



## **MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS & SCIENCE**

**Thanjavur Main Road, Karambayam,  
Pattukkottai, Thanjavur-614 626, Tamil Nadu**

**Governance, Leadership and Management  
(Staff Council)**



*Submitted by:*

**IQAC  
MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE  
PATTUKOTTAI-614 626, THANJAVUR (DT)**



# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )

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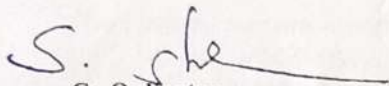
DATE: 17.07.2017

## STAFF COUNCIL MEETING

It is proposed to conduct the meeting for current academic year 2017-2018 (odd semester) on **17.07.2017** at 2.00 pm in Seminar Hall. The committee members are requested to attend the meeting.

### Agenda

- university statutes and ordinances
- appoints the Secretary

  
Co-Ordinator

  
Principal

PRINCIPAL  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District



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# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )

Name of the Committee : Staff Council Meeting  
Academic Year : 2017-2018  
Meeting No : 1  
Date & time : 17.07.2017 & 2.00 pm  
Venue : Seminar Hall

## MINUTES OF THE MEETING

The staff council meeting was held on the day of the Workshop, in the afternoon with Staff name in the chair.

The following members were present:

1. Dr. S.Sheela (IQAC Co-Ordinate)
2. Dr. V.Sathishkumar(Faculty)
3. Mrs. P.Padmapriya(Faculty)
4. Mrs. R.Vijayalakshmi(Faculty)
5. Mrs. R.Booma(Faculty)
6. Mr. S.Vijayasathya(Faculty)
7. Mrs. S.Shiymala(Faculty)
8. Mrs. A.Nandhini(Faculty)





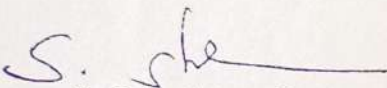


# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )

The minutes of the meeting are as follows:

1. The Staff Council will be made up of every member of the teaching staff, the librarian, and the director of physical education.
2. Subject to the guidelines of the Act, the Statutes, and the University's Ordinances, the Principal will serve as Principal-in-Council for decisions that the Staff Council is required to make.
3. The Principal will serve as an official the Staff Council's head.
4. The Council appoints the Secretary, who holds office for one year. No one may hold the position of Secretary for more than two successive terms; but, the Secretary may run for reelection a second time.

  
Co-Ordinator

  
Principal

PRINCIPAL  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District

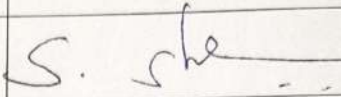
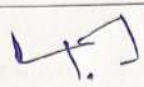
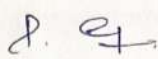
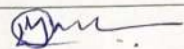
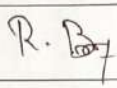
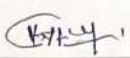
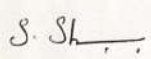
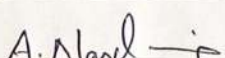




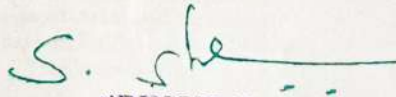
# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )

List of committee members participated:

S.No	Name	Signature
1	Dr. S.Sheela	
2	Dr. V.Sathishkumar	
3	Mrs. P.Padmapriya	
4	Mrs. R.Vijayalakshmi	
5	Mrs. R.Booma	
6	Mr. S.Vijayasathya	
7	Mrs. S.Shiymala	
8.	Mrs. A.Nandhini	



  
PRINCIPAL  
Meenakshi Chandrasekaran,  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District



# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )

CIRCULAR

DATE: 16.10.2017

## STAFF COUNCIL MEETING

It is proposed to conduct the meeting for current academic year 2017-2018 (odd semester) on 16.10.2017 at 2.00 pm in Seminar Hall. The committee members are requested to attend the meeting.

