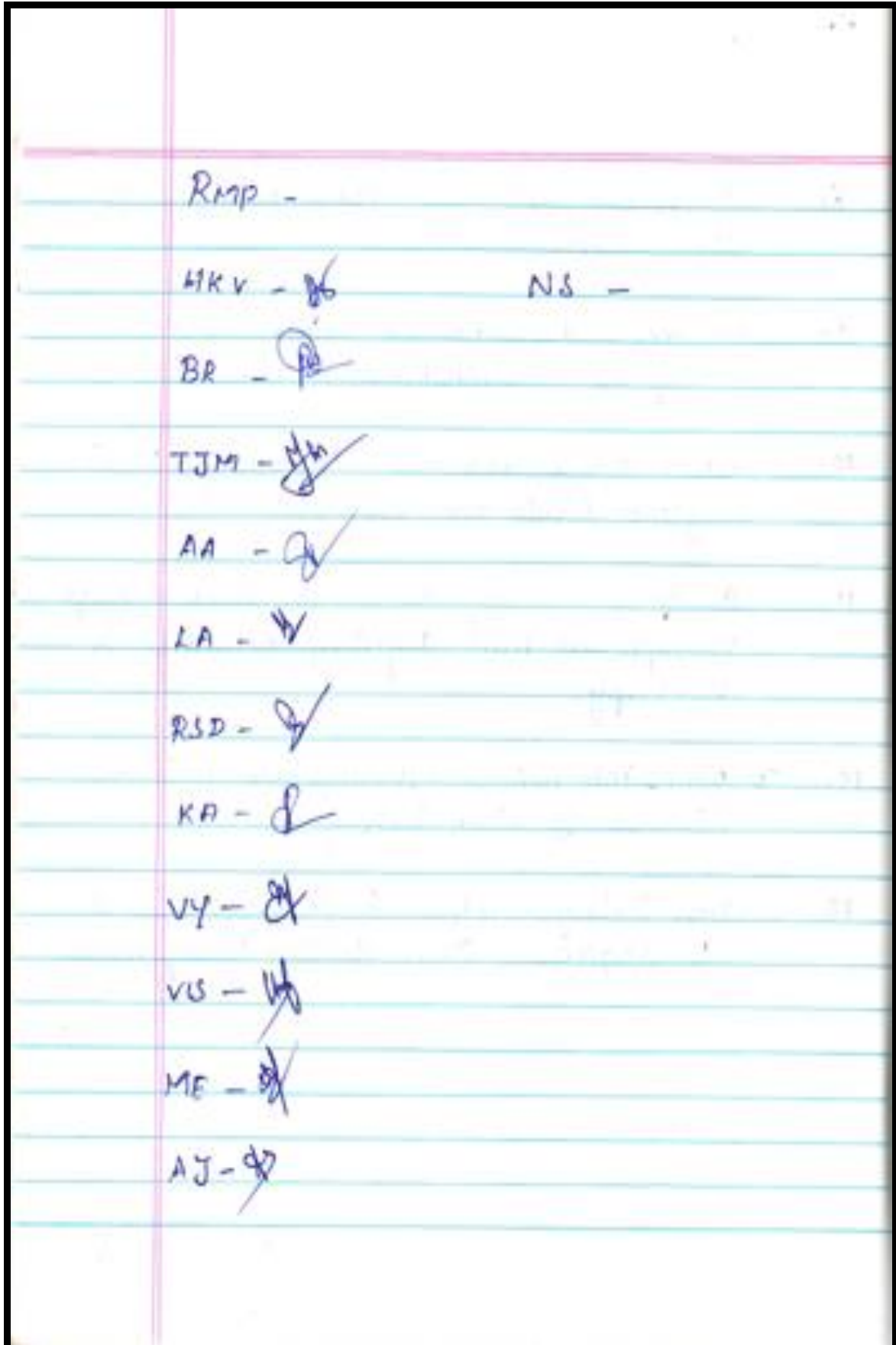


7. Don't collect money from the students unnecessarily.
mobile phones are strictly prohibited.
8. Don't allow the students unnecessarily during the class hours. The class incharge is responsible for the same.
9. 15th (or) 17th of November may be founder's day.
10. 8th of September parent- teachers meet.



CRITERION VI

DEPARTMENTAL MINUTES





100 Meet on 27/9/21 @ 1.30 pm.

1. All Dept must conduct International Conference.

Value added course (min. 3 in no) can pass in special BOS (ie certificate course min. 30 hrs.)
Internship for - II yr.
project for - III yr in core.

Prepare a list - 3 members from other university for next BOS. Batch.

Class incharges kindly pass scholarships details to students & ST/minority/central Govt / - - - . If any information kindly contact Ms. Kalpana office. & posted in website also.

