

6/6/16 ஆம் தேதியன்று நடைவழி ஆசிரியர்கள் கூட்டத்தில் கீழ்க்கண்ட விதிமுறைகளை பின்பற்றும்படி நிர்வாகம் மற்றும் டீலர்ஸ் அவர்களால் அறிவுறுத்தப்பட்டது.

1. கல்லூரி வளாகத்தில் மற்றும் கல்லூரிப் பேருந்தில் ஆசிரியர்கள்/ஆசிரியைகள் அனைவரின் பயன்படுத்தக் கூடாது. ஏதேனும் அவசரத் தேவைக்காக கல்லூரியில் இருக்கும் ஆசிரியர்/ஆசிரியர்களைத் தொடர்பு கொள்ள வேண்டுமென்றால் கீழ்க்காணும் எண்களுக்கு இலவசத் திடுபுலார் தொடர்பு கொள்ளலாம்.

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 டீலர்ஸ் - 9994415730
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 சி.வாங்கடீராணன் (உதவிப் பேராசிரியர், கணினித் துறை) - 9944415725

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ஏதேனும் அவசியங்கள் வந்தால் உடனடியாக ஆசிரியர்களுக்குத் தகவல் தெரிவிக்கப்படும். இதைத் தவிர்த்து அனைவரின் உபயோகப்படுத்துவது தெரிய வந்தால் அன்றைய தினம் விடுப்பாகக் கருதப்படும்.

2. ஆசிரியர்கள்/ஆசிரியைகள் காலை 9.30க்குள் தங்கள் வகையின்க்க Biometricல் பதிவு செய்ய வேண்டும். 5 நிமிடம் Grace Time ஆக வாங்கப்படும். அதற்கு முன்பு காலை வகுப்புகளில் Permission வாங்கப்படும். மாணவியும் கட்டாயம் Punch செய்து பின்னாலே விட்டிடுங்கள் வசல்ல வேண்டும்.

3. ஆசிரியர்கள்/ஆசிரியைகள் கல்லூரி வளாகத்தில் இருக்கும் போது அடையாள அட்டை அணிய வேண்டும். ODD மற்றும் EVEN SEMESTER ல் தவிர ஒரு முறை அணியத் தவறாமல்.

2. உரியதாக அதற்கான காரணத்தை எழுத்து வடிவில் தேர்வரியிடும் Submit செய்யும்.

4. ஆசிரியர்கள்/ஆசிரியைகள் வாரத்தில் 5 நாட்கள் (தின்காட்டியுடைய தவிர) uniform அணிந்து வரவேண்டும். ODD மற்றும் EVEN SEMESTERல் தவிர ஒரு சூழலுக்கு அல்லது தவறலாம். உரியதாக அதற்கான காரணத்தைத் தாங்களாகவே சேர்ந்து எழுத்து வடிவில் தேர்வரியிடும் Submit செய்யும். தேர்வரலான, கல்லூரி நிர்வாகவள நாங்கள் சீருடையில் வந்தவழியற்ற அறிந்து கேட்கும் வரை காத்திருந்தால், அன்றைய தினம் அனுப்பாகக் கருதப்படும்.

5. விடுப்பு (CL), OD அல்லது Permission தேவைப்படும் ஒரு நாள் சந்தாதாகவே // மணிக்ஞர் தேர்வரியிடும் விடுப்புக்கடிதத்தை கொடுக்க வேண்டும் (with Alternative Adjustment). விடுபுகள் இல்லாமலில் No class என்று எழுதுதல் வேண்டும்.

6. ஒரு வாரத்தில் சேர்ந்து நாட்கள் விடுப்பு எடுத்தால் அது நாண்டு நாட்களாகக் கருதப்படும். ஆசிரியர்கள்/ஆசிரியை-கள் தங்களுக்கான விடுப்புக்கடிதத்தில் cumulative leave Days ஐ கட்டாயம் குறிப்பிடுதல் வேண்டும்.

7. ஆசிரியர்கள்/ஆசிரியைகள் தொலைவுச் சேலம் விடுப்பு தொல்லுதல் கட்டாய, தவிர்க்க முடியாத காரணங்கள் மட்டுமே ஏற்றுக்கொள்ளப்படும்.

8. ஆசிரியர்கள்/ஆசிரியைகள் விடுப்பு (CL/OD) எடுத்தால் அந்தந்த விடுப்பிற்கு வசலியும் ஆசிரியர்களிடம் Adjustment வாங்க வேண்டும். மீண்டும் மணியில் சேர்ந்த பின் 5 வேலை நாட்களுக்கான விடுப்பு எடுத்த

வகுப்பிற்குரிய பாடத்தினை Adjustment கொடுத்த ஆசிரியரிடமிருந்து Compensation வாங்கி முடிந்தல் வேண்டும்.

9. ஆசிரியர்/ஆசிரியைகளுக்கு மாதம் ஒரு Permission காலை எண்மால் 9.30 மணி முதல் 10.30 மணி வரையிலும் மரலை எண்மால் 4.00 மணி முதல் 5.00 மணி வரையிலும் மட்டும் வழங்கப்படும். ஆசிரியர்/ஆசிரியைகள் Permission எடுக்கும்பாடுகு கட்டாயம் அவர்களுக்கு வகுப்புகள் (Morning 1 Hour, Evening 1 Hour) இல்லாமல் இருந்தல் வேண்டும். வகுப்புகள் இருந்தால் விடுப்புக் கடிதம் சுமர்ப்புத்தல் வேண்டும்.

10. ஆசிரியர்கள் கல்லூரிக்கு வரவேண்டி வகுப்பு எடுக்க முடியாத சூழ்நிலை ஏற்படால் முதல்வர்/இயக்குனர் அறையில் வைக்கப்பட்டிருக்கும் Internal Adjustment Register-ல் தங்களுக்குரிய Adjustment விபரத்தினை பதிவு செய்தல் வேண்டும். 5 மணி நாட்களுக்குள் அந்த வகுப்பிற்குரிய பாடத்தினை Adjustment கொடுத்த ஆசிரியரிடமிருந்து Compensation வாங்கி முடிந்தல் வேண்டும்.

11. வகுப்பறையில், Labல் ஆசிரியர்கள்/ஆசிரியைகள் Coat அணிந்து இருக்க வேண்டும்.

12. காலை முதல் வகுப்பு முதல் மணி ஒலித்த உடன் ஆசிரியர்/ஆசிரியைகள் வகுப்பறைக்குள் சென்றுவிட வேண்டும். உடனடியாக 5 நிமிஷம் வார்த்தைகளைக் கரும்புலகையில் எழுதிவிட்டு அணைத்து மாணவர்களுக்கு ID Card, Language books மற்றும் Note book, Hair style, Dress code களை check செய்தல் வேண்டும். தயார்செய்துள்ளவர்கள் இருந்தால் மாணவ/மாணவியர் சீருடையில் வந்துள்ளதா என்பதையும் பரிசீலனை செய்தல் வேண்டும். அலுவலர் ஏதேனும் ஒன்று இல்லாதவன்மால் தங்களுக்குக் கொடுக்கப்பட்டிருக்க

பட்டியலில் எது இல்லை, என்ன காரணம் எப்பதை எந்த
 கையாப்பமிட்டு, அந்த உத்ப்ப முடிந்து கையிய உதம்
 உபாடுது, அதனை முதல்வரிடம் நேரடியாகச் சென்று
 கலர்ப்பித்தல் வேண்டும்.

13. தாழ்களாக உருகை புரிசிற்ற மாணவ/மாணவியக
 காண 10.15 மணிக்கு மட்டுமே உத்ப்புறம்க்குள் (Fine
 கட்டிய Receiptடுன்) அனுமதித்தல் வேண்டும். மேலும் அந்
 மாணவருக்கு முதல் பாடலுரை உருகைப்பதியு Absent
 போடவேண்டும். அந்த மாணவருக்கு Attendance incharge
 அரை நாள் விடுப்பக்கடிதம் கொடுத்தல் வேண்டும். அத
 போல் தேர் இலகை மீறும் உதய இலகைரை
 அகியவை (புந்து உதம்) உபாடுது மாணவ/மாணவியர் கால
 தாழ்களாக உத்தால் உத்ப்புறம்க்குள் Fine கட்டிய
 Receiptடுன் அனுமதித்தல் வேண்டும். அந்த பாடலுரை
 -கரிய உருகைப்பதியு Absent போடப்பெற்று, அதற்குரிய
 விடுப்பக் கடிதத்தினையும் கொடுத்தல் வேண்டும்.

14. கடை பாடலுரை கையியும் அகியியர் மணி அடுத்த
 உடன் விளக்கு மீறும் மின் கிசிககரை மாணவர்களிடம்
 உதயியாடு அணைத்துவிட்டு, உத்ப்பில் மாணவ/மாணவிய
 உபியர் போன்ற குப்பகணாய் போட்டிடுந்தால் அதனை
 எடுத்து குப்பககையில் போடச் சொல்லுதல் வேண்டும்
 மாணவ/மாணவியர் அணைவரும் உத்ப்புறமைய விட்டு
 கையிய உந்துவிட உரா என்று கையித்தப்பிடுக
 உர வேண்டும்.

15. மாணவ/மாணவியரை எக்காரணம் காண்டும் உத்ப்
 -புறமில் தகாத உர்த்தககணால் திட்டுகல் கட்ட
 மாணவ/மாணவியர்கள் கவுகன் கைய்தால் உடையாடு
 முதல்வர்/நாணாயர் அவர்களின் கையித்திக்கு காண்டு
 உருதல் வேண்டும்.

16. ஆசிரிய/ஆசிரியைகள் மாணவ/மாணவிகளை தொட்டுப் பேசுவதோ, தோள்மேல் தைவைத்துப் பேசுவதோ கூடாது. ஆசிரியர்கள் உட்புற எடுக்கின்ற யாழ்து மாணவ/மாணவியரிடம் இருக்கிற மீது சாய்ந்த உண்ணிம் எடுக்கக்கூடாது. ஆசிரியர்கள் மாணவ/மாணவியரை துடிப்பிட்டுப் பேசக்கூடாது. சிட்டிக்கூடாது. யாழ்துமையாக அவர்களுக்குக் கூடுதலாக விளக்கிக் கூறவும்.

17. ஆசிரியர்கள் மாணவர்களைப் பேசுவதின் மீது சாய்ந்த -கீடுத்தல் மந்திரம் உறுத்தல் போன்ற செயல்களில் ஈடுபட அனுமதிக்கக் கூடாது. ஆசிரியர்கள் மாணவர்களை -டலிடுந்து பிறந்த நான் பரிசு மந்திரம் கேக், சாக்வேட் மெதுதல் கூடாது. மாணவர்களுக்கு வாடித்தல் கூடாது.

18. உட்புகளில் மாணவர்கள் பேசிக் கொண்டுநிற்கும் போது, ஆசிரியர்கள் அவர்களுக்கு Absent போடக்கூடாது. ஆசிரியர்கள் எக்காரணம் கொண்டும் மாணவ/மாணவிகளை உட்புகளின் வெளியே நிற்க வைத்தல் கூடாது. உரண்டாவில் ஆசிரியர்கள் மாணவ/மாணவிகளிடம் பேசுதல் கூடாது.

19. ஆசிரியர்கள் கல்லூரி நிர்வாகத்தைப் பற்றி யோ, அல்லது மற்ற ஆசிரியர்களிடம் நடவடிக்கைகள் பற்றி மாணவ/மாணவிகளிடம் திரிவோ அல்லது அனுமதிப்பே பேசுதல் கூடாது.

20. ஆசிரியர்கள் ஆசிரியைகளையோ (அ) மாணவிகளையோ மணம் உருங்கும் படி எந்தவாறு செயல்களையும் தீர்மானிக்கவோ (அ) மறைமுகமாகவோ செய்தல் கூடாது.

21. ஆசிரியர்கள் உட்புகளில் தேர்வு வைத்தல் கூடாது. கல்லூரியில் நடத்தப்படும் தேர்வுகள் மட்டுமே மாணவர்கள்

சீர்தர வேண்டும்.

22. ஆசிரியர்கள் மாணவர்களிடம் Internal Marks பற்றி
பேசுதல் கூடாது. Internal Marks ஐ வைத்து
மாணவ/மாணவிக்களை பயமுறுத்துதல் கூடாது.
23. ஆசிரியர்கள்/ஆசிரியைகள் மாணவர்களை staff Roomக்குள்
அனுப்பிக்கூடக் கூடாது. பாடங்கள் பற்றிய சந்தேகங்கள்
இருப்பின் உத்யோகபிளேஸ்டு அங்காளை விளக்கங்களைக்
கொடுக்க வேண்டும். அல்லது staff Roomக்கு வராமல்
நின்று மாணவ/மாணவியரின் சந்தேகங்களை நிவர்த்தி
செய்ய வேண்டும்.
24. ஆசிரியர்கள்/ஆசிரியைகள் உத்யோகக்குள் கணம் 9 மீட்டர்
மாணவர்களை அனுப்பி Duster/Chalk/Notebooks/Printouts
போன்றவற்றை எடுத்துவரச் சொல்லுதல் கூடாது. மாணவர்-
களைக் கொண்டு கரும்பலகையிலி (Board) எழுதவைத்து
கூடாது. மாணவர்களைக் கொண்டு (Seminar) உத்யோகக்
வைத்தலும் கூடாது.
25. மாணவ/மாணவியர்களின் அனுப்பிக் கடிதம், Assignment
Printout Notes போன்றவற்றை உத்யோகபிளேஸ்டு
வேண்டும். வராத மாணவ/மாணவியர்களுக்கு அடுத்த
வேலை நாடில் உத்யோகபிளேஸ்டு கண்டு தெரிவிக்கவேண்டும்.
26. உத்யோக/ஆசிரியை அறையில் தொகுக்கப்பட்டிருக்கும் கணினி
மற்றும் LCD ஐ ஆசிரியர்கள் மட்டுமே பயன்படுத்த
வேண்டும். மாணவர்கள் சேரம் அமைகளை இயக்கக்
கூடாது.
27. Life Science ஆசிரியர்கள் மாணவர்களின் தேவை
மற்றும் பல்கலைக்கழக தேவைக்கேற்றாந் போல் Common

Group practical செய்ய வேண்டும்.

28. PGT மாணவர்கள் அவர்கள் அனுப்பிய Project ஐ செய்கல் வேண்டும். ஆசிரியர்கள் அவர்களைக் குறிப்பிட்டு Topic ல் செய்ய வேண்டும் என்று வற்புறுத்தல் கூடாது. மாணவர்கள் அனுப்பியபடி மட்டுமே நம் கல்லூரியில் Project செய்ய அனுமதிக்கப்படுவார்கள்.
29. ஆசிரியர்கள்/ஆசிரியைகள் 19ம் கல்லூரிகளில் நடைபெறும் Inter Collegiate meetகளுக்கு குறைவாறியாக மாணவர்களை அனுப்பிவைக்கக் கூறாதது இரண்டு Eventகளுக்கு மேல் மாணவர்களைத் தவிர்த்தல் செய்யவேண்டும்.
30. ஆசிரியர்கள்/ஆசிரியைகள் தங்களுக்கு அனுப்பிய படிப்பங்களைத் தாங்கள்தான் எடுக்க வேண்டும். குறைவாறிய இடங்களில் மற்ற ஆசிரியர்களைக் கொண்டு எடுக்கச் செய்கல் கூடாது.
31. ஆசிரியர்கள்/ஆசிரியைகள் தங்களுடைய பாடத்தின் Printout ஐ (Master Copy) அவர்களே Xerox Room க்கு எடுத்துச் செல்ல வேண்டும். Master Copy Printout எடுக்கும் அன்றைய தேதியிணையே போடுதல் வேண்டும். முன்பே -யிடும் Printout எடுத்தல் கூடாது. அந்த Master Copy ல் Number of Copies ஐ வந்தபடி எடுத்தல் கட்டி அதை வேண்டும். மீண்டும் அந்தந்த ஆசிரியர்களை வந்து Printout Notes Xerox ஐ எடுத்துக் கொள்ளுதல் வேண்டும். வேறு ஆசிரியர்களைக் கொண்டு Master Copy Printout எடுக்கலாம், Printout Notes Xerox எடுத்துக் கொள்ளுதல் வேண்டும். வேறு கல்லூரிக்குக் கொண்டு வந்த படியே மாணவ/மாணவியருக்கு (Long Absentees) ஆசிரியர் வரும்படி பாடக்குறிப்பு நகலினை (Printout Notes) எடுக்க வேண்டாம். மாணவ/மாணவியர் கொண்டு வந்து

நாட்கள் கல்யாணிக்கு உடுகையுரியவின்மையினால் அவர்களுக்கும் பாடக்குறிப்பு நகல் (Print Out Notes) எடுக்க வேண்டும்.

32. மாணவ/மாணவியருக்கு உதவக்கூடியும் பாடக்குறிப்பு நகலில் (Print out Notes) ஆசிரிய/ஆசிரியைகளின் உபயோகத்தைக் குறிப்பிடல் கூடாது. உடும், நாள், பாடத்தலைப்புகள், தலைப்புகளின் கீழ் இயல்புநகல் உடும் பாடக்குறிப்புக்கள் மட்டுமே இயல்புநகல் வேண்டும்.

33. உதாரணம் குறிப்பிட்டு இடங்களில் இடந்தொண்டை பாடக்குறிப்பின் உபயோகத்தைப் பற்றி மட்டும்தான் பயன்படுத்த வேண்டும். E-mail, chatting, Facebook chatting போன்ற செயல்களைப் பயன்படுத்தக் கூடாது.

34. ஆசிரியர்கள் பாடப்புத்தகம் (Reference Book, Text Book) நகலுக்கில் உள்ள புத்தகங்கள் அனைத்தையும் சேர்ந்து அந்தப் பாடத்திற்கு உண்டான பாடக்குறிப்புகளை Long Size Note ல் எழுதி, உடுப்பதற்குரிய அளவு குறைவாக நடத்தி, அதன்பின்பு கணினியில் Type செய்து Xerox எடுத்து அன்றைய தினமே தருதல் வேண்டும்.

35. கல்யாணியில் பயிற்சியும் ஆசிரிய/ஆசிரியைகள் தாங்கள் மாணவ/மாணவியருக்கு எடுக்கும் பாடக்குறிப்பு நகல் அல்லாமல் (Printed Notes Material) வேறு ஏதாவும் தங்களுடைய சொந்த உதவிகளைக் கல்யாணி Xerox Roomல் நகல் எடுப்பதாக இருந்தால் அதில் கல்யாணி (கல்யாணி ஆய்வினை) ஆய்வினை நகல் எடுக்கப்படுகிறது என்பதற்கான உடும் காரணத்தைக் கூறி குறைவாக அனுப்பியும் வேண்டும். Xerox Room உதவியுடன் அங்குள்ள உதவியாளர் -களிடம் தான் எடுக்க உடும் நகலுக்கான

நகலகையைச் (Xerox Amount) சமர்ப்படுத்தி இரசீது வழங்க வேண்டும். அதன்பிறகு அவர்கள் நகல் (Xerox) எடுத்துக் கொள்ளும்.

36. அன்றாடக்கூறிய மாணவர்களின் வருகைப்பதிவை சிறிய மற்றும் பெரிய Registerகளில் பதிவு செய்ய வேண்டும். விடுப்பு எடுத்த மாணவர்களுக்கு இரண்டு Registerகளில் உபயோகமாகி Absent-ஐ பதிவு செய்ய வேண்டும். வாரத்தின் இறுதி நாளில் பெரிய Registerல் உபயோகமாகி Cumulative Total போட வேண்டும்.

37. தினாதிட்டி Diary எழுத வேண்டும். Diary எழுதுதல், Department Adjustment Register, Principal/Director room Internal Adjustment Register, Inter collegiate participation Register போன்றவைகளைத் தவறாமல் சம்பளம் எழுதுதல் வேண்டும். அடித்தல், திடுத்தல், over writing இடுக்கக் கூடாது.

38. தங்களுக்கு ஒதுக்கப்பட்டிருந்த பணிகளைக் (Attendance In-charge, class In-charge and Veranda duty) கவனத்துடன் செய்ய வேண்டும்.

39. ஆசிரியர்கள்/ஆசிரியைகள் தங்களுக்கு ஒதுக்கப்பட்டிருந்த Exam Duty க்குரிய பணிகளை வேண்டும். உதாரணமாக Unit Test, Periyar University, Anna University, Bharathiyar University, IIT, போன்ற Exam களுக்கு Duty Allocate செய்ய இருந்தால் தவறாமல் பணிகளை வேண்டும். அன்றைய தினம் ஆசிரியர்களுக்கு ஏதேனும் அரசாங்கத்தின் தேர்வு (SLET, NET, M.Phil, Higher studies etc.,) இருந்தால் அதற்கான சான்றிணை முகவரிலும் அளித்து Exam Duty-ஐ இருந்து விடுவதற்கு உபயோகமாகும்.

40. கல்யாணி மாணவ/மாணவியருக்கு நடத்திய வாயும் அலகுத்தேர்வு (Unit Test), மாதிரித் தேர்வு (Model Exam) முதலான தேர்வுகளின் விடைத்தாள்களை (Answer Script) ஆசிரிய/ஆசிரியைகள் முறையாக மதிப்பீடு (Valuation) செய்தல் வேண்டும். அங்கு அந்த விடைத்தாள்களை மாணவ/மாணவியரிடம் வழங்கி, அதற்கான அத்தாட்சியாக மாணவ/மாணவியரின் பெயர்ப்பட்டியலை (Name list) கட்டாயம் கையெழுத்து (Signature) வாங்கி வைத்தல் வேண்டும்.

41. ஆசிரியர்கள்/ஆசிரியைகள் நூலகத்திலிருந்து பெறப்படும் புத்தகங்களை 15 நாட்களில் Renewal/Return செய்ய வேண்டும். அம் ஆசிரியர்களின் Card-லிருந்தும், மாணவர்களின் Card-லிருந்தும் ஆசிரியர்கள் புத்தகங்களை எடுக்கக் கூடாது. அதேபோல் ஆசிரிய/ஆசிரியைகள் அம் ஆசிரிய/ஆசிரியைகளைக் கொண்டு நூலகத்தில் புத்தகங்கள் எடுக்கலோ, புத்தகங்களைத் திருப்பிக் கொடுக்கலோ, Renewal செய்யலோ கூடாது.

42. ஆசிரிய/ஆசிரியைகள் Meeting-க்கு தாமதமாக வருதல் கூடாது. Meeting-க்கு வரும்பொழுது ஆசிரிய/ஆசிரியைகள் Scribbling Pad கொண்டு வருதல் வேண்டும்.

43. வேலையற்ற காரணங்களுக்காக Staff Room விட்டு Staff Room செல்லாத தனித்தனியும். ஆண் ஆசிரியர்கள் அவர்களுக்கான சூழக்கூடிய Staff Room-லேயே அமர்ந்து உணவருந்துதல் வேண்டும். பெண் ஆசிரியைகள் கல்யாணி கேள் டீனிஸ் சூலை தளத்தில் அவர்களுக்கான சூழக்கூடிய இடத்தில் அமர்ந்து உணவருந்துதல் வேண்டும்.

44. கல்யாணி வேலை நேரத்தில் ஆசிரியர்கள்/ஆசிரியைகள் கல்யாணியை விட்டு வெளியே செல்லுதல் கூடாது.

ஆசிரியர்கள்/ஆசிரியைகள் பதிய உணவினை மையியை
 சேன்று சாப்பிட உதவிட்டால் முதல்வரிடம் ஸ்ரீ அனுமதி
 பெறும் வேண்டும். சவுண்டர் ஆரம்பத்திலேயே அந்தரங்க
 விவரங்களை எழுத்து வடிவில் முதல்வருக்குக் கொடுக்க
 வேண்டும். மையியை சேர்வியும் மையியும், தீருமீடு
 வரும்மையியும் படியா மையியிலும் தங்களை
 வந்தகைய பதிய சேர்விய வேண்டும்.

45. ஆய்வகங்களில் ஆசிரிய/ஆசிரியைகளுக்கு உணவு
 மையியை (snacks, coffee, tea, etc.,) உணவாக
 அனுமதி இல்லை.

46. ஆசிரியர்கள் முதல்வரிடம் ஸ்ரீ அனுமதி இல்லாமல்
 Library(அ) Labக்கு அனுப்பும் கூடாது. ஆசிரிய/
 ஆசிரியைகள் விடுப்பு எடுக்கும்மையியும் (LL), அல்லது
 பணியை விடுப்பில் சேர்வியும் மையியும் (OD) கண்டிப்பாக
 Theory Hour வரும்மையியும் Lab Hour ஆக Convert
 செய்து Adjustment செய்தல் கூடாது.

47. மாணவ/மாணவியர்கள் பருவ முடிவில் தயார் செய்து
 Practical Record Note-ல் எடுத்த ஆசிரிய/ஆசிரியைகளின்
 பெயரும் அச்சிடுதல் கூடாது. ஆசிரிய/ஆசிரியைகள்
 உணவியல் தயார் செய்து, அலுவலக உணவியல்
 அதனை மையியில் செய்து அனுப்பும் வேண்டும். மையியில்
 செய்து வந்தபின் அந்த பாடத்திற்குரிய ஆசிரிய/ஆசிரியை
 -களை அதனைப்பற்றி மாணவ/மாணவியரிடம் ஆய்வு
 வேண்டும். இதுமையியாக மையியில் செய்து Printers
 உடன் ஆசிரிய/ஆசிரியைகளை அல்லது மாணவ/மாணவி
 -யர்களை மையியில் கொண்டு கொடுக்க கூடாது.

48. எக்காரணம் கொண்டும் ஆசிரியர்கள்/ஆசிரியைகள் தங்கள்
 அனுமதி எண்ணி மாணவ/மாணவிகளுக்கு கொடுக்கக்

கூடாது. மாண்புமிகு/மாண்புமிகு அமைச்சர் சார்
உறுதியாகவும் கூடாது.

49. Laptop கொடுக்கப்பட்டிருந்த ஆசிரியர்கள்/ஆசிரியைகள்
திறப்பில் பார்க்கோ, Mail பார்க்கோ, Twitter,
Face book-ல் chat செய்தோ, Games விளையாடல்கள்
கூடாது. மாண்புமிகு/மாண்புமிகு Notes தயாரிக்க
வேண்டும். Laptop-ல் பதிவு செய்த Photos,
Songs, videos போன்றவைகளை Laptop-ல் store
செய்து வைக்கக் கூடாது.