### Agenda

- Time-table
- Organizing extracurricular activities

Co-Ordinator

Principal

PRINCIPAL

Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District







**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
( Affiliated to Bharathidasan University, Tiruchirappalli )

Name of the Committee : Staff Council Meeting  
Academic Year : 2017-2018  
Meeting No : 2  
Date & time : 16.10.2017 & 2.00 pm  
Venue : Seminar Hall


**MINUTES OF THE MEETING**

The staff council meeting was held on the day of the Workshop, in the afternoon with Staff name in the chair.

The following members were present:

1. Dr. S.Sheela (IQAC Co-Ordinate)
2. Dr. V.Sathishkumar(Faculty)
3. Mrs. P.Padmapriya(Faculty)
4. Mrs. R.Vijayalakshmi(Faculty)
5. Mrs. R.Booma(Faculty)
6. Mr. S.Vijayasathy(Faculty)
7. Mrs. S.Shiymala(Faculty)
8. Mrs. A.Nandhini(Faculty)



  
PRINCIPAL  
Meenakshi Chandrasekaran  
College of Arts and Science  
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**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
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1. The Staff Council shall decide on the following issues, subject to the provisions of the Act, the Statutes, and the University's Ordinance.

- i) Preparation of College Time-table.
- ii) Allocation of Extra-curricular work of teachers not involving payment of remuneration.
- iii) Organizing extracurricular activities such as student cultural activities, sports, games, national service plans, other community service programs, and academic societies.
- iv) In consultation with the department in charge, establish guidelines for obtaining library books and laboratory equipment. Organizing admission of student.

2 Subject to the provisions of the Act, the Statutes and the Ordinances of the University,

the Staff Council shall make recommendations ordinances of the University, the

Staff Council shall make recommendations in respect of the following matters:

- i) Formulation of recommendations on introduction of new teaching posts in the departments and expansion of the existing departments;



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ii) Formulation of admission policy within the framework of the policy laid down by ↓

the University;

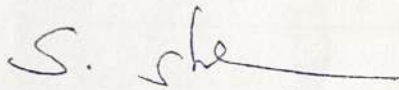
iii) Formulation of guide-lines regarding arrangements for the residence and welfare

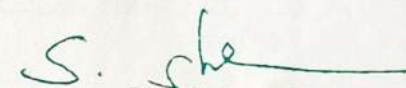
of students in consultation with appropriate students' organizations;

iv) Formulation of guide-lines regarding discipline of the students.

v) Formulation of policies for recommending names of teachers for participation in

seminars and conferences and financial assistance to teachers.

  
Co-Ordinator

  
Principal  
PRINCIPAL  
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# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )

List of committee members participated:

S.No	Name	Signature
1	Dr. S.Sheela	
2	Dr. V.Sathishkumar	
3	Mrs. P.Padmapriya	
4	Mrs. R.Vijayalakshmi	
5	Mrs. R.Booma	
6	Mr. S.Vijayasathya	
7	Mrs. S.Shiymala	
8	Mrs. A.Nandhini	



PRINCIPAL  
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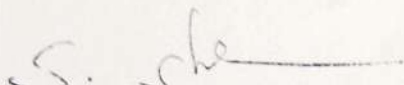
DATE: 12.02.2018

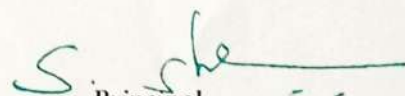
## STAFF COUNCIL MEETING

It is proposed to conduct the meeting for current academic year 2017-2018 (odd semester) on 12.02.2018 at 2.00 pm in Seminar Hall. The committee members are requested to attend the meeting.

### Agenda

- committees appointed by the Board

  
Co-Ordinator

  
Principal  
PRINCIPAL  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District







**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
( Affiliated to Bharathidasan University, Tiruchirappalli )

Name of the Committee : Staff Council Meeting  
Academic Year : 2017-2018  
Meeting No : 3  
Date & time : 12.02.2018 & 2.00 PM  
Venue : Seminar Hall

**MINUTES OF THE MEETING**

The staff council meeting was held on the day of the Workshop, in the afternoon with Staff name in the chair.

