

தமிழகம்

நாடுகளின் கல்விக்கான சமூக பங்களிப்பு அறியுமா?
கல்வி, கல்விக்கான

2022- 2023 ONWARDS

എ ടി & റെസിഡൻ്റ്

- * Campus Interview
- * G.C, Alumni
- * Hall Ticket

അദ്ധ്യക്ഷൻ്റെ ഉദ്യോഗസ്ഥൻ്റെ

- അദ്ധ്യക്ഷൻ്റെ M. ബഹദൂർ
- അദ്ധ്യക്ഷൻ്റെ A. ജനറൽ മാനേജർ
- അദ്ധ്യക്ഷൻ്റെ J. മിനിസ്ട്രി ഓഫ്
- അദ്ധ്യക്ഷൻ്റെ S. ജനറൽ മാനേജർ
- അദ്ധ്യക്ഷൻ്റെ N. ജനറൽ മാനേജർ
- അദ്ധ്യക്ഷൻ്റെ P. ജനറൽ മാനേജർ

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



കുലശ്ചേദനം 17-06-2022 തിങ്കൾ 10:45ന്
നൂതനം. കിരീടം കിരീടം കിരീടം കിരീടം
അദ്ധ്യക്ഷൻ കിരീടം കിരീടം കിരീടം കിരീടം

കിരീടം കിരീടം കിരീടം 11-07-2022
അദ്ധ്യക്ഷൻ കിരീടം കിരീടം കിരീടം കിരീടം
കിരീടം കിരീടം കിരീടം 20-07-2022 അ
കിരീടം കിരീടം കിരീടം 23-07-2022 അ
കിരീടം കിരീടം കിരീടം കിരീടം കിരീടം

കിരീടം കിരീടം കിരീടം 11-7-2022 അ
കിരീടം കിരീടം കിരീടം കിരീടം കിരീടം
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QUALM Report Principal- a കിരീടം NAAC Mail- a
കിരീടം കിരീടം കിരീടം കിരീടം കിരീടം

Report Sem കിരീടം കിരീടം 30-6-2022- കിരീടം
കിരീടം കിരീടം കിരീടം കിരീടം കിരീടം

Hall ticket Principal Signature - കിരീടം
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PRINCIPAL
Marjill Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Head
Department of Tamil
Marjill Catholic Coll

കുറിപ്പുകൾ

- * IPG Keopen
- * Orientation Programme
- * Timetable and workload
- * QLM
- * Year wise document
- * Report
- * Hall ticket
- * Stock verification
- * Admission duty

പരിശോധനകൾ ഉറപ്പുവരുത്തൽ

- അമ്മേൻ M. മധുരമണി
- അമ്മേൻ A. അനന്ദമണി
- അമ്മേൻ T. അനന്ദമണി
- അമ്മേൻ S. അനന്ദമണി
- അമ്മേൻ D. അനന്ദമണി
- അമ്മേൻ R. അനന്ദമണി
- അമ്മേൻ P. അനന്ദമണി

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PRINCIPAL
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தலைப்புகள்

- * Staff admission
- * Colouress
- * Shift two class
- * Events
- * Convocation
- * Fee
- * NACC
- * QLM
- * Mentoring.

தலைப்புகளின் உறுப்பினர்கள்

- மாணவர் M. வெங்கிசென்
- மாணவர் A. சிவசுப்பிரமணியன்
- மாணவர் T. சிவசுப்பிரமணியன்
- மாணவர் S. சிவசுப்பிரமணியன்
- மாணவர் N. சிவசுப்பிரமணியன்
- மாணவர் R. சிவசுப்பிரமணியன்

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தமிழ் துறைமுகம் 13-07-2022 அன்று காலை 11:30 லுள்ளே நடைபெற்றது. இந்நடைபெற்றில் தலைவர் அவர்களின் நேரடி கண்காணிப்பு கருவிகள் பரிந்துரைக்கப்பட்டன.

முதன்மையாக Internal, External Exam இயற்றும் அன்று கல்யாணி சீருடைகளை தான் கண்காணிக்க உறுதி செய்யப்பட்டுள்ளன. இவற்றை கண்காணிக்க கல்யாணிக்கு தலைவர் உறுதிமொழி கொடுத்தார். இதை அங்குள்ள துறைமுகம் உறுதி செய்துள்ளனர். கல்யாணி சீருடைகளை நேரடியாக உறுதி செய்யப்பட்டுள்ளன.

பெரும்பாலான முதன்மை கல்யாணி அங்குள்ளே 4.00 லுள்ளே கல்யாணிக்கு மணிக்குள்ளேயே அனுப்பப்பட்டன.

14-07-2022 அன்று 2:30 லுள்ளே அங்குள்ளே நடந்தது. நடைபெற்றில், அனைத்து பேரங்கீதங்கள் தயார் செய்து கொடுக்கப்பட்டன. இவற்றை கண்காணிக்க கல்யாணிக்கு உறுதிமொழி கொடுத்தார். அனைத்து அங்குள்ளேயே அனுப்பப்பட்டன. 30-7-2022 அன்று 20:00-ல் கண்காணிக்கப்பட்ட நடவடிக்கைகள் அன்று அங்குள்ளேயே நடந்தன. 24-07-2022 அன்று நடைபெற்றில் கல்யாணிக்கு INPSE - Exam நடவடிக்கைகள் அனைத்தும் உறுதிமொழி கொடுத்தார். Re-admission 30-7-2022 அன்று நடைபெற்றில் அங்குள்ளேயே நடந்தன. 25-07-2022 அன்று உறுதிமொழி கொடுத்தார். 12-00 லுள்ளே நடைபெற்றது.

K. M. S. S.
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[Signature]
தலைவர்
Head
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Kaliyakkavilai - 629 153, Tamil Nadu



കുറിപ്പ് / Information

- x colour dress
- x late coming
- * Admission card
- * Wednesday class time
- * Staff meeting
- * UPG Open
- x Graduation day
- x INPSC Exam
- x Re Admission
- x All students

കാർഡിംഗിനായി ഉദ്യോഗാർത്ഥിമാർ

അമ്മായി M. മധുരൈദേവി

അമ്മായി A. സിദ്ധൻ മേനോൻ

അമ്മായി J. മിമ്പിനിമല

അമ്മായി R. ജോർജ്ജ് മാത്യു

ഉദ്യോഗാർത്ഥിമാർ എല്ലാവരും

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അപേക്ഷിക്കൽ

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

അപേക്ഷിക്കാൻ ഉദ്യോഗാർത്ഥികൾ

- അമ്മൻ എ. എൻ. ജി. ജി. 
- അമ്മൻ എ. ജി. ജി. ജി. 
- അമ്മൻ എ. ജി. ജി. ജി. 
- അമ്മൻ എ. ജി. ജി. ജി. 
- അമ്മൻ എ. ജി. ജി. ജി. 
- അമ്മൻ എ. ജി. ജി. ജി. 
- അമ്മൻ എ. ജി. ജി. ജി. 



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கல்வியியல்

- x Minority Scholarship
- * Bus concession
- * Colour dress
- * Discipline
- * Dress code
- x Independence day
- * Admission day
- * Ph.D. Guidance
- * Paper valuation
- * NAAC work
- * Fee

கல்வியியல் துறைக்கு உதவிக்கிறவர்கள்

முனைவர் M. வெள்ளையன்

முனைவர் A. சந்திரன்

முனைவர் T. சிவசுப்பிரமணியன்

முனைவர் N. ஜெயசீமன்

முனைவர் S. சிவசுப்பிரமணியன்

முனைவர் R. சிவசுப்பிரமணியன்

உதவிப்பிரிவுக்கு உதவிக்கிறவர் P. சிவசுப்பிரமணியன்

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தமிழ்நாட்டின் 12-08-2022 அன்று
புதிய 2.30 மணிக்கு நடைபெற்றது. இரவு 12 மணிக்கு முடிவடைந்தது.
அனைத்து மாணவர்களும் கலந்துகொண்டு கீழ்க்கண்ட விஷயங்களை
பரிசீலனை செய்தனர்.

2022-ஆம் ஆண்டு முதல்பகுதித்தேர்வுகள்
முடிவடைந்த பின்னர் 22-08-2022-ஆம் திகதியன்று மாணவர்களுக்கு
அனைத்து மாணவர்களும் கலந்துகொண்டு 16-08-2022-ஆம்
திகதியன்று அனைத்து மாணவர்களும் கலந்துகொண்டு
அனைத்து மாணவர்களும் கலந்துகொண்டு 17-08-2022-ஆம்
திகதியன்று 19-08-2022-ஆம் திகதியன்று மாணவர்களுக்கு
அனைத்து மாணவர்களும் கலந்துகொண்டு 75-ஆம் பகுதித்தேர்வுகள்
13, 14, 15 ஆம் திகதியன்று கீழ்க்கண்ட விஷயங்களை
பரிசீலனை செய்தனர். மேலும் அனைத்து மாணவர்களும்
கலந்துகொண்டு 2-09-2022-ஆம் திகதியன்று
பரிசீலனை செய்து மேலும் அனைத்து மாணவர்களுக்கும்
பரிசீலனை செய்தனர்.

இனிமேல்

கீழ்க்கண்ட விஷயங்களை பரிசீலனை செய்து பரிந்துரை
செய்து கொடுக்கப்படுகிறது. இனிமேல் இறுதிப்பகுதி Condonation
இல்லாததால், அனைத்து மாணவர்களுக்கும் Repeat Sem-ல் தான்
புதிய மேலும் அனைத்து மாணவர்களும் கலந்துகொண்டு
அனைத்து மாணவர்களும் கலந்துகொண்டு Condonation - அனைத்து மாணவர்களுக்கும்
condonation pay பரிந்துரை செய்து கொடுக்கப்படுகிறது. மேலும்
அனைத்து மாணவர்களுக்கும் அனைத்து மாணவர்களும் கலந்துகொண்டு
அனைத்து மாணவர்களும் கலந்துகொண்டு

2-ல் fail-அடைந்த மாணவர்களுக்கு Supplementary Exam
அனைத்து மாணவர்களுக்கும் 1000/- அனைத்து மாணவர்களுக்கும்
Admission பெறும்படி அனைத்து மாணவர்களுக்கும் கலந்துகொண்டு
கலந்துகொண்டு அனைத்து மாணவர்களுக்கும்.

[Signature]
புத்தக அமைப்பாளர்

[Signature]

PRINCIPAL
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Kaliyakkavilai - 629 153.



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

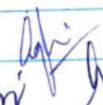
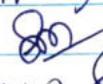
- x internal
- * Question
- * Result
- x independence
- * Fee
- x condonation
- x Repeat Sem
- * 12 fail

செய்தியாகக் கொள்ள உரியவர்களை

- மாணவர் M. சுவாமிநாதன்
- மாணவர் A. சிவசுந்தரன்
- மாணவர் T. விஜயலக்ஷ்மி
- மாணவர் S. சிவசுந்தரன்
- மாணவர் N. சிவசுந்தரன்
- மாணவர் P. சிவசுந்தரன்

- * Remedial class
- * Discipline
- * fee , Phd guidship
- * Result Analise
- * Revaluation
- * Supplementry Exam
- * NAACE
- * Onam celebration
- * cultural Programme
- * Tour
- * Old Students allowed

കുറിപ്പുകൾ. ശ്രീമതിമാർക്കിടയിൽ

- അമ്മമാർ M. മധുരൈയ്യൻ 
- അമ്മമാർ A. ജി. ജി. ജി. 
- അമ്മമാർ G. മി. മി. മി. 
- അമ്മമാർ S. ജി. ജി. ജി. 
- അമ്മമാർ K. ജി. ജി. ജി. 
- അമ്മമാർ R. ജി. ജി. ജി. 
- അമ്മമാർ P. ജി. ജി. ജി. 

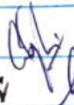
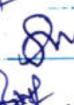
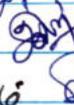
- * Internal
- * Question paper
- * 6-8. Standard Government school
- * Fee payment
- * Improvement test paper
- * Original certificate

சமீபத்தில் உட்படுத்தப்பட்ட

- மாணவர் M. சமீபத்தில் உட்படுத்தப்பட்ட
- மாணவர் A. சமீபத்தில் உட்படுத்தப்பட்ட
- மாணவர் G. சமீபத்தில் உட்படுத்தப்பட்ட
- மாணவர் S. சமீபத்தில் உட்படுத்தப்பட்ட
- மாணவர் K. சமீபத்தில் உட்படுத்தப்பட்ட
- மாணவர் P. சமீபத்தில் உட்படுத்தப்பட்ட
- மாணவர் Q. சமீபத்தில் உட்படுத்தப்பட்ட

- * I P G University Exam
- * I P G
- * Attendance Entry
- * Internal Mark Entry
- * Hall Ticket
- * I B Com, BBA, Com. Sci. Exam ^{part 1}
- * NoDuse
- * christmas day

കാർദ്ദിനാർക്കുവേണ്ടി പരിപാടികൾ

- അമ്മച്ചി M. വെളിയിടീലേയി 
- അമ്മച്ചി A. ജോർജ്ജ് മൂലാരി 
- അമ്മച്ചി P. മിനീച്ചിമേലേയി 
- അമ്മച്ചി S. ജോർജ്ജ് മൂലാരി 
- അമ്മച്ചി N. മൂലാരിമൂലാരി 
- ഗ്രേസ് മൂലാരി. മൂലാരിമൂലാരി 
- മൂലാരിമൂലാരിമൂലാരി P. മൂലാരിമൂലാരി 

- * N/AAC
- * Attendance
- * Internal mark entry
- * College tim (teachers).
- * Hall getet
- * Students 9-0

பாதிசாலைகளில் பங்களிப்புகள்

- அண்ணா P. சுவாமிநாதன்
- அண்ணா A. சந்திரசேகரன்
- அண்ணா T. சிவசுப்பிரமணியன்
- அண்ணா D. சிவசுப்பிரமணியன்
- சுப்பிரமணியன் R. சிவசுப்பிரமணியன்
- சுப்பிரமணியன் P. சிவசுப்பிரமணியன்

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

ബിരുദധർമ്മങ്ങൾ - ഉൾപ്പെടുത്തലുകൾ

- മുത്തമ്മി M. മുഹമ്മദ് റിസദ്
- മുത്തമ്മി A. മുഹമ്മദ് റിസദ്
- മുത്തമ്മി P. മുഹമ്മദ് റിസദ്
- മുത്തമ്മി S. മുഹമ്മദ് റിസദ്
- മുത്തമ്മി D. മുഹമ്മദ് റിസദ്
- മുത്തമ്മി X. മുഹമ്മദ് റിസദ്
- മുത്തമ്മി P. മുഹമ്മദ് റിസദ്

தமிழ்த்தொழில்நுட்பக் கல்வித் துறை 29.11.2022 அன்று 2.00PM க்கு மூல உயிர்நாள் - இரவு உட்கிரிஸ் திண்பிடுகிறவர் அமைச்சரின் தெரிவிக்கப்பட்ட தகவல்கள் கீழ்க்கண்ட காலத்திற்கான பரிந்துரைகள் அளிக்கப்பட்டன.

IUG & I PG லாண்டிங் காலத்திற்கான அறிவுறுத்தல்கள் 90 நாட்கள் : உறுதிப்படுத்திய படிவங்கள் இறுதி காலத்திற்கான தெரிவிக்கப்பட்டன. (IUG August-12, I PG Sep-1). மேலும் பரிந்துரைகளைக் கீழ்க்கண்ட விவரத்தில் அறிவிக்கப்பட்ட படிவங்கள் உடனடி காலத்தில் லாண்டிங் காலத்திற்கான அறிவுறுத்தல்கள் அளிக்கப்பட்டன.

அதற்கு பரிந்துரைகளைக் கீழ்க்கண்ட படிவங்களில் அறிவிக்கப்பட்டன.

IUG லாண்டிங் காலத்திற்கான 1-11-2022 - அன்று 7-11-2022 -ல் பரிந்துரைகளைக் கீழ்க்கண்ட காலத்திற்கான அறிவுறுத்தல்கள் 15-12-2022-அன்று அறிவுறுத்தல்கள் அதற்கு பரிந்துரைகளைக் கீழ்க்கண்ட அறிவுறுத்தல்கள் அளிக்கப்பட்டன.

IUG I PG லாண்டிங் காலத்திற்கான 15-11-2022 அன்று 19-11-2022-அன்று Revise அறிவுறுத்தல்கள் அளிக்கப்பட்டன. 23-12-2022 அன்று அறிவுறுத்தல்கள் அளிக்கப்பட்டன. 23-12-2022 அன்று அறிவுறுத்தல்கள் அளிக்கப்பட்டன. 23-12-2022 அன்று அறிவுறுத்தல்கள் அளிக்கப்பட்டன.

[Handwritten Signature]

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



[Handwritten Signature]

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

- * Under taking Report
- * time table
- * CUU University Exam
- * Next sem Class
- * Redise class
- * christmas celebration
- * Next sem Regular class

കമ്മിറ്റി അംഗങ്ങളുടെ പേരിടലിനായി

അമ്മേയ്ക്കി. എ. മുരുകുമാരൻ 
 അമ്മേയ്ക്കി. എ. അനീസ് ബനീർ 
 അമ്മേയ്ക്കി. ടി. മിമ്പിൻ ഗോപി 
 അമ്മേയ്ക്കി. ടി. ജോർജ്ജ് ജോർജ് 
 അമ്മേയ്ക്കി. ഡി. ജോർജ്ജ് 
 സെന്ററൽ. ടി. ജോർജ്ജ് 

- * I.G.N.O Course
- * University Exam duty
- * Leave
- * Next sem Regular class

പ്രസിദ്ധീകരിക്കുന്ന പ്രസ്താവന

- പ്രൊഫസർ എ. എൻ. ജി. ജോർജ്ജ്
- പ്രൊഫസർ എ. എൻ. ജി. ജോർജ്ജ്
- പ്രൊഫസർ ടി. എൻ. ജി. ജോർജ്ജ്
- പ്രൊഫസർ ടി. എൻ. ജി. ജോർജ്ജ്
- പ്രൊഫസർ എ. എൻ. ജി. ജോർജ്ജ്
- പ്രൊഫസർ എ. എൻ. ജി. ജോർജ്ജ്

- * College Reopen
- * Collage Fee
- * Discipline
- * Late come
- * Tour
- * NAAC Document
- * PPG presentation
- * 3 Year Hall ticket
- * Even Sem Reopen
- * Timetable
- * Admission work
- * Christmas day celebration
- * Pongel Celebration.
- * Academic Plan

കുറിപ്പുകൾ - ശ്രദ്ധിക്കുക

@ശ്രീമതി എ. സി. ജോർജ്ജ്
 @ശ്രീമതി എ. സി. ജോർജ്ജ്

- * PPT Presentation Print
- * SPQ Exam
- * Club Committee
- * College Vision mission
- * 5-10-2022 Local Holiday
- * UGC care list no
- * discipline
- * FDP
- * Late student
- * Staff leave letter
- * Selfphone
- * Pongal celebration departmentwise
- * NAAC Exhibition
- * NAAC visit
- * fee
- * Tour
- * guidance apply
- * Permanent Application
- * classroom cleaning
- * Alumni Students
- * NAAC Document Recorrection Verification.

പരിഷ്കരണ സമിതി

അമ്മിണി എ. സുബിഷ്ണി

അമ്മിണി ടി. സിദ്ദീഖ്

അമ്മിണി എ. സിദ്ദീഖ്

അമ്മിണി ടി. സിദ്ദീഖ്

അമ്മിണി ടി. സിദ്ദീഖ്

അമ്മിണി എ. സിദ്ദീഖ്

അമ്മിണി എ. സിദ്ദീഖ്

- * Oneday National Seminar
- * Reception
- * Registration
- * Welcomspeak
- * Chief guest introduction
- * Seminar Book published
- * M.C
- * Vote of thanks.

അദ്ധ്യക്ഷനും ഉദ്യോഗസ്ഥരും

അദ്ധ്യക്ഷൻ M. മുഹമ്മദ് മുഹമ്മദ്
 അദ്ധ്യക്ഷൻ S. ഫാദർ ഫാദർ
 അദ്ധ്യക്ഷൻ A. ജോർജ്ജ് മുഹമ്മദ്
 അദ്ധ്യക്ഷൻ J. അബ്ദുൽ കരീം
 അദ്ധ്യക്ഷൻ S. ജോർജ്ജ് മുഹമ്മദ്
 അദ്ധ്യക്ഷൻ M. മുഹമ്മദ് മുഹമ്മദ്
 ഉദ്യോഗസ്ഥൻ R. ജി. അബ്ദുൽ മുഹമ്മദ്

NAAC Number

* NAAC work

* Fee

* presentation

* NAAC Awareness

* Alumni Meeting

* work diary

பாடப்பெற்றவர்களின் பட்டியல்

மாணவர் M. சுவாமிநாதன்
 மாணவர் S. சந்திரன்
 மாணவர் A. சந்திரன்
 மாணவர் T. சந்திரன்
 மாணவர் S. சந்திரன்
 மாணவர் U. சந்திரன்
 மாணவர் R. சந்திரன்

1.2.2023 அன்ற 9 மணி முதல் 11 மணி வரையில்
3.00 மணிக்கு நடைபெறும். இக்கூட்டத்தில் கல்வி
புற அமைச்சர் அலுவலகத்தில். 1.2.2023 அன்ற
முதல் 11 மணி வரையில் அறிவிக்கப்படுகிறது.

3.02.2023 பற்றி 4.02.2023 அன்று
அனைத்து நபர்களும் பங்கேற்கும் ANAC Visit
நடைபெறும். அன்ற 11 மணிக்கு. 3.02.2023 அன்று,
3.02.2023 அன்று, அனைத்து அங்கீகரிக்கப்பட்ட
பெரிய அமைச்சர் அலுவலகம் அங்கீகரிக்கப்பட்ட.

3,4 அன்று இது நடைபெறும் Second Schedule
Follow பின்னர் அனைத்து அன்ற 11 மணிக்கு
அன்ற 11 மணி Department Visit நடைபெறும். அன்ற 11 மணி
Teaching Learning Evaluation. 3.02.2023 அன்று
3.02.2023 அன்று அனைத்து அன்ற 11 மணிக்கு
Present பின்னர் அனைத்து அன்ற 11 மணிக்கு.

Research, Mou village adoption, Extension
activities அனைத்து அன்ற 11 மணிக்கு
அனைத்து அன்ற 11 மணிக்கு அனைத்து அன்ற 11 மணிக்கு
அனைத்து அன்ற 11 மணிக்கு அனைத்து அன்ற 11 மணிக்கு.

4.02.2023 அன்று 3.30 மணி அன்று Exit meeting
நடைபெறும். அன்ற 11 மணிக்கு. 3.02.2023 அன்று
அனைத்து அன்ற 11 மணிக்கு அனைத்து அன்ற 11 மணிக்கு.

அன்று 7.00 மணி அன்று அனைத்து அன்ற 11 மணிக்கு
அனைத்து அன்ற 11 மணிக்கு. Discipline அனைத்து
அனைத்து அன்ற 11 மணிக்கு அனைத்து அன்ற 11 மணிக்கு
அனைத்து அன்ற 11 மணிக்கு அனைத்து அன்ற 11 மணிக்கு
நடைபெறும்.

A. [Signature]

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

[Signature]
Head

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



- * Annual visit
- * Schedule
- * department visit
- * committee visit
- * Exit meeting
- * Staff (College time)
- * discipline

ආර්ථිකයේ දායකත්වය

- ආර්ථිකයේ දායකත්වය *හේමා*
- ආර්ථිකයේ දායකත්වය *සුචන්ද්‍රා*
- ආර්ථිකයේ දායකත්වය *අනුරාධ*
- ආර්ථිකයේ දායකත්වය *සුචන්ද්‍රා*
- ආර්ථිකයේ දායකත්වය *සුචන්ද්‍රා*
- ආර්ථිකයේ දායකත්වය *සුචන්ද්‍රා*

தமிழகத்தின் உளர்ச்சித் திட்டங்கள் குறித்து
நவம்பர் 17-02-2023 அன்று மாலை
2-00 மணி அளவில் தமிழகத்தின் உளர்ச்சித் திட்டங்கள்
நிறைவேற்றம்.

இந்த உளர்ச்சித் திட்டங்கள் திட்டங்கள் குறித்து
நவம்பர் 17-02-2023 அன்று மாலை.

