



# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' grade by NAAC)

MELAISIVAPURI - 622 403, PUDUKKOTTAI, TAMILNADU

Phone: 04333 – 247218, 247603



## MEETING MINUTES



## **GANESAR COLLEGE OF ARTS AND SCIENCE**

(Accredited with 'B' grade by NAAC)

MELAISIVAPURI - 622 403, PUDUKKOTTAI, TAMILNADU

Phone: 04333 – 247218, 247603

# **ACADEMIC YEAR 2022-23**



**DEPARTMENT OF TAMIL**  
**GANESAR COLLEGE OF ARTS AND SCIENCE**

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution  
Affiliated to Bharathidasan University

Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

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Department of Tamil

Minutes of the Meetings (2022-23)

Minutes of the Meeting Date: [10.06.22] Subject: **Subject Allotment and Syllabus Discussion**

Meeting Attendees:

**Department of Tamil**

1. Dr. M. Selvaraju (Principal)
2. Dr. V. A. Palaniappan
3. Dr. Pon. Kathiresan
4. Dr. PR. Alagammai
5. Dr. M. Tamil Selvi
6. Dr. S. Mudiyyarasan
7. Dr. K.T. Murugasen
8. Dr. C. Kurinji
9. Dr. Brindha
10. Dr. V. Nithyakalyani

**Department of English**

1. Dr. M. Subarna

Agenda:

1. Subject Allotment
2. Syllabus Discussion

Meeting Minutes:

1. The meeting was called to order by Dr. M. Selvaraju, the Principal, at [start time].
2. Dr. M. Selvaraju opened the meeting by welcoming the attendees and outlining the agenda, which included subject allotment and syllabus discussion.

Subject Allotment:


1. Dr. M. Selvaraju presented a proposed subject allotment plan, considering the expertise and preferences of each faculty member.

After a thorough discussion, the following subject allotments were agreed upon (have attached separately.)

## Department of Tamil

11. Dr. M. Selvaraju (Principal) 
12. Dr. V. A. Palaniappan 
13. Dr. Pon. Kathiresan 
14. Dr. PR. Alagammai 
15. Dr. M. Tamil Selvi 
16. Dr. S. Mudiyarasan 
17. Dr. K.T. Murugasen 
18. Dr. C. Kurinji 
19. Dr. Brindha 
20. Dr. V. Nithyakalyani 

## Department of English

2. Dr. M. Subarna 

### Syllabus Discussion:

The Principal highlighted the importance of keeping the syllabus updated and aligned with educational standards.

The faculty members discussed potential revisions and improvements to the existing syllabi. Dr. M. Selvaraju encouraged collaboration among the faculty to incorporate modern teaching methods and relevant content in the syllabi.

It was decided to form a syllabus revision committee consisting of the interested faculty members to work on updating the syllabi and report their progress at the next meeting.

The meeting was concluded at [4.30PM].

### Meeting Action Items:

The Principal, Dr. M. Selvaraju, to officially communicate the subject allotments to the faculty.

The syllabus revision committee to start working on the syllabus updates and provide progress reports for the next meeting.

Meeting adjourned at [4.30 Pm].

Location: Principal

  
Signature of the Principal

**PRINCIPAL**  
**Ganesar College of Arts & Science**  
**MELASIVAPURI - 622 403**

  
Head

**Department of Tamil**  
**Ganesar College of Arts and Science**  
**Melasivapuri, Ponnamaravathi**  
**Pudukkottai - 622403**

Minutes of the Fresher's Day Meeting Date: [11.08.22] Time: 1.00 Pm

Subject: Felicitations, Presidential Address, College Rules, and Department Introductions

Agenda:

1. Felicitations of the President and Secretary of the College
2. Presidential Address
3. College Rules and Regulations
4. Department Introductions

Meeting Minutes:

1. The meeting commenced with a warm welcome to the attendees.
2. Felicitations:  
Mr. A. Swaminathan, President of the College, and C.R.M. Ramanapriyan, Secretary of the College, Mr. S. Nagappan President of Self Finance Section and Mr. PL. Swaminathan Secretary of Self Finance Section were felicitated for their contributions and dedication to the institution.
3. Presidential Address:  
Dr. M. Selvaraju, the President of the College, delivered a heartfelt address welcoming the new batch of students.  
He emphasized the college's commitment to academic excellence, personal growth, and extracurricular activities.  
Dr. Selvaraju encouraged the fresher to make the most of their college experience and reminded them of their role in shaping the institution's future.
4. College Rules and Regulations:  
The President briefly discussed the college's rules and regulations, emphasizing the importance of discipline, attendance, and adherence to academic and ethical standards.  
He encouraged students to familiarize themselves with the college's handbook for detailed rules and regulations.
5. Department Introductions:  
Each speaker representing a department introduced their respective department, its faculty, and the academic programs offered.  
The speakers shared information about the department's unique features, facilities, and any upcoming events or initiatives.

6. All HODs were introduced, and they briefly outlined their department's goals and aspirations for the academic year.
7. The meeting concluded with an invitation to all fresher to explore the college campus and interact with department representatives and faculty members during the ensuing orientation sessions.
8. Decided to held work shop on September 2022

Meeting Action Items:

The College Secretary and other officials to assist in resolving any queries or concerns related to college rules and regulations. Fresher to attend departmental orientations and engage with department heads to learn more about academic programs.

Meeting adjourned at 3.30.

Location : Sanmarga Sabai

  
Head of the department  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
Signature of the Principal  
**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

Minutes of the Meeting: **Nannery Kalagam - Tamil Literary Club** Date: [27.10.22 ] Time: [10.00Am] Location: [Sanmarga Sabai]

Agenda:

1. Welcome and Opening (Time: 10.30AM)

The meeting was called to order by Dr. M. Selvaraju and Dr. C. Kurinji, Coordinator of Nannery Kalagam - Tamil Literary Club.

The Coordinator extended a warm welcome to all faculties present.

2. Approval of the Agenda :

The agenda for the meeting was approved.

3. Guest Invitation for Inaugural Function:

Mr. Manavai Tamilmanikkayam, President Palan Tamil Kaveri Trust, Manaparai

The primary discussion of the meeting centered around inviting a distinguished guest for the upcoming inaugural function of the Tamil Literary Club.

After a brief discussion, it was unanimously decided to invite Guest as the guest of Next Meeting.

The meeting was adjourned with a sense of excitement and anticipation for the upcoming inaugural function of Nannery Kalagam - Tamil Literary Club.

Signature of the Principal  
  
**PRINCIPAL**  
**Omegar College of Arts & Science**  
**MELASIVAPURI - 622 403**

Minutes of Meeting: Training Programme on "Techniques to Conquer Interviews."

*Date:* [27.2. 23] *Time:* [10.00 Am] *Location:* Sanmarka Sabai

Attendees:

Dr. M. SELVARAJU, Principal, Ganesar College of Arts & Science

Dr. R. KARTHICK BABU, Associate Professor and Head (also Soft Skills Trainer), Department of English, SRM Arts and Science College, Tiruchirappalli

Mr. S. NAGAPPAN, President, Sanmargasabai and Self-finance Section

Mr. C. RM. RAMANAPRIYAN, Secretary, College Committee

Mr. PL. SAWMINATHAN, Secretary, Sanmargasabai and Self-finance Section

Mr. A. SWAMINATHAN, President, College Committee

[Other relevant attendees]

Agenda:

1. Inaugural Session of the Training Programme on "Techniques to Conquer Interviews."

Meeting Minutes:

1. *Opening Remarks*

The meeting was convened to discuss and plan the Inaugural Session of the Training Programme on "Techniques to Conquer Interviews".

2. *Overview of the Event*

Dr. M. SELVARAJU, Principal, provided an overview of the training programme. Mentioned the date, time, and location of the program (Monday, 27th February 2023, 10.00 am to 3.30 pm).

Highlighted the esteemed guests, including Mr. S. NAGAPPAN, Mr. C. RM. RAMANAPRIYAN, Mr. PL. SAWMINATHAN, and Mr. A. SWAMINATHAN.

3. *Speaker and Topic*

Dr. R. KARTHICK BABU, Associate Professor and Head, Department of English at SRM Arts and Science College, Tiruchirappalli, will be the Resource Person and will speak on the topic "Techniques to Conquer Interviews."



4. *Action Item*

Coordination of event logistics, including venue setup, guest arrangements, and program schedule, to be handled by the respective individuals mentioned above.

5. *Next Steps*

Ensure all preparations are in place for the successful inauguration of the Training Programme on "Techniques to Conquer Interviews."

6. *Closing Remarks*

Dr. M. SELVARAJU expressed gratitude to all participants and urged them to work collaboratively to make the event a success.

7. *Next Meeting*

No follow-up meeting was scheduled at this time.

  
Principal's Signature

**PRINCIPAL**  
**Ganesar College of Arts & Science**  
**MELASIVAPURI: 622 403**

## Minutes of the Semmal V.SP. Manickam Award Ceremony

Date : 10.03.2023

Time : 10.30am

Location : Sanmarka Sabai Ganesar College of Arts and Science, Melasivapuri

### Attendees

Chief Guest : Mr. S .Manivanna, M.A., B.Ed., (Chief Education Officer, Pudukottai District

Chief Advisors and Patrons :

Mr. S. Nagappan (President, Sanmarga sabai and Self-Finance Section)

Mr.A.Swaminathan (President, College Committee)

Mr. C.R.M. Ramanapriyan (Secretary, College Committee)

Mr. PL. Swaminathan (Secretary, Sanmarga sabai and Self-Finance Section)

Special Invitees: School Head Masters (Award Recipients)

Dr. M. Selvaraju, Principal, Ganesar College of Arts and Science, Melasivapuri

Dr. V.A. Palaniappan, Head of the Department of Tamil

All the faculties of the college

Head Masters (awardees)

### Agenda

Award Ceremony in honor of Semmar V.SP.Manickam for achievers in Teaching.

### Meeting Minutes

The Semmal V.SP.Manickam award for achievers in Teaching was organized at Ganesar College of Arts and Science, Melasivapuri on March 10, 2023 at 10.30am. The event commenced with a warm welcome extended by Dr.M.Selvaraju, The Principal of the college.

Chief Guest Mr.S.Manivannan, The Chief Educational Officer of Pudukottai District, graced the occasion. He delivered a special address, emphasizing the importance of excellence in teaching and commended the efforts of the awardees.

The Chief Advisors and Patrons, Mr.S.Nagappan, Mr.A.Swaminathan, Mr.C.R.M.Ramanapriyan and Mr.PL.Swaminathan, expressed their appreciation for the event and encouraged the college's commitment to recognizing teaching excellence.

The event was a resounding success, and it concluded with a vote of thanks delivered by Dr.V.A.Palaniappan, Head of the Department of Tamil, who expressed gratitude to all attendees and participants.

The event's organizers, Dr.M.Subarna from the Department of English and Dr.V.Nithya Kalyani from the Department of Tamil at Ganesar College of Arts and Science, Melasivapuri were recognized for their diligent efforts in planning and executing the award ceremony. They also played a pivotal role as Masters of Ceremony, ensuring the smooth and successful conduct of the event.

  
Head  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
PRINCIPAL  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

**Meeting Minutes: Awareness for the Citizen: Wastage of Food**

Meeting Date: 15.03.2023

Time: 2.00 PM

Location: Sanmarga Sabai

**Program Title: Awareness for the Citizen: Wastage of Food**

Coordinator: Dr. PR. Alagammai

Facilitator:

Presidential Address: Dr. M. Selvaraju, Principal

Chief Guest: R.U. Raman, Vice President of District Citizen Club

Attendees: All Faculty and Students

Agenda:

Welcome and Introduction

Presentation on "Awareness for the Citizen: Wastage of Food"

Felicitation of Dr. M. Selvaraju, Principal

Discussion and Planning

Minutes:

**1. Welcome and Introduction:**

The meeting commenced at 10:30 AM with Dr. Alagammai, the Coordinator of the Citizen Consumer Club, welcoming all faculty members and students in attendance.

Dr. Alagammai extended her warm greetings to everyone and expressed her gratitude for their participation.

**2. Presentation on "Awareness for the Citizen: Wastage of Food:"**

Dr. PR. Alagammai delivered a presentation on the program's core theme, "Awareness for the Citizen: Wastage of Food."

She emphasized the significance of addressing food wastage and its impact on society.

Dr. PR. Alagammai outlined the objectives of the program, which included raising awareness, educating citizens about responsible consumption, and reducing food waste.

**3. Felicitation of Dr. M. Selvaraju, Principal:**

The meeting then proceeded with the felicitation of Dr. M. Selvaraju, the Principal, for his support and encouragement in organizing the program.

Dr. PR. Alagammai, on behalf of the Citizen Consumer Club, expressed deep appreciation for Dr. M. Selvaraju's role in promoting initiatives that benefit both the institution and the community.

#### 4. Discussion and Planning:

Following the felicitation, the floor was opened for discussion among the faculty members and students.

Ideas and suggestions were shared on how to effectively execute the program and engage students and the community.

It was decided that the program would include awareness campaigns, workshops, and practical demonstrations on reducing food waste.

A schedule for the program's activities was proposed and will be finalized in the coming days.

#### Conclusion:

The meeting concluded on a positive note, with a commitment to raise awareness about food wastage and encourage responsible consumption among citizens.


Dr. PR. Alagammai thanked everyone for their active participation and willingness to support the program.

#### Next Steps:

The planning committee will convene to finalize the program's schedule and activities.

Further communication will be shared with all faculty and students regarding their roles and responsibilities in executing the program.

Meeting Adjourned: [3.30PM]

  
Signature of the Principal  
PRINCIPAL

**Ganesar College of Arts & Science**  
MELASIVAPURI - 622 403

## Minutes of Meeting: **Campus Placement Drive Invitation**

Date : 24.03.23

Time :3.30PM

Location: Principal Room

Dr.M.Selvaraju, Principal

Dr.M.Subarna, Coordinator of Placement Cell

Dr.V.Nithya Kalyani, Coordinator of Placement Cell

### Agenda

Discussion on Campus Placement Drive Invitation for Final Year and Alumni Students.

### Meeting Minutes

#### 1. Opening Remarks

The meeting was convened by Dr.M.Selvaraju, Principal of Ganesar College of Arts and Science, Melasivapuri to discuss the campus placement drive invitation for our final year and alumni students.

#### 2. Invitation Overview

- Dr.M.Subarna provided an overview of the invitation sent to our esteemed organization.
- Mentioned that the college is accredited with "B" Grade by NAAC.
- Highlighted the diverse courses offered in Ganesar College of Arts and Science commitment to providing educational opportunities to students from varied backgrounds.
- Emphasized that the invitation aims to strengthen the campus placement activities at our college.

#### 3. Campus Placement Drive Details

- Dr.V.Nithya Kalyani reiterated that the invitation is extended to conduct a campus placement drive for our final year students and alumni.
- Noted that the final year students will complete their exams in April 2023 and will be available for employment from June 2023.
- Emphasized that we are willing to provide the necessary infrastructural support for conducting tests, interviews, presentations and group discussions.
- Stressed the importance of receiving confirmation of the organization's participation by email to ganesarcollegeplacement@gmail.com on or before 5<sup>th</sup> April, 2023

#### 4. Coordinators Remarks

- Dr.M.Subarna and Dr.V.Nithya Kalyani, the Coordinators of the Placement Cell, provided additional details on the logistics and support available from the college for the campus placement drive.

- Dr.M.Subarna and Dr.V.Nithya Kalyani expressed their willingness to collaborate with the organization for a successful event.
  -
5. Next Steps
    - Dr.M.Subarna encouraged the organization to consider our invitation and respond in a timely manner.
  6. Action Items
    - It was decided to await the response from the organization regarding their willingness to participate in the campus placement drive.
  7. Closing Remarks
    - Dr.V.Nithya Kalyani thanked the organization for their consideration of our invitation and expressed hope for a positive response.
  8. Next Meeting
    - The need for a follow-up meeting will be determined based on the response from the organization.

#### Attachments

The formal invitation letter to the organization regarding the campus placement drive.

Principal's Signature

**PRINCIPAL**

**Genesar College of Arts & Science**

**MELASIVAPURI - 622 403**

## Minutes of Meeting: Inaugural Session of the Career Guidance Training Programme

Date: [25/04/23] Time: [10.00 Am] Location: [Sanmarga Sabai]

### Attendees:

- Dr. M. SELVARAJU, Principal, Ganesar College of Arts and Science  
Dr. V.A. PALANIAPPAN, Assistant Professor and Head of the Department of Tamil  
Mr. A. SWAMINATHAN, President, College Committee  
Mr. PL. SWAMINATHAN, Secretary, Sanmargasabai and Self-finance Section  
Dr. V. NITHYA KALYANI, Assistant Professor of Tamil & Organizer  
THIRU. P. VELMURUGAN, District Employment Officer, District Employment & Career  
Guidance Centre, Pudukkottai  
Dr. M. SUBARNA, Assistant Professor of English  
All faculties and Students of our College

### Agenda:

#### Inaugural Session of the Career Guidance Training Programme.

### Meeting Minutes:

#### 1. *Opening Remarks*

The meeting was convened to discuss and plan the Inaugural Session of the Career Guidance Training Programme organized by Ganesar College of Arts and Science.

#### 2. *Overview of the Event*

Dr. M. SELVARAJU, Principal, provided an overview of the training programme.

Mentioned the date, time, and location of the programme (Tuesday, 25th April 2023, 10.00 am to 3.30 pm).

Highlighted the esteemed guests, including Mr. S. NAGAPPAN, Mr. C. RM. RAMANAPRIYAN, Mr. PL. SAWMINATHAN, and Mr. A. SWAMINATHAN.

#### 3. *Speaker and Topic*

Dr. V.A. PALANIAPPAN, Assistant Professor and Head of the Department of Tamil, will deliver the Inaugural Address.

Dr. M. SELVARAJU, Principal, will deliver the Presidential Address.

Mr. A. SWAMINATHAN and Mr. PL. SWAMINATHAN will provide Felicitations.



Dr. V. NITHIYA KALYANI, Assistant Professor of Tamil and Organizer, will deliver the Keynote Address.

THIRU. P. VELMURUGAN, District Employment Officer, will be the Resource Person speaking on Career Guidance.

Dr. M. SUBARNA, Assistant Professor of English, will propose the Vote of Thanks.

4. *Action Items*

Coordination of event logistics, including venue setup, guest arrangements, and program schedule, to be handled by the respective individuals mentioned above.

5. *Next Steps*

Ensure all preparations are in place for the successful inauguration of the Career Guidance Training Programme.

6. *Closing Remarks*

Dr. M. SELVARAJU expressed gratitude to all participants and urged them to work collaboratively to make the event a success.

7. *Next Meeting*

No follow-up meeting was scheduled at this time.

  
Principal's Signature

**PRINCIPAL**  
**Ganesar College of Arts & Science**  
**MELASIVAPURI - 622 403**



# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' Grade by (NAAO)

MELASIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF COMMERCE

### MINUTES OF THE OPENING MEETING 2022 – 2023

Date: 13-07-2022

Venue: Sanmarga Sabai

Time: 03.30 pm

#### Agenda

- Scholarship regarding
- Document collection
- Any other matter

#### Points Discussed

- The SC/ST cell Co-ordinator put forth the aims and objectives of the cell
- Discussed about the schemes and scholarships provided by the Government for the SC/ST students
- Resolved to collect necessary documents from the students for availing the ST/ST scholarships for the students.

STAFFS

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*[Handwritten signature]*  
HOD

Head  
Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

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PRINCIPAL  
PRINCIPAL

Ganesar College of Arts & Science  
MELASIVAPURI - 622 403  
MELASIVAPURI - 622 403



# GANESAR COLLEGE OF ARTS AND SCIENCE

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## DEPARTMENT OF COMMERCE

### MINUTES OF THE MEETING 2022 – 2023

**Date:** 04-08-2022

**Venue:** Sanmarga Sabai

**Time:** 12.00 pm

#### Agenda

- Review of the previous meeting
- Scholarships regarding
- Representation from OBC Students
- Scholarship forms
- Any other matter

#### Points Discussed

- The scholarships regarding OBC were communicated to the students and necessary guidance was provided.
- Discussed about the schemes and scholarships provided by the Government for the OBC students
- Discussed about the representations received from other backward classes (OBC) students regarding their admission, scholarships and other similar matters in the College.
- Resolved to display a sample scholarship form on notice board.

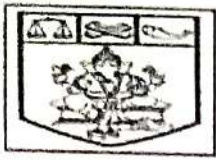
STAFFS

  
HOD

Head  
Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
PRINCIPAL

PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



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## DEPARTMENT OF COMMERCE

### MINUTES OF THE MEETING 2022 – 2023

Date: 21-09-2022

Venue: Department of Commerce

Time: 2.00 pm

#### Agenda

- Review of the previous meeting
- Scholarships guidance
- Various other scholarship Website link
- Any other matter

#### Points Discussed

- The representation from the OBC Students were taken into consideration and guided for availing OBC scholarships for the academic year
- Decided to give information regarding OBC scholarships to the students for the academic year
- Suggested to inform the list of various web sites links of Government and Non-Government scholarships for the guidance of students.

STAFFS

*[Handwritten signatures of staff members]*  
A. D. Srinivasan  
B. Srinivasan  
K. Srinivasan  
R. Srinivasan  
V. Srinivasan  
& Srinivasan

*[Handwritten signature]*  
HOD

Head  
Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*[Handwritten signature]*  
PRINCIPAL

Principal  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



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## DEPARTMENT OF COMMERCE

### MINUTES OF THE MEETING 2022- 2023

Date: 28-10-2022

Venue: Department of Commerce

Time: 10.30 am

#### Agenda

- Ulavar Paathukappu Thittam for the Backward class (BC) students
- Discipline Cell for Boys and Girls
- We will conduct of Bharathidasan University Examination
- Any other matter

#### Points Discussed

- Student scholarships for Ulavar Paathukappu Thittam for the Backward class (BC) students
- Relevant document required for Ulavar Paathukappu Thittam for BC Students
- To arrangement for department discipline cell
- To all students request for maintained a discipline
- All the students are request to attend the Bharathidasan University Semester Examinations (B.Com.,)

STAFFS

*[Handwritten signatures of staff members]*

*[Handwritten signature]*  
HOD

Head  
Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*[Handwritten signature]*  
PRINCIPAL

PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**

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**DEPARTMENT OF COMMERCE**

**MINUTES OF THE MEETING 2022 – 2023**

**Date:06-01-2023**

**Venue: Department of Commerce**

**Time: 3.00 pm**

**Agenda**

- Bharathidasan University Question with Answer Discussion
- BDU Questions with answer Website link
- Any other matter

**Points Discussed**

- The Department will be arrange the BDU Semester question with answer will be a working on a students.
- Website link send to all the students. The students searching of university questions downloaded.
- The classroom interaction between the BDU questions with answers
- The faculty member must be a follow up a University link.

**STAFFS**

*[Handwritten signatures of staff members]*

**HOD**

*[Handwritten signature of HOD]*

**Head**

**Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403**

**PRINCIPAL  
PRINCIPAL**

*[Handwritten signature of Principal]*

**Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403**



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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF COMMERCE MINUTES OF THE MEETING 2022- 2023

Date: 01-02-2023

Venue: Department of Commerce

Time: 3.00 pm

### Agenda

- Review of the teaching-learning process.
- Updates on results.
- Future plans for the Department.
- Discuss any other matter as suggested by the Chairperson.

### Points Discussed

- Academic activities were reviewed by the Board of Studies members. Report on the review of the teaching-learning process was presented. The innovative teaching practices by the teachers practiced during 2018-2019 were reviewed. Several techniques were adopted by teachers such as Adaptive Learning, Question discussion, Think- Pair- Share, Blended Learning, and Hands-on – Activities. Apart from the above, the best practices by the department such as, Sway am / Mooch Courses recommended for UG Students, career orientation classes, the conduct of tutorial hours, and maintenance of a proper mentoring system.
- Updates on Results of 2021 of PG and UG were presented.
- Students' achievements in the department were highlighted with special reference to the placement result.

STAFF

HOD

PRINCIPAL  
PRINCIPAL

Head  
Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
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MELASIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF COMMERCE**

**MINUTES OF THE MEETING 2022 – 2023**

**Date: 21-02-2023**

**Venue: Sanmarga Sabai**

**Time: 3.30 pm**

**Agenda**

- To introduce a Value Added Course
- To introduction workshop for students
- To focus on an industry-based program.
- Any other matter

**Points Discussed**

- As part of future plans of the department the introduction of a Self Defense course for the students as an Add on course was proposed. And to continue the existing Value-Added Courses such as ACCA, CMA, Diploma in Practical Accounting and Tax Practice, and Tally with GST.
- .Board members appreciated the department for initiating all the activities despite the pandemic situation.
- To conduct a workshop for students to improve their communication skills, prepare them for interviews and make them more dynamic.
- To focus on an industry-based program. Conducting workshops with industry participants

**STAFFS**  
*[Handwritten signatures]*

*[Handwritten signature]*  
**HOD**

**Head**  
Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*[Handwritten signature]*  
**PRINCIPAL**

**PRINCIPAL**  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403





# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' Grade by (NAAO)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF COMMERCE

### MINUTES OF THE MEETING 2022- 2023

Date: 02-03-2023

Venue: Department of Commerce

Time: 2.00 pm

#### Agenda

- To Study the TNPSC coaching services
- Extension activities
- Research habits
- Any other matter

#### Points Discussed

- YouTube channel for the department was suggested by the members, which was already created
- For earlier online programmers. Extension activities with SEBI and BSE were suggested. Three day or one-week training could
- be conducted including an invitation to the public. Extension activities by offering TNPSC coaching, PSC coaching, and Bank coaching at the Department level.
- To inculcate research habits among students.

#### STAFFS

*[Handwritten signatures of staff members]*

*[Handwritten signature]*  
HOD

Head  
Department of Commerce  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

*[Handwritten signature]*  
PRINCIPAL  
PRINCIPAL  
Ganesar College Of Arts & Science  
MELAISIVAPURI - 622 403



# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' grade by NAAO)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE OPENING MEETING 2022 – 2023

**Date:** 20-07-2022

**Venue:** Sanmarga Sabai

**Time:** 03.00 pm

#### Agenda

- BDU Results Review
- Revision of Question Paper
- Introduction of MOOS Programme.

#### Points Discussed

- Review of results and brief report of the department activities
- Revision/Modification of syllabus/Question paper pattern
- Introduction of MOOC's related to the emerging areas in Elective/Value added courses

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1..	Mrs. S. Manjula	HoD, Department of B.Com., (BM)	
2..	Mrs. S. Krishnaveni	Assistant Professor of B.Com (BM)	
3.	Mr. S. Gowtham	Assistant Professor of B.Com (BM)	



**GANESAR COLLEGE OF ARTS AND SCIENCE**

(Accredited with 'B' grade by NAAQ)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF B.Com., (BANK MANAGEMENT)**

**MINUTES OF THE MEETING 2022 – 2023**

**Date: 16-08-2022**

**Venue: Sanmarga Sabai**

**Time: 2.00 pm**

**Agenda**

- Approval of Question Paper
- Achievement of action plan
- Academic plan

**Points Discussed**

- Approval for the question bank and software generated question papers for term end exams.
- Presentation of various achievements against plan of action of the academic year 2022-2023.
- Yearly academic plan prepared and implemented.

**Members Attended**

S. No.	NAME	DESIGNATION	SIGNATURE
1..	Mrs. S. Manjula	HoD, Department of B.Com., (BM)	
2..	Mrs. S. Krishnaveni	Assistant Professor of B.Com (BM)	
3.	Mr. S. Gowtham	Assistant Professor of B.Com (BM)	



**GANESAR COLLEGE OF ARTS AND SCIENCE**

(Accredited with 'B' grade by NAAC)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF B.Com., (BANK MANAGEMENT)**

**MINUTES OF THE MEETING 2022- 2023**

**Date: 20-09-2022**

**Venue: Department of Commerce (Bank Management)**

**Time: 3.00 pm**

**Agenda**

- Feedback system
- Feedback on Teacher
- Curriculum form teacher, Students and Alumni, Parents, Industrialist.

**Points Discussed**

- Feedback system is being consistently followed & attempt to obtain feedback from all facultys.
- Feedback on Teacher evaluation by Students
- Feedback on Curriculum form teachers, Students, Alumni, Parents & Industrialist collected and analyzed.

**Members Attended**

S. No.	NAME	DESIGNATION	SIGNATURE
1..	Mrs. S. Manjula	HoD, Department of B.Com., (BM)	
2..	Mrs. S. Krishnaveni	Assistant Professor of B.Com (BM)	
3.	Mr. S. Gowtham	Assistant Professor of B.Com (BM)	



# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' grade by NAAC)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE MEETING 2022 – 2023

**Date:** 07-10-2022

**Venue:** Department of Commerce (Bank Management)

**Time:** 11.30 am

#### Agenda

- Online Admission Procedures
- Self-finance programmes full filled
- Monitor of Teacher evaluation work.
- Communicating teacher work.

#### Points Discussed

- Online Admission procedures. Admission procedures are well advertised through prospects, website, notice boards, counseling during admission etc.,
- All the seats in self-finance classes for first year B.Com (Bank Management) full filled.
- All the programmes are monitored with regard to teaching through feedback.
- Analysis of each department and communicating it to the respective teacher/department for improvement. This has helped in enhancing the quality of programme

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1..	Mrs. S. Manjula	HoD, Department of B.Com., (BM)	
2..	Mrs. S. Krishnaveni	Assistant Professor of B.Com (BM)	
3.	Mr. S. Gowtham	Assistant Professor of B.Com (BM)	



# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' grade by NAAAC)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE MEETING 2022 – 2023

**Date:** 09-01-2023

**Venue:** Department of Commerce (Bank Management)

**Time:** 2.00 pm

#### Agenda

- Online Exam VAC introduced
- Seminar / Workshop arrangement
- Whatsapp group communication
- Any other matter

#### Points Discussed

- Online examination system introduced in value added certificate courses.
- Assistant Professor / seminars / workshop arrange for teachers and students.
- Continued with WhatsApp group to communicate with students.
- Continue with Feedback on Library facilities by Students and analyzed it.

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1..	Mrs. S. Manjula	HoD, Department of B.Com., (BM)	
2..	Mrs. S. Krishnaveni	Assistant Professor of B.Com (BM)	
3.	Mr. S. Gowtham	Assistant Professor of B.Com (BM)	



# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' grade by NAAAC)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT) MINUTES OF THE MEETING 2022 – 2023

**Date:** 02-02-2023

**Venue:** Department of Commerce (Bank Management)

**Time:** 12.00 pm

### Agenda

- Inter College Competition
- Career Guidance
- Yoga Meditation

### Points Discussed

- Every year regularly College arrange Inter College and Inter class competition.
- Career Guidance programme.
- Yoga and meditation for students.

### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1..	Mrs. S. Manjula	HoD, Department of B.Com., (BM)	
2..	Mrs. S. Krishnaveni	Assistant Professor of B.Com (BM)	
3.	Mr. S. Gowtham	Assistant Professor of B.Com (BM)	



# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' grade by NAAAC)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE MEETING 2022 – 2023

**Date:** 06-03-2023

**Venue:** Sanmarga Sabai

**Time:** 3.30 pm

#### Agenda

- Environmental awareness programme.
- Motivational Programme.
- Research Methodology
- Career Guidance

#### Points Discussed

- Environmental awareness programme and Green House has been inaugurated.
- Arranged motivational program.
- Organized seminar on research methodology for UG students to create interest in research.
- Arranged career guidance, value based and job oriented seminar, placement drive in various field.

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Mrs. S. Manjula	HoD, Department of B.Com., (BM)	
2.	Mr. S. Lakshmanan	Assistant Professor of B.Com (BM)	
3.	Mrs. S. Krishnaveni	Assistant Professor of B.Com (BM)	





# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' grade by NAAC)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE MEETING 2022 – 2023

**Date: 10-04-2023**

**Venue: Department of Commerce (Bank Management)**

**Time: 3.00 pm**

#### Agenda

- Installed water dripping system
- Solar energy plant installation
- Joining of Alumni Association

#### Points Discussed

- Installed water dripping system for plants to save water.
- Solar energy plant has been started which was installed last year.
- Alumni association joins hands with with current students and prepared for Diwali for charity of visually disable students
- Official Alumni Association registration process has been initiated.

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Mrs. S. Manjula	HoD, Department of B.Com., (BM)	
2.	Mr. S. Lakshmanan	Assistant Professor of B.Com (BM)	
3.	Mrs. S. Krishnaveni	Assistant Professor of B.Com (BM)	

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 22/07/2022 Time: 1:30 to 1:55 PM Venue: Maths Department
Conducted By	Mr. A.Vadivel Murugan HOD of Mathematics
Meeting Attended by	1. Prof. V.Amutha 2. Prof. K.Anand 3. Prof. S.Raja
Meeting Absentees	Nil

### AGENDA

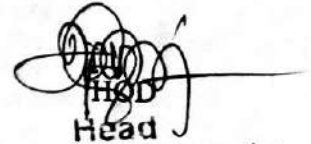
1. Students discipline.

### WHAT WAS DISCUSSED:

- The meeting for the professor of mathematics department was held on 22.07.2021 under the chairmanship of the vice- chancellor and the decisions taken in the meeting are as follows.
- Every time the professors go to the class, the check whether the students are wearing their ID card, their hair is done properly and the students are wearing only the cloths that are within the college limit, and the class teacher check the students who are involved in disciplinary measures, the students who do not come properly to the college and the students who go home part-time.

### Signature of the Staff

1. V. A. (V. Amutha)
2. K. ANAND (K. ANAND)
3. S. Raja (S. Raja)



HOD  
Head

Department of Mathematics  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



Principal

Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 02/08/2022 Time: 1:30 to 1:55 PM Venue: Maths Department
Conducted By	Mr. A. Vadivel Murugan HOD of Mathematics
Meeting Attended by	1. Prof. V. Amutha 2. Prof. K. Anand 3. Prof. S. Raja
Meeting Absentees	Nil



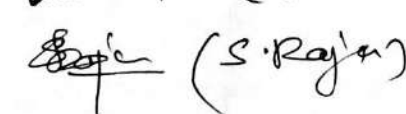
### AGENDA

1. Improve the admission to co-operates the professors.

### WHAT WAS DISCUSSED:

- The meeting for the professor of mathematics department was held on 02.08.2021 under the chairmanship of the vice- chancellor and the decisions taken in the meeting are as follows.
- They are also advised to bring them to the attention of the vice- chancellor and to cooperate with the admission of students in the college of mathematics by the admission of UG and PG first year students.

### Signature of the Staff

1.  (V. Amutha)
2.  (K. Anand)
3.  (S. Raja)



Department of Mathematics  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottal - 622403



Principal  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottal - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD Meeting with faculty of Maths Department	Meeting No. Date: 10.08.2022 Time: Venue: Maths department
Conducted By	Mrs.A.VadivelMurugan HOD of mathematics
Meeting Attended by	1. Prof. V. Amutha 2. Prof. K. Anand 3. Prof. S. Raja 4. Prof. S.Jeyalakshmi 5. Prof.B.Sankara Raman
Meeting Absentees	Nil

### AGENDA:

- 1.Assigned to class in charge
- 2.Increase student enrollment

### WHAT WAS DISCUSSED:

In the meeting of the professors of mathematics department was held on (10.08.2022) and the following were the decisions taken in the meeting ,

- 1.The class teacher responsibility for each class is assigned to the following professor

II M.Sc –A.VadivelMurugan

I M.Sc-S. Raja

III B.Sc-V. Amutha

II B.Sc-S.Jeyalakshmi


I B.Sc-B.Sankara Raman


- 2.Library responsibility is given to the professor K. Anand

- 3.The professor should take appropriate efforts to increase the enrollment of first year student.

Signature of the Staff

1. V. Amutha (V. Amutha)
2. K. Anand (K. Anand)
3. S. Raja (S. Raja)
4. S. Jeyalakshmi (S. Jeyalakshmi)
5. B. Sankara Raman (B. Sankara Raman)

  
Principal  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 18/10/2022 Time: 01:35 to 01:45 PM Venue: Maths Department
Conducted By	Mr. A. Vadivel Murugan HOD of Mathematics
Meeting Attended by	1. Prof. V. Amutha 2. Prof. K. Anand 3. Prof. S. Raja 4. Prof. A. Lalitha 5. Prof. S. Gowsalya
Meeting Absentees	Nil

### AGENDA

Conduct the model exam.

### WHAT WAS DISCUSSED:


- The meeting of professor of mathematics department was held on 18/10/2022 under the chairmanship of the head of the department.
- The professors advised to submit the model examination question paper by (20/10/2022) and the model examination will be held from (24/10/2022 to 28/10/2022)
- It has been decided to submit the marksheet for model examination by (02/11/2022).

### Signature of the Staff

1. V. Amutha (V. Amutha)
2. K. Anand (K. Anand)
3. S. Raja (S. Raja)
4. A. Lalitha (A. Lalitha)
5. S. Gowsalya (S. Gowsalya)

  
HOD  
Head

Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
Principal  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 16/01/2023 Time: 01:30 to 01:40 PM Venue: Maths Department
Conducted By	Mr. A. Vadivel Murugan HOD of Mathematics
Meeting Attended by	1. Prof. V. Amutha 2. Prof. K. Anand 3. Prof. S. Raja 4. Prof. A. Lalitha 5. Prof. S. Gowsalya 6. Prof. K. Yogalakshmi
Meeting Absentees	Nil

### AGENDA


1. Class incharge.

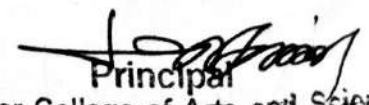
### WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 16/01/2023 under the chairmanship of the head of the department.
- I -Bsc -K. Yogalakshmi  
II-Bsc - S. Gowsalya  
III-Bsc - A. Lalitha  
I -Msc -S. Raja  
II-Msc -V. Amutha
- Professors K. Anand has been given charge of mathematics department library.
- Are the students hair & dress only according to the norms, as professors monitor.

### Signature of the Staff

1. V. Amutha (V. Amutha)
2. K. Anand (K. Anand)
3. S. Raja (S. Raja)
4. A. Lalitha (A. Lalitha)
5. S. Gowsalya (S. Gowsalya)
6. K. Yogalakshmi (K. Yogalakshmi)

  
Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
Principal  
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Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 06/02/2023 Time: 01:35 to 01:50 PM Venue: Maths Department
Conducted By	Mr. A. Vadivel Murugan HOD of Mathematics
Meeting Attended by	1. Prof. V. Amutha 2. Prof. K. Anand 3. Prof. S. Raja 4. Prof. A. Lalitha 5. Prof. S. Gowsalya 6. Prof. K. Yogalakshmi
Meeting Absentees	Nil

### AGENDA

Upload the students profiles to the software.


### WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 06/02/2023 under the chairmanship of the head of the department.
- Following are the professors were given the responsibility of teaching each class.
- I Bsc- V. Amutha & A. Vadivel Murugan  
II Bsc - V. Amutha, S. Gowsalya & A. Lalitha  
III Bsc- K. Anand & S. Raja  
I Msc - V. Amutha & A. Vadivel Murugan  
II Msc- V. Amutha, S. Gowsalya & A. Lalitha

### Signature of the Staff

1. V. Amutha (V. Amutha)
2. K. Anand (K. ANAND)
3. S. Raja (S. Raja)
4. A. Lalitha (A. LALITHA)
5. S. Gowsalya. (S. Gowsalya)
6. K. Yogalakshmi (K. Yogalakshmi)

  
HOD  
Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
Principal  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 15/02/2023 Time: 01:30 to 01:40 PM Venue: Maths Department
Conducted By	Mr. A. Vadivel Murugan HOD of Mathematics
Meeting Attended by	1. Prof. V. Amutha 2. Prof. K. Anand 3. Prof. S. Raja 4. Prof. A. Lalitha 5. Prof. S. Gowsalya 6. Prof. K. Yogalakshmi
Meeting Absentees	Nil

### AGENDA

1. Unit test and assignment.
2. Ramanuja's birthday celebration.

### WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 15/02/2023 under the chairmanship of the head of the department.
- Following are the professors were given the responsibility of teaching each class.
- It was urged that the professors should get on assignment for each unit for the subjects they take and conduct the a unit exam after completing each unit.
- A seminar was held on the occasions of ramanuja's birthday to urge the professors to pay the semester fee properly and all the professors to go to class without delay.