50. ஸ்டூடன்ட் கொடுக்கப்பட்டிருக்கும் ஆசிரியர்கள்
கொடுக்கப்படும் நாளன்று அதனை இயக்கி சரிபார்த்து
கொண்டுவேண்டும். ஸ்டூடன்ட் சரிபார இயக்கவில்லையென்றால்
-னால் அதனால் சூழும். இப்படிப்பட்ட அவர்களே சரி
செய்ய வேண்டும்.

51. மாண்புமிகு/மாண்புமிகு உறுப்பினரின் Laptop பயன்படுத்த
-வதாக இருந்தால் அவர்களிடம் கேள்வியின் முன் அது
கடிதம் இருக்கின்றதா என்று ஆசிரியர்/ஆசிரியைகள்
பரிசீலனை செய்ய வேண்டும். பின்னாலே அவர்கள் laptop
பயன்படுத்த அனுமதி வாங்கிக் கொண்டும்.

52. ஆல்வாடு குடியும் Magazine களை தயார் செய்தல்
வேண்டும். ODD Semester-ல் ஆகஸ்டில், செப்டம்பர்
மற்றும் அக்டோபர் ஆகிய மாதங்களில் Release செய்ய
வேண்டும். Even Semester-ல் ஜனவரி, பிப்ரவரி
மற்றும் மார்ச் ஆகிய மாதங்களில் Release செய்ய
வேண்டும். Magazine Release செய்யும் போது
அந்த குடியில் அனைத்து ஆசிரியர்கள்/ஆசிரியைகள்
மற்றும் மாண்புமிகு/மாண்புமிகு A. V ஆரங்கில் இருக்க
வேண்டும்.

53 பாடங்கள் தொடர்பாக மாணவ/மாணவியரை A.V அரங்கிற்கு அழைத்துச் செல்ல விரும்பும் ஆசிரிய/ஆசிரியைகள் முன்னதாகவே முதல்வரிடம் அனுமதி வலுநிலை கோண்டும். அல்லாறு மாணவ/மாணவியரை A.V அரங்கிற்கு அழைத்துச் செல்லும்பொழுது அரங்கின் அணைத்து கதவுகள் மற்றும் ஜன்னல்களையுமீ திறந்து வைக்கல் வேண்டும். அவர்கள் கற்பிக்கும் பாடங்கள் தொடர்பான CDக்கள் தவிர, பிற CDக்கள் எதுவும் காண்பிக்கக் கூடாது.

54 ஆசிரிய/ஆசிரியைகள் உத்ப்பணமயில் கல்வி கல்விப் பதனாக LCD Projector தேவைப்படுகின்ற அகநூலிய காரணத்தை எழுத்து வடிவில் தெரிவித்து அனுமதிக்க வலுநிலை கோண்டும். மீள்பற்றாக்கற்ற அகநூலிய உத்ப்பணம் மீள்விசீலி/மீள்விளக்கக் காரண தேவைக் - தெரிவிப்போல் பயன்படுத்தவும். தீர்மானிக்கக் கூடாது.

55 ஆத பருவத்திற்கு இரண்டு முறை வைத்து ஒரு ஆசிரியர்களைக் காண்பி Feedback எடுக்கப்படும். அதில் ஏதாவும் ஆசிரியர் தரப்படில் காரணம் இருப்பின் சம்பந்தப்பட்ட ஆசிரியர்கள் அகநூலிய விளக்கத்தை முதல்வரிடம் எழுத்து வடிவில் தரவேண்டும். தவறுகள் மீண்டும் மீண்டும் இருப்பின் தீர்மானம் எடுக்கும் முறை இதுதான். மேலும் Feedback எடுக்கப்பட்ட மாணவர்களிடம் எந்தவாறு ஆசிரியரும் அறியப்படுகிற வசதிகள் மற்றும் விசாரிக்கக் கூடாது. Feedback எடுக்கப்பட்ட மாணவர்களை உத்ப்பணம் தொடர்பான முறைகளையே மீள்க்கல் கூடாது.

56 ஆசிரியர்கள் நம் கல்வியறிவில் பயிற்சியும் மாணவர்களைக் - கொ அல்லது மற்ற பல்வேறுகாலங்கள் நடத்தும் தரையார் Study Centre-க்கொ சென்று தீர்ந்து

வகுப்புகள் எடுக்கல் கட்டாது.

57. பெரியார் பங்கவைக்கழகத்தின் Regular / PRIDE தளம் திருத்தும் பணி வந்தால் முதல்வரிடம் அனுமதி பெற்று தான் திருத்தும் பணி கமலகாந்தன் குதல் வேண்டும் என்ற கல்யாணிகள் அலுவலக சான்றாட்சி பெற்ற கல்யாணிகளில் இருந்து தான் திருத்தும் பணி நியமிக்கப்பட்டால் முதல்வரிடம் அனுமதி பெற்றுச் செல்லுதல் வேண்டும்.

58. புதிய ஆசிரியர்கள் / ஆசிரியைகள் கல்யாணியின் விதிமுறைகள் மற்றும் System of Documentation-ஓ கதளிவாகப் புரிந்து கொள்ளுதல் வேண்டும். சந்தேகங்கள் இருப்பின் சூழலியில் உள்ள அனுமதிப் பித்த ஆசிரியர்கள் / முதல்வர் அலுவலகத்தில் உள்ள தனது அலுவலர் உதவிகளுமார் ஆகியவர்களின் ஆலோசனை பெற்றுத் தவறுகள் இல்லாமல் தங்களுடைய வேலைகளைச் செய்ய வேண்டும்.

59. ஆசிரிய / ஆசிரியைகள் கட்டாயம் வருடத்திற்கு ஒரு கருத்தரங்கத்திலாவது (Seminar) கலந்துகொண்டு ஆய்வுக் கட்டுரைச் (Paper presentation) சமர்ப்படுத்தல் வேண்டும்.

60. ஆசிரிய / ஆசிரியைகள் தங்களுக்கு பாலம் தொடர்பான கணைய தளங்களின் முதலாளிகளையும் (Website Address) கல்வி தொடர்பாக இணையத்தில் கவனிடும் கட்டுரைகளையும் (Education Articles) கட்டாயம் முதல்வரிடம் சமர்ப்படுத்தல் வேண்டும். அதனை முதல்வர் அலுவலர் உள்ள ஏட்டில் (Register) பதிவுசெய்தல் வேண்டும்.

61. ஆசிரியர்கள் / ஆசிரியைகள் தங்களுடைய Bus Boarding point விபரங்களை எடுத்து வரவில்லை முதல்வருக்குச்

கவர்ப்பிக்க வேண்டும். ஆசிரியர்கள்/ஆசிரியைகள் தங்களுக்கு
 கண்ணிய சூதுக்கப்பட்ட பயண இடத்திலிருந்து Reading
 மிள்த சூதுக்கப்பட்ட பெருந்தில் மட்டுமே பயணம் செய்ய
 வேண்டும்.

62. ஆசிரியர்கள் (Gents staff) கல்லூரிக்கு ஜீன்ஸ் வேண்டி
 சிணிக்து உருதல் கூடாது. தாடி வைக்கிடுக்கல் கூடாது.
 ஆசிரியைகள் அவர்களின் தலன் கருதி ஆடைக்கட்டுப்
 பாடினை அவசியம் மின்புற்றுதல் வேண்டும்.

63. கல்லூரி விழாக்களின் உபாதுது மாணவ/மாணவியருக்கு
 ககாணர் கூவுள் வாழ்த்து பாடி செய்யல் கூடாது.
 உபாதுவாண கூவுள் வாழ்த்துப் பாடல்களை மட்டுமே
 சூதுப்பதல் வேண்டும். கல்லூரி விழாக்களில் ஜாசி,
 மத உணர்வுகருக்கு இடம் தருதல் கூடாது.

64. கல்லூரியில் தலைவரும் எந்தவிழாவாக இருந்தாலும்
 கல்லூரியில் உள்ள ககவிரா சூலம் கணினி சூய்வக
 உதவியாளர்களின் (Lab Assistant) சூலே மறுகப்பட்டும்
 எடுக்கல் வேண்டும். சிடுதியில் தங்கியிருக்கும் ஆசிரிய/
 ஆசிரியைகள் மற்ருும் வேறுருந்த பணியாளர்களுக
 இருந்தாலும் ககவிரா சூலேள அல்லது அணை குடியின்
 சூலேமே மறுகப்பட்டும் எடுக்கல் கூடாது. அககலுால்
 மாணவ/மாணவியர் ககவிரா மற்ருும் அணைபேசி சூலம்
 கல்லூரிடுகிடுகருணாப் புகுவசூய அதுமுகிடுக்கல் கூடாது.
 மிணால் தருந்த தலவடுகருக எடுக்கப்பட்டும்.

65. ஆசிரியர்கள்/ஆசிரியைகள் தங்களுக்கு எககையும்
 உதவிகள் தேவைப்படுண் அதனை உரிய காலத்தில்
 நிர்வாகத்திடம் ககாணர்உருதல் வேண்டும். காலவடுக
 -மாக ககாணர்க்கு ககாணர்உருதலில் நிர்வாகச்
 சிக்கல் இருப்பதால் அதனைத் தவிர்க்கவும். குறை

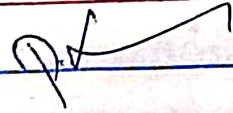
வாணநங்கணை உபயோகிக்கக் கூடாது. எந்த ஆடு ஆசிரிய/ஆசிரியையும் மாணவ/மாணவிகளுடன் இரு சக்கர வாணநங்கணிலோ அல்லது கொடுவந்த வாணநங்கணிலோ பயணம் செய்வக் கூடாது.

71. விடுதியில் தங்கி இருக்கும் ஆசிரியர்கள்/ஆசிரியைகள் உட்கூடச் சகனாறுவிட்டுத் திரும்பி வரும்பாடுதும், visiting சகனாறுவிட்டுத் திரும்பி வரும்பாடுதும் இரவு 7 மணிக்கு விடுதிக்குத் திரும்பிவிட வேண்டும். இரவு 7 மணியிலிருந்து காலை 6 மணிவரை விடுதியிலிருந்து வெளியே செல்ல அனுமதி இல்லை.

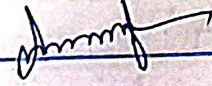
72. ஆசிரியர்கள் கல்லூரி மற்றும் விடுதியில் சிகரட், வாசிரி உலுக்கிகள், குரூபு வாகனங்கள் உபயோகித்தல், மது அருந்துதல் போன்ற செயல்களில் ஈடுபடக் கூடாது. அப்படி யானதும் செய்வது தெரியவுந்தால் உடனடியாக முதுவர் மற்றும் செயலாளர் அவர்கள் கவனத்திற்குக் கொண்டுவருதல் வேண்டும். விடுதியில் தங்கியிருக்கும் ஆசிரியர்கள் அறைக்துள்ளோடு அமைதியை உபயோகிக்கவும்.

73. ஆசிரிய/ஆசிரியைகள் விடுதி அறையகவிட்டு வெளியே உணவருந்த வரும்பாடுதும் ஆடைக்கூட்டுப்பாட்டினால் பின்பற்றவும். கல்லூரி விடுதியில் தங்கியிருக்கும் ஆசிரிய/ஆசிரியைகளுக்கு உணவருந்த வேண்டுகூட -காண தட்டுகள் கருவி வைக்கப்பட்டிருக்கும். அதனை ஆசிரிய/ஆசிரியைகள் பயன்படுத்திக் கொள்ளுதல் வேண்டும். கருவி வைக்கப்பட்டிருந்த தட்டுகளை மீண்டும் கருவி வைக்கப்பட அவசியம் இருக்காது என்பதனை அவர்கள் மனத்தில் கொள்ளுதல் வேண்டும். இதையிப்பின் அவர்கள் சார்புமாக தட்டு, பட்டாள் முதுவருந்தினதைத் தவிராக வைத்துக் கொள்ளுதல்

P. SOMATHI



S. SABAPATHI



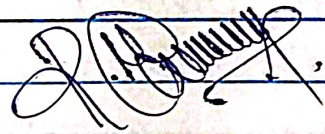
S. RAJESWARI

S. Rajeswari

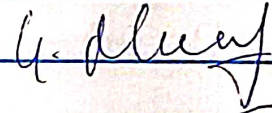
R. REVATHY



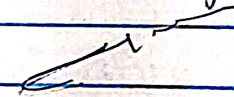
R. MEIVAZHAGAN



G. MOONA THABASOM



K. ELAYARANI



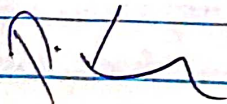
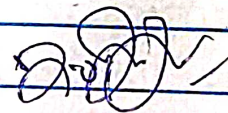
B. NOWSHATH

B. Nowshath

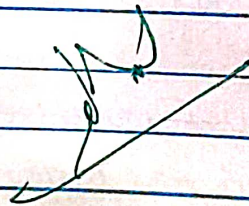
T. VIJAYAKUMAR

T. Vijayakumar

S. UDHAYASHANKAR



HEAD OF THE DEPARTMENT



PRINCIPAL

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 10.06.2016.

The staff members were informed of the following:

1. It has been planned to reopen for all II-Year & III-Year (UG & PG) and also open the class for I-Year UG Courses (except I-BBA, I-Bio. Tech, I-Bio. Chem, I-Micro.) on 16.06.16 and also to open the classes for I-BBA, I-Bio. Tech, I-Bio. Chem, I-Micro on 30.06.16.

2. The faculty members are instructed to bring the scribbling pad for all the meetings.

3. The Faculty Members are asked to maintain their dairy neatly.

4. The Faculty Members are strictly prohibited from the using of mobile phones inside the college premises. If they are found to use it, Rs. 5000 will be collected as fine.

5. The Faculty Members are allowed to bring their soft copy of the notes in CD only.

6. The Staff Members are asked to fill the CL/OD/ Permission forms on the previous day, if they have classes in the availing of CL/OD, they have to make a proper hour (class) adjustments to the class after

getting a signature from the concerned HOD and Principal, and submitted it before 11 AM, otherwise, they should mention as "No clam". The staff members are asked to avoid informing cl over phone.

7. The staff members are asked to prepare the lesson plans only for three months i.e. June, July & August including with the first ii-units from the syllabus. The remaining units (iii & iv) lesson plan will be prepared later. 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.

8. The Faculty Members are instructed to check the ID card, Words Note Book, Long Size Note Book, Dron Code and Hair style of the students in the first hour itself.

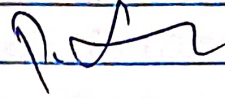
9. If any student is violating any of the rules inside the class room, the faculty members are asked to write their name in the complaint sheet, which is maintained in the Attendance Register. The nature of the problem has to be marked against the name of the student.

10. The ⁷Attendances-in-charge are asked to maintain the attendance carefully.

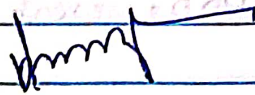
11. It has been planned to conduct English Language Training program for all I-Year, II-Year & III-Year cl. Clases for fifteen days from 27.06.16 to 15.07.16. Each day, the clam will be conducted for two hours, either in the morning or

in the evening alternatively.

P. SUMATHI.



S. SABAPATHI



S. RAJESWARI



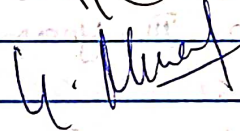
R. REVATHY



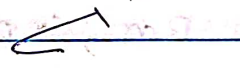
R. MEYAZHAGAN



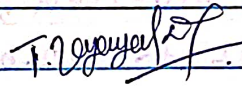
G. MOONA THARASOM



K. ELAYARANI



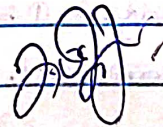
B. NOWSHATH

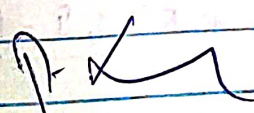


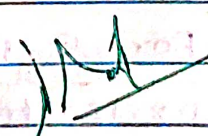
T. VISAYAKUMAR



S. UDHAYASHANKAR




Head of the Department


PRINCIPAL

The meeting of the HODs of Vysya College was conducted by Principal and it is held in Principal's Chamber at 10.00 am. on 01.07.16.

The HODs were informed of the following:

1. It has been planned to conduct 15 days English Language Training Classes for all UG students from 27.06.2016 to 15.07.2016.

2. It has been planned to conduct 5 days - Soft Skill program for all I & II year UG students, 4 days for III year UG students as per the following schedule.

↳ For II - B.Com A & B, II B.Com CA, I B.A., Eng, II - B.A., II B.Sc., (CS), II B.Sc., Maths (A & B), II - B.Sc., Bio-Tech, Micro, Bio-Chem, II B.B.A from 18.07.2016 to 22.07.2016

↳ For I - B.Sc., Bio. Tech, Micro, Bio. Chem, I B.A., Eng, I - BBA, I - B.Com (A & B), I. B. Sc., (CS) & I B.A from 17.08.2016 to 19.08.2016

↳ For I - B.Sc., Maths (A & B), I - B.Com (A & B) from 08.08.16 to 10.08.16.

↳ For all III Year UG from 25.07.16 to 28.7.16.

3. It has been planned to conduct 3 days - Aptitude program for all III Year UG students as per the following schedule:

↳ For II - B.Com (CA & R), IV B.A., Eng.,
II B.Sc., (CC) from 18.07.16 to 20.07.2016.

↳ For II B.A., II B.Sc., Bio.Tech, Micro, Bio.Chem,
II B.Com (CA), III BBA & III B.Sc., (Maths) from 08.08.16
to 10.08.16.

4. The clames-In-charge of the all UG clames 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 before 4 PM to the undersigned.

5. It has been planned to open the clames for I-MA Eng., and I-M.Sc., Maths on 19.07.16 upto 26.10.16. So that the faculty members those who are engaging these clames are asked to prepare the scheme and the same should be submitted to the A.O. office on or before 16.07.16.

6. It has been planned to celebrate Kamarajar's birthday by delivering a special speech to the students on 19.07.16. For regarding, Dr. K.P. Rajkumar M.A., M.Phil., B.Ed., Ph.D., will engage two hours speech.

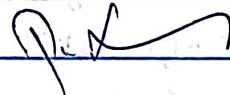
7. The faculty members are instructed to value the transparency papers, which is getting from the University. If there is more difference in marks from the re-warding of it from University, they are asked to instruct the students to apply for re-valuation.

8. The HODs are asked to verify the master

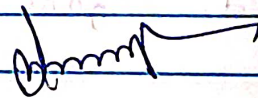
copy of printouts in the soft copy of their concerned department faculty members.

9. As Periyar University has been announced a tentative schedule for Practical Examination (i.e., last week of September) & Theory Examinations (first week of November). So that, the faculty members are instructed to complete their syllabus accordingly.

P. SUMATHI



S. SABAPATHI



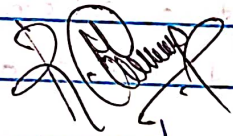
S. RAJESWARI

S. Rajeswari

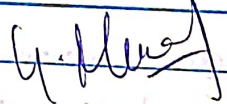
R. REVATHY



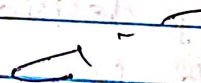
R. METYAZHAGAN



G. MOONA THARASUM



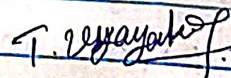
K. ELAYARANI



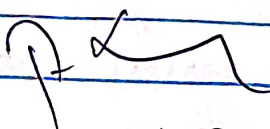
B. NOWSHATH



T. VIJAYAKUMAR



S. UDHAYASHANKAR

HEAD OF THE DEPARTMENT



PRINCIPAL

The meeting of the HOD's of Vyaya College was conducted by Principal and it is held in principal's Chamber at 10.00 a.m on 01.08.16.

The HODs were informed the following:

1. As per the month of June minutes, all the faculty members are instructed to prepare their magazines and they have to present it properly in the upcoming months.

2. As the celebration of 70th Independence Day, it is planned to arrange a Patriotic lecture on "Engum Sudhandhiram Enbathua Pechu" with a lecture by "Kalakkal" Kangeyan, famous speaker, from Pondicherry on the Forenoon session of 16th August 2016 for all II UG students.

3. The faculty members are asked to prepare the remaining units (IV & V) lesson plans and the same should be submitted to Ao office on or before 24.08.16. 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.

4. It has been planned to conduct 3 Days soft skill class for all I-year UG from 17.08.16 to 19.08.16

5. It has been planned to conduct one day psycholo-gical Program class for all I-year UG from 22.08.16 to 27.08.16

6. After the arrival of Nov-Dec 2016 Periyar University Online Applications, the I & II year UG classes in-charge are asked to apply for the students, who have paid their examination fees.

7. It has been decided to give Yoga classes for all I-year UG students from 29.08.16. The first two hours will be engaged by the Yoga staff members from Vedanthi Maharishi's "Manavala Kalai Yoga" for 15 Days.

8. The HODs are instructed to prepare their Inter-Collegiate Competition Schedule (i.e., 25.09.16 to 07.10.16) and the same should be submitted to the undersigned on or before 24.08.16.

9. It has been planned to conduct two hours Unit Test (10 marks) from 06.09.16 to 14.09.16 for all the UG classes and II-Year PG classes.

10. Faculty members are asked to prepare question paper (10 marks) and answer key for the Unit Test in the following pattern:

UG Question Paper Pattern:

Section A - $5 \times 2 = 10$ marks

Section B - $4 \times 5 = 20$ marks (either... or... Pattern)

Section C - $2 \times 10 = 20$ marks

PG Question Paper Pattern:

Part A - $4 \times 5 = 20$ marks (either... or... Pattern)

Part B - $3 \times 10 = 30$ marks (either... or... Pattern)

11. The faculty members are asked to submit Unit Test question paper on or before 29.08.16 to the concerned Class-in-charges and they are asked to submit the same to the Administrative Office.

12. It has been announced that NAAC team will visit our college on 19, 20 & 21.09.16 for the third cycle Reaccreditation. In this regard, HODs are asked to keep their department records properly for the presentation to NAAC Peer team members.

13. HODs are asked to prepare a list of Alumni and Parent's name of their department in consultation with their department faculty members to interact with NAAC peer team members.

P. SUMATHI

S. SABAPATHI

S. RAJESWARI

R. REVATHY

R. MEYAZHAGAN

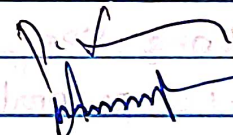
G. MOONA THABASUM

K. ELAYARANI

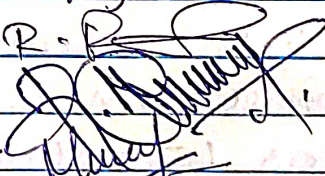
B. NAGESHATH

T. VIJAYAKUMAR

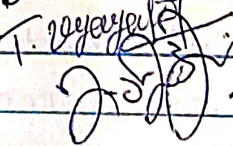
S. UDHAYASHANKAR

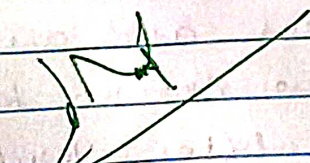


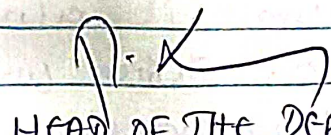
S. RAJESWARI



B. NAGESHATH




PRINCIPAL


HEAD OF THE DEPARTMENT

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 02.09.16.

The HODs were informed of the following:

1. It has been announced that NAAC team will visit our college on 19, 20 & 21.09.16 for the third cycle Reaccreditation. In this regard, HODs are asked to keep their department records & PPT properly for the presentation to NAAC peer team members.

2. The faculty members are asked to maintain their diary neatly.

3. The Faculty Members are instructed to maintain their Long size Note Books, Diary and Master Copy of printouts properly.

4. The Faculty Members from Bio Tech, Bio Chemistry, Micro Biology are instructed to maintain their Laboratory Stock details properly.

5. The Faculty members are asked to value their concerned subject papers after three days from the commencement of their exams. And also they are asked to value their papers without any total mistakes and are asked to submit it along with the Answer key to the A.O. Office for verification. After verification, the Valued papers are to be issued to the students.

6. The HoDs are asked to intimate the information about their presence for NAAC visit to Alumni Students, Parents through phone on or before 15.09.16.

7. The Faculty Members are asked to submit their green-sheets to the concerned Clones-in-charge after entering the students' marks of Unit Test - I.

8. It has been planned to celebrate Anna Birthday on 15.09.16. In this regard, Dr. Maanasegan will give a special speech on the forenoon session of 15th 2016 for all I-year (UG, Ph) & III Year UG Students.

9. The Clones-in-charge are instructed to post the letters to the parents with the Unit Test - I mark of the students on or before 26.09.16.

10. The Faculty Members are asked to go through the NAAC regarding SSR Report from our college website www.vysyalcollege.org.

11. As per the information has received from the Periyar University in the following schedule:

Practical Examinations for II & III
year UG from 29.9.16 onwards
Practical Examinations for I-year UG
from 13.10.16 onwards.

6. The HODs are asked to intimate the information about their presence for NAAC visit to Alumni students, Parents through phone on or before 15.09.16.

7. The Faculty Members are asked to submit their green-sheets to the concerned Clones-in-charge after entering the students' marks of Unit Test - I.

8. It has been planned to celebrate Anna Birthday on 15.09.16. In this regard, Dr. Maanasee-gan will give a special speech on the forenoon session of 15th 2016 for all I-year (UG, Ph) & III Year UG students.

9. The Clones-in-charge are instructed to post the letters to the parents with the Unit Test - I mark of the students on or before 26.09.16.

10. The Faculty Members are asked to go through the NAAC regarding SSR Report from our college website www.vysyalcollege.org.

11. As per the information has received from the Periyar University in the following schedule:

Practical Examinations for II & III
Year UG from 29.9.16 onwards
Practical Examinations for I-year UG
from 13.10.16 onwards.

Practical Examinations for I-Year UG
from 13.10.16 onwards
Theory Examinations for I-Year UG
from 01.11.16 onwards.

As per this schedule, the faculty members are instructed to complete their Record Work for their concerned Practicals.