உள்ளக அமைப்பு ISBN எண்ணின் கிரைப் கோடு
நிறைவேற்றம் நடத்தப்பட வேண்டும்

கிரைப் கோடு எண்ணின் கிரைப் கோடு
மற்றும் கோடு நிறைவேற்றம் நடத்தப்பட வேண்டும்

உள்ளக அமைப்பு இந்த திட்டங்களை மேற்கொள்ளும்
தொழில்நுட்ப அமைப்பின் அமைப்பு அமைப்பு திட்டங்களை
தொழில்நுட்ப அமைப்பின் அமைப்பு அமைப்பு திட்டங்களை
தொழில்நுட்ப அமைப்பின் அமைப்பு அமைப்பு திட்டங்களை

உள்ளக அமைப்பு MOU உடன் இணைப்பு
கிரைப் கோடு நிறைவேற்றம் நடத்தப்பட வேண்டும்

உள்ளக அமைப்பு திட்டங்களை project fund மூலம்
தொழில்நுட்ப அமைப்பின் அமைப்பு அமைப்பு திட்டங்களை

உள்ளக அமைப்பு திட்டங்களை திட்டங்களை
தொழில்நுட்ப அமைப்பின் அமைப்பு அமைப்பு திட்டங்களை
தொழில்நுட்ப அமைப்பின் அமைப்பு அமைப்பு திட்டங்களை
தொழில்நுட்ப அமைப்பின் அமைப்பு அமைப்பு திட்டங்களை

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தொழில்நுட்ப அமைப்பின் அமைப்பு அமைப்பு திட்டங்களை
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தொழில்நுட்ப அமைப்பின் அமைப்பு அமைப்பு திட்டங்களை
தொழில்நுட்ப அமைப்பின் அமைப்பு அமைப்பு திட்டங்களை

தொழில்நுட்ப அமைப்பின் அமைப்பு அமைப்பு திட்டங்களை
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தொழில்நுட்ப அமைப்பின் அமைப்பு அமைப்பு திட்டங்களை
தொழில்நுட்ப அமைப்பின் அமைப்பு அமைப்பு திட்டங்களை

A. [Signature]

[Signature]

- * National seminar
- * International Seminar
- * Research scholar increasing
- * Research Journal
- * workshop
- * Project fund
- * Leaders Birthday celebration
- * Tamil Festivals
- * Movies
- * Students participation other colleges
- * Student Magazine
- * Book review
- *

கலாநிதிக்கருவிகள் & கழிவுகளைப் பற்றி

அண்ணாள் M. அறிவிக்கிறார் 
 அண்ணாள் S. சிவசுந்தரி 
 அண்ணாள் A. சிவசுந்தரி 
 அண்ணாள் T. சிவசுந்தரி 
 அண்ணாள் S. சிவசுந்தரி 
 அண்ணாள் N. சிவசுந்தரி 
 அண்ணாள் S. சிவசுந்தரி 

- * Salary
- * Fee collection
- * Admission
- * discipline
- * Internal test
- * Student attendance
- * Topper student class
- * Blackboard
- * Colledge day, Sports day
- * Tour
- * womansday celebration
- * AGR
- * Next wednesday ^{practical} plan submission
- * Village adoption
- * NBAC Exhibition
- * Student Progression
- * project fund Department, Staff
- * New course

சிறந்த குணம் உட்கொள்ள

மணவர் M. சுவாமிநாதன்

மணவர் S. சுவாமி

மணவர் A. சுவாமிநாதன்

மணவர் T. சுவாமிநாதன்

மணவர் S. சுவாமிநாதன்

மணவர் K. சுவாமிநாதன்

மணவர் R. சுவாமிநாதன்

കുലശാക്തീകാലം 28.2.2023 അറിവ്
കുലശാക്തീകാലം 28.2.2023 അറിവ്
കുലശാക്തീകാലം 28.2.2023 അറിവ്
കുലശാക്തീകാലം 28.2.2023 അറിവ്

കുറഞ്ഞുവന്നിട്ടുള്ള ക്ലാസ്സുകളുടെ 3, 4, 5
U.G. കോഴ്സുകളിലെ Additional-Exam ക്ലാസ്സുകളിലെ Paper
മുൻകൈയെടുക്കൽ അറിവ് അറിവ് അറിവ് അറിവ് അറിവ്
മുൻകൈയെടുക്കൽ duty. last hour ഓരോന്നും മുൻകൈയെടുക്കൽ
അറിവ് അറിവ് മുൻകൈയെടുക്കൽ duty. 2 മുൻകൈയെടുക്കൽ
അറിവ് മുൻകൈയെടുക്കൽ. മുൻകൈയെടുക്കൽ കോഴ്സുകളിലെ
കോഴ്സുകളിലെ ക്ലാസ്സുകളിലെ ക്ലാസ്സുകളിലെ ക്ലാസ്സുകളിലെ
ABC Number ക്ലാസ്സുകളിലെ ക്ലാസ്സുകളിലെ ക്ലാസ്സുകളിലെ
അറിവ് അറിവ്. Time table അറിവ് മുൻകൈയെടുക്കൽ
Monday... Order follow കോഴ്സുകളിലെ അറിവ് അറിവ്
prescriptive plan മുൻകൈയെടുക്കൽ ക്ലാസ്സുകളിലെ ക്ലാസ്സുകളിലെ
ക്ലാസ്സുകളിലെ അറിവ് മുൻകൈയെടുക്കൽ ക്ലാസ്സുകളിലെ
അറിവ് അറിവ്. Fee- ക്ലാസ്സുകളിലെ അറിവ് അറിവ്
കോഴ്സുകളിലെ അറിവ് അറിവ്. Four 60 കോഴ്സുകളിലെ
കുറഞ്ഞുവന്നിട്ടുള്ള ക്ലാസ്സുകളിലെ ക്ലാസ്സുകളിലെ ക്ലാസ്സുകളിലെ
കുറഞ്ഞുവന്നിട്ടുള്ള ക്ലാസ്സുകളിലെ ക്ലാസ്സുകളിലെ ക്ലാസ്സുകളിലെ

A. M. M.
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- * Naanittukalvan scheme
- * Internal test duty
- * Attendance
- * ABC number
- * Time tale
- * prescriptive plan
- * Fee
- * Tour

കമ്മീഷണറുടെ ഉദ്യോഗസ്ഥർ

പ്രൊഫ. എ. എ. സി. ജോർജ്ജ്

പ്രൊഫ. സി. ജി. ജി. ജി. ജി.

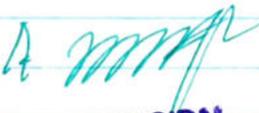
പ്രൊഫ. എ. എ. സി. ജോർജ്ജ്

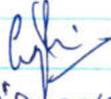
தமிழ்நாட்டில் 15-03-2023 அன்று
புதிலம் 2.50 மணிக்கு நடைபெற்றது. இரட்டிப்பில்
கல்யாணி கல்வித் திட்டம் செயல்படுத்தி கல்வித் திட்டம்
செயல்படுத்தும் பற்றிய விவரம் தெரிவிக்கப்பட்டது.

1-03-2023 அன்று 12.14 முதல் 1.45
மணிக்கு நடைபெற்றது. இரட்டிப்பில் கல்வித் திட்டம்,
அறிவுரை விவரம் 27-03-2023 அன்று
அறிவுரை கல்வித் திட்டம் செயல்படுத்தும் பற்றிய விவரம்
27-03-2023 அன்று தெரிவிக்கப்பட்டது.

27-03-2023 அன்று புதிலம் கல்வித் திட்டம்
நடைபெற்றது. அறிவுரை விவரம் 10-4-2023 அன்று
அறிவுரை கல்வித் திட்டம் செயல்படுத்தும் பற்றிய விவரம்
10-4-2023 அன்று தெரிவிக்கப்பட்டது.

May 4, 5 கிராமப்புற சபை Sports
Lamington College day நடைபெற்றது. இரட்டிப்பில் கல்வித் திட்டம்
May 10- அல் டீம் University Exam நடைபெற்றது.
தமிழ்நாட்டில் கல்வித் திட்டம் செயல்படுத்தும் பற்றிய விவரம்
230 மணிக்கு Staff meeting நடைபெற்றது. இரட்டிப்பில் கல்வித் திட்டம்
செயல்படுத்தும் பற்றிய விவரம் தெரிவிக்கப்பட்டது.


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- * Internal Exam
- * Model Exam
- * Sports & collegedays
- * University Exam
- * Staff meeting.

അധ്യാപകർക്കുള്ള ഉപദേശങ്ങൾ

- അദ്ധ്യാപകൻ M. മധുരൻകുട്ടി
- അദ്ധ്യാപകൻ S. മുഹമ്മദ്
- അദ്ധ്യാപകൻ A. അബ്ദുൽ ഖദീർ
- അദ്ധ്യാപകൻ T. തിരുവില്വാമണി
- അദ്ധ്യാപകൻ S. ജി. ശങ്കരൻ
- അദ്ധ്യാപകൻ L. ജി. ശങ്കരൻ
- അദ്ധ്യാപകൻ R. ജി. ശങ്കരൻ

தமிழ் தந்தை 2000-ம் ஆண்டு நடைமுறை. இங்குள்ள
பிள்ளைகள் தெரிவிக்கக் கூடியவர்கள் தமது தந்தைமார்கள்
உள்ளிருந்து தெரிவிக்கப்பட்டுள்ளன.

சிறுவர்நிலையத்தில் சேர்க்கையை தாமதப்படுத்தி
1-04-2023-ல் அறிவிக்கப்பட்டது. சேர்க்கை வேண்டி
இந்த தாமதப்படுத்தி தெரிவிப்பதற்கு கடினமாக வேண்டி
என தெரிவிக்கப்பட்டுள்ளது.

11-03-2023 அன்று வெளியான தகவல்
இந்த நடைமுறைகள் என தெரிவிக்கப்பட்டுள்ளது.

Admission work தீர்மானம்
சிறுவர்நிலைய சேர்க்கை வேண்டி அறிவிக்க, Church-ல்
உள்ள வேண்டிய letter சேர்க்கையின் துறை
நினைவில் உள்ளது. தீர்மானம் அதை உள்ளது
இந்த வேண்டி அறிவிக்கப்பட்டுள்ளது. 2.15
2.15 ல் அறிவிக்க நினைவு வெளியாகும்.

A. [Signature]
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- * college fee
- * Parents Meeting
- * Admissio work.

കാർദ്ദിനാർക്കുള്ള പ്രാർത്ഥനകൾ

- പ്രാർത്ഥന M. സുരേഷ്കുമാർ . *ly*
- പ്രാർത്ഥന S. ജിവിൽ &
- പ്രാർത്ഥന A. ജോൺ ജോർജ്ജ് *ly*
- പ്രാർത്ഥന J. വിനീതാ ദേവിയമ്മ
- പ്രാർത്ഥന S. ജോർജ്ജ് *ly*
- പ്രാർത്ഥന U. ജോർജ്ജ് *ly*

- * Practical Exam
- * Sports day
- * Colledge day
- * Sports department wise
- * Scholarship
- * First U.G. Naanmuthal festival
- * 2nd U.G. Naanmuthal festival

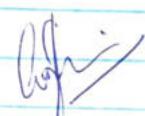
കുറിപ്പ് എന്നിവ എന്നിവ

- മേധാവിയെ M. മഹിമ എന്നിവ
- മേധാവിയെ S. സിദ്ധ
- മേധാവിയെ A. ജി എന്നിവ
- മേധാവിയെ G. മഹിമ എന്നിവ
- മേധാവിയെ S. മഹിമ എന്നിവ
- മേധാവിയെ N. മഹിമ എന്നിവ
- മേധാവിയെ R. മഹിമ എന്നിവ

தமிழ்நாடு கல்வித்துறை 26-04-2023 அன்று
புதுச்சேரி 1.45 அமர்வு நேரம். கிராமப்புள்ளி
கல்வித் திட்டம் அமைதித் திட்டம் கல்வித் திட்டம்
கல்வித் திட்டம் கல்வித் திட்டம்

தமிழ்நாடு கல்வித்துறை 8-05-2023 அன்று
புதுச்சேரி 9.00 அமர்வு நேரம். கிராமப்புள்ளி
12.00 அமர்வு நேரம். 12.30 அமர்வு
1.30 அமர்வு Extension activity Exam மார்ச்
மார்ச் 11-05-2023 அன்று
20-05-2022 அமர்வு நேரம் கிராமப்புள்ளி
13-05-2022 அன்று Hall ticket signature அமர்வு
கல்வித் திட்டம் கல்வித் திட்டம்
27, 28 - அன்று கல்வித் திட்டம் கல்வித் திட்டம்
5-05-2023 - கல்வித் திட்டம் கல்வித் திட்டம்
கல்வித் திட்டம் கல்வித் திட்டம்
கல்வித் திட்டம் கல்வித் திட்டம்
கல்வித் திட்டம் கல்வித் திட்டம்


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- * Model Exam
- * Mark Entry
- * Attendance
- * Hall Ticket Signature
- * No duce.
- * syllabus completed

കാർദ്ദിനാൽ ഉദ്യോഗസ്ഥൻ

- അമ്മൻ M. വെള്ളിമുഖൻ *[Signature]*
- അമ്മൻ A. പത്മനാഭൻ *[Signature]*
- അമ്മൻ I. മിഴിമുഖൻ *[Signature]*
- അമ്മൻ S. പത്മനാഭൻ *[Signature]*
- അമ്മൻ N. പത്മനാഭൻ *[Signature]*
- അമ്മൻ R. പത്മനാഭൻ *[Signature]*

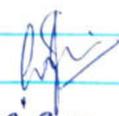
உதயேச்சுமரணம் 2023 2.05-2023 மாண்பு
2.00 PM-க்கு பின்னர். திருச்சி 2023 ஆண்டு
மாண்பு அறிவிப்பு தயாரிப்பு தயாரிப்பு தயாரிப்பு
அறிவிப்புகள்.

மாண்பு அறிவிப்பு 2023, 2023, 2023 - 2023
மாண்பு அறிவிப்பு 2023, 2023, 2023 - 2023
மாண்பு அறிவிப்பு 2023, 2023, 2023 - 2023

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


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



- * Parent meetings
- * Leave
- * Model Exam time
- * Admission duties
- * Internal
- * University Exam
- * college Reopen
- * MA Tamil Admission

மாநில அரசின் உறுதிப்படுத்தல்

- மாணவர் M. சுவாமிநாதன்
- மாணவர் A. சிங்கநாதன்
- மாணவர் G. சிங்கநாதன்
- மாணவர் S. சிங்கநாதன்
- மாணவர் U. சிங்கநாதன்
- மாணவர் E. சிங்கநாதன்

dep.

- * admission
- * final year last Exam discipline duty
- * Hall ticket signature
- * Fees pending
- * P.G. admission

അസി. പ്രൊഫ. & മാനേജിംഗ് ഓഫീസർമാർ

പ്രൊഫ. എ. ശ്രീനിവാസൻ

പ്രൊഫ. ടി. വിജയലക്ഷ്മി

പ്രൊഫ. ടി. ജി. ശ്രീകണ്ഠൻ

പ്രൊഫ. എ. ശ്രീകണ്ഠൻ

പ്രൊഫ. എ. ശ്രീകണ്ഠൻ

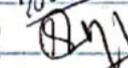
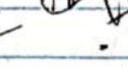
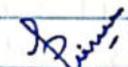
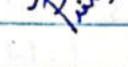
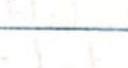
English Department Meeting

Date :- 09/06/2022, Thursday
 Time :- 2:00 pm
 Venue :- Department of English

Agenda

Job Fair
 Hall ticket
 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. Anusha - P 
 Mrs. Rosary Virintha - S 
 Mr. Pincelin P.R 
 Ms. Subashini C 
 Mrs. Reshna Raju 
 Mrs. Sajitha Sajam 
 Dr. Virgin Mary S 
 Dr. Angelin Fehulet S 
 Dr. Limy 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 Nanyang Catholic College of Arts & Science, Kalyakavilai. 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 in charges should collect all the halltickets 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 Baski Arackiaraj, 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 4th 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.


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

97

Date: 17/06/2022, Friday

Time: 12.15 pm

Venue: Department of English

Agenda

Computer Usage Register

Mentoring Register

ICT Register

Next semester

Hall ticket

Admission

M.B.A programme

Semester Plan

Members present:

Dr. R. Rooban Raja Sekar

Mrs. Seebi - M.S

Mrs. Christobel Merlin Mahil

Mrs. Anusha P

Mrs. Rosary Vinitha . S

Mr. Purnelin . P. R

Ms. Subashini . C

Mrs. Reshma Raju

Mrs. Sajitha Sajan

Dr. Virgin Mary S

Dr. Angelin Femilet . 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 signature from the students. Submit the register on 23rd June 2022.

3. ICT Register:-

ICT register should be completed and get the signature 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. Hall ticket:-

It was informed to the staff members that U & II Ph 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 in charges 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 of all these documents students can leave the campus. I.U.A, II.U.A students should come to college of 23rd June 2022 after 1:30 pm. They have to clear the association meeting money, and other dues. I.P.U and M-Phil students must come on 20th June 2022 at 1:30 pm 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 the 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. Princeelin
3. Quiz - Mrs. Reshma Raju
4. Online quiz - Dr. S. Angelin Pennilet
5. Book club - Mrs. Rosary Veenintha.S
6. Forum for Academic Excellence - All the Staff
7. Celebrate a Day - Dr. S. Virgin Mary
8. Primary school Education Programme - Mrs. Subi-M S
9. Employment news and word a Day - Dr. Virgin Mary
10. Birthday Gift - Mrs. Anisha.P
11. Green Classroom - Mr. Princeelin.
12. Department Magazine - Dr. Angelin Pennilet
13. Department Museum curator - Mrs. Anisha.P
14. Stay connect with Alumni - Mrs. Merlin Mahesh & Mrs. Anisha.P
15. World Map in all classes - Mrs. Anisha.P
16. Thought for the whole week - Mrs. Rosary Veenintha
17. Day to Heed - Dr. Limcy. C
18. Lit. Fest - Ms. C. Subashini & Mrs. Reshma Raju
19. Sports club - Mr. P. R. Princeelin, Ms. C. Subashini
20. Drama club - Mrs. Merlin Mahesh and Mrs. Sajitha Sajjan
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

101

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 - Exams
Seminar hour
Subject allocation

Members present:

Dr. R. Rooban Raja Sekar
Mrs. Subi - M.S
Mrs. Christobel Merlin Mahil.
Mrs. Anisha. P
Mrs. Rosany Venkitha. S
Mr. Princelin. P.R
Mrs. Reshma Raju
Mrs. Sajitha Sajjan
Dr. Virgin Mary. S
Dr. Angelin Fenillet. S
Dr. Limcy. C

[Handwritten signatures of the members listed above]

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 stick on their

short. 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 affiliated 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 UH 3rd years and
2nd years will be start on 20th 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 UH & PH
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 Raja Sekar handle the papers
World Literature in Translation - III B.A (A1)
World Literature in Translation - III 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. Meshin Mahil is in charge of the papers

Communicative English - I B.Sc Computer Science
 African Literature - I M.A
 Canadian Literature - III B.A (A1)
 Literary Forms - I B.A
 EVS - I B.A.

4. Mrs. Anisha P is in charge 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 (A1)
 British Prose - II B.A
 NME - II B.A

5. Mrs. Rosany Vinitha S is in charge of the papers

Non-Fiction - III B.A (A1 & A2)
 British Poetry - I M.A
 Communicative English - I B.Sc Physics & Maths

6. Mr. P. R. Praveen is in charge 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 (A1 & A2) - Creative Writing

7 Mrs. Reshna Raju is in charge of papers

Communicative English - I B.Com (A2)
 British Fiction - I 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 & Periodics - 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 Femelet 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. Limey 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 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 : 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 Vichintha. S

Mr. P.R. Purcellin

Mrs. Sajitha Sajan

Mrs. Reshma Raju

Dr. Virgin Mary. S

Dr. Angelina Fenulet. S

Dr. Lincy. 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.

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



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

108 English Department Meeting

Date :- 27/07/2022, Wednesday

Time :- 1.50 pm

Venue :- Department of English

Agenda

Alumni Meet

N.A.A.C File

Library Visit

Orientation

Good Samaritan

Idea for the whole month

Members present:

Dr. R. Rooban Rajar Sekar

Mrs. Subi - M.S

Mrs. Merlin Mahil. R

Mrs. Anisha. P

Mrs. Rosaly Vinitha. S

Mr. P. R. Prineelin

Mrs. Sajitha Sajjan

Mrs. Rashma Raju

Dr. Virgin Mary. S

Dr. Angelin Penulet. S

Dr. Limey. 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. Anusha P
 are in charge of Alumni meet. Head of the Department
 allotted the works among the staff.

Welcome Address in charge was Mrs. Merlin
 Mahil. Prayer song in charge was Mrs. Sajitha Sajan.
 Master of ceremony in charge was Dr. Angelina Fenick.
 Games will be conducted after the official
 session. Mrs. Reshma Raju and Dr. Virgin Mary
 were in charge of games. Mrs. S. Rosary, Vinitha
 was in charge 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 PU 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. Permission was asked to
 the principal. He instructed 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. Prabhan Rajasekar and Dr. Lucas.

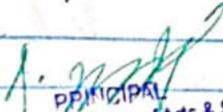
5. Good Samaritan scheme:

Department of English selected a new incharge for Good Samaritan scheme. Mrs. Rosary Vincentha 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.

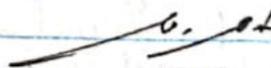
6. Idea for the whole month:

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.


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Kaliyakkavilai - 629 153




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

English Department Meeting

111

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 Venantha. S
Mr. Prinselin P. R
Mrs. Sajitha Sajan
Mrs. Reshma Raja
Dr. Virgin Mary. S
Dr. Limcy. 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 starts on 5th

August 2022 and ends on 13th August 2022.

2. Independence Day Competitions:

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. Preshma Raju is in charge of Junk art and she will give the topics ^{rules} for the competition. Mr. Prinselin P. R is in charge of drawing. Mrs. Merlin Mahil is in charge of Fancy Dress. Mrs. Sajitha Sajjan is in charge of Vlog and Dr. Virgin Mary is in charge 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 pm.


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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 Vinintha.S ✓
 Mr. Princelin P.R ✓
 Mrs. Rashma Raju ✓
 Mrs. Saijitha Sajjan ✓
 Dr. Virgin Mary.S ✓
 Dr. Lincy.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

U₁ and 2nd year PU 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 UH students will have a class on Health and related issues on 13th August 2022.

The programme will be held in the seminar Hall during the 3rd & 4th hour. Classes will be handled by

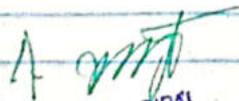
7. Independence Day celebration:

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.

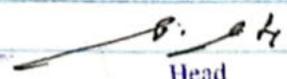
8. Report on Competitions:

Dr. R. Rookan Raja Sekar, Head of the Department asked the in-charges 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

117

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

Agenda

Internal Exam
Phd & MBA admission
Fee payment
Result Analysis
Revaluation
Speed exam
Phd 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. Purcellin. P. R
Mrs. Reshma Raju
Mrs. Sajitha Sajan
Dr. Virgin Mary. S
Dr. Limcy. C

Department meeting was held on 23rd August 2022, Tuesday 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 September. If they have the fee, staff members can send the students to the office on the 1st hour.

4. Result analysis :-

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

5. Revaluation :-

Students those who failed in the semester exam can apply for revaluation. Students can apply for Form 'A' & Form '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 be the Mambaniam Sundararaj University.

7. PTA 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 in charge of Freshers 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.

English Department Meeting

Date : 30/08/2022, Tuesday
 Time : 2:00 pm
 Venue : Department of English

Agenda

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

Members present:

Dr. R. Reeban Raja Sekar.

Mrs. Subi-M.S

Mrs. Christobel Marlin Mahil.R

Mrs. Anisha.P

Mrs. Rosary Viniitha.S

Ms. P. R. Prinselin

Mrs. Sajitha Sajam

Mrs. Reshuma Rajes.

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 & Freshers Day

It was planned to organize Literary Association and Freshers Day. Mrs. Sajitha Sajam is in charge of the programme. Literary Association will be held on 6th September 2022.

Venue of the programme is Auditorium Mrs. Subi-M.S is in charge of Welcome address and vote of thanks. Mrs. Anisha.P is in charge of Prayer song. Mrs. Rosary Viniatha is in charge of Reception. Mr. P. Praveen is in charge of Hall arrangement and audio. Dr. S. Visvanthi is in charge of stage decoration Mrs. Peshma Raju is in charge of Cultural.

Fresher's day and Onam celebration will be held on 1st September 2022. Dr. R. Roobair Raja Sekar will give the introduction to the guest. Oath taking of the student council members will also be held on the same day.

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.

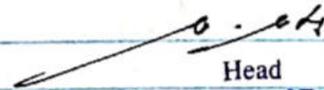
5. Fee payment:

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.

A. 
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

123

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 of Freshers Day

Members present:

Dr. R. Rooban Raja Sekhar

Mrs. Subi-M.S

Mrs. Christobel Merlin Mahil.R

Mrs. Anisha.P

Mrs. Rosany Veenatha.S

Mx. Princelin.P.R

Mrs. Sajitha Sajan

Mrs. Reshma Raju

Dr. Vignen Mary.S

Dr. Lincy.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 valued on or before 05/09/2022; Monday. All the staff members should enter the internal marks in their mark register and submit the answer sheets to Dr. R. Rooban Raja Sekhar, Head of the Department of English.

Dr. R. Rooban Raja Sekhar informed that staff members should not use the 1st hour as the sitting hour. Class incharges should submit the monthly attendance 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 maintenance 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 breacktime 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. Rooban Raja Sekhar informed about Group building Day. It was an idea given by the Secretary of the college in order 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 programme. She explained about the program and prepared the programme schedule for the same.

5. Onam Celebration and Freshers Day:

Next day of the literary Association, it was planned to conduct the Onam Celebration and Freshers Day, on 7th September 2022. Girls can wear Kerala Saree and boys can wear Munde and shirt. They have to pay the amount to Mrs. Sajitha Sajan, in order to meet the expenses. 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.



[Signature]

Head

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

[Signature]
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 Urd PG

Fee collection

Syllabus

Late comers Register

Exams Fee, markentry etc.

Members present:

Dr. R. Rooban Raja Sekar

Mrs. M. S. Subi

Mrs. Christobel Merlin Mahil

Mrs. Anisha P

Mrs. Rosany Vinintha S

Mr. Princelin P. R

Mrs. Sajitha Sajam

Mrs. Reshna Raju

Dr. Virgin Mary S

Dr. Limy. 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. Rosany Viniatha will handle the class on Monday. Mr. Puncabon and Mrs. Reshna will be handling the classes on Tuesday. Dr. R. Pooban Rajasekar and Mrs. Subi-M.S will be handling the classes on Wednesday. Dr. Virgin Mary.S and Mrs. Sujitha Sejan conduct the classes on Thursday. Mrs. Madin Mahal 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 for I U6 & I PA:-

It was informed that internal exam for I U6 & PA will be held from 6th October 2022. During the time II, III U6 & II PA students will have their 2nd 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:-

U6 & PA syllabus will be changed in the next year. It was informed that 2nd Year students of B.B.A, B.Com & B.Computer science, part II English

Course is added with these 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 penalty. They can pay the same with penalty from 31/10/2022 to 4/11/2022. Internal exam mark entry will open from 9/11/2022 to 23/11/2022. Staff members should enter the internal marks in the University portal without fault.

The meeting came to an end at 2.15 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

129

Date: 13/10/2022, Thursday
Time: 2:00 pm
Venue: Department of English

Agenda

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

Members present:

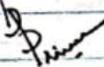
Dr. R. Rooban Raja Sekhar 

Mrs. Subi M.S 

Mrs. Christobel Merlin Mahil.R. 

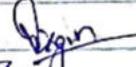
Mrs. Anisha.P

Mrs. Rosary Vinintha.S 

Mr. Priscilla.P.R 

Mrs. Sajitha Sajjan 

Mrs. Reshma Raju 

Dr. Virgin Mary.S 

Dr. Limay.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 exam 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. Diploma courses:

Nanjil Catholic college of Arts & Science decided to provide Diploma courses to the students which is affiliated by the Mannanur Sundhara 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 anyone wish to take admission in UG 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 separately. Head of the Department asked the classincharges to select students from each class to give feedback. And also ask 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, & A₂) B.Sc computer science students will have their internal exam for Part II English. Mrs. Sherin Francis 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:

Ph Final year students have Project. In order 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, Thiruvananthapuram 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 meetings came to an end at 3.10 pm.



S. O A
Head
Department of English
Nanji Catholic College of Arts & Science
Kaliyakkavilai 629 153, Tamil Nadu

A. Anand
PRINCIPAL
Nanji 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

NAAC
 Internal Exam - D.U. & Ph
 Model Exam
 Question paper submission
 M.Phil. class.

Members present:

Dr. R. Rooban Raja Sekar ✓
 Mrs. Subi. M. S. ✓
 Mrs. Christobel Merlin Mahil. R. ✓
 Mrs. Anisha. P. ✓
 Mrs. Rosany Vincentha. S. ✓
 Mr. Purnelin. P. R. ✓
 Mrs. Sejitha Sajam ✓
 Mrs. Reshma Raju ✓
 Dr. Virgin Mary. S. ✓
 Dr. Limey. C. ✓
 Mrs. Anala Thomas ✓
 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 Department wise Exhibition should be conducted. NAAC sent mail to students individually 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 Ph:

Internal exam-II for the I UG & I Ph 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 20. Students should n't take leave during the exam days.

3. Model Exam:

Model exam for the UG & Ph classes start on 1st November 2022. Exam will be held from 9.00 am to 12.00 pm. Students should reach the campus on or before 8.30 am. After the model exam II, III UG and II Ph can leave the campus. Special class are arranged for I UG & I Ph 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 basis. class incharge for M.Phil course is Mrs. Amala Thomas.

G. Semester exam Fee & Register number:

It was informed that T.O.A & T.P.H 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.