### Signature of the Staff

1. V. A. (V. Amutha)
2. K. A. (K. Anand)
3. Raja. S. (Raja. S)
4. A. Lalitha (A. LALITHA)
5. S. Gowsalya (S. Gowsalya)
6. K. Yogalakshmi (K. Yogalakshmi)



HOD  
Head

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Melaisivapuri, Ponnamaravathi  
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# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 22/02/2023 Time: 01:30 to 01:40 PM Venue: Maths Department
Conducted By	Mr. A. Vadivel Murugan HOD of Mathematics
Meeting Attended by	1. Prof. V. Amutha 2. Prof. K. Anand 3. Prof. S. Raja 4. Prof. A. Lalitha 5. Prof. S. Gowsalya 6. Prof. K. Yogalakshmi
Meeting Absentees	Nil

### AGENDA


1. Conduct the internal exam.
2. Continuous students leave.


### WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 22/02/2023 under the chairmanship of the head of the department.
- Conduct the first internal assessment test for the students in the first week of march 2023 and the second part assessment test in the last week of march 2023 and hand over the relevant mark sheet to the head of the department.
- It was discussed about the holding the all India maths festival in march 2023
- After informing the head of the department about the students taking continues leave and then contacting the parents to find out the reason.

### Signature of the Staff

1. V. Amutha (V. Amutha)
2. K. Anand (K. ANAND)
3. S. Raja (Raja. S)
4. A. Lalitha (LALITHA. A)
5. S. Gowsalya (S. Gowsalya)
6. K. Yogalakshmi (K. Yogalakshmi)

  
HOD  
Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
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Principal  
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Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 27/02/2023 Time: 01:35 to 01:45 PM Venue: Maths Department
Conducted By	Mr. A. Vadivel Murugan HOD of Mathematics
Meeting Attended by	1.Prof. V.Amutha 2.Prof. K.Anand 3.Prof. S.Raja 4.Prof. A.Lalitha 5.Prof.S.Gowsalya 6.Prof. K.Yogalakshmi
Meeting Absentees	Nil

### AGENDA

- Collect the assignment
- First internal test

### WHAT WAS DISCUSSED:

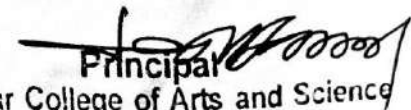
- The meeting of professor of mathematics department was held on 27/02/2023 under the chairmanship of the head of the department.
- All the professors should buy the each assignment for each unit from the students.
- For each unit and conduct the one test as a class test for each unit conduct the first internal test by 07/03/2023 decision to taken obtain the signature of head of the department on weekend.

Signature of the Staff

1. V. A (V. Amutha)
2. K. Anand
3. S. Raja (S. Raja)
4. A. Lalitha A. LALITHA
5. S. Gowsalya (S. Gowsalya)
6. K. Yoga lakshmi (K. Yoga lakshmi)

  
HOD

**Head**  
Department of Mathematics  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
Principal  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 10/03/2023 Time: 01:35 to 01:45 PM Venue: Maths Department
Conducted By	Mr. A.Vadivel Murugan HOD of Mathematics
Meeting Attended by	1.Prof. V.Amutha 2.Prof. K.Anand 3.Prof. S.Raja 4.Prof. A.Lalitha 5.Prof.S.Gowsalya 6.Prof. K.Yogalakshmi
Meeting Absentees	Nil

### AGENDA


1.conduct the maths department programme.


### WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 10/03/2023 unders the chairmanship of the head of the department
- Head of the mathematics department professors and students are celebrating international mathematics day together, so students of all departments are requested to participate and make a special events.

### Signature of the Staff

1. V. A. (V. Amutha)
2. K. Anand (K. ANAND)
3. S. Raja [S. Raja]
4. A. Lalitha (A. LALITHA)
5. S. Gowsalya (S. Gowsalya)
6. K. Yogalakshmi (K. Yogalakshmi)

  
HOD  
Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
Principal  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 14/03/2023 Time: 3:30 to 3:45 PM Venue: Maths Department
Conducted By	Mr. A.Vadivel Murugan HOD of Mathematics
Meeting Attended by	1.Prof. V.Amutha 2.Prof. K.Anand 3.Prof. S.Raja 4.Prof. A.Lalitha 5.Prof.S.Gowsalya 6.Prof. K.Yogalakshmi
Meeting Absentees	Nil



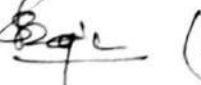

### AGENDA

Celebrate International mathematics day.

### WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 14/03/2023 under the chairmanship of the head of the department.
- International mathematics day was celebrated with the head of the mathematics department, professors and students and various mathematics competitions were held in the college.

### Signature of the Staff

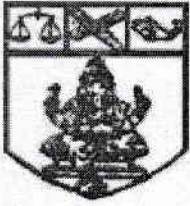
1.  (V. Amutha)
2.  (K. Anand)
3.  (S. Raja)
4. A. Lalitha (A. LALITHA)
5. S. Gowsalya (S. Gowsalya)
6.  (K. Yogalakshmi)

  
HOD  
Head

Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
Principal

Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF COMPUTER SCIENCE**  
*Accredited with "B" Grade by NAAC*  
*UGC Recognized 2(f) and 12(B) Institution*  
*Affiliated to Bharathidasan University*  
**Melasivapuri - 622 403, Ponnamaravathi, TAMIL NADU, India**

**DEPARTMENT MEETING**  
*(Minutes of the meeting)*

**Time: 11.00 am**

**Date / Day: 10.06.2022 / Friday**

**Venue: Department of Computer Science(LAB)**

The Department staff meeting was conducted by Mr.R.Raja Head, Department of Computer Science, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- Good guidance should be given to the Freshers student joining in the COMPUTER SCIENCE department.
- All the professors should know well the divided syllabus time table work assignments and perform well.
- Must go to class on time.
- The class teacher with the guidance of the principal should inform the students about the details of their incoming warnings.
- To ensure that the academic discipline of the students is observed and the students become educated for the development of the society.
- It is decided that there should be attitudes of professors.
- There are many syllabus books available in this world which is the first semester and the students should make good use of it.



**Faculty Members**

**1.PL.SUDHA**

**2.PM.VALLIAMMAL**

**HOD Signature**  
**Head**

**Department of Computer Science**  
**Ganesar College of Arts and Science**  
**Melasivapuri, Ponnamaravathi**  
**Pudukkottai - 622403**



**GANESAR COLLEGE OF ARTS AND SCIENCE  
DEPARTMENT OF COMPUTER SCIENCE**

*Accredited with "B" Grade by NAAC  
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Affiliated to Bharathidasan University*

**Melasivapuri - 622403, Ponnamaravathi, Tamil Nadu, India**

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 11.00 am**

**Date / Day: 13.07.2022 / Wednesday**

**Venue: Department of Computer Science(LAB)**

The Department staff meeting was conducted by Mr.R.Raja Head, Department of Computer Science, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- Class exams are conducted for undergraduate and postgraduate students in COMPUTER SCIENCE department and answer sheets must be provided within the due date.
- Students have to showcase their skills by participating in various competitions conducted by external colleges.
- Special attention should be given to shop level students and imparted education.
- Students who take excessive leave should be taken into consideration and their parents should be informed and the students should be made to come to the college regularly.
- National Parents Day and should be celebrated on 28th July.
- By celebrating such days, students can realize the hard work of parents to sustain Forests and Livelihoods People and Plane.





**HOD Signature  
Head**

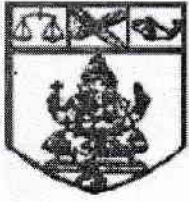
**Department of Computer Science  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403**

**Faculty Members**

**1.PL.SUDHA**

**2.RM.VALLIAMMAL**

# GANESAR COLLEGE OF ARTS AND SCIENCE

## DEPARTMENT OF COMPUTER SCIENCE

Accredited with "B" Grade by NAAC  
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Affiliated to Bharathidasan University

Melasivapuri - 622403, Ponnamaravathi, Tamil Nadu, India

### DEPARTMENT MEETING

(Minutes of the meeting)

Time: 11.00 am

Date / Day: 09.08.2022 / Tuesday

Venue: Department of Computer Science(LAB)

The Department staff meeting was conducted by Mr.R.Raja Head, Department of Computer Science, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- Vinayagar Chaturthi should be celebrated on behalf of COMPUTER SCIENCE
- To discuss the orientation programme for first -Year students and assigned the responsibility of the programme in charge to the class coordinator.
- Students of National Welfare Program of our college should participate and lead the way in the Independence Day function to be held on 15.08.2022.
- Professors and students should seek friendship and maintain knowledge
- Students should be given various exercises to further develop their other extra curricular activities.
- Professors are providing various trainings in the field of COMPUTER SCIENCE.






HOD Signature  
Head

Department of Computer Science  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

Faculty Members

1.PL.SUDHA 

2.RM.VALLIAMMAI 

3.S.NANDHINI 

  
PRINCIPAL



# GANESAR COLLEGE OF ARTS AND SCIENCE

## DEPARTMENT OF COMPUTER SCIENCE

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Affiliated to Bharathidasan University

Melasivapuri - 622403, Ponnamaravathi, Tamil Nadu, India

## DEPARTMENT MEETING

(Minutes of the meeting)

Time: 11.00 am

Date / Day: 15.09.2022 / Thursday

Venue: Department of Computer Science(LAB)

The Department staff meeting was conducted by Mr.R.Raja Head, Department of Computer Science, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- Excellent classes are conducted for students. Various activities should be obtained with a view to bring out their students skills.
- Indian Teachers Day was celebrated on 5th September.
- All the teachers confirmed that their syllabus is on track and 75% syllabus is completed.
- The internal examinations have been conducted date will be announced and also Time Table.
- All the professors should hand over the question papers for the internal evaluation examination to the head of the department by 20th October.
- Thus Realizing the need to be fulfilled, professors and students should act and work for the development of COMPUTER SCIENCE department.






HOD, Signature  
Head

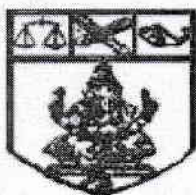
Department of Computer Science  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

Faculty Memebers

1.PL.SUDHA 

2.RM.VALLIAMMAI 





# GANESAR COLLEGE OF ARTS AND SCIENCE

## DEPARTMENT OF COMPUTER SCIENCE

Accredited with "B" Grade by NAAC  
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Affiliated to Bharathidasan University

Melasivapuri - 622403, Ponnamaravathi, Tamil Nadu, India

### DEPARTMENT MEETING

(Minutes of the meeting)

**Time: 11.00 am**

**Date / Day: 12.10.2022 / Wednesday**

**Venue: Department of Computer Science(LAB)**

The Department staff meeting was conducted by Mr.R.Raja Head, Department of Computer Science, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- All teachers confirmed that they completed their entry for internal assessment marks the marks were allocated as specified by the university guidelines.
- All grivances given by the student to be resolved amicably amongst the student and teachers.
- First term summer vacation starts in November. The professors should guide the students at all levels to prepare them for the university exams.
- Syllabus for the second semester should be prepared in one week and submitted to the professors
- All students have already been informed to take the backup of required program for lab.The lab systems will be formatted for conduct of practical examinations.
- Admit cards will be issued after clearance to the students on the following dates.
  - B.Sc.Comp. Sci(I Yr) 18<sup>th</sup> NOV 2022
  - B.Sc.Comp. Sci(II Yr) 21<sup>st</sup>NOV 2022
  - B.Sc.Comp. Sci(III Yr) 23<sup>rd</sup> NOV 2022



Faculty Members

HOD Signature

Head

Department of Computer Science  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF COMPUTER SCIENCE**  
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*Affiliated to Bharathidasan University*  
**Melasivapuri - 622403, Ponnamaravathi, Tamil Nadu, India**

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 11.00 am**

**Date / Day: 09.12.2022 / Wednesday**

**Venue: Department of Computer Science(LAB)**

The Department staff meeting was conducted by Mr.R.Raja, Head, Department of Computer Science, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- Good guidance should be given to the students for the Computer Science department.
- All the professors should know well the divided syllabus time table work assignments and perform well.
- Must go to class on time.
- The class teacher with the guidance of the principal should inform the students about the details of their incoming warnings.
- To ensure that the academic discipline of the students is observed and the students become educated for the development of the society.
- It is decided that there should be attitudes of professors.
- There are many syllabus books available in this world which is the first semester and the students should make good use of it.

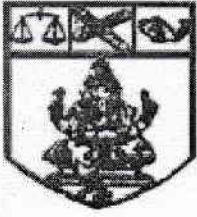


  
**HOD Signature**

**Department of Computer Science**  
**Ganesar College of Arts and Science**  
**Melasivapuri, Ponnamaravathi**  
**Pudukkottai - 622403**

**Faculty Members**

**1.PL.SUDHA** 



# GANESAR COLLEGE OF ARTS AND SCIENCE

## DEPARTMENT OF COMPUTER SCIENCE

Accredited with "B" Grade by NAAC  
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Affiliated to Bharathidasan University

Melasivapuri - 622403, Ponnamaravathi, Tamil Nadu, India

### DEPARTMENT MEETING

(Minutes of the meeting)

**Time: 11.00 am**

**Date / Day: 08.02.2023 / Wednesday**

**Venue: Department of Computer Science(LAB)**

The Department staff meeting was conducted by Mr.R.Raja, Head, Department of Computer Science, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- The Faculty members are asked to submit their internal and individual mark register to H.O.D.
- The rest of the portion both theory should be completed on or before MARCH 31<sup>st</sup>.
- The commencement of 2<sup>nd</sup> Internal Examination will be expected at MARCH 2023.
- All the Students will be submitting the project report on or before MARCH 15 2023.

**Faculty Members**

1.PL.SUDHA

2.RM.VALLIAMMAI

3.S.NANDHINI





**HOD Signature  
Head**

**Department of Computer Science  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403**

  
**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF COMPUTER SCIENCE**  
Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution  
Affiliated to Bharathidasan University  
Melaisivapuri - 622403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

(Minutes of the meeting)

**Time: 11.00 am**

**Date / Day: 13.03.2023 / Monday**

**Venue: Department of Computer Science(LAB)**

The Department staff meeting was conducted by Mr.R.Raja, Head, Department of Computer Science, Ganesar College of Arts and Science, Melaisivapuri-622 403.

The following points are discussed during the meeting.

- The faculty members are advised to monitor and report on student behavior regularly.
- The Department has decided to conduct a review of student behavior and discipline.
- Any incidents or concerns regarding student behavior should be promptly reported to the Head of the Department.
- The staff members should follow the college rules and regulations and follow the proper dress code
- The Academic plan for addressing and improving student behavior in April 2023 was discussed.






**HOD Signature**  
**Head**


**Department of Computer Science**  
**Ganesar College of Arts and Science**  
**Melaisivapuri, Ponnamaravathi**  
**Pudukkottai - 622403**

**Faculty Members**

1.PL.SUDHA 

2.RM.VALLIAMMAI 

3.S.NANDHINI 

  
**PRINCIPAL**  
**Ganesar College of Arts & Science**  
**MELAISIVAPURI**

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2022**

**Date** : 19.08.2022  
**Time** : 03.30 pm  
**Venue** : II MA Classroom

**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department

**Invitees:**

Mrs J. Jayarasi (Assistant Professor) Miss. K.Iniyarthana (Assistant professor)

Miss. S. Vennila (Assistant Professor) Mr. P. Pandidurai (Assistant Professor)

Mrs.S.Surya (Assistant Professor) Miss .N. Pavithra (Assistant Professor)

Mrs.T.Tamilselvi(Assistant Professor) Mrs.M.Balavalli (Assistant Professor)

Mrs.G.Yogalakshmi (Assistant Professor)

**Attendance present** : All are present

**Absentees** : Nil

**Meeting Agenda:**

1. As discussed in the meeting, students started practicing spoken English and faculties remind them for doing so.
2. As discussed in the meeting, students started taking seminars by the motivation of faculties.
3. As discussed in the meeting, faculties began their interaction with the students for making sure that students have picked up the matters.
4. As discussed in the meeting, faculties started to pay attention to prepare the meanings of the words well in the lessons for students' better learning of them.
5. As discussed in the meeting, faculties started signing the attendance in time.

**Resolution of the staff members**

1. In the staff meeting it is decided that the students are to be motivated by all faculties to practice spoken English in the morning and afternoon before the commencement of the 1<sup>st</sup> hour and when they are free.
2. Faculties are asked to motivate all the senior students to take seminarsoften to improve their confidence in speaking English. 3. Faculties are asked to interact with the students while and after taking the class to monitor well and make sure the learning of the students.
4. Faculties are asked to prepare the meanings of the words well and teach them to the students for improving their own and the students' vocabulary.
5. Faculties are informed to enter the college and sign before 10am and avoid coming to college late in the morning.

**SIGNATURE OF THE STAFFMEMBERS**

*(Handwritten signatures of staff members)*

*(Handwritten signature of Principal)*  
**PRINCIPAL**  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

**HOD**

**Head**  
Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamarav.  
Pudukkottai - 622



**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2022**

**Date** : 20.09.2022  
**Time** : 03.30 pm  
**Venue** : II MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department

**Invitees**

Mrs J. Jayarasi (Assistant Professor) Miss. K.Iniyanarthana (Assistant professor)

Miss. S. Vennila (Assistant Professor) Mr. P. Pandidurai (Assistant Professor)

Mrs.S.Surya (Assistant Professor) Miss .N. Pavithra (Assistant Professor)

Mrs.T.Tamilselvi(Assistant Professor) Mrs.M.Balavalli (Assistant Professor)

Mrs.G.Yogalakshmi (Assistant Professor)

**Attendance present** : All are present

**Absentees** : Nil

**Meeting Agenda:**

1. As discussed in the meeting, faculties started cooperating well by informing their leave to the other department
2. As discussed in the meeting, faculties conducted class tests immediately after the completion of the lessons.
3. As discussed in the meeting, faculties began their motivation for the correction of their mistakes.
4. As discussed in the meeting, faculties made the students write and submit their assignments.
5. As discussed in the meeting, faculties began the practice of starting morning first hour after two minutes meditation taught to them.

**Resolution of the staff members**

1. In the meeting faculties who handle language classes are asked to inform the head of the departments of the other departments in advance to help them to arrange alternative staff.
2. Faculties are asked to conduct class tests after the teaching of the lessons to help the students study better and score good marks.
3. Faculties are asked to correct the students' mistakes by motivation and not by punishment.
4. Faculties are asked to get assignments from the students for all papers.
5. Faculties are informed to start the Ist hour in the morning after a few minutes meditation.



**SIGNATURE OF THE STAFFMEMBERS**

Handwritten signatures of staff members.

Handwritten signature of the Principal.

**PRINCIPAL**

**HOD**

**Ganesar College Of Arts & Science**  
**Department of English**  
**MELASIVAPURI - 622 403**  
**Head**  
**Ganesar College of Arts and Science**  
**Melasi, Ponnamaravathi**

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2022**

**Date** : 17.10.2022  
**Time** : 03.30 pm  
**Venue** : II MA Classroom  
**Meeting Facilitator** : Mr. S. Kulanthaivel, Head of the Department  
**Invitees** :  
Mrs J. Jayarasi (Assistant Professor) Miss. K. Iniyarthana (Assistant professor)  
Miss. S. Vennila (Assistant Professor) Mr. P. Pandidurai (Assistant Professor)  
Mrs.S.Surya (Assistant Professor) Miss .N. Pavithra (Assistant Professor)  
Mrs.T.Tamilselvi(Assistant Professor) Mrs.M.Balavalli (Assistant Professor)  
Mrs.G.Yogalakshmi (Assistant Professor)  
**Attendance present** : All are present  
**Absentees** : Nil

**Meeting Agenda:**

1. As discussed in the meeting, faculties started cooperating well by informing their leave to the other department
2. As discussed in the meeting, faculties conducted class tests immediately after the completion of the lessons.
3. As discussed in the meeting, faculties began their motivation for the correction of their mistakes.
4. As discussed in the meeting, faculties made the students write and submit their assignments;
5. As discussed in the meeting, faculties began the practice of starting morning first hour after two minutes

**Resolution of the staff members**

1. In the meeting faculties who handle language classes are asked to inform the head of the departments of the other departments in advance to help them to arrange alternative staff.
2. Faculties are asked to conduct class tests after the teaching of the lessons to help the students study better and score good marks.
3. Faculties are asked to correct the students' mistakes by motivation and not by punishment.
4. Faculties are asked to get assignments from the students for all papers.
5. Faculties are informed to start the 1st hour in the morning after a few minutes meditation.

**SIGNATURE OF THE STAFFMEMBERS**

Handwritten signatures of staff members.

Handwritten signature of the Principal.

**PRINCIPAL**  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

**Head**  
Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamarav  
Pudukkottai - 622



**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2022**

**Date** : 31 .10.2022  
**Time** : 03.30 pm  
**Venue** : II MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department  
**Invitees** :  
Mrs J. Jayarasi (Assistant Professor) Miss. K.Iniyarthana (Assistant Professor )  
Miss. S. Vennila (Assistant Professor ) Mr. P. Pandidurai (Assistant Professor )  
Mrs. S.Surya (Assistant Professor ) Miss .N. Pavithra (Assistant Professor )  
Mrs. G.Saraswathy (Assistant Professor ) Mrs.M.Ballavalli (Assistant Professor )  
Miss. G.Yogalakshmi (Assistant Professor )  
**Attendance present** : All are present  
**Absentees** : Nil

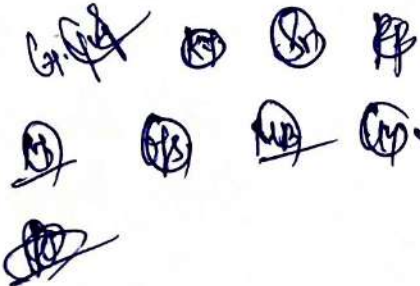
**Meeting Agenda:**

1. As discussed in the meeting, students wanted election for class representative.
2. As discussed in the meeting, faculties conducted class tests immediately after the completion of the lessons.
3. As discussed in the meeting, faculties began the practice of starting morning first hour after two minutes
4. As discussed in the meeting, PG students request for more books and secondary sources for project writing.
5. As discussed in the meeting, faculties made the students write and submit their assignments.

**Resolution of the staff members**

1. In the meeting it is discussed with the faculties and it is under consideration.
2. Faculties are asked to conduct class tests after the teaching of the lessons to help the students study better and score good marks.
3. Faculties are informed to start the 1st hour in the morning after a few minutes meditation.
4. In the meeting books were bought getting consent from the principal and management.
5. Faculties are asked to get assignments from the students for all papers.

**SIGNATURE OF THE STAFFMEMBERS**





**HOD**

**Head**

**Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403**



**PRINCIPAL**

**PRINCIPAL**

**Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403**





**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2023**

**Date** : 05.01.2023  
**Time** : 03.30 pm  
**Venue** : II MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department  
**Invitees** :  
Mrs J. Jayarasi (Assistant Professor) Miss. K. Iniyarthana (Assistant professor)  
Miss. S. Vennila (Assistant Professor) Mr. P. Pandidurai (Assistant Professor)  
Mrs.S.Surya (Assistant Professor) Miss .N. Pavithra (Assistant Professor)  
Mrs.T.Tamilselvi(Assistant Professor) Mrs.M.Balavalli (Assistant Professor)  
Mrs.G.Yogalakshmi (Assistant Professor)  
**Attendance present** : All are present  
**Absentees** : Nil

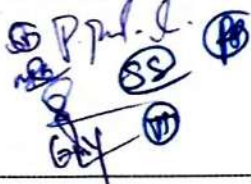
**Meeting Agenda:**

1. As discussed in the meeting, faculties completed the portions well in advance.
2. As discussed in the meeting, students take leave with the parents getting permission from the class teachers.
3. As discussed in the meeting, faculties arranged parents meetings.
4. As discussed in the meeting, faculties prepared the questions for the model examinations.
5. As discussed in the meeting, faculties took value added courses.

**Resolution of the staff members**

1. In the staff meeting faculties are informed to complete the entire portion of the prescribed syllabus well in time.
2. Class teachers are asked to inform the students to take leave with permission from them through their parents over the phone.
3. Class teachers are asked to arrange parent meeting to inform the progress of study of the students.
4. Faculties are informed to prepare questions for the model examination following the instruction of the university.
5. Faculties are motivated to prepare lessons and take value added courses to give exposure to the students about various fields of knowledge.

**SIGNATURE OF THE STAFF MEMBERS**



  
**PRINCIPAL**  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

**HOD Head**  
Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravatu  
Pudukkottai - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2023**

**Date** : 30.01.2023  
**Time** : 03.30 pm  
**Venue** : II MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department  
**Invitees** :  
Mrs J. Jayarasi (Assistant Professor) Mr. P. Pandidurai(Assistant Professor )  
Miss. S. Vennila (Assistant Professor) Miss .N. Pavithra(Assistant Professor )  
Mrs.S.Surya (Assistant Professor ) Mrs.M.Balavalli(Assistant Professor )  
Mrs.T.Tamilselvi (Assistant Professor ) Miss.G.Yogalakshmi (Assistant Professor )  
Miss. R.Malar(Assistant Professor )  
**Attendance present** : All are present  
**Absentees** : Nil

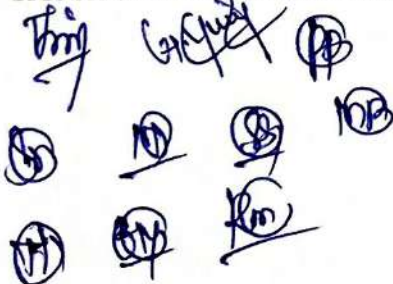
**Meeting Agenda:**

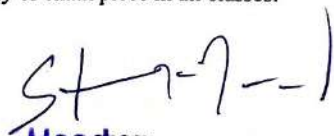
1. As discussed in the meeting, faculties demand for separate staff room.
2. As discussed in the meeting, faculties conducted class test.
3. As discussed in the meeting, faculties encouraging students to participate in the sports.
4. As discussed in the meeting, faculties made the students write and submit their assignments.
5. As discussed in the meeting, maintaining the availability of chalk piece in all class rooms.

**Resolution of the staff members**

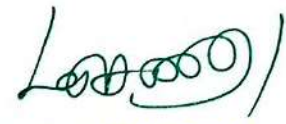
1. In the meeting faculties demand for a printer is informed to the principal and is under consideration.
2. Faculties are asked to conduct class tests after the teaching of the lessons to help the students exam.
3. Faculties are motivate both the male and female students to participate in the sports activities conducted through physical education of the college.
4. Faculties are asked to get assignments from the students for all papers.
5. Faculties are informed to maintain the availability of chalk piece in all classes.

**SIGNATURE OF THE STAFFMEMBERS**





**Head of Department**  
Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



**PRINCIPAL**  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2023**

**Date** : 06.02.2023  
**Time** : 03.30 pm  
**Venue** : II MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department  
**Invitees** :  
Mrs J. Jayarasi (Assistant Professor ) Mr. P. Pandidurai(Assistant Professor )  
Miss. S. Vennila (Assistant Professor ) Miss .N. Pavithra(Assistant Professor )  
Mrs.S.Surya (Assistant Professor ) Mrs.M.Balavalli(Assistant Professor )  
Mrs.T.Tamilselvi (Assistant Professor ) Miss.G.Yogalakshmi (Assistant Professor )  
Miss. R.Malar (Assistant Professor )  
**Attendance present** : All are present  
**Absentees** : Nil

**Meeting Agenda:**

1. As discussed in the meeting, faculties introducing students about competition examinations.
2. As discussed in the meeting, students take leave with the parents getting permission from the class teachers.
3. As discussed in the meeting, faculties arranged parents meetings.
4. As discussed in the meeting, faculties prepared the questions for the internal examinations.
5. As discussed in the meeting, faculties took spoken English classes.

**Resolution of the staff members**

1. In the staff meeting two faculty were arranged to introduce the various competitive examinations to the students with the help of an expert in that area.
2. Class teachers are asked to inform the students to take leave with permission from them through their parents over the phone.
3. Class teachers are asked to arrange parent meeting to inform the progress of study of the students.
4. Faculties are informed to prepare questions for the internal examination following the instruction of the university.
5. Faculties are motivated to prepare lessons and take spoken English classes to give exposure to the students.

**SIGNATURE OF THE STAFFMEMBERS**

*[Handwritten signatures of staff members]*

*[Handwritten signature]*  
**HOD**  
**Head**

**Department of English**  
**Ganesar College of Arts and Science**  
**Melasivapuri, Ponnamaravathi**  
**Pudukkottai - 622403**

*[Handwritten signature]*  
**PRINCIPAL**

**Ganesar College Of Arts & Science**  
**MELASIVAPURI - 622 403**



**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2023**

**Date** : 20.02.2023  
**Time** : 03.30 pm  
**Venue** : II MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department  
**Invitees** :  
Mrs J. Jayarasi (Assistant Professor) Miss. K.Iniyarthana (Assistant professor)  
Miss. S. Vennila (Assistant Professor) Mr. P. Pandidurai (Assistant Professor)  
Mrs.S.Surya (Assistant Professor) Miss .N. Pavithra (Assistant Professor)  
Mrs.T.Tamilselvi(Assistant Professor) Mrs.M.Balavalli (Assistant Professor)  
Mrs.G.Yogalakshmi (Assistant Professor)  
**Attendance present** : All are present  
**Absentees** : Nil

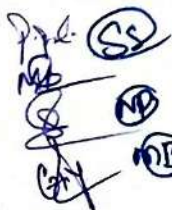
**Meeting Agenda:**

1. Faculties found out the students who have taken leave often and gave counselling to them to attend the classes regularly.
2. Faculties began giving reading practice to the students to improve their pronunciation, accent and intonation.
3. Faculties give separate practice to students for Pronunciation practice.
4. Faculties focus on making students listening keenly.
5. Faculties take special classes for the poor students to score good marks in the exams.

**Resolution of the staff members**

1. In the meeting of the staff the faculties are informed to find out the students who have taken more leave and inform them attend the college regularly to avoid getting lack of attendance.
2. Faculties are informed to give all students reading practice after they display reading the text with right pronunciation, accent, style intonation and volume of sound.
3. Faculties are informed to give pronunciation practice for words to students along with their teaching to make the students get practical experience of doing it.
4. Faculties are informed to focus on the poor listener of students to alert them about their mistakes and make them good listener since right listening is basis for learning things faster and well.
5. Faculties are informed to give special coaching to the students who score poor marks in the exams.

**SIGNATURE OF THE STAFFMEMBERS**





  
PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

HOD

Head  
Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnampet  
Pudukkottai - 622 403

**Ganesar College Of Arts and Science, Melaisivapuri**

**Department Of Physics**

**Meeting Head** : Dr. A. Ramu

Head of the Department of Physics.

**Date & Time** : 01-09-2022 & 3:30pm to 4:30 pm

**Faculty Members : Present** - Asst prof. R.Sangeetha

Asst prof. N.Jeya Lakshmi

**Absdentees** - Nill

**Minutes**

- 1) The Association programme should be conducted twice the month by the Association incharge.
- 2) The Association Incharge will be announced by The H.O.D.
- 3) The Association Incharge should be submit Association plan on before programme and detailed report should be submitted after the programme to the H.O.D.
- 4) The portion and date for I<sup>st</sup> Internal examination was discussed.
- 5) The tentative date of I<sup>st</sup> Internal exam is September 26,27,28,29 and portion is two units of the syllabus.
- 6) IQAC works (Profile, student profile and Personal mark register) were distributed and they should be submitted to the H.O.D on or before September 6 at 10:00 am.

*Dr. Ramu*  
11/09/22  
Head of the Department

Asst prof. R.Sangeeth *R*

Asst prof. N.Jeya Lakshmi *NJL*

*Loopy*

**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

MIN/PHY/2022/030.

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**

**Department of Physics**

**Meeting Head** : Dr. A. Ramu

Head of the Department of Physics

**Date and Time** : 06.10.2022 & 1:00pm - 1:30pm

**Faculty Members : Present** - Asst prof. R.Sangeetha

Asst prof. N.Jaya Lakshmi

**Abscentees** - Nill

**Topic:**Progress meeting

**Minutes**

1. Association meeting activities was discussed. The Asst prof R.Sangeetha had asked to submit the report of association meeting.
2. Asst prof N. Jaya Lakshmi has selected as a incharge of association meeting for October month.
3. The department discussed about the university practical examination and decided to conduct the model practical.
4. The third unit test should conduct on or before 18.10.2022. The mark register should be submitted to the H.O.D. on or before 20.10.022.
5. The students attendance for September month should be submitted to the H.O.D. on or before 16.10.2022.

*A. Ramu*  
07/10/22  
**HEAD OF THE DEPARTMENT**

Asst prof. R.Sangeetha *R.S.*  
Asst prof. N. Jaya Lakshmi *N. Jayalaxmi*  
07/10/22

*J. Jayaram*  
**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

MIN/PHY/2022/ 031

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**

**Department of Physics**

**Meeting Head:** Dr. A. Ramu

Head of the Department of Physics

**Date and Time :** 29.10.2022 & 1:00 pm

**Faculty Members: Present** - Asst prof. R. Sangeetha

Asst prof. N. Jaya Lakshmi

**Absentees** - Nil

**Topic :** Practical examination, model examination, internal mark regards.

**Minutes**

1. The faculty members concern the syllabus. The syllabus should be complete on 06.11.2022.
2. The model practical examination for I and III year students will be conducted on 01.11.2022.
3. The model examination for the students will be held on 07.11.2022.
4. The class incharge should be collect the model examination question papers and submit to the H.O.D on 03.11.2022.
5. The corrected model examination paper with mark statement should be submit to the H.O.D on or before 14.11.2022
6. The faculty members avoid the leave on 04.11.2022.
7. Internal examiner, hall supervisor and other duty members selection rights has given to the H.O.D. All the staff members must be obey the H.O.D order.

*A. Ramu*  
29/10/2022  
HEAD OF THE DEPARTMENT

ASST PROF. R. Sangeetha

ASST PROF. N. Jayalakshmi

*R. Sangeetha*  
29/10/22  
*N. Jayalakshmi*  
29/10/22

*Jayalakshmi*

**PRINCIPAL**  
Ganesar College of Arts & Science  
MELAISIVAPURI - 622 403

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**

**Department of Physics**

**Meeting Head : Dr. A. Ramu**

Head of the Department of Physics

**Date and Time : 02.01.2023 & 1:00pm - 1:30pm**

**Faculty Members : Present - Miss. R.Sangeetha**

Miss. N.Jayalakshmi

Absentees - Nill

**Topic: Academic Meeting**

**Minutes**

1. The faculty members are advised to follow the class schedule and work load for April 2023.
2. The Department has decided to conduct the Unit wise test for every Unit.
3. The NAAC work should be finished as soon as possible.
4. Whatever books need for the Department listed and submit to the H.O.D as soon as possible.
5. The Academic plan for April 2023 was discussed.

*Dr. Ramu*  
2/10/2023  
**HEAD OF THE DEPARTMENT**

Miss. R.Sangeetha *R.S* *02/1/23*

Miss. N. Jaya Lakshmi *N. Jayalakshmi*  
*02/10/23*

*J. Jayalakshmi*  
**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403



MIN/PHY/2023/ 003 083

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**Department of Physics**

**Meeting Head : Dr.A.Ramu**

Head

Department of Physics

**Date and Time : 24.02.2023 & 1:00pm**

**Faculty Members :Present -Miss. R. Sangeetha**

Miss. N. Jayalakshmi

Absentees - Nill

**Minutes**

- Question paper submission for I Internal exam and completed portion were discussed.
- II<sup>nd</sup> unit test should be completed on or before 05.03.2023 and Reported to the H.O.D.
- All the staff members concentrate in students discipline.
- The class teacher controls the leave and get letter with correct reason and report to the H.O.D.
- List the requirements of books for the department.
- All the staff members ready to welcome the school students, visit by Nan mudhalvan scheme.
- Our department will be decided to celebrate the Science day associate with the Maths and Computer Science department that the programme details were discussed.

*A. Ramu*  
24/02/23

*S. S.*  
24/03/23

*J. Jayalaxmi*  
24/03/23

*Jayalaxmi*

**PRINCIPAL**  
Ganesar College of Arts & Science  
MELAISIVAPURI - 622 403

MIN/PHY/2023/ 034

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**

**Department of Physics**

**Meeting Head : Dr.A.Ramu**

Head

Department of Physics

**Date and Time : 17/03/2023 - 1.00pm**

**Faculty Members :Present -Miss. R. Sangeetha**

Miss. N. Jayalakshmi

Absentees - Nill

**Minutes**

- The faculty members are asked to submit their portion completion certificate to the H.O.D., on or before 21.03.2023.
- The model exam-I question paper should be submitted to the H.O.D., on or before 21.03.2023.
- The filled internal mark register should be submitted to the H.O.D., on or before 20.03.2023.
- The requirements of extra classes should be reported to the H.O.D., on or before 20.03.2023 with detail document.
- completed record note and observation note of All classes ,should be valid and signed on or before 27.03.2023 and submit to the H.O.D on that day.

*Dr. Ramu*  
17/3/2023

*J. Jayalekshmi*  
17/03/23

*J. Jayalekshmi*  
**PRINCIPAL**  
Ganesar College of Arts & Science  
MELAISIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to conduct orientation programme

The department of social work had a meeting on 1<sup>st</sup> August 2022, for conducting the orientation programme for the 1<sup>st</sup> year students. The principal sir and IQAC coordinator was decided as chief guest for inviting to the programme. The aim of the program was to impart knowledge about social work program and give its wider scope to the students.

**Members participated**

Ms.M.Sharmila Devi- Head of Department

Mr.K.Srikannan - Assistant Professor

Mr. A.Karthick -III-BSW

Ms.P.Nandhini -II BSW

*V.S.*

*K. Srikannan*

*Karthick - A*

*P. Nandhini*

*[Signature]*  
Head  
Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravai,  
Pudukkottai - 622 403

*[Signature]*  
Principal  
PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**  
**Minutes of meeting**

**Purpose of meeting:** Planning to organize World Mental Health day

The social work department conducted a meeting on 5<sup>th</sup> October 2022, to organize the Mental Health day program on 10<sup>th</sup> October 2022. The program contents were discussed and the committee was formed to carry out the task. the time, date and venue were scheduled for the program.

**Members participated**

- Ms.M.Sharmila Devi- Head of Department *[Signature]*  
Mr.K.Srikannan – Assistant Professor *K. Srikannan*  
Mr. P.Karthick -III-BSW *P. Karthick*  
Ms.P.Nandhini -II BSW *P. Nandhini*

*[Signature]*  
**Head**  
Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnampalayam  
Sankkottai - 622 403

*[Signature]*  
**PRINCIPAL**  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



## GANESAR COLLEGE OF ARTS AND SCIENCE

### DEPARTMENT OF SOCIAL WORK

#### Minutes of meeting

#### Purpose of meeting: Planning to organize rural camp

The social work department conducted a meeting on 31<sup>st</sup> October 2022, to organize rural camp. The date was discussed and fixed from 14<sup>th</sup> to 18<sup>th</sup> November 2022. The location and stay was discussed. The committees were created and the roles of each committee was listed down. The daily schedule was discussed and a student was assigned as in charge for each day at the meeting.

#### Members participated

Ms.M.Sharmila Devi- Head of Department

Mr.K.Srikannan – Assistant Professor

Mr. N.Nanthakumar-II BSW

Ms.P.Nandhini -II BSW

*yes*

*K. Srikannan*

*N. Nanthakumar*

*P. Nandhini*

*[Signature]*  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*[Signature]*  
Principal

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**  
**Minutes of meeting**

**Purpose of meeting:** Planning to organize Human rights day

The department of social work conducted a meeting on 5<sup>th</sup> December 2022, to organize the Human rights day on 12<sup>th</sup> December 2022. The agenda of the program were discussed. Then the date, venue and duration were decided. The program committees were created and the work allotment was given to the members.

**Members participated**

Ms.M.Sharmila Devi- Head of Department

Mr.K.Srikannan - Assistant Professor

Mr. N.Nanthakumar-II BSW

Ms.P.Nandhini -II BSW

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamparava,  
Pudukkottai - 622403

Principal  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**  
**Minutes of meeting**

**Purpose of meeting:** Planning to organize the CATARSIS

The social work department conducted a meeting on 30<sup>th</sup> January 2023 for organizing CATARSIS. The time, duration and venue of the programme were planned. The list of competitions was discussed and also the list of committees for each competition were planned. The roles and responsibility of each committee was framed. The program coordinator was assigned and duties were entrusted.