12. As per the discussion had with various HODs of our institution, we have planned to conduct the following program in the following dates as given below:

Department of English (ECA) - 26.09.16

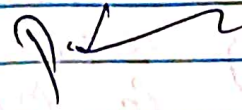
Department of Mathematics - 29.09.16

CA State level Inter-collegiate meet)

Department of BBA & MBA - 05.10.16

CA State level Inter-collegiate meet)

P. SUMATHI



S. SABAPATHI



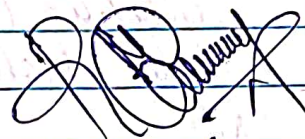
S. RAJESWARI

S. Rajeswar

R. REVATHY

R. R. S.

R. MEIYAZHAGAN



G. MOONA THABASUM

G. Moona

K. ELAYARANI



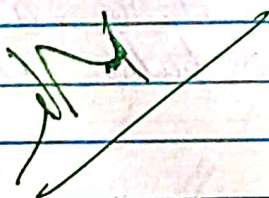
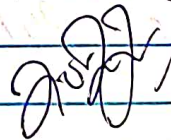
B. NOWSHATH

B. Nowshath

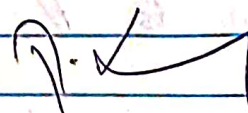
T. VIJAYAKUMAR

T. Vijayakumar

S. UDHAYASHANKAR



PRINCIPAL



HEAD OF THE DEPARTMENT

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 03-10-16.

The HODs were informed of the following:

1. The staff members are asked to complete their syllabus (UPED unit-V) and also distribute the study materials on or before 15-10-2016 for all units.
2. The faculty members are asked to prepare the possible questions to all units & Model Exam question papers on or before 15.10.2016, and the same should be submitted to the concerned classes-in-charge. On the same day, the classes-in-charge are instructed to collect it and they should be submitted to the Administrative office.
3. After receiving the Exam Time Table (November-2016) from the Periyar University, HODs are instructed to announce the Time Table with session to the concerned classes.
4. It has been planned to conduct a Blood Donation Awareness Program on 13.10.16.
5. It has been planned to give Organ Donation Awareness Program on 05.10.16.
6. It has been planned to celebrate Dr. A. P. J. Abdul Kalam's birthday with a one hour duration special lecture on 19.10.16 for NSS students.

7. It is decided that 20.10.2016 will be the last working day for all UG and II year PG students. For I-year PG the last working day may be decided that 26.10.16
8. Attendances-in-charge are asked to submit their concerned class Attendance Report Category wise on 20.10.2016
9. It has been planned to issue the hall tickets for all II year-UG & PG, III-year UG on 22.10.16
10. The staff members are asked to hand over the following things to the AO office on or before 21.10.2016
- Soft copy of the notes should be handed over to the classes-in-charge and they must write the same in CD.
 - Master copy of the study materials, Long size note Book (notes writing) should be handed over to the Classes-In-charge and they must submit the same.
11. HODs are instructed to submit the Even Semester (2016-2017) work load (department wise) on 26.10.2016 to the undersigned.
12. The Periyar University November.2016 examination Schedule is received from the university. The theory examinations will commence from the following dates:
- For II-year UG, 01.11.2016 onwards
 - For III-year UG, 04.11.2016 onwards
 - For II-PG, 07.11.2016 onwards, and
 - For I-year PG - 15.11.2016 onwards.

13 The Staff Members those who are assigned as the Invigilators to the exams, are asked to do their invigilation duties promptly.

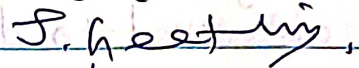
Name of the Staff

Signature of the Staff

M. Manjula



J. Greetha Ramani



S. Kandasamy



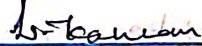
P. Datchinamoorthy



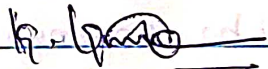
C. Jaganath



B. Kannan



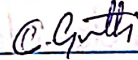
K. Kennady



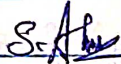
P. M. Jeevanantham



C. Gowthami



S. Abirami



T. Deepa



A. Kavitha



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 01.11.16.

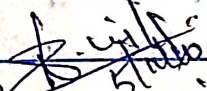
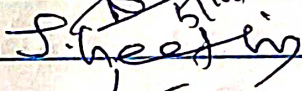
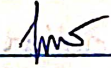

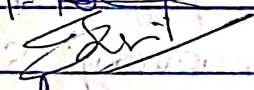
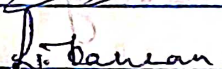
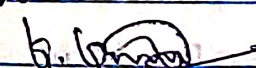
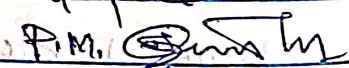
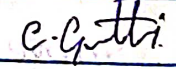

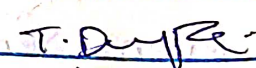

The HODs were informed of the following:

1. The Staff Members those who are assigned as the Invigilators (both External & Internal) to the exams, are asked to do their invigilation duties promptly.
2. The Faculty members are asked to give the instruction to the students inside the Examination Hall regarding the prohibition of bit papers, mobile phones, etc., before the commencement of the Examinations.
3. It is decided that 06.11.16 will be the last working day for all I-year PG students.
4. Attendances - in-charge of I-PG Classes are asked to submit their concerned class attendance report category wise on 06.11.16 before 1.00 pm to the office.
5. The Staff members of I-PG class (i.e., I M.A. English, I M.Sc Mathematics) are asked to hand over the following things to the Ao office:
 - * Soft copy of the notes should be handed over to the class in-charges and they must write the same in CD on or before 08.11.16.
 - * Master copy of the notes and Long size note Book (notes writing) should be handed over to the class-in-charge and they must submit the same in Ao office on or before 08.11.16.

6. It has been planned to issue the hall tickets for all 2-year Uca classes on 07.11.16.
7. HODs are asked to submit their Department Individual Staff Workload and In-Charges list (Attendance & classes) for Even Semester (2016-2017) on 07.11.2016 to the undersigned.
8. After the subject allotments are over, the staff members are asked to prepare the study material for the Even Semester with their allotted subjects.
9. The faculty members are asked to mention the number of pages (written (Datewise)) in the Longsize Notebook on every Saturday in the Principal's chamber.
10. HODs are asked to prepare the class and individual Time Table for the Even Semester (2016-2017) and the same should be submitted on or before 12.11.2016.
11. Even Semester classes will commence on 01.12.16 and the last working day for this semester is fixed as 08.04.17.
12. The faculty members are asked to complete their practical classes on or before 31.01.17. Based on this, the faculty members are asked to prepare their Scheme.
13. The faculty members are asked to prepare their Scheme (Theory & Practical) for the Even Semester 2016-17 and the same has to be submitted to the AO

office on or before 19.11.16

14. The faculty members those who are assigned as an Examiners, while they are valuing the answer scripts, they are requested to follow the instructions of Controller of Examinations, Periyar University, Salem and also they are asked to value the answer scripts based on the answer key.

Name of the Staff	Signature of the Staff
M. Manjula	
J. Geetha Ramani	
S. Kandasamy	
P. Datchinamoorthy	
C. Jaganath	
L. Kannan	
K. Kennady	
P.M. Jeevanantham	
C. Growthami	
S. Abirami	
T. Deepa	
A. Kavitha	

The meeting of the HOD's of Vysya College was conducted by Principal and it is held in Principal's Chamber @ 10.00 a.m on 01.12.16.

The HOD's were informed of the following:

1. The Faculty members, those who are engaging the first hour class, are asked to check and maintain the following disciplinary activities regularly:
 - ✓ Check whether the students have worn their ID card. If they do not have it, they should have their permission slip.
 - ✓ Check whether the students have their words note book and their 5 Subject related note books.
 - ✓ Make sure that they have got the notebook for all the allocated subjects. Verify whether the students are writing down the notes for the lessons, which are taken in the class.
 - ✓ Check whether the first and second year students, who have language papers, are bringing the language text books. Daily check the hair dressing and the dress code of the students.
 - ✓ Make sure that they are not wearing unnecessary accessories like ear-rings, rubber bands, chains etc.
2. It has been planned to conduct 15 days English Language Training Programs for all 1-year UG students from 12-12-16 to 30-12-2016.

3. It has been planned to give Faculty Development Program with a special lecture by "Athma Nambi" from Upamishadh Anandh Mandhir, Athanoorpatti, Valapadi on 30.12.16.
4. It is decided to celebrate a New Year, on 31.12.16, the Faculty members are instructed to do their duties sincerely. In this regard, we have formed various committees to maintain the discipline inside the Campus for this program.
5. It is expected that the Periyar University results November - 2016 in the following schedule: for UG Courses result will be published on the first week of January, 2017 for PG Courses results will be published on second week of January, 2017.
6. After the publication of the results from the University, the classes-in-charge have to prepare the consolidated Result Analysis to the concerned classes and they have to submit it within three days to the undersigned.
7. As per the discussion had with various HOD's of our institution, we have planned to conduct the following program in the following dates as given below.

⇒ Department of Computer Science - 25-01-2017
(A State level Intel-Collegiate meet)

⇒ Department of Commerce - 01-02-2017.
(A State level inter-collegiate Meet)

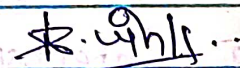
⇒ Department of management Studies - 03-02-2017
(BBA & MBA)
(A state level Inter-Collegiate Meet)

⇒ Department of English - 16-02-2017.
(A State level Inter-collegiate meet)

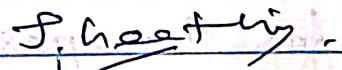
Name of the Staff

Signature of the Staff

1. M. MANJULA.



2. J. GEETHA RAMANI.



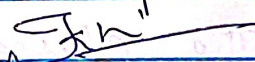
3. S. KANDASAMY.



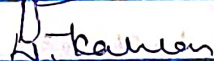
4. P. DHATCHINAMOORTHY.



5. C. JAGANATH



6. L. KANNAN.



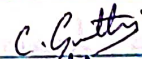
7. K. KENNADY.



8. P. M. JEEVANANTHAM.



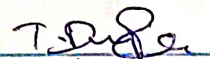
9. C. GOWTHAMI



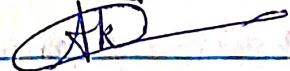
10. S. ABIRAMI



11. T. DEEPA.



12. A. KAVITHA.



The meeting of the HOD's of Vysya College was conducted by Principal and it is held in Principal's Chamber at 10.00 am on 02.01.17.

The HOD's were informed of the following.

1. As the Piyar Peliyas University November - 2016 Results for UG and PG is received from the University, the Classes - in - Charge are asked to submit the consolidated Result analysis within in three days from the commencement of it to the Undersigned.
2. The Interested Students are informed to apply for Transparency / Reevaluation / Re-totalling with in the ten days from date of result.
3. The Classes - in - Charge are instructed to post the letters to the parents with the November 2016 University marks of the Students on or before 17.1.17.
4. It has been planned to organize NSS Camp from 06-01-17 to 12-01-17.
5. It is planned to celebrate Pongal Festival on 12.01.17. As the part of the celebration, it is planned to organize various Competitions (Mehandi, Preparing pongal, Rangoli, Tug of war) to the Students.
6. It has been planned to conduct A State Level Inter-Collegiate meet in department of Computer Science.

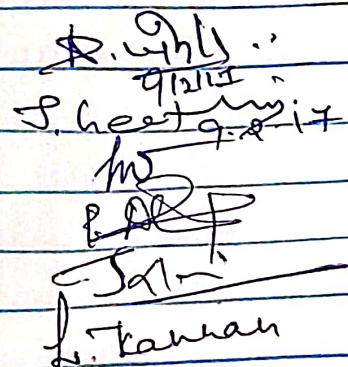
on 25.01.17.

7. As the information is receiving from Periyar University to conduct Viva-Voce Examinations for M.Phil Students on 30.1.17. For that the HOD's are asked to inform the Students through phone call.
8. The tentative date for the practical Exams of Periyar University will be conducted on the second week of February onwards. The confirmation date will be estimated later after receiving the information from the Periyar University. So, the faculty members, those who are handling the practical papers, are asked to complete the syllabus accordingly.
9. In this regard, the faculty members are asked to instruct the students to complete the record note book before 30.01.17.
10. It has been planned to conduct Blood donation Camp, organized by Rotary Club of Salem on 30.01.17.

Name of the Staff

Signature of Staff

1. MANJULA. M.
2. GEETHA RAMANI. J
3. KANDASAMY. S
4. DHATCHINAMORTHY. P.
5. JAGANATH. C
6. KANNAN. I.



 D. Viji
 J. Geetha
 K. S. S. S.
 P. D. D.
 C. Jagannath
 I. Kannan

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 01.02.17.

The HODs were informed of the following:

1. It has been planned to conduct Practical yoga class by Vedhathri Maharishi, Ammapet branch to all I year UG students on 06.02.17.
2. It has been planned to organize Mental stress regarding a special speech by I sckon Temple, Salem on 07.02.17 during the forenoon session.
3. It has been planned to organize Parambariya Kalaigal regarding a special speech by Prof. Karthikeyan from Tamilnadu open university, Chennai on 07.02.17 during the afternoon session.
4. It has been planned to conduct A state level Inter-collegiate Meet in Department of BBA & HBA on 13.02.17.
5. It has been planned to conduct A state level Inter-collegiate Meet in Department of English on 16.02.17.
6. As the information is receiving from the Periyar University UG Practical Examinations, will commence from 17.02.17 onwards, according to that the Faculty members are asked to follow the instructions for value the Answer papers and Record note books accordingly.
7. It has been planned to organize TB Awareness program to NSS students on 22.02.17.
8. It has been planned to organize a Road safety Awareness Program by Deputy commissioner of Police (crime & Traffic), Salem city to NSS students on 23.02.17.
9. According to the information about the theory examinations, the Faculty Members are asked to complete their syllabus (upto unit-V) on or before 20.03.2017 and also distribute the study materials on or before 15.03.2017 for all the units.

NAME OF THE STAFF

SIGNATURE

K. VENKATARAMANAN

K. Venkataramanan

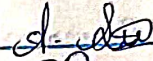
S. MYTHILI



A. PALANISAMY

Sany

A. SARANYA



R. IMMANUEL

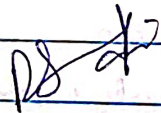


G. DEIVAHANI

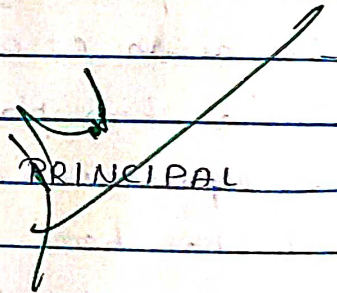


G. INDUHATHI

G. Induhathi



HEAD OF THE DEPARTMENT



PRINCIPAL

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 03.03.17.

The HODs were informed of the following:

1. It has been planned to conduct Model Examinations for all UG & PG students from 20.03.17.
2. The Faculty members are asked to value the papers properly without any total mistakes and also issue to the students and get it with their signature.
3. The classes-in-charge are asked to submit their Green-sheets and Program Report to the concerned Student's marks of Model Examinations March-2017.
4. The classes-in-charge are instructed to post the letters to the students for the marks of Model Examinations March-2017.
5. The Faculty members are asked to prepare possible questions to all units (I to V) for the students and it will be distributed to the students on the last working day.
6. The Faculty members are instructed to issue the study material (printouts) to the students on or before 15.03.2017.
7. It has been decided that on 17.03.17, the students from Department of English to provide necessary things to the Orphanage Home, Belur.
8. After receiving the Exam Time Table from the Periyar University, HODs are instructed to verify it whether there is any clash in the date of examinations. After the verification, HODs have

to announce the Time Table with session to the concerned classes.

9. The Periyar University APR/MAY - 2017 Examination Schedule is received from the University. The theory examinations commence from the following dates:

For I-year UG, 13.04.2017 onwards

For II-year UG, 12.04.2017 onwards

For III-year UG, 18.04.2017 onwards

For I-year PG, 19.04.2017 onwards, and

For II-year PG, 18.04.2017 onwards.

10. As the information, which is received from the Periyar University for uploading Internal Marks of the students, the Faculty Members are asked to prepare it accordingly and also uploading it in the Online without any mistakes.

Name of the staff

Signature

K. VENKATARAMAN

K. Venkataraman

S. MYTHILT

S

A. PALANISAMY

A. Palanisamy

A. SARANYA

A. Saranya

R. IMMANUAL

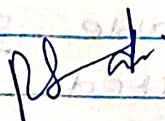
R. Immanuel

C. DEIVAMANI

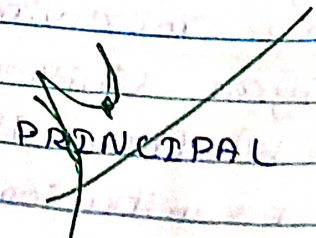
C. Deivamani

G. INDUMATHI

G. Indumathi



HEAD OF THE DEPARTMENT


PRINCIPAL

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 03.04.17

The HODs were informed of the following:

1. It has been decided that 05.04.17 will be the last working day for all UG & PG students.
2. Attendances - in-charge of UG & PG Classes are asked to submit their concerned class attendance report category wise on 05.04.17 before 1.00 PM
3. It has been planned to issue the Hall Ticket to all the students from 06.04.17 onwards. Before issuing of Hall Ticket, the classes-in-charge are instructed to check the students' words notebook and Progress Card whether they are submitted or not.
4. The Faculty members are asked to hand over the following things to the AO office on or before 06.04.17.

Soft copy of the notes should be handed over to the classes-in-charge and they must write the same in CD.

Master copy of the notes, long size note Book (Notes writing) should be handed over to the classes-in-charge and they must submit the same.

After getting the signature of the student in the Green sheets & Progress Report for Unit Test - I, Model Exams, the faculty members are asked to submit it to the concerned classes-in-charge. The classes-in-charge are instructed to submit the same.

They have to return their library books to the library.

They are asked to submit their diary.

5. The Periyar University Examinations APR/MAY-2017 begins from 12.04.17 onwards, the Faculty members those who are assigned as an Invigilator for duty both (External & Internal) are asked to report their presence at 9.30 am in the morning and in afternoon by 1.30 pm in the exam cell and also follow the instructions of the Chief Superintendent of the concerned colleges.
6. The Faculty members are instructed to follow the University Examination Invigilation duty properly.
7. After the University Examinations are over, the Faculty members are instructed to issue the Transfer Certificate (TC) along with the mark sheets & also the words Notebook to all final year students.
8. The HODs are instructed to prepare their Department workload for the upcoming academic year 2017-18 (odd & Even) and the same should be submitted to the undersigned on or before 15.04.17
9. After the publication new syllabus for I-year from the Periyar University website, the Faculty members are asked to download it and verify the syllabus books and also inform the required books for the I-year syllabus.
10. The staff members those who are assigned

as an Examiners for Periyar University paper valuation, while value the answer scripts, they are requested to follow the instructions, which are given by the Controller of Examinations, Periyar University, Salem.

11. The Faculty members those who are going for valuation are asked to value the answer scripts, based on the answer key.

Name of the Staff

Signature

K. VENKATARAMANAN

K. Venkataramanan

S. MYTHILI

S. Mythili

A. PALANISAMY

A. Palanisamy

C. DEIVAMANI

C. Deivamani

G. INDUMATHI

G. Indumathi

RS *di*

HEAD OF THE DEPARTMENT

[Signature]
PRINCIPAL

1. கல்யாள் வளாகத்தில் ஸ்ரீராம் கல்யாள்ப் பேருத்தில் ஆசிரியர்கள் / ஆசிரியைகள் அலைபேக் பயன்படுத்தக் கூடாது. ஏதேனும் அவசரத் தேவைக்காக கல்யாள்வில் இருக்கும் ஆசிரிய / ஆசிரியர்களை தொடர்பு தெரிவித்து உதவிகளைக் கேட்டுக் கொள்ளும். கீழ்க்காணும் எண்களுக்கு உதவிகளைக் கேட்டுக் கொள்ளலாம்.

கல்யாள் அலுவலக எண் - 0427 2240107

பிரதமர் - 99944 15730

தொலைபேசி - 98429 11174, 99944 15720

கி. வைத்தியசாலை (உதவிப் பேராசிரியர், கணினித் துறை) - 99944 15725

வெளியக்டுமார் (கணினி அலுவலர்) - 99942 15721

கணினி மான் (கணினி) - 99944 15730.

ஏதேனும் அலுவலர்கள் வந்தால் உடனடியாக ஆசிரியர்களுக்குத் தகவல் தெரிவிக்கப்படும். இதைத் தவிர்த்து அலைபேக் உபயோகப்படுத்தாதது தெரிய வந்தால் அன்றைய தினம் விடுப்பாகக் கருதப்படும்.

2. ஆசிரியர்கள் / ஆசிரியைகள் காலை 9.30க்குள் கருகன் வடுகையினை Biometric ல் பதிவு செய்து உதவிகளைக் கேட்டுக் கொள்ளும். 15 நிமிஷம் - 15 நிமிஷம் அக விரைக்கப்படும். அதற்கு மேல் காலதாமத அடிப்படையில் Permission வாங்கப்படும். ஸ்காலையின் கட்டாயம் Punch செய்து மண்ணாடு விட்டிருக்கிறால் உதவிகளைக் கேட்டுக் கொள்ளும்.

3. ஆசிரியர்கள் / ஆசிரியைகள் கல்யாள் வளாகத்தில் இருக்கும் போது அல்லாமல் அலை அணிய உதவிகளைக் கேட்டுக் கொள்ளும். ODD ஸ்ரீராம் EVEN SEMESTER ல் கால ஆடு குறை அணியத் தவிர்த்தல். உடனடியாக அதற்கான காரணத்தை எழுதித் தரவில்லை Submit செய்யும்.

4. ஆசிரியர்கள் / ஆசிரியைகள் வாரத்தில் 5 நாட்கள் (சனிக்குறியும் தவிர) Uniform அணிந்து வர வேண்டும். ODD மற்றும் EVEN SEMESTER ல் தனியாக ஒரு குறை அணியத் தவிரலாம். உடனடியாக அந்தக் காரணத்திற்கு, தாங்களிடமிருந்து இவ்வாறு தடுக்க வடிவில் முதல்வரின் Submit செய்யும். முதல்வரின், தலைவர் திர்மானங்களை தாங்கள் திருவாய் வரத்தவாயாக அறிந்து கொள்ளும் என்ற கார்த்திக்யம், அண்மைய திகை விடுபாக்கக் கருப்பும்.

5. விடுப்பு (CL), OD அல்லது Permission உதவியுடன் ஒரு நாள் இயங்குகலை || பணிக்கும் முதல்வரின் விடுபுக்கடித்ததைத் தொடக்க வேண்டும். (With Alternative Adjustment) விடுபுகள் அண்மையத்தில் No class என்று அறிவிக்கல் வேண்டும்

6. ஆசிரியர்கள் / ஆசிரியைகள் காரணங்களுக்காக வேலை விடுப்பு அல்லது தவிர்த்தல் கடினம். தவிர்த்தல் அடியாக காரணங்களை பட்டியல் ஏற்றுத் திரைப்படும்.

7. ஆசிரியர்கள் / ஆசிரியைகள் விடுப்பு (CL/OD) அறிவிக்கல் அறிவிக்கல் அறிவிக்கல் ஆசிரியர்களின் Adjustment வாங்க வேண்டும். வேண்டும் பணியில் கார்த்திக்யம் 5 வேலை நாட்களுக்குள் விடுப்பு அறிவிக்கல் அறிவிக்கலான பட்டியலான Adjustment கார்த்திக்யம் ஆசிரியரிடமிருந்து Compensation அறிவிக்கல் வேண்டும்.

8. ஆசிரியர் / ஆசிரியைகளுக்கு யாது ஒரு Permission காலை 9.30 மணி முதல் 10.30 மணி அல்லது மீண்டும் 4.00 மணி முதல் 5.00 மணி அல்லது வேறுபட்ட வேறுபட்டும்.

ஆசிரியர் / ஆசிரியைகளுக்கு Permission அறிவிக்கல் மார்ச்சு Evening V Hour அல்லது அறிவிக்கல் வேண்டும். அறிவிக்கல்

மாணவர்களுக்கு நகல் பாடலெண்ணை அனுப்புவது Absent போல
கொண்டும் அங்கு மாணவர்களுக்கு Attendance Incharge என்ற
நான் விடுப்புக்கடிதம் கொடுக்கல் கொண்டும்.

13. கடைசி பாடலெண்ணை தொழில் அதிகாரிகள் மணி அடித்து உடன்
விளக்கு மீண்டும் மீண்டும் விசாரிப்பதை மாணவர்களின் உதவியோடு
அண்ணாத்தலிட்டு, அதுபோல் மாணவ/மாணவியர் போயர் போன்ற
தீவிரவாதிகள் போட்டிருந்தால் அதனை எடுக்க தீவிரவாதிகளிடம்
போல தொழிலாளர் கொண்டும், மாணவ/மாணவியர் அண்ணாத்தலிட்டு
அதேபோலவே அங்குள்ள அனைத்து மாணவர்களுக்கும்
மறுபடி அனுப்பும்.

14. மாணவ/மாணவியரை எக்காரணம் கொண்டும் அதுபோலவேயில்
கடந்த வாரத்திற்குள்ளும் திடீராகக் கூடாது. மாணவ/மாணவியர்கள்
காணாமல் போனால் உடனடியாக நகல்வர்/தொண்டர்கள் அவர்களை
கவனத்திட்டு கொண்டு வருகல் கொண்டும்.

15. அதிகாரி/அதிகாரிகள் மாணவ/மாணவிகளை தொடர்பு பேசுவதற்கு,
தொண்டர்கள் கவனம் பேசுவதற்கு கூடாது. அதிகாரிகள் அதுபோல
எடுக்கின்றபோது மாணவ/மாணவியரின் கிணங்கக் குறி
சாய்ந்த உண்ணம் எடுக்கக் கூடாது. அதிகாரிகள் மாணவ/
மாணவியரை அப்பாட்டுப் பேசக் கூடாது. திடீராகக் கூடாது. மாணவர்களின்
அவர்களுக்குக் கருவிகளை விளக்கிக் கூறவும்.

16. அதிகாரிகள் மாணவர்களை பேசுவதில் குறி சாய்ந்திருக்கல்
மீண்டும் உறுதிபடுத்தல் போன்ற தொண்டர்களில் இருந்து அனுப்பிக்கக்
கூடாது. அதிகாரிகள் மாணவர்களிடமிருந்து மறுபடி நான் பங்கு
மீண்டும் கொடுக்க, சாக்கடை அழிவுக் கூடாது. மாணவர்களுக்கு
அனுப்புகல் கூடாது.