[Signature]

Head

Department of English
Nanjil Catholic College of Arts & Science
Kalyakkavilal - 629 153, Iamunadu

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PRINCIPAL

Nanjil Catholic College of Arts & Science
Kalyakkavilal - 629 153

English Department Meeting

Date: 28/10/2022, Friday

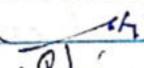
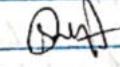
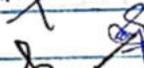
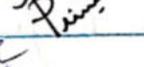
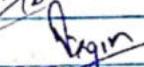
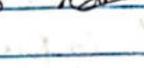
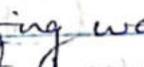
Time: 2.00 PM

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. Christobel Merlin Mahil. P 
 Mrs. Anisha P
 Mrs. Rosary Vincentha S 
 Mrs. Sajitha Sajon 
 Ms. Princelin P.R 
 Mrs. Reshna Raju 
 Dr. Virgin Mary 
 Dr. Limy, C 
 Mrs. Anala Thomas 
 Mrs. Sherin Francis 

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. A. Abish. Alumnus of Department of English, Teacher, Sacred Heart Higher Secondary School, Padathalam, Pungam 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 Mathew was in charge of choir. Mrs. Roshma Rejia and Mrs. Anisha. P were in charge of cultural activities. Overall co-ordinators of the program were Mrs. Subi. M. S & Mrs. Rosary Vithintha. S. Dr. Limey was in charge of Lucky draw. The programme will start at 8-30 am and end at 12-15 pm. Duties were distributed among the staff members. Mrs. Sajitha Sejan in charge 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 Ph students can pay their exam fee from 08-11-2022 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 signature from Librarian, 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 Exams:

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
Nanji Catholic College of Arts & Science
Kalyakkavilai 629 153, Tamil Nadu


Nanji Catholic College of Arts & Science
Kalyakkavilai - 629 153

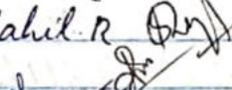
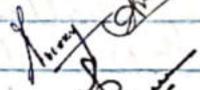
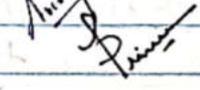
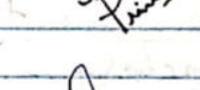
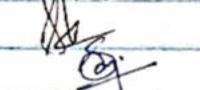
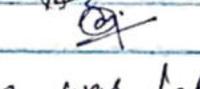
English Department Meeting

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

Agenda

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

Members present:

Dr. R. Rooban Raja Sekar 
 Mrs. Subi. M.S. 
 Mrs. Christobel Merlin Mahil. R. 
 Mrs. Anisha P. 
 Mrs. Rosany Vinantha S. 
 Mr. Puncelin P.R. 
 Mrs. Reshna Regin 
 Dr. Virgin Mary S. 
 Dr. Limcy. C. 
 Mrs. Amala Thomas 
 Mrs. Sheun 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 markstatement:

M.Phil markstatement for the M.Phil batch 2021-2022. It was informed that the class in charge

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

2. Hallticket:

It was informed that the class incharge should inform the students to download the hallticket 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 hallticket 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 pm. 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 penalty on these days.

5. No Due slip:

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

class incharge, they have to submit it in the office. After getting signature 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 p.m.



[Signature]
Head
Department of English
Nanjil Catholic College of Arts & Science
Kalyakkavilai - 629 153, Tamil Nadu

[Signature]
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kalyakkavilai - 629 153

English Department Meeting

141

Date: 25/11/2022, Friday

Time: 12:00 pm

Venue: Department of English

Agenda

Digitalized Certificate

Wi-Fi facility

Hall ticket

Members present:

Dr. R. Rooban Raja Sekar

Mrs. Subi-M.S

Mrs. Christobel Merlin

Mrs. Anisha.P

Mrs. Rosary Vinantha.S

Mr. Punctelin.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 confirmation 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. Hallticket :

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




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


PRINCIPAL
Nanjil Catholic College of Arts & Science
Kalyakkavilai - 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 Venintha S

Mr. Princelin P.R

Mrs. Sajitha Sajjan

Dr. Virgin Mary S

Dr. Linley C

Mrs. Reshna Raju

Mrs. Anala Thomas

Mrs. Shein 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 Rajasekar, Head of the Department allocated Subjects among the

staff members according to their interest.

1. Dr. R. Rooban Raja Selvan

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

2. Mrs. Subi M.S

Communicative English IV	- (III B.Com A1)	- 6
Regional Literature in Translation	- III B.A (A1 & A2)	- 5+2
Canadian Literature	- II M.A	- 5
Library	- II M.A	- 1
		<u>19 hrs</u>

3. Mrs. R. Christobel Merlin Mahesh

Shakespeare	- III B.A (A1) & (A2)	- 5+5
Communicative English II	- II B.Sc (C.S)	- 6
Library	- II M.A	- 1
		<u>19 hrs</u>

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
		<u>19 hrs</u>

5. Mrs. Rosary Vinitha S

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

African Literature	- III B.A (A ₂)	- 2 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
		<hr/> 19 hrs

6. Ms. P. R. Prinebin

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
		<hr/> 20 hrs

7. Mrs. Sajitha Sajan

Communicative English II	- I B.Com (A ₂)	- 6 hrs
British Drama	- I B.A	- 2 hrs
Australasian Literature	- III B.A (A ₁)	- 3 hrs
Shakespeare	- I M.A	- 5 hrs
Library	- II M.A	- 1 hr
		<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
		<hr/> 19 hrs

9. Mrs. Reshna Raju

Communicative English II	- (I B.Sc Physical Education & I B.B.A)	- 6 hrs
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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
		<u>219 hrs</u>

10. Mrs. Anala Thomas

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

11. Mrs. Sheela Francis

Communicative English IV	- II B.Com(A ₂)	- 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 hr
		<u>19 hrs</u>

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
		<u>20 hrs</u>

2. Semester Plan!

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

1. Theatricals - Mrs. Merlin Mahul - R
2. Tour - Mrs. Rosary Vincenta, Mrs. Anisha, Dr. Vijaya
3. Literary Association & Farewell Day - Mrs. Sujitha
4. Book club - Mrs. Rosary Vincenta S
5. Eco-club - Mr. P. R. Piuscelin
6. Magazine - Mrs. Anala Thomas
7. Lit. Fest - Mrs. Reshma Raju & Mrs. Anisha P
8. Group Building Day - Mrs. Rosary Vincenta & Mrs. Sujitha S
9. Workshop - Mrs. Subi - M.S
10. Primary School Education Programme - Mrs. Subi M
11. Forum for academic Excellence - Mr. P. R. Piuscelin
12. MOU - Action plan - Mr. P. R. Piuscelin, Anisha P, Subi M
13. Celebrate A writer - Mrs. Sherin Francis
14. Day to Heed - Mrs. Merlin Mahul - R
15. Birthday Gift Exchange - Mrs. Anisha P
16. Information Sharing - All the staff
17. Celebrate A Day - Dr. Vijaya Mary

The meeting came to an end at 12.00 pm



[Signature]
Head

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

[Signature]
PRINCIPAL

Nanjil 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 Marlin Mahil

Mrs. Anisha. P

Mrs. Rosary Vinantha. S

Mr. Prindelin. P. R

Mrs. Sajitha Sajan

Dr. Virgin Mary. S

~~Mrs. Reshmy Raju~~

Mrs. Anjali 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 DAVOU Courses. Management informed that minimum 150 students should join various Davou 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 find out any malpractices it should be informed the Principal or the chief superintendent of exam within no time.

3. Semester Beginning:

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

4. Christmas Day Celebration:

It was informed that Christmas Day Celebration will be held on 20th 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 begin 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 2th 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 Per & 3rd Uⁿ will come on 2nd January 2023. 2nd Uⁿ students have to come on January 5th. 1st Per students should come to college from 10th January 2023. 1st Uⁿ students should come to college on 16th January 2023.

The meeting came to an end at 3.45 pm.



G. S. S.
Head

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

A. S. S.
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

Tou

Pongal Celebration

Members present:

Dr. R. Rooban Raja Sekhar

Mrs. Subi M.S

Mrs. Christobel Merlin Mahil.

Mrs. Anisha P

Mrs. Rosany Vinintha S

Mr. Purncelin P.R

Mrs. Sajitha Sajan

Dr. Virgin Mary S

Mrs. Reshuma Raju

Mrs. Anala Thomas

Mrs. Shewin 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 U & P U.

It was informed that I U & P U 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
Department of English
Nanjil Catholic College of Arts & Science
Kalyakkavilal 629 153, Tamil Nadu

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

English Department Meeting

Date: 03/01/2023, Tuesday

Time: 1.45 pm

Venue: Department of English

Agenda

Pongal celebration

Attendance

Tow

NO valuation

NAAC visit

Exhibition

Members present:

Dr. R. Rooban Raja Sekhar

Mrs. Subi-M.S

Mrs. R. Christobel Merlin Mahesh

Mrs. Anisha P

Mrs. Rosany Vinintha.S

Ms. Purncelin P.R

Mrs. Sajitha Sajjan

Dr. Virgin Mary.S

Mrs. Reshna Raju

Mrs. Anala 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 Venintha, Mrs. Medin 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. Tuition :

It was informed that tuition 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 :

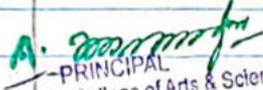
It was informed that NAAC peer team will visit college on 3rd and 4th February 2023.

6. Exhibition :-

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

are Mrs. Reshma Raju and Mrs. Sujitha 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.


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




Head
Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 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
 Fee payment
 Student meeting
 Attendance
 NAAC. Files

Members present:

Dr. R. Rooban Raja Sekhar

Mrs. Subi - M.S

Mrs. R. Christobel Merlin Mathil

Mrs. Rosary Venintha S

Mr. Princelin - P. R

Mrs. Sajitha Sajay

Dr. Virgin Mary S

Mrs. Reshma Raju

Mrs. Anala Thomas

Mrs. Shevin 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 on 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.



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

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

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

Tow

Student Progression

Members present:

Dr. R. Rooban Raja Sekar 

Mrs. Scubi M.S. 

Mrs. R. Christobel Merlin Math 

Mrs. Anisha P. 

Mrs. Rosany Viniatha S. 

Mr. Princeless P.R. 

Mrs. Sajitha Sajjan 

Dr. Virgin Mary S. 

Mrs. Reshna Raju

Mrs. Anala Thomas 

Mrs. Sherin Francis 

Mrs. Blessy J. 

Department meeting was held on 21st February 2023, Tuesday 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 classincharge 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. Rooban 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 classincharges 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 their Department.

5. Admissions Duty:

It was informed that staff members are divided into different groups. They have to do the allotted 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 begin 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 U or, I P or & II U or students can also go for a one day trip on any of these days (17, 18, 19).

8. Students' progression:

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.

English Department Meeting.

Date: 01/03/2023, Wednesday

Time: 2.00pm

Venue: Department of English.

Agenda

Nan Muthuvan scheme

Absence list

Tour

Asianet visit.

Workshop

Members present:

Dr. R. Rooban Raja sekar ✓

Mrs. Subi. M.S ✓

Mrs. R. Christobel Merlin Mahil ✓

Mrs. Anisha. P ✓

Mrs. Rosary Venintha. S ✓

Mr. Princeelin. P. R ✓

Mrs. Sajitha Sajan ✓

Dr. Virgin Mary. S ✓

Mrs. Reshuma Raju ✓

Mrs. Amala Thomas ✓

Mrs. Sheena Francis ✓

Mrs. Blessy. J ✓

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

1. Nan Muthuvan scheme:

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

to the UH students. Based on it I UH students have a paper called Cambridge English. Like wise 2nd and 3rd years. Staff members who are handling Communicative English for I UH are in charge of Cambridge English. Staff members who are handling Computer for Digital Era is in charge of 2nd year course. Third year class in charge 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. Tours:

Tour days and places were fixed. Mrs. Sajitha Sajan and Mr. Praveen were in charge of two days tour for the final year UH & PU students. Mrs. R. Christobel Meher Mahil was in charge of one day trip. Two days trip will begin on 16th March 2023 from Kalipakkudi. They were planned to go Mysore and Coorg. They will reach the campus on 19th March Morning. I UH, I PU & II UH students are going for

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

4. Asianet channel visit:

It was planned to visit Asianet channel. IIIrd Uⁿ and IIIrd P^{er} students are studying "Writing for Media". So based on the syllabus it was planned to visit Asianet. Mr. P. R. Pinceline 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 Vinnitha S

Hall Arrangement - Mr. Pinceline P. R

Stage Decoration (Flor) - Dr. Virgin Mary

Master of Ceremony - Students

Photos & Video - Mrs. Sajitha Sajon

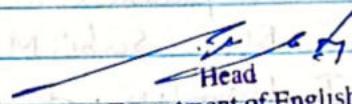
Programme schedule & Invitation - Mrs. Subi-M.S

Sound, light and system - Mr. Pincelin. P.R
 Refreshment (to students & staff & guest) Mrs. Rashmi Raju
 Documentation - Mrs. Anamala Thomas
 Vote of thanks - Mrs. Renoja (B.A.)
 CD certificate (guest) - Ms. Subu - M.S
 Certificates & Feedback - Mrs. Sherin Francis
 form :

It was planned to collect Rs. 60/- from each student. It was informed to the class in charges 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.




 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 : 21/03/2023, Tuesday
 Time : 2.00 pm
 Venue : Department of English

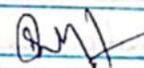
Agenda

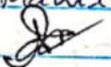
Internal exam II
 Nan Muthalvan programme
 Result analysis
 Fee payment
 Library visit
 Fine arts Day
 PG Admission
 Parents meeting
 Remedial class

Members present:

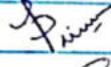
Dr. R. Rooban Raja Sekhar 

Mrs. Subi-M.S. 

Mrs. R. Christobel Merlin Mahil. 

Mrs. Anisha P. 

Mrs. Rosany Vinnitha.S. 

Ms. Prineelin P. R. 

Mrs. Sajitha Sajan 

Dr. Virgin Mary.S. 

Mrs. Reshma Raja 

Mrs. Amala Thomas 

Mrs. Sherrin 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 paper 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. Rooban Raja Sekhar will send the link to the TPC 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 TPC students are going for a library visit with the Librarian Dr. Berna Reji 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 pm. Mrs. Sajitha Sajan is incharge of Fine Arts Day.

7. PU Admission:

It was informed that the staff can ask to the III U students to join for PU. They have to fill the temporary form ^{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 8.00 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 class on 30th March 2023, Thursday. Classes are arranged only for the final years. Dr. R. Rooban 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.

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

Agenda

Remedial class
 Discipline
 Fine arts Day.

Members present:

Dr. R. Rooban Raja Sekhar ✓
 Ms. Subi - M.S. ✓
 Mrs. R. Christobel Meelin Mahul ✓
 Mrs. Anisha. P. ✓
 Mrs. Rosany. Venkitha. S. ✓
 Mr. Praveen. P. R. ✓
 Mrs. Sajitha Sajan ✓
 Dr. Virgin Mary. S. ✓
 Mrs. Reshma Raju ✓
 Mrs. Anala Thomas ✓
 Mrs. Shesim 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 30th March 2023, Thursday. Time table will be prepared by the Head of the

Department

Monday - Mrs. Subi - M.S.

Tuesday - Mrs. Reshma Raju, Mr. P.R. Pincelin, Mrs. Sajitha Sajan

Wednesday - Dr. R. Rooban Raja Sekhar

Thursday - Mrs. Merlin Mahil, Mrs. Rosary Vincenta, Dr. Virginia 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.



A. *[Signature]*
PRINCIPAL

Nanjil Catholic College of Arts & Science
Kalyakkavilal - 629 153

[Signature]
Head

Department of English
Nanjil Catholic College of Arts & Science
Kalyakkavilal - 629 153, Tamil Nadu.

English Department meeting

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

Agenda

Fire Arts Day
 Literary Association of Farewell

Members present:

Dr. R. Rooban Raja Sekhar ✓
 Mrs. Subi - M.S. ✓
 Mrs. Christobel Merlin Mahal ✓
 Mrs. Anusha P. ✓
 Mrs. Resany Vinitha S ✓
 Mr. Princeton P.R. ✓
 Mrs. Sajitha Sajan ✓
 Dr. Virgin Mary S ✓
 Mrs. Reshna Raju ✓
 Mrs. Anala Thomas ✓
 Mrs. Shevin Francis ✓
 Mrs. Blessy J ✓

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

1. Fire Arts Day.

It was informed that the management gave the permission to organize Fire 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. Prineelin.

Welcome Address - Mrs. J. Blessy

Vote of Thanks

Photos of Videos - Mrs. Subi. M.S

Prayer song - Mrs. Anisha. P

Sound of light - Mr. P.R. Prineelin.

Program Schedule & Invitation

Master of Ceremony - Mrs. R. Christobel Marlin Mahul.

Documentation - Mrs. Reshma Raju.

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

2. Literary Association & Farewell.

It was planned to give a farewell to final year students on 4th May, 2023. Mrs. Sajitha Sajan is in charge 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. Marlin Mahul.

Introducing the Guest - Dr. R. Rooban Raja Sekhar

Reception - Mrs. Rosany Viniatha.

Wall Arrangement, Sound & light - Mr. P.R. Prineelin

Photo of Video - Mrs. Subi. M.S

Program, schedule, invitation & Documentation - Sajitha Sajan

Prize distribution - Mrs. Sherin Francis

Cultural - Mrs. Reshma Raju.

It was decided to collect Rs. 150 from IUG, IIUG & IUG to conduct the program. The meeting came to an end at 3.30 pm.



English Department Meeting

Date: 17/4/2023, Monday

Time: 2:00 pm

Venue: Department of English

Agenda

PA 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 Mahel 

Mrs. Anisha. P 

Mrs. Rosary Vinintha. S 

Mr. Princelin. P.R 

Mrs. Sajitha Sajjan 

Dr. Virgin Mary. S 

Mrs. Reshma Raju 

Mrs. Amala Thomas 

Mrs. Sherin Francis 

Mrs. Blessy. J 

Department meeting was held on 17th April 2023, Monday at 2:00 pm in the Department of English.

1. PA Project:

It was informed that II PA students should submit the rough draft of their project on 20th April and fair 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 UH part II English I year UH 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 II will be held from 8th May 2023 onwards. Exam timetable will be posted in the whatsapp group. Timing of the exam 10.00am 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 of College Day.

It was informed that college management fixed dates for sports of College Day. Sports day will be held on 24th April 2023. Registrar 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 9.00 am. But staff should be present at 8.00 am.

The meeting came to an end at 3.00 pm.



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

A. [Signature]
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 Mahesh

Mrs. Anisha P

Mrs. Resany Vinantha S

Mr. Prineelin P.R

Mrs. Sajitha Sajan

Mrs. Vignen Mary

Mrs. Reshma Raju

Mrs. Anala Thomas

Mrs. Shesin 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 UH

Students have extension activities like NSS, VRC, Sports. Semester exam for Extension activity will held on 8th May 2023. from 12:30 pm to 1:30 pm. All the students should attend the exam without fail. Dr. Perul Thease, 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 staff members should complete the attendance and Mark entry in Bonifarm on or before 30/4/2023.

6. Mock viva for Ph.

It was decided to conduct the mock viva for the 2nd year Ph students on 03/05/2023. They have to submit four copies of project on 5/5/2023, Friday. Their viva voce will be held on 10th May 2023. The viva will end 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
Kaliyakkavilai

English Department Meeting

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

Agenda

Parents Meeting
 Literary Association of Farewell
 Working Days - staff
 College Reopening date
 Hall ticket - Download.
 Admission work.

Members present:

Dr. R. Rooban Raja Sekhar ✓
 Mrs. Subi-M.S.
 Mrs. Christobel Melina Mahal-R. ✓
 Mrs. Anusha-P
 Mrs. Rosany Vinitha-S ✓
 Mr. Prineelin P.R. ✓
 Mrs. Sajitha Sajjan ✓
 Mrs. Reshma Raju ✓
 Mrs. Vijaya Marys ✓
 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 organize 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 15th 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. Sushree Dewfer, Former H.O.D, Department of English, Nanyang Catholic College of Arts & Science.

3. Working Days - Staff:

It was informed that last working day for the students is 15/5/2023. But staff members should come to college regularly from 15/5/2023 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

hall ticket from the university site from 11th May 2023. With the No due slip and Hall ticket class charges 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



[Signature]

Head

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

[Signature]
PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

English Department Meeting

Date: 11/05/2023, Thursday

Time: 2:00 PM.

Venue: Department of English.

Agenda

T.C distribution

Admission

Hall Ticket

Excel sheet

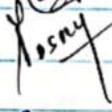
Members present

Dr. R. Rooban Raja Sekhar 

Mrs. Subi - M.S

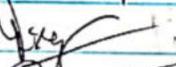
Mrs. Christobel Melina Mahid. 

Mrs. Anisha. P

Mrs. Rosary Veninta. S 

Mr. Purnellin. P.R 

Mrs. Sajitha Sajjan 

Dr. Virgin Mary. S 

Mrs. Reshna Raju 

Mrs. Anala Thomas 

Mrs. Sherin Francis 

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 U and PU 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 debit issue the T.C.

2. Admission:

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

3. Hall Ticket:

Students can download their hall ticket from the university website on 15th May 2022, 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.



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

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

DEPARTMENT MEETING REGISTER

ReportDate : 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. Jeslin Mary *Jeslin*
- 3) Mrs. R. Abila *Abila*
- 4) Mrs. J. Mary Beary *Beary*
- 5) Dr. S. Kavitha *Kavitha*
- 6) Dr. A.J. Bertilla Janshal *Bertilla*
- 7) Mrs. G.M. Dhanya *Dhanya*

The following matters were discussed and approved.

- 1) Second PGT 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 8/1/22, department should be submit the workload



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

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

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 ~~AKS~~
- 2) Mrs. S. Teolin ~~Mary~~ ~~Joshi~~
- 3) Mrs. R. Abila ~~AKS~~
- 4) Dr. A. J. Bestilla ~~Jayshil~~
- 5) Mrs. I. Mary ~~Bery~~
- 6) ~~Dr.~~ Dr. S. Kantha ~~Shan~~
- 7) Mrs. G. M. Dhanya ~~Dhanya~~

The following matters were discussed and approved.

- 1) Admissions is mandatory per a staff.
- 2) Committees for Graduation day which will be held on 29/9/22 should be do their duties carefully.

Meeting came to an end at 12:30 pm.

A. Ajitha
PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

AKS
Head

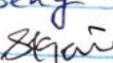
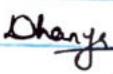
Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.



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. Anitha 
- 2) Mrs. S. Jeslin Mary 
- 3) Mrs. R. Abila 
- 4) Dr. A.J. Bestilla Jaushal 
- 5) Mrs. I. Mary Beary 
- 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 hour daily.
- 3) Result analysis per each dept is conduct with ~~the~~ as per the schedule.

The 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 : 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. ASIFIA ~~Asifia~~
2. Mrs. S. Jeslin Mary
3. Mrs. R. Abila ~~Abila~~
4. Mrs. I. Mary Bexy ~~Bexy~~
5. ~~Dr.~~ S. Karitha S. ~~Ther~~
6. Dr. A.J. Bestilla ~~Bestilla~~
7. Mrs. G.M. Dhanya ~~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.

A. Asifia

PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

G.M. Dhanya

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. Jeslin Mary
- 3) Mrs. R. Abila ~~Rajitha~~
- 4) Mrs. I. Mary Beny ^{Bony}
- 5) Dr. S. Kavitha ^{S. K. S. S.}
- 6) Dr. A. J. Beotilla Janshal ^{Just}
- 7) Mrs. G. M. Dhanya Dhanya

The following matters were discussed & approved

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

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.

Report

Date : 25/11/22

Time : 2:00 pm

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

- 1) Dr. A. ASITHA dpl/s
- 2) Mrs. S. Jashin Mary
- 3) Mrs. R. Abila B. dpl/s
- 4) Mrs. J. Mary Beary B. dpl/s
- 5) Dr. S. Kanitha B. dpl/s
- 6) Dr. A. J. Bertilla Saushal dpl/s
- 7) Mrs. G. M. Dhanya 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 IIIUG, on 1/12/22 & 2/12/22 for II Msc and on 7/12/22 & 8/12/22 for IIUG respectively.
- 3) The last working day for students in this semester is on 30/11/22.

The meeting is come to an end at 2:45 pm.

A. 

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

dpl/s

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

Date : 11/12/22
Time : 1:45 pm

Dept of Mathematics conduct its dept meeting which is started at 2:00 pm on 11/12/22. The participants were,

- 1) Dr. A. Anitha Apk
- 2) Mr. S. Jeslin Mary
- 3) Mr. R. Abila R. Abila
- 4) Mr. J. Mary Bevy Bevy
- 5) Dr. S. Karitha Steph
- 6) Dr. A.J. Bertilla Janshal Apk
- 7) Mrs. G.M. Dhanya 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 voter ID asked to bring mobile phones, Adhar card and voters ID on 3/1/22.

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

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

Apk
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 *Ajitha*
- 2) Ms. S. Jeslin Mary *Jeslin Mary*
- 3) Ms. R. Abila *Abila*
- 4) Ms. J. Mary Beary *Beary*
- 5) Dr. S. Kanitha *Kanitha*
- 6) Dr. A. J. Bestilla Janshel *Janshel*
- 7) Ms. G. M. Dhanya *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 UA & PA will be fixed and send to the college office.

The meeting came to an end at 01:00 pm.

A. Ajitha

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 conduct its dept meeting held at 3:00 pm on 28/2/23. The participants were,

- 1) Dr. A. Ajitha *dy*
- 2) Ms. S. Jeslin Mary
- 3) Ms. R. Abila *R*
- 4) Ms. J. Mary Beary *BY*
- 5) Dr. S. Kanitha *SK*
- 6) Dr. A.J. Beodilla Janshal *BJ*
- 7) Ms. G.M. Dhanya *Dhanya*

The following matters were discussed & approved.

- 1) Nan. Mudhalvan syllabons for II, IV & V, 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 13/23.

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

[Signature]

[Signature]
PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153

Head
Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 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 *Ajitha*
- 2) Mrs. J. Terlin *Mary*
- 3) Mrs. R. Abila *Rabitha*
- 4) Dr. S. Kavitha *Kavitha*
- 5) Mrs. J. Mary Bezy *Mary*
- 6) Dr. A.J. Bestilla *Jayshah*
- 7) Mrs. G.M. Dhanya *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 ~~for~~ on or before 18/3/2023.

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

A. [Signature]

PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavil - 629 153

[Signature]

HEAD

Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavil - 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 *Rathna*
- 4) Dr. S. Ivanita *Sikand*
- 5) Dr. A.J. Bestilla Janshal *Abant*
- 6) Mrs. J. Mary Beary *Bony*
- 7) Mrs. G.M. Dhanya, Dhanya

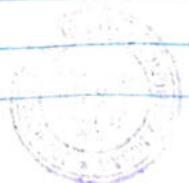
The following matters were discussed and approved.

- 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

[Signature]
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 ^{Dr. A. Ajitha}
- 2) Mrs. R. Abila ^{R. Abila}
- 3) Dr. A.J. Bestilla Janshal ^{Dr. A.J. Bestilla}
- 4) Dr. S. Iantha ^{S. Iantha}
- 5) Mrs. J. Mary Bery ^{M. Bery}
- 6) Mr. G.M. Dhanya ^{G.M. Dhanya}

The following matters were discussed and approved.

- 1) All are asked to do admission work compulsory.
- 2) New HOD's are introduced.
- 3) For the academic year 2023-24, NIAAC work will be done successfully.
- 4) Hereafter 5 minutes will be added in the duration of first break.
- 5) New nurse Sr. Anukigan 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 12:00 noon.



A. ^{Dr. A. Ajitha}
PRINCIPAL
Nanji Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

^{Dr. A. Ajitha}
Treasurer
Department of Mathematics
Nanji 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 Inaugural 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. Teena.
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 colour dress 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 7.55 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 PGi 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 allotted 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 engaged in any other work on that period.