**Members participated**

Ms.M.Sharmila Devi- Head of Department *Sharmila*

Mr.K.Srikannan – Assistant Professor *K.Srikannan*

Mr.Nanthakumar-III BSW *Nanthakumar*

Ms.P.Nandhini -II BSW *P.Nandhini*

*Sharmila*  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*Sharmila*  
PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to conduct women's day program

The social work department conveyed a meeting on 1<sup>st</sup> march 2023 for conducting the women's day program. The program agenda was discussed. The date, venue, time and participants for the program was planned. The committees were formed and task was assigned to the students.

**Members participated**

Ms.M.Sharmila Devi- Head of Department

Mr.K.Srikannan – Assistant Professor

Mr. K.Vairavan -III BSW

Ms. A.Vishnu -II BSW

  
Head  
Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravai  
Pudukkottai - 622 403

  
PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403





**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to conduct women's day program

The social work department conveyed a meeting on 1<sup>st</sup> march 2023 for conducting the women's day program. The program agenda was discussed. The date, venue, time and participants for the program was planned. The committees were formed and task was assigned to the students.

**Members participated**

Ms.M.Sharmila Devi- Head of Department

Mr.K.Srikannan – Assistant Professor

Mr. K.Vairavan -III BSW

Ms. A.Vishnu -II BSW

*[Signature]*  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravallu  
Dudikkottai - 622

*[Signature]*  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**  
**Minutes of meeting**

**Purpose of meeting:** Planning to organize the social worker's day

The social work department conducted a meeting on 14<sup>th</sup> march 2023, for organizing social worker's day. The discussion was held on involving the students from other departments by conducting competitions. The list of competitions was discussed and the preparation of agenda took place.

**Members participated**

Ms.M.Sharmila Devi- Head of Department

Mr.K.Srikannan n – Assistant Professor

Mr. A.Karthick -III-BSW

Ms.P.Nandhini -II BSW

  
Head  
Department of Social Work  
Ganesar College of Arts and Science,  
Melachivapuri, Ponnamaravathi,  
Pudukkottai - 622 501

  
PRINCIPAL  
Ganesar College Of Arts & Science  
MELACHIVAPURI



**GANESAR COLLEGE OF ARTS AND SCIENCE**

**DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to organize the social worker's day

The social work department conducted a meeting on 16<sup>th</sup> March 2023, for organizing social worker's day. The discussion was held on conducting competitions for other department students. The list of competitions was discussed and agenda was prepared.

**Members participated**

Ms.M.Sharmila Devi- Head of Department

Mr.K.Srikannan – Assistant Professor

Mr. K.Vairavan -III BSW

Ms. A.Vishnu -II BSW

  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622 403

  
Principal

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



# GANESAR COLLEGE OF ARTS AND SCIENCE

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution  
Affiliated to Bharathidasan University

## DEPARTMENT OF FASHION TECHNOLOGY AND COSTUME DESIGNING

### DEPARTMENT MEETING

*(Minutes of the meeting)*

**Time: 2.30 pm**

**Date / Day: 16.08.2022 / Tuesday**

The Department staff meeting was conducted by Ms.B.Malini, Head, Department of Fashion Technology and Costume Designing, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- The Head of the Department held a meeting with the staff members to discuss the separation of the syllabus and the class coordinator.
- To discussed the orientation programme for first-year students and assigned the responsibility of programme incharge to the class coordinator.
- Furthermore, the HOD requested that the timetable for this semester be submitted within two days, along with the principal's signature.
- To maintain that the original mark sheet Xerox, TC Xerox, 3 Photo, Bank book Xerox, PAN card Xerox, Aadhar card Xerox and Community Xerox should be collected.
- Lastly, it was emphasized that attendance must be meticulously maintained and the end of each day, the HOD's signature should be obtained on the students' attendance records.

PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

HOD Signature  
Head

Department of Fashion Technology and Costume  
Ganesar College of Arts and S  
Melasivapuri, Ponnamarav  
Pudukkottai - 622403



# GANESAR COLLEGE OF ARTS AND SCIENCE

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution  
Affiliated to Bharathidasan University

## DEPARTMENT OF FASHION TECHNOLOGY AND COSTUME DESIGNING

### DEPARTMENT MEETING

*(Minutes of the meeting)*

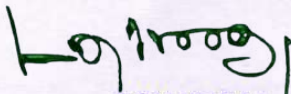
**Time: 2.30 pm**

**Date / Day: 19.08.22**

The Department staff meeting was conducted by Ms.B.Malini, Head, Department of Fashion Technology and Costume Designing, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- The Head of the Department held a discussion with the staff members regarding the students' uniform dress.
- As per the plan, the uniform will consist of a Navy blue-coloured coat, Formal trousers and Formal black shoes with a low heel.
- The shirt color will vary each year with First-year students wearing blue, Second-year students wearing pink and Third-year students wearing yellow.
- Additionally, there was a discussion about the units covered for each subjects and the number of units assigned for the first internal exam.

  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**HOD Signature**

Head  
Department of Fashion Technology and Costume Designing  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



# GANESAR COLLEGE OF ARTS AND SCIENCE

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution  
Affiliated to Bharathidasan University

## DEPARTMENT OF FASHION TECHNOLOGY AND COSTUME DESIGNING

### DEPARTMENT MEETING

*(Minutes of the meeting)*

Time: 2.30 pm

Date / Day: 25.08.22

The Department staff meeting was conducted by Ms.B.Malini, Head, Department of Fashion Technology and Costume Designing, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- The Head of the Department held a meeting with the staff members to discuss the Year plan for this semester.
- To prepare the Academic calendar and submit it to both department and IQAC.
- It is necessary to strategize various teaching method specifically catered towards facilitating the learning process of first year students who may have a slower learning pace.
- To discuss the Mentor-mentees book and arrange regular meetings with students on a weekly basis.
- Finally, an Orientation programme report must be meticulously prepared and promptly signed by the principal.

PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

HOD Signature

Head

Department of Fashion Technology and Costume Designing  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



# GANESAR COLLEGE OF ARTS AND SCIENCE

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution  
Affiliated to Bharathidasan University

## DEPARTMENT OF FASHION TECHNOLOGY AND COSTUME DESIGNING

### DEPARTMENT MEETING

*(Minutes of the meeting)*

**Time: 2.30 pm**

**Date / Day: 30-08-22**

The Department staff meeting was conducted by Ms.B.Malini, Head, Department of Fashion Technology and Costume Designing, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- The Head of the Department deliberated and devised a planning for conducting the seminar.
- It was determined that Ms.M.Sharmila Devi, Head of the department in Social Work at our college, will be invited as the Chief Guest.
- The topic of discussion for the seminar is under consideration, with a focus on either Women's leadership development or Women's entrepreneurship development.
- A decision has been made to schedule the seminar for September 2022.
- Additionally, it has been proposed to encourage our students to try with new hairstyles on a daily basis.

*Malini B*

**HOD Signature**

**Head**

Department of Fashion Technology and Costume Designing  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*Loganathan*

**PRINCIPAL**

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



# GANESAR COLLEGE OF ARTS AND SCIENCE

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution  
Affiliated to Bharathidasan University

## DEPARTMENT OF FASHION TECHNOLOGY AND COSTUME DESIGNING

### DEPARTMENT MEETING

*(Minutes of the meeting)*

**Time: 2.30 pm**

**Date / Day: 02.09.2022**

The Department staff meeting was conducted by Ms.B.Malini, Head, Department of Fashion Technology and Costume Designing, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- The Head of the Department held a meeting a staff meeting to discuss the first internal marks.
- It is required for the class incharge to record and maintain the internal result record.
- If any students is absent during the first internal exam, a re-exam may be conducted only after obtaining the principal's permission.
- In practical, the internal exam should be conducted through the viva method.
- Furthermore, it is mandated that all internal question papers be submitted by the respective department.

PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

HOD Signature

Head

Department of Fashion Technology and Costume Designing  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403





# GANESAR COLLEGE OF ARTS AND SCIENCE

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## DEPARTMENT OF FASHION TECHNOLOGY AND COSTUME DESIGNING

### DEPARTMENT MEETING

*(Minutes of the meeting)*

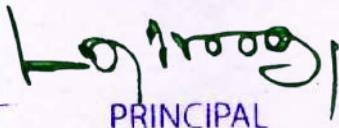
**Time: 2.30 pm**

**Date / Day: 22/11/2022**

The Department staff meeting was conducted by Ms.B.Malini, Head, Department of Fashion Technology and Costume Designing, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- The HOD and Staff members are engaged in a discussion regarding the value added course.
- The course is scheduled to commence during the even semester with the offering of two courses.
- There is a need to plan the course coordinator's responsibilities for each course, including syllabus preparation.
- The course coordinator will be responsible for managing the report, attendance, mark details and certificate.
- The exam will be conducted prior to the semester examination.
- The students are required to make a decision on which course to join in order to successfully complete the course.



PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



HOD Signature  
Head

Department of Fashion Technology and Costume Designing  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



# GANESAR COLLEGE OF ARTS AND SCIENCE

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution  
Affiliated to Bharathidasan University

## DEPARTMENT OF FASHION TECHNOLOGY AND COSTUME DESIGNING

### DEPARTMENT MEETING

*(Minutes of the meeting)*

**Time: 2.30 pm**

**Date / Day: 25.11.2022**

The Department staff meeting was conducted by Ms.B.Malini, Head, Department of Fashion Technology and Costume Designing, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- The HOD has informed the class coordinator to submit the workload and timetable and to include the value-added course in the timetable.
- The need for specific books will be discussed, and list of the required books will be prepared.
- Furthermore, permission will be sought from the principal to submit the list of books to the library staff.
- The value added course syllabus must be submitted within a week, and the department head has emphasized that it should be revised before the classes commence.
- Moreover, the coordinator has been instructed to prepare the roster of students enrolled in the value added course.

*Malini.B*

**HOD Signature**

**Head**

Department of Fashion Technology and Costume Designing  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*Loganathan*

**PRINCIPAL**

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



# GANESAR COLLEGE OF ARTS AND SCIENCE

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution  
Affiliated to Bharathidasan University

## DEPARTMENT OF FASHION TECHNOLOGY AND COSTUME DESIGNING

### DEPARTMENT MEETING

*(Minutes of the meeting)*

**Time: 2.30 pm**

**Date / Day: 20.01.2023**

The Department staff meeting was conducted by Ms.B.Malini, Head, Department of Fashion Technology and Costume Designing, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- The HOD and Staff members are discussed to prepare a comprehensive timetable for the model practical.
- The purpose for certain accessories required for the practical examination will be discussed.
- We will compile a list of necessary purchase products and seek permission from the management through the principal.
- Furthermore, we will also strategize a single-day industrial visit for students during their study holidays.

*Malini B*

**HOD Signature**

**Head**

Department of Fashion Technology and Costume Designing  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*Govindaraj*

**PRINCIPAL**

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



# GANESAR COLLEGE OF ARTS AND SCIENCE

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution  
Affiliated to Bharathidasan University

## DEPARTMENT OF FASHION TECHNOLOGY AND COSTUME DESIGNING

### DEPARTMENT MEETING

(Minutes of the meeting)

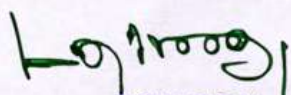
Time: 2.30 pm

Date / Day: 16.02.2023

The Department staff meeting was conducted by Ms.B.Malini, Head, Department of Fashion Technology and Costume Designing, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- The Head of the Department held a discussion with the staff members regarding the implementation of regular class tests, with a frequency of at least twice a week for each subjects.
- The discussion also involved reviewing the completion of units for each subject and determining the number of units to be assessed internal.
- Furthermore, it was proposed that the sport day celebrated to one week to ensure the compulsory involvement of our students in the event.
- The class coordinator was assigned the responsibility of ensuring that all students participate in the events.
- In the event of any classes facing barriers, it was decided that special classes would be organized and the staff members responsible for languages staffs were requested to be informed.

  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



HOD Signature

Department of Fashion Technology and Costume Designing  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



# GANESAR COLLEGE OF ARTS AND SCIENCE

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution  
Affiliated to Bharathidasan University

## DEPARTMENT OF FASHION TECHNOLOGY AND COSTUME DESIGNING

### DEPARTMENT MEETING

(Minutes of the meeting)

Time: 2.30 pm

Date / Day: 14.03.2023

The Department staff meeting was conducted by Ms.B.Malini, Head, Department of Fashion Technology and Costume Designing, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- The main purpose of today's meeting for Ms.M.Sharmila Devi, the Head of the department of Social work, to an invitation to the staff members of our department to participate as judges in the upcoming events organized by her department.
- If there are any significant class schedules, the students will be notified to visit the library.
- It is crucial to ensure proper maintenance of the result analysis and register, which should carry the signatures of the HOD and the Principal.
- The class coordinator is responsible for verifying that all internal question papers have been submitted to the department.
- The class coordinator should enter the internal marks and collect the student's signatures.

*Malini B*

HOD Signature

*Govindaraj*

PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

Head  
Department of Fashion Technology and Costume Designing  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



# GANESAR COLLEGE OF ARTS AND SCIENCE

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution  
Affiliated to Bharathidasan University

## DEPARTMENT OF FASHION TECHNOLOGY AND COSTUME DESIGNING

### DEPARTMENT MEETING

*(Minutes of the meeting)*

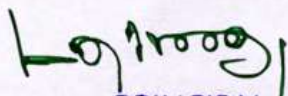
**Time: 2.30 pm**

**Date / Day: 15.02.2023**

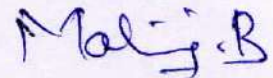
The Department staff meeting was conducted by Ms.B.Malini, Head, Department of Fashion Technology and Costume Designing, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- The Head of the Department held a meeting with the staff members to discuss the organization of seminars on self grooming for our students, please note that the seminars should be conducted in March 2023.
- The Department of Fashion Technology at Alagappa University, Karaikudi has sent an invitation to our department to participate in their Facan Fest competition.
- The class coordinator is requested to collect the list of names of students participating in the programme.
- The permission is sought for the Principal to attend an intercollegiate competition.
- To inform the students about the last date for tuition fees payment, as well as the class coordinator to submit the exam fees within the next two days to the office.

  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**HOD Signature**

Head  
Department of Fashion Technology and Costume Designing  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



# GANESAR COLLEGE OF ARTS AND SCIENCE

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution  
Affiliated to Bharathidasan University

## DEPARTMENT OF FASHION TECHNOLOGY AND COSTUME DESIGNING

### DEPARTMENT MEETING

*(Minutes of the meeting)*

**Time: 2.30 pm**

**Date / Day: 30.03.2023**

The Department staff meeting was conducted by Ms.B.Malini, Head, Department of Fashion Technology and Costume Designing, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- The Head of the Department has requested that we adhere to the college circular for an extension of 10 days for the NAAN MUDHALVAN SCHEME exam for students.
- The second Value added course should commence on <sup>April</sup> 1<sup>st</sup> in the afternoon.
- Once the course is completed, it is essential to maintain proper documentation of the report.
- This includes collecting the feedback forms from the students, analyzing them and taking appropriate actions accordingly.

*Malini B*

**HOD Signature  
Head**

Department of Fashion Technology and Costume Designing  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*Govindaraj*

**PRINCIPAL**

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



# GANESAR COLLEGE OF ARTS AND SCIENCE

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution  
Affiliated to Bharathidasan University

## DEPARTMENT OF FASHION TECHNOLOGY AND COSTUME DESIGNING

### DEPARTMENT MEETING

*(Minutes of the meeting)*

**Time: 2.30 pm**

**Date / Day: 10.04.2023**

The Department staff meeting was conducted by Ms.B.Malini, Head, Department of Fashion Technology and Costume Designing, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- The Head of the Department held a meeting with the staff members to discuss the preparation for the value added course certificate.
- It is expected that the class coordinator dutifully collect the leave forms from the students.
- In case a student take consecutive leaves for three days or more, it is imperative to notify the HOD and make a phone call to the respective student's parent.
- Advanced notice should be given to the students regarding the payment of the tuition fees for the semester.

*Malini B*

**HOD Signature**

**Head**

Department of Fashion Technology and Costume Designing  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*Loganathan*

**PRINCIPAL**

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403





## **GANESAR COLLEGE OF ARTS AND SCIENCE**

(Accredited with 'B' grade by NAAC)

MELAISIVAPURI - 622 403, PUDUKKOTTAI, TAMILNADU

Phone: 04333 – 247218, 247603

# **ACADEMIC YEAR 2021-22**



**DEPARTMENT OF TAMIL**  
**GANESAR COLLEGE OF ARTS AND SCIENCE**

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution

Affiliated to Bharathidasan University

Melasivapuri - 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

Time: 2.30 pm

Date / Day: 21.06.2021 / Monday

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- Admission of college students is in progress Tamil department professors focus on student admissions
- First year students are instructed in college ethics by professors
- Discussed about the programs to be conducted during the academic year
- Professors were instructed to complete the subjects and conduct the exams on time
- The professors were instructed to complete the subjects and conduct the exams
- After listening to the grievances of the students it was decided to form a committee to resolve them.

  
**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

  
**HOD Signature**  
**Head**  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottal - 622403



**DEPARTMENT OF TAMIL  
GANESAR COLLEGE OF ARTS AND SCIENCE**

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution

Affiliated to Bharathidasan University

Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

Time: 11.30 am

Date / Day: 15.07.2021 / Thursday

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- The result analysis meeting will be held from 26-08-2021 and 27-08-2021 in the principal chamber. The result analysis meeting for our department will be held on 27-08-2021 at 3 pm.
- The staff members are insisted to update all the files in the department for academic auditing and the report will be submitted to IQAC.
- The first CIA test will be conducted from 20-08-2018 to 31-08-2018. The staff members are insisted to complete 2 ½ units for all the classes.
- The students discipline should be monitored by all the staff members in the department.
- The staff members should follow the college rules and regulations and follow the proper dress code

  
PRINCIPAL  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

  
HOD Signature  
Head  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottal - 622403



**DEPARTMENT OF TAMIL**  
**GANESAR COLLEGE OF ARTS AND SCIENCE**

Accredited with "B" Grade by NAAC  
UGC Recognized A(I) and A(B) Institution

Affiliated to Bharathidasan University

Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**  
**(Minutes of the meeting)**

Time: 3 PM

Date / Day: 04.08.2021 / Wednesday

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

- ❖ Formation of art committee with members of the professors of the college
- ❖ Independence day celebration in the college on 15.08.2021 10.09. 2021
- ❖ Celebration of Vinayagar Chaturthi in the college campus
- ❖ Professors to hand over the question papers for the second internal evaluation examination by September 11
- ❖ Cleanliness of the campus is emphasized as a pre-monsoon measure
- ❖ Instructing teachers to provide lesson notes to prepare students for term exams

  
PRINCIPAL  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

  
HOD signature  
head  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottal - 622403



**DEPARTMENT OF TAMIL**  
**GANESAR COLLEGE OF ARTS AND SCIENCE**

*Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution*

*Affiliated to Bharathidasan University*

Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India


**DEPARTMENT MEETING**  
**(Minutes of the meeting)**

**Time: 3 PM**

**Date / Day: 12.09.2021 / Tuesday**

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

- ✓ Formation of committee to conduct term exams
- ✓ Celebrating Durga Puja on 14th October in college campus
- ✓ Conducting third internal assessment exams and instruction to submit mark sheet
- ✓ Submission of report on subjects completed
- ✓ Instructing professors to write texts and Research Articles

  
**PRINCIPAL**  
**Ganesar College of Arts & Science**  
**MELASIVAPURI - 622 403**

  
**HOD Signature**  
**Head**  
**Department of Tamil**  
**Ganesar College of Arts and Science**  
**Melasivapuri, Ponnamaravathi**  
**Pudukkottal - 622403**



## OF ARTS AND SCIENCE

Accredited with B Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution

Affiliated to Bharathidasan University

Melasivapuri 622 403, Ponnamaravathi **DEPARTMENT OF TAMIL**

### DEPARTMENT MEETING (Minutes of the meeting)

Time: 2.40 PM

Date / Day: 13 - 10 - 2021 Wednesday

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

- Advising to conduct term examination
- Advising to prepare time table for next term
- Decision to hold parent teacher meeting on 21st Jan.
- Professors have been asked to instruct students to be careful on social media
- The professors were asked to prepare and send proposals for projects
- Decided to held the seminar on 5.11.2021

  
HOD Signature  
Head

Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pon. Arts - 622403

  
PRINCIPAL  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403



**DEPARTMENT OF TAMIL  
GANESAR COLLEGE OF ARTS AND SCIENCE**

*Accredited with "B" Grade by NAAC  
UGC Recognized 1(A) and 12(B) Institution*

*Affiliated to Bharathidasan University*

Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING  
(Minutes of the meeting)**


**Time: 3.30 PM**

**Date / Day: 07 - 01-.2022 Thursday**

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

- ✓ Students were instructed to complete the subjects on time and provide course notes.
- ✓ Discussed the celebration of International Women's Day on March 8, 2022 in the college.
- ✓ Forming a committee for the college's annual Celebration and artistic programs
- ✓ Timely completion of the subjects for the first internal assessment examination
- ✓ Students are advised to come to college with proper dress code
- ✓ Urge teachers to educate students about the dangers of tobacco products

  
**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

  
**HOD Signature**  
**Head**  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



**DEPARTMENT OF TAMIL  
GANESAR COLLEGE OF ARTS AND SCIENCE**

*Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution*

*Affiliated to Bharathidasan University*

Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India


**DEPARTMENT MEETING  
(Minutes of the meeting)**

**Time: 2.30 PM**

**Date / Day: 09 - 02-.2022 Wednesday**

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

- ❖ Asking the professors about the academic status of the students
- ❖ Planning for the second internal assessment exam
- ❖ Designing the annual program Preparing
- ❖ The necessary measures to face the exams starting in April
- ❖ Understanding the measures to take in summer precautions and protect from heat
- ❖ Recommending to the management the demand for setting up a new theater for the college
- ❖ Advising the management on the need to improve toilet facilities

  
**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

  
**HOD Signature**  
**Head**  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403





**DEPARTMENT OF TAMIL**  
**GANESAR COLLEGE OF ARTS AND SCIENCE**

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution

Affiliated to Bharathidasan University

Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**  
**(Minutes of the meeting)**

Time: 2.30 PM

Date / Day: 07- 03-.2022 Monday

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

- Inquired about the subjects conducted and completed
- Directed to submit question papers for third internal evaluation by March 15
- Decided to conduct guidance program for third year students
- All the professors were asked to lead the students by taking responsibility for the college annual function

  
**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

  
**HOD Signature**  
Head  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottal - 622403



**GANESAR COLLEGE OF ARTS AND SCIENCE**

*(Accredited with 'B' Grade by (NAAQ)*

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF COMMERCE**

**MINUTES OF THE OPENING MEETING 2021-2022**

**Date: 22-06-2021**

**Venue: Sanmarga Sabai**

**Time: 03.00 pm**

**Agenda**

- Welfare committee
- Department suggestions
- Any other matter

**Points Discussed**

- Constitution of the Student Welfare Committee for the year .
- Discussing the various suggestions offered by the students and faculty members.
- Organizing workshops, conferences and the like educating the students on the vast amount of opportunities they have; about the scholarships programs offered and options for further studies.
- Urging the faculty members to follow up on the targets and help the students achieve their goals. .
- Resolving no grievances as none were posed.

**STAFFS**

V. Jeyaraj  
Krishnaveni  
S. Ganithas

  
**HOD**  
Head

Department of Commerce  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622 403

  
**PRINCIPAL**  
PRINCIPAL

Ganesar College Of Arts & Science  
MELAISIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**

*(Accredited with 'B' Grade by (NAAO)*

**MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU**

**DEPARTMENT OF COMMERCE**

**MINUTES OF THE MEETING 2021-2022**

**Date: 15-07-2021**

**Venue: Sanmarga Sabai**

**Time: 2.00 pm**

**Agenda**

- Suggestions
- Teachers help to the students
- Organizing Workshop and Conferences
- Any other matter.

**Points Discussed**

- Discussing the various suggestions by students and faculty members
- Asking the teachers to help the student achieve their specific goals.
- Empowering the students by organizing workshops and conferences on self-reliability.
- No grievances were resolved as none were posed before the committee.

**STAFFS**

*V. J. J. J.*  
*Thrishnavark*

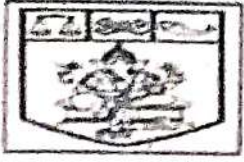
*S. Gunthay*

*A. D. S. S.*  
**HOD**

**Head**  
**Department of Commerce**  
**Ganesar College of Arts and Science**  
**Melasivapuri, Ponnamaravathi**  
**Pudukkottai - 622403**

*S. S. S.*  
**PRINCIPAL**

**PRINCIPAL**  
**Ganesar College Of Arts & Scienc**  
**MELASIVAPURI - 622 403**



# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' Grade by (NAAO)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF COMMERCE

### MINUTES OF THE MEETING 2021-2022

Date: 09-08-2021

Venue: Department of Commerce

Time: 11.00 am



#### Agenda

- Tamil Nadu Government Competitive Examination
- Placement cell
- Spoken English
- Any other matter

#### Points Discussed

- All students must be writing in Tamil Nadu Public Service Commission and apply the online process.
- The Students to face the interview after getting a placement job.
- All students must be a speak and write English.

#### STAFFS

V-  
Krishnavent  
S 

  
HOD

Head  
Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
PRINCIPAL  
PRINCIPAL

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MELASIVAPURI - 622 403



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(Accredited with 'B' Grade by (NAAO)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF COMMERCE

### MINUTES OF THE MEETING 2021-2022

**Date:** 20-09-2021

**Venue:** Department of Commerce

**Time:** 10.00 am

#### Agenda

- Online Google Meet class
- Completion of Portion on the subject.
- Any other matter

#### Points Discussed

- All classes are required to meet the online Google meet
- The students required from the subject faculty completion of particular period.
- All the students at are given equal opportunities and the students of SC/ST, OBC scholarships.

**STAFFS**

V. S. S. S.  
Krishnaveni  
S. G. S. S.

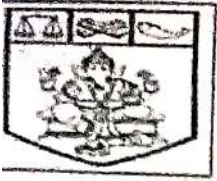
  
**HOD**

**Head**

**Department of Commerce**  
**Ganesar College of Arts and Science**  
**Melasivapuri, Ponnamaravathi**  
**Pudukkottai - 622403**

  
**PRINCIPAL**  
**PRINCIPAL**

**Ganesar College Of Arts & Science**  
**MELASIVAPURI - 622 403**



# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' Grade by (NAAQ)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF COMMERCE

### MINUTES OF THE MEETING 2021-2022

Date: 18-10-2021

Venue: Department of Commerce

Time: 2.00 pm

#### Agenda


- Discussion of Bharathidasan University Question with Answer
- BDU Questions with answer Website link
- Any other matter

#### Points Discussed

- The Department will be arrange the BDU Semester question with answer will be a working on a students.
- Website link send to all the students. The students searching of university questions downloaded.
- The classroom interaction between the BDU questions with answers
- The faculty member must be a follow up a University link.

STAFFS

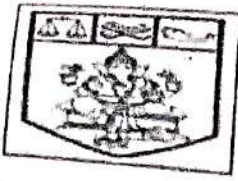
V. J. J. J.  
Krishnavani  
S. Ganesan

  
HOD  
Head

Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
PRINCIPAL  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF COMMERCE**  
**MINUTES OF THE MEETING 2021-2022**

**Date: 04-01-2022**

**Venue: Department of Commerce**

**Time: 11.00 am**

**Agenda**

- Review of the continuous teaching-learning process.
- Updates on results for 2021-2022
- Curriculum and Future plans for the Department.
- Discuss any other matter as suggested by the Chairperson.

**Points Discussed**

- Academic activities were reviewed by the Board of Studies members. Report on the review of the teaching-learning process was presented. The innovative teaching practices by the teachers practiced during 2021-2022 were reviewed. Several techniques were adopted by teachers such as Adaptive Learning, Question discussion, Apart from the above, the best practices by the department such as, Swayam / Moch Courses recommended for UG Students, career orientation classes, the conduct of tutorial hours, and maintenance of a proper mentoring system.
- Updates on Results of 2021-2022 of UG were presented.
- Students' achievements in the department were highlighted with special reference to the placement result.

**STAFFS**

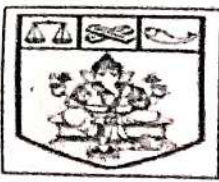
*V. S. Srinivasan*  
*Prashnavent*  
*S. Ganesh*

*[Signature]*  
**HOD**  
Head

**Department of Commerce**  
**Ganesar College of Arts and Science**  
**Melasivapuri, Ponnamaravathi**  
**Pudukkottai - 622403**

*[Signature]*  
**PRINCIPAL**

**PRINCIPAL**  
**Ganesar College Of Arts & Science**  
**MELASIVAPURI - 622 403**



# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' Grade by (NAAO)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF COMMERCE

### MINUTES OF THE MEETING 2021-2022

Date: 03-02-2022

Venue: Department of Commerce

Time: 2.30 pm

#### Agenda

- To introduce a Value Added Course
- To introduction workshop for students
- To focus on an industry-based program.
- Any other matter

#### Points Discussed

- As part of future plans of the department the introduction of a Self Defense course for the students as an Add on course was proposed. And to continue the existing Value-Added Courses such as ACCA, CMA, Diploma in Practical Accounting and Tax Practice, and Tally with GST.
- Board members appreciated the department for initiating all the activities despite the pandemic situation.
- To conduct a workshop for students to improve their communication skills, prepare them for interviews and make them more dynamic.
- To focus on an industry-based program. Conducting workshops with industry participants

STAFFS

*V. S. Srinivasan*

*Thirushnavan*

*S. G. Srinivasan*

*A. Srinivasan*

HOD

Head

Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*V. Srinivasan*

PRINCIPAL  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403





**GANESAR COLLEGE OF ARTS AND SCIENCE**

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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF COMMERCE**  
**MINUTES OF THE MEETING 2021-2022**

**Date: 25-02-2022**

**Venue: Department of Commerce**

**Time: 3.00 pm**

**Agenda**

- To Study the TNPSC and Banking coaching services
- Extension activities for RRC.
- Research habits for UG Students
- Any other matter

**Points Discussed**

- YouTube channel for the department was suggested by the members, which was already created
- For earlier online programmes. Extension activities with SEBI and BSE were suggested. Three day or one-week training could
- be conducted including an invitation to the public. Extension activities by offering TNPSC and Banking coaching, PSC coaching, and Bank coaching at the department level.
- To inculcate research habits among students.

**STAFFS**

*V. J. Jey*  
*Krishnaveni*  
*S. Ganesh*

*[Signature]*  
**HOD**

**Head**  
**Department of Commerce**  
**Ganesar College of Arts and Science**  
**Melasivapuri, Ponnamaravathi**  
**Pudukkottai - 622403**

*[Signature]*  
**PRINCIPAL**

**PRINCIPAL**  
**Ganesar College Of Arts & Science**  
**MELAISIVAPURI 622403**



# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' grade by NAAAC)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE OPENING MEETING 2021- 2022

**Date: 11-08-2021**

**Venue: Sanmarga Sabai**

**Time: 02.00 pm**

#### Agenda

- Student Scholarship for SC/ST regarding
- Requirement of Document collection
- Any other matter

#### Points Discussed

- The SC/ST cell Coordinator put forth the aims and objectives of the cell
- Discussed about the schemes and scholarships provided by the Government for the SC/ST students
- Resolved to collect necessary documents from the students for availing the ST/ST scholarships for the students.

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. K. Deepanjali	Assistant Professor of B.Com (BM)	



# GANESAR COLLEGE OF ARTS AND SCIENCE

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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE MEETING 2021 – 2022

**Date:** 09-09-2021

**Venue:** Sanmarga Sabai

**Time:** 11.00 am

#### Agenda

- Review of the previous meeting
- Scholarships regarding
- Representation from OBC Students
- Scholarship forms
- Any other matter

#### Points Discussed

- The scholarships regarding OBC were communicated to the students and necessary guidance was provided.
- Discussed about the schemes and scholarships provided by the Government for the OBC students
- Discussed about the representations received from other backward classes (OBC) students regarding their admission, scholarships and other similar matters in the College.
- Resolved to display a sample scholarship form on notice board.

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. K. Deepanjali	Assistant Professor of B.Com (BM)	



# GANESAR COLLEGE OF ARTS AND SCIENCE

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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE MEETING 2021 – 2022

**Date: 18-10-2021**

**Venue: Department of Commerce (Bank Management)**

**Time: 2.00 pm**

#### Agenda

- Review of the previous meeting
- Scholarships guidance
- Various other scholarship Website link
- Any other matter

#### Points Discussed

- The representation from the OBC Students were taken into consideration and guided for availing OBC scholarships for the academic year 2019-2020.
- Decided to give information regarding OBC scholarships to the students for the academic year 2020-2021
- Suggested to inform the list of various web sites links of Government and Non-Government scholarships for the guidance of students.

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. K. Deepanjali	Assistant Professor of B.Com (BM)	



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF B.Com., (BANK MANAGEMENT)**

**MINUTES OF THE MEETING 2021 – 2022**

**Date: 03-11-2021**

**Venue: Department of Commerce (Bank Management)**

**Time: 11.30 am**

**Agenda**

- Ulavar Paathukappu Thittam for the Backward class (BC) students
- Discipline Cell for Boys and Girls
- We will conduct of Bharathidasan University Examination
- Any other matter

**Points Discussed**

- Student scholarships for Ulavar Paathukappu Thittam for the Backward class (BC) students
- Relevant document required for Ulavar Paathukappu Thittam for BC Students
- To arrangement for department discipline cell
- To all students request for maintained a discipline
- All the students are request to attend the Bharathidasan University Semester Examinations (B.Com., Bank Management)

**Members Attended**

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. K. Deepanjali	Assistant Professor of B.Com (BM)	



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF B.Com., (BANK MANAGEMENT)**

**MINUTES OF THE MEETING 2021 – 2022**

**Date: 05-01-2022**

**Venue: Department of Commerce (Bank Management)**

**Time: 2.00 pm**

**Agenda**

- Bharathidasan University Question with Answer Discussion
- BDU Questions with answer Website link
- Any other matter

**Points Discussed**

- The Department will be arrange the BDU Semester question with answer will be a working on a students.
- Website link send to all the students. The students searching of university questions downloaded.
- The classroom interaction between the BDU questions with answers
- The faculty member must be a follow up a University link.

**Members Attended**

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. K. Deepanjali	Assistant Professor of B.Com (BM)	



# GANESAR COLLEGE OF ARTS AND SCIENCE

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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT) MINUTES OF THE MEETING 2021 – 2022

**Date: 11-02-2022**

**Venue: Department of Commerce (Bank Management)**

**Time: 3.00 pm**

### Agenda

- Review of the teaching-learning process.
- Updates on results.
- Future plans for the Department.
- Discuss any other matter as suggested by the Chairperson.

### Points Discussed

- Academic activities were reviewed by the Board of Studies members. Report on the review of the teaching-learning process was presented. The innovative teaching practices by the teachers practiced during 2018-2019 were reviewed. Several techniques were adopted by teachers such as Adaptive Learning, Question discussion, Think- Pair- Share, Blended Learning, and Hands-on – Activities. Apart from the above, the best practices by the department such as, Swayam/Mooc Courses recommended for UG Students, career orientation classes, the conduct of tutorial hours, and maintenance of a proper mentoring system.
- Updates on Results of 2021 of UG were presented.
- Students' achievements in the department were highlighted with special reference to the placement result.

### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
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# GANESAR COLLEGE OF ARTS AND SCIENCE

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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE MEETING 2021 – 2022

**Date:** 07-03-2022

**Venue:** Sanmarga Sabai

**Time:** 3.00 pm

#### Agenda

- Training of Teaching Staff
- Train Administrative Staff Records
- Faculty Development Programme.

#### Points Discussed

- Training of teaching staff regarding office procedure and documenting various programmes.
- Train Administrative staff for maintaining of records.
- Organized faculty development program on campus to corporate by Tata Consultancy Services(TCS).

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
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## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE MEETING 2021 – 2022

**Date:** 04-04-2022

**Venue:** Department of Commerce (Bank Management)

**Time:** 3.00 pm

#### Agenda

- New Education Policy by MHRD
- Industrial Tour
- Software Installation Programme.

#### Points Discussed

- To discuss on new education policy by MHRD
- To conduct industrial study tour.
- Updated the already Existing automated software installed in the institution

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. K. Deepanjali	Assistant Professor of B.Com (BM)	

GANESAR COLLEGE OF ARTS AND SCIENCE

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 28/07/2021 Time: 01:35 to 01:50 PM Venue: Maths Department
Conducted By	Mrs. A.Vadivel Murugan HOD of Mathematics
Meeting Attended by	1.Prof. V.Amutha 2.Prof. K.Anand 3. Prof. S.Raja 4. Prof. S.Jeyalakshmi 5. Prof.B.Sankararaman
Meeting Absentees	Nil

AGENDA.


Each class collect the leaves in the day orders incharge the professors.

WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 28/07/2021 unders the chairmanship of the head of the department.
- Following are the professors were given the responsibility of teaching each class.
- I -Bsc - B.Sankararaman
- II-Bsc - S.Jeya lakshmi
- III-Bsc - V.Amutha
- I -Msc -S.Raja
- II-Msc - A.Vadivel Murugan
- K.Anand was given incharge of the library.

Signature of the staffs

1. V. Amutha (V. Amutha)  
2. K. Anand (K. Anand)  
3. S. Raja (S. Raja)

  
HOD  
Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 28/09/2021 Time: 01:10 to 01:25 PM Venue: Maths Department
Conducted By	Mrs. A. Vadivel Murugan HOD of Mathematics
Meeting Attended by	1.Prof. V.Amutha 2.Prof. K.Anand 3.Prof. S.Raja 4.Prof. .S.Jeyalakshmi 5.Prof. B.Sankararaman
Meeting Absentees	Nil

### AGENDA

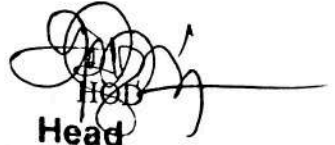
1. Introduced the IQAC work.
2. Introduced geotag app.

### WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 28/09/2021 under the chairmanship of vice president.
- Following are view emphasized in this meeting.
- Professors are required to co-operate with IQAC work outside of class time.
- To inform IQAC what function we are going to conduct for this academic year.
- Geotag app should be used for photo taking at department events.
- To issue invitation to all department events to IQAC and after completion of the function to give title objective etc to IQAC.

Signature of the Staff

1. V. A (V. Amutha)
2. K. A (K. Anand)
3. S. R (S. Raja)
4. S. J (S. Jeyalakshmi)
5. B. S (B. Sankararaman)

  
Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 01/10/2021 Time: 01:10 to 01:25 PM Venue: Maths Department
Conducted By	Mr. A. Vadivel Murugan HOD of Mathematics
Meeting Attended by	1 Prof. V. Amutha 2. Prof. K. Anand 3. Prof. S. Raja 4. Prof. S. Jeyalakshmi 5. Prof. B. Sankararaman
Meeting Absentees	Nil

### AGENDA


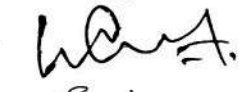
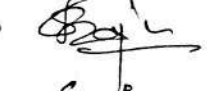
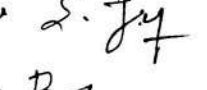

1. Submit the merit list.
2. Conduct the first and second internal assess examination

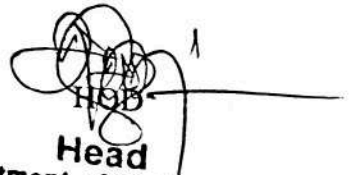
### WHAT WAS DISCUSSED

- A meeting for the professors of the department of mathematics was held on 01/10/2021 under the chairmanship of the head of the department.
- Decision taken at the meeting.
- Submit the merit list to the head of the department by 25<sup>th</sup> October to conduct the first and second internal assessment examinations as class examinations.
- Buy five assignments at the rate of one assignment per unit for all subject.

