

VYSYA COLLEGE, SALEM-103
Minutes for the Academic year 2019-2020

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 15.06.19.

The Staff Members were informed of the following:

1. 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.
2. The Staff Members are asked to prepare the Lesson Plans for **Odd Semester 2019-20**. 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.
3. 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 or before **15.06.19**.
4. It has been planned to reopen for all II- Year & III-Year (UG& PG) on **17.06.19**, and also to open the following classes (i.e.,) I-B.COM 'A','B' & 'C', I-B.COM CA (A & B), I-BCA (A & B) and I-B.SC., CS (A & B) on **20.06.19**
5. It has been planned to open the classes for I-BBA, I-B.Sc.,Bio Tech, I- B.Sc., Bio Chem,I- B.Sc., Botany, I- B.Sc., Micro, I-BA Eng, I- B.Sc., Maths on **24.06.19**.
6. The Classes-in-charge are asked to prepare the seating plan of the students and also pasted it in the Class Room Notice Board.
7. 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.
8. As the Periyar University **APR/MAY-2019** 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.
9. The Classes-In-Charge are instructed to post the letters of **APR/MAY-2019** University Marks to the students on or before **21.06.19**.
10. The Attendances-In-Charge are instructed to issue the leave form of the students from **19.06.19** onwards.
11. It has been planned to conduct English Language Training Program for all II-year & III-year UG classes for Ten days from **24.06.19 to 05.07.19**. Each day, the class will be conducted for two hours, either in the morning or in the evening alternatively.
12. The Classes-in-charge have to submit the feedback of **ELTP** to the undersigned on that day itself at 4.20 pm.
13. The Classes-In-Charge are instructed to collect the **ELTP** Booklet of the students and submit it to the undersigned after the completion of **ELTP** schedule.

14. The Classes-In-Charge of I-year UG make a phone call of the absentees and make it a confirmation of the students' admission.
15. The Classes-In-Charge of I-year UG are instructed to collect the original Mark sheets of the students and submit the same to the office on or before **28.06.19**.
16. HODs are instructed to update the details of **SWAYAM** videos till **21.06.19** & the same is to be recorded in the **SWAYAM** notebook.
17. HODs are asked to conduct department meeting in every Saturday in which discussion to be made regarding work done on Monday to Friday of every week & suggestions to improve/rectify the problems if any in the operations of **SMART** classes.
18. The Faculty Members are instructed to submit the name of the subject to prepare the subject seal/ seal for Unit Test & Model test for the year 2019-20.
19. The Faculty Members are asked to show the relevant videos for their subject concern while using **SMART** class room & instructed to record the problem in the complaint registers (in Room No-4A) regarding the complaints in **SMART** classes.
20. The Faculty Members are asked to submit the hand written notes/ printout notes & the Dairy on every Saturday for verification between **9.30 am to 5 pm**.
21. The Classes-In-Charge are asked to guide the students to learn good things along with the discipline.
22. The Attendances-In-Charge are informed to maintain both small & long size attendance in proper manner.
23. It has been planned to give Memory Training Program for I-year UG students from **27.06.19 to 04.07.19**.

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 01.07.19.

The Staff Members were informed of the following:

1. The Staff Members are instructed to read out the Five English New Words and Thirukkural along with the meaning of each word.
2. HODs are informed to update the details of **SWAYAM** Videos and submit the note on every Saturday within the updated format.
3. The Faculty Members are asked to complete the handwritten notes and Diary on the specified time and submit the same to the undersigned on every Saturday for verification.
4. HODs are instructed to conduct Department Meeting on every Saturday by 10 am and prepare the minutes of their meeting on the same day.
5. The Faculty members are instructed to show the subject related **SWAYAM/You Tube** Videos & Animated videos while they are handling their subjects in Smart Class Room.
6. The Faculty Members are informed to issue the print out notes for all UG (except I-yr) & PG classes as per the given schedule.