17. அதுபோலவே மாணவர்கள் பேசிக் கொண்டு இருக்கும் போது,
அதிகாரிகள் அவர்களுக்கு Absent போடக்கூடாது. அதிகாரிகள்

17. மாநகராட்சியும் தொண்டி/மாணாக்காரிசனும் வகுப்பறையின்
தொண்டியை நிற்க வைக்கக் கூடாது. வராண்டாவில் ஆசிரியர்கள்
மாணாக்காரி/மாணாக்காரியிடம் உபகரணம் கட்டக் கூடாது.

18. ஆசிரியர்கள் கல்லூரி நிறுவனங்களுக்கு பற்றியும் அல்லது மற்ற
ஆசிரியர்களின் நடவடிக்கைகள் பற்றியும் மாணாக்காரி/மாணாக்காரியிடம்
கொண்டிருக்க வேண்டியிருக்கிறது உபகரணம் கட்டக் கூடாது.

19. ஆசிரியர்கள் ஆசிரியைகளுக்கும் (அ) மாணாக்காரிகளும் மாணாக்காரி
வகுப்பில் படி எடுத்தவர்களுக்கு உபகரணங்களும் கொடுப்பவர்களை (அ)
மாணாக்காரிகளும் கொடுக்கக் கூடாது.

20. ஆசிரியர்கள் வகுப்புகளில் கொடுக்கக் கூடாது. கல்லூரியில்
நடத்தப்படும் கொடுக்கக் கூடாது மாணாக்காரிகள் எடுக்க வேண்டும்.

21. ஆசிரியர்கள் மாணாக்காரியிடம் Internal Marks பற்றி உபகரணம்
கட்டக் கூடாது. Internal Marks இவைகளை மாணாக்காரி/மாணாக்காரி
பயன்படுத்தக் கூடாது.

22. ஆசிரியர்கள்/ஆசிரியைகள் மாணாக்காரிகளின் Staff Room-க்குள்
அனுமதிக்கக் கூடாது. மாணாக்காரிகள் பற்றிய சந்தகங்களை அனுப்பும்
வகுப்பறையிலேயே சந்தகங்களை வைக்கக் கூடாது கொடுக்க
வேண்டும். அல்லது Staff Room-க்கு தொண்டியை நிறுத்து
மாணாக்காரி/மாணாக்காரியின் சந்தகங்களை நிறுத்து கொடுக்க வேண்டும்.

23. ஆசிரியர்கள்/ஆசிரியைகள் வகுப்புகளுக்கு கொடுக்க உடன் மாணாக்காரிகளும்
அனுப்பும் Duster / Chalk / Notebooks / Printouts கட்டும்படி
எடுக்கக் கூடாது கொடுக்கக் கூடாது. மாணாக்காரிகளுக்கு கொடுக்க
கூடாது (Board) எடுக்க வேண்டும் கொடுக்கக் கூடாது.
மாணாக்காரிகளுக்கு கொடுக்க (Seminar) வகுப்புகளுக்கு
எடுக்கக் கூடாது.

24. மாணவ / மாணவியர்களை அறிவிக்க கடிதம், Assignment, Printout Notes போன்றவற்றை அனுப்பதற்குரிய கணம் கருவெண்டும், வந்தால் மாணவ / மாணவியர்களுக்கு அருகே வேலை நடைவில் அனுப்பதற்குரிய தகவல் வேண்டும்.
25. அறிவு / ஆர்வம் அளவில் குறைவாக இருக்கும் கண்ணம்மாள் LCD ஐ அறிவிக்க மாணவர்கள் மட்டுமே பயன்படுத்த வேண்டும், மாணவர்கள் மேல் அறிவை கையாள்வது.
26. Life Science அறிவிக்க மாணவர்களின் கையாள்வது பங்களிக்கக்கூடிய கையாள்வது போன்ற Common / Group Practical தகவல் வேண்டும்.
27. PG மாணவர்கள் அறிவை அறிவிக்க Project ஐ தகவல் வேண்டும். அறிவிக்க மாணவர்கள் அறிவைக் குறிப்பிட்ட Topic ல் தகவல் வேண்டும் அறிவை அறிவிக்கக்கூடிய கடிதம். மாணவர்கள் அறிவிக்கக்கூடிய மட்டுமே தகவல் கையாள்வது Project தகவல் அறிவிக்கக்கூடியவர்கள்.
28. அறிவிக்க மாணவர்கள் / அறிவிக்க மாணவர்கள் மட்டுமே கையாள்வது Inter Collegiate meet க்கு கையாள்வது மாணவர்கள் அறிவிக்கக்கூடிய கையாள்வது இரண்டு EVENT க்கு மேல் மாணவர்களைத் தகவல் தகவல் வேண்டும்.
29. அறிவிக்க மாணவர்கள் / அறிவிக்க மாணவர்கள் கையாள்வது அறிவிக்கக்கூடிய பாடங்களைத் தகவல் தகவல் அறிவிக்க வேண்டும். கையாள்வது அறிவிக்க மாணவர்களைத் தகவல் அறிவிக்கக்கூடிய தகவல்.
30. அறிவிக்க மாணவர்கள் / அறிவிக்க மாணவர்கள் கையாள்வது பாடங்களை Printout ஐ (Master copy) அறிவிக்க Xerox Room அறிவிக்க அறிவிக்க வேண்டும். Master Copy ஐ Printout அறிவிக்கக்கூடிய அறிவிக்க.

செய்யியலானது போடுதல் உண்டாம். இங்கேயுள்ள Printout
 எடுக்கல் கூடாது. அந்த Master copy number of
 copies ஐ உபயோகிப்பது எடுக்கல் போடுதல் உண்டாம். மாண்பு
 அமைச்சர் அலுவலகம் அந்த Printout Note Xerox ஐ
 எடுக்கல் கொடுத்தல் உண்டாம். சில அலுவலகங்கள்
 கொண்டு Master copy Printout எடுக்கலாம், Printout
 Notes Xerox எடுக்கல் எடுக்கலாம் கூடாது. கல்யாணக்கு
 அமைச்சர் அமைச்சர் அலுவலகம் / அமைச்சர் அலுவலகம் (Long
 Absenters) அலுவலகம் அமைச்சர் அமைச்சர் அலுவலகம்
 (Printout Notes) எடுக்கலாம்.

31. அமைச்சர் / அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம்
 (Printout Notes) அலுவலகம் / அலுவலகம் அமைச்சர் அலுவலகம்
 கூடாது. அமைச்சர், அமைச்சர், அமைச்சர் அலுவலகம், அமைச்சர் அலுவலகம்
 அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம்.

32. அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம்
 அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம்
 F-mail, Chatting, Face book chatting அமைச்சர் அலுவலகம்
 அமைச்சர் அலுவலகம் கூடாது.

33. அலுவலகம் அமைச்சர் அலுவலகம் (Reference Book, Text Book)
 அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம்
 அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம்
 அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம்
 அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம்

34. அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம்
 அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம்
 அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம்
 அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம் அமைச்சர் அலுவலகம்

நகல் எடுப்பதற்கு இடுக்கால், அதாவது கலிபுரிக் குகல்வர் அவர்களுடைய
 உதவியை நகல் எடுக்கப்படுகிறது என்பதற்கான உரிய காரணத்திற்கு
 கள் இல்லாதது அல்லது மறு வேண்டும். நான் Xerox Room
 உதவியை அளிக்கும் மையப்பகுதியில் காரண எடுக்க உதவி
 நகலுக்கான தொகையைக் (Xerox Amount) தொகுத்துக் கொடுக்க
 மறு வேண்டும். அந்தவகையான அலுவலர் நகல் (Xerox)
 எடுக்கல் வேண்டும்.

35 அண்மைக்கான பரணவர்களுடன் அனைத்துப்பதனை கமிட்டி மீட்டிங்
 மைய Register கண்டு பிடிக்க உதவும். அல்லது எடுக்க
 பரணவர்களுக்கான அனைத்து Register கமிட்டி மையப்பகுதியில் Absent-ஆ
 பிடிக்க உதவும். அந்தவகையான அலுவலர் மைய
 Register ல் மையப்பகுதியில் cumulative total கண்டு வேண்டும்.

36 கீழ்க்கண்ட Diaries எடுக்க வேண்டும். Diary எடுக்கல்,
 Department Adjustment Register, Principal / Director
 room Internal Adjustment Register, Inter collegiate
 Participation Register போன்றவைகளைக் குவியல்கள் அல்லது
 எடுக்கல் வேண்டும். அடிக்கல், கிடுக்கல், over writing
 கிடுக்கல் மைய. Diary மீட்டிங் Long size notebook
 New words எடுக்கல் வேண்டும்.

37 கமிட்டிக்கு அங்கீகரிக்கப்பட்ட பரணவர்களை (Attendance In-charge,
 class In-charge and Veranda duty) கமிட்டிக்கு
 மைய வேண்டும்.

38 அங்கீகரிக்கப்பட்ட / அங்கீகரிக்கப்படாத கமிட்டிக்கு அங்கீகரிக்கப்பட்ட அனைத்து
 Exam duty கமிட்டி மைய வேண்டும். உதவியை
 Unit test, Periyar University, Annamalai University,
 Anna University, Bharathiyar University, ரீட்டி போன்ற
 Exam கமிட்டி Duty allotment மையப்பகுதியில் கமிட்டி
 மைய வேண்டும். அண்மை மீட்டிங் அங்கீகரிக்கப்பட்ட அனைத்து

அறிக்கைகளை தேர்வு (SLET, NET, M.Phil, Higher studies etc.,) இடுக்கால் அதிகாரம் காண்பிப்பதை குறிப்பிடும் அறிக்கை Exam Dutyல் இடுக்கில் விவரம் வழங்கி கொடுக்கப்படும்.

39 கல்யாணி மாணவ / மாணவியருக்கு நடத்தப்படும் அலகுகளில் (Unit Test) மாநிலத்திற்குரிய (Model Exam) குறிப்பிட்ட தேர்வுகளை விடைத்தாள் (Answer script) அளிப்பது / அளிப்பதை குறிப்பிட்டு மதிப்பீடு (valuation) செய்தல் வேண்டும். மறு அலகு வரைவு காண்பிப்பது / மாணவியருக்கும் வழங்கி, அதிகாரம் அதிகாரியிடம் மாணவ / மாணவியரின் பெயர் பட்டியலில் (name list) கட்டியும் அகையெழுத்து (signature) வாங்கி வைத்தல் வேண்டும்.

40 அதிகாரிகள் / அதிகாரிகள் தலைகீழாக இருக்க முடியும் புத்தகங்களை 15 நாட்களில் Renewal / Return செய்தல் வேண்டும். மறு அதிகாரிகளின் Cardலிருக்கும், மாணவர்களின் Cardலிருக்கும் அதிகாரிகள் புத்தகங்களை எடுக்கக் கூடாது. அகையெழுத்து அளிப்பது / அதிகாரிகளைக் குறிப்பிட்டு தலைகீழில் புத்தகங்களை எடுக்கலாம், திருப்பிக் கொடுக்கலாம், Renewal செய்யலாம் கூடாது.

41 அதிகாரம் / அதிகாரிகள் Meeting க்கு நேரடியாக வரக்கூடாது. Meeting க்கு வரும் வரலாக அதிகாரம் / அதிகாரிகள் Scribbling Pad கொண்டு வரக்கூட வேண்டும்.

42 கையெழுத்து காண்பிப்பது கருக்காக Staff Room வட்டு Staff Room கையெழுத்து காண்பிப்பது. அதன் அதிகாரிகள் அவர்களுக்கான ஒதுக்கப்பட்ட Staff Roomலேயே அளிப்பது உணவகங்களுக்கு வேண்டும். பெண் அதிகாரிகள் கல்யாணி கண்காணிப்பு குறித்து கருக்கில் அவர்களுக்கான ஒதுக்கப்பட்ட இடத்தில் அளிப்பது உணவகங்களுக்கு வேண்டும்.

43 கல்யாணி வேலை குறிப்பில் அதிகாரிகள் / அதிகாரிகள் கல்யாணி வட்டு வெளியே கொடுக்கக் கூடாது. அதிகாரிகள் /

வேலை அல்லது அமைப்பின் வேலை முறையில் எடுக்கல் உடனடி அகதரால் மாணவ/மாணவியின் கையொப்பம் மற்றும் அமைப்புக் குழு கல்யாள் நித்யகணம் பதிவு செய்ய அனுமதிக்கல் உடனடி முன்னால் கதிர்க்க நலமுக்கை எடுக்கப்படும்.

64 ஆசிரியர்கள் / ஆசிரியைகள் கற்களுக்கு ஒருதரம் உதவிகள் கேட்கும்படி அகனை உரிய காலத்தில் நிர்வாகத்திடம் தெரிவித்து வடுகல் வேண்டும். காலகாலமாக கண்காணிக்கும் தெரிவித்து வடுகலில் நிர்வாகத் திக்கு இடப்பதால் அகனைத் தவிர்க்கவும் கறை தொடர்பாகப் பொருட்கள் ஒருதரம் கேட்கும்படி முறையாக அகனை எடுக்க வடவில் முகலவரம் கடுகல் வேண்டும்.

65 கல்யாணம் கறை காப்பாக காணிகள் அடியும் வைக்கும் எடுக்கவாடு குடிக்ககலல் மற்றும் இன்னக்கல் எதுவாயும் அகனை Download செய்ய Print எடுக்க வைக்கடுக்கல் வேண்டும்.

66 கல்யாணம் நடைமுறை எடுக்க வடனாக இடுக்காயும் (Inter collegiate Meet, seminar, Symposium) கேட்கவாடு உதவிகள் முகலவேய நிர்வாகத்திடம் ஆசிரிய / ஆசிரியைகள் கேட்கப் முடியும் வேண்டும். கல்யாணம் கறை காப்பாக நடைமுறை எடுக்க வடனாக இடுக்காயும் அது அனுமதிக்கலில் ஆசிரிய / ஆசிரியைகள் வடன்கள் இடம் முடியும் உடனடி. வடன முடிக்கவடல் கறை வேட்கவடன்கள் உதவியுடன் அவ்வடுக்கக் கட்டாயம் காண்கல் செய்யல் வேண்டும்.

67 கல்யாணம் பணியும் ஆசிரிய / ஆசிரியைகள் Face Book, Twitter வடன்கள் இணைய களங்களில் கல்யாணம் எடுக்க மற்றும் கல்யாள் தெரிவித்து எடுக்கவாடு முறையாகவும் பொருட்கல் உடனடி.

68 அவ்வாடு கறைவில் நடுகடு அகனைக் Events கணியம் (Soft skill) Programme, Guest Lecture, Placement

கூடு, லிப்டர் முதலியவற்றைக் கடுமையாக வைத்துக் கொள்ளப்படும்.

கீழ்க்கண்டவற்றைக் கிணக்கத்தொகைகள் மூலம்/மூலக்கையாடல்களுக்கு
மூலப்படுகிற சாப்பாடுகள் தங்கம் கவனத்திற்குக் கொண்டு
வருகின்றன.

Details of Fine Amount:

1. Un Uniform - Rs 25.00
2. Note book - Rs 25.00
3. Cell phone - Seized
4. ID card - Rs 25.00
5. New ID card - Rs 100.00
6. Late comers - Rs 10.00
7. Leave taken per day - Rs 5.00

NAME OF THE STAFF

SIGNATURE

K. VENKATARAMANAN

K. Venkataraman

S. MYTHILI

S. Mythili

B. PALANISAMY

B. Palanisamy

C. DEIVAMANI

C. Deivamani

G. INDUMATHI

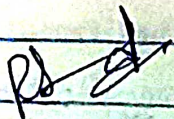
G. Indumathi

V. RUDRATHALAS

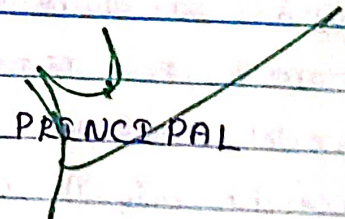
V. Rudrathalas

M. JOTHILAKSHMI

M. Jothilakshmi



HEAD OF THE DEPARTMENT



PRINCIPAL

The meeting of the HOD's of Vysya college was conducted by principal and it is held in principal's chamber at 10.00 a.m. on 02.06.17.

The staff Members were informed of the following

1. It has been planned to give yoga class, which is conducted by Arivu Thirukovil of Dadagapatti, Vedhadri Maharishi's Manavala Kalai yoga to the Faculty Members for 3 days from 05.06.17 to 07.06.17.
2. The Faculty Members are instructed to bring the scribbling pad for all the meetings.
3. 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
4. The Faculty Members are asked to write down the words daily in their diary
5. 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
6. The Attendants-in-charge are asked to maintain the attendance carefully
7. The Staff Members are asked to prepare the Lesson plan for Odd Semester 2017-18. 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.
8. 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 07.06.17.
9. It has been planned to reopen for all II-year and III-year (Utg Pbr) on 08.06.17, 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.s On 14.06.17
10. It has been planned to open the classes for I-BBA, I-Biotech, I-Biochem, I-Micro, I-BA Eng, I-Mat A & B on 16.06.17,

The Meeting of the HOD's of Yoga College was conducted by Principal and it is held in Principal's Chamber at 10.00 AM on 02.04.2017.

The Staff Members were informed of the following:

- 1) It has been planned to give Yoga Class, which is conducted by Arivu Thirubore of Dalayapatti, Vedhadri Maharishi's Manavala Kalai Yoga to the Faculty Members for 3 days from 05-06-2017 to 07-06-2017.
- 2) The Faculty Members are instructed to bring the scribbling Pad for all the meetings.
- 3) 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.
- 4) The Faculty Members are asked to write down the words daily in their diary.
- 5) 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.
- 6) The Attendances-in-charge are asked to maintain the attendance carefully.
- 7) The Staff Members are asked to prepare the Lesson Plans for Odd Semester 2017-18, while preparing

The Lesson Plan, they are instructed to include all the marking days. All the sub-topics should be given in the lesson plan.

8) 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.B. office on 07-06-2017.

9) It has been planned to reopen for all II year and III year (UG & PG) on 05-06-2017, and also to open the following classes (i.e) T-B.Com 'A' & 'B', T-B.Com, CA-'A' & 'B', T-BCA and T-B.Sc. 'C'S' on 14-06-2017.

10) It has been planned to open the classes for T-BBA, T-Bio-tech., T-Bio-chem, T-Micro, T-BA.Eng., T-Maths 'A' & 'B' on 16-06-17.

11) The Classes-in-charge are asked to prepare the seating plan of the students and also reported the same in the Class Room Notice Board.

12) 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.

13) As the Periyar University APR/MAY-2017 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 from the commencement of it to the undersigned.

- 14) The Interested students are informed to apply for Transparency / Reevaluation / Re-Totalling on or before 23-06-17.
- 15) The Classes-in-charge are instructed to post the letters to the parents with the APR/MAY 2017 University Marks of the Students on or before 19-6-17.
- 16) It has been planned to conduct English Language Training Program for all II year and III year UG classes for fifteen days from 19-06-17 to 07-07-17. Each day, the class will be conducted for two hours, either in the morning or in the evening alternatively.
- 17) It has been planned to celebrate Kannadasan's Birthday and the special speech about Bharat Ratna M.G.R. on 24-06-2017.
- 18) It has been planned to give Drug Awareness Program for T.B.Sc. Maths "A" and "B", T.B.Sc.CS on 27-06-2017.

S.No.	NAME OF THE STAFF MEMBERS	SIGNATURE
1.	ELAVARASAN. M	
2.	SRIDHARAN. R	
3.	MATHUBALAN. R	
4.	VIJAY. R	
5.	LOGANATHAN. A	
6.	INDHUMATHY. V	
7.	GOVARTHINI. S	
8.	NANDHINI. S.	
9.	NARMADHA. M	

SIGNATURE OF THE HOD

SIGNATURE OF THE PRINCIPAL

The meeting of the HOD's of Vysya College was conducted by Principal and it is held in Principal's chamber at 10.00 a.m. on 03.07.2017.

The Staff Members were informed of the following:

- 1) It has been planned to conduct 15 days duration English Language Training Classes for all I-UG students from 24-07-2017 to 04-08-2017.
- 2) It has been planned to conduct 5 days - Soft Skill Program for all II year UG Students from 24-07-2017 to 28-07-2017 and 4 days for III year UG Students from 24-07-2017 to 27-07-2017.
- 3) The classes-in-charge of all the UG classes are asked to collect the feedback from students daily for English Language Training Class and Two days once for Soft Skill Program and the same should be submitted before 4 P.M. to the undersigned.
- 4) It has been planned to celebrate Kamarajar's birthday by delivering a special speech to the students on 15-07-2017. For regarding this, Kavignar. Boodhathan will engage two hours speech.
- 5) It has been planned to open the classes for P.M.A. English and I M.Sc. Maths on 21-07-2017. So that the Faculty Members those who are engaging these classes are asked to prepare the scheme (21-07-2017 to 31-10-2017) and the same should be submitted to the A.O. office on or before 20-07-2017.
- 6) Faculty members are asked to prepare Question Paper (25/Marks) and answer key for the Unit Test I in the following pattern for UGs. and PG. III.UGs.:
UG Question Paper Pattern:
Section A - $5 \times 2 = 10$ Marks

Section B - $1 \times 5 = 5$ Marks (either ... or ... pattern)

Section C - $1 \times 10 = 10$ Marks (2 Questions open choice)

PG Question Paper Pattern:

Part A - $2 \times 5 = 10$ Marks (either ... or ... pattern)

Part B - $1 \times 10 = 10$ Marks (either ... or ... pattern)

7. The Faculty Members are asked to submit Unit Test Question paper on or before 21-7-17 to the concerned class-in-charges and they are asked to submit the same to the Administrative Office.

8. The Faculty Members are asked to value their concerned subject papers after three days from the commencement of their exams. And also they are asked to value the papers without any total mistakes and are asked to submit it along with the Answer Key to the A.O. office for verification. After verification the valued papers are to be issued to the students.

9. The classes-in-charge are instructed to post the letters to the parents with the mark of Unit Test-I and attendance Particulars of the Students on or before 09-08-17.

S.NO.	NAME OF THE STAFF MEMBERS	SIGNATURE
1	ELAVARASAN. M	
2	SRIDHARAN. R	
3	MATHUBALAN. R	
4	VIJAY. R	
5	LOGANATHAN. A	
6	INDHUMATHAY. V	
7	GOVARTHINI. S	
8	NANDHINI. S	
9	NARMADHA. M	

k. Ganeshini
SIGNATURE OF THE H.O.D.

SIGNATURE OF THE PRINCIPAL

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 21.08.2017.

The Staff Members were informed of the following:

1. As the celebration of 71st Independence Day, it is planned to arrange a Patriotic lecture on "Desam Nam Dheivam" with a lecture by Prof. "Tamilaravi" Manonmani, M.A., M.Phil., Ph.D. Famous speaker from Trichy in the Afternoon session of 12-08-2017, for all II year UG students.
2. It has been planned to conduct One Hour Unit Test-I for all I year UG Students from 21-08-2017 to 26-08-2017. So that the Faculty Members are asked to submit Unit Test-I Question Paper on or before 19-08-2017 for I UG classes to the concerned classes-in-charge and they are asked to submit the same to the Administrative office.
3. Faculty members are asked to prepare question paper (25 marks) and answer key for the Unit Test-I in the following pattern.

UG Question Paper Pattern

Section A - $5 \times 2 = 10$ Marks

Section B - $1 \times 5 = 5$ Marks (either ... or ... pattern)

Section C - $1 \times 10 = 10$ Marks (2 Questions Open choice)
4. It has been planned to conduct two hours Unit Test (50 marks) from 28-08-2017 to 06-09-2017 for all II & III - UG classes and II - Year P.G. Classes.
5. Faculty Members are asked to prepare question paper (50 marks) and answer key for the Unit Test-II for II & III UG and II Year PG classes in the following pattern:

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UG Question Paper pattern

Section A - $10 \times 2 = 20$ marks

Section B - $2 \times 5 = 10$ marks (either... or... pattern)

Section C - $2 \times 10 = 20$ marks (3 questions open choice)

PG Question Paper Pattern

Part A - $4 \times 5 = 20$ marks (either... or... pattern)

Part B - $3 \times 10 = 30$ marks (either... or... pattern)

6. The Faculty members are asked to submit Unit Test II Question Paper on or before 31-08-2017 for II & III UG and II Year PG classes to the concerned classes-in-charge and they are asked to submit the same to the Administrative Office.
7. The Faculty Members are asked to value their concerned subject papers 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 to the A.O. Office for maintaining Documentation.
8. The Classes-in-charge are instructed to post the letters to the parents with the mark of Unit Test-I for all I-Year UG Students and their attendance Particulars on or before 31-08-2017.
9. The classes-in-charge are instructed to submit the Report of progress of all I year UG Students on or before 31-08-2017 to the A.O. Office.
10. The Classes-in-charge are instructed to post the letters to the parents with the mark of Unit Test-II for all II & III-UGs and II Year PG classes and their attendance Particulars on or before 09-09-2017.
11. The Classes-in-charge are instructed to submit the progress Report with the mark of Unit Test-II for all II & III UG and II Year PG Students on or before 09-09-2017 to the A.O. Office.

12. It has been decided to give 6 Days Yoga Classes for all I year UG students from 28-08-2017 to 04-09-2017. The Forenoon session (i.e. three hours) will be engaged by the Yoga staff members from Vedanthi Maharishi's "Manavala Kalai Yoga".
13. It has been planned to conduct Five Days in service Training Program for Secondary Grade Science (School) Teachers organized by Life Science Departments which is tied up with Tamilnadu State Council for Science and Technology from 28-08-2017 to 01-09-2017.
14. It has been planned to conduct an Inter-collegiate competition in Department of Mathematics on 07-09-2017.

S.NO.	NAME OF THE STAFF MEMBERS	SIGNATURE
1	ELAVARASAN. M	HEE
2	SRIDHARAN. R	SRD
3	MATHUBALAN. R	MAT
4	VIJAY. R	VJR
5	LOGANATHAN. A	LOG
6	INDHUMATHY. V	IND
7	GOWARTHINI. S	GOW
8	NANDHINI. S	NAN
9	NARMADHA. M	NAR

K. Ganesan
SIGNATURE OF THE HOD

SIGNATURE OF THE PRINCIPAL

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 01.09.2017.