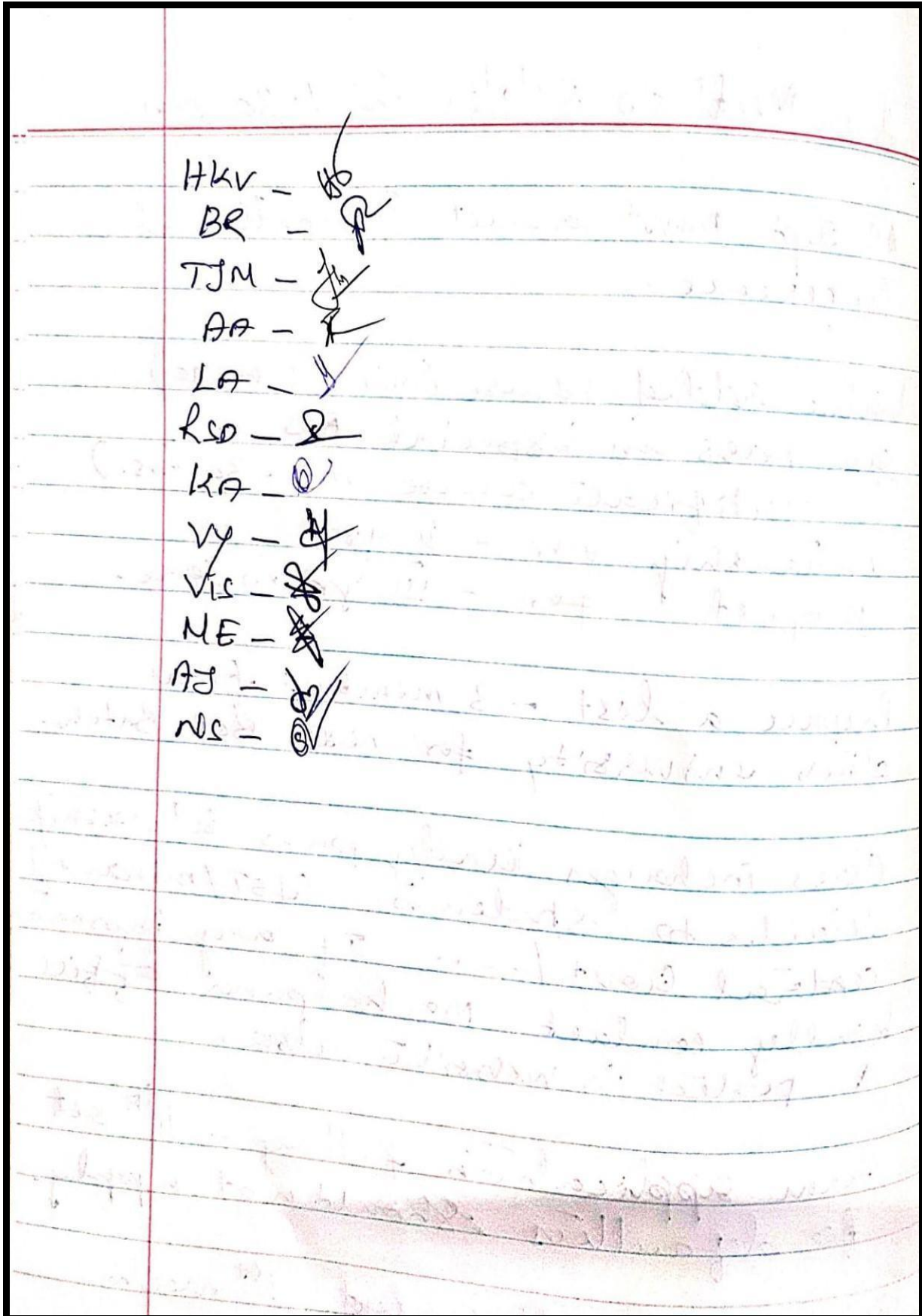
Exam application filling - 11th oct fee defaulters should not apply.

Unit list should conduct 1st week of oct.