Members Attended:

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



A. M. M. / 19/11

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 Rama Subramanian
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

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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. Teena
5. Dr. S. Murugavel
6. Dr. S.S. Bidhu
7. Mrs. V. Beena
8. Dr. H. Marshan Robert
9. Mr. F. Sahayaraj

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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 *P.S.*
2. Dr. M. Amalanathan *AM*
3. Dr. S. Antony Dominic Christopher *AD*
4. Dr. T.R. Jeena *T.R.*
5. Dr. S. Murugavel *Mr*
6. Dr. S.S. Bidhu *BS*
7. Mrs. V. Beena *VB*
8. Dr. H. Marshan Robert *HR*
9. Mr. F. Sahayaraj *FS*

A. [Signature]



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

Agenda:

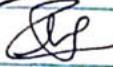
1. Attendance entry
2. University exams schedule
3. Exam fee payment
4. Optimal paper selection
5. Students namelist for NAAC
6. Leave permission
7. TET exam duty

Minutes:

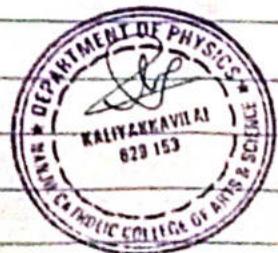
1. The minutes of the previous meeting were approved by the principal
2. Class adjustment help must be given to language staff.
3. Staffs are asked to be ready with attendance to enter it in portal.
4. University Practical exam is scheduled on 09/11/2022
5. University theory exam is scheduled on 11/11/2022
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. Teena 
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:

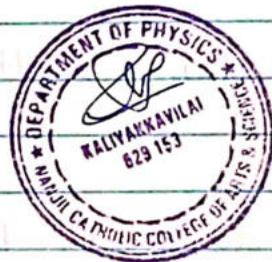
1. The minutes of the previous meeting were approved by the principal.
2. NAAC visit may happen on the end of November 2022.
3. Students need to be selected soon for feedback giving.
4. All the students must know vision and mission.
5. Ten parents and Alumni must be selected soon.
6. All the NAAC document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

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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 12/11/2022

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

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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:

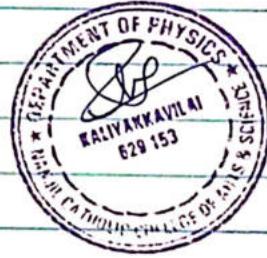
1. The minutes of the previous meeting were approved by the principal.
2. Model exam is scheduled on 07/11/2022 for I year students.
3. All fee must be paid before the entry of practical exam.
4. All the staffs are asked to apply for university exam seniority list.
5. I UG and I PG students can start to pay exam fee.
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

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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
13. 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

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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

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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.

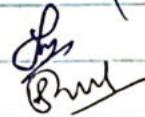
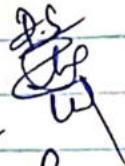
8. 05/01/2023 is declared as local holiday.
9. 06/01/2023 & 07/01/2023 will be working days.
10. Research oriented work is allotted for Dr. Bidhu.
11. Discipline duty must be done properly.
12. Students must maintain the attendance properly.
13. Leave form need to be submitted immediately.
14. No valuation 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



Minutes of meeting held on 21/02/2023 at 12:15 pm

Agenda

1. Admission work
2. Internal exam Question Papers
3. Slow learner details
4. Advance learner details
5. Punctuality maintenance during periods
6. Sports day
7. College day
8. MSc Admission Motivation
9. Work diary Submission

Minutes

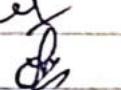
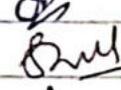
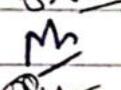
1. Last Date for fee collection is on 27/02/2023
2. Each staff must bring 10 admission
3. March 1st onwards internal exam will be commenced
4. No. of present and absent must be noted daily for each class
5. Separate training must be given for slow learner and advanced learner
6. Late coming students must be controlled by class teacher and subject teacher
7. Discipline duty time is charged at 7:50 am - 8:05 am
8. Fee payment is necessary for getting permission for tour

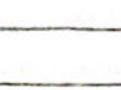
9. Sports day and college day will be on April 2nd week
10. Women's day celebration will be on 8th March
11. Five years perspective plan must be submitted as soon as possible
12. FDP, workshop and paper publication need to be done continuously
13. Poster presentation is compulsory for II PG students
14. B&C project can be done based on science exhibition experiment

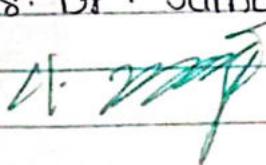
Members Attended

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. Murugavel
7. Mrs. V. Beena
8. Dr. Suma - Ni



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Minutes of meeting held on 20/3/2023 at 12:15 pm

Agenda

1. II Internal Exam
2. Model exam
3. Practical exam
4. Sports day and college day
5. University Exam
6. Conference

Minutes

1. II Internal Exam will be conducted on 11/04/2023 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 committees are allotted as follows
 - a) Reception and MC → Miss Beena & Dr. Jeena
 - b) Registration and certificate → Dr. Bidhu
 - c) Food and Refreshment → Dr. Dominic
 - d) Stage & Prize → Dr. S. Musugavel
 - 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. Teena
5. Dr. S.S. Bidhu
6. Mrs. Beena
7. Dr. Suma.N.
8. Dr. S. Musugavel

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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. TV

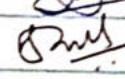
Minutes

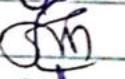
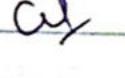
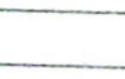
1. As per Naan Mudhalvan Scheme, three new courses are introduced
2. During project hour staff must be present
3. Seminar classes must be done for students
4. During Internal exam subject teacher must handover questions to teachers on that period
5. Details of Absentees must be informed to parents
6. 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. Teena
7. Dr. Suma - N
8. Dr. Antony Dominic Christopher


A. 



Minutes of meeting held on 10/04/2023 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 achievement 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. Classwise attendance work must be finished in Bonifera 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. Amalatharan
- 3) Dr. S. Antony Dominic Christopher
- 4) Dr. S. Murugavel
- 5) Dr. S.S. Bidhu
- 6) Mrs. Beena
- 7) Dr. T.R. Teena
- 8) Dr. Suma.N.

[Handwritten signatures corresponding to the list above]

A mmp



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 examiners

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 achievement 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 incharge's 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

P.S.
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Minutes of meeting held on 19/4/2023 at 12:15 pm

Agenda

1. No due Submission
2. College day
3. Discipline Party
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 17/1/2023
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. Teena
- 6. Dr. S. Suma
- 7. Dr. S.S. Bidha
- 8. Mrs. Beena. V

SS
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Mr

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A. *[Signature]*



Minutes of meeting held on 21/5/2023 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 31/5/2023
(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. Teena
8. Mrs. Beena V

PS

SP

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Suma

Prudh

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Be.

A. ~~murugavel~~



**NANJIL CATHOLIC COLLEGE OF ARTS AND
SCIENCE
KALIYAKKAVILAI**

CHEMISTRY DEPARTMENT

DEPARTMENT MEETINGS REGISTER

2022-2023

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.

~~Prof~~ 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. e. Agatha Christie.



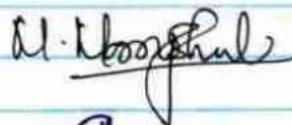
Dr. T. Alwin



Dr. K. Priya Rajini



Dr. M. Mary Sheeba



Mrs. M. Shirley Navis



Dr. S. V. Sheen Mers.

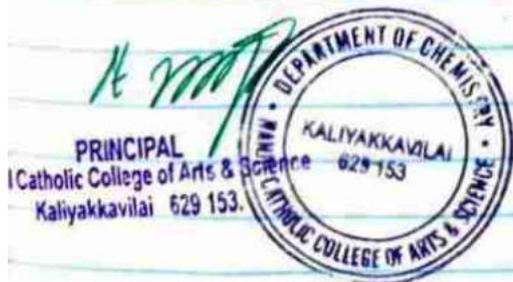


Mrs. D. Amala Reji Melda.



Mrs. C. Gnana Deepa.






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

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



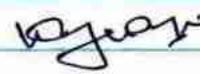
Dr. C. Agatha Christie.



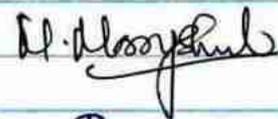
Dr. T. Alwin



Dr. K. Priya Rajini



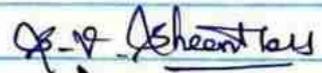
Dr. M. Mary Sheeba



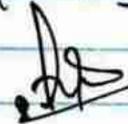
Mrs. M. Shirley Navis



Dr. Sheen Mers S.V



Mrs. O. Amala Reji Melda.



Mrs. C. Gnana Deepa.





Department of Chemistry
Nanji Catholic College of Arts & Science
Kalyakkavilai - 629 153, Tamil Nadu.


PRINCIPAL
Nanji Catholic College of Arts & Science
Kalyakkavilai - 629 153.

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:

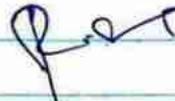
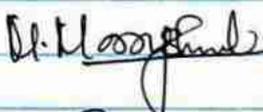
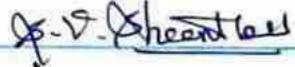
* For admission staff must present at 9 am. From 29.06.2022 one staff is allotted for admission duty.

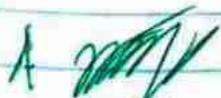
* For academic year 2022-2023, work load and time table was discussed. Work load (subject) was allotted for each staff.

* 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 Rajeni	
Dr. M. Mary Sheeba	
Mrs. M. Sisley Naris	
Dr. Sheen Mers. S.V	
Mrs. O. Anala 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.

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.

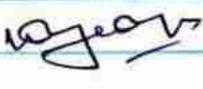
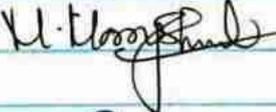
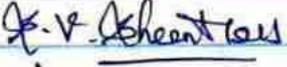
Class incharges must inform the students to wear proper uniform.

* On: 30.07.2022, Graduation day for those who completed during April 2021 examination.

* Coaching class (Remedial, Advanced Learners) may conduct to the students.

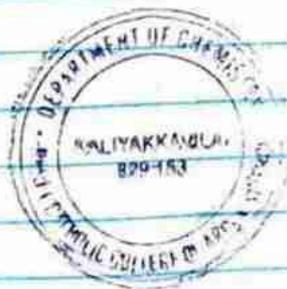
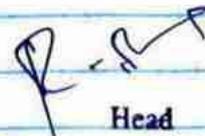
* Staff must complete their NAAC work.

Members participated

Dr. R. Murali	
Mrs. L. Lisy	
Dr. C. Agatha Christie	
Dr. T. Alwin	
Dr. K. Priya Rajini	
Dr. M. Mary Sheeba	
Mrs. M. Shirley Navis	
Dr. Sheer Mers. S.V	
Mrs. O. Amala Reji Melda	
Mrs. C. Gana 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.

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 allotted 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 ~~was~~ will conduct by Tamilnadu Government, Our college is one of the exam center.

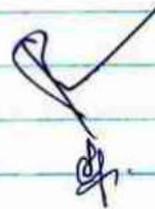
* Students must wear uniform for their exams. Colour dress is not permitted on those days.

* 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. ~~CPAC~~

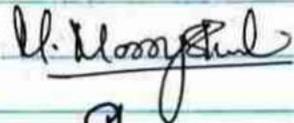
Dr. T. Alwin



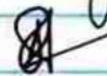
Dr. K. Priya Rajini



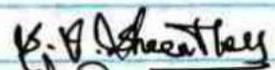
Dr. M. Mary Sheeba



Mrs. M. Shirley Navis.



Dr. Sheen Mers S V



Mrs. O. Amala Reji Melda



Mrs. C. Grana 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.

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.

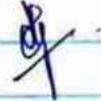
* Staff must inspect students discipline, staff must maintain class discipline and discipline duty should be followed by respective staff.

Members participated.

Dr. R. Murali



Mrs. L. Lisy



Dr. C. Agatha Christie.



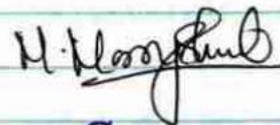
Dr. T. Alwin.



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.




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

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.

Department^{wise} 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 give the number of students to H.O.

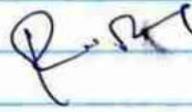
*. For this semester, incharges must inform their students to pay fees on or before 02.09.2022.

*. 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 IIIrd years, Health Awareness programme was going to conduct on 03.09.2022 by Sr. Sharmila.

Members participated

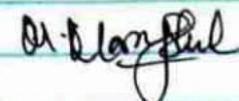
Dr. R. Murali 

Mrs. L. Lisy 

Dr. C. Agatha Christie 

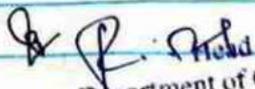
Dr. T. Alwin 

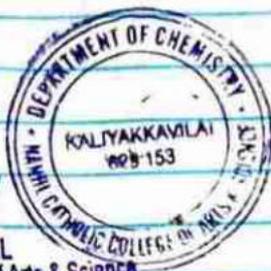
Dr. K. Priya Rajini 

Dr. M. Mary Sheeba 

Mrs. M. Shirley Navis 

Mrs. D. Amala Reji Melda 

Mrs. C. Gnana Deepa 



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.	I.V. Tours.
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 reevaluation 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~~ 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 a 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, insihirt etc.


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.

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 papers 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 in order to upload in college automation

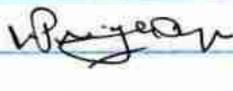
Members participated

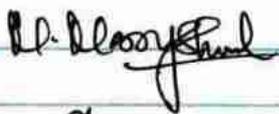
Dr. R. Murali 

Ms. L. Lisy 

Dr. C. Agatha Christie 

Dr. P. Alwin 

Dr. K. Priya Rajini 

Dr. M. Mary Sheeba. 

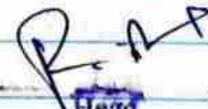
Ms. M. Shirley Navis. 

Ms. O. Amala Raji Melda. 

Ms. C. Gnana Deepa. 


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




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

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.	HOD's 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, otherwise pay fine amount of Rs. 100/-

* HOD's were asked to prepare for power point presentation.

* Result analysis for all departments may conduct after publishing the revaluation results.

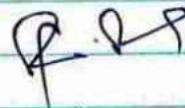
* For Internal II Question papers ~~we~~ must submit on or before 26.09.2022. Internal Test begins from 6.10.2022. So teachers were asked to submit the question paper without fail.

* 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. Lily



Dr. C. Agatha Christie



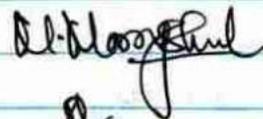
Dr. T. Alwin



Dr. K. Priya Rajini



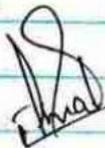
Dr. M. Mary Sheeba



Mrs. M. Shirley Navis



Mrs. O. Amala Reji Melda.



Mrs. C. Gana 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.

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.	Bemester 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.

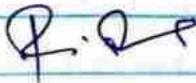
* Internal Mark entry commence from 11.11.2022 to 21.11.2022.

* 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.

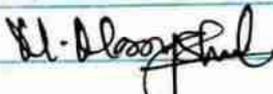
Members participated

Dr. R. Murali 

Dr. C. Agatha Christie 

Dr. T. Alwin 

Dr. K. Priya Rajini 

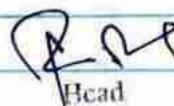
Dr. M. Mary Sheeba 

Ms. M. Shirley Navis 

Ms. D. Amala Reji Melda 

Ms. C. Gopala Deepa 





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



PR:
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 09.10.2022. Before that students must ^{complete record} get 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 ~~02.11~~ 13.11.2022.

* Question paper must submit on or before 31.10.2022.

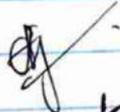
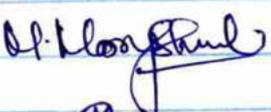
* From 31.10.2022 Internal Test II starts Exam time 10.15 - 11.15 am. Maximum marks: 20

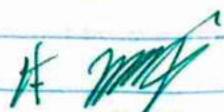
* NAAC work must complete, files must be completed in these days. College timing 8 - 4 pm.

* Syllabus must be complete before model exam otherwise extra class may conduct for 1 year.

* 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. Lusy 
- Dr. C. Agatha Christie 
- Dr. T. Alwin 
- Dr. K. Priya Rajini 
- Dr. M. Mary Sheeba. 
- Ms. M. Shirley Navis 
- Ms. D. Amala Reji Nelda. 
- Ms. C. Grana 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 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 check the students data before submit

to University (i) 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.

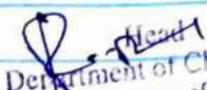
Members participated

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 Peji Melda
 Ms. C. Gnana Deepa

P. S. S.
 Dr. C. Agatha Christie
 Dr. T. Alwin
 Dr. K. Priya Rajini
 Dr. M. Mary Sheeba
 Ms. M. Shirley Naris
 Ms. O. Amala Peji 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.

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 Science 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.

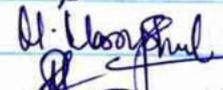
* Incharges must check whether all the students pay their exam fees. For private entries this is the last chance to write their exam. For 1 years register number was allotted.

* On 05.11.2022, English department was going to conduct a Group Building Day programme. No classes for students on that day.

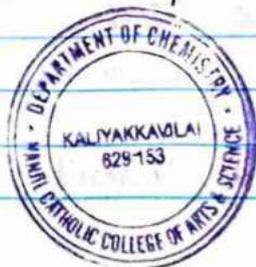
* Staff must inspect students discipline, incharges must check whether the students attend the class regularly.

* 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 get 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. Shisley Navis.	
Ms. D. Amala Reji Melda.	
Ms. C. Gnana Deepa.	


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




 Department of Chemistry
 Nanji Catholic College of Arts & Science
 Kaliyakkavilai - 629 153, Tamil Nadu.

Venue: Chemistry Department

Department meeting was conducted on 12.11.2022 at 12.30 p.m. The following matters were discussed.

Sl. No	Agenda
1.	M.Phil fee payment.
2.	Practical Exam.
3.	Theory Exam.
4.	Attendance entry, Internal book 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 announce

Members attended the meeting

Dr. R. Murali



Ms. L. Lisy



Dr. C. Agatha Christie



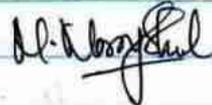
Dr. T. Alwin



Dr. K. Priya Rajini



Dr. M. Mary Sheela.



Ms. M. Shirley Navis.



Ms. O. Amala Reji Meldo.



Ms. C. Grana 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 Nar

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 reopens
5.	Christmas & Pongal celebration

Discussion:

* NAAC work must be completed within 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 3rd 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 Navis

Ms. O. Amala Reji Nelda.

Ms. C. Gnana Deepa.



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 verifications.
4.	Students discipline.

Discussion:

Workload and Time table was ~~confirmed~~ ^{consolidated} and given to all staff. Following papers were allotted.

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. Lily

Dr. C. Agatha Christie

Dr. T. Alwin

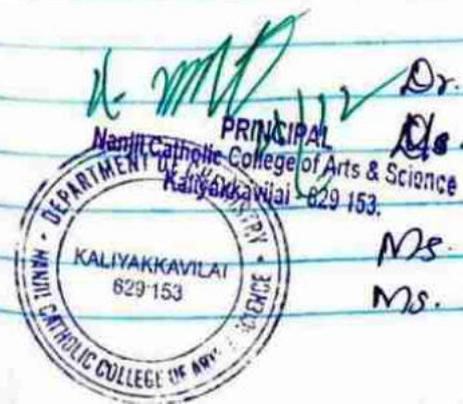
Dr. K. Priya Rajini

Dr. M. Mary Sheeba

Ms. M. Shirley Navis

Ms. D. Anala Riji Melda

Ms. C. Grana Deepa



Head
 Department of Chemistry
 Nanji 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 staff 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 ppt presentation ^{to} on behalf of board members on 28.01.2023. On that day department may submit their documents.

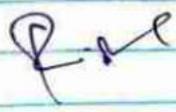
* Department achievement flex must be prepared and submit before 28.01.2023.

* Staff must use the inflibnet facility in our college.

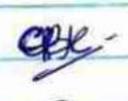
* Class incharges are asked to inform the students to remit their tuition fees.

* Staff must inspect students discipline especially dress code hair dressing etc.

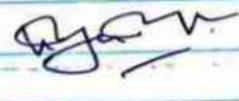
Members participated

Dr. R. Murali 

Ms. L. Lisy 

Dr. C. Agatha Christie 

Dr. T. Alwin 

Dr. K. Priya Rajini 

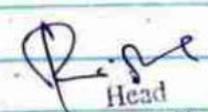
Ms. M. Shirley Navis 

Ms. D. Amala Reji Melda. 

Ms. C. Gnana Deepa. 


PRINCIPAL
Vanji Catholic College of Arts & Science
Kaliyakkavilal - 629 153




Head
Department of Chemistry
Vanji Catholic College of Arts & Science
Kaliyakkavilal - 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:

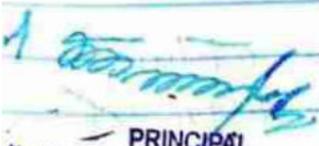
* For 25.01.2023, the students must come to college before 8.00 am. The college gate will close at 8.00 am. So incharges must inform the students.

* 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.

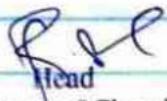
* Students must come to college with proper dress code. ID compulsory for students. Otherwise students are not allowed to enter the college. For discipline from ^{each} department staff must be present for duty."

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 RajiMelda.	
Ms. C. Gnana Deepa.	


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




 Head
 Department of Chemistry
 Nanjil Catholic College of Arts & Science
 Kaliyakkavilal - 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 23.02.23. 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.

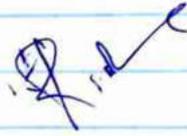
* Departments will get suggestion from students regarding village adoption.

* 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.



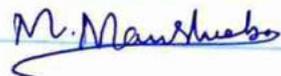
Dr. T. Alwin



Dr. K. Priya Rajini



Dr. M. Mary Sheeba



Mrs. M. Shirley Navis.



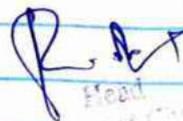
Mrs. D. Amala Reji Melda.



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 meetings were held on 28.02.2023 at 4:15 pm ^{2 hrs/week}
 The following matters were discussed.

- 3) From Monday \rightarrow 1 day order
- 4) No Absentees Agenda.
- 5) NAAC work starts from Wednesday
- 6) Yes, con. Extra papers (Nan Mudhalvan Scheme)
- 7)
2. Internal test
3. Day order change.
4. Absentees List.
5. NAAC work.
6. Yes.
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.

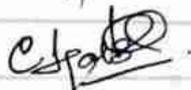
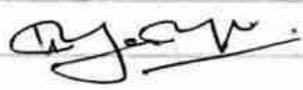
* NAAC work starts from 01.03.2023, every wednesday staff must be in campus till 4.p.m. During that time staff may complete their NAAC work.

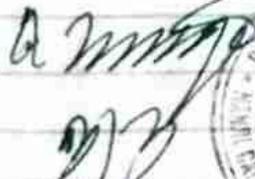
* Students were asked to pay their fees as soon as possible, otherwise fine will be collected for each day.

* 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. E. Agatha Christie |  |
| Dr. T. Alwin |  |
| Dr. K. Priya Rajini |  |
| Dr. M. Mary Sheeba |  |
| Ms. M. Shirley Navis |  |
| Ms. D. Amala Raji Melda |  |
| Ms. C. Gnana Deepa |  |


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




 Department of Chemistry
 Nanji 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.

S.No	Agenda.
1	Library visit
2.	Requirements
3.	Seminar hall booking
4.	Perspective plan.

Discussion:

* PG students are allowed to visit Library in ~~Nannayy~~ Nannayy Memorial Christian College for project reference, book reference upcoming days. Teachers encourage the students to utilize this opportunity.

* Book, Journal requirements list 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



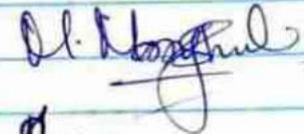
Dr. T. Alwin.



Dr. K. Priya Rajini



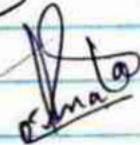
Dr. M. Mary Sheeba.



Mrs. M. Shirley Navis.



Mrs. D. Amala Raji Melda



Mrs. C. Gnana Deepa.




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




 Head
 Department of Chemistry
 Nanjil Catholic College
 Kaliyakkavilal - 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.	FOP.

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 FOP programme from 17.04.2023 to 21.04.2023. 3 members from each science department must attend the programme.

Members participated

Dr. R. Murali



Mrs. L. Lisy



Dr. C. Agatha Christie



Dr. T. Alwin

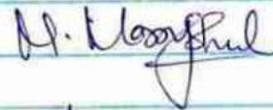


Dr. K. Priya Rajini



Mrs.

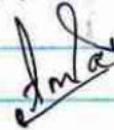
Dr. M. Sheeba



Mrs. M. Shirley Navis



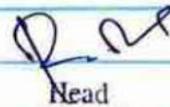
Mrs. O. Amala Reji Melda



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

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 INSDC 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.

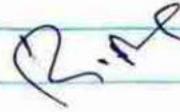
* Arrear list for final years both III BSc & II MSc must collect and submit on Thursday.

* 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



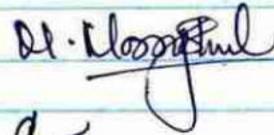
Dr. T. Alwin



Dr. K. Priya Rajini



Dr. M. Mary Sheeba



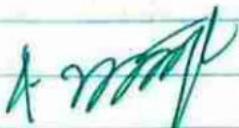
Mrs. M. Shirley Navis



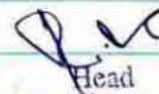
Mrs. D. Amala Raji Melda



Mrs. C. Grana 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.

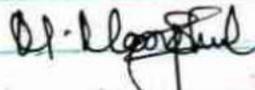
Department meeting was conducted on 12.04.2023 at 2.00 pm. The following matters were discussed.

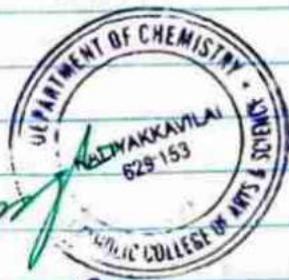
Sl. No	Agenda
1.	Sports day.
2.	College day
3.	Model Exam.
4.	Exam fee payment.
5.	Admission.

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.

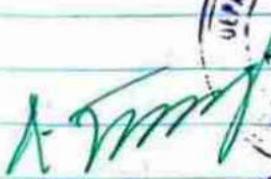
Members participated

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.	




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

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 proposed to 25.04.2023. Honourable Vice chancellor of our University, is the chief guest.

* Sports day was proposed 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 committees. Staff must inspect students discipline.

* Practical Exam for UG students starts from 27.04.2023.

Members participated

Dr. R. Murali



Ms. L. Lily

Dr. C. Agatha Christie. ~~CRS~~

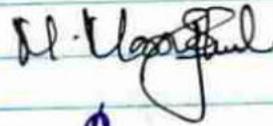
Dr. T. Alwin



Dr. K. Priya Rajini



Dr. M. Mary Sheeba.



Mrs. M. Shirley Navis.



Mrs. D. Amala Reji Mehta.



Mrs. C. Grana Deepa.