The Staff Members were informed of the following:

1. It has been planned to celebrate Anna Birthday on 15-09-2017. In this regard, Nellai Suppaya will give a special speech on the forenoon session of for all I-year UG students.
2. It has been planned to conduct to conduct an Inter-collegiate competition in Department of Computer Science on 22.09.2017.
3. It has been planned to conduct two hours Unit Test (50 Marks) from 19.09.17 to 23.09.17 for all I year UG classes!
4. The Faculty members are asked to submit Unit Test II / Question Paper on or before 16.09.17 for I year UG to the concerned classes-in-charge and they are asked to submit the same to the A.O. office.
5. The Faculty members are asked to value their concerned / subject papers after three days from the commencement of their exams. They are asked to value the papers without any / total mistakes and they have to submit the Answer Key to the A.O. Office for maintaining Documentation.

6. The Classes-in-Charge are instructed to post the letters to the parents with the mark of Unit Test -II for all I-year UG classes and their attendance Particulars on or before 28.09.2017.
7. The Classes-in-charge are instructed to submit the Progress Report with the mark of Unit Test -II for all I year UG classes and their attendance Particulars on or before 28.09.2017.
8. It has been planned to Celebrate Mahatma Gandhi & A.P.J. Abdul Kalam's birthday celebrations on 28.09.2017. In this regard Inki Pravin will give a special lecture on the Forenoon session, for all III year UG students.
9. It has been planned to conduct Unit Test-III for all UG students & II-year PG Students from 04-10-17 to 12-10-17.
10. The Faculty members are asked to submit Unit Test -III Question Paper on or before 28.9.17 for UG students & II year PG classes to the concerned classes-in-charge and they are asked to submit the same to the A.O. Office.
11. University Practical Examinations will commence from 25.09.17. So, the practical in-charges are expected to complete the syllabus as per the schedule.

12. The HODs are instructed to submit the list of practicals to be conducted for the Even Semester - 2018 (Type of Practical and Requirements to be included).

S.NO.	NAME OF THE STAFF MEMBERS	SIGNATURE
1.	ELAVARAGAN. M.	
2.	SRIDHARAN. R.	
3.	MATHUBALAN. R.	
4.	VIJAY. R	
5.	LOGANATHAN. A	
6.	INDHUMATHY. V	
7.	GOVARTHINI. S	
8.	NANDHINI. S	
9.	NARMADHA. M	

K. Ganesan
SIGNATURE OF THE H.O.D. SIGNATURE OF THE PRINCIPAL

The meeting of the HODs of VISHA College was conducted by Principal and it is held in Principal chamber at 10:00 a.m on 6.10.17

The staff members were informed of the following:

1. The Faculty members are asked to do the following things before 10.10.17

⇒ Issue the study material to the students.

⇒ The classes-in-charge are asked to Post the letter to the Parents with the students marks of unit test-III and also they are asked to Post the mark of the same in Progress Report and get Signature from the students.

⇒ The Faculty members are asked to issue the answer sheet of unit test-III to the students.

⇒ The model question papers for all the subject should be issued to the students.

⇒ Possible question for all-units for all subject should be issued to the students.

2. The attendance-in-charge asked to submit the student's Attendance Report on 14.10.17 (during the II-hour)

3. It is decided that 14.10.17 will be last working day for all VI and II-year PG student. For I year PG the last working day may be decided that 31.10.17

4. The staff members are asked to hand over the following things to the AO office on or before 21.10.17

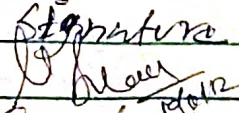

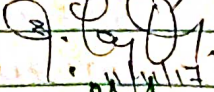
- a) Soft copy of the notes should be handed over to the classes-in-charge and they must write the same in LP
- b) Master copy of the study material, Longsize Note book should be handed over to the classes-in-charge must submit same

5. The classes-in-charge are asked to get Progress Report from the AO office for entering internal mark of the student and also returned it after the process are over.

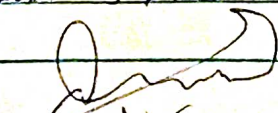
6. It has been Planned to conduct unit test - I, for I year PG Student from 24.10.17 to 29.10.17.
7. The Periyar University Nov-2017 Examination schedule is received from the University the they examination will commence from the following dates
 For II year VU 1.11.17 onwards
 For III year VU 7.11.17 onwards
 For II year PG 13.11.17 onwards
 For I year VU & PG 15.11.17 onwards.
8. After receiving the Exam time table -2017 (Nov) from Periyar University, we are instructed to announce the time table with session concerns.
9. It has been Planned to issue the Student Home filled card:
 For out going students - 25.10.17
 For II year VU & PG - 27.10.17
 For III year VU - 28.10.17
10. After entering the internal marks of the student the classes in charge are instructed to get the signature from them.
11. The staff members there who are assigned as an External External Invigilators to the exam are asked to their invigilation duties.

Name of the Staff

1. M. Radha
2. S. Sathesh Kumar
3. S. Jayalokshmi

Signature




Head of the dept



S. Praveen Gopi

PRINCIPAL

The meeting of the HODs of Vidyaa College was conducted by Principal and it is held in Principal's Chamber at 10:00 am on 1.11.17

The staff members were informed of the following:

1. The staff members those who are assigned as an External or Internal Invigilators to the exam are asked to do their invigilation duties ^{properly}
2. The HODs are asked to submit the following reports of their dept details on or before 20.11.17
 - i) Dept & Individual workload
 - ii) Staff and class time table
 - iii) A List of Varanada days
 - iv) A List of Lectures-in-charge & Attendances-in-charge
3. The Faculty member are asked to report their writing notes (Long size Note book) in the end of the week at the Principal's Chamber.
4. It has been Planned to re-open All Unit SPG Classes for the session 2017-18 on 4.12.17
5. The staff members are asked to Prepare the Lesson Plan for Even Semester 2017-18 while Preparing of Lesson Plan, they are instructed to mention the schedule of ELTP & Art/VA classes. All the subtopic should be mentioned in the lesson Plan.
6. The Faculty member of Learned dept are instructed to verify the following contents which are uploaded in the available system (i.e) Syllabus, Lesson Plan & Notes, Question paper of Unit Test-I, II & III, Model, Possible and Scanned copy of record Note books & Subj. related to the Problem Papers) and also reported in the written format to the undersigned on or before 27.11.17

7. The Classes-in-charge are instructed to get the following things from the office on or before 27.11.17
 - ⇒ The letter for entering Nov-2017 University marks
 - ⇒ The Letter for entering Unit test - I & II Marks
 - ⇒ The Progress Report of the Students
8. After getting the above mentioned things, the Classes-in-charge are instructed to fill up the columns which are available both in the letter & the Progress Report accordingly.
9. It has been Planned to conduct English Language Training Program for all VU Classes in the second week of December. The classes will be conducted for two hours, either in the morning or in the evening alternatively.
10. The Faculty members are asked to do their duties (Maintenance of Attendance, Class-in-charge & Veranda duty) Promptly.
11. The Faculty members, those who are assigned as an Examiners for Periyar University Central Valuation, they are asked to get the registers of their classes properly.
12. The Classes-in-charge are asked to fill the details of Name of the Student, Reg. No etc in the internal marks Booklet for Even Semester (2017-18)
13. The Classes-in-charge are asked to get the signature from the Student Name list of the following details and also submit it to the Undersigned on or before 8.12.17

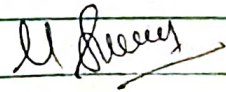
1. Intimation of Practical Note books
2. Scheme & general informations about Even Semester scheduled.

14. The IIIrd UG CLASSES-IN-charge are asked to distribute the Aptitude Books to their concerned classes.
15. The classes-in-charge are instructed to display the seating Plan of the students in the class room on or before 6.12.17.

Name of the Staff

Signature

1. M. Radha



2. S. Suresh Kumar

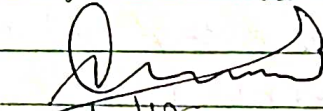
S. Suresh Kumar
5.12.17

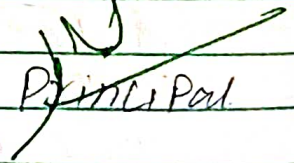
3. S. Jayalakshmi

S. Jayalakshmi
5.12.17

Head of the department

Principal


 5/12/17
 CS-12+13+14+15+16+17--


 Principal

The meeting of the HODS of VJSSA College was conducted by Principal and it is held in Principal's Chamber at 10:00 AM on 4.12.17

The Staff members were informed of the following

1. It has been Planned to conduct 15 days FLTP for all UG students from 18.12.17 to 6.1.18
2. It has been Planned to celebrate the Birthdays of Ambedkar and Bharatpur on 5.12.17 in this regard Prof. Chandrasekhar will give a special speech for all I & II year UG - students
3. It has been Planned to organize Blood Donation Camp on
4. It has been Planned to conduct SH empowerment Program to all I year UG student on 13.12.17
5. It is decided to celebrate a new year on 30.12.17 the faculty members are instructed to do their duties sincerely in this regard, we have formed various committees to maintain the discipline inside the campus for this program.
6. It is expected that the Panna University Result for November - 2017 for all UG Level (PG Courses) result will be published on first week of January 2018
7. After the publication of the result from the college the classes - in - charge have to prepare the consolidated Result analysis to the concerned

CLASSES AND they have to submit it within three days to the undersigned.

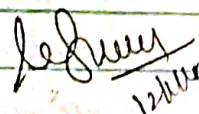
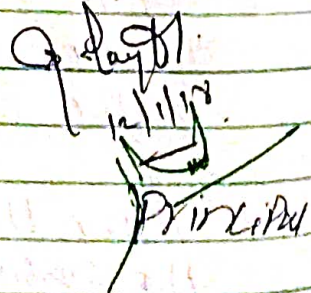
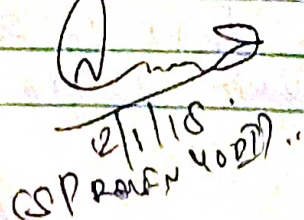
8. The CLASSES-in-charge are instructed to first the letter to the Parents with the NOV-2017 UNIVERSITY MARKS of the Students within two days after the announcement of the result.

9. As per the discussion had with various HODS of our institution we have planned to conduct the following Program in the following dates as given below;

⇒ DEPARTMENT OF Commerce - 23.1.18 (State level inter college level)

⇒ DEPARTMENT OF Management Studies (BBA & MBA) - 15.2.18 (State level Inter college level)

⇒ DEPARTMENT OF English - 22.2.18 (A State level Inter-collegiate level)

Name of the Staff	Signature
1. M. Radha	
2. S. Satheshkumar	S. Sathes 12.1.18
3. S. Jayalashmi	 Principal
Head of the department	 2/1/18 S.P. RAO

The meeting of the HODs of Vyasa College was conducted by Principal and it is held in Principal's Chamber at 11.00 a.m. on 5.12.17.

The Staff members were informed of the following.


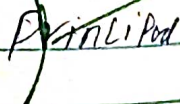
1. HODs are asked to prepare their department magazines for the period of four months from January-18 to March-18 and should submit the same to the Principal Office.
2. The Staff members should verify ID card, words note, subject related Note Books, Language and other books in the concerned class hour.
3. The Staff member are asked to complete the syllabus both the theory subject and practical lab in time.
4. The Staff member are asked to prepare the question paper for the Unit test-I from the first two units of concerned subject.
5. The Staff member are informed to remove the unsorted files from their Log-in.
6. Attendence-in-charge are asked to report the absences & putting the letters to them in the concerned place properly.
7. HODs are asked to verify the list of subject from Semester I to VI and also its codes of the syllabus copy with the prescribed syllabus of Panna University for all (UG, PG) course.

8. The following classes are cancelled due to Periyar University
Controlled Evaluation:

i) II - B-Lom (ARB) II B-Lom (AB), III - B-Lom (ARB) from
6.12.17 to 11.12.17

ii) II B.L.A, II-B.SL, CS, III - B.SL CS, III B.CA, II B.SL, Bio Chem &
Milky, III - B.SL Bio.chem & Milky, III B.SL, Biotech - from
13.12.17 to 15.12.17

iii) II B.SL Maths (ARB), III B.SL Maths (ARB) II - MSL Maths
from 6.12.17 to 11.12.17

Name of the staff	Signature
1. M. Radha	 29/11/18
2. S. Sathyaesh Kumar	S. Sathyaesh Kumar 29/11/18
3. S. Jayalakshmi	S. Jayalakshmi 29/11/18
Head of the department	 29/11/18

VYSYA COLLEGE, SALEM- 103

The meeting of the HODs of Vysya College was conducted by Principal and it is held in Principal and it is held in Principal's chamber at 10.00 a.m on 2.01.18.

The HODs were informed of the following

1. As the perijar University November-2017 Results for U₁ & P₁ is received from the University, the classes - in charge are asked to submit the consolidated Report for Results with in 3 days to the undersigned, after receiving of it
2. The interested students are informed to apply for Transparency / Revaluation / Re-totalling within the announced date of the announcement of Results.
3. The Classes-incharge are instructed to post the letters to the parents with the November-2017 University Marks of the students on or before 05.01.18.
4. It has been planned to celebrate the Birthdays of Veerapandiya kattabomman & Nethaji Subash chandra Bose on 09.01.18. In this regard, keerali. Prabhakaran will give a special speech for all II (U₁ & P₁) & III year - U₁ students
5. It has been decided to organize Nss Camp from 22.01.18 to 28.01.18

6. It has been planned to conduct A state level Inter-collegiate meet in Department of Commerce on 23.01.18.
7. It has been planned to announce the schedule for submission of 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.
8. It has been planned to arrange Three days Industrial visit to the students of II-year (UG & PG), & III year UG from 26.01.18 to 28.01.18.
9. As the information is receiving from periyar University to conduct Viva-Voce Examinations for M.Phil students on 30.01.18. For that the HODs are asked to inform the students through phone call.
10. The Faculty members are asked to submit Unit Test-I Question paper to their handling subjects and hand over to the concerned classes-in-charge and they are asked to submit the same to the Administrative office.
11. It has been planned to conduct Unit-Test-I for all UG & PG students from 05.02.18 to 13.02.18.
12. The Faculty members are asked to prepare the Question paper for Unit test-I, which they are handling and the concerned class in-charge and they are asked to submit the same to the

Administrative Office on or before 25.01.18.

Members Present

Signature

Dr. S. Ravathi

-

S. Ravathi

Gr. Mohanapriya

-

Gr. Jijya

M. Manikandan

-

M. Manikandan

(A. Arsel)

HEAD OF THE DEPARTMENT

(Gr. SIVAJAN)

(Signature)

PRINCIPAL

The meeting of the HODs of Vysya college was conducted by principal and it is held in Principal's chamber at 10.00am on 02.02.18

The HODs were informed of the following

1. It has been planned to give 3 days Aptitude Training classes to III-year students from 12.02.18.
2. It has been planned to conduct A State level- Entry Colleague meet in Department of BBA & MBA on 15.02.18.
3. The Faculty members are asked to value their concerned subject papers after 3 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 to the A.O office for maintaining documentation.
4. 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 16.02.18.
5. The classes-in-charge are instructed to submit the progress report of all UG & PG students on or before 16.02.18 to the A.O office.
6. As per the periyar University practical Examinations Tentative schedule (ie from the first week of March). The faculty members are asked to value

Practical Record Note book of the students on or before 20.02.18.

7. It has been planned to conduct A state Level inter-collegiate meet in Department of English on 22.02.18

8. The HODs are asked to conduct the Model practical Examination (i.e., on or before 28.02.18) to the concerned subjects and value the Answer scripts promptly.

9. It has been planned to give 2 days placement Training to the III-year UG students from 26.02.18 to 27.02.18.

10. The HODs are asked to prepare the Schedule (i.e., Intimation & Submission) for assignment-II to all UG & PG students. For this announcement regarding, the classes-In-charge are instructed to get the signature of the students in the Name list

Members Present

Signature

Dr. S. Revathi

S. Revathi

Ms. G. Mohanapriya

G. Priya

Mr. M. Manikandan

M. Manikandan

(G. Siva)

HEAD OF THE DEPARTMENT

PRINCIPAL

(G. SIVANAGAN)

The meeting of the HODs of Vysva college was conducted by principal and it is held in Principal's chamber at 10.00am on 05.03.18.

The HODs were informed of the following:

1. The periyar University Practical Examination will commence from 01.03.18. To ease the external examiner is not willing to act as an external examiner to it, the concerned Department HODs are asked to inform them to send the reason for their unwillingness through our college Email Id for the purpose of maintaining documentation and also to communicate it to the periyar University.
2. If any students do the Malpractice in their Practical examinations, the concerned Internal examiners are instructed to report it the knowledge of the Undersigned.
3. The HODs are asked to submit the Requirements for practical examinations before the commencement of the concern practical examinations.
4. The faculty members those who are handling the practical papers, they are instructed to display the students Batch list in the Black Board for the periyar University practical schedule before the commencement of the practical examinations.
5. It has been planned to conduct 3 hours Model examinations (up to Unit - IV) from 02.04.18 to 10.04.18. For that purpose, the HODs are asked to submit

Time table for the concerned departments on or before 02.03.18.

6. It has been planned to organize, Orphanage program by the Department of English on 25.03.18.

7. The Faculty members are instructed to complete the syllabus 31.03.18.

8. The Faculty members are asked to do the following things on or before 27.03.18.

Issue the Study Materials to the Students
The model Questions papers for all subjects should be issued to the students

9. It is decided that 31.03.18 will be the last working day for all UG & PG classes.

10. The Faculty members are asked to check the students Accounts note book, mathematical & statistics problem Notebooks.

11. The claeses - In-charge are asked to verify the words' Notebook of the students on or before 10.04.18.

12. The claeses - in-charge are asked to get the signature of the students in the progress Report and also issue the Possible Questions for all Papers on 10.04.18.

12. The Faculty members are asked to issue the model exams' answer scripts of the students on 10.04.18.
14. It has been planned to celebrate annual day (VYJAY-2018) on 18.04.18. The students those who are willing to participate cultural programs, they are instructed to submit their Name List to their classes-in-charge. The classes-in-charge are asked to submit it to the co-coordinators to the program.
15. The students are instructed to submit their CD for the cultural programs on or before 05.04.18 to the co-coordinators to the program.
16. The Faculty members are asked to prepared the Answer key and Abstract of model Examinations on or before 15.04.18.

Members Present

Signature

Dr. S. Revathi

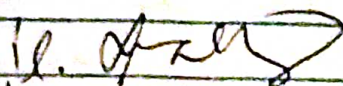
S. Revathi


Ms. G. Mahanaraya

G. Anuraj

Mr. M. Manikandan

M. Manikandan


 Head of the Department
 (G. SIVAELANGO)


 PRINCIPAL

The meeting of the HODs of vysya college was conducted by Principal and it is held in Principal's chamber at 10.00 am on 02.04.18

The HODs were informed of the following:

1. It has been planned to give the hall ticket of the students on 14.04.18 onwards.
2. The Periyar University Examinations will commence from 18.04.18 onwards as the schedule, which is received from the University.
3. The Faculty members those who are assigned as an External Invigilators to other colleges they are instructed to do their duty properly.
4. The Faculty members those who are assigned as an Additional chief to other colleges they are instructed to do their duty properly.
5. The classes - In-charge are asked to hand over the following things to the AO office on or before 21.04.18
 - a) soft copy of the notes should be handed over to the classes - In-charge and they must write the same in CD
 - b) Master copy of the study materials, Long size Note Book (Notes writing) & words Note book
 - c) progress Report & Internal Mark sheets of the students.

6. The classes-in-charge are asked to issue the students' answer scripts of Possible Question paper to the students while they are receiving the Hall Tickets.
7. The classes-in-charge are instructed to update the Internal marks sheet.
8. The classes-in-charge are instructed to update the Internal marks of the students in the University website on or before 21.04.18.
9. The HODs are asked to submit their Department workload for the academic year 2018-19 and also class Hours (30 Hrs) split up to the Undersigned on or before 21.04.18.
10. The HODs are instructed to give the Requirement of Books to their concerned Department for the academic year 2018-19 and submit it to the Undersigned on or before 23.04.18.
11. It has been planned to give the Transfer Certificate to the III - UG & II - PG after the examinations are over.
12. The classes-in-charge are asked to get the students' ID card, Library Card, Bus pass (if available) and they are instructed to issue the TC after getting these things from the students and they have to issue the TC to the students.

Members Present

Signature

Dr. S. Revathi

S. Revathi

Ms. G. Mohanapriya

G. Mohanapriya

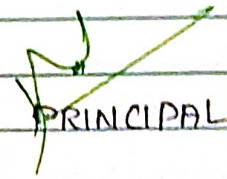
Mr. M. Manikandan

~~M. Manikandan~~

G. Sivaelangoi

Head of the Department

[G. SIVAELANGOI]


PRINCIPAL

01-06-2018

1. கல்வாடி அளாக்கத்தில் டிப்ளோமா கல்வாடிப் -வாங்குதல்
 ஆயிரியாய்தல் / ஆயிரியாய்தல் அமைப்பில் பங்கேற்கும் போது ஏதேனும்
 அளவியல் துறைகள் போன்ற கல்வாடிகள் உருவாகும் ஆயிரியாய்தல் /
 ஆயிரியாய்தல்கள், வாய்ப்பு வாய்ப்பு கல்வாடி அளவியல் போன்றவற்றில்
 பங்கேற்கும் கல்வாடி அளவியல் போன்றவற்றில்
 கல்வாடி அளவியல் போன்றவற்றில் - 01272240107
 டிப்ளோமா - 9994415730
 கல்வாடி அளவியல் போன்றவற்றில் - 984291124, 9994415720.
 பி. அளவியல் போன்றவற்றில் (அளவியல் போன்றவற்றில்) - 9994415725.
 பி. அளவியல் போன்றவற்றில் (அளவியல் போன்றவற்றில்) - 9994415721.
 கல்வாடி அளவியல் போன்றவற்றில் (அளவியல் போன்றவற்றில்) - 9994415731.

2. ஆயிரியாய்தல், ஆயிரியாய்தல் போன்ற 9.30 மீட்டர் கல்வாடி
 அளவியல் போன்ற Bicentric -ல் பங்கேற்கும் போது 5 மீட்டர்
 Grace Time - உடன் அளவியல் போன்றவற்றில் கல்வாடி அளவியல்
 அளவியல் போன்றவற்றில் Permission அளவியல் போன்றவற்றில்
 அளவியல் போன்றவற்றில் அளவியல் அளவியல் போன்றவற்றில்
 அளவியல் போன்றவற்றில் Punch அளவியல் போன்றவற்றில்
 அளவியல் போன்றவற்றில்

3. ஆயிரியாய்தல் / ஆயிரியாய்தல் கல்வாடி அளவியல் போன்றவற்றில்
 அளவியல் போன்றவற்றில் அளவியல் போன்றவற்றில் ODD டிப்ளோமா
 EVEN SEMESTER-ல் அளவியல் போன்றவற்றில் அளவியல் போன்றவற்றில்
 அளவியல் போன்றவற்றில் அளவியல் போன்றவற்றில் அளவியல் போன்றவற்றில்
 Submit அளவியல் போன்றவற்றில்

4. ஆயிரியாய்தல் / ஆயிரியாய்தல் அளவியல் போன்றவற்றில் 5 மீட்டர்
 அளவியல் போன்றவற்றில் Uniform அளவியல் போன்றவற்றில்
 ODD டிப்ளோமா EVEN SEMESTER -ல் அளவியல் போன்றவற்றில்
 அளவியல் போன்றவற்றில் அளவியல் போன்றவற்றில் அளவியல் போன்றவற்றில்
 அளவியல் போன்றவற்றில் அளவியல் போன்றவற்றில் Submit அளவியல் போன்றவற்றில்

23. ஆசிரியர்கள் / ஆசிரியைகள் அதிகப்பிள்ளை வசதியாக உள்ள மாணவர்களை அல்லது marker / chalk / notebooks / pens/ pencils போன்றவற்றை அடிக்கடி மாற்றி கொடுக்கக் கூடாது. மாணவர்களைக் கொண்டு சமூகமயமாக்கலில் அதிக வலிமை கூடாது.

24. மாணவ / மாணவியர்களை அதிகப்பிள்ளை, Assignment, Pen/ pencil போன்றவற்றை அதிகப்பிள்ளை அல்லது அடிக்கடி மாற்றி கொடுக்கக் கூடாது. மாணவ / மாணவியர்களுக்கு சமூக மனநிலை அதிகப்பிள்ளை வசதியாக உள்ளவற்றை அடிக்கடி மாற்றி கொடுக்கக் கூடாது.

25. அதிகப்ப / ஆல் புகரி அடிக்கடி மாற்றி கொடுக்கக் கூடாது. மாணவர்களை LCD ஓ. ஆசிரியர்கள் மாற்றி கொடுக்கக் கூடாது. மாணவர்களை அல்லது மாணவியர்களை அடிக்கடி மாற்றி கொடுக்கக் கூடாது. மாணவர்களை அடிக்கடி மாற்றி கொடுக்கக் கூடாது. மாணவர்களை அடிக்கடி மாற்றி கொடுக்கக் கூடாது. மாணவர்களை அடிக்கடி மாற்றி கொடுக்கக் கூடாது.

26. Life Science ஆசிரியர்கள் மாணவர்களை அடிக்கடி மாற்றி கொடுக்கக் கூடாது. மாணவர்களை அடிக்கடி மாற்றி கொடுக்கக் கூடாது. மாணவர்களை அடிக்கடி மாற்றி கொடுக்கக் கூடாது. மாணவர்களை அடிக்கடி மாற்றி கொடுக்கக் கூடாது.

27. PG மாணவர்களை அதிகப்பிள்ளை அல்லது அடிக்கடி மாற்றி கொடுக்கக் கூடாது. மாணவர்களை அடிக்கடி மாற்றி கொடுக்கக் கூடாது. மாணவர்களை அடிக்கடி மாற்றி கொடுக்கக் கூடாது. மாணவர்களை அடிக்கடி மாற்றி கொடுக்கக் கூடாது.

28. ஆசிரியர்கள் ஒரு கல்வியாளரின் மனநிலை கல்வியாளர்களுக்கு உடனடி உதவி தேவை (Inter collegiate need) என்று மாணவர்களை அடிக்கடி மாற்றி கொடுக்கக் கூடாது. மாணவர்களை அடிக்கடி மாற்றி கொடுக்கக் கூடாது. மாணவர்களை அடிக்கடி மாற்றி கொடுக்கக் கூடாது.

26. ஆதிநியாயங்கள் மட்டுமே கவியுரைப்பின் மூலமும் உலகமயமாக்கப்பட்டு
மற்றும் உலகமயமாக்கப்பட்டுள்ளன. இதற்கும் கனியாயர் study centre க்க்கு
உதவியாக கிணியு வகிப்புகள் எடுக்கக் கூடாது.