CRITERION VI

DEPARTMENTAL MINUTES





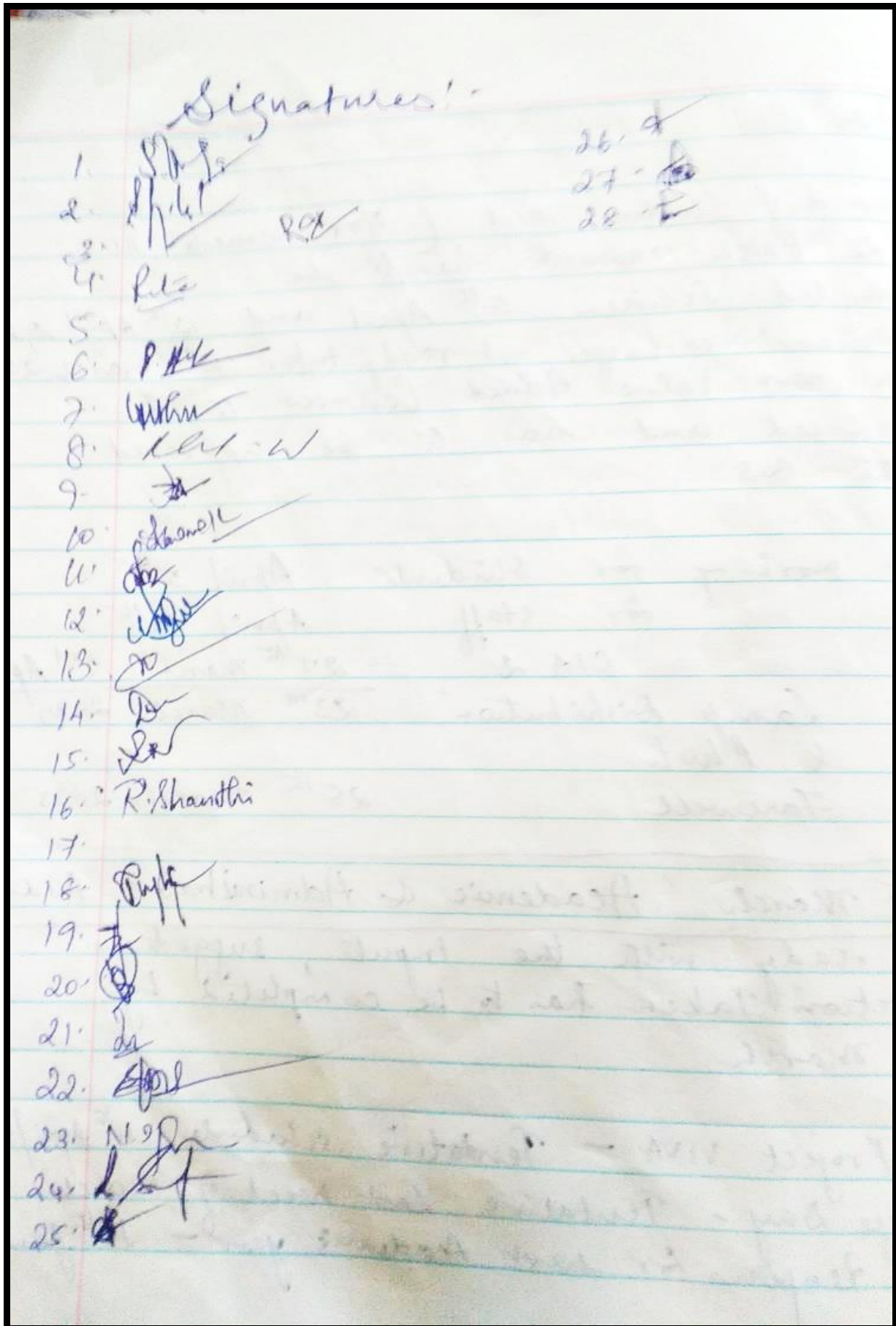
HOD's Minutes on meeting held on 1st Sept. 2023

- Chandrayan Mahotsav to be celebrated on 4th September 2023
- Application filling up procedure for the odd semester 2023-24 is on 4th September 2023.
- Teachers will be provided with lunch on 5-9-2023 in connection with the Teachers day celebration.
- Value added course to be conducted on 2-09-2023
- Parent-Teacher meet to be arranged on 16-09-2023
- Various Committee meeting with all the co-ordinators is scheduled on 9/9/23 by 10:00 A.M at Nallusamy Hall.



CRITERION VI

DEPARTMENTAL MINUTES





CRITERION VI

DEPARTMENTAL MINUTES

DEPARTMENTAL MINUTES 2021 - 2022

PG AND RESEARCH DEPARTMENT OF MATHEMATICS

EVEN

29 Monday • 10/3/2022 July '18

Admission Committee -
 April - 21 Appln Sale.
 get Feed back from I year. reg
 Appln form.
 Vidhya + Prasthi - Admission
 inchange - Programmar.
 End Semester Examinations.
 May 2 Apr 25
 May 4 26

College day - Hostel Students
 Prize Winners.
 No bus on College day.
 hyper link (live)

| | |
|-----------|----------|
| 1) ✓ | 11) ✓ |
| 2) ✓ | 12) ✓ |
| 3) ✓ | 13) ✓ |
| 4) ✓ | 14) ✓ |
| 5) ✓ | 15) P.M. |
| 6) ✓ | 16) ✓ |
| 7) ✓ | 17) ✓ |
| 8) ✓ | 18) ✓ |
| 9) ✓ | 19) PS |
| 10) P. Jc | 20) ✓ |
| | 21) ✓ |
| | 22) ✓ |

HOD MINUTES OF MEETING

ODD:

19 Wednesday • all H.O.D's June '19
 on 27/09/2021.

Principal Meeting with

- 1) Congratulation to Tamil Dept for International Conference - ICT - Professional
- 2) Plan for International Conference - Concentrate.
- 3) Value added Course - BOS - Passed - Special BOS to be planned - other than Curriculum 30 hrs - Less than 10 students is enough.

| | |
|-----------|----------|
| 1) ✓ | 11) ✓ |
| 2) ✓ | 12) ✓ |
| 3) ✓ | 13) ✓ |
| 4) ✓ | 14) ✓ |
| 5) ✓ | 15) P.M. |
| 6) ✓ | 16) ✓ |
| 7) ✓ | 17) ✓ |
| 8) ✓ | 18) ✓ |
| 9) ✓ | 19) PS |
| 10) P. Jc | 20) ✓ |
| | 21) ✓ |
| | 22) ✓ |



CRITERION VI

DEPARTMENTAL MINUTES

DEPARTMENT OF COMPUTER SCIENCE

HOD Minutes of Meeting

HOD Meeting on 16-2-2022 at 2:30 PM
(Rameshwari Nallusamy Hall)