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




 Head
 Department of Chemistry
 Nanji 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.

Sr. 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 internal 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. Grana 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. Sujia Merlin - 
3. Dr. L. Thomas Robinson - 
4. Dr. W.C. Ciney - 
5. Mrs. A. Sujia 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.

In order to publish the details about the department, it was informed to be ready

Agenda : 3

It was informed that the Qum 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 task 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.



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

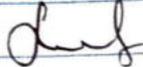
[Signature]
 [K.C. Abhilash Seng Paulstin]
 Head, Department of Computer Science
 Nanjil Catholic College of Arts & Science
 Nedumcode, Kaliyakkavilai - 629 153.

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. Sujas Mellin - 
3. Dr. L. Thomas Robinson 
4. Dr. W.C. Ciney 
5. Dr. D. Sujas 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 admission 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 i.e. neat formal dress.

It was initiated that all functions will be celebrated. Shift-II is not compulsory. For shift I 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 an outline the reason for lack of admission was identified

- 1000 Rupees Scholarship is applicable to all colleges, there is misunderstanding 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 BLM should be checked, requirements

for department register and by files should be ready.

⇒ Exact Supporting document should be attached.

⇒ 3-5 minutes ppt and 15 minutes 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. *(out)*

[K.C. Abhilash Sam Paulstin]

Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

K.M.M.
PRINCIPAL

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

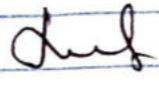
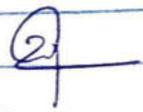


Minutes of the meeting held on
22/7/22

Time: 2.00 p.m

Venue: CS PG Lab

Faculty Members:

1. Mr. K.C. Abilash Sam Paulstin - 
2. Mrs. V. Sujia Merlin 
3. Dr. L. Thomas Robinson 
4. Dr. W.C. Ciney 
5. Dr. D. Sujia Mary 
6. Mrs. S.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 UC, III UC 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 UC admission is on 31/8/22.

II internal exam was scheduled from 26/9/22 without the Exam fee Penalty is from 3/10/22 to 12/10/22 and with penalty 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 1 year 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.

(Signature)

[K.C. Abhilash Sam Paulstin]

Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kalyakavilai - 629 153

(Signature)

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

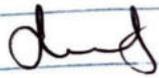


Minutes of the meeting held on
23/8/22.

Time : 2.00 p.m

Venue : CS per lab

Faculty Members

1. Mr. K.C. - Abilash Sam Paulstin - 
2. Mrs. V. Suja Meshin - 
3. Dr. L. Thomas Robinson - 
4. Dr. W.C. Ciney - 
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 sleeves for dresscode

The dress code should be checked each hour, shoe is compulsory. If they fail to do so, H/c 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 reminded for the staff members (PTD) had to apply for guideship who didn't have.

Agenda : 4

Final year students who didn't cleared all the papers (ie 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

NAAE work should be completed and submitted within 30th.

It was informed that the photo for university admitted list for 100 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 & 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.



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

A handwritten signature in blue ink, appearing to be "A. [Signature]".

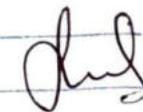
Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

Minutes of the meeting held
on 25/8/22

Time: 2.00 p.m

Venue: CSUG Lab

Faculty members:-

1. Mr. K.C. Abilash Sam Paulstin - 
2. Mrs. V. Suja Meelin - 
3. Dr. L. Thomas Robinson - 
4. Dr. W.C. Ciney - 
5. Dr. D. Suja Mary - 
6. Mrs. 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 close for UG during the 31st of August. Students who are interested 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 admissions as early 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 allotted 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 30th 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 results 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

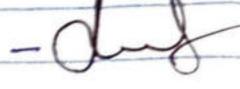
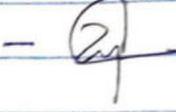
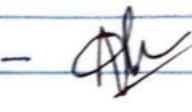

Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

Minutes of the meeting held
on 1/9/2022

Time: 2.00 p.m

Venue: CS UG Hall

Faculty Members:

1. Mr. Ke-Abhilash Sam Paulstin - 
2. Mrs. V. Sujas Merlin - 
3. Dr. L. Thomas Robinson - 
4. Dr. W.C. Cincey - 
5. Dr. D. Sujas Mary - 
6. Mrs. S.S. Beulah Benslet - 
7. Mrs. T. Ahila - 

Agenda:

1. Ph.D. Thesis Submission.
2. Fees
3. Result Analysis
4. Retest 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 sleeves.

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 remaunded 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 on 1/9/2022. The staff members were reminded to use infliinet at the maximum. It was also informed to motivate the ^{staff} students to use the library.



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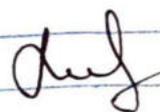
Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

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

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. Retest for slow learners

Agenda : 1

It was informed that the II internal test for II UCs, III UCs and II p.c. and I Internal exam 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 reminded to apply for 1000 Rupees scheme (i.e. Girls Students who studied in government school from Std VI to ~~X~~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.

[Signature]



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Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcorde, Kalyakkavital 629 153

Minutes of the meeting held on 26/9/2022.

Time: 2.00 p.m

Venue: CSUG Lab

Faculty Members

1. Mr. K.C. Abhilash Sam Paulstin 
2. Mrs. V. Sujia Meshin - 
3. Dr. L. Thomas Robinson - 
4. Dr. W.C. Cincy - 
5. Dr. D. Sujia Mary - 
6. Mrs. S.S. 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 before

6/10/2022. From October 6th 100 rupees fine will be collected on each day.

Agenda : 2

It was informed that these 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 undergoing entrance exams at the college.

Agenda : 5

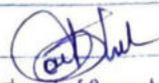
It was also informed to be ready with department files and registers for NAAC visit.

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.




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Kariyakkavil - 629 153

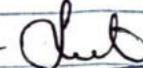
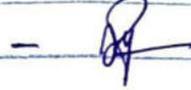

Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kariyakkavil - 629 153

Minutes of the meeting held on
13/10/22.

Time: 2.00 p.m

Venue: CSUC Lab

Faculty Members:-

1. Mr. K.C. Abhilash Sam Paulstin - 
2. Mrs. V. Suja Meshin - 
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~~ 1 and part 2 in the curriculum, special classes were scheduled from 1 (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 penalty 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

U's admission closing date was 21st October.

Agenda : 4

It was also informed that our college has got permission to conduct diploma courses by the Manonmaniam Sundaranand 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 MBA admission. Do not encourage

negative feed backs.

The Staff members were instructed to motivate the class toppers to attend Career guidance class compulsorily.



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Kaliyakkavilai - 629 153

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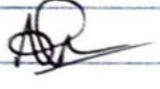
Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

Minutes of the meeting held on
28/10/22.

Time: 2.00 p.m

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. Ciney - 
5. Dr. D. Suja Mary - 
6. Mrs. S.S. Beulah Benslet - 
7. Mrs. T. Ahila - 

Agenda:

1. University Practical Exams & Theory Exams
2. Model Exams
3. Student Satisfaction Survey
4. Notices.

Agenda 1

It was informed that the Nov. 2022 Practical examination was scheduled from 14/11/22 or 16/11/22. University Theory examination 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 examination for both UG & PG was scheduled from Nov 7th. All the five units were enclosed for model examination. The model exam question paper should be submitted on or before 2/11/22.

Agenda 3

As a first step of NAAC report submitted, Student 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, Thiruthuvapuram. On 1/11/22, there will be a Manadu at our college. Few staff members were asked to present in order to maintain discipline.

Agenda 4:

It was informed that the Nodues for Science students is on Nov-12 (i.e. 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
Nedumcode, Thrissur - 680 153



PRINCIPAL

Nanjil Catholic College of Arts & Science
Nedumcode, Thrissur - 680 153

Minutes of the meeting held
on 2/11/22.

Venue: CS Dept.

Faculty Members.

1. Mr. K.C. Abhilash Sam Paulstin - ~~ADP~~
2. Mrs. V. Sujar Merlin - ~~ADP~~
3. Dr. L. Thomas Robinson - ~~ADP~~
4. Dr. W.C. Cincy - ~~ADP~~
5. Dr. D. Sujar Mary - ~~ADP~~
6. Mrs. S.S. Beulah Benslet - ~~ADP~~
7. Mrs. T. Ahila. - ~~ADP~~

Agenda:

1. University Examinations
2. Model Exam
3. NAAE 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 begin 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 Modules 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 registered 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 NAAE, 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 entertainments.

Agenda: 5 General discipline should be maintained in and around the class.



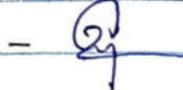
Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kalyankavilai - 629 153

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Nanjil Catholic College of Arts & Science
Kalyankavilai - 629 153

Minutes of the meeting held on
29/11/22.

Venue: CS PC Lab

Faculty Members

1. Mr. K.C. Abhilash Sam Paulstin - 
2. Mrs. V. Sujia Merlin - 
3. Dr. L. Thomas Robinson - 
4. Dr. W.C. Ciney - 
5. Dr. D. Sujia 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 hall tickets 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.



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Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

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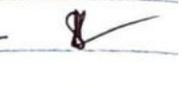
PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilai

Minutes of the meeting held
on 15/12/22

Venue: CS PG Lab

Faculty Members

1. Mr. K.C. Abhilash Sam paulstui - 
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. 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 will

be on 20/12/22 from 9.30 a.m. Each department should have 2 Sanda. As initiated earlier, exactly at 9.00 a.m., the class incharges should move along with the students to auditorium. Cake will be distributed to students.

Agenda : 2

It was informed that strict attendance should be maintained. If a student is late, they have to write their details in late register. Timing is more important in case of attendance.

Agenda : 3

On 2nd of January, Ist PC and IIIrd UC classes will begin, January 5th reopening for IInd UC and 9th for 1st PC classes. Reopening of Ist UC classes will be after pongal holidays.

It was informed that Pongal celebration will be on 25th January, location for the competition will be allotted on 2/1/23. The name list of students who received diary were collected by the class incharges. Strict discipline should be maintained inside the class room as well as inside the campus. It was decided to provide

healthroom slips for students who move to health room.
 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 allotted for digital Era.



[Signature]

Head, Department of Computer Science
 Nanjil Catholic College of Arts & Science
 Nedumcode, Kaliyakkavilai - 629 153

A. [Signature]

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 Sampaulstin - ~~AB~~
2. Mrs. V. Suja Merlin - ~~SM~~
3. Dr. L. Thomas Robinson - ~~LR~~
4. Dr. W.C. Ciney - ~~WC~~
5. Dr. D. Suja Mary - ~~DS~~
6. Mrs. S.S. Beulah Benslet - ~~SB~~
7. Mrs. T. Ahila - ~~TA~~

Agenda

1. Selection of Alumni, Parents and Students for NAAE.
2. Discipline
3. Attendance

Agenda: 1

It was informed to choose 10 students, 10 alumni and 10 parents for each department and

they have meeting on 21/12/22.
Hence the following members were
selected. The Alumni members
includes

- (i) Sachin
- (ii) Bensujin
- (iii) Nashrin
- (iv) Anja
- (v) Dileep Singh
- (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) Indynisha - II B.Sc (CS)
- (iv) Reshma - III B.Sc (CS)
- (v) Adwin Shijo - III B.Sc (CS)
- (vi) Jibisha - I M.Sc (CS)
- (vii) Aashiga - I M.Sc (CS)
- (viii) Knolath - 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) Ashuk 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 in advance. 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 ~~the~~ 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.




Head, Department of Chemistry
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153



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

Minutes of the meeting held on
3/1/23.

Venue: CS PG Lab

Faculty Members

1. Mr. K.C. Abhilash Vam 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. NAAE Visit
2. Pongal Celebration

Agenda : 1

The NAAE 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. NAAE 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 Convener should give explanation to all the selected students regarding the committees. The vision and mission should also be 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. Desjany & Mrs. T. Ahila will be conveners for exhibition. It was informed that students should pay exam fees at least in three installments. Staff should get qualifications approval from university. Staff members should publish 3 journals for attaining guideship.

Permanent affiliation 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 were given Permanent affiliation.

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 College cleaning day. For NAAC events, Committees will be framed. It was informed that the details of damaged articles will be informed immediately. Verification 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.



A. *[Signature]*

[Signature]

Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

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Nanjil Catholic College of Arts & Science
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. Sujia Meslin 
3. Dr. L. Thomas Robinson 
4. Dr. W.C. Cincy 
5. Dr. D. Sujia 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 so 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. Sujamolin was in charge.

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 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: #

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 alumni's to provide training for students. It was informed to conduct Conference during August.



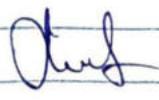
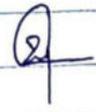
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 PRINCIPAL
 Nanjil Catholic College of Arts & Science,
 Kaliyakkavilai - 629 153.

[Signature]
 Head, Department of Computer Science
 Nanjil Catholic College of Arts & Science
 Nedumcode, 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 Meshin 
3. Dr. L. Thomas Robinson 
4. Dr. W.C. Ciney 
5. Dr. D. Suja Mary 
6. Mrs. S.S. Beulah Berslet - 
7. Mrs. T. Ahila 

Agenda:

1. Attendance
2. Discipline

Agenda 1:

It was informed to concentrate on attendance for students from far. Delvin 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.

Feedbacks 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.



out

Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

A. [Signature]

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

Minutes of the meeting held on
20/2/2023.

Venue: P/S Lab (CS)

Faculty Members

1. Mr. K.C. Abhilash Sam Paulstin 
2. Mrs. V. Sujia Meslin 
3. Dr. L. Thomas Robinson 
4. Dr. W.C. Cincy 
5. Dr. D. Sujia 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 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 Seseetran and Principal in advance. The last date to submit 5 years Dept. Perspective plan is on 1/3/2023.



A. [Signature]
 PRINCIPAL
 Nanji Catholic College of Arts & Science
 Kaliyakkavilai - 629 153.

[Signature]
 Head, Department of Computer Science
 Nanji 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. Sija Merlin 
3. Dr. K. Thomas Robinson 
4. Dr. W.C. Linay 
5. Dr. D. Sija Mary 
6. Mrs. S.S. Beulah Benslet - 
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.



[Signature]

Head, Department of Computer Science
Nanji Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

[Signature]
PRINCIPAL

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

Minutes of the meeting held
on 17/4/23.

Venue: PG Lab (CS)

Faculty members

1. Mr. Abhilash Sam paulstin 
2. Mrs. V. Sujamelin 
3. Dr. L. Thomas Robinson 
4. Dr. W.C. Cincy 
5. Dr. D. Sujamary 
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 starts on 27/4/23 and PG on 3/5/23. Hence before that all should complete lab related tasks as early 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 examination 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, inform them at the exact time.



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

[Signature]
Head, Department of Computer Science
Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai - 629 153

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

S.Singh


AJ

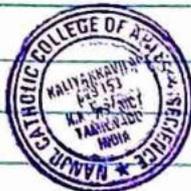
AJ

S.Singh



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
 Kanyakumari District, Tamilnadu.



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

[Signature]

2. Dr. M. Therasita Mary

[Signature]

3. Dr. C. Amutha Rani

[Signature]

4. Dr. A. Ajitha Mol

[Signature]

[Signature]

[Signature]

Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
Nanjil Catholic College of Arts & Science
Kanyakumari District, Tamilnadu.

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



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

[Signature]

2. Dr. M. Therasita Mary

[Signature]

3. Dr. C. Amutha Rani

[Signature]

4. Dr. A. Ajitha Mol

[Signature]

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

[Signature]
 DR. M. SINI MARGRET
 Head & Assistant Professor
 Department of Zoology
 Nanjil Catholic College of Arts and Science
 Kaliyakkavilai - 629 153
 Kanyakumari District, Tamilnadu.



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 PG1 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

[Signature]

[Signature]

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[Signature]

[Signature]

[Signature]

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
Kanyakumari District, Tamilnadu.

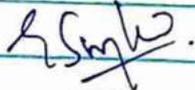
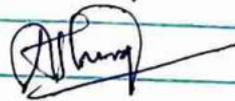


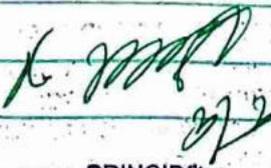
Zoology department meeting was held on 20th september 2022 at 3:00 pm in department.

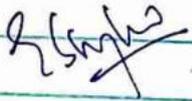
Agenda:

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 schdarschip 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
 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 - 629 153
 Kaliyakkumari District, Tamilnadu.



Zoology department meeting was held on 13th 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

[Signature]

2. Dr. M. Therasita Mary

[Signature]

3. Dr. A. Amutha Rani

[Signature]

4. Dr. A. Ajitha Mol

[Signature]

[Signature]

[Signature]

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

Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
Nanjil Catholic College of Arts and Science
Kaliyakkavilal - 629 153
Kanyakumari District, Tamilnadu.



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

[Signature]

2. Dr. M. Therisita Mary

[Signature]

3. Dr. C. Amutha Rani

[Signature]

4. Dr. A. Ajitha Mol

[Signature]

[Signature]

Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
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Kanyakumari District, Tamilnadu.

[Signature]

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Zoology department regular meeting was held on 28.10.2022 at 3.00 pm in the department.

Agenda:

1. Theory exams will commence from December 1st
2. Practical exams will be commence 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 Mot

(Handwritten signatures of members)

(Handwritten signature of Dr. M. Sini Margret)

(Handwritten signature of Principal)

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

Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
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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

M. Sini Margret
Therasita Mary
Amutha Rani
Ajitha Mol

M. Sini Margret

M. Sini Margret
PRINCIPAL
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Kaliyakkavitali - 629 153

DR. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
Nanjil Catholic College of Arts and Science
Kaliyakkavitali - 629 153
Kanyakumari District, Tamilnadu.



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.

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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.

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



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

R. Sini Margret
Therasita Mary
Amutha Rani
Ajitha Mol

A. V. V. V.

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

R. Sini Margret
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 03.01.2023 in the laboratory.

Agenda:

1. PPT point 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 Mot

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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.

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



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 PD.
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 registers 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.

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2/3

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



[Handwritten signature]

Dr. M. SINI MARGRET
Head & Assistant Professor
Department of Zoology
Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153
Kanyakumari District, Tamilnadu.

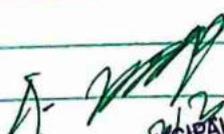
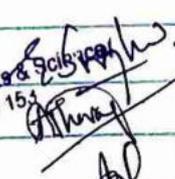
Zoology department regular meeting was held on 20th February 2023 in the department at 1.45 pm. The following issues were discussed.

Agenda:

1. 23.02.23 will be the last date for fee remittance
2. Admission duty will be allotted 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-Theracita Mary
3. Dr. C. Amutha Rani
4. Dr. A. Ajitha Molay


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 Kaliyakkavilai - 629 153


DR. M. SINI MARGRET
 Head & Assistant Professor
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 Nanjil Catholic College of Arts and Science
 Kaliyakkavilai - 629 153



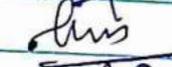
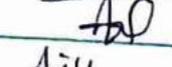
Zoology department regular meeting was held on 28th February 2023 in the department at 2.00 PM. The following issues were discussed in the meeting. The meeting was concluded at 2.45 PM.

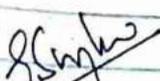
Agenda:

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 commenced 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. ABE 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. Theasita Mary
3. C. Amultha Rani
4. Dr. A. Ajitha mol



Dr. M. SINI MARGRET
 Head & Assistant Professor
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 Kalyakkavilal - 629 153
 Kanyakumari District, Tamilnadu,


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



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 ~~will~~ should be submitted on 19th April 2023.

4. Result analysis should be submitted on 20th March 2023.

Members:

1. Dr. M. Sini Margaret

[Signature]

C. Amultha Rani

[Signature]

Dr. A. Ajitha Mol

[Signature]

Dr. M. Therasita Mary

[Signature]

[Signature]

[Signature]

Head

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

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 2.15 PM

Agenda:

1. For the 1st hour language classes students go to the class directly.
2. On 30th March Nam Muthalvan 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 arrears detail.
6. Remedial class will start from 27th March 2023.
7. Perspective plan should be prepared year wisely.
8. 2nd criteria scanned details should be confided with Mrs. Jeya.
9. If any program conducted in the department, immediately the reports should be send to IQAC

Members:

Dr. M. Sini Margaret

Dr. A. Ajitha Mal

Amuliga

[Signature]
Head

Department of Zoology
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nad



[Signature]
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Kaliyakkavilai - 629 153

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NANJIL CATHOLIC COLLEGE
OF ARTS AND SCIENCE
KALIYAKKA VILAI

DEPARTMENT OF
PHYSICAL EDUCATION

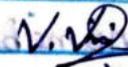
DEPARTMENT MEETING
REPORT

Venue : Department of Physical Education.

Date : 29-6-22

Time : 10 am

Faculty members Present

- 1) Mr. V. Vign - 
- 2) Dr. R. Kirshore Jani - 
- 3) Mr. Y.R. DeSa Bardhu - 
- 4) Mrs. S.S. Sanitha - 

Agenda :

- i) Revision class
- ii) T.C
- iii) Hall ticket
- iv) Photos money.

Agenda

- 1) Revision class should be take from 9-6-22 to 16-6-2022.

Agenda 2)

Final year student get the T.C. from office. and should give form for T.C. Receipt book will be provided from college office.

Agenda 3).

Hall ticket download on 16-6-2022. 20-6-2022 Students they get the signature in the hall ticket ^{and from} the Principal. 1st and 2nd get the signature ^{in the hall ticket.} on 20-6-2022.

Agenda 4).

Students should give the balance photo money.


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 : 17-6-2022

Time : 9 am.

Faculty members present.

i) Mr. V. Viji - V.V.

ii) Dr. R. Kishore Jani - R.K.J.

iii) Ms. V. R. Dhesa Bandhu - V.R.D.

iv) Mrs. S. S. Sanilka - S.S.

Agenda

- i) College reopen
- ii) NAAC Report
- iii) Exam time.
- iv) Admission work.

Agenda

i) College reopen for I P.G. on 11-7-2022.
20-7-2022 III Ph. Ed. Start. 23-7-2022 all the
classes will be start, for staff members 8-7-2022

Agenda 2)

NAAC report should be submit and
slide preparation to min on 5 mins.

Agenda 3)

Exam time 9 to 4. Exam duty
9-15-1 pm.

Agenda 4)

Each department 2 staff members to see
admission duty. minimum 5 admission
should be catch Each staff members.

V.V.
Head

Department of Physical Education
Nanjil Catholic College of Arts & Science
Kallyakkavilai - 629 153, Tamil Nadu.

A. [Signature]
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kallyakkavilai - 629 153

Venue : Department of Physical Education.

Date : 8-7-2022.

Time : 10 am.

Faculty members present

- i) Mr. V. Viji - V.V.
- ii) D.A.R. Nishore Jani - Nishore
- iii) Mr. V. P. Desa Rardhu - V.P.
- iv) Mrs. S. S. Sanitha - S.S.

Agenda 1)

- i) College system.
- ii) Shift II Programme
- iii) Mphil student fees.
- iv) Convocation day.

Agenda 2)

Our college new system introduced shoe and bying is compulsory. Every wednesday colour dress for all the students. jeans pant not allowed. Girls only sundress.

Agenda 3)

Willing student can participated or jointed. Shift II Programme.

Agenda 3)

Mphil student the amount of fee 50,000.

Agenda 4)

Our college to planed give convocation for the passout students on 31-7-2022.

V. Viji
Head

Department of Physical Education
Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153, Tamil Nadu.

A. [Signature]
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153

Venue: Department of Physical Education

Date: 21-7-2022

Time: 11 am.

Faculty members Present.

- i) Mr. V. Viji - V.V.
- ii) Dr. R. Kirchoze Jami - Kirchoze
- iii) Ms. V. R. Desha Bandu - V.R.
- iv) Mrs. S. S. Samitha - S.S.

Agenda i).

- i) College Reopened
- ii) 1st Internal
- iii) Last working day
- iv) College reopen
- v) Exam center
- vi) Syllabus.

Agenda vii) Days reopened

- i) College reopened on 18-7-2022.

Agenda ii)

1st Internal Exam on 22-8-2022

2nd Internal Exam on 26-9-22

3rd Internal Test on Nov 10.

University Exam on November-16.

Practical Exam on 31 Oct.

Agenda : 3)

Last working day on November 16.

Agenda 4)

College reopen on November

December 12.

Agenda 5).

Our college permitted to conduct TNPCC Exam. 45 staff member need to invigilate.

Agenda 6.)
Syllabus and timetable given Monday.

Agenda 7.
all the first year ucr. the work class start on 1-8-2022. The orientation class will be conducted on that day.

Nanjil Catholic College of Arts & Science
Kaliyakkavilai

A. Suresh

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

V. V. S.

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



Venue : Department of Physical Education
 Date : 8/8/2022
 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

V. V. J.
 Y. R. Desha Bendhu
 R. Kishore Jani
 S. S. Sanitha

Agenda 1:

Independence Day

- i) Timing
- ii) Flag hoist
- iii) Chief guest speech
- iv) Principal
- v) Father

Agenda 1:

The independence day is 15/7/2023. All the staffs and non-staffs are come to the college, and celebrated the function:

Agenda 2:

The flag hoist is sharply 7:00 am in our college. The flag hoist is our chief guest.

Agenda 3:

The chief guest is heartily welcome and ^{says} wishes the Independence wishes and to tell a few welcome speech.

Agenda 4)

the principal Sir Mr. Meenalshi
Suchharajan Sir is speak tell about
the ^{remorable} ~~importance~~ speech of the independence day in
our nation

Agenda 5 :

Our secretary father is speech is
of our Indian soldiers.

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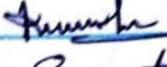
V. V. [Signature]

Head
Department of Physical Education
Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153, Tamil Nadu.



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 students are ready to our practical Exam.

Agenda 3 :

Our academic year semester 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 25th

Agenda 5 :
The next semester reopen
is November December 01st.

V.V.

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 : 7/12/2022
 Time : 9:15 am

Faculty Members Present

- 1) Mr. V. Vign
- 2) Mr. V.R. Desha Borthu
- 3) Dr. R. Ishore Tari
- 4) Mrs. S.S. Sanitha

V. Vign
 Desha Borthu
 Ishore Tari
 Sanitha

Agenda :

- i) Respect
- ii) College Time
- ii) X-mas function
- iv) College Fee
- v) Internal

Agenda 1

The students are to carefully
 Decemb. the sem exam result and
 take a list of name no. of students
 Pass and fail.

Agenda 2 :

All the students are come the
 college in a correct proper timing. To
 enter the college at sharply 7:55 am.
 All are must. The 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-mas 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 February 1st week. To before finish the 1 1/2 unit.

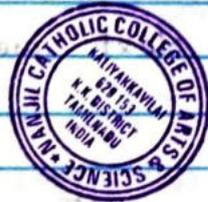
A. [Signature]

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

N. V. [Signature]

Head

Department of Physical Education
Nanjil Catholic College of Arts & Science
Kaliyakkavilai 629 153, Tamil Nadu.



Venue : Department of Physical Education

Date : 22-7-2023

Time : 12:15 pm

Faculty members present :

1) Mr. V. Viju

2) Mr. Y.R. Desa Bandhu

3) Mr. R. Kishore Jani

4) Mrs. S.S. Sanitha

V. Viju

Y.R. Desa Bandhu

R. Kishore Jani

S.S. Sanitha

Agenda :

i) No leave

ii) PPT presentation

iii) Timing

Agenda 1

The next week has no leave

Agenda 2

2nd PPT presentation in front of the management

* Sports Achievement in flex

* Rank name list

* University Blues names lists

* Olivia fest photos - Trophy

* Ground marking.