It was also emphasized that the students who have not paid the term fee should be paid quickly.

### Signature of the Staff

1.  (V. Amutha)
2.  (K. ANAND)
3.  (RAJA. S)
4.  (S. Jeyalakshmi)
5.  (B. Sankararaman)

  
Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 03/12/2021 Time: 1:30 to 1:50 PM Venue: Maths Department
Conducted By	Mr. A.Vadivel Murugan HOD of Mathematics
Meeting Attended by	11 Prof. V.Amutha 2.Prof. K.Anand 3.Prof. S.Raja 4.Prof. .S.Jeyalakshmi 5.Prof. B.Sankararaman
Meeting Absentees	Nil

### AGENDA


1. Conduct the internal exam.
2. Conduct the annual festival department wise competition

### WHAT WAS DISCUSSED

- In a meeting for the professors of mathematics department was held on 03/12/2021 under the chairmanship of the vice-chancellor and the decisions taken in the meeting are as follows.
- Student will have to conduct two internal exam in which the first exam will held in third week of December 21 and the second exam will held in the second week of January 22.
- To conduct the annual festival department wise competition should be conduct and submitted by 22<sup>nd</sup> December.

Signature of the Staff

1. V. A (V. Amutha)
2. K. A. (K. Anand)
3. S. Raja (S. Raja)
4. S. Jey (S. Jeyalakshmi)
5. B. S (B. Sankararaman)

  
Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnampalayathi  
Pudukkottai - 62246

GANESAR COLLEGE OF ARTS AND SCIENCE

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 30/12/2021 Time: 01:35 to 01:50 PM Venue: Maths Department
Conducted By	Mrs. A.Vadivel Murugan HOD of Mathematics
Meeting Attended by	1.Prof. V.Amutha 2.Prof. K.Anand 3. Prof. S.Raja 4. Prof. S.Jeyalakshmi 5. Prof.B.Sankararaman
Meeting Absentees	Nil




AGENDA.

Value added course.

WHAT WAS DISCUSSED:

- ❖ The meeting of professor of mathematics department was held on 30/12/2021 under the chairmanship of the head of the department.
- ❖ Student interested in joining maths RESOURCE MANAGEMENT TECHNIQUES value added course conducted by the department of mathematics in our college are requested to register their name with professor S.JEYALAKSHMI.

Signature of the staffs

1.  (V. Amutha)
2.  (K. Anand)
3.  (S. Raja)

  
HOD  
Head

Department of Mathematics  
Ganesar College of Arts and Science  
Melasivapuri, Ponnampetavandi  
Pudukkottai - 622500

GANESAR COLLEGE OF ARTS AND SCIENCE

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 18/01/2022 Time: 01:35 to 01:50 PM Venue: Maths Department
Conducted By	Mrs. A.Vadivel Murugan HOD of Mathematics
Meeting Attended by	1.Prof. V.Amutha 2.Prof. K.Anand 3. Prof. S.Raja 4. Prof. S.Jeyalakshmi 5. Prof.B.Sankararaman
Meeting Absentees	Nil

AGENDA.

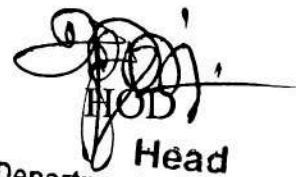
Each class collect the leaves in the day orders incharge the professors.

WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 18/01/2022 unders the chairmanship of the head of the department.
- Following are the professors were given the responsibility of teaching each class.
- I -Bsc - B.Sankararaman
- II-Bsc - S.Jeya lakshmi
- III-Bsc - V.Amutha
- I -Msc -S.Raja
- II-Msc - A.Vadivel Murugan
- K.Anand was given incharge of the library.

Signature of the staffs

1. V. ✓ (V.Amutha)
2. @ (K.Anand)
3. \$ (S.Raja)

  
HOD

Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

GANESAR COLLEGE OF ARTS AND SCIENCE

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 09/02/2022 Time: 11:50 to 12:05 PM Venue: Maths Department
Conducted By	Mrs. M.Jeyanthi HOD of Mathematics
Meeting Attended by	1.Prof. A.Vadivel Murugan 2.Prof. V.Amutha 3.Prof. K.Anand 4. Prof. S.Raja 5. Prof. A.Rabiyathul bashreeya nasrin 6. Prof. A.Indumathi 7. Prof. S.Suganya 8. Prof. S.Jeyalakshmi
Meeting Absentees	Nil


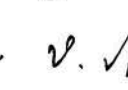


AGENDA.

Each class collect the leaves in the day orders incharge the professors.

WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 09/02/2022 unders the chairmanship of the head of the department.
- Following are the decisions taken in this meeting.
- In each class of the name of the students and their parents along with their phone numbers along with the respective notices should be collect.
- 11:50 am should be handed over dairy regarding the names and phone numbers of the students who took leave in the each class and the following profossors were appointed to collect the leaves.
- I -day order                      - A.Vadivel Murugan  
   II-day order                     - A.Indumathi  
   III- day order                 -S.Raja  
   IV -day order                 -S.Jeyalakshmi  
   V -day order                  -V.Amutha  
   VI day order                  -K.Anand

Signature of the staffs

1.  (A. VADIVEL MURUGAN)
2.  (V. Amutha)
3.  (K. Anand)
4.  (S. Raja)



HOD  
Head

Department of Mathematics  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkōtai - 622403



GANESAR COLLEGE OF ARTS AND SCIENCE

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 03/03/2022 Time: 01:35 to 01:50 PM Venue: Maths Department
Conducted By	Mrs. A.Vadivel Murugan HOD of Mathematics
Meeting Attended by	1.Prof. V.Amutha 2.Prof. K.Anand 3. Prof. S.Raja 4. Prof. S.Jeyalakshmi 5. Prof.B.Sankararaman
Meeting Absentees	Nil

AGENDA.

Value added course.


WHAT WAS DISCUSSED:

- ❖ The meeting of professor of mathematics department was held on 03/03/2022 under the chairmanship of the head of the department.

Student interested in joining maths DATA ANALYTICS USING R value added course conducted by the department of mathematics in our college are requested to register their name with professor S.RAJA .

Signature of the staffs

1. V. Amutha (V. Amutha)
2. K. Anand
3. S. Raja

  
HOD  
Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 62240.

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 20/04/2022 Time: 1:40 to 1:50 PM Venue: Maths Department
Conducted By	Mr. A. Vadivel Murugan HOD of Mathematics
Meeting Attended by	11 Prof. V. Amutha 2. Prof. K. Anand 3. Prof. S. Raja 4. Prof. S. Jeyalakshmi 5. Prof. B. Sankararaman
Meeting Absentees	Nil

### AGENDA

1. Hand over the 1<sup>st</sup> & 2<sup>nd</sup> internal marksheet.
2. Instruct to paid the term fees in the class incharge.
3. PG students advised to project work.

### WHAT WAS DISCUSSED

- In a meeting for the professors of mathematics department was held on 20/04/2022 under the chairmanship of the vice-chancellor and the decisions taken in the meeting are as follows.
- 1<sup>st</sup> internal assessment examination for the students should be conducted in the last week of April 22 and 2<sup>nd</sup> internal assessment examination marksheet should be handed over to the head of department in the 2<sup>nd</sup> week of may 2022.
- Students who have not paid the term fees should be instructed by the respective class teacher to pay it quickly.
- Post graduate students should be advised to complete project work by April.

### Signature of the Staff

1. V. A (V. Amutha)
2. K. A (K. Anand)
3. S. R (S. Raja)
4. S. J (S. Jeyalakshmi)
5. B. S (B. Sankararaman)

  
Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Tiruvallur - 602403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 27/04/2022 Time: 1:45 to 1:55 PM Venue: Maths Department
Conducted By	Mr. A. Vadivel Murugan HOD of Mathematics
Meeting Attended by	11 Prof. V. Amutha 2. Prof. K. Anand 3. Prof. S. Raja 4. Prof. S. Jeyalakshmi 5. Prof. B. Sankararaman
Meeting Absentees	Nil

### AGENDA:

Incharge of criteria.

### WHAT WAS DISCUSSED:

- The meeting for the professor of mathematics department was held on 21.10.2021 under the chairmanship of the vice- chancellor and the decisions taken in the meeting are as follows.
- IQAC takes are assigned to the following appointed incharge of the criteria.
- Criteria 1 - A. Vadivel Murugan
- Criteria 2 - V. Amutha
- Criteria 3 - A. Vadivel Murugan & V. Amutha
- Criteria 4 - K. Anand
- Criteria 5 - S. Raja
- Criteria 6 - S. Jeyalakshmi
- Criteria 7 - B. Sankararaman

Signature of the Staff

1. V. Amutha (V. Amutha)
2. K. Anand (K. Anand)
3. S. Raja (S. Raja)
4. S. Jeyalakshmi (S. Jeyalakshmi)
5. B. Sankararaman (B. Sankararaman)

  
HOD

Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF COMPUTER SCIENCE**

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution  
Affiliated to Bharathidasan University

Melasivapuri - 622 403, Ponnamaravathi, Tamil Nadu, India

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**DEPARTMENT MEETING**

(Minutes of the meeting)

**TIME : 09.30 am**

**YEAR: 2021-2022**

**Venue: Department of Computer Science(LAB)**

Meeting Head :Mr.R.RAJA  
Head of the Department of Computer Science

The following points are discussed during the meeting.

- After COVID19 college will be reopened on AUGUST.
- The faculty, student, staff should be screened regularly to protect and avoid infecting one another.
- Faculty are also advised the students to follow the covid19 protocols.
- Social distancing will be followed.
- The faculty members are advised to follow the class schedule and work load for academic year 2020.
- The Department has decided to conduct the Unit wise test for every Unit.
- Whatever books need for the Department listed and submit to the H.O.D as soon as possible
- The Year Plan should incorporate opportunities for student engagement and extracurricular activities that enhance their academic experience.
- Faculty members are encouraged to seek feedback from students to improve the Year Plan and address their academic needs and concerns effectively.
- The Academic plan for April 2021 was discussed with all the faculty.

**Faculty Members:**

1. PL.SUDHA

2. RM.VALLIAMMAI

3. S.NANDHINI





**HOD SIGNATURE**  
**Head**

Department of Computer Science  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI

DEPARTMENT OF ENGLISH

MINUTES OF THE MEETING – 2021

Date : 26 .07.2021  
Time : 03.30 pm  
Venue : II MA Classroom  
Meeting Facilitator : Mr. S. Kulandhaivel, Head of the Department  
Invitees :  
Mrs J. Jayarasi (Assistant Professor) Miss. K.Iniyanarthana (Assistant professor)  
Miss. S. Vennila (Assistant Professor) Mr. P. Pandidurai (Assistant Professor)  
Mrs. S.Surya (Assistant Professor) Miss .N. Pavithra (Assistant Professor)  
Mrs. G.Saraswathy(Assistant Professor) Mrs.s.Devika (Assistant Professor)  
Mrs. S.Muthulakshmi (Assistant Professor)  
Attendance present : All are present  
Absentees : Nil

**Meeting Agenda:**

1. Syllabus is divided according to the class hours given and the distributed to all staff.
2. As discussed in the meeting, syllabus for the I<sup>st</sup> internal covered.
3. As discussed in the meeting, faculties started correcting the dress code of the students daily.
4. As discussed in the meeting, faculties started entering the class in time and it is monitored.
5. As discussed in the meeting, faculties avoid sitting in the class and take classes only standing.

**Resolution of the staff members:**

1. In the meeting of the syllabus is discussed with all staff Faculties.
2. It is decided to complete first two chapters from all papers before the commencement of I<sup>st</sup> Internal.
3. Faculties are informed to take care of the dress code of the students.
4. It is informed to the faculties to be in the after the first bell in the morning at 10.5am and in the afternoon at 2.pm
5. Faculties are informed to take class standing before the students.

SIGNATURE OF THE STAFFMEMBERS

*(Handwritten signatures of staff members)*

PRINCIPAL

HOD



PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

Head  
Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2021**

**Date** : 11.08.2021  
**Time** : 03.30 pm  
**Venue** : II MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department  
**Invitees** :  
Mrs J. Jayarasi (Assistant Professor) Miss. K.Iniyarthana (Assistant professor)  
Miss. S. Vennila (Assistant Professor) Mr. P. Pandidurai (Assistant Professor)  
Mrs. S.Surya (Assistant Professor) Miss .N. Pavithra (Assistant Professor)  
Mrs. T.Tamilselvi(Assistant Professor) Mrs.M.Balavalli (Assistant Professor)  
Mrs. G.Yogalakshmi (Assistant Professor)  
**Attendance present** : All are present  
**Absentees** : Nil

**Meeting Agenda**

1. As discussed in the meeting, it is confirmed with the faculties about the syllabus covered for the 1st internal.
2. As discussed in the meeting, prepared questions papers for the internal examinations are received from the faculties.
3. As discussed in the meeting, students are motivated to study well by the faculties from time to time.
4. As discussed in the meeting, faculties started motivating the poor students in study.
5. As discussed in the meeting, students have been supplied with the study materials for the internal examination.

**Resolution of the staff members:**

1. In the staff meeting all faculties are reminded to complete the two units for conducting the 1st internal.
2. Faculties are asked to prepare the questions for the internal examinations in time for photocopying them
3. Faculties are asked to motivate the students to study well for the 1st internal.
4. Faculties are asked to identify the students who are poor in study and memorization and give them motivational counselling and good tips for improving their study.
5. Faculties are informed to check with the students to confirm that all students have the study materials for preparing for the internal examinations and to help the students get them if they haven't got them.

**SIGNATURE OF THE STAFFMEMBERS**

Handwritten signatures of staff members.



**PRINCIPAL**

**Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403**

**HOD**

**Head  
Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravalli  
Pudukkottai - 622403**

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2021**

**Date** : 30.08.2021  
**Time** : 03.30 pm  
**Venue** : II MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department  
**Invitees** :  
Mrs J. Jayarasi (Assistant Professor) Miss. K.Iniyarthana (Assistant Professor )  
Miss. S. Vennila (Assistant Professor) Mr. P. Pandidurai (Assistant Professor )  
Mrs. S.Surya (Assistant Professor) Miss .N. Pavithra (Assistant Professor )  
Mrs. G.Saraswathy (Assistant Professor) Mrs.s. Devika (Assistant Professor )  
Miss. S.Muthulakshmi (Assistant Professor )  
**Attendance present** : All are present  
**Absentees** : Nil

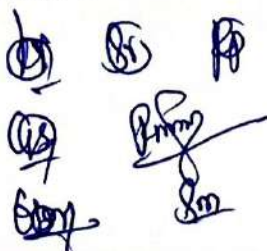
**Meeting Agenda:**

1. As discussed in the meeting, faculties avoid sitting in the class and take classes only standing.
2. As discussed in the meeting, faculties started correcting the dress code of the students daily.
3. As discussed in the meeting, faculties started entering the class in time and it is monitored.
4. As discussed in the meeting, faculties avoid taking leave unnecessarily.
5. As discussed in the meeting, faculties made the students write and submit their assignments.

**Resolution of the staff members:**

1. Faculties are informed to take class standing before the students.
2. Faculties are informed to take care of the dress code of the students.
3. It is informed to the faculties to be in the after the first bell in the morning at 10.5am and in the afternoon at 2pm
4. In the staff meeting faculties are informed not take leave unnecessarily unless it is must for their better cooperation to run the department smoothly and effectively.
5. Faculties are asked to get assignments from the students for all papers.

**SIGNATURE OF THE STAFFMEMBERS**





  
**Head**  
Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
**PRINCIPAL**  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI  
DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2021**

**Date** : 13 .09.2021  
**Time** : 03.30 pm  
**Venue** : II MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department  
**Invitees** :  
Mrs J. Jayarasi (Assistant Professor) Miss. K.Iniyanarthana (Assistant Professor )  
Miss. S. Vennila (Assistant Professor) Mr. P. Pandidurai (Assistant Professor )  
Mrs. S.Surya (Assistant Professor ) Miss .N. Pavithra (Assistant Professor )  
Mrs. G.Saraswathy (Assistant Professor ) Mrs.M.Balavalli (Assistant Professor )  
Miss. G.Yogalakshmi (Assistant Professor )  
**Attendance present** : All are present  
**Absentees** : Nil

**Meeting Agenda:**

1. As discussed in the meeting, request for water facility in the first floor.
2. As discussed in the meeting, arranging a basic computer class for students.
3. As discussed in the meeting, faculties give study materials immediately after the completion of the lessons.
4. As discussed in the meeting, faculties started to maintain department files properly.
5. As discussed in the meeting, students made request for language lab.

**Resolution of the staff members:**

1. In the staff meeting it is brought to the knowledge of principal and it is under consideration.
2. Faculties are asked to a request is made to the principal to arrange a basic computer course for BA and MA students.
3. Faculties are asked to give the students study materials or meaning for the essays immediately after the completion of the lessons.
4. Faculties are asked to maintain the files with records and particulars relating to the department and students carefully with the cooperation of all faculties.
5. Faculties are informed it is brought to the knowledge of principal and it is under consideration

**SIGNATURE OF THE STAFFMEMBERS**

*(Handwritten signatures of staff members)*



*(Handwritten signature)*  
**HOD  
Head**

**Department of English  
Ganesar College of Arts and Science  
Pudukkottai - 622403**

*(Handwritten signature)*  
**PRINCIPAL  
PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403**



**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2021**

**Date** : 08.10.2021  
**Time** : 03.30 pm  
**Venue** : II MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department  
**Invitees** :  
Mrs J. Jayarasi (Assistant Professor) Miss. K.Iniyanarthana (Assistant professor)  
Miss. S. Vennila (Assistant Professor) Mr. P. Pandidurai (Assistant Professor)  
Mrs.S.Surya (Assistant Professor) Miss .N. Pavithra (Assistant Professor)  
Mrs.T.Tamilselvi(Assistant Professor) Mrs.M.Balavalli (Assistant Professor)  
Mrs.G.Yogalakshmi (Assistant Professor)  
**Attendance present** : All are present  
**Absentees** : Nil

**Meeting Agenda**

1. As discussed in the meeting, it is confirmed with the faculties the covering of the syllabus for the II internal.
2. As discussed in the meeting, faculties prepared and submitted the question papers to the department in time.
3. As discussed in the meeting, faculties have taken care to conduct the internal examinations strictly without any malpractice.
4. As discussed in the meeting, faculties signed the students' answer papers without fail.
5. As discussed in the meeting, faculties did the correction of the answer papers and gave counseling to the poor performer in the examination.

**Resolution of the staff members:**

1. In the staff meeting it is decided to complete the IV units for conducting the second internal examination.
2. Faculties are asked to prepare the question papers earlier before the II internal examination.
3. Faculties are asked to be strict in the examination duty to prevent students from doing any copying.
4. Faculties are informed to put their signatures with date on the answer papers of the students.
5. Faculties are informed to correct the answer papers immediately after the internal examinations are over to assess the study and performance of each students and point out and motivate the ones who do poorly in the examination,

**SIGNATURE OF THE STAFF MEMBERS**

*(Handwritten signatures of staff members)*



*(Handwritten signature of the Principal)*  
**PRINCIPAL**

*(Handwritten signature of the HOD)*  
**HOD**

**Head**  
Department of English  
Ganesar College of Arts and Scie.,  
Melasivapuri, Ponnamaravai.  
Pudukkottai - 622403

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2022**

**Date** : 05.01.2022  
**Time** : 03.30 pm  
**Venue** : II MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department  
**Invitees** :  
Mrs J. Jayarasi (Assistant Professor) Miss. K.Iniyanarthana (Assistant professor)  
Miss. S. Vennila (Assistant Professor) Mr. P. Pandidurai (Assistant Professor)  
Mrs.S.Surya (Assistant Professor) Miss .N. Pavithra (Assistant Professor)  
Mrs.T.Tamilselvi(Assistant Professor) Mrs.M.Balavalli (Assistant Professor)  
Mrs.G.Yogalakshmi (Assistant Professor)  
**Attendance present** : All are present  
**Absentees** : Nil

**Meeting Agenda:**

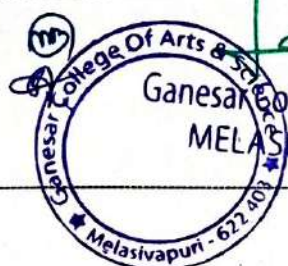
1. As discussed in the meeting, faculties avoid taking leave unnecessarily.
2. As discussed in the meeting,
3. As discussed in the meeting, faculties started taking care of the late students and giving them counseling to come to class in time.
4. As discussed in the meeting, faculties give study materials immediately after the completion of the lessons.
5. As discussed in the meeting, faculties started to maintain department files properly.

**Resolution of the staff members:**

1. In the staff meeting faculties are informed not take leave unnecessarily unless it is must for their better cooperation to run the department smoothly and effectively.
2. Faculties are asked to wear their ID ropes when they are in the college campus and class.
3. Faculties are informed to give warning to the students who come late for the class without punishing them immediately.
4. Faculties are asked to give the students study materials or meaning for the essays immediately after the completion of the lessons.
5. Faculties are asked to maintain the files with records and particulars relating to the department and students carefully with the cooperation of all faculties.

**SIGNATURE OF THE STAFFMEMBERS**

Handwritten signatures of staff members.



Handwritten signature of the Principal.  
**PRINCIPAL**  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

Handwritten signature of the HOD.  
**HOD**  
Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2022**

**Date** : 14.02.2022  
**Time** : 03.30 pm  
**Venue** : II MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department

**Invitees** :

Mrs J. Jayarasi (Assistant Professor) Miss. K.Iniyarthana (Assistant professor)

Miss. S. Vennila (Assistant Professor) Mr. P. Pandidurai (Assistant Professor)

Mrs.S.Surya (Assistant Professor) Miss .N. Pavithra (Assistant Professor)

Mrs.T.Tamilselvi(Assistant Professor) Mrs.M.Balavalli (Assistant Professor)

Mrs.G.Yogalakshmi (Assistant Professor)

**Attendance present** : All are present

**Absentees** : Nil

**Meeting Agenda:**

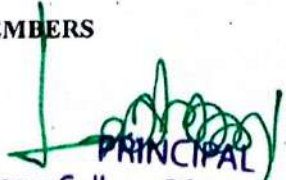
1. As discussed in the meeting, literary association programme was conducted.
2. As discussed in the meeting, faculties started taking attendance before the commencement of classes.
3. As discussed in the meeting, faculties started to take care of the good preparation for the classes and it is monitored.
4. As discussed in the meeting, faculties started to introduce grammatical items along with their teaching.
5. As discussed in the meeting, faculties started to make sure of all students taking notes from the lecture of the faculties.

**Resolution of the staff members:**

1. In the meeting of the staff it is decided to conduct Literary Association Programme for imparting in the students more knowledge of English and literature.
2. Faculties are informed to take and close the attendance first before starting class.
3. Faculties are informed to take classes with a good preparation of the lessons.
4. Faculties are asked to introduce the grammatical items to the students along with the teaching of the lessons.
5. Faculties are asked to take care whether all students take down the words and meanings taught by them.

**SIGNATURE OF THE STAFF MEMBERS**

P.H.L.  
S.S.  
M.B.  
M.P.  
M.S.  
M.V.  
M.W.

  
**PRINCIPAL**  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

**HOD**

**Head**  
Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2022**

**Date** : 28.02.2022  
**Time** : 03.30 pm  
**Venue** : II MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department  
**Invitees** :  
Mrs J. Jayarasi (Assistant Professor) Miss. K.Iniyanarthana(Assistant Professor )  
Miss. S. Vennila (Assistant Professor ) Mr. P. Pandidurai(Assistant Professor )  
Mrs.S.Surya (Assistant Professor ) Miss .N. Pavithra(Assistant Professor )  
Mrs.T.Tamilselvi (Assistant Professor ) Mrs.M.Balavalli(Assistant Professor )  
Miss.G.Yogalakshmi (Assistant Professor )  
**Attendance present** : All are present  
**Absentees** : Nil

**Meeting Agenda:**

1. As discussed in the meeting, faculties demand for extra bureaus.
2. As discussed in the meeting, faculties began their motivation for the correction of their mistakes.
3. As discussed in the meeting, faculties demand new identity card
4. As discussed in the meeting, faculties made the students write and submit their assignments.
5. As discussed in the meeting, letter from the student signed by the parent.

**Resolution of the staff members**

1. In the meeting faculties demand for new bureaus is informed to the principal and are arranged.
2. Faculties are asked to correct the students' mistakes by motivation and not by punishment.
3. Faculties are wanted new identity card and it is arranged informing the Principal.
4. Faculties are asked to get assignments from the students for all papers.
5. Faculties are discussed and decided to get a letter signed by the parent from the students who take leave.



**SIGNATURE OF THE STAFFMEMBERS**

*[Handwritten signatures of staff members]*

*[Handwritten signature]*  
**Head HOD**  
Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*[Handwritten signature]*  
**PRINCIPAL**  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

MIN/PHY/2021/025

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**Department of Physics**

**Meeting Head:** Dr. A.Ramu  
Head  
Department of Physics

**Date and Time:** 10/08/2021 & 1:00 pm – 1:30 pm



**Faculty Members:** Present - Miss. R.Sangeetha  
Miss. N.Jayalakshmi  
Absentees - Nil

**Topic: Year Plan Meeting**

**Minutes**

1. Establish clear learning objectives for the academic year, ensuring alignment with the curriculum and educational goals.
2. As per university order we are conducting online classes to the students in pandemic situation.
3. All the students attend the class properly through online.

  
HEAD OF THE DEPARTMENT

Miss. R.Sangeetha   
Miss. N.Jayalakshmi 

  
PRINCIPAL  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

MIN/PHY/2021/026

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**Department of Physics**

**Meeting Head:** Mr. A. Ramu  
Head  
Department of Physics

**Date and Time:** 12/09/2021 & 1:00pm - 1:30pm

**Faculty Members:** Present - Miss. R.Sangeetha  
Miss. N.Jayalakshmi  
Absentees - Nil

**Topic: Student Behavior Meeting**

**Minutes**

1. The faculty members are advised to monitor and report on student behavior regularly.
2. The Department has decided to conduct a review of student behavior and discipline.
3. The staff members should follow the college rules and regulations and follow the Proper dress code

Miss. R.Sangeetha  
Miss. N.Jayalakshmi

*R. Sangeetha*  
*N. Jayalakshmi*

*A. Ramu*  
HEAD OF THE DEPARTMENT

*Jog...*  
PRINCIPAL  
Ganesar College of Arts & Science  
MELAISIVAPURI - 622 403

MIN/PHY/2022/027

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**Department of Physics**

**Meeting Head:** Dr. A.Ramu  
Head  
Department of Physics

**Date and Time:** 09/01/2022 & 01.00 pm to 01.30 pm

**Faculty Members:** Present - Miss. R.Sangeetha  
Miss. N.Jayalakshmi  
Absentees - Nil

**Topic: Value Added Meeting**

**Minutes**

1. The faculty members are guided to Propose Value-Added Initiatives for the Betterment of the Department through online.
2. Ideas of enhancing the quality of education and student behaviors were discussed.
3. Opportunities for collaboration with other departments or external partners to add value to the physics department were explored.

Miss. R.Sangeetha

Miss. N.Jayalakshmi

*R. Sangeetha*  
*N. Jayalakshmi*

*A. Ramu*  
HEAD OF THE DEPARTMENT

*Jayaram*  
PRINCIPAL  
Ganesar College of Arts & Science  
MELAISIVAPURI - 622 403



MIN/PHY/2022/028

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**Department of Physics**

**Meeting Head:** Dr. A. Ramu  
Head  
Department of Physics

**Date and Time:** 13/02/2022 & 1:00pm - 1:30pm

**Faculty Members:** Present - Miss. R.Sangeetha  
Miss. N.Jayalakshmi  
Absentees - Nil

**Topic: Result Analysis Meeting**

**Minutes**

1. The faculty members are advised to promptly complete the result analysis for all subjects for the recent examination.
2. The analysis should cover performance trends, areas of improvement, and identifying students who may require additional support.
3. Results should be segregated and analyzed according to units, topics, and any other relevant criteria.

Miss. R.Sangeetha

Miss. N.Jayalakshmi

*R. Sangeetha*  
*N. Jayalakshmi*

*A. Ramu*  
HEAD OF THE DEPARTMENT

*Jagdeep*  
PRINCIPAL  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 401





**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to organize World Mental Health day

- The social work department conducted a meeting on 6<sup>th</sup> October 2021, to organize the Mental Health day program on 11<sup>th</sup> October. The agenda was decided and the committee was formed. the time, date and venue were scheduled for the program. the speakers were chosen for the program.

**Members participated**

Ms.M.Sharmila Devi- Head of Department

Mr.C.Venkateshwaran – Assistant Professor

*[Handwritten signatures]*  
C. Venkateshwaran

*[Handwritten signature]*  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*[Handwritten signature]*  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to conduct orientation programme

The department of social work had a meeting on 2<sup>nd</sup> august 2021, for conducting the orientation programme for the 1<sup>st</sup> year students. The principal sir was invited as chief guest for the programme. The core aim of the program was to give an introductory about social work program and the opportunities available in the field.

**Members participated**

Ms.M.Sharmila Devi- Head of Department *MS*

Mr.C.Venkateshwaran – Assistant Professor *C.Venkateshwaran*

*[Signature]*  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 62240

*[Signature]*  
Principal

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**  
**Minutes of meeting**

- **Purpose of meeting:** Planning to organize for study tour

The department of social work had a meeting on 1<sup>st</sup> November 2021, to discuss for arranging study tour for the final year students. The place, time and duration of the tour was discussed. The daily plan was and the budgetary plan was also discussed. further the formation of committee required were planned.

**Members participated**

Ms.M.Sharmila Devi- Head of Department *U.S.*

Mr.C.Venkateshwaran – Assistant Professor *C.Venkateshwaran*

Mr.V.Manojkumar-III-BSW *V.Manojkumar*

Ms.Bhavani-III BSW *Bhavani*

*U.S.*  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnambalam  
Puducherry - 605 007

*L. Srinivasan*  
Principal

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**  
**Minutes of meeting**

**Purpose of meeting:** Planning to conduct Diabetic day

The department of social work had a meeting on 10<sup>th</sup> November 2012 to discuss for conducting the Diabetic day. the agenda of the program was planned. The speakers and participants of the programme were discussed. Students were allotted with work in accomplishing the program.

**Members participated**

Ms.M.Sharmila Devi- Head of Department

Mr.C.Venkateshwaran – Assistant Professor

Mr.V.Manojkumar-III-BSW

Ms.Bhavani-III BSW

*[Signature]*

*C. Venkateshwaran*

*Manojkumar*

*Bhavani*

*[Signature]*

Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Rudakkottai - 622 403

*[Signature]*  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**  
**Minutes of meeting**

**Purpose of meeting:** Planning to organize Human rights day

The department of social work conducted a meeting on 3<sup>rd</sup> December 2021, to organize the Human rights day on 10<sup>th</sup> December 2021. The agenda of the program were discussed and the speakers were decided. The program committees were created and the work allotment was given to the members.

**Members participated**

Ms.M.Sharmila Devi- Head of Department

Mr.C.Venkateshwaran – Assistant Professor

Mr. Thiyagarajan-III-BSW

Ms. Kaviya -III BSW

*Ms. M. Sharmila Devi*

*C. Venkateshwaran*

*Thiyagarajan*

*Kaviya*

*[Signature]*  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Pondicherry

*[Signature]*  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**  
**Minutes of meeting**

**Purpose of meeting:** Planning to organize rural camp

The social work department conducted a meeting on 13<sup>th</sup> December 2021 to organize rural camp from on February. The date was discussed and fixed on 20 to 24<sup>th</sup> December 2021. The place and accommodation was discussed. The committees were created and roles of each committee was listed down. The daily planning was also discussed at the meeting

**Members participated**

Ms.M.Sharmila Devi- Head of Department

Mr.C.Venkateshwaran – Assistant Professor

Mr. Thiyagarajan-III-BSW

Ms. Kaviya -III BSW

*[Signature]*  
C.Venkateshwaran

*Thiyagarajan*

*Kaviya*

*[Signature]*  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamarav  
Erode - 622 403

*[Signature]*  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**  
**Minutes of meeting**

**Purpose of meeting:** Planning to organize the CATARSIS

The social work department conducted a meeting on 21<sup>st</sup> February 2022, for organizing CATARSIS. The agenda time and duration of the programme were planned. the list of competitions to be conducts was discussed and also the list of committees for each competition were planned. The regulations for each competition were framed. The roles and responsibility of each committee was formulated. The program coordinator was assigned for ensuring the overall progress of the program.

**Members participated**

Ms.M.Sharmila Devi- Head of Department

Mr.C.Venkateshwaran – Assistant Professor

Mr. Thiyagarajan-III-BSW

Ms. Kaviya -III BSW

*Weg*  
*c.venkateshwaran*

*Thiyagarajan*

*Kaviya*

*[Signature]*  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Tudukkottai - 622 101

*[Signature]*  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 101



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**  
**Minutes of meeting**

**Purpose of meeting:** Planning to conduct women's day program

The social work department conveyed a meeting on 3<sup>rd</sup> march 2022, for conducting the women's day program. The program list was discussed and then date, venue, time were decided. The participants of the program was also planned.

**Members participated**

Ms.M.Sharmila Devi- Head of Department

*MS*

Mr.C.Venkateshwaran – Assistant Professor

*C.Venkateshwaran*

Mr. Vikram -III-BSW

*Vikram*

Ms. Abirami -III BSW

*Abirami*

*MS*  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi,  
Dindikkottai - 622 003

*Principal*  
Principal  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403





**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**  
**Minutes of meeting**

**Purpose of meeting:** Planning to organize the social worker's day

The social work department conducted a meeting on 14<sup>th</sup> march 2022, for organizing social worker's day. The discussion was held on involving the students from other departments by conducting competitions. The list of competitions was discussed and the preparation of agenda took place.

**Members participated**

Ms.M.Sharmila Devi- Head of Department *MS*

Mr.C.Venkateshwaran – Assistant Professor *C. Venkateshwaran*

Mr. Lokesh -III-BSW *LOKESH*

Ms. R.yogapriya -III BSW *R. yogapriya*

*MS*  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Pond

*J. Srinivas*  
Principal  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



## **GANESAR COLLEGE OF ARTS AND SCIENCE**

(Accredited with 'B' grade by NAAC)

MELAISIVAPURI - 622 403, PUDUKKOTTAI, TAMILNADU

Phone: 04333 - 247218, 247603

# **ACADEMIC YEAR 2020-21**



**DEPARTMENT OF TAMIL**  
**GANESAR COLLEGE OF ARTS AND SCIENCE**

*Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution*

*Affiliated to Bharathidasan University*

Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

Time: 2.30 pm

Date / Day: 16.06.2020 / Tuesday

Online Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting

- ❖ Subject incharge allotment for UG and PG students
- ❖ Online class time table preparation for the students and respective subject incharge
- ❖ Online class starting date for the students

**Head**  
**Department of Tamil**  
**Ganesar College of Arts and Science**  
**Melasivapuri, Ponnamaravathi**  
**Pudukkottai - 622403**

**HOD Signature**  
**Ganesar College of Arts & Science**  
**MELASIVAPURI - 622 403**



**DEPARTMENT OF TAMIL**  
**GANESAR COLLEGE OF ARTS AND SCIENCE**

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*Affiliated to Bharathidasan University*  
Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

Time: 11.30 am

Date / Day: 23.07.2020 / Thursday

Online Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting

- ❖ Status of the syllabus covered in all the subjects
- ❖ Students attendance for the online classes
- ❖ Conduction of online tests on all subjects
- ❖ Instruction to provide notes for the covered topics
- ❖ It is proposed to organize and conduct a seminar in the month of September

  
HOD Signature  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottal - 622403



**DEPARTMENT OF TAMIL**  
**GANESAR COLLEGE OF ARTS AND SCIENCE**

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CAA Recognized 2<sup>nd</sup> and 12<sup>th</sup> Institution*

*Affiliated to Bharathidasan University*

Melasivapuri - 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**  
**(Minutes of the meeting)**

Time: 3 PM

Date / Day: 23.10.2020 / Friday

Online Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

- ❖ Discussion about Online semester examination
- ❖ Last date for the completion of syllabus for all subjects
- ❖ Online examination process execution regarding
- ❖ Intimation to all the students about their online semester examination

**Head**  
**Department of Tamil**  
**Ganesar College of Arts and Science**  
**Melasivapuri, Ponnamaravathi**  
**Pudukkottai - 622403**

**HO TAMIL**  
**Ganesar College of Arts & Science**  
**MELASIVAPURI - 622 403**



**DEPARTMENT OF TAMIL**  
**GANESAR COLLEGE OF ARTS AND SCIENCE**

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*Affiliated to Bharathidasan University*

Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India


**DEPARTMENT MEETING**  
**(Minutes of the meeting)**

Time: 3 PM

Date / Day: 10.11.2020 / Tuesday

Online Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

- ❖ Duty schedule for collection of online semester exam papers from the students
- ❖ Exam answer scripts evaluation schedule for the staff members

  
**Head**  
**Department of Tamil**  
**Ganesar College of Arts and Science**  
**Melasivapuri, Ponnamaravathi**  
**Pudukkottai - 622403**

  
**HOD**  
**Ganesar College of Arts & Science**  
**MELASIVAPURI - 622 403**



**DEPARTMENT OF TAMIL  
GANESAR COLLEGE OF ARTS AND SCIENCE**

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Affiliated to Bharathidasan University

Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 2.30 pm**

**Date / Day: 17.11.2020 / Tuesday**

Online Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting

- ❖ Online class starting date for 2020-2021 batch students
- ❖ One subject incharge per year must come on regular basis to college
- ❖ Subject allotment to first semester

  
PRINCIPAL  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

  
HOD Signature  
Head  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottal - 622403



**DEPARTMENT OF TAMIL  
GANESAR COLLEGE OF ARTS AND SCIENCE**

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UGC Recognized 2(f) and 12(B) Institution*

*Affiliated to Bharathidasan University*

Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 11.30 am**

**Date / Day: 05.01.2021 / Tuesday**

Online Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting

- ❖ Status of the syllabus covered in all the subjects
- ❖ Students attendance for the online classes
- ❖ Instruction to provide notes for the covered topics
- ❖ Submission of online class attendance every week end to college office

  
PRINCIPAL  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

  
HOD Signature  
Head  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403





**DEPARTMENT OF TAMIL  
GANESAR COLLEGE OF ARTS AND SCIENCE**

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UGC Recognized 2(f) and 12(B) Institution*

*Affiliated to Bharathidasan University*

Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING  
(Minutes of the meeting)**

Time: 3 PM

Date / Day: 19.02.2021 / Friday

Online Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

- ❖ Students and staffs coming to college must wear mask regarding
- ❖ Syllabus completion status for all subjects
- ❖ Online examination process execution regarding
- ❖ Intimation to all the students about their online semester examination

  
Principal  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

  
HOD Signature  
Head  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



**DEPARTMENT OF TAMIL**  
**GANESAR COLLEGE OF ARTS AND SCIENCE**

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*Affiliated to Bharathidasan University*

Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**  
**(Minutes of the meeting)**

**Time: 3 PM**

**Date / Day: 19.02.2021 /Friday**

Online Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

- ❖ Instructions for student discipline inside the campus
- ❖ Time table preparation for all semesters regarding
- ❖ Duty schedule for the staff members during regular classes

  
**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

  
**HOD Signature**  
**Head**  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



**GANESAR COLLEGE OF ARTS AND SCIENCE**

*(Accredited with 'B' Grade by (NAAO)*

**MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU**

**DEPARTMENT OF COMMERCE**

**MINUTES OF THE OPENING MEETING 2020-2021**

**Date: 07-07-2020**

**Venue: Sanmarga Sabai**

**Time: 03.00 pm**

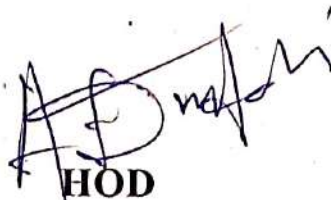
**Agenda**

- Student Scholarship for SC/ST regarding
- Requirement of Document collection
- Any other matter

**Points Discussed**

- The SC/ST cell Coordinator put forth the aims and objectives of the cell
- Discussed about the schemes and scholarships provided by the Government for the SC/ST students
- Resolved to collect necessary documents from the students for availing the ST/ST scholarships for the students.