The following members were present:

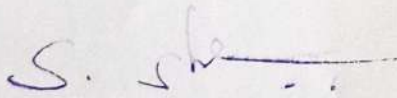
1. Dr. S.Sheela (IQAC Co-Ordinate)
2. Dr. V.Sathishkumar(Faculty)
3. Mrs. P.Padmapriya(Faculty)
4. Mrs. R.Vijayalakshmi(Faculty)
5. Mrs. R.Booma(Faculty)
6. Mr. S.Vijayasarathy(Faculty)
7. Mrs. S.Shiymala(Faculty)
8. Mrs. A.Nandhini(Faculty)





**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
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1. The Staff Council operates through committees appointed by the Board. Ordinarily
  - (i) No one may be a member of more than two committees at the same time;
  - (ii) No one may serve as a committee member for more than two consecutive terms.
2. The Principal has the right to be present and to speak at any meeting of any Committee.
  - (i). Each committee shall have a coordinator appointed by the Staff Council, who shall convene committee meetings, and the minutes of the meetings shall be prepared and maintained by this person.
  - (ii). The decisions of the Committee are communicated to the next meeting of the Staff Council for approval, if necessary.
  - (iii). The Principal shall obey with all decisions of the Staff Council. If, in the opinion of the Principal, any emergency situation requires immediate action, the Principal must take such action as it deems necessary and report it to the next staff meeting for confirm.
3. Roles involved in conducting Staff Council meetings in accordance with the Regulations promulgated on this subject.

  
Co-Ordinator

  
Principal



PRINCIPAL  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur District



**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
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List of committee members participated:

S.No	Name	Signature
1	Dr. S.Sheela	
2	Dr. V.Sathishkumar	
3	Mrs. P.Padmapriya	
4	Mrs. R.Vijayalakshmi	
5	Mrs. R.Booma	
6	Mr. S.Vijayasathy	
7	Mrs. S.Shiymala	
8	Mrs. A.Nandhini	

Co-Ordinator

Principal  
Meenakshi Chandrasekaran  
College of Arts and Science  
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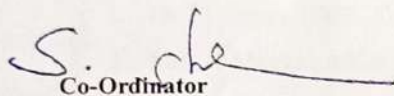
**DATE: 15.07.2018**


**STAFF COUNCIL MEETING**

It is proposed to conduct the meeting for current academic year 2018-2019 (odd semester) on 15.07.2018 at 2.00 pm in Seminar Hall. The committee members are requested to attend the meeting.

**Agenda**

- Discussion about the preparation of IQAC for the session 2018-19 on( **15.07.2018** )

  
Co-Ordinator

  
Principal  
PRINCIPAL  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District





# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )

Name of the Committee : Staff Council Meeting  
Academic Year : 2018-2019  
Meeting No : 1  
Date & time : 15.07.2018 & 2.00 PM  
Venue : Seminar Hall

## MINUTES OF THE MEETING

The staff council meeting was held on the day of the Workshop, in the afternoon with Staff name in the chair.

The following members were present:

1. Dr. S.Sheela (IQAC Co-Ordinate)
2. Mrs. K.Mangaiyarkarasi(Faculty)
3. Mrs M.Parameshwari(Faculty)
4. Mr P.Kumar(Faculty)
5. Mrs. S.Jasmine(Faculty)
6. Mrs.R.Revathi(Faculty)
7. Mrs. L.Kavitha(Faculty)
8. Mrs. C.Nachiyammal(Faculty)

Co-Ordinator

Principal

Meenakshi Chandrasekaran  
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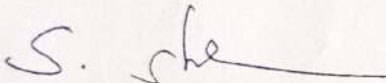
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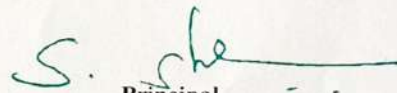
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COLLEGE OF ARTS AND SCIENCE**  
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1. The subject of academic performance, activities, research and development, infrastructure, testing, and result analysis for the academic year 2018-19 was discussed by the IQAC Chairperson, and a departmental evaluation was conducted.
2. Faculty members were given the task of preparing the IQAC, which they successfully submitted on ( 23.07.2018 ).
3. Faculty members were also given the responsibility of keeping college records up to date and submitting data relating to numerous issues in both hardcopy and electronic form until ( 23.07.2018 ).