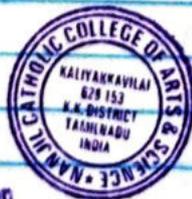
Agenda 3

The timing is 8am to 4pm.

V. Viju

Head

Department of Physical Education
Nanjil Catholic College of Arts & Sciences
Kalyakkavilai - 629 153, Tamil Nadu.



A. [Signature]

PRINCIPAL
Nanjil Catholic College of Arts & Sciences
Kalyakkavilai - 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. A. Kisbone Vani
- 4) Mrs. S.S. Sanitha

V. Viju
Y.R. Desa Bendhu
Dr. A. Kisbone Vani
Mrs. S.S. Sanitha

Agenda

- i) Aadhar / Phone Link
- ii) Attendance 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 tomorrow and to bring phone linked phone number and adhaar card.

Agenda 2

On that day all the students have a attendance 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 Amalanadhan 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, attendance, ICT documents.

V. V. D.

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 : 29/01/2023
 Time : 12:30

Faculty members Present:

- 1) Mr. V. Viju
- 2) Mr. Y.R. Desha Bendhu
- 3) Dr. R. K. Shore Jani
- 4) Mrs. S.S. Sanitha

V.V.
 Y.R.
 R.K.
 S.S.

Agenda

- i) Photos
- ii) Canteen
- iii) Seating Arrangement

Agenda 1

To submit the Gym photos

Agenda 2

To the order and the menu card submit tomorrow to the principal sir.

Agenda 3

The seating arrangement head is Mr. V. Viju in department of physical education. The Murugavel Sir to arrange the auditorium. The Sujia 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.

V.V.
 Head

Department of Physical Education
 Nanjil Catholic College of Arts & Science
 Kariyavilai - 629 153



A. Suresh

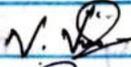
PRINCIPAL
 Nanjil Catholic College of Arts & Science
 Kariyavilai - 629 153

Venue : Department of Physical Education

Date : 9/01/2023

Time : 9:30 am.

Faculty Members Present:

- 1) Mr. V. Viju 
- 2) Mr. Y. R. Dhesa Bendhu 
- 3) Dr. R. K. S. Sani 
- 4) Mrs. S. S. Sanitha 

Agenda

- i) NAAC schedule Day 1
- ii) Students Representative
- iii) Alumni Association
- iv) Visiting department

Agenda 1

9 am to 9:45 am The principal sit to visiting the departments.

9:45 am meeting with HOD's to planning and Curricular delivery.

Agenda 2

The NAAC's Members in front the students representative.

Agenda 3

All the Alumni 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 cultural's 5:15 pm to 6:15 pm


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 : ~~Venue~~ Department of Physical Education

Date : 02/02/2023

Time : 9:30 am

Faculty Members Present:

1) Mr. V. Vign

2) Mr. V.R. Desha Bendhu

3) ~~Dr. Rishikshore Jani~~

Al Mrs. S. S. Sanitha

V.V. Vign

Sanitha

Agenda

i) NAAC Schedule Day 2

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.

V.V. Vign
Head

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

A. Sankar

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



Venue : Department of Physical Education

Date : 3/2/22

Time : 3:30 pm

Faculty Meeting Present :

1) Mr. V. Vija

2) Ms. Y.P. Desha Bendhu

3) Dr. R. Krishnamoorthy

4) Mrs. S.S. Sapitha

Agenda

i) HOD Meeting

ii) Department Meeting

Agenda 1

In 9:45 am to 10:30 am is announced the HOD's meeting [curriculum, planning, delivery the curriculum]

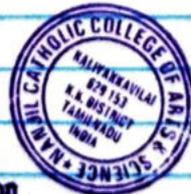
Agenda 2

To the department meeting etc.

To teach the and learning the curriculum.
To evaluate the program planning,
And all over the program outcome

V.V.
Head

Department of Physical Education
Nanjil Catholic College of Arts & Science
Kaliyakkavilai 629 163, Tamil Nadu.



A. [Signature]

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 163

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. Rinku Bhore Jani
- 4) Mrs. S.S. Sanitha

V. Viju
Y.R. Desha
Rinku Bhore
Sanitha

Agenda

- i) Perspective plan
- ii) Physical Education Lab

Agenda 1

The perspective plan for 5 years prepared and before submit before this month.

Agenda 2

→ The Physical Education Lab with the students progression, placement, Achievement details are be taught.

→ The Staffs to more concentrate on slow learners.

→ The Webinar, Flex, paper presentation, projection details are be submit to office before Wednesday.

V. Viju
Head

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



A. Srinivasan

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. Rinku Bhore Jari

4) Mrs. S.S. Sanitha

V. Viju
Y.R. Desha Bendhu
Dr. Rinku Bhore Jari
Mrs. S.S. Sanitha

Agenda

- i) Perspective plan
- ii) Physical Education Lab

Agenda 1

The perspective plan for 5 years prepared and before submit before this month.

Agenda 2

→ The Physical Education Lab with the students progression, placement, Achievement details are be taught.

→ The Staffs to more concentrate on slow learners.

→ The Webinar, Flex, paper presentation, project details are be submit to office before Wednesday.

V. Viju
Head

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



A. Srinivasan

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

Venue : Department of physical Education

Date : 21/02/2023

Time : 12:15 pm

Faculty Members Staffs:

1) Mr. V. Viju

2) Mr. Y.R. Dheeba Bendhu

3) Dr. Rinkishore Jeei

4) Mrs. S.S. Sanitha

V. Viju

[Signature]

[Signature]

[Signature]

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 onwards to start the fine, also

Agenda 2:

All the staffs has a admission work. and Each staffs has to appoint the 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 11th yr. has oneday tour.

Agenda 5

In the April 10, 11, 12, 13 and 14 to conduct the sport day.

Agenda 6

March 4 to start the internal - I exam in One hour.

V. V. V.
Head

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



A. S. S.
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. S. S. Sanitha

V. Viju
Y. R. Desha Bendhu
R. Kishore Jani
S. S. 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

I yr - Cambridge in English department

II yr - Micro course details in Computer

Science department and 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.

Agenda 4

The Monday onwards day order is cancelled and day wise classes are started.

Agenda 5

perspective plan submitted tomorrow

Agenda 6

The discontinued students names and reasons are inform to office.

V. V. V.

Head

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



A. S. S.

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

Venue : Department of Physical Education

Date : 08/03/2023

Time : 2:40 pm

Faculty Members Present:

- 1) Mr. M. Viju
- 2) Mr. Y. R. Desha Bendhu
- 3) Mr. Ajin. G. Faroze

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

V.R. The staffs meeting 2:30 pm on today

Department of Physical Education
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 624 153, Tamil Nadu



PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai

Venue : Department of Physical Education

Date : 22/08/2023

Time : 12:30pm

Faculty Members Present:

- 1) Mr. V. Viju
- 2) Mr. Y.R. Desha Bendhu
- 3) Mr. Ajin. G. Ferose

Agenda

- i) III yr Online class
- ii) Online attendance
- 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 attendance.

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 appear 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
Kaliyakkavilai - 629 153, Tamil Nadu.



PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153



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 Bendu
- 3) Ms. Ajini G. Farose

V.V.
Y.R.
Ajini G.

Agenda

- i) Fees payment
- ii) Complaint
- iii) Clean shave & haircut
- iv) Parents meeting.

Agenda 1

This semester fees payment are started and pay the amount in the office

Agenda 2

After the tbreak time the students are sitting in the canteen

Agenda 3

All the students are clean the clean shave and the clean haircut.

Agenda 4

In the science students parents meeting in 8:30 am on 10/4/2023

V.V.
Held
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 : 13/4/2023

Time : 8:45 pm

Faculty Members Present :

- 1) Mr. V. Viju
- 2) Mr. Y. R. Desha Bendhu
- 3) Mr. Ajin. G. Fariose

Agenda :

- i) Revaluation Result
- ii) Exam fees
- iii) Sports day
- iv) Practical Date
- v) No Revaluation
- vi) last Working.

Agenda 1

In 17/4/2023 The Revaluation Result. So, those who 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



Department of Physical Education
Faculty of Arts & Science
Kannur University

Agenda 5

Those who students are failed in Yoga and digital era. Those have no reevaluation.

Agenda 6

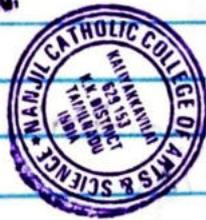
In the academic year last working day is 16th May.

V. V. V. Head

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

A. S. S. PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153



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

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. Feroze

V. Viju
Y.R. Desha Bendhu
Ajin. G. Feroze

Agenda

i) Practicals

ii) Sports day

iii) College day

Agenda 1

The practical Exam starts from 24/4/23 to 25/4/23.

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 compulsory.

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 : 16/5/2023

Time : 12:30 pm

Faculty Members Present

1) Mr. V. Viju

2) Mr. Y. R. Desha Bendhu

3) Mr. Ajin. G. Ferose

Agenda :

i) Admission duty

ii) Staff Meeting

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 compulsory.

Agenda 2 :

Conduct staff meeting 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.

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

1
NANJIL CATHOLIC COLLEGE OF
ARTS & SCIENCE
KALIYAKKAVILA

DEPARTMENT OF B.B.A
(Business Administration)

Department Meeting

The minutes of the meeting held on 12/06/2022 at 12.15 pm.

- 1) Mr. G. Jenit Hanson
- 2) Dr. P. Jasbin Bino
- 3) Dr. G. Rajesh Babu.

G. Jenit

P. Bino

G. Rajesh

Agenda	Discussion
1) Admission Duty	Admission duty starts from 20 th June, 2022. 2 staff from each department is compulsory.
2) Orientation programme	First year orientation programme starts on 11 th July, 2022.
3) Next Academic year	<ul style="list-style-type: none"> * New academic year starts for staff from 8th July. * Time table, work load, subject allocation to be submitted. * 20th July: outwards 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)	<ul style="list-style-type: none"> * All the 64 files to be completed year wise. * 2 pages about the department to be submitted.
5) No dues and Hall ticket.	<ul style="list-style-type: none"> * III year OGr - Tc will be given for all courses on 20/6/2022. * For all II and III year science courses no dues to be submitted.

and Hall tickets will be issued on 22/6/2022.

* II and III year UGe English and BBA - no dues to be submitted and Hall tickets will be issued on 23/6/2022.

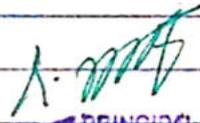
* II + III year Commerce - hall tickets to be issued on 24/6/2022.

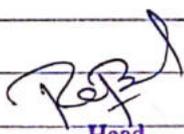
* I PG students - hall tickets to be issued on 24/6/2022.

b) Exam duty

Leave is not permitted for any staff who is having exam duty.

The meeting came to an end.


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


Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153, Tamil Nadu.



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

Prof
Cr. J. B.
Bino

Agenda	Discussion
1) Admission	* 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 is 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 30 th 2022. * Students should assemble at 8.30 am. * Food will be distributed in the department.

* Shri. Appava (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.

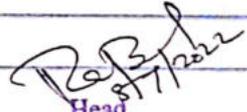
* Commission will be visiting on the first week of October.

* 64 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.



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

Prof

Co-Ord

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 decency 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 Wednesday's to check the status of NAAC work.

5) Graduation day

* 7th Graduation day will be on 30th July 2022.

6) TNPSC Exam

* TNPSC exam is conducted on 20th July, 2022 (Sunday) in our institution.

* 900 ^{candidates} ~~students~~ are writing the exam.

* Compulsory duty for all staff in the ratio 20:1.

4) 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

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



The minutes of the meeting held on 21/7/2022 at 12.15 pm.

- 1) Dr. G. Rajesh Babu. - Rajesh
- 2) Dr. P. Jasbin Bino. - Bino
- 3) Ms. G. Jenit Hanson.
- 4) Ms. G.S. Subhi Mol. - Subhi

Agenda

1) Reopening of new Academic year.

2) Tentative dates

3) TNPSC Exam

4) Orientation programme

Discussion

The college for the new Academic year 2022-23 opens on 18th July, 2022.

- * 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.
- * OA and PA 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

- * Compulsory duty for all staff
- * 900 candidates are writing the exam.

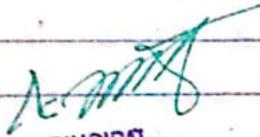
- * Aug 1 to 5, 2022 orienta-

-tion programme for the first years will be held in the seminar hall.

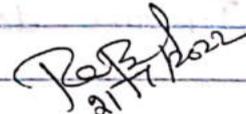
5) Bridge Course

* 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.



PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 163



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



The minutes of the meeting held on 29/7/2022
at 12.15 pm.

- 1) Dr. G. Rajesh Babu.
- 2) Ms. A. Jenit Hanson
- 3) Dr. P. Jashin Bino
- 4) Ms. G.S. Subhi Mol.

PoB

Scis
Jashin Bino

Agenda

- 1) 7th Graduation Day

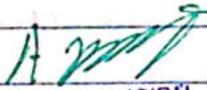
Discussion

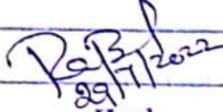
- * Convocation for 2018-2022 batch on 30th July 2022.
- * Staff asked to come in uniform.
- * Speaker/Chief guest arrive at 9.30 am.
- * MBA - to be informed to the students (15,000 Rupees fee per semester).

- 2) Alumni Meet

- * After the convocation alumni meet to be conducted
- * Feedback to be collected from the alumnis.

The meeting came to an end.


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.



The minutes of the meeting held on 2/8/2022
at 12.15 pm.

- 1) Dr. G. Rajesh Babu.
- 2) Ms. G. Jenit Hanson
- 3) Dr. P. Jasbin Bino
- 4) Ms. G.S. Subhi Mol.

Prof

Prin
Jasbin Bino

Agenda

1) Dress code

2) Mobile phone

3) Independence day
(15th)

4) Fee payment

Discussion

* All the days students are asked to come in uniform.
* Colours dress on Wednesdays are forbidden.

* Mobile phone - not allowed in the class.

* 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.

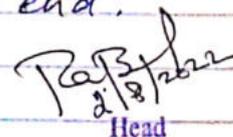
* 3rd Sep, 2022 is the last date for paying fee in this semester.

The meeting came to an end.



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





Head

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

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.

Prof

Prof

Prof

Agenda

1) I Internal

Discussion

- * 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 12.15 pm

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.

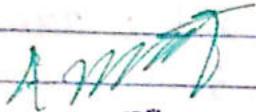
b) Attendance

* Attendance mandatory for all the students.

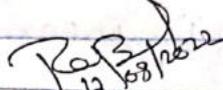
* For 3 years - only one condonation.

* More than one condonation means - Repeat

The meeting came to an end.



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



12/08/2022
Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153, Tamil Nadu.



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.

R.B.B.

Bino
Subi Mol

Agenda

- 1) Parents Teachers meeting

Discussion

POr 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.

A. [Signature]

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



[Signature]
23/08/2022

Head

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

The minutes of the meeting held on 25/08/2022 at 12.15 pm.

- 1) Dr. G. Rajesh Babu.
- 2) Dr. P. Jacobin Bino
- 3) Ms. G.S. Subi Mol.

Prof
Bino
Subi Mol

Agenda	Discussion
1) UG admission.	Data entry for UG admission will be closed on 24 th to 31 st 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 24 th August 2022. Feedback has to be collected from the parents.

The meeting came to an end.

A. [Signature]

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

Prof
Bino
Subi Mol

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



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. Sabi Mol

Rob
Bino
Sabi Mol

Agenda

1) ~~II~~ Internal Test

Discussion.

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.

A. 
PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153



Rob
20/9/2022
Head

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

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

Prof
Bino
Subi Mol

Agenda

1) FDP

2) NAAC

Discussion:

* Faculty Development Programme to be held on 29th Sept, 2022
* Lunch will be provided.

* NOD's are asked to be ready with the PPT presentation.
* Files to be properly arranged.

The meeting came to an end.

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

Prof
26/9/2022
Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Keliyakkavilai - 629 153, Tamil Nadu.



The minutes of the meeting held on 26th October, 2022,
at 12.15 pm.

- 1) Dr. K. Rajesh Babu
- 2) Dr. P. Jasbin Bino
- 3) Ms. G.S. Subi Mol.

Prof
Bino
Subi Mol

Agenda
1) Staff meeting

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 con-
-ducted for students who received
the SSB 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

- * I for II internal test is sche-
-duled from ~~27~~ 31/10/2022 for
I BBA students.
- * Timing: 10.15 am to 11.15 am.

The meeting came to an end.

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

Prof
Subi Mol
Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.



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

G.S. Subi Mol
P. Jasbin Bino
G. Rajesh Babu

Agenda	Meeting.
1) University Exam	* Theory paper exams commences from Dec. 1 st , 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 2 nd Nov, 2022.
4) No due Certificate	* No due certificates for BBA Students to be issued on 23 rd Nov, 2022.

The meeting came to an end.

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

P. [Signature]
 28/10/2022
 Head

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



The minutes of the meeting held on 21/11/2022 at 12:15 pm

- 1) Dr. G. Rajesh Babu.
- 2) Dr. P. Jasbin Bino
- 3) Ms. G.S. Subi Mol

Prin
 (Signature)

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.

A. (Signature)
 PRINCIPAL
 Nanjil Catholic College of Arts & Science
 Kaliyakkavilal - 629 153

Prin (Signature)
 2/11/2022
 Head
 Department of Business Administration
 Nanjil Catholic College of Arts & Science
 Kaliyakkavilal - 629 153, Tamil Nadu.



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

Bein
John James

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.

4)

Internal mark entry is from 29th Nov to 15th Dec, 2022.

4) Hall Ticket

Hall tickets can be downloaded from 28th Nov, 2022.

5) Semester holidays

Semester study holidays from 22/11/2022.

The meeting came to an end.

A. 
 PRINCIPAL
 Nanji Catholic College of Arts & Science
 Kariyakkavilai - 629 153



Bein
12/11/2022
 Head
 Department of Business Administration
 Nanji Catholic College of Arts & Science
 Kariyakkavilai - 629 153, Tamil Nadu.

The minutes of the meeting held on 29/11/22 at 12:15 pm

- 1) Dr. G. Rajesh Babu
- 2) Dr. P. Jasbin Bino
- 3) Ms. G.S. Subi Mol

Bcua


Agenda

Discussion

1) ~~on~~ 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.



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


 29/11/2022

Head
 Department of Business Administration
 Nanjil Catholic College of Arts & Science
 Kaliyakkavilal - 629 153, Tamil Nadu.



Agenda:

The department meeting is to be held on 11/12/2022 at 2.00 pm in the department (staff room). All the department staff of our department should attend the meeting with out 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

Dr. P. Jasbin Bino
HOD

Dr. G. Rajesh Babu
HOD

(Dr. G. Rajesh Babu)

Minutes

The minutes of the meeting held on 11/12/2022 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

Staff members of department of Tamil, English, Commerce and Computer Science.

- 2) The work load is allotted to all the department staff based on the subject allotted.
- 3) The timetable 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.

Bino
Subi Mol. G.S.

A. [Signature]

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

[Signature]
20/12/2022
HoD

(Dr. G. Rajesh Babu)

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



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] IGAC visit

- 1] Dr. P. Jasbin Bino
- 2] Ms. Subi Mot. G.S

Bino
det. G.S

Rajesh
HOD

(Dr. G. Rajesh Babu)

Minutes

The minutes of the meeting hold 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 4th 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.

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 as cleaning day ^{by the management}, so that, all the departments should be cleaned by the concern department students.
8. IQAC visit is organised on 06th January 2023 after 8-00 clock.

After discussing all these topics, the meeting came to an end at 2.35 pm.

Dr. P. Jashin Bino

Ms. Subi Mol. G-S

A. 

PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153




HOD

(Dr. G. Rajesh Babu)
Head

Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153 Tamil Nadu

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. Jasbir Bino
- 2] Ms. Subi Mot. G-S

B. C. S.
Dr. G. Rajesh Babu

R. G. B.
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.

3. Name list of achivaron should be given to Mr. Desabindhu 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 22th 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 9.45 pm.

- 1] Dr. P. Jasbin Bino
- 2] Ms. Subi Mot. G. S.

Babu
Jasbin

A. [Signature]

PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

[Signature]
HOD

(Dr. G. Rajesh Babu)

Head

Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153 Tamil Nadu



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] Commem. Pongal.

- 1] Dr. P. Jasbin Bino
- 2] Ms. Subi Mol. G-S

B. S. S.
Subi Mol.

Dr. G. Rajesh Babu
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.

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

Recd
25/1/2023

A. [Signature]

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

[Signature]
25/1/2023
HOD

(Dr. G. Rajesh Babu)

Head

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



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 assessment.

- 1] Dr. p. Jasbin Bino
- 2] Ms. Subi Mol. G.S

P. Bino
Subi Mol. G.S

R. B. Babu
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 address 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 don't have fees balance. Staff members are requested to motivate the

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 9.30 pm.

1] Dr. P. Jasbin Bino

2] Ms. Subi Mol. G-S

Bino
Subi Mol

A. [Signature]

- PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153

[Signature]
HOD

(Dr. G. Rajesh Babu)

Head

Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153, Tamil Nadu.



Agenda

The department meeting is to held on 30/1/23 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 in the meeting.

Committees

- 1] Dr. P. Jasbin Bino
2] Ms. Subi Mol. G.S

Beis
date 30/1/23

Ref
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, documentation, lunch, accommodation, photo etc.

The meeting came to an end at 2:15 pm

- 1] Dr. P. Jasbin Bino
2] Ms. Subi Mol. G.S

Beis
date 30/1/23

A. 
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kattakkavilai - 629 463



Ref
30/1/23
HOD

(Dr. G. Rajesh Babu)

Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kattakkavilai - 629 463 Tamil Nadu.

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

Bejo
alstctm

PaR
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.

- 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.
- 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

Bejo
alstctm

PaR
HOD

(Dr. G. Rajesh Babu).
Head

A. [Signature]
PRINCIPAL
Nanil Catholic College of Arts & Science
Kaliyakkavilai - 629 153



Department of Business Administration
Nanil Catholic College of Arts & Science

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. Justin Bino *Bino*
- 2] Ms. Subi Mol. G.S *Subi Mol*

Dr. G. Rajesh Babu
23/3/2023
HOD.

(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 cunningly.
3. For fee payment, after April 1st fine will be imposed.

- 1] Dr. p. Justin Bino *Bino*
- 2] Ms. Subi Mol. G.S *Subi Mol*

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



Dr. G. Rajesh Babu
23/3/2023
HOD
Head

Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.
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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. Jashin Bino
- 2] Ms. Subi Mol. G.S

Bino
Subi Mol

Rajesh
12/4/2023
HOD

(Dr. G. Rajesh Baku)

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.

A. Last Working day it 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.

TJ Dr. p. Jasbin Bino
DJ Ms. Subi mol. G-S

Bciv
Subi mol

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

[Signature]
HOD
(Dr. G. Rajesh Babu)
Head
Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.



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. Jasbir Bino
- 2] Ms. Subi Mal. G.S.

Binu
Subi

Binu
Subi
18/4/23
HOD

(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 members should take care of it and ask those students to register as

Soon as possible.

The meeting came to an end at 2.30 pm.

- 1. Dr. p. Jasbin Bino
- 2. Mrs. Subi Murl. G. S

Bino
Subi Murl

A. [Signature]

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

[Signature]
18/11/2023
HoD

(Dr. G. Rajesh Babu)

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



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. EMS Number

1. Dr. p. Jashin Bino
2. Ms. Subi Mol. G-S

P. Jashin Bino
Subi Mol. G-S

P. Rajesh Babu
15/5/23
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.

5. EMS Number should be received from the School by the Concern Student.

The meeting came to an end at 2:30 pm

1. Dr. P. Jabin Bino
2. Mrs. Subi Mol. GS

Bino
Subi Mol

A. [Signature]

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

[Signature]
HOD

(Dr. G. Rajesh Babu)

Head

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



Commerce
Department Meeting
MINUTES

Minutes

of the Faculty meeting of Department of Commerce held at 11. P.M on Thursday 9th July 2022 followed by the heads meet held at 10.00 A.M. in the Secretary's room

In Attendance

R. Jolly Rosalind Silva
 Ms. V. Vincy
 Dr. R. Shoba Reeni
 Dr. E. Sahaya Ugin Mary Ugr
 Dr. M. Sindhu
 Dr. K. Lucas
 Dr. J. 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 shawl for girls - shirt & pant for boys)
5. Discipline Same as previous year
6. Academic Calendar Academic calendar are getting ready to use for both staff and students.
7. Toppers list Rev. Fr. S. K. Robinson ~~Organize~~ Career guidance programme for the welfare of the students. In order to engage this toppers list were collected.
8. Remedial Coaching In order to achieve cent per cent 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. NARC Report Tentative time is scheduled on September 15th to submit NARC Report. Document evidence PPT and presentation will be on 12th July at seminar hall
11. II - P. Ct Re-opening 13/07/22 (Monday) II P.C. re-opening
12. YRC, NSS, Sports Incharge are requested to prepare the report.



Minutes

of the faculty members of Department of Commerce held on 23/08/22 (Tuesday) at 11.15 A.M followed by heads meeting held at 10 A.M in the principal rooms

In Attendance

Dr. R. Jolly Rosalind Silva *Dr*
 Mrs. V. Vijay *Prof*
 Dr. R. Shobal Rani *Dr*
 Dr. E. Sahaya Ugrin Mary *Dr*
 Dr. M. Sindhu *Dr*
 Dr. N. Jeba Jasmine *Dr*
 Dr. N. Vinil Kumar *Dr*
 Dr. P. Glorwin Prince *Dr*

Agenda

Discussion

1. PG admissions concentrate on PG admissions MBA Course 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. H.P.G Parents Meeting It was decided to conduct parent meetings on 24/8/22 (Saturday)
6. Cultural day Instructed to do the programme

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
- Mr. V. Vinay
- Dr. R. Shoba Rani
- Dr. E. Sahaya Mary
- Dr. M. Sindhu
- Dr. N. Jeba Jasmine
- Dr. N. Vinikumar
- Dr. P. Bradwin Prince

Agenda

Discussions

- PH.D - Thesis last date to submit in the library copy is on 05/09/2022 (Monday).
- Fees Instruct the students to settle before the due date
- Result Analysis 12th september onwards result analysis will be verified by department wise.
- Re-Test Re-Test will be conducted for students those scores less than 30 marks.
- Assignment Students must write Assignment from each and every unit.
- Teachers day Teachers day will be organized on Sep 5th Saturday after 1. P.M

7. Onam Celebrations Onam celebration will be on 4th September. Students allowed to wear colour dress. Girls wear narial saree boys - shirt and wasty T-shirt not allowed. ID Mus wear. Payasam will be distributed.

8. III. UG Parents Meeting. On 14th September at 11.30 AM final year students parents are asked to come for parents meeting.

9. I E Q A Submission on 1.9.22 (Toda)

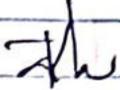
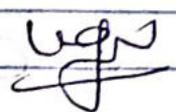
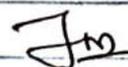
10. Infilibnet All the faculties must use Infilibnet

11. Library usage Staff and students are asked to use the library as much as possible for reference and study purpose.

12. Internal Test Question paper submission 26th September and Internal test for 2nd and 3rd years on 6, 7, 8, 9, 10 of the same day. First year First Internal Test will be conducted.

of the faculty members of department of Commerce held at 2. p.m in the department followed by the heads meeting held at 12.30 p.m on 13/10/2022 in the Principal office.