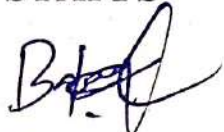
**STAFFS**

  
**HOD**

  
**PRINCIPAL**

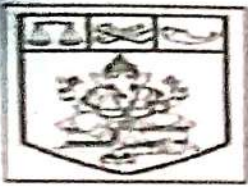
**Head**  
**Department of Commerce**  
**Ganesar College of Arts and Science**  
**Melasivapuri, Ponnamaravathi**  
**Pudukkottai - 622403**

**PRINCIPAL**  
**Ganesar College of Arts & Science**  
**MELASIVAPURI - 622 403**  
**MELASIVAPURI - 622 403**



Susanya - S

S. Geetha



**GANESAR COLLEGE OF ARTS AND SCIENCE**

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**MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU**

**DEPARTMENT OF COMMERCE**

**MINUTES OF THE MEETING 2020-2021**

**Date: 11-08-2020**

**Venue: Sanmarga Sabai**

**Time: 02.00 pm**

**Agenda**

- Review of the previous meeting
- Scholarships regarding
- Representation from OBC Students
- Scholarship forms
- Any other matter

**Points Discussed**

- The scholarships regarding OBC were communicated to the students and necessary guidance was provided.
- Discussed about the schemes and scholarships provided by the Government for the OBC students
- Discussed about the representations received from other backward classes (OBC) students regarding their admission, scholarships and other similar matters in the College.
- Resolved to display a sample scholarship form on notice board.

**STAFFS**

*V. J. Jeyaraj*

*B. J. Jeyaraj*

*S. S. S. S. S.*

*S. S. S. S. S.*

*[Signature]*  
**HOD**

*[Signature]*  
**PRINCIPAL**

**Head**  
**Department of Commerce**  
**Ganesar College of Arts and Science**  
**Melasivapuri, Ponnambalathal**  
**Pudukkottai**



# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' Grade by (NAAQ)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF COMMERCE

### MINUTES OF THE MEETING 2020 - 2021

Date: 03-09-2020

Venue: Department of Commerce

Time: 3.00 pm

#### Agenda

- Review of the previous meeting
- Scholarships guidance
- Various other scholarship Website link
- Any other matter

#### Points Discussed


- The representation from the OBC Students were taken into consideration and guided for availing OBC scholarships for the academic Year.
- Decided to give information regarding OBC scholarships to the students for the academic year 2020-2021
- Suggested to inform the list of various web sites links of Government and Non-Government scholarships for the guidance of students.

#### STAFFS

V. J. Jeyaraj  
B. J. Jeyaraj

Suganya S

S. Gunasingam

  
HOD

Head  
Department of Commerce  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
PRINCIPAL  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' Grade by (NAAO)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF COMMERCE

### MINUTES OF THE MEETING 2020-2021

**Date: 20-10-2020**

**Venue: Department of Commerce**

**Time: 11.30 am**

#### Agenda

- Ulavar Paathukappu Thittam for the Backward class (BC) students
- Discipline Cell for Boys and Girls
- We will conduct of Bharathidasan University Examination
- Any other matter

#### Points Discussed

- Student scholarships for Ulavar Paathukappu Thittam for the Backward class (BC) students
- Relevant document required for Ulavar Paathukappu Thittam for BC Students
- To arrangement for department discipline cell
- To all students request for maintained a discipline
- All the students are request to attend the Bharathidasan University Semester Examinations (B.Com)

#### STAFFS

*[Handwritten signature]*

*[Handwritten signature]*

SUSANGA S

*[Handwritten signature]*

*[Handwritten signature]*  
HOD

Head

Department of Commerce  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

*[Handwritten signature]*  
PRINCIPAL  
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MELASIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF COMMERCE

### MINUTES OF THE MEETING 2020-2021

Date: 05-01-2021

Venue: Department of Commerce

Time: 2.00 pm

#### Agenda

- Bharathidasan University Question with Answer Discussion
- BDU Questions with answer Website link
- Any other matter


#### Points Discussed

- The Department will be arrange the BDU Semester question with answer will be a working on a students.
- Website link send to all the students. The students searching of university questions downloaded.
- The classroom interaction between the BDU questions with answers
- The faculty member must be a follow up a University link.

STAFFS

V. S. S. S.  
S. S. S.

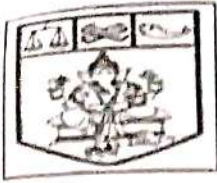
Susanya S  
S. G. S.

  
HOD  
Head

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MELAISIVAPURI-622 403, PUDUKKOTTAI DI, TAMIL NADU

## DEPARTMENT OF COMMERCE MINUTES OF THE MEETING 2020-2021

Date: 27-01-2021

Venue: Department of Commerce

Time: 3.00 pm

### Agenda

- Review of the teaching-learning process.
- Updates on results.
- Future plans for the Department.
- Discuss any other matter as suggested by the Chairperson.

### Points Discussed

- Academic activities were reviewed by the Board of Studies members. Report on the review of the teaching-learning process was presented. The innovative teaching practices by the teachers practiced during were reviewed. Several techniques were adopted by teachers such as Adaptive Learning, Question discussion, Think- Pair- Share, Blended Learning, and Hands-on – Activities. Apart from the above, the best practices by the department such as, Sway am/ Mooch Courses recommended for UG Students, career orientation classes, the conduct of tutorial hours, and maintenance of a proper mentoring system.
- Updates on Results of UG were presented.
- Students' achievements in the department were highlighted with special reference to the placement result.

### STAFFS

V. J. J. J.  
Suganya S  
S. Gunthay

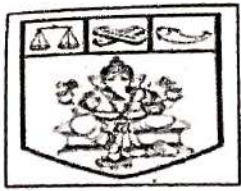
  
HOD  
Head

Department of Commerce  
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Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
PRINCIPAL  
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MELASIVAPURI - 622 403





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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF COMMERCE

### MINUTES OF THE MEETING 2020-2021

**Date: 16-02-2021**

**Venue: Sanmarga Sabai**

**Time: 3.00 pm**

#### Agenda

- Training of Teaching Staff
- Train Administrative Staff Records
- Faculty Development Programmes.

#### Points Discussed

- Training of teaching staff regarding office procedure and documenting various programmes.
- Train Administrative staff for maintaining of records.
- Organized faculty development program on campus to corporate by Tata Consultancy Services (TCS).

STAFFS

*[Handwritten signatures of staff members]*  
Suganya →  
S. Gunthay

*[Handwritten signature of HOD]*

Head

Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*[Handwritten signature of Principal]*

PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF COMMERCE MINUTES OF THE MEETING 2020-2021

Date: 25-02-2021

Venue: Department of Commerce

Time: 3.00 pm

### Agenda

- New Education Policy by MHRD
- Industrial Tour
- Software Installation Programmes.

### Points Discussed

- To discuss on new education policy by MHRD
- To conduct industrial study tour.
- Updated the already Existing automated software installed in the institution

STAFFS

V. J. J. J.  
B. J. J. J.

Suganya S.

S. G. J. J. J.

  
HOD

Head  
Department of Commerce  
Ganesar College of Arts and Science  
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MELASIVAPURI - 622 403



# GANESAR COLLEGE OF ARTS AND SCIENCE

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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE OPENING MEETING 2020 – 2021

**Date: 06 -07-2020**

**Venue: Sanmarga Sabai**

**Time: 03.00 pm**

#### Agenda

- Welfare committee
- Department suggestions
- Any other matter

#### Points Discussed

- Constitution of the Student Welfare Committee for the year 2020-2021
- Discussing the various suggestions offered by the students and faculty members.
- Organizing workshops, conferences and the like educating the students on the vast amount of opportunities they have; about the scholarships programs offered and options for further studies.
- Urging the faculty members to follow up on the targets and help the students achieve their goals.
- Resolving no grievances as none were posed.

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V. Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. K. Deepanjali	Assistant Professor of B.Com (BM)	



**GANESAR COLLEGE OF ARTS AND SCIENCE**

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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF B.Com., (BANK MANAGEMENT)**

**MINUTES OF THE MEETING 2020 – 2021**

**Date: 13-08-2020**

**Venue: Sanmarga Sabai**

**Time: 2.00 pm**

**Agenda**

- Suggestions
- Teachers help to the students
- Organizing Workshop and Conferences
- Any other matter.

**Points Discussed**

- Discussing the various suggestions by students and faculty members
- Asking the teachers to help the student achieve their specific goals.
- Empowering the students by organizing workshops and conferences on self-reliability.
- No grievances were resolved as none were posed before the committee.

**Members Attended**

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. K. Deepanjali	Assistant Professor of B.Com (BM)	



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## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE MEETING 2020 – 2021

**Date: 23-09-2020**

**Venue: Department of Commerce (Bank Management)**

**Time: 11.00 am**

#### Agenda

- Tamil Nadu Government Competitive Examination
- Placement cell
- Spoken English
- Any other matter

#### Points Discussed

- All students must be writing in Tamil Nadu Public Service Commission and apply the online process.
- The Students to face the interview after getting a placement job.
- All students must be a speak and write English.

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. K. Deepanjali	Assistant Professor of B.Com (BM)	



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## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE MEETING 2020 – 2021

**Date: 05-11-2020**

**Venue: Department of Commerce (Bank Management)**

**Time: 10.00 am**

#### Agenda

- Online Google Meet class
- Completion of Portion on the subject.
- Any other matter

#### Points Discussed

- All classes are required to meet the online Google meet
- The students required from the subject faculty completion of particular period.
- All the students are given equal opportunities and the students of SC/ST, OBC scholarships

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. K. Deepanjali	Assistant Professor of B.Com (BM)	



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF B.Com., (BANK MANAGEMENT)**

**MINUTES OF THE MEETING 2020 – 2021**

**Date: 04-01-2021**

**Venue: Department of Commerce (Bank Management)**

**Time: 2.00 pm**

**Agenda**

- Discussion of Bharathidasan University Question with Answer
- BDU Questions with answer Website link
- Any other matter

**Points Discussed**

- The Department will be arrange the BDU Semester question with answer will be a working on a students.
- Website link send to all the students. The students searching of university questions downloaded.
- The classroom interaction between the BDU questions with answers
- The faculty member must be a follow up a University link.

**Members Attended**

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. K. Deepanjali	Assistant Professor of B.Com (BM)	



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## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE MEETING 2020 – 2021

**Date: 12-02- 2021**

**Venue: Department of Commerce (Bank Management)**

**Time: 11.00 am**

#### Agenda

- Review of the continuous teaching-learning process.
- Updates on results for 2021-2022
- Curriculum and Future plans for the Department.
- Discuss any other matter as suggested by the Chairperson.

#### Points Discussed

- Academic activities were reviewed by the Board of Studies members. Report on the review of the teaching-learning process was presented. The innovative teaching practices by the teachers practiced during 2021-2022 were reviewed. Several techniques were adopted by teachers such as Adaptive Learning, Question discussion, Think- Pair- Share, Blended Learning, and Hands-on – Activities. Apart from the above, the best practices by the department such as, Swayam/Mooc Courses recommended for UG Students, career orientation classes, the conduct of tutorial hours, and maintenance of a proper mentoring system.
- Updates on Results of 2021-2022 of UG were presented.
- Students' achievements in the department were highlighted with special reference to the placement result.

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. K. Deepanjali	Assistant Professor of B.Com (BM)	





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**DEPARTMENT OF B.Com., (BANK MANAGEMENT)**

**MINUTES OF THE MEETING 2020 – 2021**

**Date: 15-03-2021**

**Venue: Sanmarga Sabai**

**Time: 2.30 pm**

**Agenda**

- To introduce a Value Added Course
- To introduction workshop for students
- To focus on an industry-based program.
- Any other matter

**Points Discussed**

- As part of future plans of the department the introduction of a Self Defense course for the students as an Add on course was proposed. And to continue the existing Value-Added Courses such as ACCA, CMA, Diploma in Practical Accounting and Tax Practice, and Tally with GST.
- . Board members appreciated the department for initiating all the activities despite the pandemic situation.
- To conduct a workshop for students to improve their communication skills, prepare them for interviews and make them more dynamic.
- To focus on an industry-based program. Conducting workshops with industry participants

**Members Attended**

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. K. Deepanjali	Assistant Professor of B.Com (BM)	



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**DEPARTMENT OF B.Com., (BANK MANAGEMENT)**

**MINUTES OF THE MEETING 2020 – 2021**

**Date: 05-04-2021**

**Venue: Department of Commerce (Bank Management)**

**Time: 3.00 pm**

**Agenda**

- To Study the TNPSC and Banking coaching services
- Extension activities for RRC.
- Research habits for UG Students
- Any other matter

**Points Discussed**

- YouTube channel for the department was suggested by the members, which was already created
- For earlier online programmes. Extension activities with SEBI and BSE were suggested. Three day or one-week training could
- be conducted including an invitation to the public. Extension activities by offering TNPSC and Banking coaching, PSC coaching, and Bank coaching at the department level.
- To inculcate research habits among students.

**Members Attended**

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. K. Deepanjali	Assistant Professor of B.Com (BM)	

GANESAR COLLEGE OF ARTS AND SCIENCE

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 03/07/2020 Time: 01:35 to 01:50 PM Venue: Maths Department
Conducted By	Mrs. R.KANIMOZHI HOD of Mathematics
Meeting Attended by	1.Prof. A.Vadivel Murugan 2.Prof. V.Amutha 3.Prof. K.Anand 4. Prof. S.Raja 5. Prof.A.Rabiyathul basheeriya Nasrin
Meeting Absentees	Nil

AGENDA.

Each class collect the leaves in the day orders incharge the professors.


WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 03/07/2020 unders the chairmanship of the head of the department.
- Following are the professors were given the responsibility of teaching each class.

- I -Bsc                                 - A.Rabiyathul Baseeriya Nasrin
- II-Bsc                                - S.Raja
- III-Bsc                               - V.Amutha
- I -Msc                                - A.Vadivel Murugan
- II-Msc                                - R.Kanimozhi

K.Anand was given incharge of the library.

1. R. Kanimozhi (Absard)
2. V. Amutha (V. Amutha)
3. K. Anand (K. Anand)
4. S. Raja (S. Raja)
5. A. Rabiyathul basheeriya Nasrin (A. Rabiyathul basheeriya Nasrin)

  
 Head  
 Department of Mathematics  
 Ganesar College of Arts and Science  
 Melasivapuri, Ponnamaravathi  
 Pudukkottai - 622403

**GANESAR COLLEGE OF ARTS AND SCIENCE**

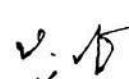


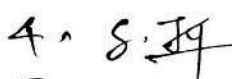

<b>HOD MEETING WITH FACILITY OF MATHS DEPARTMENT</b>	Meeting No: Date: 15/07/2020 Time: 01:10 to 01:25 PM Venue: Maths Department
Conducted By	Mrs. A.Vadivel Murugan HOD of Mathematics
Meeting Attended by	1.Prof. V.Amutha 2.Prof. K.Anand 3. Prof. S.Raja 4. Prof.S.Jeya lakshmi 5. Prof. B.Sankararaman
Meeting Absentees	Nil


**AGENDA.**

Each class collect the leaves in the day orders incharge the professors.

**WHAT WAS DISCUSSED:**

- The meeting of professor of mathematics department was held on 15/07/2020 unders the chairmanship of the head of the department.
- Following are the decisions taken in this meeting.
- In each class of the name of the students and their parents along with their phone numbers along with the respective notices should be collect.
- 11:50 am should be handed over dairy regarding the names and phone numbers of the students who took leave in the each class and the following profossors were appointed to collect the leaves.
- I -day order                      - A.Vadivel Murugan  
   II-day order                     - S.Jeyalakshmi  
   III- day order                 -S.Raja  
   IV -day order                 -B.Sankararaman  
   V -day order                  -V.Amutha  
   VI day order                 -K.Anand
- Also advised.

1.  (V. Amutha)
2.  (K. Anand)
3.  (S. Raja)
4.  (S. Jeyalakshmi)
5.  (Sankararaman)

  
 Head  
 Department of Mathematics  
 Ganesar College of Arts and Science  
 Melasivapuri, Ponnampalayam  
 Pudukkottai - 625 002

GANESAR COLLEGE OF ARTS AND SCIENCE

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 20/07/2020 Time: 01:35 to 01:50 PM Venue: Maths Department
Conducted By	Mrs. A.Vadivel Murugan HOD of Mathematics
Meeting Attended by	1.Prof. V.Amutha 2.Prof. K.Anand 3. Prof. S.Raja 4. Prof. S.Jeyalakshmi 5. Prof.B.Sankararaman
Meeting Absentees	Nil


AGENDA.

Each class collect the leaves in the day orders incharge the professors.

WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 09/01/2020 unders the chairmanship of the head of the department.
- Following are the professors were given the responsibility of teaching each class.
- I -Bsc - B.Sankararaman  
II-Bsc - S.Jeya lakshmi  
III-Bsc - V.Amutha  
I -Msc -S.Raja  
II-Msc - A.Vadivel Murugan  
K.Anand was given incharge of the library.

1. V. Amutha (V. Amutha)
2. K. Anand (K. Anand)
3. S. Raja (S. Raja)
4. S. Jey (Jeyalakshmi)
5. B. Sankararaman (Sankararaman)

  
 Head  
 Department of Mathematics  
 Ganesar College of Arts and Science  
 Melasivanuri, Ponnameravathi  
 Ponnambet, Chennai

GANESAR COLLEGE OF ARTS AND SCIENCE

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 21/08/2020 Time: 01:35 to 01:50 PM Venue: Maths Department
Conducted By	Mrs. A. Vadivel Murugan HOD of Mathematics
Meeting Attended by	1. Prof. V. Amutha 2. Prof. K. Anand 3. Prof. S. Raja 4. Prof. S. Jayalakshmi 5. Prof. B. Sankararaman
Meeting Absentees	Nil


AGENDA.

Each class collect the leaves in the day orders incharge the professors.

WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 09/01/2020 under the chairmanship of the head of the department.
- Following are the professors were given the responsibility of teaching each class.

1. V. A (V. Amutha)
2. K. Anand (K. Anand)
3. S. Raja (S. Raja)
4. S. Jay (S. Jayalakshmi)
5. S. Sankararaman (Sankararaman)

  
Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 21/10/2020 Time: 3:30 PM Venue: Maths Department
Conducted By	Mr. A. Vadivel Murugan HOD of Mathematics
Meeting Attended by	11 Prof. V. Amutha 2. Prof. K. Anand 3. Prof. S. Raja 4. Prof. S. Jeyalakshmi 5. Prof. B. Sankararaman
Meeting Absentees	Nil

### AGENDA

1. Incharge the criteria.
2. Attend the incharge in criteria our meetings.

### WHAT WAS DISCUSSED

1. In a meeting for the professors of mathematics department was held on 21/10/2021 under the chairmanship of the vice-chancellor and the decisions taken in the meeting are as follows.
2. IQAC task are assigned to the following professors and they are appointed incharge of the criteria.

- Criteria 1 - A. Vadivel Murugan
- Criteria 2 - V. Amutha
- Criteria 3 - A. Vadivel Murugan & V. Amutha
- Criteria 4 - K. Anand
- Criteria 5 - S. Raja
- Criteria 6 - S. Jeyalakshmi
- Criteria 7 - B. Sankararaman

It was also emphasized that when the IQAC meeting is held, the respective incharge should attend the relevant criteria meeting.

Signature of the Staff

1. V. A (V. Amutha)
2. K. A. (K. Anand)
3. S. Raja (S. Raja)
4. S. Jy (S. Jeyalakshmi)
5. B. S. (B. Sankararaman)

  
HOD  
Head

Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Poththamaravathi  
Puducherry - 605003

**GANESAR COLLEGE OF ARTS AND SCIENCE**

<b>HOD MEETING WITH FACILITY OF MATHS DEPARTMENT</b>	Meeting No: Date: 24/12/2020 Time: 01:35 to 01:50 PM Venue: Maths Department
<b>Conducted By</b>	Mrs. A. Vadivel Murugan HOD of Mathematics
<b>Meeting Attended by</b>	1. Prof. V. Amutha 2. Prof. K. Anand 3. Prof. S. Raja 4. Prof. S. Jeyalakshmi 5. Prof. B. Sankararaman
<b>Meeting Absentees</b>	Nil


**AGENDA.**

Each class collect the leaves in the day orders incharge the professors.

**WHAT WAS DISCUSSED:**

- The meeting of professor of mathematics department was held on 24/12/2020 unders the chairmanship of the head of the department.
- Following are the professors were given the responsibility of teaching each class.
- I -Bsc                                 - B.Sankararaman  
II-Bsc                                   - S.Jeya lakshmi  
III-Bsc                                  - V.Amutha  
I -Msc                                   -S.Raja  
II-Msc                                   - A.Vadivel Murugan  
K.Anand was given incharge of the library.

1. V.A (V. Amutha)
2. K.A (K. Anand)
3. S.R (S. Raja)
4. S.Jey (S. Jeyalakshmi)
5. B.S (B. SANKARARAMAN)

  
 Head  
 Department of Mathematics  
 Ganesar College of Arts and Sciences  
 Melasivayal, Ponnamaravathi  
 Pudukkottai - 622403



GANESAR COLLEGE OF ARTS AND SCIENCE

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 30/12/2020 Time: 01:35 to 01:50 PM Venue: Maths Department
Conducted By	Mrs. A.Vadivel Murugan HOD of Mathematics
Meeting Attended by	1.Prof. V.Amutha 2.Prof. K.Anand 3. Prof. S.Raja 4. Prof. S.Jeyalakshmi 5. Prof.B.Sankararaman
Meeting Absentees	Nil


AGENDA.

Value added course.

WHAT WAS DISCUSSED:

- ❖ The meeting of professor of mathematics department was held on 30/12/2020 under the chairmanship of the head of the department.
- ❖ PRINCIPLES OF EXPERIMENTAL DESIGN it was decided to conduct value added course by the department of mathematics in our college are requested to register their name with professor V.AMUTHA.

1. V.A (V. Amutha)
2. K.A (K. Anand)
3. S.R (S. Raja)
4. S.J (S. Jayalakshmi)
5. B.S (B. Sankararaman)

  
 Department of Mathematics  
 Ganesar College of Arts and Science  
 Melasivapuri, Ponnamaravathi  
 Pudukkottai - 622403

GANESAR COLLEGE OF ARTS AND SCIENCE

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 04/03/2021 Time: 01:35 to 01:50 PM Venue: Maths Department
Conducted By	Mrs. A. Vadivel Murugan HOD of Mathematics
Meeting Attended by	1. Prof. V. Amutha 2. Prof. K. Anand 3. Prof. S. Raja 4. Prof. S. Jeyalakshmi 5. Prof. B. Sankararaman
Meeting Absentees	Nil

AGENDA.

Value added course.

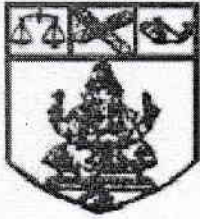
WHAT WAS DISCUSSED:

- ❖ The meeting of professor of mathematics department was held on 04/03/2021 under the chairmanship of the head of the department.
- ❖ MATHEMATICAL CRYPTOGRAPHY it was decided to conduct value added course by the department of mathematics in our college are requested to register their name with professor S. RAJA .

  
Head

Department of Mathematics  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

1. V. Amutha (V. Amutha)
2. K. Anand (K. Anand)
3. S. Raja (S. Raja)
4. S. Jeyalakshmi (S. Jeyalakshmi)
5. B. Sankararaman (B. Sankararaman)



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF COMPUTER SCIENCE**

*Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution  
Affiliated to Bharathidasan University*

**Melasivapuri - 622 403, Ponnamaravathi, Tamil Nadu, India**

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**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**TIME : 09.30 am**

**YEAR : 2020-2021**

**Venue: Department of Computer Science(LAB)**

Meeting Head : Mr.R.RAJA

Head of the Department of Computer Science

The following points are discussed during the meeting.

- The faculty members are advised to follow the class schedule and work load for year 2020.
- Time Table and class schedule are intimated through online.
- Class are conducted through GOOGLE MEET ,ZOOM Meeting through online classes.
- The Department has decided to conduct the Unit wise test for every Unit through online.
- Whatever books need for the Department listed to the H.O.D as soon as possible.
- The Year Plan should incorporate opportunities for student engagement and extracurricular activities(Reference online website links) that enhance their academic experience.
- Faculty members are encouraged to seek feedback from students to improve the Year Plan and address their academic needs and concerns effectively.(GOOGLE FORM)
- The Academic plan for April 2020-2021 was discussed through out the year on online application GOOGLE MEET.



  
HOD Signature  
Head

Department of Computer Science  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

**Faculty Members:**

**1.PL.SUDHA** 

**2.K.KAYALIVIZHI** 

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2020**

**Date** : 6.07. 2020

**Time** : 03.30 pm

**Venue** : Online mode

**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department

**Invitees** :

Mrs J. Jayarasi (Assistant Professor) Miss.SP.Archanaa (Assistant Professor)

Miss. S. Vennila (Assistant Professor) Mrs. Anandhavalli (Assistant Professor)

Miss. S. Surya (Assistant Professor) Miss S. Devika (Assistant Professor)

Mrs. S. Saraswathy (Assistant Professor) Miss .S.Muthulakshmi (Assistant Professor)

Mr.P.Pandidurai (Assistant Professor)

**Attendance present** : All are present

**Absentees** : Nil

**Meeting Agenda:**

1. Discussion about syllabus for UG/ PG
2. Allotment of Time Table.
3. Discussion the Academic activities and future plan of action
4. Discuss about Programme for the freshers.
5. Enhancing infrastructure for online teaching.

**Resolution of the staff members:**

- 1.Syllabus for the First Semester, Third Semester, and Fifth Semester has been discussed and subjects have been allotted to professors through the Head of the Department.
- 2.Class Time table is prepared and allotted to each professors through HOD. Academic activities and future plan of action
- 3 Academic activities and future plan of action have been discussed in the meeting
- 4 Academic Programme was organized for the freshers.
- 5.ICT facilities and infrastructure for online teaching were revamped by installing new computer service, acquiring additional applications were installed for online and interactive teaching.

**SIGNATURE OF THE STAFF MEMBERS**



  
**PRINCIPAL**

**PRINCIPAL**  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

**Head**

Department of English

Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2020**

**Date** : 18.08. 2020

**Time** : 03.30 pm

**Venue** : Online mode

**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department

**Invitees** :

Mrs J. Jayarasi (Assistant Professor) Miss.SP.Archanaa (Assistant Professor)

Miss. S. Vennila (Assistant Professor) Mrs. Anandhavalli (Assistant Professor)

Miss. S. Surya (Assistant Professor) Miss S. Devika (Assistant Professor)

Mrs. S. Saraswathy (Assistant Professor) Miss .S.Muthulakshmi (Assistant Professor)

Mr.P.Pandidurai (Assistant Professor)

**Attendance present** : All are present

**Absentees** : Nil

**Meeting Agenda:**

1. Discussion about Student Induction programme
2. Collect feed back on curriculum.
3. Discussion about Internal exams and question papers.
4. Enhancing infrastructure for online teaching.

**Resolution of the staff members:**

- 1.Student Induction Programme was organized for the freshers.
2. feed back and survey on online classes was taken from students to take corrective measures.
3. Internal Examinations and question papers have been discussed in the meeting.
- 4 ICT facilities and infrastructure for online teaching were revamped by installing new computer service, acquiring additional applications were installed for online and interactive teaching.

**SIGNATURE OF THE STAFF MEMBERS**

**Head**

Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

**PRINCIPAL**

**PRINCIPAL**

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI

DEPARTMENT OF ENGLISH

MINUTES OF THE MEETING – 2020

Date : 6.9. 2020  
Time : 03.30 pm  
Venue : Online mode  
Meeting Facilitator : Mr. S. Kulandhaivel, Head of the Department

Invitees :

Mrs J. Jayarasi (Assistant Professor) Miss.SP.Archanaa (Assistant Professor)  
Miss. S. Vennila (Assistant Professor) Mrs. Anandhavalli (Assistant Professor)  
Miss. S. Surya (Assistant Professor) Miss S. Devika (Assistant Professor)  
Mrs. S. Saraswathy (Assistant Professor) Miss .S.Muthulakshmi (Assistant Professor)  
Mr.P.Pandidurai (Assistant Professor)

Attendance present : All are present

Absentees : Nil

Meeting Agenda:

1. Discussion about Mentor-Mentee programmes .
2. Collect feed back from parents
3. Soft skill programmes for the students
4. . Discussing about poor performed students in each classes

Resolution of the staff members:

- 1.Mentor-Mentee programme for the current year was initiated with circulars.
- 2.feed back and survey on online classes was taken from parents to take corrective measures.
- 3.Soft skill programme was organized for the students to combact the challenges of pandemic period.
- 4.Appointed the staff for poor performed students in each classes.

SIGNATURE OF THE STAFF MEMBERS

  
Head  
Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



PRINCIPAL

  
PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2021**

**Date** : 06.1. 2021  
**Time** : 03.30 pm  
**Venue** : Online mode  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department  
**Invitees** :  
Mrs J. Jayarasi (Assistant Professor) Miss.SP.Archanaa (Assistant Professor)  
Miss. S. Vennila (Assistant Professor) Mrs. Anandhavalli (Assistant Professor)  
Miss. S. Surya (Assistant Professor) Miss S. Devika (Assistant Professor)  
Mrs. S. Saraswathy (Assistant Professor) Miss .S.Muthulakshmi (Assistant Professor)  
Mr.P.Pandidurai (Assistant Professor)  
**Attendance present** : All are present  
**Absentees** : Nil

**Meeting Agenda:**

1. Discussion about syllabus for UG/ PG
2. Allotment of Time Table .
3. Collect feed back from parents
4. Soft skill programmes for the students
5. . Discussing about poor performed students in each classes

**Resolution of the staff members:**

- 1.Syllabus for the Second Semester, Fourth Semester, and Sixth Semester has been discussed and subjects have been allotted to professors through the Head of the Department.
- 2.Class Time table is prepared and allotted to each professors through HOD. Academic activities and future plan of action .
3. .feed back and survey on online classes was taken from parents to take corrective measures.
- 4.Soft skill programme was organized for the students to combact the challenges of pandemic period.
- 5.Appointed the staff for poor performed students in each classes.

**SIGNATURE OF THE STAFF MEMBERS**

**Head**

Department of English

Ganesar College of Arts and Science

Melasivapuri, Ponnamaravathi

Pudukkottai - 622403

**PRINCIPAL**

**PRINCIPAL**

Ganesar College Of Arts & Science

MELASIVAPURI - 622 403

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

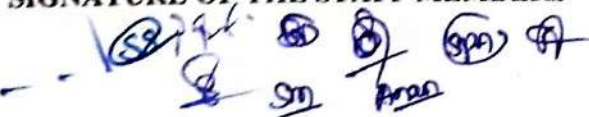
**MINUTES OF THE MEETING – 2021**

**Date** : 16.2.2021  
**Time** : 03.30 pm  
**Venue** : Online mode  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department  
**Invitees** :  
Mrs J. Jayarasi (Assistant Professor) Miss.SP.Archanaa (Assistant Professor)  
Miss. S. Vennila (Assistant Professor) Mrs. Anandhavalli (Assistant Professor)  
Miss. S. Surya (Assistant Professor) Miss S. Devika (Assistant Professor)  
Mrs. S. Saraswathy (Assistant Professor) Miss .S.Muthulakshmi (Assistant Professor)  
Mr.P.Pandidurai (Assistant Professor)  
**Attendance present** : All are present  
**Absentees** : Nil  
**Agenda:**  
1. Discussion about Mentor-Mentee programmes .  
2. Collect feed back from parents  
3. Soft skill programmes for the students  
4. . Discussing about poor performed students in each classes

**Resolution of the staff members:**

- 1.Mentor-Mentee programme for the current year was initiated with circulars.
- 2.feed back and survey on online classes was taken from parents to take corrective measures.
- 3.Soft skill programme was organized for the students to combact the challenges of pandemic period.
- 4.Appointed the staff for poor performed students in each classes.

**SIGNATURE OF THE STAFF MEMBERS**



**PRINCIPAL**



**PRINCIPAL**  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

**Head**

Department of English

Ganesar College of Arts and Science

Melasivapuri, Ponnamaravathi

Pudukkottai - 622403



MIN/PHY/2020/021

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**Department of Physics**

**Meeting Head :** Dr.A. Ramu  
Head  
Department of Physics

**Date and Time :** 10/08/2020 & 1:00 pm – 1:30 pm

**Faculty Members:** Present - Miss. R.Sangeetha  
Absentees - Nil

**Topic: Year Plan Meeting**

**Minutes**

1. Establish clear learning objectives for the academic year, ensuring alignment with the curriculum and educational goals.
2. As per university order we are conducting online classes to the students in pandemic situation.
3. All the students attend the class properly through online.

  
HEAD OF THE DEPARTMENT

Miss. R.Sangeetha





**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 405

MIN/PHY/2020/022

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**Department of Physics**

**Meeting Head :** Dr. A. Ramu  
Head  
Department of Physics

**Date and Time :** 14/09/2020 & 1:00pm - 1:30pm

**Faculty Members:** Present - Miss. R.Sangeetha  
Absentees - Nil

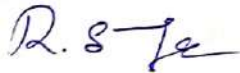
**Topic: Student Behavior Meeting**

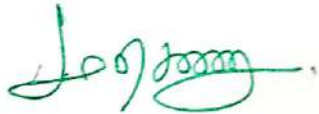
**Minutes**

1. Clearly communicate expectations regarding behavior, attendance, and academic integrity to students at the beginning of each semester.
2. The Department has decided to conduct a review of student behavior and discipline.
3. The staff members should follow the college rules and regulations and follow the proper dress code
4. The Academic plan for addressing and improving student behavior in April 2020 was discussed.

  
HEAD OF THE DEPARTMENT

Miss. R.Sangeetha



  
PRINCIPAL  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

MIN/PHY/2021/023

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**Department of Physics**

**Meeting Head :** Dr. A. Ramu  
Head  
Department of Physics

**Date and Time:** 19/12/2021 & 01.00 pm – 01.30 pm

**Faculty Members:** Present- Miss. R.Sangeetha  
Absentees - Nil

**Topic: Value Added Meeting**

**Minutes**

1. The faculty members are guided to Propose Value-Added Initiatives for the betterment of the department.
2. Ideas of enhancing the quality of education and student behaviors were discussed.
3. Opportunities for collaboration with other departments or external partners to add value to the physics department were explored.
4. The importance of mentoring and career guidance for students to add value to their educational journey was emphasized.
5. Plans for organizing workshops, seminars, and guest lecturers that can provide additional value to our students were outlined.

Miss. R.Sangeetha

*R. Sangeetha*

*A. Ramu*  
HEAD OF THE DEPARTMENT

*Loganathan*  
PRINCIPAL  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

MNI/PHY/2021/024

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**Department of Physics**

**Meeting Head :** Dr. A. Ramu  
Head  
Department of Physics

**Date and Time :** 13/02/2021 & 1:00pm - 1:30pm

**Faculty Members:** Present - Miss. R.Sangeetha  
Absentees - Nil

**Topic: Result Analysis Meeting**

**Minutes**

1. The faculty members are advised to promptly complete the result analysis for all subjects for the recent examination.
2. Results should be segregated and analyzed according to units, topics, and any other relevant criteria.
3. The analysis report is to be submitted to the H.O.D within one week for further review. Any necessary actions or interventions should be proposed based on the analysis to enhance student performance.

  
HEAD OF THE DEPARTMENT

Miss. R.Sangeetha



  
PRINCIPAL  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to conduct orientation programme

The department of social work had a meeting on 13<sup>th</sup> august 2020 for conducting the orientation programme for the 1<sup>st</sup> year students. We decided to invite the Principal sir and IQAC coordinator for the programme. We planned to instill knowledge about social work program. The meeting was held through Google meet.

**Members participated**

Mr. Nagarajan-Head of Department

Ms.M.Sharmila Devi-Assistant Professor

Head  
Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

Principal

PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to organize World Mental Health day

The social work department conducted a meeting through google meet on 8<sup>th</sup> October to organize the Mental Health day program on 10<sup>th</sup> October. The agenda was decided and the committee was formed. The time and date were scheduled and the speakers for the program were discussed. The students were allotted with task and in charge persons were also decided.

**Members participated**

Mr. Nagarajan—Head of Department *Nagarajan*

Ms.M.Sharmila Devi-Assistant Professor *MS*

*[Signature]*  
Head

**Head**  
**Department of Social Work**  
**Ganesar College of Arts and Science**  
**Melasivapuri, Ponnamaravatu**  
**Pudukkottai - 622403**

*[Signature]*  
PRINCIPAL

**Ganesar College Of Arts & Science**  
**MELASIVAPURI - 622 403**



**GANESAR COLLEGE OF ARTS AND SCIENCE  
DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to organize Human rights day

The department of social work conducted a meeting via google meet on 7<sup>th</sup> December 2020, to organize the Human rights day on 10<sup>th</sup> December 2020. The agenda of the program were discussed and the date and duration of program was decided. The program committees were created and the work were allotted to it's the members.

**Members participated**

Mr. Nagarajan-Head of Department

*Nagarajan*

Ms.M.Sharmila Devi-Assistant Professor

*MS*

*Nagarajan*

**Head**

**Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403**

*L. Srinivasan*  
**Principal  
PRINCIPAL**

**Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403**



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to conduct National youth day

The social work department directed a meeting on 7<sup>th</sup> January 2021, to conduct National youth day program. The program coordinator was decided and the work allotments were given. The speakers for the program were discussed.

**Members participated**

Mr. Nagarajan –Head of Department *Nagarajan*

Ms.M.Sharmila Devi-Assistant Professor *MS*

*[Signature]*  
Head

**Head**  
Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi,  
Pudukkottai - 622403

*[Signature]*  
Principal  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403





**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to conduct women's day program

The social work department conveyed a meeting on 5<sup>th</sup> march 2021, for conducting the women's day program. The program was listed and the committees were formed. The program contents, date, time and number of participants for the program was planned.

**Members participated**

Mr. Nagarajan – Head of Department

*Nagarajan*

Ms. M. Sharmila Devi - Assistant Professor

*MS*

*[Signature]*  
Head

Head  
Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravat  
Pudukkottai - 622403

*[Signature]*  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to organize the social worker's day

The social work department conducted a meeting on 18<sup>th</sup> march 2021, for organizing social worker's day. The speakers for the programme was discussed. The time and duration of the programme were planned. The work allotment was divided among the students.

**Members participated**

Mr. Nagarajan - Head of Department

*Nagarajan*

Ms.M.Sharmila Devi - Assistant Professor

*MS*

*MS*  
Head

Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravati  
Pudukkottai - 622403

*Principal*

PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



## GANESAR COLLEGE OF ARTS AND SCIENCE

### DEPARTMENT OF SOCIAL WORK

#### Minutes of meeting

#### **Purpose of meeting:** Planning to organize the CATARSIS

- The social work department conducted a meeting on 5<sup>th</sup> April 2021 for organizing CATARSIS. The time and duration of the programme were planned. The list of competitions were discussed and also the list of committees were planned. The committee members were divided. The roles and responsibility of each committee was framed. The program coordinator was assigned.

#### **Members participated**

Ms.M.Sharmila Devi- Head of Department

Mr. Nagarajan – Assistant Professor

  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
Principal

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



## **GANESAR COLLEGE OF ARTS AND SCIENCE**

(Accredited with 'B' grade by NAAC)

MELAISIVAPURI - 622 403, PUDUKKOTTAI, TAMILNADU

Phone: 04333 – 247218, 247603

# **ACADEMIC YEAR 2019-20**



**DEPARTMENT OF TAMIL  
GANESAR COLLEGE OF ARTS AND SCIENCE**

*Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution*

*Affiliated to Bharathidasan University*

Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 11.45 pm**

**Date / Day: 23.03.2020 /Monday**

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, and Department of Tamil. The meeting was held today at 11.45 pm at the staff room. The following members are attending the meeting:

- Dr.SV.Sornam, Principal In-charge, Associate Professor of English
- Dr.M.Selvaraju, Head of the Department
- Dr.V.A.Palaniappan, Assistant Professor of Tamil
- Dr.Pon.Kathiresan, Assistant Professor of Tamil
- Dr.PR.Alagammai, Assistant Professor of Tamil
- Dr.M.Tamilselvi, Assistant Professor of Tamil
- Dr.S.Mudiarasan, Assistant Professor of Tamil
- Dr.KT.Murugesan, Assistant Professor of Tamil
- Dr.S.Brindha, Assistant Professor of Tamil
- Dr.C.Kurinji, Assistant Professor of Tamil
- Dr.M.Sureshkumar, Physical Director
- Dr.T.R.Deivanai, Librarian

**THE FOLLOWING POINTS ARE DISCUSSED:**

- To instruct students to do regular practice of Gym and sports in evening.
- The staff members will be advice to give counseling to students not only to their academic problems and also to their personal problems
- Denque fever is a menace now. So we are to conduct awareness programme to fight against that threat.
- The staff members are to be advised to organize a seminar or conference in next academic year.
- The government has closed the schools for due to the spread of covid-19 virus.
- So take a precautionary measure due to the rapid spread of the Covid infection in the community.
- All professors and students are requested to be careful to avoid infection and follow the guidelines of the government.