- 1) End Semester exam is scheduled as per calendar (End date 30.04.2022). Study holiday starts from 10th April.
- 2) Practical Exams to be Completed
- 3) CIA2 planned from 30th March to 6th April
- 4) Cell phones not allowed during Exams
- 5) March 12th - Sports day
March 19 - Hostel day
March 23 - College day planned temporarily
- 6) Cultural on 26th, 28th of Feb and 6th, 7th, 8th of March
- 7) Feb 24 - Hair donation [Should wash hair]
- 8) Convocation - 9th April
- 9) General Proficiency to be collected and order books as usual

VSJP - ✓
NG - ✓
PR - ✓
ASJ - ✓
KP - ✓
DR - DR
KR - ✓
SU - ✓
PML - ✓
KS - ✓
RRJ - ✓
VK - ✓
RS - ✓
NA - ✓
SP - ✓
GS - ✓
RR - 244

HOD Meet on 01/10/2021 @ 10 am

1. On Board classes for I-VII students start on 18/10/2021
2. Portion Completion due for II & III UGUG students is on 12/10/2021
3. CIA-II exam portion - Unit IV & Unit V
4. Try to complete 2 units for I year before 12/10/2021. Also conduct Unit Test - I by then before 12/10/2021.
5. Exam application form is going to be filled on 11/10/2021.
6. I year students, those who are greater than 18 years old expected to produce Covid Vaccination certificate on 12/10/2021 and the others are expected to produce the RTPCR test result.

VSJP - ✓
NG - ✓
PR - ✓
ASJ - ✓
KP - ✓
DR - DR
KR - ✓
SU - ✓
PML - (PML)
KS - ✓
RRJ - ✓
VK - ✓
RS - ✓
NA - ✓
SP - ✓
GS - ✓
RR - 244



CRITERION VI

DEPARTMENTAL MINUTES

DEPARTMENT OF CHEMISTRY

| | |
|---|--|
| <p>22/8/21 at 1:30 PM</p> <ul style="list-style-type: none"> - Plan for II & III yr practical during next semester - Anti November 1 - First year online classes Sep 9th - SOP - Every floor with timings (clear) - Bus facility one month - First year end semester Examination December - November II & III year End semester Exam - Boiled Egg available in canteen - Full time Ph.D Scholars utilize A block II floor - Freshers day guest Mrs. Geetha Ramangan - Sep 24th 10'o clock teachers day celebration - 27th Council meeting with staff members - Seed Money for projects | <ol style="list-style-type: none"> 1 2 3 4. D. Thangavelu 5 6 7 8. CR 9 10 |
|---|--|

| | |
|--|--|
| <p>24/8/21 at 10:00 AM</p> <p>HOD's meeting minutes</p> <ul style="list-style-type: none"> - Graphical representation for ISO audit comment given by the auditor - Verify new format of IQAC - Creating photo - work for NAAC - Mr. Nalokandam - Secretary - Mr. Muthukrishnan - President - Mr. - Treasurer - New Team from Management - Skill, Internship, group project must be implemented for final year - Retain the best BOS members - For guest lectures 1 1/2 hrs - Rs 2000/- - IQAC FSP for Junior faculty members - Alumina support - Duration for online class 9-9:40, 10-10:40, 11-11:40, 12-12:40 & 1-1:40 from July 1st onwards. - MOU with university (ECE) - An publication include name of the member / university member as co-author | <ul style="list-style-type: none"> - Revision of the statutory committee, BOS members - Collect feedback from Stockholm - Revision of Autonomy manual - From 9th onwards II & III yr students should pay through Google - Add bus number in the list - Anti department should concentrate on publications. Two articles per year - Use department money for webinar - One department plan for International webinar - Newly recruited faculty can be joined by July 15th - Student president - Nimitha - Secretary - Rajavi - University nominee list must be given before July 5th - One day A&AE orientation for faculty members. <ol style="list-style-type: none"> 1 2 3 4 5 6 7 8 9 10 |
|--|--|



DEPARTMENTAL MINUTES 2020 – 2021

PG AND RESEARCH DEPARTMENT OF COMPUTER SCIENCE

H.O.D meeting on 09/12/2020 at 11:00 a.m.

1. Students having less than 40% will have to redo the course. Get a letter from the students asking permission to write the exam stating if any valid reason.
2. Fees for this semester can be paid online/person.
All PG - 14th Dec, B.Sc. CSC - Dec 17th
3. Triple Fiesta Dec 23.
4. Ask all the fee defaulters to pay before December 12th.
5. If students pay fee online, they have to mention their name, reg no, class, demitter name and a copy of the receipt to be mailed given by the office. Class in charges have to submit the fee payment details in the office everyday.
6. CAPSA will be paying fees this semester also.
7. AQAR online upload on 10/12/2020.
8. Class in charges will be called as faculty advisors.
9. Semester exam paper valuation will be carried out



CRITERION VI

DEPARTMENTAL MINUTES

by qualified faculty who are in the University panel

10. For paper valuation, mark entry, page and mark sheets will be given by the University/College.
11. Course wise paper uploaded status has to be submitted by the HOD to the CoE everyday (Google Classroom Status)
12. Faculty ~~is~~ have to submit front page of the probook while submitting their claim forms to the CoE.
13. Internals upcoming - 18th Dec Practicals
BSc Stage II marks in Netlab - Dec 16.
14. Can conduct II internal test for I PU from Dec 18 onwards

| | |
|---------|------------|
| VSTP - | PML - |
| NG | KS - |
| PR - | RRT - |
| AST - | VR - VR |
| KP - | RS - |
| DR - DR | SS - NA - |
| KR - | CS - |
| SU - | RR - |



HOD meet on 04.03.2021 @ 11.00 am.