  
Co-Ordinator

  
**Principal**  
**PRINCIPAL**  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District







**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
( Affiliated to Bharathidasan University, Tiruchirappalli )

List of committee members participated:

S.No	Name	Signature
1	Dr. S. Sheela	
2	Mrs. K. Mangaiyarkarasi	<i>S. Sheela</i>
3	Mrs M. Parameshwari	<i>Parameshwari</i>
4	Mr P. Kumar	<i>P. Kumar</i>
5	Mrs. S. Jasmine	<i>S. Jasmine</i>
6	Mrs. R. Revathi	<i>R. Revathi</i>
7	Mrs. L. Kavitha	<i>L. Kavitha</i>



*S. Sheela*  
PRINCIPAL  
Meenakshi Chandrasekaran  
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**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
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**CIRCULAR**

**DATE: 22.10.2018**


**STAFF COUNCIL MEETING**

It is proposed to conduct the meeting for current academic year 2018-2019 (odd semester) on 22.10.2018 at 2.00 pm in Seminar Hall. The committee members are requested to attend the meeting.

**Agenda**

- Rules and Regulations promulgated
- Organizing extracurricular activities

  
Co-Ordinator

  
Principal  
PRINCIPAL  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District





**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
( Affiliated to Bharathidasan University, Tiruchirappalli )

Name of the Committee : Staff Council Meeting  
Academic Year : 2018-2019  
Meeting No : 2  
Date & time : 22.10.2018 & 2.00 PM  
Venue : Seminar Hall

**MINUTES OF THE MEETING**

The staff council meeting was held on the day of the Workshop, in the afternoon with Staff name in the chair.

The following members were present:

1. Dr. S.Sheela (IQAC Co-Ordinate)
2. Mrs. K.Mangaiyarkarasi(Faculty)
3. Mrs M.Parameshwari(Faculty)
4. Mr P.Kumar(Faculty)
5. Mrs. S.Jasmine(Faculty)
6. Mrs.R.Revathi(Faculty)
7. Mrs. L.Kavitha(Faculty)
8. Mrs. C.Nachiyammal(Faculty)







# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )

1. The Staff Council operates through committees appointed by the Board. Ordinarily
  - (i) No one may be a member of more than two committees at the same time;
  - (ii) No one may serve as a committee member for more than two consecutive terms.
2. The Principal has the right to be present and to speak at any meeting of any Committee.
  - (i). Each committee shall have a coordinator appointed by the Staff Council, who shall convene committee meetings, and the minutes of the meetings shall be prepared and maintained by this person.
  - (ii). The decisions of the Committee are communicated to the next meeting of the Staff Council for approval, if necessary.
  - (iii). The Principal shall obey with all decisions of the Staff Council. If, in the opinion of the Principal, any emergency situation requires immediate action, the Principal must take such action as it deems necessary and report it to the next staff meeting for confirm.
3. Roles involved in conducting Staff Council meetings in accordance with the Regulations promulgated on this subject.

Co-Ordinator

Principal






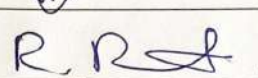
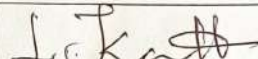


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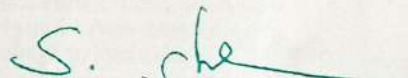


**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
( Affiliated to Bharathidasan University, Tiruchirappalli )

List of committee members participated:

S.No	Name	Signature
1	Dr. S.Sheela	
2	Mrs. K.Mangaiyarkarasi	
3	Mrs M.Paramehwari	
4	Mr P.Kumar	
5	Mrs. S.Jasmine	
6	Mrs.R.Revathi	
7	Mrs. L.Kavitha	



  
PRINCIPAL  
Meenakshi Chandrasekaran  
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Thanjavur-District



# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )

CIRCULAR

DATE: 11.02.2019

## STAFF COUNCIL MEETING

It is proposed to conduct the meeting for current academic year 2017-2018 (odd semester) on 11.02.2019 at 2.00 pm in Seminar Hall. The committee members are requested to attend the meeting.