  
**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

  
**HOD**  
**Head**  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottal - 622403



**DEPARTMENT OF TAMIL  
GANESAR COLLEGE OF ARTS AND SCIENCE**

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*Affiliated to Bharathidasan University*

Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 2.40 pm**

**Date / Day: 18.07.2019 / Thursday**

The Department staff meeting has been conducted by The Head of the Department of Tamil Dr.M.Selvaraju. The meeting was held today at 2.40 pm at the Principal room. The following members are attend the meeting:

Dr.SV.Sornam, Principal In-charge, Associate Professor of English

Dr.M.Selvaraju, Head of the Department

Dr.V.A.Palaniappan, Assistant Professor of Tamil

Dr.Pon.Kathiresan, Assistant Professor of Tamil

Dr.PR.Alagammai, Assistant Professor of Tamil

Dr.M.Tamilselvi, Assistant Professor of Tamil

Dr.S.Mudiarasan, Assistant Professor of Tamil

Dr.KT.Murugesan, Assistant Professor of Tamil

Dr.M.Sureshkumar, Physical Director

Dr.T.R.Deivanai, Librarian

**THE FOLLOWING POINTS ARE DISCUSSED:**

- ❖ Instructing staffs to provide lesson notes to prepare students for term exams.
- ❖ Will instruct the college ethics to the first year students by the department staffs.
- ❖ Guide the UG II, III and PG II students to pay the college term fees within this month.
- ❖ All the staffs are advised to go to the class in the scheduled time.
- ❖ The following staffs are appointed as the class in chargers as per their seniority.
  - M.A II Dr.V.A.Palaniappan, Assistant Professor of Tamil
  - M.A I Dr.Pon.Kathiresan, Assistant Professor of Tamil
  - B.LIT III Dr.PR.Alagammai, Assistant Professor of Tamil
  - B.LIT II Dr.M.Tamilselvi, Assistant Professor of Tamil
  - B.LIT I Dr.S.Mudiarasan, Assistant Professor of Tamil
- ❖ It is proposed to organize and conduct a seminar in the month of august

  
**Head**  
**Department of Tamil**  
**Ganesar College of Arts and Science**  
**Melasivapuri, Ponnamaravathi**  
**Pudukkottai - 622403**



**DEPARTMENT OF TAMIL  
GANESAR COLLEGE OF ARTS AND SCIENCE**

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UGC Recognized 2(f) and 12(B) Institution*

*Affiliated to Bharathidasan University*

Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 2.00 pm**

**Date / Day: 12.08.2019 / Monday**

The Department staff meeting has been conducted by The Head of the Department of Tamil Dr.M.Selvaraju. The meeting was held today at 2.00 pm at the Principal room. The following members are attending the meeting.

Dr.SV.Sornam, Principal In-charge, Associate Professor of English

Dr.M.Selvaraju, Head of the Department

Dr.V.A.Palaniappan, Assistant Professor of Tamil

Dr.Pon.Kathiresan, Assistant Professor of Tamil

Dr.PR.Alagammai, Assistant Professor of Tamil

Dr.M.Tamilselvi, Assistant Professor of Tamil

Dr.S.Mudiarasan, Assistant Professor of Tamil

Dr.KT.Murugesan, Assistant Professor of Tamil

Dr.M.Sureshkumar, Physical Director

Dr.T.R.Deivanai, Librarian

**THE FOLLOWING POINTS ARE DISCUSSED:**

- To be instruct to complete the subjects and conduct the exams properly.
- Unit tests will conduct for Undergraduate and Postgraduate students in Tamil department and answer sheets must be provided within the due date.
- To be prepare for celebrating our Independence day with Patriotism.
- To complete the syllabus in scheduled time.
- To conduct the First Internal Assessment Examination in this end of the month.

*SV. Sornam.*  
PRINCIPAL

Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

*[Signature]*  
HOD  
- Head

Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



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Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING  
(Minutes of the meeting)**

Time: 3.00 pm

Date / Day: 19.09.2019 / Thursday

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil. The meeting was held today at 3.00 pm at the Principal room. The following members are attend the meeting:

Dr.SV.Sornam, Principal In-charge, Associate Professor of English  
Dr.M.Selvaraju, Head of the Department  
Dr.V.A.Palaniappan, Assistant Professor of Tamil  
Dr.Pon.Kathiresan, Assistant Professor of Tamil  
Dr.PR.Alagammai, Assistant Professor of Tamil  
Dr.M.Tamilselvi, Assistant Professor of Tamil  
Dr.S.Mudiarasan, Assistant Professor of Tamil  
Dr.KT.Murugesan, Assistant Professor of Tamil  
Dr.M.Sureshkumar, Physical Director  
Dr.T.R.Deivanai, Librarian

**THE FOLLOWING POINTS ARE DISCUSSED:**

- ◆ Teacher's Day was celebrated on 5th September.
- ◆ To celebrate the Vinayagar chaturthi festival in front of the college Ganesar.
- ◆ Professors to hand over the question papers for the Second Internal Assessment Examination by 11.09.2019.
- ◆ The Second Internal Assessment Examination to be conducted from 16.09.2019 to 20.09.2019.
- ◆ It was also advised that the mark sheet should be handover by 25.09.2019.
- ◆ To advice the students to come with proper dress code.
- ◆ As per the seniority Dr.S.Brindha and Dr.C.Kurinji are appointed as Assistant Professors from the self-finance wing, Department of Tamil for the replacement of two retired staffs.

  
PRINCIPAL  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

  
HOD  
Head  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403





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Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 1.30 pm**

**Date / Day: 16.10.2019 / Wednesday**

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, and Department of Tamil. The meeting was held today at 1.30 pm at the staff room. The following members are attending the meeting:

Dr.SV.Sornam, Principal In-charge, Associate Professor of English

Dr.M.Selvaraju, Head of the Department

Dr. V.A.Palaniappan, Assistant Professor of Tamil

Dr.Pon.Kathiresan, Assistant Professor of Tamil

Dr.PR.Alagammai, Assistant Professor of Tamil

Dr.M.Tamilselvi, Assistant Professor of Tamil

Dr.S.Mudiarasan, Assistant Professor of Tamil

Dr.KT.Murugesan, Assistant Professor of Tamil

Dr.S.Brindha, Assistant Professor of Tamil

Dr.C.Kurinji, Assistant Professor of Tamil


Dr.M.Sureshkumar, Physical Director

Dr.T.R.Deivanai, Librarian

**THE FOLLOWING POINTS ARE DISCUSSED:**

- Must arrange the special classes for the slow learners.
- Previous Semester Model question Papers are discuss with the students to clarify the doubt about question pattern.
- The Professor are advised to submit the question paper for model exam by 03.10.2019
- And model exam will be held from 17.10.2019 to 23.10.2019
- 30.10.2019 has been declared as the last working day of this odd semester.
- Staffs should be hand over the mark sheets of the model examination before 25.10.2019.

  
**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

  
**HOD**  
**Head**  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



**DEPARTMENT OF TAMIL**  
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Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 10.30 am**

**Date / Day: 06.12.2019 / Friday**

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, and Department of Tamil. The meeting was held today at 10.30 am at the Principal room. The following members are attending the meeting:

Dr.SV.Sornam, Principal In-charge, Associate Professor of English

Dr.M.Selvaraju, Head of the Department

Dr.V.A.Palaniappan, Assistant Professor of Tamil

Dr.Pon.Kathiresan, Assistant Professor of Tamil

Dr.PR.Alagammai, Assistant Professor of Tamil

Dr.M.Tamilselvi, Assistant Professor of Tamil

Dr.S.Mudiarasan, Assistant Professor of Tamil

Dr.KT.Murugesan, Assistant Professor of Tamil

Dr.S.Brindha, Assistant Professor of Tamil

Dr.C.Kurinji, Assistant Professor of Tamil

Dr.M.Sureshkumar, Physical Director

Dr.T.R.Deivanai, Librarian

**THE FOLLOWING POINTS ARE DISCUSSED:**

- ◆ To be analyzing the students results by the class in-charges for the odd semester.
- ◆ To order the list of books to buy through the library.
- ◆ To follow the prescribed syllabus with allotted hours given by the University.
- ◆ To prepare the Timetable for Even Semester.
- ◆ In Even semester also follow the same class in-charges in the same class.
- ◆ Class in-charges were also instructed to appoint student in-charges for each class.
- ◆ Nannerikkazhagam and Aivarangam coordinators will continue in this semester also.

*SV. Sornam.*

**PRINCIPAL**

**Ganesar College of Arts & Science**  
MELASIVAPURI - 622 403

*[Signature]*  
**HOD**  
**Head**

**Department of Tamil**  
**Ganesar College of Arts and Science**  
Melasivapuri, Ponnamaravathi  
Pudukkottal - 622403



**DEPARTMENT OF TAMIL**  
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Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 11.50 am**

**Date / Day: 10.01.2020 / Friday**

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, and Department of Tamil. The meeting was held today at 11.50 am at the Principal room. The following members are attending the meeting:

Dr.SV.Sornam, Principal In-charge, Associate Professor of English

Dr.M.Selvaraju, Head of the Department

Dr.V.A.Palaniappan, Assistant Professor of Tamil

Dr.Pon.Kathiresan, Assistant Professor of Tamil

Dr.PR.Alagammai, Assistant Professor of Tamil

Dr.M.Tamilselvi, Assistant Professor of Tamil

Dr.S.Mudiarasan, Assistant Professor of Tamil

Dr.KT.Murugesan, Assistant Professor of Tamil

Dr.S.Brindha, Assistant Professor of Tamil

Dr.C.Kurinji, Assistant Professor of Tamil

Dr.M.Sureshkumar, Physical Director

Dr.T.R.Deivanai, Librarian

**THE FOLLOWING POINTS ARE DISCUSSED:**

- About the Department activities and future plan of action.
- Pongal festival will celebrate with traditional honour and ethnic happiness.
- To be arrange the festival competitions, Rangoli for girls, Pot breaking and lifting heavy stone for boys.
- Appointing the staff in-charge of their classes check the students with proper dress code, wearing ID and prohibiting students bringing cell phones.
- Planning for the Republic day celebration.

  
PRINCIPAL  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

  
HEAD  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottal - 622403



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Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 1.30 pm**

**Date / Day: 20.02.2020 /Thursday**

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, and Department of Tamil. The meeting was held today at 1.30 pm at the staff room. The following members are attending the meeting:

Dr.SV.Sornam, Principal In-charge, Associate Professor of English

Dr.M.Selvaraju, Head of the Department

Dr.V.A.Palaniappan, Assistant Professor of Tamil

Dr.Pon.Kathiresan, Assistant Professor of Tamil

Dr.PR.Alagammai, Assistant Professor of Tamil

Dr.M.Tamilselvi, Assistant Professor of Tamil

Dr.S.Mudiarasan, Assistant Professor of Tamil

Dr.KT.Murugesan, Assistant Professor of Tamil

Dr.S.Brindha, Assistant Professor of Tamil

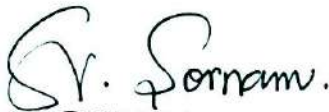
Dr.C.Kurinji, Assistant Professor of Tamil

Dr.M.Sureshkumar, Physical Director

Dr.T.R.Deivanai, Librarian

**THE FOLLOWING POINTS ARE DISCUSSED:**

- ❖ Timely submission of thesis data of relevant Ph.D. students of relevant faculty in Tamil department.
- ❖ Preparation for the list of books essential for Research Methodology.
- ❖ Research students should make good use of Tolkappiyanar library in the college and hand over research notes to the Tamil department.
- ❖ To organize a special lecture on ragging and sexual harrasment and its effects.
- ❖ Professors should submit the income tax filing form in the office by the end of this month.



**PRINCIPAL**

**Ganesar College of Arts & Science**

MELASIVAPURI - 622 403



**HEAD**

**Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403**



**DEPARTMENT OF TAMIL  
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Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 11.45 pm**

**Date / Day: 23.03.2020 /Monday**


The Department staff meeting was conducted by Dr.M.Selvaraju, Head, and Department of Tamil. The meeting was held today at 11.45 pm at the staff room. The following members are attending the meeting:

- Dr.SV.Sornam, Principal In-charge, Associate Professor of English
- Dr.M.Selvaraju, Head of the Department
- Dr.V.A.Palaniappan, Assistant Professor of Tamil
- Dr.Pon.Kathiresan, Assistant Professor of Tamil
- Dr.PR.Alagammai, Assistant Professor of Tamil
- Dr.M.Tamilselvi, Assistant Professor of Tamil
- Dr.S.Mudiarasan, Assistant Professor of Tamil
- Dr.KT.Murugesan, Assistant Professor of Tamil
- Dr.S.Brindha, Assistant Professor of Tamil
- Dr.C.Kurinji, Assistant Professor of Tamil
- Dr.M.Sureshkumar, Physical Director
- Dr.T.R.Deivanai, Librarian

**THE FOLLOWING POINTS ARE DISCUSSED:**

- To instruct students to do regular practice of Gym and sports in evening.
- The staff members will be advice to give counseling to students not only to their academic problems and also to their personal problems
- Denque fever is a menace now. So we are to conduct awareness programme to fight against that threat.
- The staff members are to be advised to organize a seminar or conference in next academic year.
- The government has closed the schools for due to the spread of covid-19 virus.
- So take a precautionary measure due to the rapid spread of the Covid infection in the community.
- All professors and students are requested to be careful to avoid infection and follow the guidelines of the government.

  
**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

  
**HOD**  
**Head**  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottal - 622403



**GANESAR COLLEGE OF ARTS AND SCIENCE**

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MELASIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF COMMERCE**

**MINUTES OF THE OPENING MEETING 2019 – 2020**

**Date: 25-07-2019**

**Venue: Sanmarga Sabai**

**Time: 03.30 pm**

**Agenda**

- Scholarship regarding
- Document collection
- Any other matter

**Points Discussed**

- The SC/ST cell Co-ordinator put forth the aims and objectives of the cell
- Discussed about the schemes and scholarships provided by the Government for the SC/ST students
- Resolved to collect necessary documents from the students for availing the ST/ST scholarships for the students.

**STAFFS**

*[Handwritten signatures of staff members]*  
Suganya S  
K. Mageshwar

*[Handwritten signature of HOD]*  
**HOD  
Head**  
Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*[Handwritten signature of Principal]*  
**PRINCIPAL**  
PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**

*(Accredited with 'B' Grade by (NAAO)*

MELASIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF COMMERCE**

**MINUTES OF THE MEETING 2019 – 2020**

**Date: 05-08-2019**

**Venue: Sanmarga Sabai**

**Time: 12.00 pm**

**Agenda**

- Review of the previous meeting
- Scholarships regarding
- Representation from OBC Students
- Scholarship forms
- Any other matter

**Points Discussed**

- The scholarships regarding OBC were communicated to the students and necessary guidance was provided.
- Discussed about the schemes and scholarships provided by the Government for the OBC students
- Resolved to display a sample scholarship form on notice board.

**STAFFS**

*B. S. S.*  
*Suganya S.*  
*Pammy*

*[Signature]*  
**HOD**  
**Head**  
**Department of Commerce**  
**Ganesar College of Arts and Science**  
**Melasivapuri - 622 403**

*[Signature]*  
**PRINCIPAL**  
**PRINCIPAL**  
**Ganesar College Of Arts & Science**  
**MELASIVAPURI - 622 403**



# GANESAR COLLEGE OF ARTS AND SCIENCE

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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF COMMERCE

### MINUTES OF THE MEETING 2019-2020

Date: 21-09-2019

Venue: Department of Commerce

Time: 2.00 pm

#### Agenda

- Review of the previous meeting
- Scholarships guidance
- Various other scholarship Website link
- Any other matter

#### Points Discussed

- The representation from the OBC Students were taken into consideration and guided for availing OBC scholarships for the academic year
- Decided to give information regarding OBC scholarships to the students for the academic year
- Suggested to inform the list of various web sites links of Government and Non-Government scholarships for the guidance of students.

STAFFS

Susanya S.

K. Muthugesan

HOD  
Head  
Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

S. Sornam  
PRINCIPAL  
PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403





# GANESAR COLLEGE OF ARTS AND SCIENCE

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## DEPARTMENT OF COMMERCE

### MINUTES OF THE MEETING 2019-2020

Date: 28-10-2019

Venue: Department of Commerce

Time: 10.30 am

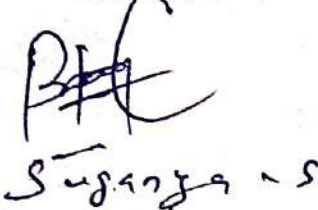
#### Agenda

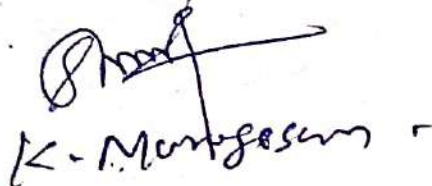
- Ulavar Paathukappu Thittam for the Backward class (BC) students
- Discipline Cell for Boys and Girls
- We will conduct of Bharathidasan University Examination
- Any other matter

#### Points Discussed

- Student scholarships for Ulavar Paathukappu Thittam for the Backward class (BC) students
- Relevant document required for Ulavar Paathukappu Thittam for BC Students
- To arrangement for department discipline cell
- To all students request for maintained a discipline
- All the students are request to attend the Bharathidasan University Semester Examinations (B.Com.,)

STAFFS

  
Suganya S

  
K. Manjuresan

  
HOD

Head  
Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622

  
PRINCIPAL

PRINCIPAL  
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## DEPARTMENT OF COMMERCE

### MINUTES OF THE MEETING 2019 – 2020

Date:06-02-2020

Venue: Department of Commerce

Time: 3.00 pm

#### Agenda

- Bharathidasan University Question with Answer Discussion
- BDU Questions with answer Website link
- Any other matter

#### Points Discussed

- The Department will be arrange the BDU Semester question with answer will be a working on a students.
- Website link send to all the students. The students searching of university questions downloaded.
- The classroom interaction between the BDU questions with answers
- The faculty member must be a follow up a University link.

STAFFS

Susang S

K. Murugesan

HOD

Head

Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622

PRINCIPAL

PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF COMMERCE MINUTES OF THE MEETING 2019 – 2020

Date: 12-02-2020

Venue: Department of Commerce

Time: 3.00 pm

### Agenda

- Review of the teaching-learning process.
- Updates on results.
- Future plans for the Department.
- Discuss any other matter as suggested by the Chairperson.

### Points Discussed

- Academic activities were reviewed by the Board of Studies members.  
Report on the review of the teaching-learning process was presented.  
Updates on Results of 2021 of PG and UG were presented.
- Students' achievements in the department were highlighted with special reference to the placement result.

STAFF

S. Ganga 'S'

K. Murugesan

HOD

Head

Department of Commerce  
Ganesar College of Arts and Science  
Melaisivapuri, Connamaravathi  
Pudukkottai - 622403

PRINCIPAL

PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



# GANESAR COLLEGE OF ARTS AND SCIENCE

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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE OPENING MEETING 2019 – 2020

**Date:** 21 -06-2019

**Venue:** Department of Commerce (Bank Management)

**Time:** 10.00 am

#### Agenda

- Preparation of Time table for Google Meet platform
- Conduct of Online Class through Google Meet platform
- Online Class for Covid-2019
- Any other matter

#### Points Discussed

- To all the students for interaction between the time table preparation for google meet.
- To conduct of online class through google meet for each subject.
- The state government announced to Covid-2019 pandemic. The State Government instructed to all the faculty should arrange the online class.

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. S. Tamil Selvi	Assistant Professor of B.Com (BM)	



# GANESAR COLLEGE OF ARTS AND SCIENCE

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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE MEETING 2019 – 2020

**Date:** 09-07-2019

**Venue:** Department of Commerce (Bank Management)

**Time:** 11.00 am.

#### Agenda

- Commerce (Bank Management) Prepare for Planning Committee
- Subject wise study material
- PPT. Presentation
- Any other matter

#### Points Discussed

- The principal are request to Commerce (Bank Management) department prepare for time-table and study material.
- The subject wise study material are send to the students.
- Online class start and explain the PPT. Presentation of through google meet.

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. S. Tamil Selvi	Assistant Professor of B.Com (BM)	



# GANESAR COLLEGE OF ARTS AND SCIENCE

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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE MEETING 2019 – 2020

**Date: 03-09-2019**

**Venue: Department of Commerce (Bank Management)**

**Time: 12.00 pm**

#### Agenda

- Review of the previous meeting
- Scholarships guidance
- Various other scholarship Website link
- Any other matter

#### Points Discussed

- The representation from the OBC Students were taken into consideration and guided for availing OBC scholarships for the academic year 2019-2020.
- Decided to give information regarding OBC scholarships to the students for the academic year 2020-2021
- Suggested to inform the list of various web sites links of Government and Non-Government scholarships for the guidance of students.

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. S. Tamil Selvi	Assistant Professor of B.Com (BM)	



**DEPARTMENT OF B.Com., (BANK MANAGEMENT)**

**MINUTES OF THE MEETING 2019 – 2020**

**Date: 01-10 -2019**

**Venue: Department of Commerce (Bank Management)**

**Time: 10.00 am**

**Agenda**

- Ulavar Paathukappu Thittam for the Backward class (BC) students
- Discipline Cell for Boys and Girls
- We will conduct of Bharathidasan University Examination
- Any other matter

**Points Discussed**

- Student scholarships for Ulavar Paathukappu Thittam for the Backward class (BC) students
- Relevant document required for Ulavar Paathukappu Thittam for BC Students
- To arrangement for department discipline cell
- To all students request for maintained a discipline
- All the students are request to attend the Bharathidasan University Semester Examinations (B.Com., Bank Management)

**Members Attended**

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. S. Tamil Selvi	Assistant Professor of B.Com (BM)	



# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' grade by NAAAC)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE MEETING 2019 – 2020

**Date:** 17 -12 -2019

**Venue:** Sanmarga Sabai

**Time:** 3.00 pm

#### Agenda

- Bharathidasan University Question with Answer Discussion
- BDU Questions with answer Website link
- Any other matter

#### Points Discussed

- The Department will be arrange the BDU Semester question with answer will be a working on a students.
- Website link send to all the students. The students searching of university questions downloaded.
- The classroom interaction between the BDU questions with answers
- The faculty member must be a follow up a University link.

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. S. Tamil Selvi	Assistant Professor of B.Com (BM)	





# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' grade by NAAC)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT) MINUTES OF THE MEETING 2019 – 2020

**Date:** 03 -01 -2020

**Venue:** Department of Commerce (Bank Management)

**Time:** 2.00 pm

### Agenda

- Review of the teaching-learning process.
- Updates on results.
- Future plans for the Department.
- Discuss any other matter as suggested by the Chairperson.

### Points Discussed

- Academic activities were reviewed by the Board of Studies members. Report on the review of the teaching-learning process was presented. The innovative teaching practices by the teachers practiced during 2018-2019 were reviewed. Several techniques were adopted by teachers such as Adaptive Learning, Question discussion, Think- Pair- Share, Blended Learning, and Hands-on – Activities. Apart from the above, the best practices by the department such as, Swayam/Mooc Courses recommended for UG Students, career orientation classes, the conduct of tutorial hours, and maintenance of a proper mentoring system.
- Updates on Results of 2021 of PG and UG were presented.
- Students' achievements in the department were highlighted with special reference to the placement result.

### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V. Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. S. Tamil Selvi	Assistant Professor of B.Com (BM)	



# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' grade by NAAAC)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE MEETING 2019 – 2020

**Date:** 05- 02 -2020

**Venue:** Sanmarga Sabai

**Time:** 3.30 pm

#### Agenda

- To introduce a Value Added Course
- To introduction workshop for students
- To focus on an industry-based program.
- Any other matter

#### Points Discussed

- As part of future plans of the department the introduction of a Self Defense course for the students as an Add on course was proposed. And to continue the existing Value-Added Courses such as ACCA, CMA, Diploma in Practical Accounting and Tax Practice, and Tally with GST.
- . Board members appreciated the department for initiating all the activities despite the pandemic situation.
- To conduct a workshop for students to improve their communication skills, prepare them for interviews and make them more dynamic.
- To focus on an industry-based program. Conducting workshops with industry participants

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. S. Tamil Selvi	Assistant Professor of B.Com (BM)	



# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' grade by NAAC)

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE MEETING 2019 – 2020

**Date:** 12-03-2020

**Venue:** Sanmarga Sabai

**Time:** 2.00 pm

#### Agenda

- To Study the TNPSC coaching services
- Extension activities
- Research habits
- Any other matter

#### Points Discussed

- YouTube channel for the department was suggested by the members, which was already created
- For earlier online programmes. Extension activities with SEBI and BSE were suggested. Three day or one-week training could
- be conducted including an invitation to the public. Extension activities by offering TNPSC coaching, PSC coaching, and Bank coaching at the department level.
- To inculcate research habits among students.

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V. Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. S. Tamil Selvi	Assistant Professor of B.Com (BM)	

GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD Meeting with faculty of Maths Department	Meeting No. Date: 27.06.2019 Time: Venue: Maths department
Conducted By	Mrs. M. Jeyanthi HOD of mathematics
Meeting Attended by	1. Prof. A. VadivelMurugan 2. Prof. S. Raja 3. Prof. V. Amutha 4. Prof. K. Anand 5. Prof. A. Indumathi 6. Prof. M. Divya
Meeting Absentees	Nil

AGENDA:


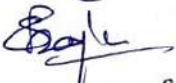




1. Appointed to class incharge

WHAT WAS DISCUSSED:

1. A meeting of the professors of mathematics department was held on that day (27.06.2019) under the chairmanship of the Head of the department and the following were the decision. Taken,

1. M.Sc II year - A. VadivelMurugan
2. M.Sc I year - S. Raja
3. B.Sc III year - V. Amutha
4. B.Sc II year - M. Divya
5. B.Sc I Year - A. Indumathi

Signature of the Staff

1.  (A. VADIVELMURUGAN)
2.  (S. Raja)
3.  (V. AMUTHA)
4.  (K. ANAND)
5.  (A. Indumathi)
6.  (M. Divya)



HOD

Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 07/08/2019 Time: 01:10 to 01:25 PM Venue: Maths Department
Conducted By	Mrs. M.Jeyanthi HOD of Mathematics
Meeting Attended by	1.Prof. A.Vadivel Murugan 2.Prof. V.Amutha 3.Prof. K.Anand 4. Prof. S.Raja 5. Prof. G.Menaka 6. Prof. A.Indumathi
Meeting Absentees	Nil




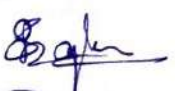


### AGENDA.


Each class collect the leaves in the day orders incharge the professors.

### WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 07/08/2018 unders the chairmanship of the head of the department.
- Following are the decisions taken in this meeting.
- In each class of the name of the students and their parents along with their phone numbers along with the respective notices should be collect.
- 11:50 am should be handed over dairy regarding the names and phone numbers of the students who took leave in the each class and the following professors were appointed to collect the leaves.
- I -day order - A.Vadivel Murugan  
II-day order - A.Indumathi  
III- day order -S.Raja  
IV -day order -M.Divya  
V -day order -V.Amutha  
VI day order -K.Anand  
Also advised.

Signature of the Staff

1.  (A. YADIVEL MURUGAN)
2.  (V. Amutha)
3.  (K. Anand)
4.  (S. RAJA)
5.  (G. Menaka)
6.  (A. Indumathi)

  
HOD

Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD Meeting with faculty of Maths Department	Meeting No. Date: 06.09.2019 Time: Venue: Maths department
Conducted By	Mrs.M.Jeyanthi HOD of mathematics
Meeting Attended by	1.Prof. A. VadivelMurugan 2.Prof. S. Raja 3. Prof. V. Amutha 4. Prof. K. Anand 5. Prof. A. Indumathi 6. Prof.M. Divya
Meeting Absentees	Nil

### AGENDA:



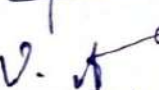


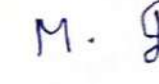
- 1.Submitted in internal mark sheet to class in-charge


### WHAT WAS DISCUSSED:

In the meeting of the professors of mathematics department was held on (06.09.2019) and the following were the decisions taken in the meeting ,

1. Second internal assessment examination to be conducted from 16.09.2019 to 20.09.2019
2. It was also advised that the marksheet should be hand over by 25.09.2019.

### Signature of the Staff

1.  (A. VADIVELMURUGAN).
2.  (S. RAJA)
3.  (V. AMUTHA)
4.  (K. ANAND)
5.  (A. Indumathi)
6.  (M. Divya)



HOD

Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD Meeting with faculty of Maths Department	Meeting No. Date: 01.10.2019 Time: Venue: Maths department
Conducted By	Mrs.M.Jeyanthi HOD of mathematics
Meeting Attended by	1.Prof. A. VadivelMurugan 2. Prof. V. Amutha 3.Prof. K. Anand 4.Prof. S. Raja 5. Prof. A. Indumathi 6. Prof.M. Divya
Meeting Absentees	Nil

### AGENDA:


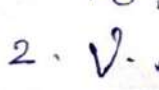

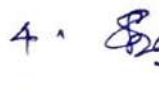


1. Conducted model exam

### WHAT WAS DISCUSSED:

In the meeting of the professors of mathematics department was held on (01.10.2019) and the following were the decisions taken in the meeting ,

1. The Professor are advised to submit the question paper for model exam by 03.10.2019 And model exam will be held from 17.10.2019 to 23.10.2019
2. 30.10.2019 has been declared as the end of college working days
3. It was also declared that the mark sheet of the sample examination should be hand over by 25.10.2019.

### Signature of the Staff

1.  (A. VADIVELMURUGAN)
2.  (V. AMUTHA)
3.  (K. Anand)
4.  (S. Raja)
5.  (A. Indumathi)
6.  (M. Divya)



HOD

Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Monnarivaval  
Kanchi - 622006

## GANESAR COLLEGE OF ARTS AND SCIENCE

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 03/01/2020 Time: 01:35 to 01:50 PM Venue: Maths Department
Conducted By	Mrs.M.Jayanthi HOD of Mathematics
Meeting Attended by	1.Prof. A.Vadivel Murugan 2.Prof. V.Amutha 3.Prof. K.Anand 4. Prof. S.Raja 5. Prof. A.Rabiyathul bashreeya nasrin 6. Prof. A.Indumathi 7. Prof. S.Suganya 8. Prof. S.Jeyalakshmi
Meeting Absentees	Nil

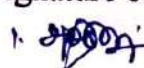
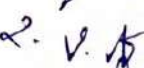
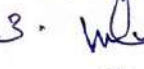
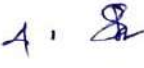
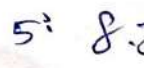

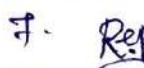
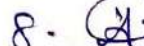
### AGENDA.

Each class collect the leaves in the day orders incharge the professors.

### WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 03/01/2020 unders the chairmanship of the head of the department.
- Following are the professors were given the responsibility of teaching each class.
- I -Bsc                                 - S.Suganya
- II-Bsc                                - S.Jeya Lakshmi
- III-Bsc                               - V.Amutha
- I -Msc                                - S.Raja
- II-Msc                                - A.Vadivel Murugan
- K.Anand was given incharge of the library.

### Signature of the staffs

1.  (A. VADIVEL MURUGAN)
2.  (V. Amutha)
3.  (K. Anand)
4.  (S. Raja)
5.  (S. Jeyalakshmi)
6.  (S. Suganya)
7.  (A. R. Nasrin)
8.  (A. Indumathi)

  
HOD

**Head**  
Department of Mathematics  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 09/01/2020 Time: 01:35 to 01:50 PM Venue: Maths Department
Conducted By	Mrs. M.Jeyanthi HOD of Mathematics
Meeting Attended by	1.Prof. A.Vadivel Murugan 2.Prof. V.Amutha 3.Prof. K.Anand 4. Prof. S.Raja 5. Prof. A.Indumathi 6. Prof.A.Rabiyathulbasheeriya Nasrin 7.S.Suganya 8.S.Jeya lakshmi
Meeting Absentees	Nil


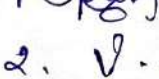


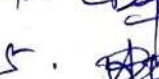
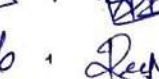

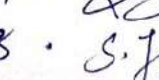
### AGENDA.

Each class collect the leaves in the day orders incharge the professors.

### WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 09/01/2020unders the chairmanship of the head of the department.
- Following are the professors were given the responsibility of teaching each class.
- I-Bsc - A.RabiyathulBaseeriya Nasrin  
II-Bsc - S.Suganya  
III-Bsc - A.Indumathi  
I-Msc -S.Raja  
II-Msc - A.Vadivel Murugan  
K.Anand was given incharge of the library.

Signature of the Staff

1.  (A. VADIVEL MURUGAN)
2.  (V. Amutha)
3.  (K. Anand)
4.  (Raja. S)
5.  (A. Indumathi)
6.  (A. R. Nasrin)
7.  (S. Suganya)
8.  (S. Jeya Lakshmi)

  
HOD

**Head**  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622405

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 24/01/2020 Time: 01:10 to 01:25 PM Venue: Maths Department
Conducted By	Mrs. M.Jeyanthi HOD of Mathematics
Meeting Attended by	1.Prof. A.Vadivel Murugan 2.Prof. V.Amutha 3.Prof. K.Anand 4. Prof. S.Raja 5. Prof. A.Indumathi 6. Prof.A.Rabiyathulbasheeriya Nasrin 7.S.Suganya 8.S.Jeya lakshmi
Meeting Absentees	Nil


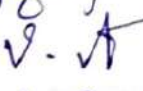
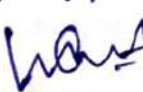
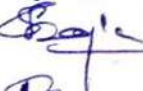


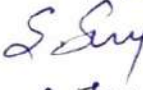
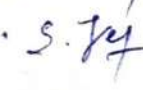
### AGENDA

1. TNPSC exam instruction and training course.
2. Class teacher to instruct the behaviour to students.

### WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 24/01/2020 under the chairmanship of the head of the department.
- Following are the professors were given the responsibility of teaching each class.
- College bus aspirants name list and TNPSC the teacher were instructed to prepare a list of names of those who wanted to join the training course and hand it over to the head of the department.
- The class teacher were requested to instruct the students to be well behaved while entering the college

Signature of the Staff

1.  (A. VADIVELMURUGAN)
2.  (V. Amutha)
3.  (K. Anand)
4.  (S. Raja)
5.  (A. Indumathi)
6.  (A. R. Nasrin)
7.  (S. Suganya)
8.  (S. Jayalakshmi)



**Head**<sup>HOD</sup>  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Tamil Nadu - 622403

GANESAR COLLEGE OF ARTS AND SCIENCE

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 03/02/2020 Time: 11:50 to 12:05 PM Venue: Maths Department
Conducted By	Mrs. M.Jeyanthi HOD of Mathematics
Meeting Attended by	1.Prof. A.Vadivel Murugan 2.Prof. V.Amutha 3.Prof. K.Anand 4. Prof. S.Raja 5. Prof. A.Rabiyathul bashreeya nasrin 6. Prof. A.Indumathi 7. Prof. S.Suganya 8. Prof. S.Jeyalakshmi
Meeting Absentees	Nil


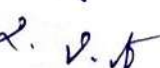
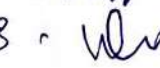


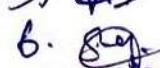


AGENDA.

Each class collect the leaves in the day orders incharge the professors.

WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 03/02/2020 unders the chairmanship of the head of the department.
- Following are the decisions taken in this meeting.
- In each class of the name of the students and their parents along with their phone numbers along with the respective notices should be collect.
- 11:50 am should be handed over dairy regarding the names and phone numbers of the students who took leave in the each class and the following professors were appointed to collect the leaves.
- I -day order - A.Vadivel Murugan  
II-day order - A.Indumathi  
III- day order -S.Raja  
IV -day order -S.Jeyalakshmi  
V -day order -V.Amutha  
VI day order -K.Anand

Signature of the staffs

1.  (A. VADIVEL MURUGAN)
2.  (V. Amutha)
3.  (K. Anand)
4.  S. Raja,
5.  (A. Indumathi)
6.  (S. Suganya)
7.  (S. Jeyalakshmi)
8.  (A. R. Nasrin)



HOD  
Head

Department of Mathematics  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

## GANESAR COLLEGE OF ARTS AND SCIENCE

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 12/02/2020 Time: 01:10 to 01:25 PM Venue: Maths Department
Conducted By	Mrs. M.Jeyanthi HOD of Mathematics
Meeting Attended by	1.Prof. A.Vadivel Murugan 2.Prof. V.Amutha 3.Prof. K.Anand 4. Prof. S.Raja 5. Prof. A.Rabiyathul bashreeya nasrin 6. Prof. A.Indumathi 7.Prof. S.Suganya 8.Prof. S.Jeyalakshmi
Meeting Absentees	Nil

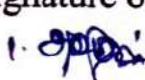
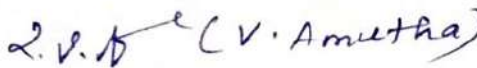



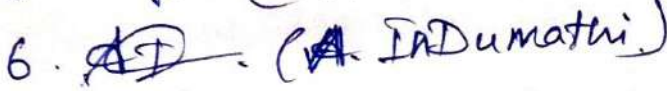
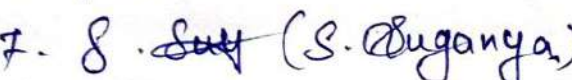
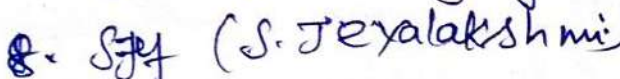
### AGENDA.

Each class collect the leaves in the day orders incharge the professors.

### WHAT WAS DISCUSSED:

- The meeting of professor of mathematics department was held on 12/02/2020 unders the chairmanship of the head of the department.
- Following are the decisions taken in this meeting.
- In each class of the name of the students and their parents along with their phone numbers along with the respective notices should be collect.

#### Signature of the staffs

1.  (A. VADIVEL MURUGAN)
2.  (V. Amutha)
3.  (K. Anand)
4.  (S. Raja)
5.  (A. R. Nasrin)
6.  (A. Indumathi)
7.  (S. Suganya)
8.  (S. Jeyalakshmi)

  
HOD

Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



# GANESAR COLLEGE OF ARTS AND SCIENCE

## DEPARTMENT OF COMPUTER SCIENCE

Accredited with "B" Grade by NAAC

UGC Recognized 2(f) and 12(B) Institution

Affiliated to Bharathidasan University

Melasivapuri - 622403, Ponnamaravathi, Tamil Nadu, India

## DEPARTMENT MEETING

(Minutes of the meeting)

TIME : 09.00 am

YEAR: 2019-2020

Venue: Department of Computer Science(LAB)

Meeting Head : Mr.R.RAJA

Head of the Department of Computer Science

The following points are discussed during the meeting.

- The faculty members are advised to follow the class schedule and work load for year 2019.
- Time Table and class schedule are intimated through online.
- Class are conducted through GOOGLE MEET ,ZOOM Meeting through online classes.
- The Department has decided to conduct the Unit wise test for every Unit through online.
- Whatever books need for the Department listed to the H.O.D as soon as possible.
- The Year Plan should incorporate opportunities for student engagement and extracurricular activities(Reference online website links) that enhance their academic experience.
- Faculty members are encouraged to seek feedback from students to improve the Year Plan and address their academic needs and concerns effectively.(GOOGLE FORM)
- The Academic plan for April 2019-2020 was discussed.through out the year on GOOGLE MEET.