* I & II year students study holidays start from 17th march 2021.

* III year hostel students can come to college on 16th. They will have regular classes from 17th to 24th march.

* one campus interview from vDart is arranged for our III years on 25th march.

* Management is going to provide a common lunch for III year students on 25th march.

* End semester ^{exam} application form is going to be filled on 15th march. Inform to your students.

* ^{Students} Hall Tickets will be issued on their respective exam halls.

* Insist the students to pay their term fee and exam fees on/or before 10th march. The fee defaulters could not attend their practical/theory end semester exams.



CRITERION VI

DEPARTMENTAL MINUTES

HOD meet on 11.03.2021 @ 2 pm

- * Fee defaulters ^{couldn't} won't fill Exam Application form. on 12.03.2021. Insist the students to pay within tomorrow.
- * Last working day for this semester - April 3.
- * College Reopen for the next academic year - June 14th.
- * Due date to ^{upload} fill theory Internal marks - April 2nd.
- * Valuation will begin from April 7th.
- * Library & Lab Stock checking will be scheduled on March, 2021.
- * ISO Internal Audit is scheduled on March 31st. External Audit is on June month.
- * COVID 19 spreading fastly. So, wearing mask is compulsory within campus.



HOD meeting on 3/3/2020 @ 2 pm.

- * NEXT academic year Admissions starts on April 24th.
Reopening - June 15th
Reopening for 1st year - June 18th.
- * Thiripurasundari Award details to be submitted to Ramalakshmi (VP) mam, before 6th.
- * Hereafter, Work diary to be get sign from Dean of Science, Mark Register from VSSJP mam (VP) -
Mentor-Mentee from VSSJP (VP) mam.
- * Progress Report due is 9th March
Women's day celebration is on 7th March.

| | | | |
|-------|---|-----|---|
| VSSJP | ✓ | RR3 | ✓ |
| NG | ✓ | VR | ✓ |
| PR | ✓ | RE | ✓ |
| AS3 | ✓ | SS | ✓ |
| RP | ✓ | NA | ✓ |
| DR | ✓ | GS | ✓ |
| KR | | RR | ✓ |
| MAS | ✓ | | |
| SU | ✓ | | |
| PML | ✓ | | |
| KS | ✓ | | |



PG AND RESEARCH DEPARTMENT OF MATHEMATICS

Principal's Meeting
 March '19 with H.O.D's on 17.11.2020. • Thursday 7
 Dec - 2.12.2020
 All PG re-opening -
 class will be regular -
 Social distance -
 PG Practicals to be Conducted
 For the Remaining 2 units Exam
 Internals to be planned for UG
 & PG. I + II + II PG.
 II Internal 24.11.2020 to 30.11.2020.
 Theory. December 14.12.2020 I UG
 II UG &
 I PG.
 end
 NOV - 23.11.2020 - dead line
 for syllabus completion.
 From 2.12.2020 - II PG.
 Practical. to be
 commenced.
 Virtual Practical (X)