7. The I-Yr Classes – in-charge are asked to verify the completion of students’ application status, Eligibility for Admission criteria for their concerned degree courses which is prescribed by the Periyar University and also ensure all the students are submitted the original certificates and the necessary Xerox copies of the same.
8. It is to be informed that the Classes-In-Charge of the I-Yr are informed to circulate the form of the subject notes requirement letter to the students of concerned classes and insist them to submit the reply with the parents in the written form along with the letter, which is issued to them.
9. The Classes-In-Charge of II -yr (UG & PG) & III -yr (UG) are asked to fill the Students name, Roll No, Class, Academic Year and Subject details in Progress Card and complete the Soft Skill Certificates of their concerned classes and issue the same to the students after getting the signature of the Undersigned & the Trainer.
10. It has been planned to conduct 5 days **-Soft Skill Program** for all II- year UG students from **08.07.19 to 12.07.19**. Hence the staff of concerned classes should take the attendance in the before beginning of the First Hour and also collect the feedback in the given format, submit the same to the AO Office.
11. It has been planned to conduct English Language Training Program for all I-year UG classes for ten days from **15.07.19 to 26.07.19**.
12. The Classes-in-charge of I-Yr UG have to submit the feedback of **ELTP** to the undersigned on that day itself at 4.20 pm.
13. It has been planned to conduct 4 days **-Soft Skill Program** for all III year UG students from **15.07.19 to 18.07.19**.
14. The Faculty Members are asked to report their Assignment Topics to the students of II-Yr (UG & PG), III-Yr UG to the concerned classes on or before **13.07.19**.
15. 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.

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 02.01.20.

The HODs were informed of the following:

1. As the Periyar University **Nov/Dec - 2019** Results for UG and PG is received from the university, the Classes- in-charge are asked to submit the Consolidated Report for Results within in three days to the undersigned, after receiving of it.

2. The Classes-In-Charge are asked to announce the University Results to their respective class on the day of publishing result and collect the withheld result details if any along with the request letter mentioning with the subject name and subject code and submit the same to the office on the day itself.
3. The Interested students are informed to apply for Transparency/Revaluation/Re-Totalling (i.e., after the announcement of Results) on or before **22.01.20**.
4. The Classes- In-Charge are instructed to post the letters to the parents with the **Nov/Dec-2019** University Marks of the Students on or before **10.01.20**.
5. It has been planned to celebrate **Pongal Festival** on **13.01.20**.
6. It has been decided to organize NSS special Camp for one week from **24.01.20 to 30.01.20** at **Udayapatti, Salem**.
7. It has been planned to announce the Circular of Assignments, Issued Date, Date of Submission, Assignment Title, and Website Links for their respective subject of the class concern and also for the students of all UG &PG. For this announcement regarding, the Classes-In-Charge are instructed to get the signature of the students in the Name List on or before **30.01.20** and also inform the students to submit it from **10.02.20** onwards.
8. It has been planned to conduct Unit Test-I to all UG & PG classes from **17.02.20 to 26.02.20**.
9. All HODs are asked to submit their Department Time Table for Unit Test-I on or before **23.01.20**.
10. The Faculty Members are asked to prepare the Unit Test Question Paper on or before **05.02.20**.

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 03.02.20.

The Faculty Members were informed of the following:

1. It has been planned to give AIDS Awareness through YRC Club to all I-Year UG students on **11.02.20**.
2. The Faculty members are asked to value their concerned subject papers (Unit Test-I) after three days from the Commencement of their exams. And also they are asked to value the papers without any total mistakes and they are asked to submit the Answer Key and Abstract of the handling subjects to the A.O. Office for maintaining Documentation.
3. The Classes- in-Charge are instructed to post the letters to the parents with the Marks of Unit Test- I for all UG& PG Students and their attendance Particulars on or before **28.02.20**.

4. After the Portal opened in Periyar University website for **Even Semester -2020** , the Classes-In-Charge have to apply the students' Paper code (Current & Arrear) without any mistakes.
5. The Faculty Members have to follow the instructions for valuing the Assignments:
 - To be collected from the students as per the given schedule.
 - Value the assignment properly & distribute to the students.
 - Post the marks of Assignments in the concerned classes' name list with the assigning marks out of 2.5.
6. The Faculty Members have to collect the Record Note books from the students for Binding process on or before **10.02.20**.
7. University Practical Examination (Even Semester) will commence tentatively from the first week of March. So that the Faculty Members those who are engaging practical papers, have to complete their syllabus on or before 22.02.20.
8. After the completion of Practical classes the Lab Key should be submitted to the office on the day itself.
9. It has been planned to arrange an Industrial Visit to all final year UG students in the last week of February.
10. It has been planned to give **3 hours** lecture on Astronomy, which is sponsored by Rotary Club of Salem on **12.02.20** to all Bio Tech, Micro, Bio Chemistry Students.
11. It has been planned to give **2 hours** Motivational speech by Dr. Selvarangam from Rishi Nethralaya, Eye Surgeon, Salem to all BBA students on **14.02.20**.
12. It has been planned to give Placement Training Program conducted by GTT, Chennai for **2 days** from **25.02.20 to 26.02.20** to all final year UG students those who are enrolled through online portal.