### Agenda

- Time-table
- Organizing extracurricular activities

Co-Ordinator

Principal

PRINCIPAL

Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District







**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
( Affiliated to Bharathidasan University, Tiruchirappalli )

Name of the Committee : Staff Council Meeting  
Academic Year : 2018-2019  
Meeting No : 3  
Date & time : 11.02.2019 & 2.00 PM  
Venue : Seminar Hall

**MINUTES OF THE MEETING**

The staff council meeting was held on the day of the Workshop, in the afternoon with Staff name in the chair.

The following members were present:

1. Dr. S.Sheela (IQAC Co-Ordinate)
2. Mrs. K.Mangaiyarkarasi(Faculty)
3. Mrs M.Parameshwari(Faculty)
4. Mr P.Kumar(Faculty)
5. Mrs. S.Jasmine(Faculty)
6. Mrs.R.Revathi(Faculty)
7. Mrs. L.Kavitha(Faculty)
8. Mrs. C.Nachiyammal(Faculty)





**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
( Affiliated to Bharathidasan University, Tiruchirappalli )

1. The Staff Council shall decide on the following issues, subject to the provisions of the Act, the Statutes, and the University's Ordinance.

- i) Preparation of College Time-table.
- ii) Allocation of Extra-curricular work of teachers not involving payment of remuneration.
- iii) Organizing extracurricular activities such as student cultural activities, sports, games, national service plans, other community service programs, and academic societies.
- iv) In consultation with the department in charge, establish guidelines for obtaining library books and laboratory equipment. Organizing admission of student.

2. Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Staff Council shall make recommendations ordinances of the University, the Staff Council shall make recommendations in respect of the following matters:

- v) Formulation of recommendations on introduction of new teaching posts in the departments and expansion of the existing departments;
- vi) Formulation of admission policy within the framework of the policy laid down by the University;







# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

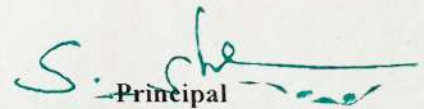
( Affiliated to Bharathidasan University, Tiruchirappalli )

List of committee members participated:

S.No	Name	Signature
1	Dr. S.Sheela	
2	Mrs. K.Mangaiyarkarasi	
3	Mrs M.Parameshwari	
4	Mr P.Kumar	
5	Mrs. S.Jasmine	
6	Mrs.R.Revathi	
7	Mrs. L.Kavitha	



Co-Ordinator



Principal

PRINCIPAL

Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District



Thanjavur Main Road, Karambayam Post, Pattukkottai – 614 626, Thanjavur Dt.

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**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
( Affiliated to Bharathidasan University, Tiruchirappalli )

**CIRCULAR**


**DATE: 08.07.2019**

**STAFF COUNCIL MEETING**


It is proposed to conduct the meeting for current academic year 2019-2020 (odd semester) on 08.07.2019 at 2.00 pm in Seminar Hall. The committee members are requested to attend the meeting.

**Agenda**

- university statutes and ordinances
- appoints the Secretary

  
Co-Ordinator



  
Principal  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District



# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )

Name of the Committee : Staff Council Meeting  
Academic Year : 2019-2020  
Meeting No : 1  
Date & time : 08.07.2019 & 2.00 PM  
Venue : Seminar Hall

## MINUTES OF THE MEETING

The staff council meeting was held on the day of the Workshop, in the afternoon with Staff name in the chair.

The following members were present:

1. Dr. R.Ragaventhara (IQAC Co-Ordinate)
2. Dr. R.R.Saravanan(Faculty)
3. Mrs. P.Menaka(Faculty)
4. Mrs. C.Usha(Faculty)
5. Mrs.R.Ananthi (Faculty)
6. Mr.A.Vignesh(Faculty)
7. Mrs. M.Revathi(Faculty)
8. Ms V.Thiruselvi(Faculty)

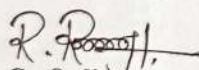





**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
( Affiliated to Bharathidasan University, Tiruchirappalli )

The minutes of the meeting are as follows:

1. The Staff Council will be made up of every member of the teaching staff, the librarian, and the director of physical education.
2. Subject to the guidelines of the Act, the Statutes, and the University's Ordinances, the Principal will serve as Principal-in-Council for decisions that the Staff Council is required to make.
3. The Principal will serve as an official the Staff Council's head.
4. The Council appoints the Secretary, who holds office for one year. No one may hold the position of Secretary for more than two successive terms; but, the Secretary may run for reelection a second time.