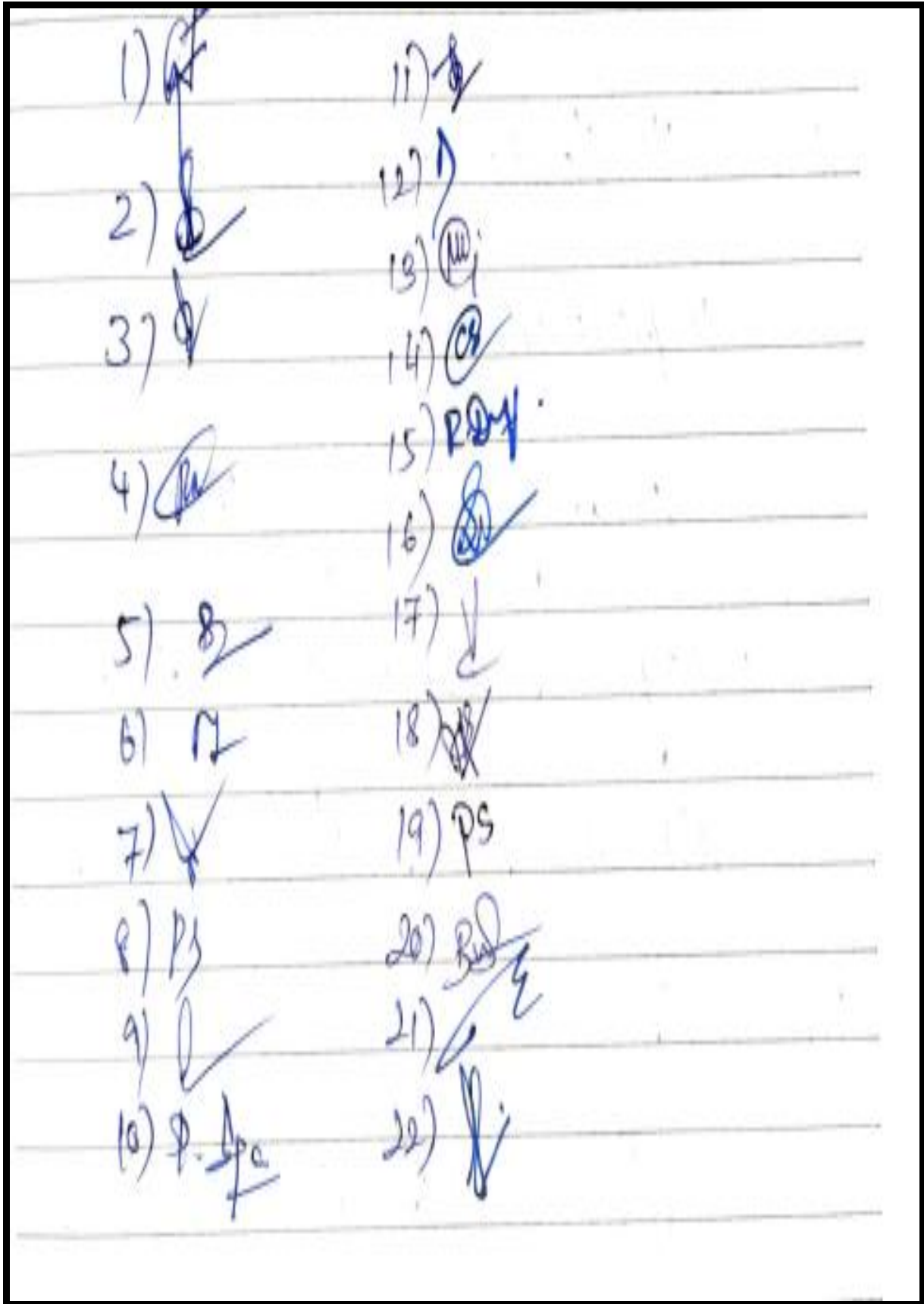
April 2019

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |



CRITERION VI

DEPARTMENTAL MINUTES





Meeting with Principal
March 19 on 2.12/2020. Tuesday 19
Wk 12
Univ/ B. Sc Maths - 14.12.2020
Aut/ Online or off line.
Pay the Exam fees
Without fail on 7.12.2020
Pass Post Size Photo -
Practical to be finished
7.12.2020 to 9.12.2020
7th afternoon onwards bus
available. Pay the fees on 10.12.2020.
Jan 2nd Even Semester.
Data Capturing < Arts
Science.
On line Class to be Submitted.
Model to be informed.
Upload only Autonomous Stream.
AU Arrear - online - MCG
Exam in off line -
Jan 1st Week.

April 2019
M T W T F S S
1 2 3 4 5 6 7



20 Wednesday *Subject related* March 19
 Wk 12 Area - Clarification
 for PG Students.
Internals for Autonomous
 UNIT Test - Best
 Assgn
 Sem
 CIA - I
 CIA - II
 Marks to be uploaded before
 5/12/2020.

NIRF - Sanctioned Intake.
 M.Sc Maths - I. Section
 Fast Track - Courses.
 Percentage to be defined.
 Nobody staff is to be send
 NIRF - Research oriented Staff. (X)