27. உலகமயம் உலகமயமாக்கப்படுகின்ற Regular / PAFER
கிணியுக்கான கிணியுக்கான மலர் வர்த்தமானம் (உலகமயமில்லா அமையுக்கி)
உலகமயம் கான கிணியுக்கான மலர் உலகமயமாக்கப்பட்டுள்ளன. மற்ற
கவியுரைகள் (அ) கவியுரை (அ) உலகமயம் கவியுரைக்கிணியுக்கான கிணியுக்கான
கிணியுக்கான மலர் கிணியுக்கான மலர் (உலகமயமில்லா அமையுக்கி) உலகமயம்
உலகமயம் கவியுக்கான கவியுக்கான.

28. மூல ஆதிநியாயங்கள் கவியுரைப்பின் உலகமயமாக்கப்பட்டு (அ) System
உலகமயமாக்கப்பட்டு - உலகமயமாக்கப்பட்டு மூலமும் உலகமயமாக்கப்பட்டு
கவியுக்கான கிணியுக்கான கிணியுக்கான கவியுக்கான கவியுக்கான
மலர் ஆதிநியாயங்கள் / (உலகமயமில்லா அமையுக்கி) கவியுக்கான கவியுக்கான
உலகமயம் உலகமயமாக்கப்பட்டு உலகமயமாக்கப்பட்டு உலகமயமாக்கப்பட்டு
உலகமயம் உலகமயமாக்கப்பட்டு உலகமயமாக்கப்பட்டு உலகமயமாக்கப்பட்டு
உலகமயம் உலகமயமாக்கப்பட்டு உலகமயமாக்கப்பட்டு உலகமயமாக்கப்பட்டு

29. ஆதிநியாயங்கள் கவியுரைப்பின் உலகமயமாக்கப்பட்டு (அ)
கிணியுக்கான கிணியுக்கான (Seminar) கிணியுக்கான கிணியுக்கான
கிணியுக்கான கிணியுக்கான கிணியுக்கான கிணியுக்கான

30. ஆதிநியாயங்கள் கிணியுக்கான மலர் உலகமயமாக்கப்பட்டு உலகமயமாக்கப்பட்டு
கிணியுக்கான கிணியுக்கான (Website Address) கிணியுக்கான
உலகமயமாக்கப்பட்டு கிணியுக்கான கிணியுக்கான கிணியுக்கான கிணியுக்கான
கிணியுக்கான கிணியுக்கான கிணியுக்கான கிணியுக்கான

31. ஆதிநியாயங்கள் கிணியுக்கான கிணியுக்கான கிணியுக்கான கிணியுக்கான
கிணியுக்கான கிணியுக்கான கிணியுக்கான கிணியுக்கான கிணியுக்கான
கிணியுக்கான கிணியுக்கான கிணியுக்கான கிணியுக்கான கிணியுக்கான
கிணியுக்கான கிணியுக்கான கிணியுக்கான கிணியுக்கான கிணியுக்கான

The meeting of the HODs of Vyasa college was conducted by principal, which is held in principal's chamber at 10.00 am 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 report their writing paste the words in their concern long size note book.
3. The faculty members are instructed to check the ID card, words note book, long size note language books, dress code & 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 plans, 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 & 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 & also to open the following classes (i.e.,) I-B.com 'A' & 'B', I-B.com CA (A & B), I-BCA, & I-B.Sc. i 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' on 25.06.18.
9. The classes-in-charge are asked to prepare the seating plan of the student & also posted 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 class-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 & PG, which is received from the University, the class-in-charge are asked to submit the consolidated Result analysis within in 3 days to the undersigned.
12. The class-in-charge are instructed to grant 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 VA classes for fifteen days from 25-06-18 to 13-07-18. Each day, the class will be conducted for a hour, either in the morning or in the evening alternatively.

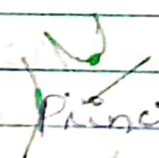
Name of the Staff

1. R. AAYATHRI
2. N. MANAKANDAN

Signature

R. Aayathri
N. Manakandan


Head of the department


Principal.

The meeting of the Hon's of Vyas 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 I-year UG classes for ten days from 23.07.18 to 13.8.18.
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 student 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 J. M. A English and J. M. Sc. marks 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 23.07.18.

8. The classes-in-charge of I M.A. English and I. M.A. Maths are asked to issue the Lesson plan, calendar, Long Size Note Book, New Buy Pass to the Students. The classes-in-charge 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 06/8/18 to 17/08/18. Unit Test - I will be conducted at the 2nd hour. So the faculty members are asked to take the concerned classes answer scripts and question paper from the exam cell before 9.50 a.m.

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

1. Section A - $5 \times 2 = 10$ marks
 Section B - $1 \times 5 = 5$ marks (either... or... Pattern)
 Section C - $1 \times 10 = 10$ marks (2 questions open choice)
PG Question Paper Pattern

Part A - $3 \times 5 = 15$ marks (either... or... Pattern)

Part B - $1 \times 10 = 10$ marks (either... or... Pattern)

11. The faculty members are asked to submit Unit test question paper on or before 31.07.18 to the concerned class in-charge 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 mistake 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 & 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.

Name of the Staff

1. R. GAYATHRI

2. V. MANIKANDAN

Signature

R. Gayatri

V. Manikandan

Head of the department

Principal

The meeting of the HODs of Vysya college was conducted by principal & it is held in principal's chamber at 10:00 a.m on 01.08.18.

- The staff members were informed of the following:
1. As the celebration of 72nd Independence Day, students from various department delivered Patriotic speeches.
 2. It has been planned to conduct 2 days - Soft Skill program for all 3 year UG Students from 16.08.18 - 18.08.18.
 3. It has been planned to release 11 magazines for the ODD semester in August, September & October months & EVEN semester magazines in January, February & March months. The HOD'S are instructed to get magazine topics from the students as well.
 4. It has been decided to give 6 Days Yoga classes for all 3-year UG Students from 23.08.18 - 29.08.18. The 1st session (i.e. three hours) will be engaged by the Yoga staff members from Vedhantshi Maharishi's "Manavala Kabi Yoga".
 5. It has been planned to conduct 2 days practical Yoga classes for all 3-year UG Students from 03.09.18 to 06.09.18.
 6. It has been planned to give second Assignment topics separately to each group with a website link. So the concern faculty members were asked to prepare assignment topics to each group with a website link.

7. The HODs are instructed to submit the second assignment topics for II-Year U.G. & P.G. & III-Year U.G. students on or before 31.08.12 to the undersigned.

8. The II-Year U.G. & P.G. & III-Year U.G. students will be instructed to submit their assignments from 24.9.12.

Name of the staff

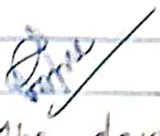
1. P. GAYATHRI


2. V. MANIKANDAN

Signature

R. Dyl

V. Manikandan


Head of the department


Principal

The meeting of the HODs of yoga college was conducted by principal & it is held in principal's chamber at 10:00 am on 02.09.18.

The staff members were informed of the following :

1. It has been planned to conduct 2 days practical yoga classes for all types of students from 03.09.18 to 04.09.18.
2. The B-Year UG & PG & 3-Year UG class-in-charges are asked to feed the Student U-Care and award paper codes in the Periyar University website link.
3. The 3-Year UG & PG & 2-Year UG class-in-charges are asked to get the students signature from the exam application list (nominal roll).
4. It has been planned to give assignment topics to 3-Year UG & PG Students. So the concern faculty members are asked to prepare assignment topics to each group with the website link & the concern class-in-charges are instructed to submit the first year assignment topics on or before 16.09.18 to the undersigned.
5. The 3-Year UG & PG Students will be instructed to submit their assignments from 04.09.18.

b. It has been planned to conduct 2 hour Unit test (50 marks) from 03.10.18 to 10.10.18 for all II - Year UG & PG & III - Year UG Students.

7. Faculty members are asked to prepare Question paper (50 marks) & answer key for the Unit test - II in the following pattern for II - UG & PG, III - UG:

UG Question paper pattern

Section A - $5 \times 2 = 10$ marks

Section B - $4 \times 5 = 20$ marks. (either ... or ... pattern).

Section C - $2 \times 10 = 20$ marks. (2 questions open choice)

PG Question Paper Pattern.

PART A - $2 \times 5 = 10$ marks (either ... or ... pattern).

PART B - $4 \times 5 = 20$ marks (either ... or ... pattern).

PART C - $2 \times 10 = 20$ marks (2 questions open choice).

8. The faculty members are asked to submit Unit Test - II Question paper on or before 29.09.18 for all II - Year UG & PG & III - UG classes to the concerned class-in-charges they are asked to submit the same to the A.O. Office.

9. Government Mohanakumara Mangalam Hospital, Salem has been planned to conduct blood donation camp in our institution on 13.09.18.

10. JCG of Salem steel city has been planned to conduct a health awareness program for all girls on 17.09.18.
11. JCG of Salem steel city has been planned to conduct one day placement training for all III Year UG students on 20.09.18.
12. It has been planned to conduct model practical for a II-year UG & III-year UG students from 24.09.18 to 26.09.18.
13. IDBI Federal Life Insurance has been planned to conduct one day placement training for II-year UG interested students on 26.09.18.
14. The faculty members are instructed to issue print outs, model questions papers & possible questions for all II-year UG & PG & III-year UG classes on or before 05.10.18.
15. Add on courses practical examinations for the following classes II - B. Com - A & B, II - BA ENGLISH, II - BCA, III - B. Sc CS & III BCA will be conducted on 3.10.18 & 4.10.18.

Name of the staff

1. R. GAYATHRI

2. V. MANIKANDAN.

Signature

R. Jayal

V. Manikandan

Head of the department

Principal

The meeting of the HODs of Vyasa College was conducted by principal and it is held in principal's chamber at 10.00 am on 01.10.18.

1. The II year UG 2 PU and III-year UG 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.

2. The Class-In-Charges are instructed to post the Unit test-II Exam letters to the parents with the mark and attendance Particular of the students on or before 15.10.18.

3. It has been planned to conduct two hours unit test (50 marks) from 22.10.18 to 27.10.18 for all I-year UG & PU students.

4. Faculty members are asked to prepare Question paper (50 marks) and answer key for the Unit Test - I in the following pattern for I UG & PU.

UG Question paper pattern

Section A - $5 \times 2 = 10$ marks

Section B - $4 \times 5 = 20$ marks (either ... or ... pattern)

Section C - $2 \times 10 = 20$ marks (3 questions Open Choice)

PU Question paper pattern

Part A - $2 \times 5 = 10$ marks (either ... or ... pattern)

Part B - $4 \times 5 = 20$ marks (either ... or ... pattern)

Part C - $2 \times 10 = 20$ marks (3 questions Open Choice).

5. The Faculty members are asked to submit 2-year VC & PC Unit Test - I Question paper on or before 15.10.18 to the concerned Class-in-charge and they are asked to submit the same to the A.O. office for maintaining Documentation.

6. It has been decided that 13.10.18 will be the last working day for all VC and II-year PC students III-year VC.

7. The staff members are asked to hand over the following things to the A.O. office on or before 17.10.18.

a. Soft copy of the notes should be handed over to the to the class-in-charge and they must write the same in CD.

b. Master copy of the study materials, long size Note Book (Notes writing) should be handed over to the class-in-charge and they must submit the same to the A.O. office.

c. Attendance Register should be handed over to the main office.

8. Periyar University November-2018 Examination schedule has been received from the university. The Theory examinations will commence from the following dates.

For II-year VC, 01.11.18 onwards

For III-year VC, 02.11.18 onwards

For II-year PC, 01.11.18 onwards, and

For I-year VC & PC, 06.11.18 onwards.

9. HOD'S are instructed to announce the Time Table with session to the concerned classes.

10. The HOD's are instructed to submit the Even Semester Individual time table and class time table to the undersigned on or before 24.10.18.

11. It has been decided that 03.11.18 will be last working day for all I-year UCI & PG classes.

12. The Faculty members are instructed to issue print outs, model question paper and possible question for all - II year UCI & PG classes on or before 27.10.18.

13. After the last working day the I-year UCI & PG faculty members are asked to hand over the following things to the A.O. office.

a. Soft copy of the notes should be handed over to the Class-Incharges and they must write the same in CD.

b. Master copy of the study materials, long size Note Book (Notes writing) should be handed over to the Classes-In-charges and they must submit the same to the undersigned.

c. Attendance Register should be handed over to main office.

NAME OF THE FACULTY MEMBERS	SIGNATURE
G. BHUVANESHWARI	G. Bhuv
K. KANMANI	K. Kanmani
G. VENNILA	G. V.

G. Bhuv
HEAD OF THE DEPARTMENT

~~M~~
PRINCIPAL

The Meeting of the HODs of Vysya College was conducted by Principal & it is held in Principal's Chamber at 10.00 am On 1-11-18

1. The Staff Members were informed of the following

1. The Staff Members those who are assigned as an External & Internal Invigilators to exams, are asked to do their invigilation duties promptly

2. The HODs are asked to submit the following reports of their department details on or before 30-11-18

(i) Department & Individual workload.

(ii) Staff & Class time table.

(iii) A List of Varanda Duty

(iv) A List of classes-in-charge & Attendance in charge.

3. The Faculty Members are asked to report their writing of notes (Long size note book) in the end of the week at principal's chamber.

4. It has been planned to re-open All UOI & PO Classes for Even Semester 2018-19 on 5-12-18

5. The staff members are asked to prepare the lesson plans for Even semester 2018-19. While preparing the lesson plan, they are instructed to mention the schedule of ELTP & Aptitude classes. All the sub-topics should be mentioned in lesson plan.

The Faculty Members of concerned Department are instructed to verify the following contents which are uploaded in available systems (i.e., syllabus, Lesson plan & Notes, Question papers of Unit Test-I, II, III, Model, Possible & Scanned copy of Record Note Books & Subjects related to problem papers) and also reported it in the written format to the undersigned on or before 27-11-18.

1. The Classes in-charge are instructed to get the following things from the office on or before 27-11-18.

1. The letters for entering Nov-2018 University Marks
2. The letters for entering Unit Test -I & II Marks
3. The Progress reports of the students.

8. After getting the above mentioned things, the Classes-In-charge are instructed to fill up the columns, which are available both in the letters & Progress report accordingly.

9. It has been planned to conduct English Language Training program for all UG classes in second week of December. The classes will be conducted for 2 hours, either in the morning or in the evening alternatively.

10. The Faculty Members are asked to do their duties (Maintenance of Attendance, Class-In-charge & Varanda duty promptly.

11. The Faculty Members, those who are assigned as an Examiners for Periyar University central valuations, they are asked to get adjustment of their classes properly.
12. The classes-In-charge are asked to fill the details of Name of the Student, Reg. No etc in Internal Marks booklet for Even Semester (2018-19)
13. The classes-In-charge are asked to get the signature from the Students' Name list in the following details and also submit it to the undersigned on or before 8-12-18.
14. 1. Intimation of Practical Note books
2. Scheme & General informations about Even Semester Schedule.
14. The III-VG classes-In-charge are asked to distribute the Aptitude Books to their concerned classes.
15. The classes-In-charge are instructed to display the Seating plan of students in class Room on or before 6-12-18.

NAME OF THE FACULTY MEMBERS	SIGNATURE
1. G BHUVANESWARI	G. Bhuvan
2. K KANMANT	K. Kanmant
3. G VENNILA	G. Vennila

G. Bhuvan
HEAD OF THE DEPARTMENT

Principal

The meeting of the HODs of vysya college was conducted by Principal and it is held in Principal's chamber at 10.00am on 01.12.18.

The staff members were informed of the following:

1. The Faculty members those who are assigned as an Invigilator (Internal & External) to Periyar University Examinations, the Internal Examiners have to submit their Duty list with Date & Session in white sheet and the External Examiners have to submit their Attendance certificate with Date & Session promptly.

2. The Faculty members those who are act as an Examiner or chief Examiner to Periyar University central valuations, they have to adjust their classes promptly.

3. The Faculty members are instructed to engage their classes fully and also complete their syllabus as per the scheme.

4. The Faculty members are instructed to publish the Research Paper or articles in National/International ISSN, UGC refereed Journal. In this regard, the management encouraged & planned to reimburse 100% of amount incurred for publishing article in International Journal & 50% of the amount will be reimbursed if published in National Journal.

5. The Faculty members are encouraged to participate the conference / workshop in both National & International level. In this regard, the faculty members can avail

on Duty along with the Registration fee.

6. The Staff members should verify ID cards, Work Note, subject related Note Books, Language & other Books in the concerned class Hour.

7. The Faculty members are asked to verify their Department syllabus in Periyar University website for Even Semester 2018-19 and submit the report to the undersigned.

8. The Faculty members those who are in the need of LCD class room, get the prior permission from the undersigned and engage their classes promptly.

9. The Faculty members are instructed to encourage the final year students to prepare them for their placements.

10. The Attendance -in-charge (II & III year UG) are asked to follow the below instructions, while they are maintaining their attendance.

a) If the student exam is in F/N session, Mark absent for the F/N session & give present for their A/N Session.

b) If the student exam is in A/N session, Mark absent for the A/N session & give present for their F/N session.

c) If the student is absent in their exam, mark absent in the Attendance.

d) If the exam is regular to the students, give on Duty to the students to the previous day to the commencement of the examination.

11. The HODs are asked to prepare their Department magazines for the period of 3 months from January 2019 to March 2019 and should submit the same to the Principal office. The Faculty members are asked to get the signature from the students for the acknowledgement of receiving the magazine from the Department.

12. The Attendants - In-charge are asked to report the absences in the concerned places properly.

13. The HODs are asked to discuss the assignment topic for Even Semester 2018-19.

NAME OF THE FACULTY MEMBERS	SIGNATURE
1. G. BHUVANESHWARI	G. Bhuv
2. J. J. J. J. J. J.	J. J. J.
3. G. VENTILIA	G. V.

HEAD OF THE DEPARTMENT

G. BHUVANESHWARI

PRINCIPAL

The meeting of the HODs of Vysya College was conducted by principal and it is held in Principal's Chamber at 10.00 am on 02.01.19.

The HODs were informed of the following:

1. The Faculty members are instructed to register their Thumb Impression while entering into the Campus or leaving from the campus even if an On-Duty.
2. If Staff members participated / attended any workshop / Seminar / meeting during On Duty they are asked to submit the Summary report of concerned Program on the next day of the Program.
3. The Attendants-In-charge are instructed to take the Leave Intimation letter to the parents & leave form of the students in printout form 03.01.19.
4. As the Periyar University Nov/Dec-2018 Results for various PG is received from the University, the classes-in-charge are asked to submit the Consolidated Report for Results within three days to the undersigned, after reviewing of it.
5. The Classes-In-charge are asked to announce the university Results to their respective class on the day of publishing result and collect the result withheld details if any along with the request letter with the content of subject name and subject code and submit the same to the office on the day itself.

6. The interested students are informed to apply for Transparency / Revaluation / Re-Totaling within the announced date of the announcement of Results on or before 19.01.19.
7. The classes-in-Charge are instructed to post the letters to the parents with the Nov/Dec-2018 University Marks of the students on or before 09.01.19.
8. The HoDs are instructed to update the details of Practical Subjects and the name of the Internal Examiners in PerSyar University Online portal on or before 10.01.19.
9. It has been planned to celebrate pongal Festival on 12.01.19 in which pongal Competition, Rangoli, Mehendi for all students. Students are instructed to register their names with the respective Program Co-ordinator.
10. It is to be informed that the even semester University Practical Exams are tentatively scheduled from 01.02.19 to 03.04.19. Hence the Faculty members are instructed to complete the Practicals as per the schedule.
11. HoDs are instructed to go through the Swayam website www.swayam.gov.in Regarding list of Online videos.
12. It has been decided to organize NIS Spatial Camp for one week from 28.01.19 to 29.01.19 at Udayapatti, Salem.
13. It has been planned to announce the circular of assignments. Issued date, Date of Submission, Assignment Title and website link 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 28.01.19.

12. It has been planned to conduct on Campus Interview tied up with Coppersmith Company for the final year students of B.Com, B.Com CA, BBA on 29.01.19.

NAME OF THE FACULTY MEMBERS	SIGNATURE
1. C. BHUVANESWARI	G. Bhandari
2. K. HANMANI	K. Hanmani
3. C. VENNILA	C. Vennila

G. Bhandari

HEAD OF THE DEPARTMENT

M. J. ...

PRINCIPAL

The

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The meeting of the HODs of VYSSYA College was conducted by Principal and it is held in Principal's chamber at 10.00 am on 01.02.19.

The faculty members were informed of the following:

1. Even semester 2019 University Practical Examination will commence tentatively from 01.03.
2. Periyon University Theory Examinations will commence from 01.04.19.
3. Last date to issue the print outs (study material) to the students - 15.03.19.
4. Last working day for Even semester, 2019 - 23.03.19.
5. Computer science lab Practical & Commerce Practical classes will be completed on 09.02.19.
6. Life science Practical classes will be completed on 11.02.19.
7. After the completion of Practical classes the lab key should be submitted to the office on the day itself.
8. Assignments:
 - * to be collected from the students as per the given schedule.
 - * value the assignment properly (maintain the record for assignment mark).

* Submit the best 5 assignments to the office from each department.

* Issue the remaining assignments to the students.

9. Prepare the Unit Test Question Paper for the first 4 units.

10. From 07.02.19 onwards the Faculty Members leaving time is 5.30 pm (to prepare the ppt)

11. NET facilities will be provided to prepare the PPT (subject related sources)

12. University Exam External invigilation duty will be allotted based on the willingness to the nearest college. After the invigilation duty the Faculty Members should present to the college to prepare the PPT based on selected Swayam videos and other Academic work. (The management will try to provide the conveyance facilities to pick up the staff members).

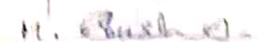
13. II - BBA & III - BBA students have to submit their Project Note Book on or before 11.02.19.

S.NO NAME OF THE FACULTY MEMBERS SIGNATURE

1. MUBARAK . B



2. SUSHITHA . M



3. SASIKALA . P



4. SOUNDARAJAN . G




HEAD OF THE DEPARTMENT


PRINCIPAL

The meeting of the HODS of Vysya College was conducted by principal and it is held in principal's chamber at 10.00 am on 06.02.19.

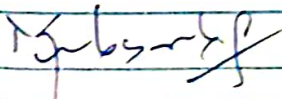
The faculty members were informed of the following

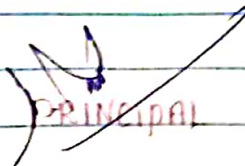
1. It has been planned to conduct annual day celebration on 23.02.19.
2. It has been planned to assign various duty to the faculty members for Annual Day celebration. The staff members are asked to do their assigned duty promptly.
3. The HODS are instructed to prepare common breakage list and they are asked to submit the list to the undersigned or before 20.02.19.
4. The Faculty members are asked to prepare Swayam videos-20 regularly from 4.30 pm to 5.30 pm.
5. HODS are asked to update the Swayam video viewed status in the given format and Cross verify the same with the total no. of videos viewed, selected videos and rejected videos of concerned department.
6. HODS are instructed to prepare the common breakage and individual breakage for the lab classes of the concerned department and submit the same to office before conduct the model practical.
7. The Faculty members are asked to verify that syllabus copy uploaded in the university website for V-semester of the academic year 2019-20. If any books required for prepare the subject notes or reference and submit the requirement list like title of the book, name of the author, name of the publisher.

to the undersigned.

8. It has been planned to get feedback from the students (i.e. last week of Feb).
9. The Faculty members are asked to collect permission letters from the students for practical exams those who were in coordination list.
10. HODs are instructed to prepare common breakage list and they are asked to submit the list to the undersigned on or before 20.02.19.
11. It has been planned to conduct Model practical exams for all classes on or before 28.02.19.
12. Even semester 2019 University practical exam will commence from 01.03.19 and the theory exam on 1.04.19. Therefore the staff members are instructed to complete the lab classes 9.02.19.
13. University theory exam will commence from 01.04.19. Staff members are asked to complete the syllabus on 20.03.19 and issue the printed notes on 15.3.19.

S.NO	NAME OF THE FACULTY MEMBERS	SIGNATURE
1.	SUSHMITHA.M	M. Bueh st
2.	SASIKALA.P	P. Saijy
3.	SOUNDAR RAJAN.G	glend


HEAD OF THE DEPARTMENT


PRINCIPAL

The meeting of the HOD's of Vardhola was conducted by Principal and it is held in Principal's chamber at 10.00 am on 03.19.

The HOD's were informed of the following

1. The Periyar University Practical Examinations will commence from 01.03.19. In case the External Examiner is not willing to act as an external Examiner to it, the concerned Department HOD's are asked to inform them to send the reason for their unwillingness through our College Local Id for the purpose of maintaining documentation and also to communicate it to the Periyar University.
2. If any Students do the Malpractice in their Practical Examinations, the concerned Internal Examiners are instructed to report it the knowledge of the Understudy.
3. The Faculty Members those who are handling the practical papers, they are instructed to display the Student's Batch list in the Black Board for the Periyar University Practical Schedule before the commencement of the Practical Examinations.
4. It has been planned to conduct 2 Hours Model Examinations (up to Units IV) from 11.03.19 to 22.03.19. For that purpose, the HOD's are asked to submit the time table for the concerned departments on or before 06.03.19.
5. The Faculty Members are instructed to complete the Syllabus on 23.03.19.

6. It is planned to conduct examinations for the video added courses from 20.03.19 to 22.03.19. The concerned class Faculty Members are instructed to guide the students to appear that exam on the concerned schedule.
7. The Faculty Members are asked to do the following things on or before 23.03.19.
 - i) Issue the Study Materials to the students.
 - ii) The Model & Possible Question paper for all the subjects should be issued to the students.
8. The classes-In-charge are asked to hand over the following things to the AO office on or before 23.03.19.
 - a) Soft copy of the notes should be handed over to the classes-In-charge and they must write the same in CD.
 - b) Master copy of the study materials, long size Note Book (Notes Writing), Diary & Words Notebook.
9. It is decided that 23.03.19 will be the last working day for all UG and PG classes.
10. The Faculty members are asked to check the students' Accounts Note Book, Mathematical & Statistics Problem Note books.
11. The classes-In-charge are asked to verify the Words Notebook of the student on or before 23.03.19.
12. The classes-In-charge are asked to get the signature of the student in Progress Report for all papers on 23.03.19.