  
Co-Ordinator

  
Principal  
PRINCIPAL  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District





# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )

List of committee members participated:

S.No	Name	Signature
1	Dr. R.Ragaventhara	R. Ragaventhara
2	Dr.R.R.Saravanan	R.R.Saravanan
3	Mrs. P.Menaka	P.M.L.
4	Mrs.R.Ananthi	R. Ananthi
5	Mrs. C.Usha	C. Usha
6	Mr.A.Vignesh	A. Vignesh
7	Mrs. M.Revathi	M. Revathi
8.	Ms V.Thiruselvi	V. Thiruselvi



*Mythranian*

PRINCIPAL  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District

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**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
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CIRCULAR

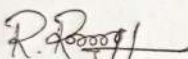
DATE: 21.10.2019

**STAFF COUNCIL MEETING**

It is proposed to conduct the meeting for current academic year 2019-2020 (odd semester) on 21.10.2019 at 2.00 pm in Seminar Hall. The committee members are requested to attend the meeting.

**Agenda**

- Time-table
- Organizing extracurricular activities

  
Co-Ordinator



  
Principal

PRINCIPAL,  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District



# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )

Name of the Committee : Staff Council Meeting  
Academic Year : 2019-2020  
Meeting No : 2  
Date & time : 21.10.2019 & 2.00 PM  
Venue : Seminar Hall

## MINUTES OF THE MEETING

The staff council meeting was held on the day of the Workshop, in the afternoon with Staff name in the chair.

The following members were present:

1. Dr. R.Ragaventhara (IQAC Co-Ordinate)
2. Dr. R.R.Saravanan(Faculty)
3. Mrs. P.Menaka(Faculty)
4. Mrs. C.Usha(Faculty)
5. Mrs.R.Ananthi (Faculty)
6. Mr.A.Vignesh(Faculty)
7. Mrs. M.Revathi(Faculty)
8. Ms V.Thiruselvi(Faculty)







**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
( Affiliated to Bharathidasan University, Tiruchirappalli )

1. The Staff Council shall decide on the following issues, subject to the provisions of the Act, the Statutes, and the University's Ordinance.

- i) Preparation of College Time-table.
- ii) Allocation of Extra-curricular work of teachers not involving payment of remuneration.
- iii) Organizing extracurricular activities such as student cultural activities, sports, games, national service plans, other community service programs, and academic societies.
- iv) In consultation with the department in charge, establish guidelines for obtaining library books and laboratory equipment. Organizing admission of student.

2. Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Staff Council shall make recommendations ordinances of the University, the Staff Council shall make recommendations in respect of the following matters:

- i) Formulation of recommendations on introduction of new teaching posts in the departments and expansion of the existing departments;



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# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )

- ii) Formulation of admission policy within the framework of the policy laid down by the University;
- iii) Formulation of guide-lines regarding arrangements for the residence and welfare of students in consultation with appropriate students' organizations;
- iv) Formulation of guide-lines regarding discipline of the students.
- v) Formulation of policies for recommending names of teachers for participation in seminars and conferences and financial assistance to teachers.

*P. Raj*  
Co-Ordinator

*M. Manian*  
Principal

PRINCIPAL  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District



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**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
( Affiliated to Bharathidasan University, Tiruchirappalli )

List of committee members participated:

S.No	Name	Signature
1	Dr. R.Ragaventhara	R. Ragav.
2	Dr.R.R.Saravanan	Dr. R.R.
3	Mrs. P.Menaka	P.M.L.
4	Mrs.R.Ananthi	R. Ananthi
5	Mrs. C.Usha	C. Usha
6	Mr.A.Vignesh	Mr. A. Vignesh
7	Mrs. M.Revathi	M. Revathi
8.	Ms V.Thiruselvi	V. Thiruselvi



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**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
( Affiliated to Bharathidasan University, Tiruchirappalli )

**CIRCULAR**


**DATE: 10.02.2020**

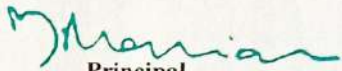
**STUDENT COUNCIL MEETING**

It is proposed to conduct the meeting for current academic year 2019-2020 (odd semester) on 10.02.2020 at 2.00 pm in Seminar Hall. The committee members are requested to attend the meeting.