Faculty Members:

1.PL.SUDHA

2.K.KAYALIVIZHI

3.S.MALASRI

4.RM.VALLIAMMAI



  
HOD Signature  
Head

Department of Computer Science  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
PRINCIPAL

Ganesar College Of Arts & Science

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2019**

**Date** : 12.07.2019  
**Time** : 03.30 pm  
**Venue** : I MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department

**Invitees:**

Mrs. J.Jayarasi (Assistant Professor) Miss S. Devika (Assistant Professor)  
Miss .S. Vennila (Assistant Professor) Miss . S. Bharathi (Assistant Professor)  
Miss. S. Surya (Assistant Professor)  
Mrs. S. Saraswathy (Assistant Professor)  
Miss .T. Priyadharshini (Assistant professor)

**Attendance present** : All are present

**Absentees** : Nil

**Meeting Agenda:**

1. Discussion about syllabus for UG/ PG
2. Allotment of Time Table.
3. Discussion the Academic activities and future plan of action
4. Electing class representative for all classes
5. Appointing the staff for checking students' dress code, wearing ID card and prohibiting students bringing Cell phone.

**Resolution of the staff members:**

- 1) Syllabus for the First Semester, Third Semester, and Fifth Semester has been discussed and subjects have been allotted to professors through the Head of the Department.
- 2) Class Time table is prepared and allotted to each professors through HOD.
- 3) Academic activities and future plan of action have been discussed in the meeting.
- 4) Students have been elected as class representatives. representatives for all classes by the professors who is Incharge of the classes.
- 5) Students' dress code, wearing ID card and prohibition of students bringing cell phones have been discussed and students have to be informed accordingly.

**SIGNATURE OF THE STAFF MEMBERS**



**Head**

Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai-622403

  
**PRINCIPAL**

Ganesar College Of Arts & Science  
MEI ASIVAPURI - 622 403

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2019**

**Date** : 20.08.2019  
**Time** : 03.30 pm  
**Venue** : I MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department

**Invitees:**

Mrs. J.Jayarasi (Assistant Professor) Miss S. Devika (Assistant Professor)  
Miss .S. Vennila (Assistant Professor) Miss . S. Bharathi (Assistant Professor)  
Miss. S. Surya (Assistant Professor)  
Mrs. S. Saraswathy (Assistant Professor)  
Miss .T. Priyadharshini (Assistant professor)

**Attendance present** : All are present

**Absentees** : Nil

**Meeting Agenda:**

1. Discussion about Programmes for the new academic year.
2. Students Induction Programme for the fresher of new academic year..
3. Collect feed back from parents.
4. Discussion about Mentor-Mentee programmes .

**Resolution of the staff members:**

1. Academic Programmes was organized for the new academic year.
2. Student Induction programme was organized for the fresher.
3. Feed back on effectiveness on classes was taken from parents to take correct measures.
4. Mentor-Mentee programme for the current year was initiated with circulars.

**SIGNATURE OF THE STAFF MEMBERS**



  
**Head**  
Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
**PRINCIPAL**  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622403

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2019**

**Date** : 16.10.2019  
**Time** : 03.30 pm  
**Venue** : I MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department

**Invitees:**

Mrs. J.Jayarasi (Assistant Professor) Miss S. Devika (Assistant Professor)  
Miss .S. Vennila (Assistant Professor) Miss . S. Bharathi (Assistant Professor)  
Miss. S. Surya (Assistant Professor)  
Mrs. S. Saraswathy (Assistant Professor)  
Miss .T. Priyadharshini (Assistant professor)

**Attendance present** : All are present

**Absentees** : Nil

**Meeting Agenda:**

**Meeting Agenda:**

1. Soft skill programmes for the students
2. Collecting Feed back on Curriculum from the faculty.
3. Discussion the Academic activities and future plan of action
4. Discussion about model examination and question patterns.

**Resolution of the staff members:**

1. Soft skill programme was organized for the students to combact the challenges of life.
2. Feed back was collected on syllabus and curriculum form the faculties and analyse the same as done in the previous years.
3. Academic activities and future plan of action have been discussed in the meetin
4. Model examination and question patterns were discussed in the meeting.

**SIGNATURE OF THE STAFF MEMBERS**

**Head**  
Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



  
**PRINCIPAL**  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI

DEPARTMENT OF ENGLISH

MINUTES OF THE MEETING – 2020

Date : 07.1.2020  
Time : 03.30 pm  
Venue : IMA Classroom  
Meeting Facilitator : Mr. S. Kulandhaivel, Head of the Department

**Invitees:**

Mrs. J.Jayarasi (Assistant Professor) Miss S. Devika (Assistant Professor)  
Miss .S. Vennila (Assistant Professor) Miss . S. Bharathi (Assistant Professor)  
Miss. S. Surya (Assistant Professor)

Mrs. S. Saraswathy (Assistant Professor)

Miss .T. Priyadharshini (Assistant professor)

Attendance present : All are present

Absentees : Nil

**Meeting Agenda:**

1. Discussion about syllabus for UG/ PG
2. Allotment of Time Table.
3. Collecting Feed back on Curriculum from the faculty.
4. Discussing about poor performed students in each

**Resolution of the staff members:**

1. Syllabus for the Second Semester, Fourth Semester, and Sixth Semester has been discussed and subjects have been allotted to professors through the Head of the Department.
2. Class Time table is prepared and allotted to each professors through HOD.
3. Feed back was collected on syllabus and curriculum form the faculties and analyse the same as done in the previous years.
4. Appointed the staff for poor performed students in each classes.

**SIGNATURE OF THE STAFF MEMBERS**

Head  
Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravayal  
Pudukkottai - 622403

  
PRINCIPAL  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2020**

**Date** : 07.02.2020  
**Time** : 03.30 pm  
**Venue** : I MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department

**Invitees:**

Mrs. J.Jayarasi (Assistant Professor) Miss S. Devika (Assistant Professor)  
Miss .S. Vennila (Assistant Professor) Miss . S. Bharathi (Assistant Professor)  
Miss. S. Surya (Assistant Professor)  
Mrs. S. Saraswathy (Assistant Professor)  
Miss .T. Priyadharshini (Assistant professor)

**Attendance present** : All are present

**Absentees** : Nil

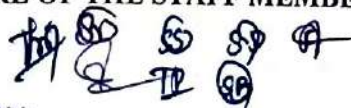
**Meeting Agenda:**

1. Soft skill programmes for the students
2. Collecting Feed back on Curriculum from the faculty.
3. Discussion the Academic activities and future plan of action
4. Discussion about model examination and question patterns.

**Resolution of the staff members:**

1. Soft skill programme was organized for the students to combat the challenges of life.
2. Feed back was collected on syllabus and curriculum form the faculties and analyse the same as done in the previous years..
3. Academic activities and future plan of action have been discussed in the meeting.
4. Model examination and question patterns were discussed in the meeting.

**SIGNATURE OF THE STAFF MEMBERS**



**Head**  
Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
**PRINCIPAL**  
**PRINCIPAL**  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

MIN/PHY/2019/017

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**Department of Physics**

**Meeting Head :** Mr. A.Ramu  
Head  
Department of Physics

**Date and Time :** 02/08/2019 & 1:00 pm – 1:30 pm

**Faculty Members:** Present - Miss. M.Revathi  
Absentees - Nil

**Topic:** Year Plan Meeting

**Minutes**

1. Yearly Curriculum Review: Discuss the overall curriculum for the upcoming year, including the distribution of topics and units. Ensure that it aligns with the department's educational goals and standards.
2. Assessment Schedule: Establish a clear assessment schedule for the year, including dates for assignments, quizzes, midterms, and finals. This should ensure a balanced workload for both students and faculty.
3. Resource Allocation: Review and allocate resources, including teaching materials, laboratory equipment, and support staff, to ensure a smooth implementation of the curriculum.



HEAD OF THE DEPARTMENT

Miss. M.Revathi *M. Revathi*



PRINCIPAL  
Ganesar College of Arts & Science  
MELAISIVAPURI - 622 403

MIN/PHY/2019/018

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**Department of Physics**

**Meeting Head :** Mr. A. Ramu  
Head  
Department of Physics

**Date and Time :** 22/08/2019 & 1:00pm - 1:30pm


**Faculty Members:** Present - Miss. M.Revathi  
Absentees - Nil

**Topic: Student Behavior Meeting**

**Minutes**

- 1.The faculty members are advised to monitor and report on student behavior regularly.
- 2.The Department has decided to conduct a review of student behavior and discipline.
- 3.Any incidents or concerns regarding student behavior should be promptly reported to the Head of the Department.

  
HEAD OF THE DEPARTMENT

Miss. M.Revathi 



PRINCIPAL  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

MIN//PHY/2020/019

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**Department of Physics**

**Meeting Head :** Mr. A.Ramu  
Head  
Department of Physics

**Date and Time:** 09/01/2020 & 01.00pm – 01.30pm


**Faculty Members:** Present-Miss. M.Revathi  
Absentees – Nil

**Topic: Value Added Meeting**

**Minutes**

1. Faculty members should focus on using quantitative data, such as grades and test scores, to assess the value added to students knowledge and skills during their time in the department through online.
2. We need to analyze which teaching methods or strategies have contributed the most to value-added growth.

  
HEAD OF THE DEPARTMENT

Miss. M.Revathi 



**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

MIN/PHY/2020/020

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**Department of Physics**

**Meeting Head :** Mr. A.Ramu  
Head  
Department of Physics

**Date and Time :** 13/02/2020 & 1:00pm - 1:30pm


**Faculty Members:** Present - Miss. R.Sangeetha  
Absentees – Nil

**Topic: Result Analysis Meeting**

**Minutes**

- 1.The faculty members are advised to promptly complete the result analysis for all subjects for the recent examination.
2. Results should be segregated and analyzed according to units, topics, and any other relevant criteria.
- 3.The analysis report is to be submitted to the H.O.D within one week for further review. Any necessary actions or interventions should be proposed based on the analysis to enhance student performance.

  
HEAD OF THE DEPARTMENT

Miss. R.Sangeetha 



**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403



## GANESAR COLLEGE OF ARTS AND SCIENCE

### DEPARTMENT OF SOCIAL WORK

#### Minutes of meeting

**Purpose of meeting:** Planning to conduct orientation programme

The department of social work had a meeting on 17<sup>th</sup> august 2019 for conducting the orientation programme for the 1<sup>st</sup> year students. We decided to invite the Principal sir for the programme and planned to impart knowledge about social work program. The date was fixed on 19<sup>th</sup> August 2019.

#### Members participated

Mr. Ranjith Kumar - Head of Department *Ranjith*

Mr. Nagarajan - Assistant Professor *Nagarajan*

*Ranjith*  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnampalayam  
Pudukkottai - 622403

Principal

*[Signature]*  
PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



## GANESAR COLLEGE OF ARTS AND SCIENCE

### DEPARTMENT OF SOCIAL WORK

#### Minutes of meeting

**Purpose of meeting:** Planning to conduct association program

The social work department had a meeting on 22<sup>nd</sup> September 2019, to conduct Association Meeting. The program schedule was discussed and the in charge members were assigned to carry out the task. The brief introduction and the activities of association were discussed to deliver at the program.

#### Members participated

Mr. Ranjith Kumar - Head of Department *Ranjith*

Mr. Nagarajan - Assistant Professor *Nagarajan*

*Ranjith*  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*Principal*  
Principal

PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403





**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to organize World Mental Health day

The social work department conducted a meeting on 7<sup>th</sup> October 2019, to organize the Mental Health day program on 10<sup>th</sup> October 2019. The agenda was decided and the committee was formed. The time and date were scheduled and the decisions for selecting the speakers for the program were discussed.

**Members participated**

Mr. Ranjith Kumar - Head of Department

Mr. Nagarajan - Assistant Professor

*Ranjith*  
*Nagarajan*

*Ranjith*  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*Principals*  
Principal

PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**  
**Minutes of meeting**

**Purpose of meeting:** Planning to conduct a program on adolescence

The department of social work had a meeting on 13<sup>th</sup> December 2019, to discuss about conducting a program on student's behavior among adolescence. The content of program was prepared and the speakers were decided for the program. The date of program was fixed on 19<sup>th</sup> December 2019.

**Members participated**

Mr. Ranjith Kumar - Head of Department

Mr. Nagarajan - Assistant Professor

*Ranjith*  
*Nagarajan*

Head

*Ranjith*  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravati.  
Pudukkottai - 622403

*[Signature]*  
Principal

PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



## ANESAR COLLEGE OF ARTS AND SCIENCE

### DEPARTMENT OF SOCIAL WORK

#### Minutes of meeting

**Purpose of meeting:** Planning to organize Human rights day

The department of social work conducted a meeting on 6<sup>th</sup> December 2019 to organize the Human rights day on 10<sup>th</sup> December 2019. The agenda of the program were discussed and the date and venue were decided. The program committees were created and the work was allotted to the members.

#### Members participated

Mr. Ranjith Kumar - Head of Department

*Ranjith*

Mr. Nagarajan - Assistant Professor

*Nagarajan*

*Ranjith*  
Head

Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravatu  
Pudukkottai - 622403

*L. A. Jomy*  
Principal

PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



## GANESAR COLLEGE OF ARTS AND SCIENCE

### DEPARTMENT OF SOCIAL WORK

#### Minutes of meeting

**Purpose of meeting:** Planning to organize rural camp

The social work department conducted a meeting on 30<sup>th</sup> January 2020, to organize rural camp from on February. The date was discussed and fixed on 17<sup>th</sup> to 21<sup>st</sup> February 2020. The place and accommodation was discussed. The committees were created and head was appointed for the committee. The roles of each committee were listed down. The daily planning was also discussed at the meeting.

#### Members participated

Mr. Ranjith Kumar - Head of Department

Mr. Nagarajan - Assistant Professor

  
Head  
Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
Principal  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to organize the social worker's day

The social work department conducted a meeting on 13<sup>th</sup> march 2020 for organizing social worker's day. The discussion was held on involving the students from other departments by conducting competitions. The list of competitions was discussed and the preparation of agenda took place.

**Members participated**

Mr. Ranjith Kumar - Head of Department

Mr. Nagarajan - Assistant Professor

*Ranjith*  
*Nagarajan*

*Ranjith*  
Head  
Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*Principal*  
Principal  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



## GANESAR COLLEGE OF ARTS AND SCIENCE

### DEPARTMENT OF SOCIAL WORK

#### Minutes of meeting

**Purpose of meeting:** Planning to conduct women's day program

The social work department conveyed a meeting on 5<sup>th</sup> march 2020 for conducting the women's day program. The program list was discussed and then date, venue, time and participants to be included for the program was planned. The committees were formed and the work were allotted to the students.

#### Members participated

Mr. Ranjith Kumar - Head of Department *Ranjith*  
Mr. Nagarajan - Assistant Professor *Nagarajan*  
Mr. Thiyagarajan-I-BSW *Thiyagarajan*  
Mr. Pradheep-II BSW *pradheep*

Head *Ranjith*  
Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*Le. O. Pramy*  
Principal

PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



## **GANESAR COLLEGE OF ARTS AND SCIENCE**

(Accredited with 'B' grade by NAAC)

MELAISIVAPURI - 622 403, PUDUKKOTTAI, TAMILNADU

Phone: 04333 - 247218, 247603

# **ACADEMIC YEAR 2018-19**



DEPARTMENT OF TAMIL  
GANESAR COLLEGE OF ARTS AND SCIENCE

Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution

Affiliated to Bharathidasan University

Melasivapuri - 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 1.30 pm**

**Date / Day: 20.06.2018 / Wednesday**

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- Good guidance should be given to the new students joining the Tamil department.
- All the professors should know well the divided syllabus time table work assignments and perform well.
- Must go to class on time.
- The class teacher with the guidance of the principal should inform the students about the details of their incoming warnings.
- To ensure that the academic discipline of the students is observed and the students become educated for the development of the society. It is decided that there should be attitudes of professors.
- There are many syllabus books available in this world which is the first semester and the students should make good use of it.

*S.V. Somann.*

PRINCIPAL

Ganesar College of Arts & Science

MELASIVAPURI - 622 403

*[Handwritten Signature]*

HOD Signature  
Head

Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403





**DEPARTMENT OF TAMIL  
GANESAR COLLEGE OF ARTS AND SCIENCE**

Accredited with "B" Grade by NAAC  
UGC Recognized A(I) and A(B) Institution

Affiliated to Bharathidasan University

Melasivapuri - 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

Time: 1.30 pm

Date / Day: 26.07.2018 / Thursday

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- Class exams are conducted for undergraduate and postgraduate students in Tamil department and answer sheets must be provided within the due date.
- Students have to showcase their skills by participating in various competitions conducted by external colleges.
- Special attention should be given to shop level students and imparted education.
- Students who take excessive leave should be taken into consideration and their parents should be informed and the students should be made to come to the college regularly.
- By celebrating such days, students can realize the hard work of parents to sustain Forests and Livelihoods: People and Plane.
- Under the direction of the college principal, the announcements coming through the head of the department should reach the students and guide them.
- National Parents Day and World Conservation Day should be celebrated on 28th July.

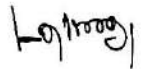


PRINCIPAL

Ganesar College of Arts & Science

MELASIVAPURI - 622 403

Melasivapuri - 622 403



H

OD Signature  
Head

Department of  
Ganesar College of Arts and  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



**DEPARTMENT OF TAMIL  
GANESAR COLLEGE OF ARTS AND SCIENCE**

*Accredited with "B" Grade by NAAC  
UGC Recognized 2(f) and 12(B) Institution*

*Affiliated to Bharathidasan University*

Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 1.30 pm**

**Date / Day: 14.08.2018 / Tuesday**

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- Vinayagar Chaturthi should be celebrated on behalf of Tamil Nadu
- Post graduate students in Tamil Nadu Kudos to those in charge who are reading the papers in the lab and giving guidance to them.
- Bachelor first year, second year and third year students in Tamilnadu are participating in ethics club and showing good skills. They should be encouraged by more professors.
- Students of National Welfare Program of our college should participate and lead the way in the Independence Day function to be held on 15.08.2018.
- Government public holiday on 08.08.2018 due to death of former Chief Minister Kalaighar Karunanidhi. Instead, Saturday should be set as a working day in the coming months.
- Professors and students should seek friendship and maintain knowledge
- Students should be given various exercises to further develop their thinking skills, painting, speaking, poetry and essay skills.
- Kudos to the professors who are providing various trainings in the field of Tamil so that the students can be ranked in the university

*S. Sornam*  
PRINCIPAL

Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

*K. Prasad*  
Head HO  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



DEPARTMENT OF TAMIL  
GANESAR COLLEGE OF ARTS AND SCIENCE

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Melasivapuri - 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

(Minutes of the meeting)

Time: 2.40 pm

Date / Day: 24.09.2018 / Monday

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- In Tamilnadu Excellent classes are conducted for postgraduate students. Essays should be obtained with a view to bring out their research skills.
- Part-time full-time Tamil Ph.D katturai vasithal vendum
- National Nutrition Week Inauguration Ceremony was held in our college on 1st September
- Indian Teachers Day was celebrated on 5th September.
- International Education Day was celebrated on 8th September
- Ozone Layer Protection Day was celebrated on 16th September
- On September 21st, on World Peace Day, all the students, professors and officers took the pledge
- On the 22nd of Bakrid, the ceremony was held in such a way that the Islamic students of our college and the professors could not forget the social unity and harmony.
- World Tourism Site to be celebrated on 27th September. I request the teachers to prepare the students for that
- World Interpreters Day & World Rivers Day should be celebrated on 30th September
- Thus Realizing the need to be fulfilled, professors and students should act and work for the development of Tamil language

  
PRINCIPAL  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403.

  
Head  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



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**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 2.40 pm**

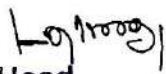
**Date / Day: 12.10.2018 / Friday**

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- Internal Assessment Examination for all subjects from 22.10.2018 to 27.10 for all students from Bachelors to Masters in Tamil department. To be conducted till 2018.
- All the professors should hand over the question papers for the internal evaluation examination to the head of the department by 20th October.
- First term summer vacation starts in November. The professors should guide the students at all levels to prepare them for the university exams.
- Syllabus for the second semester should be prepared in one week and submitted to the professors.
- Saraswati Ayudha Puja is scheduled as a holiday from October 18 to 21.
- 27.10.2018 is scheduled as a full working day on Saturday.
- Allotments for Professors have been made for Bharathidasan University Examinations in November. Seeing that, everyone should attend the cooperation event.

  
**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

  
**Head**  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



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GANESAR COLLEGE OF ARTS AND SCIENCE

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Melasivapuri - 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

(Minutes of the meeting)

Time: 2.40 pm

Date / Day: 07.12.2018 / Friday

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- From the opening day of the college for the second semester on 5th December, the students were given skill-based training in a sequential manner. Professors should follow it regularly for students
- 8th of December Saturday is a working day. Saturday 15th December is a working day. December 22nd is a working day on Saturday
- Knowledge power personality measurement should be done for students who complete twelfth standard and enter college age
- Students should be given more self-confidence academic awareness as per their intellectual capacity.
- Powerful reading, speaking and writing skills of Tamil language should be imparted to first year college students
- Professors should follow the syllabus class management already provided for teaching
- Marks for Self-Assessment Examination should be distributed as per the norms of Bharathidasan University
- Professors are welcome to continue working to carry forward the centuries-old tradition of the Tamil department

  
PRINCIPAL

Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

  
Head  
HOD Signature  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



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Melasivapuri - 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 3.30 pm**

**Date / Day: 11.01.2019 / Friday**

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- Timely submission of thesis data of relevant Ph.D. students of relevant faculty in Tamil department
- Research students should make good use of Tolkappiyanar library in the college and hand over research notes to the Tamil department.
- Professors should submit the income tax filing form in the office by the end of this month.
- We request all the professors, officers and students to visit and celebrate the 2019 January Republic Day
- Professors are requested to take note of the circulars coming from the Joint Directorate of College Education, Tiruchirappalli Zone and follow the rules and bring them into the process.
- January 1 – English New Year,  
January 7 - Christmas (Traditional),  
January 12 - Swami Vivekananda's Birthday,  
January 26 - Australia Day, Republic Day of India,  
January 30 – Mahatma Gandhi Memorial Day  
January 30 - World Leprosy Eradication Day
- Thai Pongal It should be held in the Tamil department to celebrate the Tamil New Year.

*S. Sornam*

**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

*Head*

**Dep.HOD Signature**  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
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Melasivapuri - 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 3.30 pm**

**Date / Day: 18.02.2019 / Monday**

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- M.Sc.Tamil second year students in Tamil department need sequential faculty type division for Project Essay
- We appreciate and welcome the in-charges of Ethics Society, Research Laboratory, Red Cross Society, Century Society, Consumer Protection for working well in the interest of students.
- Professor name list should be provided for correcting answer sheet in Bharathidasan University
- Relevant documents, essays and works details of professors for National Quality Assessment Qualification (NAAC-IQAR) should be submitted to the Head of Department by the end of this month.
- Professors should give one step in Tamil department to publish articles in ISBN, ISSN journals
- We request you to provide the mark list of the class exams held in the relevant syllabus in the month of February in Tamil Thura within one week.
- Students' health related events should be organized monthly in the college
- Students with learning disabilities should be better identified and given special instructional training.

*S.V. Sornam.*

**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

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**Head Signature**  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



**DEPARTMENT OF TAMIL**  
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Melasivapuri – 622 403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

(Minutes of the meeting)

**Time: 3.30 pm**

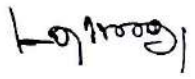
**Date / Day: 21.03.2019 / Thursday**

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- Ethics club is conducted weekly for undergraduate and postgraduate students in Tamil department and lab is staged.
- Professors should guide students to demonstrate their skills in a sequential manner as student participation increases day by day
- Professors are requested to hand over the question papers for the internal evaluation exams from March 25th to 29th in two days in Tamil Thura.
- Those who have not completed all the subjects related to grammar, literature and writing according to the syllabus of the Tamil department, we request them to complete it soon and submit the report.
- Students of Tamil Department should maintain social harmony with students of other Departments
- Students are welcome to participate in awareness events like blood donation, garbage free city.

  
**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI, 622 403

  
**HOD Signature**  
**Head**  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottal - 622403





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**DEPARTMENT MEETING**

(Minutes of the meeting)

Time: 3.30 pm

Date / Day: 10.04.2019 / Wednesday

The Department staff meeting was conducted by Dr.M.Selvaraju, Head, Department of Tamil, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

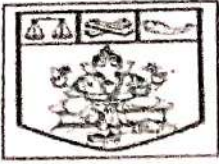
- Thanks to the professors who completed the syllabus on time in the Tamil department, conducted the exams and gave the answer sheets to the students
- The work of the professors who pay great attention to the welfare of the students and fulfill their needs is great
- Tiruchirappalli Bharathidasan University should give more incentives to the students who have obtained various qualifications so far to continue topping the examinations.
- 2019 is scheduled as second season summer vacation from 11th April 2019 to the second week of June.
- Congratulations to the professors and in-charges who have done a good job of first aid box, complaint box and basic needs for the students.
- Professors in the Tamil department share various tasks in a sequential manner which shows unity.
- Students are requested to check their attendance records and encourage and motivate them for university examinations.
- Students are requested to complete class wise exams and visit here during vacations with relevant syllabus books for the next term.

*Sr. Somaw.*

**PRINCIPAL**  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

*H. H.*

**Head**  
Department of Tamil  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
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MELASIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF COMMERCE**  
**MINUTES OF THE MEETING 2018- 2019**

**Date: 07-06-2018**

**Venue: Department of Commerce**

**Time: 11.00 am.**

**Agenda**

- Commerce Prepare for Planning Committee
- Subject wise study material
- PPT. Presentation
- Any other matter

**Points Discussed**

- The principal are request to Commerce department prepare for time-table and study material.
- The subject wise study material are send to the students.

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STAFF

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HOD  
Head  
Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

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PRINCIPAL

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Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF COMMERCE**

**MINUTES OF THE MEETING 2018 – 2019**

**Date: 11-07-2018**

**Venue: Department of Commerce**

**Time: 12.00 pm**

**Agenda**

- Review of the previous meeting
- Scholarships guidance
- Various other scholarship Website link
- Any other matter

**Points Discussed**

- The representation from the OBC Students were taken into consideration and guided for availing OBC scholarships for the academic year 2022-2023.
- Decided to give information regarding OBC scholarships to the students
- Suggested to inform the list of various web sites links of Government and Non-Government scholarships for the guidance of students.

STAFF

HOD

Head

Department of Commerce  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

PRINCIPAL

PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

R. Mungesan -  
Suganya. S -



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF COMMERCE**

**MINUTES OF THE MEETING 2018 – 2019**

**Date: 24-07-2018**

**Venue: Department of Commerce**


**Time: 10.00 am**

**Agenda**

- Ulavar Paathukappu Thittam for the Backward class (BC) students
- Discipline Cell for Boys and Girls
- We will conduct of Bharathidasan University Examination
- Any other matter

**Points Discussed**

- Student scholarships for Ulavar Paathukappu Thittam for the Backward class (BC) students
- Relevant document required for Ulavar Paathukappu Thittam for BC Students
- To arrangement for department discipline cell
- To all students request for maintained a discipline
- All the students are request to attend the Bharathidasan University Semester Examinations .


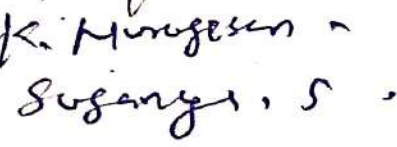
  
STAFF

  
Head

  
PRINCIPAL

Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Pennamaravathi  
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Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

  
K. Muresan  
  
Suganya, S



**GANESAR COLLEGE OF ARTS AND SCIENCE**

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**DEPARTMENT OF COMMERCE**

**MINUTES OF THE MEETING 2018 – 2019**

**Date: 15-08-2018**

**Venue: SanmargaSabai**

**Time: 3.00 pm**

**Agenda**

- Bharathidasan University Question with Answer Discussion
- BDU Questions with answer Website link
- Any other matter



**Points Discussed**

- The Department will be arrange the BDU Semester question with answer will be a working on a students.
- Website link send to all the students. The students searching of university questions downloaded.
- The classroom interaction between the BDU questions with answers
- The faculty member must be a follow up a University link.

  
STAFF

  
HOD  
Head

  
PRINCIPAL

Department of Commerce  
Ganesar College of Arts and Science  
Melaisivapuri, Pudukkottai - 622 403

PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

K. murgasan,  
Suganya, S r



**GANESAR COLLEGE OF ARTS AND SCIENCE**

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**MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU**

**DEPARTMENT OF COMMERCE  
MINUTES OF THE MEETING 2018-2019**

**Date: 16-10-2018**

**Venue: Department of Commerce**


**Time: 2.00 pm**

**Agenda**

- Review of the teaching-learning process.
- Updates on results.
- Future plans for the Department.
- Discuss any other matter as suggested by the Chairperson.

**Points Discussed**

- Academic activities were reviewed by the Board of Studies members. Report on the review of the teaching-learning process was presented. The innovative teaching practices by the teachers practiced during 2018-2019 were reviewed.
- Several techniques were adopted by teachers such as Adaptive Learning, Question discussion, Think- Pair- Share, Blended Learning, and Hands-on – Activities. Students' achievements in the department were highlighted with special reference to the placement result.

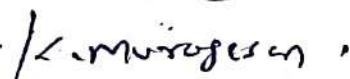

  
STAFF

  
HOD

  
PRINCIPAL

**Head  
Department of Commerce  
Ganesar College of Arts and Science**

**PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403**

  
K. Murugesan,  
  
Suganya, S.



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**DEPARTMENT OF COMMERCE**

**MINUTES OF THE MEETING 2018 – 2019**

**Date: 11-01-2019**

**Venue: SanmargaSabai**

**Time: 3.30 pm**

**Agenda**

- To introduce a Value Added Course
- To introduction workshop for students
- To focus on an industry-based program.
- Any other matter

**Points Discussed**

- As part of future plans of the department the introduction of a Self Defense course for the students as an Add on course was proposed. And to continue the existing Value-Added Courses such as ACCA, CMA, Diploma in Practical Accounting and Tax Practice, and Tally with GST.
- .Board members appreciated the department for initiating all the activities despite the pandemic situation.
- To conduct a workshop for students to improve their communication skills, prepare them for interviews and make them more dynamic.
- To focus on an industry-based program. Conducting workshops with industry participants

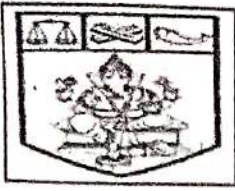
STAFF

HOD

Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

PRINCIPAL

PRINCIPAL  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



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MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF COMMERCE**  
**MINUTES OF THE MEETING 2018 – 2019**

**Date: 06-02-2019**

**Venue: SanmargaSabai**

**Time: 2.00 pm**

**Agenda**

- To Study the TNPSC coaching services
- Extension activities
- Research habits
- Any other matter

**Points Discussed**

- YouTube channel for the department was suggested by the members, which was already created
- For earlier online programmes. Extension activities with SEBI and BSE were suggested. Three day or one-week training could
- be conducted including an invitation to the public. Extension activities by offering TNPSC coaching, PSC coaching, and Bank coaching at the department level.
- To inculcate research habits among students.

STAFF

*[Handwritten signatures]*

*K. Murugesan*

*Suganya S*

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HOD  
Head  
Department of Commerce  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

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PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403





**GANESAR COLLEGE OF ARTS AND SCIENCE**

**MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU**

**DEPARTMENT OF B.Com., (BANK MANAGEMENT)**

**MINUTES OF THE OPENING MEETING 2018 – 2019**

**Date: 12 -07-2018**

**Venue: Sanmarga Sabai**

**Time: 03.30 pm**

**Agenda**

- Scholarship regarding
- Document collection
- Any other matter

**Points Discussed**

- The SC/ST cell Coordinator put forth the aims and objectives of the cell
- Discussed about the schemes and scholarships provided by the Government for the SC/ST students
- Resolved to collect necessary documents from the students for availing the ST/ST scholarships for the students.

**Members Attended**

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. S. Tamil Selvi	Assistant Professor of B.Com (BM)	



**GANESAR COLLEGE OF ARTS AND SCIENCE**

**MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU**

**DEPARTMENT OF B.Com., (BANK MANAGEMENT)**

**MINUTES OF THE MEETING 2018 – 2019**

**Date: 10- 08 -2018**

**Venue: Sanmarga Sabai**

**Time: 12.00 pm**

**Agenda**

- Review of the previous meeting
- Scholarships regarding
- Representation from OBC Students
- Scholarship forms
- Any other matter

**Points Discussed**

- The scholarships regarding OBC were communicated to the students and necessary guidance was provided.
- Discussed about the schemes and scholarships provided by the Government for the OBC students
- Discussed about the representations received from other backward classes (OBC) students regarding their admission, scholarships and other similar matters in the College.
- Resolved to display a sample scholarship form on notice board.

**Members Attended**

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. S. Tamil Selvi	Assistant Professor of B.Com (BM)	



# GANESAR COLLEGE OF ARTS AND SCIENCE

MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

## DEPARTMENT OF B.Com., (BANK MANAGEMENT)

### MINUTES OF THE MEETING 2018 – 2019

**Date: 12-10-2018**

**Venue: Department of Commerce (Bank Management)**

**Time: 2.00 pm**

#### Agenda

- Review of the previous meeting
- Scholarships guidance
- Various other scholarship Website link
- Any other matter

#### Points Discussed

- The representation from the OBC Students were taken into consideration and guided for availing OBC scholarships for the academic year 2019-2020.
- Decided to give information regarding OBC scholarships to the students for the academic year 2020-2021
- Suggested to inform the list of various web sites links of Government and Non-Government scholarships for the guidance of students.

#### Members Attended

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. S. Tamil Selvi	Assistant Professor of B.Com (BM)	



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU**

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**DEPARTMENT OF B.Com., (BANK MANAGEMENT)**

**MINUTES OF THE MEETING 2018 – 2019**

**Date: 01-11 -2018**

**Venue: Department of Commerce (Bank Management)**

**Time: 10.30 am**

**Agenda**

- Ulavar Paathukappu Thittam for the Backward class (BC) students
- Discipline Cell for Boys and Girls
- We will conduct of Bharathidasan University Examination
- Any other matter

**Points Discussed**

- Student scholarships for Ulavar Paathukappu Thittam for the Backward class (BC) students
- Relevant document required for Ulavar Paathukappu Thittam for BC Students
- To arrangement for department discipline cell
- To all students request for maintained a discipline
- All the students are request to attend the Bharathidasan University Semester Examinations (B.Com., Bank Management)

**Members Attended**

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. S. Tamil Selvi	Assistant Professor of B.Com (BM)	



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF B.Com., (BANK MANAGEMENT)**

**MINUTES OF THE MEETING 2018 – 2019**

**Date: 07 -12 -2019**

**Venue: Department of Commerce (Bank Management)**

**Time: 3.00 pm**

**Agenda**

- Bharathidasan University Question with Answer Discussion
- BDU Questions with answer Website link
- Any other matter

**Points Discussed**

- The Department will be arrange the BDU Semester question with answer will be a working on a students.
- Website link send to all the students. The students searching of university questions downloaded.
- The classroom interaction between the BDU questions with answers
- The faculty member must be a follow up a University link.

**Members Attended**

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. S. Tamil Selvi	Assistant Professor of B.Com (BM)	



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU

**DEPARTMENT OF B.Com., (BANK MANAGEMENT)**  
**MINUTES OF THE MEETING 2018 – 2019**

**Date: 03 -01 -2019**

**Venue: Department of Commerce (Bank Management)**

**Time: 3.00 pm**

**Agenda**

- Review of the teaching-learning process.
- Updates on results.
- Future plans for the Department.
- Discuss any other matter as suggested by the Chairperson.

**Points Discussed**

- Academic activities were reviewed by the Board of Studies members. Report on the review of the teaching-learning process was presented. The innovative teaching practices by the teachers practiced during 2018-2019 were reviewed. Several techniques were adopted by teachers such as Adaptive Learning, Question discussion, Think- Pair- Share, Blended Learning, and Hands-on – Activities. Apart from the above, the best practices by the department such as, Swayam/Mooc Courses recommended for UG Students, career orientation classes, the conduct of tutorial hours, and maintenance of a proper mentoring system.
- Updates on Results of 2021 of PG and UG were presented.
- Students' achievements in the department were highlighted with special reference to the placement result.

**Members Attended**

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. S. Tamil Selvi	Assistant Professor of B.Com (BM)	



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU**

**DEPARTMENT OF B.Com., (BANK MANAGEMENT)**

**MINUTES OF THE MEETING 2018 – 2019**

**Date: 14 - 03 -2019**

**Venue: Sanmarga Sabai**

**Time: 3.30 pm**

**Agenda**

- To introduce a Value Added Course
- To introduction workshop for students
- To focus on an industry-based program.
- Any other matter

**Points Discussed**

- As part of future plans of the department the introduction of a Self Defense course for the students as an Add on course was proposed. And to continue the existing Value-Added Courses such as ACCA, CMA, Diploma in Practical Accounting and Tax Practice, and Tally with GST.
- . Board members appreciated the department for initiating all the activities despite the pandemic situation.
- To conduct a workshop for students to improve their communication skills, prepare them for interviews and make them more dynamic.
- To focus on an industry-based program. Conducting workshops with industry participants

**Members Attended**

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. S. Tamil Selvi	Assistant Professor of B.Com (BM)	



**GANESAR COLLEGE OF ARTS AND SCIENCE**

**MELAISIVAPURI-622 403, PUDUKKOTTAI Dt, TAMIL NADU**

**DEPARTMENT OF B.Com., (BANK MANAGEMENT)**

**MINUTES OF THE MEETING 2018 – 2019**

**Date: 01-04-2019**

**Venue: Department of Commerce (Bank Management)**

**Time: 2.00 pm**

**Agenda**

- To Study the TNPSC coaching services
- Extension activities
- Research habits
- Any other matter

**Points Discussed**

- YouTube channel for the department was suggested by the members, which was already created
- For earlier online programmes. Extension activities with SEBI and BSE were suggested. Three day or one-week training could
- be conducted including an invitation to the public. Extension activities by offering TNPSC coaching, PSC coaching, and Bank coaching at the department level.
- To inculcate research habits among students.

**Members Attended**

S. No.	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohamed Ibrahim Moosa	HoD, Department of B.Com., (BM)	
2.	Mrs. S. Manjula	Assistant Professor of B.Com (BM)	
3.	Mrs. V.Tamil Selvi	Assistant Professor of B.Com (BM)	
4.	Mrs. S. Tamil Selvi	Assistant Professor of B.Com (BM)	



# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD Meeting with faculty of Maths Department	Meeting No. Date: 19.06.2018 Time: Venue: Maths department
Conducted By	Mrs. M. Jeyanthi HOD of mathematics
Meeting Attended by	1. Prof. A. Vadivel Murugan 2. Prof. S. Raja 3. Prof. V. Amutha 4. Prof. K. Anand 5. Prof. G. Menaga 6. Prof. A. Indumathi
Meeting Absentees	Nil

**AGENDA:**

1. Appointed to class incharge
2. Pay to college term fees

**WHAT WAS DISCUSSED:**

1. A meeting of the professors of mathematics department was held on that day under the chairmanship of the Head of the department and the following were the decision. Taken,

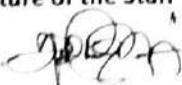

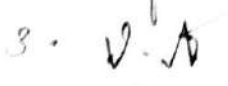

1. M.Sc II year - V. Amutha
2. M.Sc I year - A. Vadivel Murugan
3. B.Sc III year - S. Raja
4. B.Sc II year - K. Anand
5. B.Sc I Year - G. Menaga


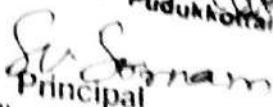
2. The class in-charge were advised to insist the student to pay the college bird fee for this term by 10<sup>th</sup> July.