13. The Faculty Members are asked to issue the Model Exam answer Script of the theory papers to the Students on or before 23.03.19.
14. The Faculty Members are asked to prepare the Answer key & Abstract of Model Examination on or before 23.03.19.
15. The classes-In-charge of II year are asked to note down the paper code for IV-Semester and instructed to take utmost care while they are uploading the subject database in the University online portal.
16. The classes-In-charge are asked to collect the request letter from the Differently Abled Students to appoint scribe (if applicable) along with the Medical Certificate issued by Prescribed Authority or Medical Board.

S.No	NAME OF THE FACULTY MEMBERS	SIGNATURES
1.	B. MUBARAK	T. Subramanian
2.	M. SUMATHI	M. Ravi S.
3.	P. SASIKALA	P. S. S. S.
4.	G. SUNDARAJAN	G. S.

T. Subramanian
HEAD OF THE DEPARTMENT

PRINCIPAL

The meeting of the HODs of Vysya college was concluded by principal, which is held in principal's chamber at 10.00 am 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 18.06.19.
4. It has been planned to open the classes for B.A, B.Sc., Bio Tech, B.Sc., Bio Chem, B.Sc. Botany, B.Sc., Micro, B.A Eng, B.Sc. Maths on 24.06.19.
5. It has been planned to reopen for all II-year & III year (VU & PU) on 17.06.19, and also to open the following classes (ie) B.Tom 'A', 'B' & 'C', B.Com (A, C & A), B.CA (A & B) and B.Sc., (CS) (A & B) on 20.06.19.
6. The classes-in-charge are asked to prepare the seating plan of the students and also posted it in

The Class Room Notice Board


- 7. While filling the lesson plan, calendar Long size note book, New Due pass to the students, the classes in charge are asked to get the signature from them in the concerned name etc.
- 8. As the Prayag University APR/MAY 2019 Results for UOI and PU, which is received from the University, the classes in charge are asked to submit the consolidated result analysis within three days to the undersigned.
- 9. The classes in charge are instructed to post the details of APR/MAY 2019 University Marks to the students on or before 21.06.19.
- 10. The attendances in charge are instructed to use the leave form of the students from 19.06.19 onwards.
- 11. It has been planned to conduct English Language Learning program for all 2nd year 2nd year UOI classes for 10 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 4.30 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 2-year UG make a phone call of the absentees and make it a confirmation of the student's admission.
15. The classes in charge of 2-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. HOD's are instructed to update the details of SWAYAM videos till 21.06.19 & the same is to be recorded in the SWAYAM notebooks.
17. HOD's 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 / printed notes & the Diary 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 money training program for I-year UOI students from 27.06.19 to 04.07.19.

S.No.	Name of the Faculty member	Signature.
1.	A. Abirami	A. Almi

A. Almi.
Head of the Department


Principal.

VYSYA COLLEGE, SALEM-103.

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 their meaning 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 note 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/YouTube videos & animated videos while they are handling their subject in same class room.
6. The Faculty members are informed to issue the printout notes for all UG (except 2-yr) & PG classes as per the given schedule.
7. The 2-yr classes - in-charge are asked to verify the completion of student's 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 revenue topics of the same.

8. It is to be informed that the classes in-charge of the 2-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 2-yr (VVI & PVI) & 3-yr (VVI) 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 signature of the undersigned & the trainer.
10. It has been planned to conduct 5 days soft skill program for all 2-year VVI students from 08.07.19 to 12.7.19. Hence the staff of concerned 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 2-year VVI classes for ten days from 15.07.19 to 26.7.19.
12. The classes in-charge of 2-yr VVI have to submit the feedback of ELP to the undersigned so that

day itself at 4:30 am.

13. It has been planned to conduct a days-long skill programme for all 3rd year UOI students from 15.07.19 to 18.07.19.
14. The Faculty members are asked to report their Assignment topics to the students of 3rd yr (UOI & P.G.), 2nd yr UOI 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.

S.No.	Name of the Faculty Member	Signature
1.	R. Abisami	R. Almi

R. Almi
Head of the Department

Principal

VYSYA COLLEGE, SALEM-103.

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 15.07.19.

The staff members were informed of the following

1. It has been planned to open the following PUC classes in the following schedule
 D-MSC., Maths on 22.07.19
 M.A., English & D.M.Sc., CS on 24.07.19.
2. So that the Faculty members those who are engaging these classes are asked to prepare the scheme and the same should be submitted to the A.O office on or before 11.07.19
3. The classes-in-charge of D.M.A., English & D.M.Sc.) Maths, and D-M.Sc., CS are asked to issue 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.
4. The classes-in-charge of D & III yr UCI are instructed to issue the ELTP Booklet to the students, get the acknowledgement form receiving it and the same should be submitted to AD office on or before 24.07.19. If the students are uncompleted in their ELTP Booklets, the classes-in-charge have to collect the letter from the students in written format to the undersigned on or before 24.07.19.
5. HODs are asked to submit the Unit Test - D-Time Table for all D-year UCI & PUC, III yr UCI to the office on or before 24.07.19.

6. It has been planned to conduct one Hour VET-I for all II-year VET & PGT and III-year VET students from 05.08.19 to 14.08.19 UNIT TEST-2 will be conducted at the 3rd Hour, so the Faculty members are asked to take the concerned class answer or script and question paper from the exam cell.

7. After the Exams are over, the Faculty members have to submit the Answer Scripts in the Exam cell.

8. Faculty members are asked to prepare question paper (15 marks) and Answer key for the Unit Test-I in the following patterns for II-VET & PGT, III-VET:

VET question paper pattern

part A - $5 \times 2 = 10$ marks

part B - $1 \times 5 = 5$ marks (either...or... pattern)

part C - $1 \times 10 = 10$ marks (2 questions open choice)

PGT question paper pattern:

part A - $3 \times 5 = 15$ marks (either...or... pattern)

part B - $1 \times 10 = 10$ marks (either...or... pattern)

9. The Faculty members are asked to submit unit Test question paper on or before 27.07.19 to the concerned classes-in-charge and they are asked to submit the same to the administrative office.

10. The Faculty members are asked to value their concerned subject Assignments according to the due date promptly.

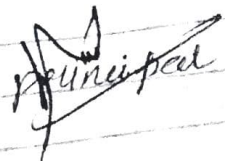
11. The Faculty members whose who are engaging

- I-yr vlt classes are asked to post their printouts notes in the -CD notes login with the Date of Issue and the same should be in their master copy of the printouts too.
12. The Faculty members those who are engaging I-yr vlt classes are asked to issue their printouts and get the signature from the students in the name list regularly.
13. The classes in-charge of I-yr vlt are asked to submit the list of students those who are needed their study materials whether it is in the printed format or through their Email-ID.
14. As per the communication received from the Ponjira University for the Faculty members those who are assigned as an Examiner or the chief Examiner to the central Exam valuations, they have to attend their duty without fail.
15. It has been planned to give 3 days soft skill program for all I-yr vlt classes from 31.07.19 to 02.08.19.

S.No. Name of the faculty member
1. R. Abirami

Signature
R. Abirami

R. Abirami
Head of the Department


Principal

VYSYA COLLEGE -103

The meeting of the HOD of vyzya college was conducted by principal and it is held in principal's chamber at 10.00 a.m on 01.08.19.

The staff members were informed of the following

1. It has been planned to release magazine for the odd semester in August, september and october and Even semester magazines in January, February and march.
2. The Faculty Members are asked to report the attendance of all classes in the last five minutes of every hour.
3. It has been planned to give Tally Awareness program to II-B.com (A&B) students on 01.08.19.
4. It has been planned to conduct the following programme related with Jal Sankthi Abyan on 02.08.19
 - Drawing competition
 - writing poetry and
 - speech competition
5. It has been planned to plantation of saplings by NSS students of our college in the town on 09.08.19.
6. The Faculty members are asked to collect and value the concerned subject assignments from all I yr UOI students according to the due date promptly.
7. The classes-In-charge of I yr UOI are instructed

- to issue the ELTP Booklet to the students, get the acknowledgement for receiving it and the same should be submitted to A.O office on or before 02.08.19. If the students are uncompleted in their ELTP Booklets, the classes-in-charge have to collect the letter from the students in written format to the undersigned on or before 02.08.19.
8. As per the communication from the Central Government, we have to conduct the Women-Awareness program for the 2-yr Life Science B.Sc. students on 05.08.19 (AM)
 9. As per the communication received from the Georgian University for the continuation of the Affiliation to the course B.Sc., Botany, on 08.08.19 the Faculty members in the concerned department have to maintain the documents properly
 10. The classes-in-charge of II & III yr (UOI & PUI) are asked to collect the details of the students, those who are changing their fee scheme as the D-yr '18-19, and also to issue the new Besspass those who are applying for it and they are asked to submit the same details to the main office on or before 09.08.19.
 11. The Faculty members are asked to value the papers without any total mistakes and are asked to submit it along with the answer key to the A.O office for verification on or before 19.08.19.

12. The classes-in-charge are instructed to post Unit Test - II Exam letters to the parents with the mark and attendance particulars of the students on or before 21.08.19.

S. NO	Name of the Faculty member	Signature
1.	R. Abirami	R. Armi

R. Armi
Head of the Department


Principal

VYSYA COLLEGE, SALEM-103

The meeting of the HOD's of vyya college was conducted by principal and it is held in principal's chamber at 10.00 am on 16.08.19.

The staff members were informed of the following:

1. It has been planned to telecast the video and explain the images to the students during the First Hour Announcement so that the Faculty members those who are engaging the 1-Hr are asked to play it promptly in all classes.
2. Faculty Members are asked to prepare Question paper (25 marks) and Answer key for the Unit Test-I in the following pattern for 2-year VI.

VI Question paper pattern

part A - $5 \times 1 = 5$ marks

part B - $3 \times 5 = 15$ marks (either ... VI. pattern)

part C - $1 \times 10 = 10$ marks (2 questions open choice)
3. The Faculty members are asked to submit Unit Test question paper for 2-year VI on or before 17.8.19 to the concerned class-in-charges and they are asked to submit the same to the Administration office.
4. It has been planned to conduct Unit Test - 2 (1 Hour) for all 2-year VI students from 26.08.19 to 30.08.19. Unit Test - 2 will be conducted at the 3rd Hour, so that Faculty members are asked to take the concern class answer scripts and question paper from the exam cell.
5. After the exam are over, the Faculty members have to submit the answer scripts to the

Exam cell.

6. The class-20 charges of 2nd yr UOI are instructed to post the unit test & exam lessons to the parents via the mail and Attendance particulars to the students on or before 03.09.19.
7. It has been planned to telecast the live program of prime minister Narendra Modi's Fit India Movement to the NSS students on 29.08.19 (From 10 am to 11 am).
8. The Faculty members are asked to inform the results of Supplementary Examination to the students through the SMS after the declaration of the result.
9. It has been planned to give a seminar related to python software to B.Sc., CS and BBA by Liveware company, Salem on 14.08.19.
10. It has been planned to conduct Hindi Viva-Voce examinations to the enrolled students of 2nd yr UOI on 30.08.19.
11. It has been planned to give life skill Development program to the students of 2nd yr on 30.08.19.
12. The Faculty members are instructed to complete their practical syllabus according to the scheme (i.e., before 13.09.19) promptly.

13. The Faculty members are asked to follow the instructions in swayam - courses promptly
14. The Faculty members are asked to collect the students enrollment list for the registration of swayam - courses and the same should be submitted to the undersigned on or before 30.08.19
15. Staff members are informed to motivate the students to register NPTEL SWAYAM online courses of their subject concern or general courses of a student submitted a copy of pass certificate after completion of that course, the registration fee will be reimbursed by the management.
16. Staff members are instructed to register the NPTEL SWAYAM online courses preferably 12 weeks / 16 weeks courses related to their majors. After the completion of the exam, if they submit their pass certificates, they can get reimbursement of their registration fee. If it is needed, the staff members can also get the registration fee in advance while registration.
17. All II & III year class in charges are asked to issue central sector scholarship renewal application form to the eligible students (those who attained 80% of marks in previous semester exam) and insist them to fulfill the form and submit the same along with necessary enclosures on or before 20.09.2019.
18. All I year class in charges are asked to issue the central sector scholarship form (merit scholarship).

to the eligible students and insist them to submit the filled application form along with the enclosures on or before 10.09.2019

19. All 2 year class in changes are asked to cross verify students' data base in their admission application and the data sheet and ensure the same from the students of concerned class before submitting them for certificate verification on 07.09.2019
20. It is informed that the staff members are instructed to initiate the students to create / open email id and collect the detail of Roll No., Reg. No., and name of the students with their email id and submit the copy of it to the office and retain a copy for further reference
21. Staff members those who are handling 2 year classes instructed to prepare the assignment circular with the detail of assignment title & its related website link, date of issuing the assignment and its due date for submission and the same to be circulated among the concern students on or before 30.08.19 and get it signed.

S.No Name of the Faculty member

1. R. Abisiami

signature
R. Almi

1 R. Almi
Head of the Department

Principal

The meeting of the HODs of Vyasa College was conducted by Principal and it is held in Principal's Chamber at 10.00 a.m. on 03.09.19.

The Staff Members were informed of the following.

1. It has been announced to attend the Symposium related to New Education Policy in Jainam College, Salem - 08 on 07.09.19.
2. It has been planned to give Assignment Topics to the Students in the following schedule. So that the faculty members are asked to prepare the Assignment Topics for their concerned subjects to each group with a website link and the Concern Classes - In-Charge are instructed to submit the same to the undersigned.
 - * For II - Yr, III - Yr UG & PG - On or before 09.09.19
 - * For I - Yr UG & PG - On or before 14.09.19
3. The Faculty members are asked to collect and value the concerned subject assignments in the following schedule:
 - * For II - yr UG & PG - 23.09.19 onwards.
 - * For III - yr UG & PG - 25.09.19 onwards.
 - * For I - yr UG & PG - 03.10.19 onwards.
4. The Classes - In-Charge of I-yr UG are asked to get the details about the Medium of instructions (i.e., Tamil, English) from the students for issuing the Materials for Yoga Classes and the same should be submitted on or before 12.09.19 to the undersigned.
5. The II-yr & III - yr UG & PG Classes - in-charge are asked to get the students' Email ID in the name list and submitted to the undersigned on or before 12.09.19.
6. The II - yr & III - yr UG & PG Classes - In-Charge are asked to feed the Student's (Current & Arrear) Paper Codes in the Periyar University website link on or before 20.09.19.

7. The II-Yr & III-Yr UOI & POI Classes - in-charge are asked to get the students signature from the Exam Application List (Nominal Roll).
8. It has been planned to give 3 days Criminology Program for all I-Yr UOI students from 12.09.19 to 16.09.19.
9. It has been planned to conduct 5 days Practical Yoga classes for all I-Year UOI students from 17.09.19 to 23.09.19.

Name of the staff
Dr. K. SEMMALAI

Signature
~~Dr. K. SEMMALAI~~

~~Dr. K. SEMMALAI~~
HOD Signature

~~Signature of Principal~~

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 16.09.19.

The Staff Members were informed of the following:

1. The II-year UG & PG and III-Year UG class-in-charges are asked to feed the student's (Current + arrear) Paper Codes in The Periyar University website link on or before 20.09.19.
2. The II-Year UG & PG and III-Year UG class-in-charges are asked to get the students signature from the Exam Application List (Nominal Roll) on or before 20.09.19.
3. The Faculty members are instructed to complete their Practical syllabus on or before 20.09.19.
4. The Faculty Members are asked to follow the instructions for maintaining their Projector. Draw keys properly (i.e., for Beginning of I-Hr to be Opened, During tea break, Lunch Break & End of I-Hr to be closed).
5. It has been planned to give assignment topics to I-year UG & PG students. So the Concern faculty members are asked to prepare assignment topics to each group with a website link and the Concern class-in-charges are instructed to submit the first year assignment topics on or before 19.09.19 to the Undersigned.
6. The Faculty members are asked to collect and value the Concerned subject Assignments in the following schedule:
 - * For II-yr UG & PG - 23.09.19 onwards
 - * For III-yr UG & PG - 25.09.19 Onwards.
 - * For I-yr UG & PG - 03.10.19 Onwards.
7. It has been planned to conduct Tally Online Exam for Certificate Course to II-yr & III-yr B.com & B.com CA students on 23.09.19 & 24.09.19.

8. The Faculty Members are asked to value the Practical Record Notebooks for their Concerned classes on or before 02.10.19.
9. It has been planned to Conduct 5 days Yoga Classes (Theory) for all I-year UG students from 17.09.19 to 23.09.19.
10. It has been planned to Conduct 2 days Practical Yoga classes for all I-year UG students in Two Batches.
 * I-Batch: 03.10.19 to 04.10.19 for I-B.com A, B & C, I-B.com CA (A&B), I-BBA, I.B.A. Eng
 * II-Batch: 07.10.19 to 09.10.19 for I-B.sc. Maths Cs (A&B), BEA (A&B), I-Bio chem, Biotech, Micro, Botany. of all UG & PG.
 So that the Faculty Members are instructed to complete their syllabus on or before.
11. It has been planned to Conduct Model Exams to the students 15.10.19.
12. It has been planned to Conduct 4 days Aptitude Program to all II-Yr & III-Yr UG students from 09.10.19 to 14.10.19.
13. It is to be informed that the Practical Examinations for I-Semester will be Conducted during the Even Semester for all I-Yr UG classes.

Name of the staff
 Dr. K. SEMMAIAI

Signature


~~Signature~~
 HOD Signature

~~Signature~~
 Signature of Principal

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 01.10.19.

The staff Members were informed of the following.

1. The Faculty Members are asked to value the Practical Record Notebooks for their concerned classes on or before 03.10.19.
2. It has been planned to conduct 4 days Aptitude Program to all II-Yr & III-Yr UG students from 09.10.19 to 14.10.19.
3. It has been planned to conduct 2 days Practical Yoga classes for all I-year UG students in two batches.
 - * I-Batch : 03.10.19 to 04.10.19 for I-B.com A, B & C, I-B.com CA (A&B), I-BBA, I-B.A., Eng.
 - * II-Batch : 07.10.19 to 09.10.19 for I-B.Sc., Maths, CS(A&B), BCA(A&B), I-Bio chem, Biotech, Micro, Botany.
4. It has been planned to conduct Two Hour Model Examination (50 Marks) from 15.10.19 to 23.10.19 for all UG & PG Students. So that HoDs are asked to submit the Model Examination Time Table for all UG & PG classes to the office on or before 03.10.19.
5. Faculty members are asked to prepare Question Paper (50 Marks) and Answer Key for the Model Examination in the following pattern.
 - For II-Yr UG & PG, III-Yr UG:
 - UG Question Paper Pattern
 - Section A - $5 \times 2 = 10$ marks
 - Section B - $4 \times 5 = 20$ marks (either... or... Pattern)
 - Section C - $2 \times 10 = 20$ marks (2 questions Open choice out of 4)
 - PG Question Paper Pattern
 - Part A - $4 \times 5 = 20$ marks (either... or... Pattern)
 - Part B - $3 \times 10 = 30$ marks (2 questions Open choice out of 4)
 - For I-Yr UG & PG
 - UG Question Paper Pattern

Section A - $10 \times 1 = 10$ marks
 Section B - $2 \times 5 = 10$ marks [2 questions open choice out of 3]
 Section C - $2 \times 10 = 20$ marks (either... or... pattern)

6. The Faculty Members are asked to submit Model Examination Question Paper & Possible Questions to all Units on or before 11.10.19 for all UG & PG classes to the concerned classes-in-charge and they are asked to submit the same to the A.O. of office.
7. The Faculty members are asked to issue the Printouts (till the Unit -V) to the students on or before 11.10.19.
8. After the Exams are over, the Faculty members have to submit the Answer Scripts in the Exam cell.
9. The Faculty Members are asked to verify their students Long Attendance Particulars in AO office properly.
10. As Periyar University tentatively schedule for commencement of theory Examinations on second week of November. So that the faculty members are asked to complete their syllabus on or before 15.10.19.
11. The Faculty Members are asked to verify the syllabus in Periyar University website (i.e. Is there any updations, in which the syllabus they are handling)
12. The Faculty Members are asked to complete all the topics for their handling subjects without any omission.
13. The classes - in - charge of all UG & PG classes have to fill the particulars in the letter for Model Examinations.

14. As the announcement received from MHRD, which is related to the Research scholarship Program to Pw students and the Faculty members. If they are interested, they are instructed to post their Research related Articles to MHRD with the acknowledgement of undersigned on or before 25.10.19.

Name of the staff

Dr. K. SEMMALAI

Signature

~~Dr. K. SEMMALAI~~

~~Dr. K. SEMMALAI~~

HOD Signature

Signature of Principal

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 14.10.19.

The Staff Members were informed of the following:

1. It has been planned to conduct online Examinations for Value Added Courses to the students in the following schedule.
 - * For II-BA, III-BA, III-CS, III-BCA, I-B.com C, I-BBA - 15.10.19
 - * For I-BA, I-CS A & B, I-BCA A & B, I-B.Sc., Maths - 16.10.19.
 - * For I-B.com A & B, I-B.com CA (A & B), I-B.sc., BioTech, I-B.Sc., Micro, I-B.Sc., Bio Chem, & I-B.Sc., Botany - 17.10.19
2. The Faculty Members are asked to issue the Printouts (till the Unit - V) to the Students on or before 18.10.19.
3. The Faculty members are asked to value their concerned subject papers for Model Examinations. 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.
4. The Classes-in-charges are instructed to post the Unit Test-II Exam letters to the parents with the mark and Attendance particulars of the students on or before 25.10.19.
5. The classes-in-charges are instructed to post the students' Performance in the Progress Report and get the Signature from the students and the same should be submitted to the office on or before 31.10.19.
6. The Faculty members are asked to drag their soft copy of scheme, Unit Test Question papers, possible Question papers, and Magazine to the Concerned Login on or before 30.10.19.
7. It has been decided that 26.10.19 will be the last working

day for all I-yr & II-yr PGT students.


8. The staff members those who are handling all I-yr & II-yr PGT, are asked to hand over the following things to the A.O office on or before 30.10.19 [For I-yr PGT on or before 06.11.19]

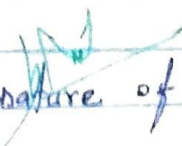
a) Soft copy of the notes should be handed over to the Classes - in - Charge and they must write the same in C.D.

b) Master copy of the Study Materials, Long Size Note Book [Notes writing] should be handed over to the Classes - in - Charge and they must submit the same to the AO office.

Name of the staff
Dr. K. SEMMALAI

Signature



HOD Signature



Signature of Principal.


The meeting of the HODs of Vyasa College was conducted by Principal and it is held in Principal's chamber at 10.00 a.m. on 01.11.19.

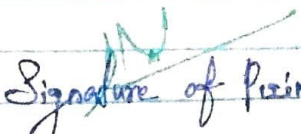
1. The classes-in-charge are instructed to submit the students Academic Report of all UG & PG students on or before 05.11.19 to the A.O. office.
2. The Faculty members those who are assigned as an External & Internal Invigilators for the Periyar University Examinations Nov/Dec-2019 are asked to do their Invigilation duties promptly.
3. The Faculty members those who are assigned as an External Invigilators for the Periyar University Examinations Nov/Dec-2019 are asked to get On-duty from the principal. They are also asked to adjust the classes if any and are asked to submit the Request Letter to the undersigned.
4. It has been informed that hall tickets to all UG & PG students (except I-UG & PG) were issued on 05.11.19. The Concern Classes-in-charge are asked to verify all the dues of the students before issuing the Hall tickets to them.
5. It has been planned to issue hall ticket to I-year UG & PG students on 16.11.19.
6. The classes-in-charge are instructed to post the internal marks of the students in the Periyar University website link on or before 27.11.19.
7. The Classes-in-charge are instructed to get the signature from the Concern faculty members in the Internal mark list and are asked to submit to the undersigned.

8. It has been planned to reopen the classes for Even Semester 2019-20 on 02.12.19.
9. The HODs are asked to submit the following reports on or before 07.11.19.
- Department & Individual workload.
 - Staff and Class Time Table.
 - List of Veranda Duty.
 - List of Class-in-charge & Attendance-in-charge.
10. The Faculty Members are asked to Prepare the Lesson Plan for Even Semester 2019-20. While Preparing the Lesson Plan, they are instructed to mention the ELTP schedule & Aptitude classes. All the sub-topics should be mentioned in the lesson plan.
11. The Faculty members are asked to submit the lesson plan to the undersigned on or before 23.11.19.
12. The Faculty members those who are assigned as an external examiner for Periyar University Central valuation are asked to get on duty from the Principal. They are also asked to write a request letter and submit the same to the undersigned.

Name of the staff
Dr. K. SEMMALAI

Signature



HOD signature


Signature of Principal.

The meeting of the HODs of Vyasa College was conducted by Principal and it is held in Principal's chamber at 10.00 a.m. on 01.12.19.

The Staff Members were informed of the following.

1. HODs are asked to prepare their Department magazines for the period of three months from January to March - 2020 and should submit the same to the principal office.
2. The Staff members should verify ID card, Words Note, Subject related Note Books, Language and Other Books in the concerned class hour.
3. It has been planned to celebrate the International Volunteers Day on 05.12.19.
4. It has been planned to conduct Eye camp from 18.12.19 to 20.12.19.
5. The Staff members are asked to report or complete the syllabus for the practical's lab before 15th of February.
6. The Attendances - In-charge are asked to complete or report the absentees Students' Roll No in the concerned Register, which is in the office. And also the Attendances In-charge are asked to get the signature from the leave letters of the students and should maintain the files properly.

7. The Classes - In - Charge are asked to get the signature in the concerned Name List for the following issuing things to the students:
- Even semester Scheme.
 - Rules and Regulations of the College.
 - Daily Calendar of 2020.
 - Yoga Certificate for all I - year.
8. The Classes - In - Charge are asked to motivate the students' to do their swayam courses. The Management will reimburse the amount to the students those who register and also clear the courses of Swayam.
9. As the Periyar University central valuation going on for the Tamil & Foundation English Board (ie., from 28.11.19), the Faculty Members those who are getting On Duty for these courses are asked to prepare the notes (written notes in long size Note Book and Soft Copy) promptly.
10. As the intimation from the Periyar University for central valuation, the following courses in the following schedule:
- For Major English & Statistics - 12.12.19
 - For Cs, B.Com, Bio Tech, Bio Chem, Micro, Mathu, BBA - 16.12.19.
11. The following classes are cancelled due to Periyar University Central Valuation:
12. $\text{ii} - \text{B.Com (A \& B)}$ $\text{ii} - \text{B.com CA (A \& B)}$, $\text{iii} - \text{B.com (A \& B)}$, $\text{ii} - \text{BCA}$, $\text{ii} - \text{B.sc. cs}$.