**Agenda**

- committees appointed by the Board

  
Co-Ordinator

  
Principal  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District





# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )

Name of the Committee : Staff Council Meeting  
Academic Year : 2019-2020  
Meeting No : 3  
Date & time : 10.02.2020 & 2.00 PM  
Venue : Seminar Hall

## MINUTES OF THE MEETING

The staff council meeting was held on the day of the Workshop, in the afternoon with Staff name in the chair.

The following members were present:

1. Dr. R.Ragaventhara (IQAC Co-Ordinate)
2. Dr. R.R.Saravanan(Faculty)
3. Mrs. P.Menaka(Faculty)
4. Mrs. C.Usha(Faculty)
5. Mrs.R.Ananthi (Faculty)
6. Mr.A.Vignesh(Faculty)
7. Mrs. M.Revathi(Faculty)
8. Ms V.Thiruselvi(Faculty)



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**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
( Affiliated to Bharathidasan University, Tiruchirappalli )

1. The Staff Council operates through committees appointed by the Board. Ordinarily
  - (i) No one may be a member of more than two committees at the same time;
  - (ii) No one may serve as a committee member for more than two consecutive terms.
2. The Principal has the right to be present and to speak at any meeting of any Committee.
  - (i). Each committee shall have a coordinator appointed by the Staff Council, who shall convene committee meetings, and the minutes of the meetings shall be prepared and maintained by this person.
  - (ii). The decisions of the Committee are communicated to the next meeting of the Staff Council for approval, if necessary.
  - (iii). The Principal shall obey with all decisions of the Staff Council. If, in the opinion of the Principal, any emergency situation requires immediate action, the Principal must take such action as it deems necessary and report it to the next staff meeting for confirm.
3. Roles involved in conducting Staff Council meetings in accordance with the Regulations promulgated on this subject.

  
Co-Ordinator



  
Principal  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District

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**MEENAKSHI CHANDRASEKARAN  
COLLEGE OF ARTS AND SCIENCE**  
( Affiliated to Bharathidasan University, Tiruchirappalli )

List of committee members participated:

S.No	Name	Signature
1	Dr. R.Ragaventhara	<i>R. Ragaventhara</i>
2	Dr.R.R.Saravanan	<i>Dr. R.R. Saravanan</i>
3	Mrs. P.Menaka	<i>P. Menaka</i>
4	Mrs.R.Ananthi	<i>R. Ananthi</i>
5	Mrs. C.Usha	<i>C. Usha</i>
6	Mr.A.Vignesh	<i>Vignesh</i>
7	Mrs. M.Revathi	<i>M. Revathi</i>
8.	Ms V.Thiruselvi	<i>V. Thiruselvi</i>





# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )  
( UGC Recognized 2(f) & 12(B) Institution )

## CIRCULAR


DATE: 12.07.2021

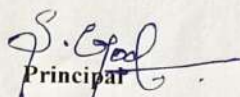
### STAFF COUNCIL MEETING

It is proposed to conduct the meeting for current academic year 2021-2022 (odd Semester) on **12.07.2021** at 2.00 pm in library Hall. The committee members are requested to attend the meeting.

#### Agenda

Discussion about the preparation of IQAC for the session 2018-19 on **12.07.2021**

  
Co-Ordinator

  
Principal  
PRINCIPAL  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District



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# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )  
( UGC Recognized 2(f) & 12(B) Institution )


Name of the Committee : Staff Council Meeting  
Academic Year : 2021-2022  
Meeting No : 1  
Date & time : 12.07.2021 & 2.00PM  
Venue : Library Hall

## MINUTES OF THE MEETING

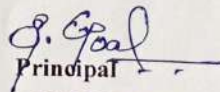
The staff council meeting was held on the day of the Workshop, in the afternoon with Staff name in the chair.