Course fees salary
with
Niveetha Crayathu
All over India

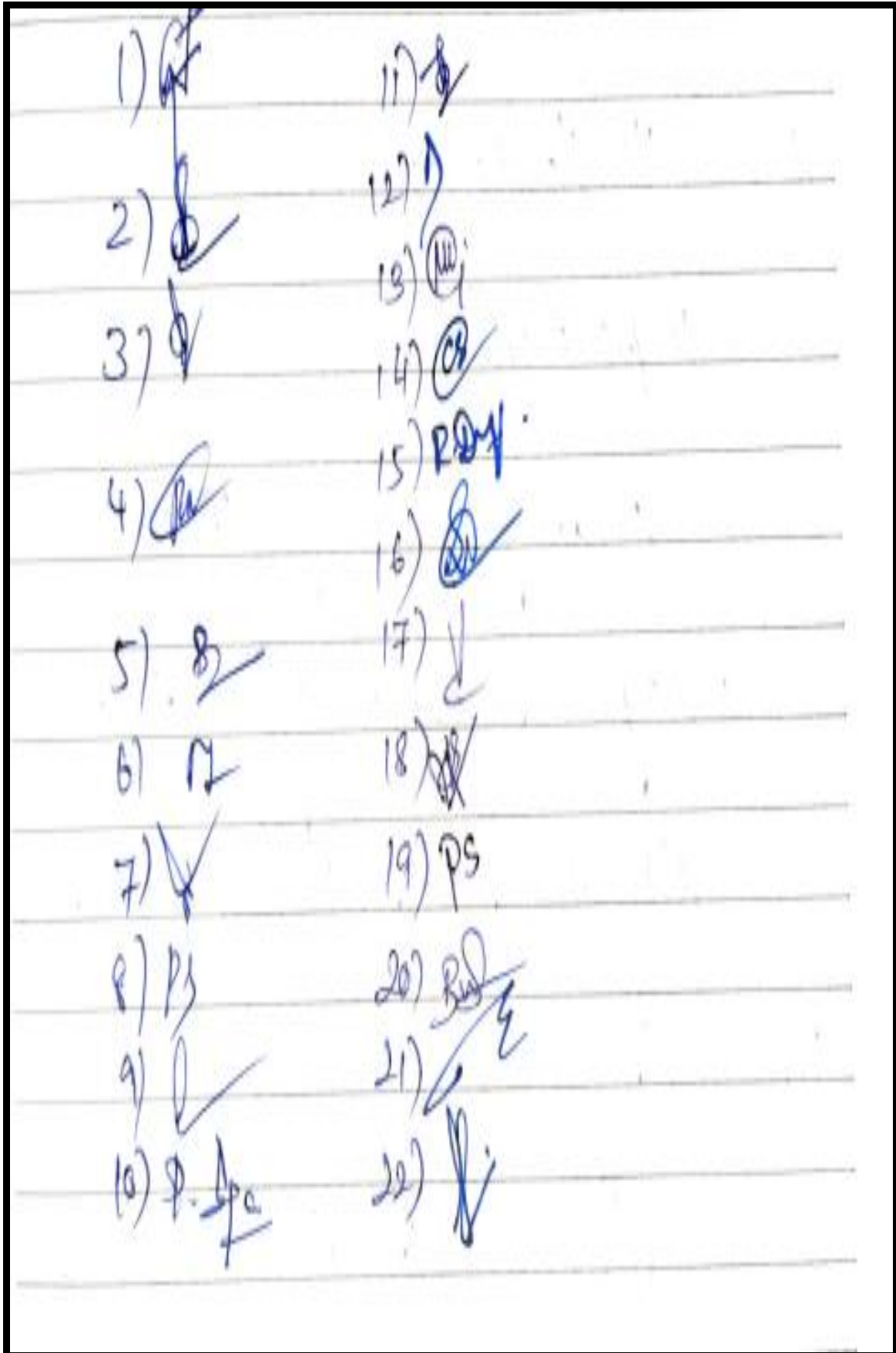
February 2019
 M T W T F S S
 1 2 3
 4 5 6 7 8 9 10
 11 12 13 14 15 16 17
 18 19 20 21 22 23 24
 25 26 27 28

People from industries is to be slowly implemented.



CRITERION VI

DEPARTMENTAL MINUTES





March '19

29 Friday
 Wk 13 Principals Meeting with
 H.O.D's on 17/12/2020.

1) Valuation
 Chair Min 40 & Max 50.

Autonomous Valuation
 Tomorrow Onwards.
 21st - II PG Over.

2nd Onwards - UG Valuation
 Start.

Autonomous Valuation
 paper submit to C₂.

Staff must Value the
 paper in B, Block only.

~~Not in the~~

Avoid - Dept.

HOD'S must take
 care of the internals.

| February 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| M | T | W | T | F | S | S |
| | | 1 | 2 | 3 | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | | | |



CRITERION VI

DEPARTMENTAL MINUTES

March 19 ~~20~~ ISO - lesson plan - Saturday 30
 print out - Only Days. Wk 13

ISO - Only print out -
 No written.

Fast track - Other Name.

23/12/2020 - Triple fiesta.

Fees - 26/12/2020

Online.

Sunday 31
 Wk 13

| | | |
|------------|-----------------------|-------|
| 1) M ✓ | 11) P. Apr | 21) ✓ |
| 2) ✓ | 12) @ | 22) ✓ |
| 3) B ✓ | 13) @ ✓ | |
| 4) P3 | 14) PV ✓ | |
| 5) P ✓ | 15) R. R. ✓ | |
| 6) @ ✓ | 16) ✓ | |
| 7) H ✓ | 17) ✓ | |
| 8) R. R. ✓ | 18) ✓ | |
| 9) ✓ | 19) ✓ | |
| 10) ✓ | 20) ✓ | |

