

**The meeting of the HODs of Vysya College was conducted by Principal, which is held in Principal's chamber at 10.00 a.m. on 01.06.18.**

The Staff Members were informed of the following:

1. The Faculty Members are asked to report their writing notes (Long size note book) in the end of the week at the Principal's chamber.
2. The Faculty Members are asked to paste the words in their concerned Long size Note Book.
3. The Faculty Members are instructed to check the ID card, Words Note Book, Long size Note Book, Language Books, Dress Code and Hair style of the students in the first hour itself.
4. The Attendances-In-Charge are asked to maintain the attendance carefully. They have to report the absentees daily (before **4.30 pm**) in the office without fail.
5. The Staff Members are asked to prepare the Lesson Plans for **Odd Semester 2018-19**. While preparing the Lesson Plan, they are instructed to include all the working days. All the sub-topics should be given in the lesson plan.
6. The Faculty Members are asked to submit their lesson plan to the concerned Classes-in-charge and they are asked to submit it to A.O office on **09.06.18**.
7. It has been planned to reopen for all II- Year & III-Year (UG& PG) on **13.06.18**, and also to open the following classes (i.e.,) I-B.COM 'A' & 'B', I-B.COM CA (A & B), I-BCA and I-B.SC., CS on **19.06.18**
8. It has been planned to open the classes for I-BBA, I-Biotech, I-Biochem, I- Micro, I-BA Eng, I-Mat 'A' on **25.06.18**.
9. The Classes-in-charge are asked to prepare the seating plan of the students and also pasted it in the Class Room Notice Board.
10. While giving the Lesson plan, Calendar, Long Size Note Book, New Bus Pass to the students, the Classes-in-charge are asked to get the signature from them in the concerned Name list.
11. As the Periyar University **APR/MAY-2018** Results for UG and PG, which is received from the University, the Classes-In-Charge are asked to submit the consolidated Result Analysis within in three days to the undersigned.
12. The Classes-In-Charge are instructed to post the letters of APR/MAY-2018 University Marks to the students on or before **18.06.18**.
13. It has been planned to conduct English Language Training Program for all II-year & III-year UG classes for fifteen days from **25.06.18 to 13.07.18**. Each day, the class will be conducted for two hours, either in the morning or in the evening alternatively.

**The meeting of the HODs of Vysya College was conducted by Principal and it is held in Principal's chamber at 10.00 a.m. on 03.07.18.**

The Staff Members were informed of the following:

1. It has been planned to conduct One day Memory Training Program for all I-year UG classes from **02.07.18 to 06.07.18.**
2. It has been planned to conduct English Language Training Program for all I-year UG classes for ten days from **23.07.18 to 13.08.18.**
3. Each day, the class will be conducted for three hours, either in the morning or in the afternoon alternatively.
4. It has been planned to conduct 5 days -**Soft Skill Program** for all II year UG students from **16.07.18 to 20.07.18.**
5. It has been planned to conduct 4 days -**Soft Skill Program** for all III year UG students from **24.07.18 to 27.07.18.**
6. The Classes- In-Charge of all the UG- classes are asked to collect the feedback from students daily for English Language Training Class & Two days once for Soft Skill Program and the same should be submitted to the undersigned.
7. It has been planned to open the classes for I- M.A., English and I- M.Sc., Maths on **31.07.18.** So that the Faculty Members those who are engaging these classes are asked to prepare the Scheme (**31.07.18 to 31.10.18**) and the same should be submitted to the A.O. Office on or before **27.07.18.**
8. The Classes-in-charges of I- M.A., English and I- M.Sc., Maths are asked to issue the Lesson plan, Calendar, Long Size Note Book, New Bus Pass to the students, the Classes-in-charges are asked to get the signature from them in the concerned Name list.
9. It has been planned to conduct One Hour Unit Test –I for all II-year UG & PG and III-year UG students from **06.08.18 to 17.08.18 . UNIT TEST-I** will be conducted at the **2<sup>nd</sup> hour**, so the faculty members are asked to take the concern class answer scripts and question paper from the exam cell before 9.50 am.
10. Faculty members are asked to prepare Question Paper (25 marks) and answer key for the Unit Test – I in the following pattern for II-UG & PG, III-UG:  
UG Question Paper pattern  
Section A - 5x2=10 marks  
Section B – 1x5 = 5 marks (either ... or.. pattern)  
Section C – 1x10 = 10 marks (2 questions Open Choice)  
PG Question Paper pattern  
Part A – 3x5 = 15 marks (either ... or.. pattern)  
Part B – 1x10 = 10 marks (either ... or.. pattern)
11. The Faculty members are asked to submit Unit Test question paper on or before **31.07.2018** to the concerned class in-charges and they are asked to submit the same to the Administrative Office.

12. It has been planned to give assignment topics separately to each group with a website link. The students will be instructed to use the website link in writing assignments and they will be asked to submit their assignments to the concern faculty members within the due date.
13. The Faculty members are asked to value their concerned subject papers. They are asked to value the papers without any total mistakes and are asked to submit it after three days from the commencement of their exams along with the Answer Key to the A.O. Office for verification. After verification, the valued papers are to be issued to the students.
14. The Classes- in-charge are instructed to post the Unit Test- I Exam letters to the parents with the mark and attendance Particular of the Students on or before **21.08.18**.
15. The Classes- in-Charge are instructed to submit the Students Academic Report of all II-Year UG & PG and III- Year UG Students on or before **21.08.18** to the A.O. Office.
16. It has been planned to conduct ROTRACT installation on 06.08.2018.
17. It has been planned to send AQAR Report to NAAC Office. So the HOD'S are asked to furnish the required data to the undersigned.
18. The concern faculty members are instructed to value the students answer scripts (who have applied for transparency). They are asked to value the answer scripts properly and they are also instructed to submit within three days to the undersigned.