In Attendance

1. Dr. R. Jolly Rosalind Silva 
2. Mrs. V. Vijay
3. Dr. R. Shoba Rani 
4. Dr. E. Sahaya Vign Mary 
5. Dr. M. Sindhu 
6. Dr. K. Lukas 
7. Dr. N. Jeba Jasmine 
8. Dr. N. Vinikumar 
9. Dr. P. Gedeon Prince 

Agenda

Discussion

1. Curriculum change. 11 year subjects change due to Over burden.
2. Practical Exams UG/PA/Mphil practical and University exams on 9/11/2022 and Exams University Exam on 24/11 will be conducted.
3. Mark Entry Internal Exam mark entry for practical on 9/11 to 21/11.
 - A. Exam fees withholds 20/10 to 20/10 without penalty
 - penalty payment 31/10 to 4/11, with penalty.
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 11 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 student 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	14 th to 19 th October. TET Exam will be conducted in our college

12. Time Table
Subject allotted
staff-wise

(1) J. Rosalind Silva 79
I. M. Com - 6

III. B. Com A₁ - 5 R.M

I. B. Com A₁ - 1 A/C

I. B. Com A₁ - 4 Prob. English
16 hours

(9) Dr. R. Shoba Rani

Business Communication - 4

Corporate Accounting - 6

Adv. Corp. Accounting - 6
16

(2) V. Vinay

I. I. M. Com - 6

I. B. Com A₁ & A₂ - 6 (E6)

II. B. Com A₁ - 2 (NME)

III. B. Com A₁ - 2 (P.D)

16+1 Costing

(10) M. Jeyasheela

(3) M. Sindhu

I. P. G. - 4 hrs

II. B. Com - 5 hrs

III. B. Com - 6 hrs

I. B. Com - 2 hr

17 hrs

(A) Vinil Kumar

I. B. Com A₁ & A₂ - 8 hrs

II. B. Com Costing - 5

III. Banking - 4

17 hrs

(11) Dr. N. R. Sheela

(5) K. Lucas

I. P. G. = 6

II. P. G. = 6

III. B. Com A₁ = 5 Tax

17 hrs

(6) N. Jeyba Jasmine

I. M. Com - 6 hours

II. M. Com - 5 hours

III. B. Com A₁ - 4 "

III. B. Com A₂ - 2 hrs P.D

17 hours

① Dr. E. Sahaya Ugrin Mary
 III - B.Com A₂ - Research Methodology
 II - M.Com - Business Research
 I - B.Com A₂ Professional English
 III - BBA - Financial Management
18

⑧ Dr. P. Godwin Prince
 III - B.Com A₂ Cost Accounting - 6
 III - Personality Dep. - 2
 IV - Adv. Financial A/c - 6
 V - Financial A/c - 5
19 hrs

13. Exhibition Exhibition ~~Club~~ Sales day decided to Organize before NAAc

14. Alumni, Parent and Students Council / Department wise Meet. Decided to conduct

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 disc

19. Students Survey Mail send to the individual students to know survey

about students for NACC.

20. 1 year UG Reg. no. Staffs are asked to write the subject code on blackboard especially those who are handling 1st year classes.
21. Feed back Collect feed back from Alumni for the last five years for NACC Purpose.
22. Students Attendance portal open to enter mark and Mark entry 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 year wise.
26. 'X' mas celebration There is no competition 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 according to the criteria and also instructed to update the departmental

28

Question Paper Submission

for NACC

NOV- and Staff should submit Question paper on(or) before 2nd

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavil 629 153.



Minutes

83

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 14/12/2023 Wednesday.

Members present

1. Dr. R. Jolly Rosalind Silva *JSW*
2. Ms. V. Vinay
3. Dr. R. Shoba Rani *JSW*
4. Dr. E. Sakaya Ugin Mary *JSW*
5. Dr. M. Sindhu *JSW*
6. Dr. K. Lukas *JSW*
7. Dr. N. Teba Jasmine *JSW*
8. Dr. N. Vimal Kumar
9. Dr. P. Godwin Prince *JSW*

Agenda

Discussion

1. X' mas day Celebrations
On 20th December
chief guest - Thuckalay
Bishop - Rajendren
2. Discipline
Boys Gate, only
boys are permitted. Girls
are permitted to go girls are
shaving, Hair cutting work
3. Pongal celebration
It was decided to
celebrate on 25th Jan
2023. Departmental ^{wise} Competition
will be held at play
ground. Location is allocated
to department wise.
4. Distribution of students
Diary
Staffs are asked to
collect name list to

5/12/2020 IQAC Report

Accepted

② Mock Interview

For parents on 28/12/2020
For Alumni & student 30/12/20
select 10 Alumni, 10 student
and 10 parents, those who
possess communication skill
are asked to come for the
Interview. (Responsibility
given to class incharge)

③ Mobile phone

prohibited

④ Shaving

Students must be clean
shaved. No trimmed.

⑤ Class room schedule

As soon as the bell
ring students are not
permitted to go out. It
should not be any
in and out of the class
by the staff.

⑥ Saturday

Canning Saturday
will be a working day

⑦ Vision and Mission

There should be clarity
about the college vision
and mission. Department
Staff and students must
be aware of the vision
and mission of the
college.



Department of Commerce 85
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 & waisty (for boys),
4. Fund It was decided to collect fund of Rs. 50 from each student to celebrate pongal.
5. Ground clearance 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

Mrs. V. Vinay

Dr. P. Godwin Peter

Dr. R. Shoba Rani

Dr. E. Sahaya Ugis Mary

Dr. M. Sindhu

Dr. K. Lukas

Principal N. Jeba Jasmine



Department of Commerce Staff Meeting Report

Date: 21/01/23 (Saturday)
Venue: Department of Commerce
Time: 2.P.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 NAAC. From 8 to 4 P.M including Saturday Staff timing is fixed.
3. Presentation Board	On 25 th January there will be criteria wise presentation in front of the board members.
A. 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 comm members.

In Attendance:

Dr. R. Jolly Rosalind Silva

Ms. V. Vinay

Dr. R. Shoba Rani

Dr. E. Sahaya Ugrin Mary

Dr. M. Sindhu *[Signature]*

Dr. K. Lucas *[Signature]*

Dr. N. Jeba Jasmine *[Signature]*

Dr. N. Vinil Kumar *[Signature]*

Dr. P. Godwin Price *[Signature]*



[Signature]
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

05 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 / Resolution

- | | |
|---------------------|--|
| 1. Pongal Timing | On 25 th 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 use ID Card with colour dr. No Alumni is enter inside campus. |
| 4. Ground Clearance | On 27 th January 2023 (Friday) before 10 AM ground must be cleared by all the department |
| 5. Pongal | There will be Common Pongal for Competition there will be Organise |

In Attendance

1. Dr. R. Jolly Rosalind Silva *th*
2. Mrs. V. Vindat *ts*
3. Dr. R. Shoba Rani *Cam*
4. Dr. E. Sahaya Ugin, Mary Ugin
5. Dr. M. Sindhu *Indh*
6. Dr. K. Lucas *AM*
7. Dr. N. Teba Jasmine *Jm*
8. Dr. N. Vinil Kumar *KA*
9. Dr. P. Gadevin Prince *Pr*

A. *[Signature]*

PRINCIPAL

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



Department of Commerce Staff Meeting Report

Date: 27/01/2023

Day: Friday

Time: 10.15 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 number 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 compulsory. Around 9.15 am as per instruction students 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.

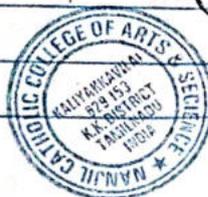
5. NAAC Visit - NAAC peer team is going to visit our College on 3/2/2023 and 4/02/2023. Only 8 days more. From Monday onwards principal and secretary is going to visit our department.
6. NAAC Awareness to students - The class in charge should take responsible to give awareness about NAAC to the students. The students should have wide 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 Rosalind Silva
2. Mrs. V. Vinay
3. Dr. R. Sheba Rani
4. Dr. E. Sahaya Ugin
5. Dr. M. Sindhu
6. Dr. K. Lucas
7. Dr. N. Jeba Jasmike
8. Dr. N. Vinil Kumar
9. Dr. P. Gadevin Prince

PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153



Department of Commerce Staff Meeting Report

Date : 01/02/2023

Day : Wednesday

Time : 2.30 p.m.

Venue : Department of Commerce

Conducted by : By Rev. Fr. Dr. Echerms Michael
Principal (Dr. Meenakshi Sunder
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 day.

Agenda

Discussion / Resolution

- | | |
|------------------------------|---|
| 1. Visit of NAAC Peer team | On 3 rd february 2023 and 4 th february 2023 NAAC peer team is visiting our college to give grade.
Chairman : Prof. Dr. L.B. Laxmi.
- Karthi Rathod
Members - Dr. M. F. Peesada
- 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 Curriculums 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. A1 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 3 rd Feb 2023 there will be meeting with Criteria Co-ordinators at 4.15 p.m.
<u>11. day</u>	
11. Infrastructure visit	Peer team will visit infrastructure of our college on 4 th 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 7.30 AM on 3 rd and 4 th Feb 2023. Non-teaching at 7.00 A.M.
13. Uniform	1 st day New Saree 2 nd day - Brown Saree.

11. Discipline

Staffs were asked to maintain proper discipline especially during peer team visit.

In Attendance

1. Dr. R. Jolly Rosalind Sinaad
2. Mrs. V. Vijay
3. Dr. R. Shaba Pani
- A. Dr. E. Sahaya Ugin Manjiv
5. Dr. M. Sindhu
6. Dr. K. Lucas
7. Dr. N. Jeba Jasmine
8. Dr. N. Vinil Kumar
9. Dr. P. Girdewing price

A. [Signature]

[Signature] 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 on 20/02/2023 Monday at 10 A.M

Agenda

Discussion / Resolution.

- | | |
|---|---|
| 1. Staffs' feed back | Our College Possessed A 'Grade
In order 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 places. |
| 4. Team work | staff are asked to go for admission
work with team. Concentrate
Kulesikaram area. T.A. Prinic |
| 5. Staff Responsibility regarding admission | each Staff is is asked to bring
10 admission during this academic
year. |
| 6. Files | 135 files are ready regarding
our college admissions. staffs are
advised to keep it in the junction. |

Agenda

Discussion / Resolution

- | Agenda | Discussion / Resolution |
|--------------------------|---|
| 7. Discipline | Staffs must co-operate to look after the discipline. |
| 8. Portion Completion | Staffs are advised 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 17 th . For final years 2 days tour but make sure that the concerned class should have 20 balance status in fees payment.
15. I. Visit (Industrial)	First 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 NACC. For this purpose staffs must take part for the upcomming of 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
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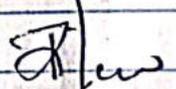
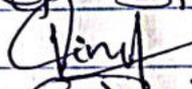
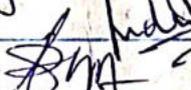
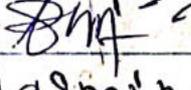
19. Funding Project	Our college score 'A' grade due to this reason our college is eligible for funding projects.
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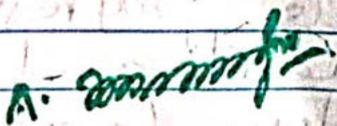
20. FDP, YRC	Yearly minimum 2 FDP and seminar must conduct
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21. New Education Policy	New education policy discussed to know the implementation.
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22. Naan Muthalvan	Instruct the students to follow the instruction of Naan Muthalvan.
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In Attendance

1. Dr. R. Jolly Rosalinda Silva 
2. Mrs. V. Vinay 
3. Dr. R. Shoba Rani 
4. Dr. E. Sahaya  Mary Ugo
5. Dr. M. Sindhu 
6. Dr. K. Lucas 
7. Dr. N. Jeba Jasmine 
8. Dr. N. Vinil Kumar 
9. Dr. P. Gokesh Prince 

A. 


Head

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

Staff Meeting Report.

Date: 28/02/2023

Venue: Department of Commerce

Time: 2 p.m.

All 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/Resolutions.

1. Nan Mudalvan Scheme

New Courses introduced for UG I, II and III year students.
 I year - Language proficiency at class handle by the dept of English.
 II year - Digital training on MS-Office (this comp. sid
 III year - Insurance (detail of hi
 bran project)

These papers only internal test will be conducted for 25 marks. - discussed.

2. Internal Test.

All the students must attend the all the questions instruction follow very strictly.

3. Absentees

Follow the attendance of the students very strictly every Saturday students taking leave - must inform parents.

4. ABC Registration Class

incharge take responsibility to identify the students those who not registered. In this regard status must be

Agenda

Discussion / Resolutions

5. Time Table

Follow the day order (Monday, Tuesday, Wednesday, etc) until the software updation.

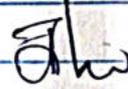
6. Prospective plan

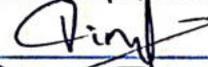
For the upcoming 5 years must prepare prospective plan for each year separately for the welfare of the department students.

7. Fees Collection

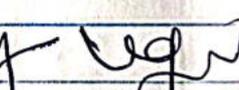
Regarding fees payment discontinued list must be prepared by classwise and inform to the office.

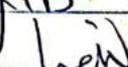
In Attendance

1. Dr. R. Jolly Rosalina Silva, 

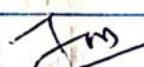
2. Mrs. V. Vinay 

3. Dr. R. Shuba Rani 

4. Dr. E. Sahaya Ugin Mary Ugn 

5. Dr. M. Sridhy 

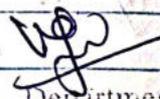
6. Dr. K. Lucas 

7. Dr. N. Jeya Jasmine 

8. Dr. N. Vinikumar 

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 / Resolutions

1. Naan Mudhara Scheme As per the scheduled time Concern 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.
- A. Journal subscription Journal subscription allocated for national - 1 and International - 2.
- A. 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. Maria Regina Hall and Dr. Eckermans Hall instead of using Seminar Hall
8.	Basic purchase	Fund allocation for basic purchase Our Sec. Sr. will discuss about it and do the necessary things
9.	Naan Muthavan Meeting	NMM - will be continued as per the date.

In attendance

1. Dr. R. Jolly Rosalind Silva
2. Dr. R. Shoba Rani
3. Mrs. V. Vinay
4. Dr. E. Sahaya Ugras
5. Dr. M. Sindhu
6. Dr. K. Lucas
7. Dr. N. Jeba Jasmine
8. Dr. N. Vinil Kumar
9. Dr. P. Pradevin Prince

A. Srinivasan

PRINCIPAL

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

V. S. Srinivasan

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 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 - Inform 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 - Status	Submit the ABC status of completion.
6.	Fees	Instruct the students to remit the fee balance as soon as possible.
7.	Perspective plan	submit what you have done so far for old and and new activities.

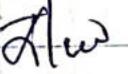
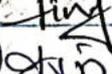
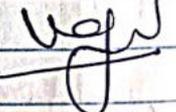
Department of Commerce Staff Meeting Report

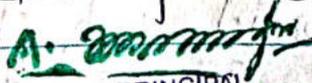
Date : 23/03/23

Day : Thursday

Sl. NO	Agenda	Discussion/Re-solutions
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 NACAS.
A.	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. Shoba Rani 
3. Mrs. V. Vincy 
4. Dr. E. Sahaya Ugrin 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


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

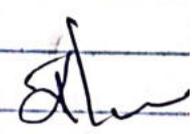
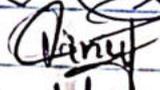
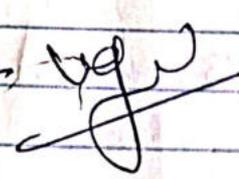
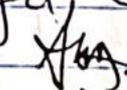
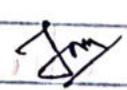
Time: 2 PM

No	Agenda	Discussion / Re-Solution
1.	Students attendance app Parents → P ^{Students 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 in-charge 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 be in penalty stage.
5.	Remedial Class (Final Year)	Students who are very poor in studies are asked to conduct Remedial Class.
6.	Fees Collection	update and intimate all students - those who are having arrears.
7.	Naan Muthalvan	On 30/3/2023 at 9 AM Insurance class for final year.

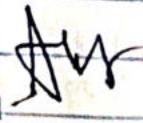
Sl. No	Agenda	Discussion / Re - Solution
8.	Discipline duty list.	Instructed to prepare the discipline duty list for staff especially After interval staff who are free are advised to separate.
9.	Updation of Nacc Register	In order to continue the work for Nacc - visit staffs are responsible to accomplish the following.
	(i) ICT	Separate Register must maintain to up-to-date 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	To encourage the students to participate different activities like competitions and make them happy.
	(i) select Students representative	
11.	Games List	(i) Logo (ii) Founders (iii) CEO Sector wise and type (iv) JAM (Just a minute)

No	Agenda	Discussion / Re-solutions
12.	Examiners List	Staffs are asked to fill the soft copy with service Certificate and qualification approval certificate and handover it to office today itself
13.	Perspective plan	Individual staff are responsible to prepare perspective plan for the welfare of the department. Each staff each plan system is instructed
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. Vinay 
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 remit the exam fees after 17/4/2023
2.	College Day	It was decided to celebrate College Day on 4 th and 5 th May
3.	Departmentwise achievements	
4.	Model Exam	Model Exam will be conducted after celebrating sports and college day
5.	Last working Day	May 16 th 2023 is the last working day
6.	No due	Students must clear No dues on 10/5, 11/5, 12/5
7.	Naan Mudhalan	Examination will be conducted for final years under the name of Naan Mudhalan code not yet given. Exams will be conducted for 100 marks 25 marks for Internal and 75 for External.
8.	Practical Exam	Practical Exam will be conducted from 27/4/2023

No	Agenda	Discussion / Resolution
		to 12/05/2023
9.	Athletes and Games For men	cricket Football Volley ball kho-kho Kabadi Badminton chess
	For Women	Throw ball Kho-kho Kabadi Badminton chess
		<p>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' a debt competition will start.</p>
10.	Team Managers	<p>Team managers are assigned in the department to co-ordinate and maintain discipline. Participants are permitted in the ground. Others are not allowed to enter the ground.</p>

Sl. No	Agenda	Discussion / Re-solutions.
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 year Noon 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/dutaise In attendance 1. Dr. R. Jolly Rosalind Silva 2. Dr. R. Shoba Rani 3. Ms. V. Vinay 4. Dr. E. Sahaya Ugra Mary Ugra 5. Dr. K. Lucas	<p>① Monday - Dr. Jeba Jasmine - Dr. Vinil Kumar</p> <p>② Wednesday - NRS UM</p> <p>③ Thursday - MS, GP</p> <p>④ Friday - JRS, RSR.</p>

6. Dr. M. Sindhu Indu

7. Dr. N. Jeba Jasmine

8. Dr. N. Vinil Kumar

9. Dr. P. Gokwin Prince

Head

Head

PRINCIPAL

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

Department of Commerce
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

Date : 27/4/2023

Time : 2. p.m

Day : Thursday

Staff Meeting Report

No	Agenda	Discussion / Re-selection
1.	Final years 1. Group project Nann Muthalvan Insurance Upload before Sunday 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 30/04/2023. 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 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 to the library.
6.	Saturday Workingday Comming	Saturday will be a workingday
7.	Internal Mark Entry 30/4/2023	On 30/4/2023 will be a last date to enter internal marks in the bonafide.

In attendance

1. Dr. R. Jolly Rosalind Silva
2. Dr. R. Shoba Ranj
3. Mrs. V. Vinay
4. Dr. E. Sahaja 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
Kaliyakkavilal - 629 153

Head

Department of Commerce
Nanjil Catholic College of Arts & Science,
Kaliyakkavilal - 629 153, Tamil Nadu.

Nanjil Catholic College of Arts and Science,
Nedumcode, Kaliakkavilai.

Department of Social Work

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 hold 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 alumni 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 hall tickets 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.S.W students can start their block placement from 27th June - July 25th once their exams get finished. As in case of I.S.W 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 11:00 pm with vote of thanks proposed by Dr. S. Ponni.

S. Mary Pelsit

Adv. Krishnaperasad. 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



17/06/2022

The departmental staff meeting has been organised by Mrs. P. 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. S. Paul, and Ms. Geetha 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. 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 P.G. would get their hall ticket on 27/06/2022 at 2 p.m. M.Phil 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.

NAPC Work:

All department should send corrected QLM report and department profile to principal. All department should maintain yearwise documents and prepare ppt to present in front 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 benefited from that. After reopening staff should motivate the students to collect money for that scheme.

College reopening:

College reopening for II p. & B 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. & 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. Jeethu Vijayan.

S. Mary Pelsit
Krishnaprasad B.R.

Dr. S. Ponni
Ms. Jeethu Vijayan.



PRINCIPAL
Nanjil Catholic College of Arts & Science,
Kaliyakkavilal - 629 153

S. Mary Pelsit
Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153, Tamil Nadu.

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 principal's office. The meeting started with silent prayer. Mr. Krishna Phasad B.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. Geetha Vijayan is assigned to bring admissions from White Memorial College, Panichambadu.

- There is no compromise in college discipline.

- Self finance courses in aided colleges are running self courses from 10 a.m. as similar as aided and according to rule they need to run courses from 2 to 7 only that's the reason admission is very low.

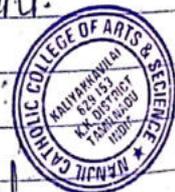
- After that the staff expressed their difficulties in doing continuous admission duty. They decided that it would be adjusted by HOD and remaining would be seen by all staff.

- After clarifying their doubts the meeting ended with vote of thanks proposed by Dr. S. Panni.

S. Mary Pelsit
Krishnaprasad B.R.
Dr. S. Panni.
Geetha 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.



10708/07/2022

The departmental staff meeting has been organised by Mrs. S. Mary Pelsit, Head, Department of Social Work, at Department staff room on 08/07/2022 at 18.00 p.m. Mrs. Mary Pelsit, S. Krishnaprasad K.R, Dr. S. Penni 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 Pelsit 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 in charge 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, 1000Rs. 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 relationship with the students. At the same time keep distance with the students. Because students record our talk and disseminate to other staff and students. This gossiping and prejudice about our college should be prohibited. If any staff involved in this talk should be severely punished.

Students dress code

Not informed to the staff that male students dress code changed. There was no more tie 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.

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 outgoing 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 Nandan.

Mphil fee reduction

There is a fee reduction from Rs 15,000 to 50,000. Inform to the candidates and get admission.

NAAC Work Completion

All department should prepare power point presentation for 15 minutes and 3 minutes. ppt model should

be given by the principal. Those who need ¹⁰⁹class 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 work in the stipulated dates. If not, finish their work and go home.

Infrastructure.

There is a separate catrine 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 work guide list with the staff and get acceptance from the staff. After clarifying their doubts the meeting ended with vote of thanks proposed by Dr. S. Ponnai.

S. Mary Pelsit

Adv. Krishnaprasad B.R

Dr. S. Ponnai

Ms. Geetha Vijayan.

PRINCIPAL
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Kaliyakkavilal - 629 153



S. Mary Pelsit
Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153, Tamil Nadu.

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. P. Mary Palsit, Mr. Krishnaprasad K. R., Dr. P. Ponnai and Ms. Jeethu 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 was done except those staff. So, new list was prepared by senior staff and follow the list.

Admissions.

HOD informed that there were one batch over for 13.6 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. P. Ponnai to coordinate alumni meeting and ask Mr. Krishna-

praised to encourage the U.G. students from other departments to join MBW/MBD.

TNPSC Exam Invigilation:

There were 900 students going to write TNPSC exam. The ratio for invigilation duty is 20:1. So all staff should be ready to invigilate TNPSC exam on 24/07/2023. 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 B.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.

After connecting bind all assignment topics. Ask the students read all assignments

- Use 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.

• Criteria wise report should be submitted to criteria conveners on or before August 8th '2022.

• Entire English connection 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 11.15 p.m with the vote of thanks proposed by Ms. Geetha Vijayan.

Dr. Mary Pelsit

Krishnaprasad K.R

Dr. S. Panni

Ms. Geetha Vijayan.

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Kaliyakkavilal - 629 153



Dr. Mary Pelsit
Head

Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153, Tamil Nadu.

21st July, 2022, Thursday

The department meeting was organised by Ms. Mary Pelsit, HOD, Department of Social work on 21st July 2022, Thursday, at 09:15 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. Ponnai and Mrs. Geetha 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 reopened on 18th July 2022 and the classes for the first year students will start from 1st August 2022.

The selection of allied and elective courses portal opening on 25th August 2022. The first year admission portal for both PU 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 plan 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 PU will conduct on 26th September 2022, and third internal is on November 2nd for the students.

Exam :-

At 31st October practical exam for both UG and PG will conduct and on the day itself need to enter the marks of practical exam in the portal. The practical 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 penalty 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 allotted 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. Krishnagrasa 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

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.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.

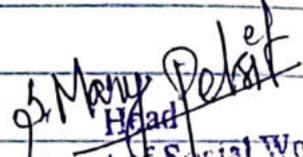
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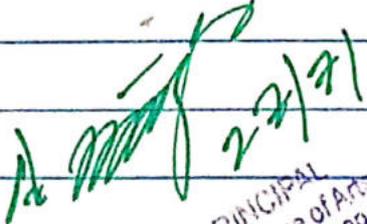


22nd July 2022

The department meeting was conducted by Ms. Mary Pelsit, the HOD of the department of Social work on 22nd July 2022, Friday at 1:50 PM. Adv. Krishnaprasad, Dr. S. Ponni and Mrs. Seetha Vijayan participated in the meeting. The meeting was started with silent prayer and the HOD welcomed all the participants into the meeting. The meeting was done in order to inform about the TNPSC exam duty. The HOD informed that the principal has informed to attend a meeting on 23rd July 2022, Saturday at 2:30 PM on the college in order to give instructions for doing the exam duty. 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 Mrs. Seetha Vijayan.

Ms. S. Mary Pelsit 
Adv. Krishnaprasad 
Dr. S. Ponni 
Mrs. Seetha Vijayan 


Head
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Kaliyakkavilai - 629 153, Tamil Nadu.


PRINCIPAL
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Kaliyakkavilai - 629 153



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 Marjil catholic college of arts and sciences 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 8:00 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 Mswa 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 Pelsit
Adv. Krishnaprasad
Dr. S. Ponni
Miss. Beethu Vijayar

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

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



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 department's meeting conducted in the presence of the principal on 2nd August 2022 at 9:30 AM. Adv. Krishnaprasad, Dr. S. Ponni and Mrs. Seethu Vijayar participated in the department staff meeting. With the silent prayer and warm welcoming of the HOD the meeting is started. The department meeting was based on minority scholarship, dress code, mobile phone use, working days, Kerala admission, PhD guidance, 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. Sheila. She will give a clear cut 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 colour dress 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 :-

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 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 Guideship :-

Eligible staffs in the college must apply for the phd guideship from the MS University. So HOD instructed to meet the principal for further guidance regarding the guideship programme.

Paper Valuation :-

The principal mention that the staffs who are going for paper valuation didnot sign the college registred 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 tuition fee before 2nd September 2022. HOD instructed to inform the students clearly to the class teachers.

TGNOC Exam Dady :-

HOD mentioned that all the staffs

has exam duty. As per the HoD, Adv. Krishnaprasad have exam duty on Thursday, 3rd August 2022, Dr. S. Ponni on 4th August and 5th August 2022 and for Miss. Geethu Vijayan on 4th August on after-noon.