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

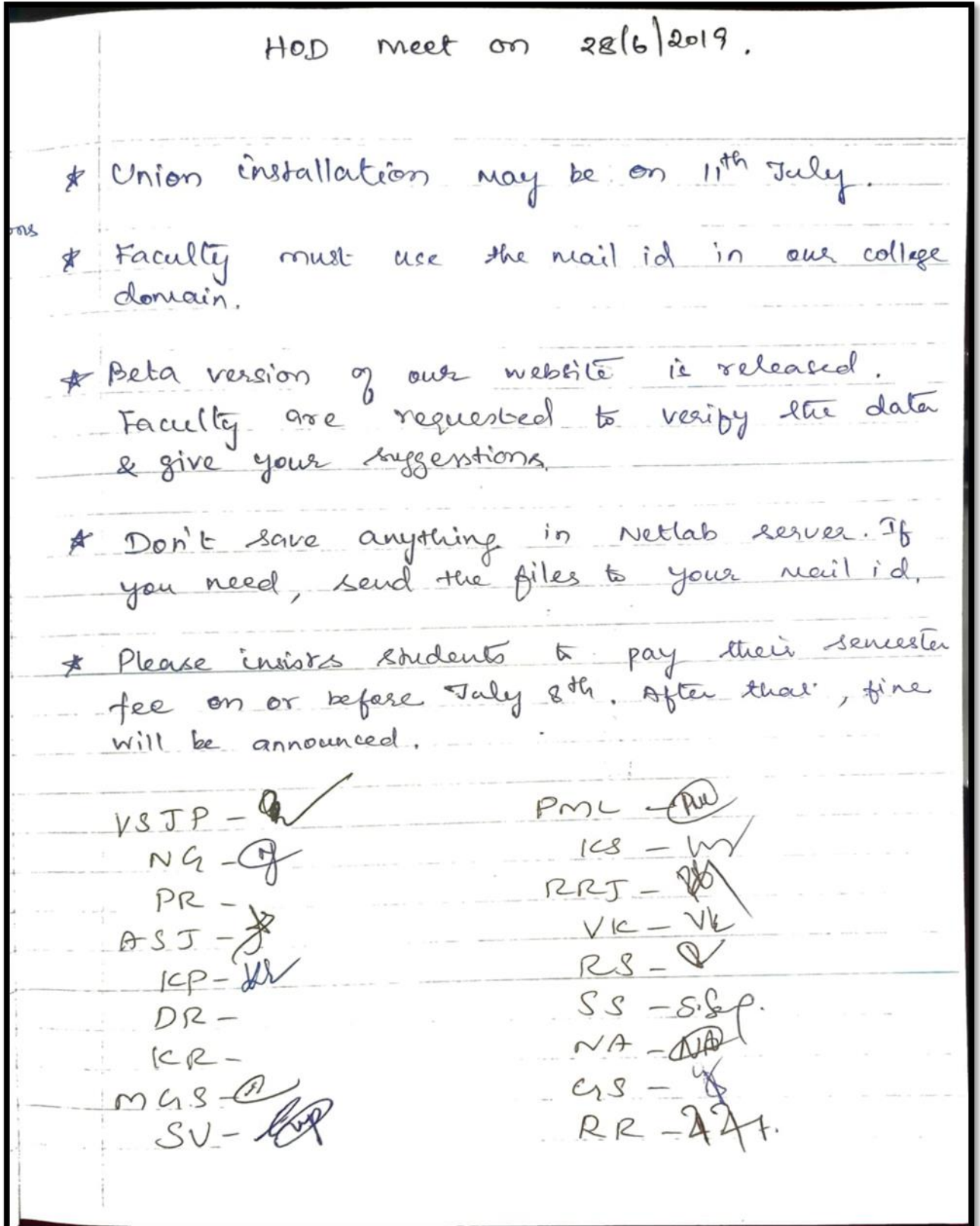


CRITERION VI

DEPARTMENTAL MINUTES

DEPARTMENTAL MINUTES 2019 - 2020

PG AND RESEARCH DEPARTMENT OF COMPUTER SCIENCE





CRITERION VI

DEPARTMENTAL MINUTES

HOD meet on 16/09/2019 @ 2.30pm

1. Model exam question paper due is 23rd sep.
2. Autonomous exam's question paper should be in only 2 pages (Front & Back).
3. A vigilance team with VPs, Deans & PD is monitoring our classes. Please be alert, in time in the classes & don't permit any students to go out from the classes (either rest room, canteen, (oo) xerox shop etc.)

4. We can circulate the question bank among the students & prepare them with it.

5. Examiner amount for end semester exams (I year's) will be settled through NEFT. You are requested to attach the xerox copy of the front page of your pass book with your the claim form.

6. An IPR workshop is scheduled on 26th & 27th sep. Maximum two faculty can enroll from our department. please inform your willingness to NG.

VSJP

NG

PR

ASJ

KP XL

DR - DR

KR -

MGS -

SU

PML

KE -

RRJ -

VR -

RS -

SS -

NA -

GS

RR



CRITERION VI

DEPARTMENTAL MINUTES

HOD Meet on 4/10/2019 @ 12.30pm

பிளவுநேரம் Programme (2 hours) is arranged for faculty members on oct. 16th 16th.

2nd BOS meet for this academic year should be arranged either on NOV 22nd / 23rd.

Sexual Harassment Committee is renamed as Internal Complaints Committee.

End Semester Exam - NOV 1st - 7th.

End Semester Valuation - NOV 7th onwards

Result Declaration - NOV 18th.

VSTP

NU

PR

AST

RP

DR - DN

RR - P

MUS - P

SU - P

PML - P

KS - P

RRT - P

VIK - P

RS - P

SS - S.S.P.

NA - P

US - P

RR - P



CRITERION VI

DEPARTMENTAL MINUTES

HOD meeting on 3/3/2020 @ 2 pm.

* Next academic year Admissions starts on April 24th.

Reopening - June 15th

Reopening for 1st year - June 18th.

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| | | | |
|------|--|-----|--|
| V&JP | | RRS | |
| NG | | VR | |
| PR | | RE | |
| AS | | SE | |
| RP | | NA | |
| DR | | GS | |
| KR | | RR | |
| MAS | | | |
| SU | | | |
| PML | | | |
| KS | | | |