3. All the Professors were advised to go to the class before the scheduled time.

4. The professors were advised to double check the syllabus for their allotted course on the university website.

**Signature of the Staff**

1.  (A. VADIVEL MURUGAN)
2.  (S. RAJA)
3.  (V. AMUTHA)
4.  (K. ANAND)

  
 (G. Menaga) HOD  
 Department Head  
 Department of Mathematics  
 Ganesar College of Arts and Science  
 Melaisivapuri, Ponnamaravathi  
 Pudukkottai - 622402  
  
  
 S. Srinam  
 Principal  
 Ganesar College of Arts and Science  
 Melaisivapuri, Ponnamaravathi  
 Pudukkottai - 622402

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 31/07/2018 Time: 3:30 PM Venue: Maths Department
Conducted By	Mrs.M.Jeyanthi HOD of Mathematics
Meeting Attended by	1.Prof. A.Vadivel Murugan 2.Prof. V.Amutha 3.Prof. K.Anand 4. Prof. S.Raja 5. Prof. G.Menaka 6. Prof. A.Indumathi
Meeting Absentees	Nil

### AGENDA


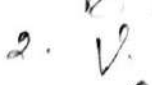
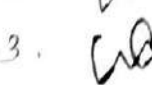

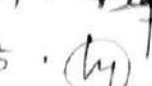
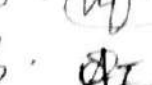
1. Class incharge
2. Incharge of seminar
3. Incharge of mathematics club
4. Incharge of library

### WHAT WAS DISCUSSED:

- In the meeting of professors of mathematics department, the vice principal advised that all the professors.
- Responsibilities are assigned to each class.  
Msc II year - V.Amutha  
Msc I year - K.Anand  
Bsc III year - S.Raja  
Bsc II year - G.Menaka  
Bsc I year - A.Inthumathi


The teacher are advised to submit their name list on 02/08/2018.  
Seminar responsibilities for postgraduate students; was given to A. Vadivel Murugan and mathematics club responsibilities to undergraduate students was given to V.Amutha.

### Signature of the Staff

1.  (A. VADIVEL MURUGAN)
2.  (V. Amutha)
3.  (K. Anand)
4.  (RAJA. S)
5.  (G. Menaka)
6.  (A. Indumathi)

  
Head

Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
Principal  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 01/08/2018 Time: 01:30 to 01:45 PM Venue: Maths Department
Conducted By	Mrs. M.Jeyanthi HOD of Mathematics
Meeting Attended by	1.Prof. A.Vadivel Murugan 2.Prof. V.Amutha 3.Prof. K.Anand 4. Prof. S.Raja 5. Prof. G.Menaka 6. Prof. A.Indumathi
Meeting Absentees	Nil




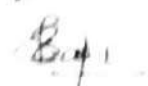


### AGENDA

1. Hand over the first internal question.
2. The teacher instruct the examination.

### WHAT WAS DISCUSSED:


- In the meeting of professors of mathematics department, the vice principal advised that all the professors.
- The first internal evaluation exam will start on 13<sup>th</sup> August and it is advised to hand over the question paper and answer key for the internal evaluation exam to the vice-chancellor.

### Signature of the Staff

1.  (A. VADIVEL MURUGAN)
2.  (V. Amutha)
3.  (K. Anand)
4.  (S. Raja)
5.  (G. Menaka)
6.  (A. Indumathi)

  
HOD

Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622001

  
Principal  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 01/08/2018 Time: 3:30 PM Venue: Maths Department
Conducted By	Mr.A.Vadivel Murugan HOD of Mathematics
Meeting Attended by	1.Prof. V.Amutha 2.Prof.K.Anand 3.Prof. S.Raja
Meeting Absentees	Nil

### AGENDA

1. Conduct the internal exam

### WHAT WAS DISCUSSED:


- In the meeting of professors of mathematics department, the vice principal advised that all the professors.
- The first internal evaluation exam will start on 13<sup>th</sup> August and it is advised to hand over the question paper and answer key for the internal evaluation exam to the vice-chancellor.
- It was also advised that the internal evaluation test will be held from 10:00 am to 12:10 pm and from 1:00 pm to 3:00 pm.

Signature of the Staff

1. V. A<sup>e</sup> (V. Amutha)
2. K. Anand (K. Anand)
3. Raja (Raja)



Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403



Principal  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD Meeting with faculty of Maths Department	Meeting No. Date: 23.08.2018 Time: Venue: Maths department
Conducted By	Mrs.M.Jeyanthi HOD of mathematics
Meeting Attended by	1.Prof. A. VadivelMurugan 2.Prof. S. Raja 3. Prof. V. Amutha 4. Prof. K. Anand 5. Prof. G. Menaga 6. Prof. A. Indumathi
Meeting Absentees	Nil

### AGENDA:



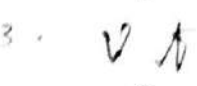

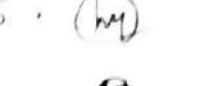

1. Submitted in internal mark sheet to class in-charge.
2. Opening ceremony on mathematicsclub.

### WHAT WAS DISCUSSED:

In the meeting of the professors of mathematics department was held on (23.08.2018) and the following were the decisions taken in the meeting ,

1. (03.09.2018)First internal Assessment test mark list 2018 to be handed over to the head of full Department.
2. It was decided that the inaugural ceremony of the mathematical club should be held on Wednesday (29.08.2018).
3. Class teachers were also instructed to appoint student in-charges for each class.

### Signature of the Staff

1.  (A. VADIVEL MURUGAN)
2.  (S. Raja)
3.  (V. AMUTHA)
4.  (K. ANAND)
5.  (G. Menaga)
6.  (A. Indumathi)



HOD

Head

Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403



Principal

Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 27/08/2018 Time: 01:30 to 01:45 PM Venue: Maths Department
Conducted By	Mrs. M.Jeyanthi HOD of Mathematics
Meeting Attended by	1.Prof. A.Vadivel Murugan 2.Prof. V.Amutha 3.Prof. K.Anand 4. Prof. S.Raja 5. Prof. G.Menaka 6. Prof. A.Indumathi
Meeting Absentees	Nil



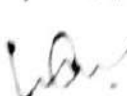
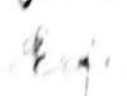
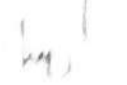

### AGENDA.

1.Hand over the first internal assessment test mark sheet.

### WHAT WAS DISCUSSED:


- The meeting of professor of mathematics department was held on (27/08/2018 ) and the decisions taken in this meeting are as follows.
- It was decided that the first internal assessment test mark sheet should be handed over to the head of the department by (03/09/2018) and the inauguration be held on Wednesday (29/08/2018)

Signature of the Staff

1.  (A.VADIVEL MURUGAN)
2.  (V Amutha)
3.  (K. Anand)
4.  (S. Raja)
5.  (G. Menaka)
6.  (A. Indumathi)

  
HOD

**Head**  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
Principal  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD Meeting with faculty of Maths Department	Meeting No. Date: 24.12.2018 Time: Venue: Maths department
Conducted By	Mrs. M. Jeyanthi HOD of mathematics
Meeting Attended by	1. Prof. A. VadivelMurugan 2. Prof. S. Raja 3. Prof. V. Amutha 4. Prof. K. Anand 5. Prof. A. Indumathi
Meeting Absentees	Nil

### AGENDA:

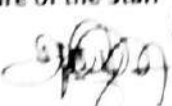
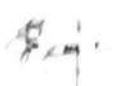
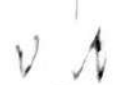
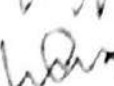
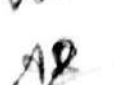
1. Appointed to class incharge

### WHAT WAS DISCUSSED:

1. A meeting of the professors of mathematics department was held on that day under the chairmanship of the Head of the department and the following were the decision. Taken,

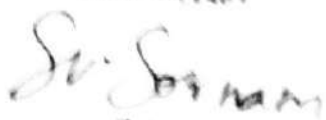
1. M.Sc II year - A. VadivelMurugan
2. M.Sc I year - V. Amutha
3. B.Sc III year - S. Raja
4. B.Sc II year - A. Indumathi
5. B.Sc I Year - A. Indumathi

### Signature of the Staff

1.  (A. VADIVEL MURUGAN)
2.  (S. RAJA)
3.  (V. AMUTHA)
4.  (K. ANAND)
5.  (A. INDUMATHI)

HOD

Head  
Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
Sr. Sojanam  
Principal  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

# GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI

## MINUTES OF THE MEETING OF MATHEMATICS DEPARTMENT

HOD Meeting with faculty of Maths Department	Meeting No. Date: 08.01.2019 Time: Venue: Maths department
Conducted By	Mrs.M.Jeyanthi HOD of mathematics
Meeting Attended by	1.Prof. A. VadivelMurugan 2.Prof. S. Raja 3. Prof. V. Amutha 4. Prof. K. Anand 5. Prof. A. Indumathi 6. Prof.M. Divya
Meeting Absentees	Nil

### AGENDA:



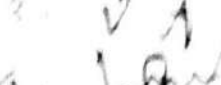



1. Conducted Pongal festival.

### WHAT WAS DISCUSSED:

In the meeting of the professors of mathematics department was held on (08.01.2018) and the following were the decisions taken in the meeting ,

1. As the pongal festival will be held on 12.01.2019 no student should come to the new campus on the day
2. On behalf of the our department we want to celebrate the pongal festival with two pots.
3. The respective class teachers should collect the materials for the festival from the students.
4. Also head of the department requested all the professor and students of our department to celebrate the ceremony together.

### Signature of the Staff

1.  (A. VADIVEL MURUGAN)
2.  (S. RAJA)
3.  (V. AMUTHA)
4.  (K. ANAND)
5.  (A. INDUMATHI)
6.  (M. DIVYA)

  
N. O. O.

Head

Department of Mathematics  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnameravathi  
Puduchennai - 622403

  
S. Sornam

Principal  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnameravathi  
Puduchennai - 622403



## GANESAR COLLEGE OF ARTS AND SCIENCE

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 03/01/2019 Time: 3:30 PM Venue: Maths Department
Conducted By	Mrs.M.Jeyanthi HOD of Mathematics
Meeting Attended by	1.Prof. A.Vadivel Murugan 2.Prof. V.Amutha 3.Prof. K.Anand 4. Prof. S.Raja 5. Prof. A.Indumathi 6. Prof.M.Divya
Meeting Absentees	Nil

### AGENDA:

- 1.Class incharge
- 2.Incharge of seminar
- 3.Incharge of mathematiucs club
- 4.Incharge of library


### WHAT WAS DISCUSSED:

- In the meeting of professors of mathematics department, the vice principal advised that all the professors.
- Responsibilities are assigned to each class.

Msc II year	V.Amutha
Msc I year	K.Anand
Bsc III year	S.Raja
Bsc II year	M.Divya
Bsc I year	A.Inthumathi

The teacher are advised to submit their name list on 03/01/2019.  
Seminar responsibilities for postgraduate students; was given to A. Vadivel Murugan and mathematics club responsibilities to undergraduate students was given to V.Amutha.

1. Jeyanthi (Absand)
2. V. Amutha
3. K. Anand
4. S. Raja
5. M. Divya
6. A. Indumathi

  
 Head  
 Department of Mathematics  
 Ganesar College of Arts and Science  
 Melasivayalur, Ponnamburavathi  
 Pudukkottai 622403

**GANESAR COLLEGE OF ARTS AND SCIENCE**

HOD MEETING WITH FACILITY OF MATHS DEPARTMENT	Meeting No: Date: 10/01/2019 Time: 01:10 to 01:25 PM Venue: Maths Department
Conducted By	Mrs. M.Jeyanthi HOD of Mathematics
Meeting Attended by	1.Prof. A.Vadivel Murugan 2.Prof. V.Amutha 3.Prof. K.Anand 4. Prof. S.Raja 5. Prof. G.Menaka 6. Prof. A.Indumathi
Meeting Absentees	Nil

**AGENDA.**


Each class collect the leaves in the day orders incharge the professors.

**WHAT WAS DISCUSSED:**

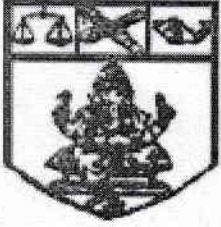
- The meeting of professor of mathematics department was held on 10/01/2019 unders the chairmanship of the head of the department.
- Following are the decisions taken in this meeting.
- In each class of the name of the students and their parents along with their phone numbers along with the respective notices should be collect.
- 11:50 am should be handed over dairy regarding the names and phone numbers of the students who took leave in the each class and the following profossors were appointed to collect the leaves.

- I -day order - A.Vadivel Murugan
- II-day order - A.Indumathi
- III- day order -S.Raja
- IV -day order -M.Divya
- V -day order -V.Amutha
- VI day order -K.Anand
- Also advised.

1. Jeyanthi (Absend)
2. V.A (V Amutha)
3. K. Anand (K. Anand)
4. S. Raja (S Raja)
5. G. Menaka (G Menaka)
6. A. Indumathi (A Indumathi)

  
**S. Srinam**  
 Principal  
 Ganesar College of Arts and Science  
 Melasivapur, Ponnalaikottai  
 Pudukkottai - 622403

  
**Head**  
 Department of Mathematics  
 Ganesar College of Arts and Science  
 Melasivapur, Ponnalaikottai



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF COMPUTER SCIENCE**  
*Accredited with "B" Grade by NAAC*  
*UGC Recognized 2(f) and 12(B) Institution*  
*Affiliated to Bharathidasan University*  
**Melasivapuri - 622403, Ponnamaravathi, Tamil Nadu, India**

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 10.30 am**

**Date / Day: 25.06.2018 / Monday**

**Venue: Department of Computer Science(LAB)**

The Department staff meeting was conducted by Mr.R.RAJA, Head, Department of computer Science, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- Good guidance should be given to the new students joining the Computer Science department.
- All the professors should know well the divided syllabus time table work assignments and perform well.
- Must go to class on time.
- The class teacher with the guidance of the principal should inform the students about the details of their incoming warnings.
- To ensure that the academic discipline of the students is observed and the students become educated for the development of the society.
- It is decided that there should be attitudes of professors.
- There are many syllabus books available in this world which is the first semester and the students should make good use of it.



**Faculty Members**

**1.PL.SUDHA**

**2.R.DIVYA**

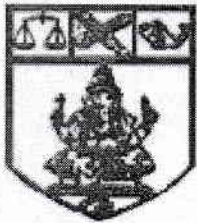
**3.K.KAYALIVIZHI**

*[Handwritten signatures of PL.SUDHA, R.Divya, and K.Kayalivizhi]*

*[Handwritten signature of R.Raja]*

**சு.சோனம்**  
கணினி அறிவியல் கலாநாயகர்  
மேலசிவபுரி - 622403

*[Handwritten signature of R.Raja]*  
**HOD Signature**  
Department of Computer Science  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



# GANESAR COLLEGE OF ARTS AND SCIENCE

## DEPARTMENT OF COMPUTER SCIENCE

Accredited with "B" Grade by NAAC

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Affiliated to Bharathidasan University

Melasivapuri - 622403, Ponnamaravathi, Tamil Nadu, India

## DEPARTMENT MEETING

(Minutes of the meeting)

Time: 10.30 am

Date / Day: 16.07.2018 / Monday

Venue: Department of Computer Science(LAB)

The Department staff meeting was conducted by Mr.R.RAJA, Head, Department of computer Science, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- Class exams are conducted for undergraduate students in Computer science department and answer sheets must be provided within the due date.
- Students have to showcase their skills by participating in various competitions conducted by external colleges
- Special attention should be given to shop level students and imparted education
- Students who take excessive leave should be taken into consideration and their parents should be informed and the students should be made to come to the college regularly.
- Internal Assessment test will be conducting on 1<sup>st</sup> Week of the August 2018.

### Faculty Members

1.PL.SUDHA

2.R.DIVYA

3.K.KAYALIVIZHI

4.A.CINNAMANI

*H.S. Suresh*  
*R. Divya*  
*K. Kayalvizhi*  
*A. Chinmani*



*R.R. Raja*  
HOD Signature

Department of Computer Science  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*S. Sornam*  
PRINCIPAL

Ganesar College of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF COMPUTER SCIENCE**

Accredited with "B" Grade by NAAC  
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Affiliated to Bharathidasan University

Melasivapuri - 622403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

(Minutes of the meeting)

**Time: 10.30 am**

**Date / Day: 21.08.2018 / Tuesday**

**Venue: Department of Computer Science(LAB)**

The Department staff meeting was conducted by Mr.R.RAJA, Head, Department of computer Science, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- Vinayagar Chaturthi should be celebrated on behalf of our department students
- Post graduate students in our college.
- Bachelor first year, second year and third year students in our department are participating in ethics club and showing good skills. They should be encouraged by more professors.
- Government public holiday on 08.08.2018 due to death of former Chief Minister Kalaighar Karunanidhi. Instead, Saturday should be set as a working day in the coming months.
- Professors and students should seek friendship and maintain knowledge
- Students should be given various exercises to further develop their Computer skills, spoken English.
- Professors who are providing various trainings in the field of Tamil so that the students can be score high marks and percentage in the university Examination.



  
HOD, Signature  
Head


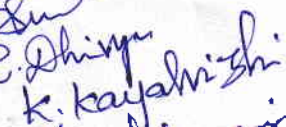
Department of Computer Science  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

**Faculty Members**

1.PL.SUDHA

2.R.DIVYA

3.K.KAYALIVIZHI

  
R. Divya  
  
K. Kayalivizhi

  
S. Sornam  
முதலவர்

கணினி கலை அறிவியல் கலனார்



# GANESAR COLLEGE OF ARTS AND SCIENCE

## DEPARTMENT OF COMPUTER SCIENCE

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Melasivapuri - 622403, Ponnamaravathi, Tamil Nadu, India

## DEPARTMENT MEETING

(Minutes of the meeting)

Time: 10.30 am

Date / Day: 17.09.2018 / Monday

Venue: Department of Computer Science(LAB)

The Department staff meeting was conducted by Mr.R.RAJA, Head, Department of Computer Science, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- Excellent classes are conducted for postgraduate students. Seminar should be obtained with a view to bring out their research skills.
- National Nutrition Week Inauguration Ceremony was held in our college on 1st September.
- On the 22<sup>nd</sup> of Bakrid, the ceremony was held in such a way that the Islamic students of our college and the professors could not forget the social unity and harmony.
- Thus Realizing the need to be fulfilled, professors and students should act and work for the development of departmental activities, Computer science.
- 2<sup>nd</sup> Internal Assessment test will be conducting on 1<sup>st</sup> week of the October 2018.

### Faculty Members

- 1.PL.SUDHA
- 2.R.DIVYA
- 3.K.KAYALIVIZHI
- 4.A.CINNAMANI

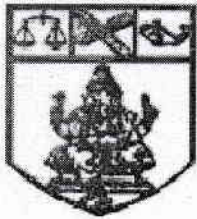
*R. Raja*  
*R. Divya*  
*K. Kayalvizhi*  
*A. Chinnani*



*R. Raja*  
HOD Signature  
Head

Department of Computer Science  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*S. Sannam*  
சுதன்வர்  
கணினி கலை அறிவியல் கல்லூரி  
மெலசிவபுரி



# GANESAR COLLEGE OF ARTS AND SCIENCE

## DEPARTMENT OF COMPUTER SCIENCE

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Affiliated to Bharathidasan University

Melasivapuri - 622403, Ponnamaravathi, Tamil Nadu, India

### DEPARTMENT MEETING

(Minutes of the meeting)

Time: 10.30 am

Date / Day: 12.12.2018 / wednesday

Venue: Department of Computer Science(LAB)

The Department staff meeting was conducted by Mr.R.RAJA, Head, Department of computer Science, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- Good guidance should be given to the students for the Computer Science department
- All the professors should know well the divided syllabus time table work assignments and perform well.
- All the faculty must go to class on time
- The class teacher with the guidance of the principal should inform the students about the details of their incoming warnings
- To ensure that the academic discipline of the students is observed and the students become educated for the development of the society
- It is decided that there should be attitudes of professors.
- There are many syllabus books available in this world which is the first semester and the students should make good use of it.

#### Faculty Members

1.PL.SUDHA

2.R.DIVYA

3.K.KAYALIVIZHI

4..A.CINNAMANI

*H.Sudha*  
*R.Divya*  
*K.Kayalivizhi*  
*A.Cinnamani*



*J. Prasad*  
PRINCIPAL  
Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

*R.Raja*  
HOD Signature  
Head

Department of Computer Science  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF COMPUTER SCIENCE**  
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Melasivapuri - 622403, Ponnamaravathi, Tamil Nadu, India

**DEPARTMENT MEETING**

(Minutes of the meeting)

**Time: 10.30 am**

**Date / Day: 16.02.2019 / Wednesday**

**Venue: Department of Computer Science(LAB)**

The Department staff meeting was conducted by Mr.R.RAJA, Head, Department of computer Science, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- The Faculty members are asked to submit their internal and individual mark register to H.O.D.
- The rest of the portion both theory & Practical should be completed on or before MARCH 31<sup>st</sup>.
- The commencement of 2<sup>nd</sup> Internal Examination will be expected at APRIL 2019.
- The practical observation note should be submitted to the H.O.D and simultaneously ,ensure the Record Note completion.



  
HOD, Signature  
Head


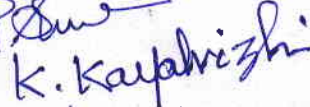
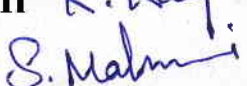
Department of Computer Science  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

**Faculty Members**

1.PL.SUDHA

2.K.KAYALIVIZHI

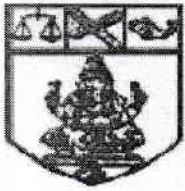
3.S.MALASRI

  
PRINCIPAL

Ganesar College of Arts & Science  
MELASIVAPURI - 622 403





**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF COMPUTER SCIENCE**  
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*Affiliated to Bharathidasan University*  
**Melasivapuri - 622403, Ponnamaravathi, Tamil Nadu, India**

**DEPARTMENT MEETING**

*(Minutes of the meeting)*

**Time: 10.30 am**

**Date / Day: 11.03.2019 / Monday**

**Venue: Department of Computer Science(LAB)**

The Department staff meeting was conducted by Mr.R.RAJA, Head, Department of Computer Science, Ganesar College of Arts and Science, Melasivapuri-622 403.

The following points are discussed during the meeting.

- The faculty members are advised to monitor and report on student behavior regularly.
- The Department has decided to conduct a review of student behavior and discipline.
- Any incidents or concerns regarding student behavior should be promptly reported to the Head of the Department.
- The staff members should follow the college rules and regulations and follow the proper dress code
- The Academic plan for addressing and improving student behavior in April 2019 was discussed.



*R.R.*  
HOD Signature

Head

Department of Computer Science  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
- Pudukkottai - 622403

**Faculty Members**

1.PL.SUDHA

2.K.KAYALIVIZHI

3.S.MALAASRI

*PL. Sudha*  
*K. Kayalvizhi*  
*S. Malaasri*

*S. Sornam*  
PRINCIPAL

Ganesar College of Arts & Science  
MELASIVAPURI - 622 403

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2018**

**Date** : 20.09.2018  
**Time** : 03.30 pm  
**Venue** : II MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department

**Invitees:**

**Miss .S. Vennila (Assistant Professor)**      **Mrs. V. Gangadevi (Assistant Professor)**  
**Miss. S. Surya (Assistant Professor )**      **Miss S. Devika (Assistant Professor)**  
**Mrs. P. Rajeshwari ( Assistant Professor)**      **Miss . S. Bharathi (Assistant Professor)**  
**Mrs. S. Saraswathy (Assistant Professor)**      **Miss .T. Priyadharshini (Assistant Professor)**  
**Mrs. T.Tamilselvi (Assistant Professor)**

**Attendance present** : All are present

**Absentees** : Nil

**Meeting Agenda:**

1. Discussion about Handling poor performed students
2. To explain the regulations of the attendance and discipline.
3. To explain the anti-ragging policy of the college.
4. To discuss examination pattern.

**Resolution of the staff members:**

- 1.Appointed the staff for poor performed students.
- 2.Staff were asked to prepare the list of students who have lack of attendance and inform the students and H.O.D.
- 3.Anti-ragging policy have been discussed .
4. Examination patterns have been discussed.



**SIGNATURE OF THE STAFF MEMBERS**

**PRINCIPAL** *Somanu*  
**PRINCIPAL**

**Ganesar College Of Arts & Science**  
**MELASIVAPURI - 622 403**

**Head**

**Department of English**  
**Ganesar College of Arts and Science**  
**Melasivapuri, Ponnamaravathi**  
**Pudukkottai - 622403**

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**DEPARTMENT OF ENGLISH**  
**MINUTES OF MEETING 2018**

Date : 03.09.2018  
Time : 3.30 pm  
Venue : II MA Classroom  
Meeting Facilitator : Mr. S. Kulandhaivel, Head of the Department

**Invitees:**

Mrs. J. Jayarasi (Assistant Professor)	Mrs. G. Saraswathi (Assistant Professor)
Ms. S. Vennila (Assistant Professor)	Mrs. T. Tamilselvi (Assistant Professor)
Ms. S. Surya (Assistant Professor)	Mrs. P. Rajeswari (Assistant Professor)
Mrs. V. Gangadevi (Assistant Professor)	Ms. T. Priyadharshini (Assistant Professor)

Attendance Present : All are present

Absentees : Nil

**Meeting Agenda:**

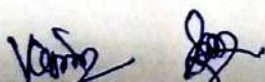
1. Encouraging students to participate in the sports.
2. Encouraging faculty write and pass entrance examination to do doctorate.
3. Problems faced by the faculties by unruly students have to be informed to the seniors.
4. Maintaining the availability of chalk piece in all class rooms.
5. To be in the class in or on time always.

**Resolution of the staff members:**

1. Faculties motivate both the male and female students to participate in the sports activities conducted through physical education of the college.
2. Faculties in a meeting were informed to write and pass entrance exams to do doctorate.
3. Faculties have to be inform the seniors and head if they face any problem in any class by unruly students.
4. Faculties are informed to maintain the availability to chalk piece in all classes.
5. Faculties are informed to be in the class in or on time always.

**SIGNATURE OF THE STAFF MEMBERS**





**HOD**  
**Head**  
Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

  
**PRINCIPAL**  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2018**

**Date** : 22.08.2018  
**Time** : 03.30 pm  
**Venue** : II MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department

**Invitees:**

Miss .S. Vennila (Assistant Professor)      Mrs. V. Gangadevi (Assistant Professor)  
Miss. S. Surya (Assistant Professor)      Miss S. Devika (Assistant Professor)  
Mrs. P. Rajeshwari ( Assistant Professor)      Miss . S. Bharathi (Assistant Professor)  
Mrs. S. Saraswathy (Assistant Professor)      Miss .T. Priyadharshini (Assistant Professor)  
Mrs. T.Tamilselvi (Assistant Professor)

**Attendance present** : All are present

**Absentees** : Nil

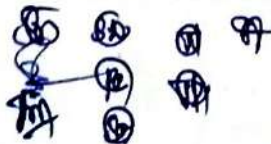
**Meeting Agenda:**

1. To orient the students about prevention of sexual harassment policy of the institution.
2. To discuss about Value added courses for students.
3. Discussion about Academic Calendar.
4. Discussion about allotment of Mentors.

**Resolution of the staff members:**

- 1.Prevention of sexual harassment policy of the institution are discussed.
- 2.Value added courses syllabus and co-ordinators were selected and finalized.
- 3.Academic calendar programmes have been discussed in the meeting.
4. Each classes mentors were selected and finalized

**SIGNATURE OF THE STAFF MEMBERS**



**Head**

Department of English  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

**PRINCIPAL** *S. Sornaw*  
**PRINCIPAL**

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI  
DEPARTMENT OF ENGLISH**

**MINUTES OF MEETING 2018**

Date: 01.08.2018

Time: 3.30 pm

Venue: II MA Classroom

Meeting Facilitator: Mr. S. Kulandhaivel, Head of the Department

Invitees:

Mrs. J. Jayarasi (Assistant Professor)

Mrs. G. Saraswathi (Assistant Professor)

Ms. S. Vennila (Assistant Professor) Mrs. T. Tamilselvi (Assistant Professor)

Ms. S. Surya (Assistant Professor)

Mrs. P. Rajeswari (Assistant Professor)

Mrs. V. Gangadevi (Assistant Professor)

Ms. T. Priyadharshini (Assistant Professor)

Attendance Present: All are present

Absentees: Nil

**Meeting Agenda:**

1. Introducing students about competitive examination
2. Making Students speak English in the classroom and in the college.
3. Advising students not to come to college when they are ill.
4. Making students sit on the benches keeping space between one another.
5. Informing students to keep the class room neat and clean.



**Resolution of the staff members:**

1. Two faculties were arranged to introduce the various competitive examinations to the students with the help of an expert.

2. Through all faculties students were motivated to speak in English in the class room and the college.

3. Students were instructed to stay at home taking leave when they suffer from fever and other illness.

4. Faculties were instructed to stay at home taking leave when they suffer from fever and other illness.

5. Faculties remind the students not to put waste papers inside class room and are asked to cooperate to keep the class room neat and clean.

**SIGNATURE OF THE STAFF MEMBERS**

*(Handwritten signatures of staff members)*

*(Handwritten signatures of staff members)*

**HOD Head**  
Department of English  
Ganesar College of Arts and Science  
Melaisivapuri, Ponnamaravathi  
Pudukkottai - 622403

**PRINCIPAL**  
*(Handwritten signature: S.V. Sornam)*  
Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELASIVAPURI**

**DEPARTMENT OF ENGLISH**

**MINUTES OF THE MEETING – 2018**

**Date** : 10.07.2018  
**Time** : 03.30 pm  
**Venue** : II MA Classroom  
**Meeting Facilitator** : Mr. S. Kulandhaivel, Head of the Department

**Invitees:**

**Miss .S. Vennila (Assistant Professor)**      **Mrs. V. Gangadevi (Assistant Professor)**  
**Miss. S. Surya (Assistant Professor)**      **Miss S. Devika (Assistant Professor)**  
**Mrs. P. Rajeshwari (Assistant Professor)**      **Miss . S. Bharathi (Assistant Professor)**  
**Mrs. S. Saraswathy (Assistant Professor)**      **Miss .T. Priyadharshini (Assistant Professor)**

**Attendance present** : All are present

**Absentees** : Nil

**Meeting Agenda:**

1. Discussion about syllabus for UG/ PG
2. Allotment of Time Table.
3. Discussion the Academic activities and future plan of action
4. Electing class representative for all classes
5. Appointing the staff for checking students' dress code, wearing ID card and prohibiting students bringing Cell phone.

**Resolution of the staff members:**

- 1: Syllabus for the First Semester, Third Semester, and Fifth Semester has been discussed and subjects have been allotted to professors through the Head of the Department.
2. Class Time table is prepared and allotted to each professors through HOD.
3. Academic activities and future plan of action have been discussed in the meeting.
4. Students have been elected as class representatives for all classes by the professors who is Incharge of the classes.
5. Students' dress code, wearing ID card and prohibition of students bringing Cell phones have been discussed and students have to be informed accordingly.



**SIGNATURE OF THE STAFF MEMBERS**

*(Handwritten signatures of staff members)*

*(Handwritten signature of S. Somam)*  
**PRINCIPAL**

**Ganesar College Of Arts & Science**  
**MELASIVAPURI - 622 403**

*(Handwritten signature)*  
**Head**

**Department of English**

**Ganesar College of Arts and Science**

**Melasivapuri, Ponnamaravathi**

**Pudukkottai - 622403**

MIN/PHY/2018/013

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**Department of Physics**

**Meeting Head :** M.Sumathi  
Head  
Department of Physics

**Date and Time :** 04/07/2018 & 1:00 pm – 1:30 pm

**Faculty Members:** Present - Mr.A.Ramu  
Miss. P.Maheswari

Absentees - Nil

**Topic: Year Plan Meeting**

**Minutes**

1. The faculty members are advised to follow the class schedule and work load for April 2018.
2. The Department has decided to conduct the Unit wise test for every Unit.
3. Whatever books need for the Department listed and submit to the H.O.D as soon as possible.
4. The Year Plan should incorporate opportunities for student engagement and extracurricular activities that enhance their academic experience.
5. Faculty members are encouraged to seek feedback from students to improve the Year Plan and address their academic needs and concerns effectively.
6. The Academic plan for April 2018 was discussed.

M. S. L.  
Head of the department

Mr. A.Ramu

Miss. P.Maheswari

*A. Ramu*  
*P. Maheswari*

*S. S. S. S.*

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MELASIVAPURI - 622 403



MNI/PHY/2018/014

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**Department of Physics**

**Meeting Head :** M.Sumathi  
Head  
Department of Physics

**Date and Time :** 16/08/2018 & 1:00pm - 1:30pm

**Faculty Members:** Present - Mr. A.Ramu  
Miss. P.Maheswari  
Absentees - Nil

**Topic: Student Behavior Meeting**

**Minutes**

1. The faculty members are advised to monitor and report on student behavior regularly.
2. The Department has decided to conduct a review of student behavior and discipline.
3. Any incidents or concerns regarding student behavior should be promptly reported to the Head of the Department.
4. The staff members should follow the college rules and regulations and follow the proper dress code
5. The Academic plan for addressing and improving student behavior in April 2023 was discussed.

Mr.A.Ramu

Miss. P.Maheswari

M. J. L.  
Head of the department



*(Signature)*

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MIN/PHY/2019/015

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**Department of Physics**

**Meeting Head :** M.Sumathi  
Head  
Department of Physics

**Date and Time:** 04/03/2019 & 01.00 pm – 01.30 pm

**Faculty Members:** Present- Mr.A.Ramu  
Miss. P.Maheswari  
Absentees – Nil

**Topic: Value Added Meeting**

**Minutes**

1. The faculty members are guided to Propose Value-Added Initiatives for the Betterment of the Department.
2. Ideas of enhancing the quality of education and student behaviors were discussed.
3. Opportunities for collaboration with other departments or external partners to add value to the physics department were explored.
4. The importance of mentoring and career guidance for students to add value to their educational journey was emphasized.
5. Plans for organizing workshops, seminars, and guest lecturers that can provide additional value to our students were outlined.

*M. J. L.*  
Head of the department

Mr. A.Ramu

Miss. P.Maheswari

*A. Ramu*  
*P. Maheswari*

*D. Sanjanna*

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MNI/PHY/2019/016

**GANESAR COLLEGE OF ARTS AND SCIENCE, MELAISIVAPURI**  
**Department of Physics**

**Meeting Head :** Miss.M.Sumathi  
Head  
Department of Physics

**Date and Time :** 05/04/2019 & 1:00pm - 1:30pm

**Faculty Members:** Present – Miss. M.Revathi  
Absentees - Nil

**Topic: Result Analysis Meeting**

**Minutes**

1. The faculty members are advised to promptly complete the result analysis for all subjects for the recent examination.
2. The analysis should cover performance trends, areas of improvement, and identifying students who may require additional support.
3. Results should be segregated and analyzed according to units, topics, and any other relevant criteria.
4. The analysis report is to be submitted to the H.O.D within one week for further review. Any necessary actions or interventions should be proposed based on the analysis to enhance student performance.

*M. Sumathi*  
Head of the department

Miss.A.Revathi

*A. Revathi*

Miss. P.Maheswari

*P. Maheswari*

*S. Arjunamoorthy*

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**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to conduct orientation programme

The department of social work had a meeting on 6<sup>th</sup> august 2018 for conducting the orientation programme for the 1<sup>st</sup> year students. We decided to invite the principal sir for the programme and planned to give brief introduction about social work. We scheduled the date on 8<sup>th</sup> August 2018 for conducting the program.

**Members participated**

Mr. Ranjith Kumar - Head of Department *Ranjith*

Mr. Nagarajan - Assistant Professor *Nagarajan*

*M. Ranjith*  
Head

**Head**

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathu  
Pudukkottai - 622403

*[Signature]*  
Principal

PRINCIPAL  
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MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to conduct association Program

The social work department had a meeting on 25<sup>th</sup> September 2018 to conduct Association Meeting. The venue and date of meeting was fixed. The program schedule was discussed and the programme head was designated to carryout.

**Members participated**

Mr Ranjith Kumar - Head of Department *Ranjith*

Mr. Nagarajan - Assistant Professor *Nagarajan*

*M. Ranjith*  
Head

Head  
Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

*Principal*  
Principal

PRINCIPAL  
Ganesar College Of Arts & Science  
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## GANESAR COLLEGE OF ARTS AND SCIENCE

### DEPARTMENT OF SOCIAL WORK

#### Minutes of meeting

**Purpose of meeting:** Planning to conduct a meeting on disciplinary regulations

The department of social work had a meeting on 4<sup>th</sup> October 2018 to discuss about the disciplinary regulations to be followed at the college campus. The rules and regulations were listed down and the actions to be taken, if violated were also discussed.

#### Members participated

Mr. Ranjith Kumar - Head of Department *Ranjith*

Mr. Nagarajan - Assistant Professor *Nagarajan*

*M. Ranjith*

Head

Head

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravatu  
Pudukkottai - 622403

Principal

*[Signature]*  
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**GANESAR COLLEGE OF ARTS AND SCIENCE**

**DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to organize World Mental Health day

The social work department conducted a meeting on 6<sup>th</sup> October 2018 to organize the Mental Health day program on 10<sup>th</sup> October. The agenda was decided and the various committee was formed for the fully functioning of program. The time and date were scheduled and the decision for choosing the chief guest were discussed.

**Members participated**

Mr. Ranjith Kumar - Head of Department

*Ranjith*

Mr. Nagarajan - Assistant Professor

*Nagarajan*

*M. Ranjith*  
Head

Head  
Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamaravathi  
Pudukkottai - 622403

Principal

*[Signature]*  
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**GANESAR COLLEGE OF ARTS AND SCIENCE  
DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to organize Human rights day

The department of social work conducted a meeting on 5<sup>th</sup> December 2018 to organize the Human rights day on 10<sup>th</sup> December, 2018. The contents of the program were discussed and the date and venue were decided. The program committees were created and the works were allotted to the members.

**Members participated**

Mr. Ranjith Kumar - Head of Department

Mr. Nagarajan - Assistant Professor

Mr. Surya prakash - I BSW

Ms. Shanmugapriya - I BSW

*M. Ranjith*

Head  
Head

Department of Social Work  
Ganesar College of Arts and Science  
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Pudukkottai - 622403

Principal

*[Signature]*

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## GANESAR COLLEGE OF ARTS AND SCIENCE

### DEPARTMENT OF SOCIAL WORK

#### Minutes of meeting

**Purpose of meeting:** Planning to conduct National youth day

The social work department directed a meeting on 8<sup>th</sup> January 2019 to conduct National youth day program. The program coordinator was decided and the work allotment were given. The speakers for the program were discussed.

#### Members participated

Mr. Ranjith Kumar - Head of Department *Ranjith*

Mr. Nagarajan - Assistant Professor *Nagarajan*

Mr. Vijayakumar - I BSW *Vijayakumar*

Ms. Soundharya - I BSW *Soundharya*

*M. Ranjith*  
Head

**Head**  
Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Pennamaravatu  
507001 - 622 403

*L. S. Srinivasan*  
Principal  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403





**GANESAR COLLEGE OF ARTS AND SCIENCE**

**DEPARTMENT OF SOCIAL WORK**

**Minutes of meeting**

**Purpose of meeting:** Planning to conduct women's day program

The social work department conveyed a meeting on 4<sup>th</sup> march 2019 for conducting the women's day program. The program list was discussed. The date, venue, time and participants to be included for the program were planned. The committees were formed and the work was allotted to the students ensuring equal participation.

**Members participated**

Mr. Ranjith Kumar - Head of Department *Ranjith*

Mr. Nagarajan - Assistant Professor *Nagarajan*

*M. Ranjith*  
Head

**Head**

Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamarava:  
Budukkottal - 622 403

*L. S. S. S.*  
Principal  
PRINCIPAL

Ganesar College Of Arts & Science  
MELASIVAPURI - 622 403



**GANESAR COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**  
**Minutes of meeting**

**Purpose of meeting:** Planning to organize the social worker's day

The social work department conducted a meeting on 15<sup>th</sup> march 2019 for organizing social worker's day. The discussion was held on involving the students from other departments by conducting competitions. The list of competitions was discussed and the preparation of agenda took place.

**Members participated**

Mr. Ranjith Kumar - Head of Department

Mr. Nagarajan - Assistant Professor

*Ranjith*

*Nagarajan*

*M. Ranjith*  
Head

Head  
Department of Social Work  
Ganesar College of Arts and Science  
Melasivapuri, Ponnamarava  
Pudukkottai - 622403

Principal

*[Signature]*  
PRINCIPAL

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