13. III - B.Sc Cs, III - BCA, II & III - B.Sc Micro from 16.12.19 to 20.12.19.
14. It has been planned to conduct a Hrc Time Table from 16.12.19 to 20.12.19 due to Periyar University Central Valuation.
15. It has been planned to give Awareness of pursuing CA & Investment Program to II - BBA, III - BBA & III - B.Com CA students by Auditor Ravindran & Saradha Ashok, President of CA Associations on 20.12.19.

S.No	Name of the Faculty members	Signature
1.	M. Anusuya	M. Anusuya

M. Anusuya
Head of the Department


Principal

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 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 30.1.20 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 UG1 & PG1. 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 UG1 & PG1 classes from 11.02.20 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.

S.NO	Name of the faculty members	Signature
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1.	M. Anusuya	M. Anusuya
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M. Anusuya
Head of the Department


Principal

The meeting of the HODs of Vyasa College was conducted by Principal and it is held in Principal's Chamber at 10.00 a.m. on 02.02.20.

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 11.2.20.
2. It has been planned to give 3 hours lecture on Astronomy, which is sponsored by Rotary club of Salem on 18.2.20 to all Bio Tech, Micro, Bio Chemistry students.
3. 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.

4. 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.C. Office for maintaining Documentation.

5. 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 Particular on or before 28.02.20.

6. After the Postal 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.

7. 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 it to the students (put the signature & verify only in it). Post the Assignments' marks out of 2.5 in the concerned classes' Name list only.
8. The Faculty Members have to collect the Record Note books from the students for Binding process on or before 10.02.20.
9. 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.
10. After the completion of Practical classes the Lab Key should be submitted to the office on the day itself.
11. It has been planned to arrange an Industrial Visit to all final year UG Students in the last week of February.
12. It has been planned to give Placement Training

Program conducted by GPE, Chennai for 2 days from 25.02.20 to 26.02.20 to all final year UOI students those who are enrolled through online portal.

13. The Faculty Members are asked to encourage the students for Applying SWAYAM courses in the SWAYAM Central.

S.No	Name of the Faculty Members	Signature
1.	M. Anusuya	M. Anusuya

M. Anusuya
Head of the Department

~~Principal~~

The meeting of the HODs of Vyaya College was conducted by Principal and it is held in Principal's Chamber at 10.00 a.m. on 02.03.20.

The Faculty Members were informed of the following.

1. It has been planned to arrange an Industrial visit to all final year UG & PG students from 02.03.20 to 04.3.20.
2. It has been planned to celebrate International Women's Day on 09.03.20.
3. The Periyar University Practical Examinations will commence from 10.03.20. In case the External Examiner is not willing to act as an External Examiner to it, the concerned Department HODs are asked to inform them to send the reason for their unwillingness through our college Email Id for the purpose of maintaining documentation and also to communicate it to the Periyar University.
4. If any students do the Malpractice in their Practical Examinations, the concerned Internal Examiners are instructed to report it to the knowledge of the Undersigned.
5. The Faculty Members those who are handling the practical papers, they are instructed to display the Students' Batch List in the Black Board for the Periyar University Practical Schedule before the commencement of the Practical Examinations.

6. It has been planned to give Corona Virus Awareness by Dr. Muthamil Selvi, Masinaickenpatty for the students on 12.03.20.
7. The Faculty Members are asked to prepare the schedule (i.e., Intimation & Submission) for Assignment-II to all UG & PG students on or before 14.03.20. For this announcement regarding, the Classes - In - Charge are instructed to get the signature of the students in the Name list and also submit it on 23.03.20.
8. It has been planned to engage Mobile Technology Training program in the following schedule:
 For I-year UG & PG students - 05.03.20 to 06.03.20
 For II & III year UG & PG students - 09.03.20 to 10.03.20.
9. The Classes - In - Charge are asked to issue the certificate of Mobile Technology Training program to the students and get the signature in the Name list and also submit to the AO office on or before 18.03.20.
10. It has been decided to give the placement in Senthil Public School, Salem to the following classes on 16.03.20.
 III - B. A., English, II - M. A., English, II - M. sc., Mathematics, III - B. sc., Mathematics, III - B. sc., Computer Science, III - BCA.
11. It has been planned to celebrate Annual Day VYJOY - 2020 on 04.04.20.

S. NO	Name of the Faculty Members	Signature
1.	M. Anusuya	M. Anusuya

M. Anusuya
Head of the Department


Principal

VYSYA COLLEGE, SALEM-103

The meeting of the HODs of vysya college was conducted by principal and it is held in principals chamber at 10.00 a.m. on 01.06.2020

The faculty members are informed of the following:

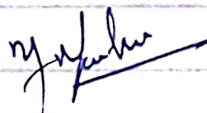
1. The HODs are instructed to submit their Department workload (ODD & EVEN) for the academic year 2020-21.
2. The HODs are instructed to plan for their department Recruitment (Data uploaded of the candidates, preparation of question paper)
3. The faculty members are asked to submit their diary, Master copy of Printouts, Long size notebooks, Softcopy of notes in CDs, and progress Reports of the students, to the Administrative office
4. The faculty members are asked to pose Swayam videos daily in the principal's Chamber and to create PPT and word documents for selected Swayam videos without any omission
5. It has been instructed to verify the student's marksheet, which is from peiyar university
6. It has been planned to create our college website through google play store for uploading our printouts and subject oriented audio for unit-III of Even semester 2020.

7. The faculty members of the following departments are asked to prepare their Audio classes for their concerned subjects of even semester 2020 (Unit - I & II) both practical and theory classes


1. All UG (I-year, II year & III year) of Biotech, Micro, Botany and Biochemistry

2. All PG (I-year & II year) of Maths, computer science and English

8. Before uploading the audios the faculty members are asked to check it once again (whether it is audible properly, content delivery is satisfied) and after uploaded it properly.

S.NO	Name of the staff	Signature
1.	Dr. S. REWATHI	S. Rewathi
2.	M. N. MANIKANDAN	

S. Rewathi
16/12/2020
Signature
Head of the Department

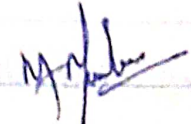

Principal's signature
16/12/2020

The HODs meeting was conducted by the principal on 01.07.2020 at 10.00 a.m. the faculty members were informed to consider the following points while preparing subject notes and Recording videos (2020-21):

1. The HODs are asked to prepare both Individual workload and class workload and the same should be submitted to the undersigned on or before first week of July
2. The HODs are asked to record department meeting (weekly ones) in their respective department minutes note properly.
3. The HODs asked to enforce the instructions given by the correspondent and principal to their faculty members & record the details in department minutes note book
4. The faculty members are asked to prepare their subject related videos for 45 min, which they are handling with the help of their Laptops or Desktops. For that purpose, staff members are instructed to install the software (Camtasia) without fail in their Laptops/Desktops which is given by our college.
5. After installation of software (Camtasia), faculty members are asked to record and check a sample video to make sure it is working properly and to submit a letter in written format.

6. The faculty members are instructed to collect the Headphone with mike and to submit a letter in written format for receiving it in a working condition.
7. The faculty members are asked to update Swayam videos daily in principals chamber and to create ppt and word documents for the selected swayam videos without any omission.
8. The faculty members are asked to utilize the Swayam videos along with respective subject related videos.
9. Faculty members are instructed to refer more books and important online resources for subject notes preparation.
10. Introductory part of each title / chapter should be given in brief with full content.
11. Meaning of the concept should be easy to recognize.
12. Definition should be given without any conversion.
13. Notes should be prepared in detail with total formation.
14. Content of the notes should be clear & easy to understand.
15. Highlight the important points in printout notes and also video recording (related to one mark questions).
16. Separate note should be given for example (it should be nice and understandable).

17. Chart / graphic representation / table and diagram should be given in clear while delivering the concept. Correct explanation should be given to each point mentioned in the diagram / chart of particular title or chapter
18. Key terms should be given at the end of each unit (based on 2 mark questions) and expected five mark and ten mark questions to be given
19. faculty members those who are handling accounting, Statistics / Mathematics subjects are informed to follow the below given points while solving the problem
20. steps / process / formula for each chapter should be given before begins to solve the problem. The same should be highlighted in the soft copy of notes of concerned subject
21. working should be given at the end of each stage of solution (Journal / Ledger / P & L & Balance sheet). Likewise the same should be followed while preparing answer for maths & Statistics subjects

S.No	name of the staff	Signature
1	Dr. S. Swathi	S. Swathi
2	Mr. M. Manikandan	

S. Swathi
11/1/2020

 11/1/2020

VYSYA COLLEGE, SALEM-103

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 03.08.2020

The staff members are asked to follow the below given points while taking online class and also preparation of printouts for the academic year 2020-21.

Points to be followed for online (video) classes:-

1. The Introduction should be given at the beginning of each chapter and main title of concerned subject.
2. Meaning should be given by way of clear explanation and easy to understand through right example. The example may be pictorial or theoretical presentation.
3. should give 2 more definition for each concept with the view to easy understandable
4. presentation should be given in detail to main and subtitle of each concept with suitable example along with related SWAYAM videos, PPT, Images, Animations, chart and relevant diagrams
5. presentation should be easy to understand with detailed explanation for 40 minutes
6. online class presentation should not be like reading the print out notes, it should be very informative i.e. live class room lecture

7. Staff should ensure the attendance of the student for the online class of their concern subjects through Google meet as per the guidelines given in the demo session
8. Staff should differentiate the difference between the preparation of printouts & online classes through video recording

points to be followed for the preparation of printouts:

9. The faculty members should follow the model printouts which is already given to them. While they are preparing the printouts to issue the students, they have to follow it properly. Such as preparing of one marks and important points should be highlighted (Bold letters with underlined - Bookman old style, Normal text - Times New Roman)

10. The faculty members are instructed to give to important (possible) questions in the end of the unit in the printouts as per the university pattern, which is given below and the same should be displayed in the online (video) classes

* for I, II, year UG & PG classes the staff members have to prepare one mark questions in objective type, five, ten mark questions.

* for IIIrd yr UG classes prepare two, five, ten mark questions

11. Prepare the lesson plan for odd semester 2020-21 for all UG + PG classes without mentioning dates.

S.No	Name of the Staff	Signature
1	Dr. S. REVATHI	S. Revathi
2	M. MANIKANDAN	M. Manikandan

S. Revathi
3/3/2020
Head of the Department

Principal's signature
3/3/2020

VYSYA COLLEGE, SALEM-103

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 01.09.2020.

The faculty members were informed of the following

1. The faculty members are asked to follow instructions while they are preparing video (online) classes:
 - a) upload the video for unit-I + II for all UG & II-yr-PG classes on or before 30.09.2020
 - b) Before uploading the video go through the video content thoroughly after that upload it in our college website
 - c) from unit-II onwards, time duration of the video is, 40 minutes with the exact content and also kindly take a reference from DELNET, British Council library, and other subject related websites without uploading of videos as it is from YOUTUBE, SWAYAM.
2. As per the circular from the Periyar University for conducting the exams from 21.09.2020 to 29.09.2020. for conducting the Exams, university has given some instructions to students and faculty members. follow the instructions promptly and guide the students
3. The faculty members are instructed to issue the Hall tickets to all III-yr UG & II-PG students on or before 18.09.2020.

4. Before issuing the Hall tickets, the classes-in-charge are asked to guide the students (as per the copy of instruction, which is given by our college) for appearing their university examinations.

5. Before sending the Question Papers to the students, the HODs are instructed to check the Question paper pattern, paper code and schedule with the exam cell. If any changes, they have to inform to the undersigned.

6. The classes-in-charge are asked to issue the Transfer Certificate (T.C) and original mark sheets to the students from 30.09.2020 onwards.

7. The faculty members, those who are assigned as an examiner to the valuation of answer scripts, have to follow the instructions, which are given by the university.

8. The faculty members, those who are registered for attending webinars, which are conducted by other universities, they have to attend it without fail.

S.NO

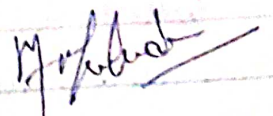
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name of the Staff
DR. S. REVATHI

Signature
S. Revathi

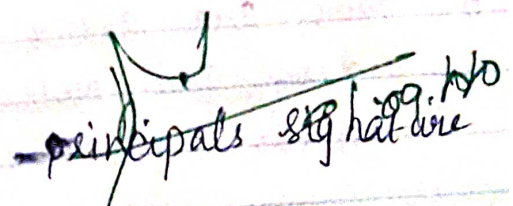
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M. MANIKANPAN



S. Revathi
17/9/2020

Head of the Department


Principal's signature

The meeting of the HODS of VJSSA COLLEGE was conducted by Principal and held through zoom meet at 10.00 am on 02.01.2021.


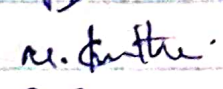
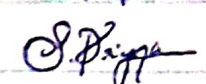
1. Faculty members of computer science (BSc CS & BS) and life science (Bio.Tech, micro, Bio.chem, Botany) are asked to upload ODD semester practical videos to college online portal.
2. Faculty members those who are assigned for applying admission details of 2-year UBI & PU are asked to upload the details accurately in the Periyar University Portal from 05.01.2021 to 12.01.2021.
3. Periyar University planned to commence Theory Exam Paper valuations of Nov/Dec-2020 on the below mentioned dates as two spells:
 - > First Spell : 07.01.2021 to 12.01.2021
 - > Second Spell : 19.01.2021 to 22.01.2021
4. Faculty members, those who are assigned as an examinee to the periyar university Exam Paper valuation are asked to follow the instructions, given by the university.
5. Faculty members are asked to advise the students to download VJSSA college app as instructed in their respective letters on or before 10.01.2021.
6. It is expected to reopen the college for III-year UBI & I-year PU on 01.02.2021.
7. The HODs are asked to prepare the

Department workload, individual work load, individual time table, class time table, class & attendance in charge list and to submit the same on or before 25.01.2021

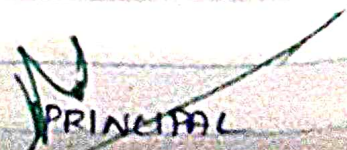
8. The HODs are asked to prepare long size notebooks and practical record note requirement list for even semester including front page, certificate page, etc.

9. Faculty members are asked to prepare scheme for their concern classes for the months February, March, April without mentioning dates and to submit on or before 28.01.2021.

10. Faculty members are asked to record videos using Camtasia (software) as per the schedule while teaching inside the classroom and the recorded video should be transferred to the respective classes in concern login.

S.NO	Name of the Staff	Signature
1	P. Hemalatha	
2.	M. Kasthuri	
3.	S. Priyanka	


HEAD OF THE DEPARTMENT


PRINCIPAL

55

The meeting of the HOD's of vjya college was conducted by Principal & it is held in Principal's chamber at 10.00 am on 01.02.2021.


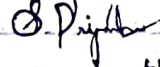

1. Staff members are informed to sign in by 9.30 AM and signed out by 5.30 PM on all working days.
2. Staff members should follow college rules and regulations as usual in the regular working days.
3. Subject notes and videos should be completed as per schedule for the allotted subject.
4. Staff members are asked to record the subject lectures for the subject concerned.
5. I and II Year classes will commence from 08.02.21. In this regard, staff members are asked to prepare themselves to handle the classes and should record the subject content while handling the classes.
6. Staff members are informed to insist the student to wear the mask, keep social distance and should follow the guideline of government in order to protect themselves from COVID-19.
7. The attendance in charges are asked to record the absentee's entry properly and maintain the attendance register as per the prescribed instruction.
8. The HODs are instructed to submit the requirement of the practical sheets for the subject

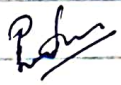
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concerned along with the index pages.

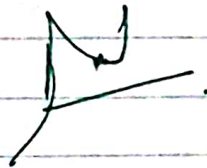
9. Staff members are instructed to make presence before 5 minutes in front of the concerned and should follow the concerned class room.
10. All the 2 year class in charges are asked to collect the exam fee paid students name list from the principal office and take proper care while upload the student data base in university exam online Portal.
11. University exam Nov/Dec-20 result will be published tentatively on 05.02.2021. The staff member are asked to insist the student to refer the college notice board.
12. Class in charges are asked to submit the details of which held result (or) pending results if any to the principal office on or before 10.02.2021.
13. Staff members are asked to occupy their new seating plans in the allotted staff rooms and submit the letter for the same.
14. The HODs are instructed to report the SWAYAM videos updated status with staff wise video allocation in regular basis.
15. The HOD of Business Administration is instructed to insist the students to submit their on plant Training Certificate of BBA from 18.01.2021 to 04.02.2021 for BBA from 09.01.2021

to 30.01.2021.

16. Staff members are asked to collect the class room up-board keys for even semester - 2021 after submitting the existing class room keys.

S.No	Name of the staff	Signature
1.	Dr. P. Hemalatha	
2.	S. Piyanka	
3.	M. Kasthuri	


HEAD OF THE DEPARTMENT


PRINCIPAL

The meeting of the HOD's of Vysya college was conducted by Principal and it is held in Principal's chamber at 10.00 am on 01.03.2021.

1. Faculty members are asked to submit assignment titles (Unit-1), for all UG & PG classes on or before 4.3.2021 and to inform the assignment titles to students on 6.3.2021. Students has to submit their assignments of all subjects on / before 20.3.2021.

2. It is Planned to conduct the following Nss Programme as per schedule :

Voters Awareness programme on 5.3.2021, inaugurated by Deputy collector of Salem.

Womens day celebration on 8.3.2021.

75th Independence Day is planned to celebrate for 75 weeks from 12.3.2021. This Programme is inaugurated by the Prime Minister of India in Gujarat on 12.3.2021. As per the advice of PM, in our college it is inaugurated by the on 12.3.2021 started with elocation competitions.

3. HOD's are asked to report the count of videos & notes of unit-II after checking individually to submit the list to Principal.

4. It is planned to conduct Unit Test for All UG & PG students from 04.3.2021 onwards.

→ Syllabus for unit test is Unit-1 & 2

→ Unit test is for 50 marks

→ Time duration for the unit test is Two hours.

→ Faculty members are asked to submit the Unit Test Timetable on 10.3.2021 and question paper on or before 15.3.2021.

4. Faculty members are asked to apply the Subject code of ODD Semesters (Current papers) for Peiyue University Examination of 1-Year UG & 2 PG classes in Peiyue University Portal between 15.3.2021 - 20.3.2021 without mistake.

5. Class in charges are asked to issue the following things on 22.3.2021.

- University Exam front sheets,
- covers to send Answer booklets,
- Instruction copy contains guide lines to be followed while sending answer Scripts in the form of Pdf to college mail.
- Name list which contains Whatsapp no. and Email Id should be verified by students for sending university question papers and to get students signature in the same.

6. Faculty members are asked to upload Internal Marks of Peiyue University Theory Examinations for all 1-Year UG classes between 22.3.2021 - 24.3.2021 in Peiyue University portal.

7. Class in charges are asked to issue the Hall Tickets for Peiyue University Exam on 23.3.2021 for 1-year UG & 2 PG Students.

8. Statute members are asked to conduct the Peiyue University Practical Exam (CODD I Exam) for 11 & 111 year UG & 11 PG classes from 24.3.2021 to 31.3.2021.

9. It is Planned to conduct Peiyue University Theory Examinations for 1 year UG & 2 PG classes from 04.3.2021 to 31.3.2021. Faculty members are asked to


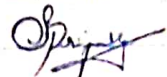
Inform the timetable to the students clearly & also instruct the students regarding the guidelines to be followed in sending answer books as Pdfs.

10. Faculty members are asked to verify the both videos & notes for all subjects of 000 semester for 1 year UG classes are uploaded correctly in Vysya college App for the purpose of University Exam preparation.

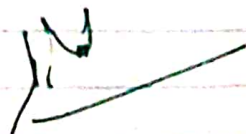
11. The HOD's are instructed to check the Question Paper Pattern, Paper code with the Exam cell before sending the Question papers to the students. If any changes, they have to inform to the undersigned.

12. Faculty members are asked to send the University Exam Question Papers for the concern students on time and to download the answer scripts (Pdfs) which sent by students between 2pm to 3pm and the same should be copied in CD.

13. Faculty members are asked to upload their Profile details in Periyar University Portal without mistakes on or before 31.3.2021.

S.No	Name of the Staff	Signature
1	Dr. P. HEMALATHA.	
2	M. Kasthuri	M. Kasthuri
3	S. Priyanka	


HEAD OF THE DEPARTMENT.



The meeting of the HODs of Vysya college was conducted by principal and it is held in principal's chamber at 10.00 am on 01.10.2020

The Faculty members are informed of the following:

1. The Faculty members are asked to prepare the video with the time duration of 10 minutes with the exact content and also kindly take a reference from DELNET, British Council Library, and other subject related websites. The Faculty members are informed that not to upload the videos as it is from Youtube, SWAYAM.
2. The Faculty members are asked to prepare the printouts for the UNIT - II to all UG & II PG classes and upload it on or before 07.10.2020 after verifying properly.
3. The Faculty members are informed to use <http://ndl.igitp.eu.in>, which is created by National Digitalized Library, to refer this website for preparing notes and also handling classes.
4. The Faculty members are asked to utilize the college library Books for their concerned subjects.
5. The HODs are asked to prepare the final list for Swayam Videos and Notes link in the following details:

S.No	TOPIC	NAME OF THE SUBJECT	
		LOCAL LINK	CLOUD LINK.
		Detail of video link (have to fill)	(have to fill for video only)
		Detail of MS word link (have to fill)	

6. After the Results are received from the periyar University for III-Yr UG & II-Yr PU if any with held results find out, Informate to the undersigned within two days from the announcement of the results.

7. If any communication received from the periyar University regarding the change of Syllabus, the Faculty members are asked to follow it properly.

8. The Faculty members are asked to complete their UNIT - III (both Videos to print out) in the following schedules

- For Theory Papers : 10.11.2020
- For problem paper : 15.11.2020
- For Departments of Life Sciences } = 20.11.2020.
(Biotech, Micro, Bio Chem, Botany)

NAME OF THE FACULTY MEMBERS	SIGNATURE
CI. BHUVANESWARI	G. Bhuv
CI. VENNIKA	CI. Venu

G. Bhuv
HEAD OF THE DEPARTMENT
[CI. BHUVANESWARI]

PRINCIPAL

The meeting of HODs of Vysya college was conducted by Principal & held through Google meet at 10.00 am on 2.11.20

1. Faculty members are asked to assign assignment titles for all UOI & POI students classes on or before 10.11.20 & students has to submit the assignment in our college software portal on or before 20.11.20
2. It is planned to conduct Online unit test for ALL UOI & POI students from 23.11.20 onwards.

- * Syllabus for unit test is Unit - I & II
- * Unit test is for 25 marks
- * Time duration for unit test is 2 hours.
- * Faculty members are asked to submit the unit test timetable & question paper on or before 20.11.20.
- * Faculty members are asked to instruct students regarding guidelines to be followed while writing online unit test.

3. It is expected that Periyar University theory examination for II year UOI & POI III yr UOI classes will be held in Online from third week of December.

- * Staff members are asked to collect following details from students.

- * WhatsApp No. Students & Parent Mobile No.
- * E mail ID
- * Change of residential address.

5. HODs are asked to maintain their Department minutes properly (weekly)

	NAME OF THE FACULTY MEMBERS	SIGNATURE
1.	G. BHUVANESWARI	G. Bhuv
2.	G. VENNILA	G. Venu
3.	N. JEEVITHA	N. Jee

G. Bhuv

HEAD OF THE DEPARTMENT

G. BHUVANESWARI

PRINCIPAL

The meeting of the HODs of VYSYA COLLEGE was conducted by Principal through Google Meet at 10.00 am on 05.12.2020.

Faculty members are asked to verify both Videos and Notes of all subjects of their concerned classes and are upload in the given format in Vysya college Website (www.vysya.info.in) for the purpose of University Exam preparation.

Faculty members are asked to verify the student's record and upload the subject code for both current and arrears papers (II-year UC & PU and III-year PU students) in Peryar University Portal on 05.12.2020 without mistake.

Peryar University planned to conduct Theory Examinations (NOV/DEC - 2020) for II-year UC & PU and III-year UC courses through online from 21.12.2020 to 18.01.2021. Faculty members are asked to inform the timetable to the students clearly.

As per the guidelines received from Peryar University dated on 15.12.2020, Faculty members are instructed to conduct Mock TEST on 17.12.2020 for III-year UC classes and 19.12.2020 for II-year UC & PU students, in order to check whether their Email ID is functioning properly or not.

Class-in-charges are asked to issue the Hall Tickets for Peryar University Exam (NOV-DEC. 2020) on 17.12.2020 for II-year UC and 18.12.2020 for II-year UC & PU students and also asked to issue the following things

- * University Exam front sheets

- * Cover to send Answer Booklets

- * Instruction copy contains guidelines to be followed

while sending answer scripts in the form of pdf to college mail.

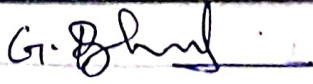


* Name list which contains whatsapp No. and Email Id should be verified by students for sending university question papers and to get students' signature on the same.

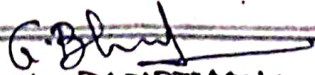
Before sending the Question papers to the students, the HODs are instructed to check the Question paper pattern, paper code and Schedule (FN/AN) with the Exam cell. If any changes, they have to inform to the undersigned.

Faculty members are asked to send the University Exam Question papers for the concern students on time and to download the answer scripts (pdf) which sent by students on or before 2.30 pm for FN session and 6.30 pm for AN session and the same should be copied on CD.

Faculty members are asked to upload Internal marks for Periyar Theory Examinations (NOV-DEC-2020) between 15.12.2020-19.12.2020 on Periyar University Portal.

Faculty members are asked to update the count of Swayam Videos in the Register in Principal's chamber whenever coming to college and prepare word document for the selected videos simultaneously.

NAME OF THE FACULTY MEMBERS		SIGNATURE.
1.	C. BHUVANESWARI.	
2.	C. VENNILA.	
3.	N. JEEVITHA	


HEAD OF THE DEPARTMENT
(C. BHUVANESWARI)


PRINCIPAL.