After clarifying the doubts the meeting ended in 9:40 AM. with the vote of thanks of Mrs. Geethu Vijayan.

Ms. Mary Pelsit
Adv. Krishnaprasad
Dr. S. Ponni
Miss. Geethu Vijayan

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



12th August 2022

The department meeting was conducted in 12th August 2022 at Department of Social Work by HOD Ms. Nalcy Pelsit at 1:15 PM on the day itself. Adv. Krishnaprasad, Dr. S. Ponnir 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. Nalcy Pelsit. The department meeting was based on the instructions given by the principal in the HOD's meeting and it covers independence day celebration, NACC work, class adjustment for admissions 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 Uo and P6 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 attendance.

If the students fail to fulfill the desired attendance condonation is necessary to continue the course. On this semester Saturday's will be working day especially two Saturdays per month. Thus the meeting is ended at 1:45 PM with the vote of thanks of Ms. Geetha Vijayan

Ms. Mary Pelsit
 Adv. Krishnaprasad
 Dr. S. Ponai
 Miss. Geetha Vijayan





Ms. Mary Pelsit
 Head

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

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 27/8

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



23rd August 2022

The department staff meeting was conducted on 23rd August 2022 at 1:15 PM in the department by Mrs. S. Maeyulsit, 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 Geetha Vijayan participated in the meeting. The meeting was started with silent prayer and warm welcoming of Dr. S. Ponni. In the meeting discuss about exam, remedial coaching, P.G. admission, discipline, fee collection, NAAC and onam celebration.

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 loppers list.

PG Admission :-

HOD instructed to focus on per-admission and mobilise the students for all the PG courses as well as for distance MBA programmes.

Discipline :-

Teachers are instructed to check whether the students maintaining charcut 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 23rd 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 through our department didn't have failed students HOD instructed to inform the students about revaluation.

Onam Celebration :-

The onam celebration will be conducted on 7th september 2022. All the students need to wear set saree and boys veshti and shirt.

UGC Project :-

The HOD instructed to apply for the UGC project award 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 at 2:30 PM about NAAC work and about MBA admissions to the staff and the meeting ended with vote of thanks of Miss. Beethu Vijayan at 1:30 PM.

Mrs. S. Mary Pelsit

Adv. Krishnaprasad

Dr. S. Ponni

Miss. Beethu Vijayan



S. Mary Pelsit
Head
Department of Social Work
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25th August 2022

The department meeting was organised by S. Mary Pelsit, HOD of Department of Social work on 25th August 2022 at 10' clock in order to discuss about the matters discussed in the HOD's meeting in front of the principal of the college. Mr. Krishnaprasad, Dr. S. Ponni and Miss Seetha Vijayan participated in the department meeting. The meeting was started with the silent prayer and discuss about various topics like mphil admission, data entry, Pw 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 Pw 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 Pw 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

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 committee.

The meeting was ended at 1:30 PM with the warm vote of thanks of Dr. S. Ponni

Mrs. S. Mary Pelsit
 Adv. Krishnaprasad
 Dr. S. Ponni
 Miss. Beethu Vijayan

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S. Mary Pelsit
 Head
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 Kaliyakkavilai - 629 153, Tamil Nadu.

1st September 2022

The department meeting was conducted on 1st September 2022, Thursday at 1:15 PM in order to discuss about the matters mentioned in HOD meeting conducted in the presence of secretary and the principal of Marjil Catholic College of Arts and Science. The meeting was started with silent prayer and Adv. Krishnaprasad, Dr. S. Ponni and Miss Beethu Vijayar attended the meeting. In the meeting discussed about various topics like semester fees, result analysis, discipline, NANC, use of library and teacher's day celebration.

Semester Fee :-

The HOD instructed the classteachers 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 their dress code. The class teachers are instructed to check the discipline of each student 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's 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.

Aadar Card linking :-

Head informed to the students to link the voter Id and Aadar card so all the students must bring mobile phone and aadar card for it. It is 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 advise them to completely use the college library for their study purpose.

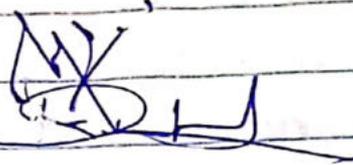
The department meeting was ended at 1:40 PM with the vote of thanks of Dr. S. Ponni.

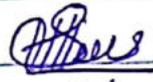
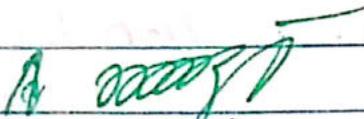
Mrs. Mary Pelsit

Adv. Krishnaprasad

Dr. S. Ponni

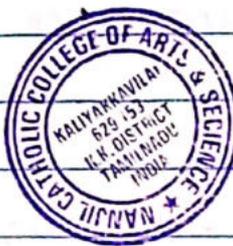
Miss Beetha Vijayan



PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153



Mrs. Mary Pelsit

Head

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

6th September 2022

The department staff meeting was conducted on 6th September 2022 at 1:45 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 Seetha Vijayar participated in the meeting. In the meeting, mainly discuss about onam function, discipline, exam pro, college fee and Pw 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 NARC work then the career department must come to the college.

Exam Pro :-

The Uo and Pw admission can do up to correcting the exam pro. So HOD instructed to inform students to motivate others of taking admission in Uo and Pw courses.

College fee :-

The HOD informed that only fifty percent of the students only submitted fee after 12th September 2022 the students must pay fee with fine of Rs 100/-

Pw Admission :-

Most of the seats for Pw 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 Seetha

~~Vijayan and also HOD instructed to follow strict discipline while conducting onap function in the department.~~

Mrs. Mary Pelsit
Adv. Krishnaprasad
Dr. S. Ponni
Miss. Seetha Vijayan

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PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153



[Signature]
Head

Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153, Tamil Nadu.

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 Manjil 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. Ponnai and Miss. Sethu 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 IPU and II PU will be start from 6th October 2022. So HOD instructed to submit question papers for the exam on 20th 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 twelfth standard and holding separate bank account from IOB, SBI, IB are eligible for the scholarship.

College Fees :-

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.

Timetable:

The class wise timetable must be sent to nanjil automation and had instructed to correct, verify and send to nanjil automation.

Mark Submission:

The first year students must need to submit their original mark sheet to the college. though our new department didn't have first students, had informed class teachers to enquire about original marksheet of first year new students.

The department meeting was ended with the vote of thanks of Dr. S. Pouni at 12:45 PM.

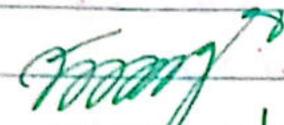
Mrs. S. Mary Pelsit

Adv. Krishnaprasad

Dr. S. Pouni

Miss. Geetha Vijayan



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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.

26th September 2022

Department Staff meeting was conducted on 26th September 2022 at 11:30 AM. The meeting was started with the silent prayer and in the presence of Adv. Krishnadas, Dr. S. Ponni and Miss Preethi Vijayar. 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 Per second year students. The HOD instructed that all the students need to pay college fee once 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 Manjil College of Arts and Science Kalikavilai. As per the HOD, due to training programme, Wednesday only have class up to 2:00 PM. Adlin Jeba Sir 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 staffs 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 systematically by following the dist of arrangement of registers already given from the college and the meeting was ended at 12:45 PM with the vote of thanks of Adv. Krishna Prasad.

Mrs. S. Mary Pelsit (H)
 Adv. Krishna Prasad
 Dr. S. Ponni
 Miss. Beethu Vijayan

A. [Signature]
 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.

13th October 2022.

The department staff meeting was conducted on 13th October 2022. The meeting was started by silent prayer and Adu. Krishna Prasad, Dr. S. Ponni and Miss. Beethu Vijayan participated in the meeting. The meeting was to discuss about the topics such as exam fee, university exam, internal exam, NMC clock etc.

University Exam :-

University exam will be conducting from 24th November 2022 for both OU, PU and uppl 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 will starts from 20th October 2022 to 29th October 2022 without penalty and from 31st October 2022 to 4th November 2022 with penalty.

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.

Diploma Courses :-

The diploma courses in the ms 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 alumni are need to be identified for the NAAC meeting or purpose.

Attendance :-

HOD informed the class teachers to take attendance 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. Geetha Vijayan.

Mrs. S. Mary, Pelsit

Adv. Krishna Prasad

Dr. S. Pouni

Miss. Geetha Vijayan



PRINCIPAL 5.11
Nanjil Catholic College of Arts & Science
Kariyakkavilai - 629 153.

Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kariyakkavilai - 629 153, Tamil Nadu.

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 Perlit, HOD of department of social work. Adv. Krishnaprasad, Dr. S. Pouni and Miss Geetha Vijayar 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 in order to inform about it the staff meeting will be conducted on today at Seminar hall at 3:00 clock and the HOD instructed to be at their on sight 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 alumni} need to select five members for the meeting in NAAC purpose.

Department Visit :-

HOD informed that from tomorrow onwards the department documentation verification will be take place and all the documents must be ready.

Internal Exam :-

Second Internal exam for Pw first year students will be starts from 31st October 2022 and the exam will be conducted at the department on do masks. So HOD

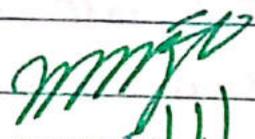
instructed to inform to all the students about the exam.

Model Exam:-

The model exam for 2nd Pw 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 Pelsit
 Adv. Krishnaprasad
 Dr. S. Ponn
 Miss. Geetha Vijayan

A. 
 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.

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. Ponnai and Miss. Seethu Vijayan participated in the meeting. The meeting was based on the meeting held with the presence of Principal of this college and it covers theory exam, practical exam, NAAC visit etc.

University exam:-

The University exams for the PVI students will be done from December 1st. So HOD instructed to inform the students about it. The exams will be conducted from 1st December but from December 24th to 26th have no exams.

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.

Miss. S. Mary Pelsil
Adv. Krishna prasad
Dr. S. Ponni
Miss Geetha Vijayar

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

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. Ponni and Miss. Geetha Vijayan participated in the meeting. In the meeting discussed about various topics like practical examination, theory exam, no due, college fee, NAAC etc.

Practical Exam:-

The practical examination for the 1st 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 dissemination is completed, all the staffs can go home at 2 o'clock. The presentation for the NAAC purpose must be presented in front 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 advise 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. Seetha Vijayan

A. M. S. L.
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

S. Mary Pelsil
Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.



12/11/2022.

The departmental staff meeting has been organized by Mrs. S. Mary Pelsit 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 Pelsit, Krishna-prasad K. R., Dr. S. Ponni and Ms. S. Athurijayan, attended in that 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 P.G. 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 form 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 28/11/2022 without penalty with penalty from 30/11/2022 to 8/12/2022

No due clearance

The last date for no due clearance on 22/11/2022 should be signed by the principal.

Syllabus Completion

HOD discussed with the staff about syllabus completion. Ms. Geetha 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 for informing the syllabus completion.

Social play practice

IPG & 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 marks and do students satisfaction survey. Document verification would start from 14/12/2022.

Last working Day

Last working day for students on 22/11/2022 and for staff if 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.

Dr. Mary Pelsit
Krishnaprasad K.R.
Dr. S. Ponn
Ms. Geetha Vijayan

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



Dr. Mary Pelsit
Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

The departmental staff meeting has been organised by Mrs. S. Mary Pelsit, Head, department of Special Work on 21/11/2022 at 11.15 p.m. Mrs. S. Mary Pelsit, Adv. Krishnaprasad K.R. Dr. S. Penni and Ms. Geetha 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 Pelsit 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 feedback is 25/11/2022.

Exam prog 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 tickets 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 23/11/2022. 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 penalty. Mphil no due clearance is on 3 weeks 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 B W and II M B W students could come to the college for skit practice.

Internal exams.

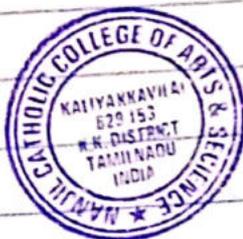
The class teachers of I M B W and II M B W asked the students who were not written two internal exams. HOD informed to the staff that collect internal papers for Mrs. Anjana S. Kumar and Dejin.

selection of beneficiary for Good Samaritan scheme.

HOD discussed with the staff that do select candidate for Good Samaritan scheme. All staff selected Abisha, II M B W as the beneficiary.

After clarifying the staff doubt the meeting ended at 2.15 p.m with the vote of thanks proposed by Ms. Sreetha Vijayan.

S. Mary Pelsit
Adv. Krishnaprasad K.R.
Dr. S. Panni
Ms. Sreetha 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

The department meeting was conducted in 30th November 2022 at 9:30 AM with a warm silent prayer and welcome address by Mrs. Naeey Pelsit, HOD of department of social work. Adv. Krishna Prasad, Dr. S. Ponnai and Miss Geetha Vijayar participated in the meeting. In the meeting mainly discuss about the topic admission, portion, timetable, syllabus revision and about the working hours.

First year PU and UVR 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.

UVR Exam :-

The examination for third year UVR 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 PU 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 UoD 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.

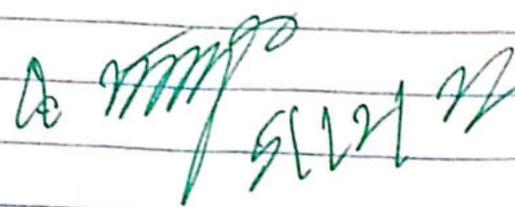
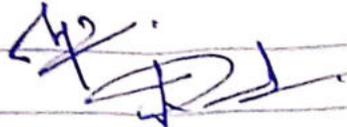
The meeting is ended at 9:45 AM
with the vote of thanks of Dr. S. Ponni

Mrs. S. Mary Pelsit

Adv. Krishnaprasad

Dr. S. Ponni

Miss. Beethu Vijayan



S. Mary Pelsit

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.



7/12/2022

The department meeting was conducted on 7th December 2022 at 1:45 PM with silent prayers and warm welcome by S. Mary Pelsil, HOD of department of special block. Adv. Krishnaprasad, Dr. S. Ponni and Miss. Geetha Vijayan participated in the meeting. In the meeting discussed about IGNOU courses, University exams, Christmas leave and celebration and about NMAC block.

IGNOU :-

The HOD instructed to motivate the students to apply for various new IGNOU courses like mobile app development, tribal studies, HR management, Pw Diploma in mass communication & journalism, certificate course in first aid and Pw 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 Square

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 Celebrations :-

The Christmas day celebration in the college will be on 20th December 2022.

College Reopening :-

As per the HOD, the college will be reopens on 27th December 2022 for Pw second year students.

NAAC Work :-

HOD mentioned about the document verification taken place in various departments in the college. Among them MSW, Maths and Zoology department completed documentation and their presentations will be done on 8th December 2022.

The meeting was ended at 2:05 PM with the vote of thanks of Miss Beethu Vijayan.

Mrs. S. Mary Pelsit
Adv. Krishna Prasad
Dr. S. Ponni
Miss. Beethu Vijayan

[Handwritten signatures]
Ponni

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



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Head

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

14th December 2022

Department Staff meeting was conducted on 14th December 2022 at 12:15 PM in the department by S. Mary Pelsit, HOD of department of Special Eduk. Adv. Krishnaprasad, Dr. S. Ponni and Miss - Beethu 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, NANC presentation etc.

Christmas Day Celebration :-

The HOD informed that the Christmas celebration will be on 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 AM. 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 advise the students especially girls to not come on boy way and also late comers need to repeat the semester if they continuously 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 days in the

low week.

The college will be reopens on 2nd January 2023 for IInd Pw and IIIrd Uu students after Christmas holiday, for first Pw 9th January 2023, Second Uu on January 5th and class starts for first Uu 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. Beethu Vijayan

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PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153



[Handwritten signature]
Head

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

3rd January 2023

The department staff meeting was held on 3rd January 2023 at 12:15 PM by S. Mary Pelsit, HOD of department of social work. In order to convey the message passed from the HOD meeting conducted by the principal. Adv. Krishnaprasad, Dr. S. Ponni, and G. Ethu Vijayan participated in the meeting. In the meeting mainly discussed about NAAC, local holiday, discipline, leave forms, pongal celebration, semester fee, classroom 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 their own 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 allotted area must be placed next 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 :-

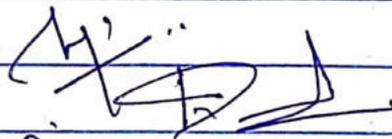
As a part of the cleaning programme, the HOD instructed to clean our department classroom on 30th January 2023 and convey the students to make the day effective.

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. Geetha Vijayan.

Mrs. S. Mary Pelsit
Adv. Krishna Prasad

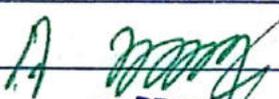


Dr. S. Ponni

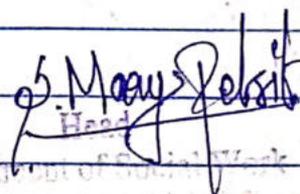


Miss. Geetha Vijayan




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




Head

27th January 2023

The departmental Staff meeting was conducted on 27th January 2023 at 1:45 PM in the department by HOD, S. Mary Pelsit. Adv. Krishna Prasad, Dr. S. Panni and Miss Geetha 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 same 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 QM reports need to be submit to the principal and after principal's presentation it will be returned to the department. Work diary 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 Geetha 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.



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. Geetha Vijayan participated in the meeting. In the meeting mainly discuss about the topics such as NAAC schedule, teaching learning evaluation, NSS extension activities etc.

The department meeting was mainly to discuss and explain about NAAC schedule. On the first day NAAC visit will be starting from 4:00 AM and from 9:00 to 9:45 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 alumni'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 Geetha Vijayan.

S. Mary Pelsit

Adv. Krishnaprasad K.K

Miss. Geetha Vijayan



[Signature]
PRINCIPAL

Nanjil Catholic College of Arts & Science
Kariyakkavilai - 629 153

[Signature]
Head

Department of Social Work
Nanjil Catholic College of Arts & Science
Kariyakkavilai - 629 153, Tamil Nadu.

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 Pelsie, HOD, Adv. Krishnaprasad and Miss Geetha Vijayan participated in the meeting. In the meeting, mainly discussed about the topic: salary, expectations, college leave, admissions, discipline, internal test, attendance, women's 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 concentrate on admissions work and also informed convey students to catch more admissions 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.

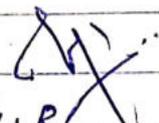
Women's Day Celebration :-

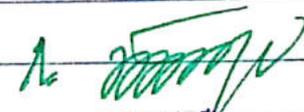
HOD informed that the college is celebrating women's day and also advice the teachers to make students effective on the day by making students perform innovative programme.

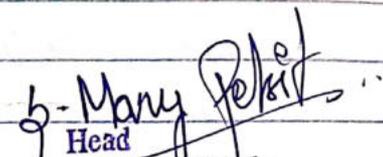
NAAC :-

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 programme. HOD advised to conduct seminar twice in one year itself 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. Geetha Vijayan 


 PRINCIPAL
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 Kaliyakkavilai - 629 153


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



1st March 2023.

The department staff meeting was organised on 1st March 2023, Wednesday at 2:20 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. Geetha Vijayan participated in the meeting. 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.

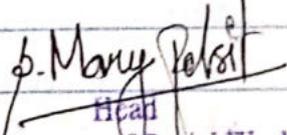
HOD instructed the teachers to behave and speak maturity to the students and inform not to use unmatured words or any verbal abuse words in the college campus as well as to the students. If any teachers don't follow discipline and unmaturely behave to the students will take disciplinary action. So the HOD instructed to maintain a perfect matured personality. The meeting was ended with vote of thanks of Miss. Geetha Vijayan at 3:25 PM.

Ms. S. Mary Pelsit
Adv. Krishnaprasad
Miss. Geetha Vijayan




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




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

09-08-2023

The departmental staff meeting has been organised by Mrs. S. Mary Pelsit (Head, Department of Social Work) on 09/08/2023 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. Beethu 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 OA students.

Library book requirements.

HOD requested the staff to list of books and journals to librarian within two days. HOD assigned Ms. Beethu 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 librarynanjit@newd@gmail.com.

Fixing Seminar hall.

HOD informed to the staff that when they confirm seminar hall, write seminar hall name.

After clarifying staff doubt meeting ended with vote of thanks proposed by Ms. Beethu Vijayan.

Mrs. S. Mary Pelsit
Krishnaprasad R.R
Beethu Vijayan.

[Handwritten signatures]



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



16/3/2023

The departmental staff meeting was organised by S. Mary Pelsit (HOD, Department of Social Work) at 8 p.m. The purpose of the meeting was to discuss the academic matters. Mrs. S. Mary Pelsit, Krishnaprasad K.R. and Ms. Geetha Vijayan attended in that meeting. The meeting started with silent prayers. 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 or before March 27th 2023.

Model (III internal) question should be submitted on or before April 19th and the exam would be from April 27th 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 Pelsit
Krishnaprasad K.R.
Geetha Vijayan.

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S. Mary Pelsit
Head

31/08/2023.

The departmental staff meeting has been convened by Mrs. P. Mary Pelsit, Head, Department of Social Work at 2. p.m. Mrs. P. Mary Pelsit, Krishnaprasad K.R., and Geethu Vijayan attended in that meeting. The purpose of the meeting was to increase admission. The meeting started with silent prayer and Mrs. P. Mary Pelsit welcomed 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 interchange 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 10/9/2023 between 8-9 am. All parents 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. J. Jacob, Keerthana, Christopher, Anithi were included in editorial board.

After clarifying staff doubt, the meeting ended with vote of thanks proposed by Geethu Vijayan.

B. Mary Pelsit
Krishnaprasad K.R.
Geethu Vijayan

PRINCIPAL
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B. Mary Pelsit
Head



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

165
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 Pelsit, Krishnaprasad K.R., and M. Jeethu Vijayan attended in that meeting. The purpose of the meeting was to discuss the "Mabaram Tamil Bahavu" programme held at our college. The meeting started with silent prayer. Mrs. Mary Pelsit welcome the attendees. Mrs. Mary Pelsit informed the following details with staff:

- Total students required for the programme 400.
- The participants should register their names and phone numbers.

- The coordination of the programme is Dr. Peril Therese.
- MC would be done by Mrs. Sujatha Gopal.

- The selected 50 staff should maintain discipline.

- Mr. Abhishek and Mrs. Merlin assigned as a judge.

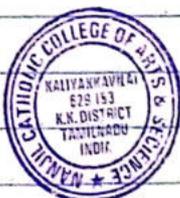
- Tamil Thai Vaythu, National Anthem and Reception would be done by our college students.

- Internal test could be adjusted due to that programme tomorrow.

- Tea and snacks distribution would be done by 15 NCC 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.

§. Mary Pelsit
Krishnaprasad K.R.,
Jeethu Vijayan



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

§. Mary Pelsit
Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629-153, Tamil Nadu.

12/04/2023

The departmental staff meeting has been organized by Mrs. S. Mary Pelsit, Head, Department of Social Work on 12/04/2023 at 8.00 p.m. Mrs. S. Mary Pelsit, 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 JOP meeting. The meeting started with silent prayer and Mrs. S. Mary Pelsit welcome the participants. After that she read out the agenda for the meeting. The discussed matters are listed below:

- The students who are waiting for reevaluation should not pay exam fee on or before 17th 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 Vijaya

S. Mary Pelsit
Krishnaprasad K.R,
Ms. Geethu Vijayan

Hi
[Signature]

S. Mary Pelsit
Head



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

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17/04/2023

The departmental staff meeting was organized by Mrs. G. Mary Pelsit, head, Department of Social Work on 17-04-2023 at 2.00 p.m. Mrs. G. Mary Pelsit, Krishna Prasad R.R and Ms. Geetha 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. G. Mary Pelsit informed to the staff that practical time table should be given to Mrs. Vinish.
- The College Day and sports Day date could be changed to 24/04/2023 and 25/04/2023.

The following competitions could be conducted for men and women

- Men: Cricket, football, Volley ball, Kabadi, Kho-kho, Badminton and Chess.
- Women: Throwing 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.

1. 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-ordinator could be organized at 1 p.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 Ms. Seethu Vijayan.

S. Mary Jelsif
Krishnaprasad K.R.
Seethu Vijayan



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

S. Mary Jelsif
Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

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 Pelsit. 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 Mar Thoma Syrian 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 art's events on college day. Sports day will be held on 24/4/2023. Handball is included in this year's sports meet. Secretary father feedback regarding admission was positive. Those student who give 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 internet 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 time table 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 at 3: pm with vote of thanks proposed by Mrs. Seetha Vijayan.

S. Mary Pelsit
Krishna prasad K.R.
Seetha vijayan



PRINCIPAL
Manjil Catholic College of Arts & Science
Kalyakkavilai - 629 153

S. Mary Pelsit
Head
Department of Social Work
Manjil Catholic College of Arts & Science
Kalyakkavilai 629 153, Tamil Nadu

27/4/2023

The staff meeting was held on 27/4/23 at 2:00 pm a Wednesday under the presence of HOD. Mrs. S. Mary Pelsit. 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 an report for good Samaritan Scheme. It was further informed that Evaluation 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 attend examination. Admission Committee meeting will be conducted at 2:30 pm. All the staff members were asked to check the Subject Code in the table. It was asked to check whether npt/1 students has cleared their fees. Second interim mark copy will be completed on Sunday. 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 Vijayan.

S. Mary Pelsit.
Krishna Prasad K.R.
Sathya Vijayan.



K. M. P.
PRINCIPAL

S. Mary Pelsit
Head

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

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

29/4/2022

The Staff meeting was held on 29/4/22 at 12:30 pm. The meeting was organized by Mrs. S. Mary Pelsit head of the department. She shared the information that was discussed during HoD meeting. It was decided to organize a parent teacher meeting for Science Stream on 5/6/22 and arts stream on 6/7/22, at the college auditorium. There will be no class on 5, 6, and 7. Viva for now 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 14th onwards by exam will be conducted. On 19th 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 doubts of the staff members are cleared during the meeting. Note of thanks was delivered by Mr. Krishna Prasad. K.A.

S. Mary Pelsit
 Krishna Prasad
 Seetha Vilayan

PRINCIPAL
 Nanjil Catholic College of Arts & Science

S. Mary Pelsit
 Head
 Department of Social Work
 Nanjil Catholic College of Arts & Science
 Kallakudi, N/A 162 Tamil Nadu



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 admission. The meeting started with silent prayer and the head welcomed the participants. She discussed the following matters with the staff.

- The staff should notice fees pending when students are coming for getting IC.

- The staff should bring five admission. Separate department level meetings would be conducted to bring or 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 notice, 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.

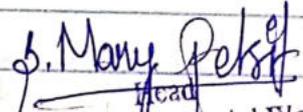
S. Mary Pelsif

Krishnaprasad K.R.

Geetha Vijayan.


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Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153




Head
Department of Social Work
Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153, Tamil Nadu.

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 internet as well as mark entry and attendance in boniform. Each department must prepare and finalize work load and time table. Temsbe syllabus will be implemented from next semester. year plan will be submitted by all the departments. Stock verification will be conducted at library and lab. Perspective plan must be submitted to principal for conversion. Those who brought admission must follow up and verify whether they have paid fee and collected uniform. Iso training is started and students from chemistry and physics can avail the training programme.

The meeting concluded with vote of thanks Proposed by Mrs. Seetha Visayan and the meeting came to an end at 2:30 pm.

S. Mary Pelsit
Krishna Prasad K.R.
Seetha Visayan

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PRINCIPAL

Narjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153

S. Mary Pelsit
Head
Department of Social Work
Narjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153, Tamil Nadu.