The following members were present:

1. Dr. R.R.Saravanan(IQAC Co-Ordinator)
2. Dr. N.Hemalatha(Faculty)
3. Mr.A.Ramesh (Faculty)
4. Mrs. R.Babeena(Faculty)
5. Ms. K.Sivasakthi(Faculty)
6. Ms. S. Vazhuvarasi(Faculty)
7. Mrs. R.Lakshmipraba (Faculty)
8. Ms.A.Jamini(Faculty)

  
Co-Ordinator



  
Principal  
PRINCIPAL  
Meenakshi Chandrasekaran  
College of Arts and Science  
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


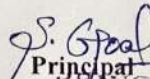


# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )  
( UGC Recognized 2(f) & 12(B) Institution )

1. The subject of academic performance, activities, research and development, infrastructure, testing, and result analysis for the academic year 2018-19 was discussed by the IQAC Chairperson, and a departmental evaluation was conducted.
2. Faculty members were given the task of preparing the IQAC, which they successfully submitted on (19.07.2021).
3. Faculty members were also given the responsibility of keeping college records up to date and submitting data relating to numerous issues in both hardcopy and electronic form until (19.07.2021).

  
Co-Ordinator

  
Principal  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District



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( Affiliated to Bharathidasan University, Tiruchirappalli )  
( UGC Recognized 2(f) & 12(B) Institution )

List of committee members participated:

S.No	Name	Signature
1	Dr. R.R.Saravanan	
2	Dr. N.Hemalatha	
3	Mr.A.Ramesh	
4	R.Babeena	
5	K.Sivasakthi	
6	Ms. S. Vazhuvarasi	
7	Mrs. R.Lakshmipraba	
8.	Ms.A.Jamini	

Co-Ordinator



Principal  
PRINCIPAL

Meenakshi Chandrasekaran  
College of Arts and Science  
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( UGC Recognized 2(f) & 12(B) Institution )

**CIRCULAR**

**DATE: 11.10.2021**

**STAFF COUNCIL MEETING**

It is proposed to conduct the meeting for current academic year 2021-2022 (odd semester) on 11.10.2021 at 2.00 pm in library Hall. The committee members are requested to attend the meeting.

**Agenda**

- Rules and Regulations promulgated
- Organizing extracurricular activities

**Co-Ordinator**



**PRINCIPAL**

**Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
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( Affiliated to Bharathidasan University, Tiruchirappalli )  
( UGC Recognized 2(f) & 12(B) Institution )

Name of the Committee : Staff Council Meeting  
Academic Year : 2021-2022  
Meeting No : 2  
Date & time : 11.10.2021 & 2.00 PM  
Venue : Library Hall

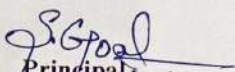
## MINUTES OF THE MEETING

The staff council meeting was held on the day of the Workshop, in the afternoon with Staff name in the chair.

The following members were present:

1. Dr. R.R.Saravanan(IQAC Co-Ordinator)
2. Dr. N.Hemalatha(Faculty)
3. Mr.A.Ramesh (Faculty)
4. Mrs. R.Babeena(Faculty)
5. Ms. K.Sivasakthi(Faculty)
6. Ms. S. Vazhuvarasi(Faculty)
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Co-Ordinator

  
Principal  
PRINCIPAL  
Meenakshi Chandrasekaran  
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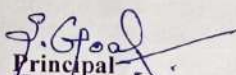


# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

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  - (ii) No one may serve as a committee member for more than two consecutive terms.
2. The Principal has the right to be present and to speak at any meeting of any Committee.
  - (i). Each committee shall have a coordinator appointed by the Staff Council, who shall convene committee meetings, and the minutes of the meetings shall be prepared and maintained by this person.
  - (ii). The decisions of the Committee are communicated to the next meeting of the Staff Council for approval, if necessary.
  - (iii). The Principal shall obey with all decisions of the Staff Council. If, in the opinion of the Principal, any emergency situation requires immediate action, the Principal must take such action as it deems necessary and report it to the next staff meeting for confirm.
3. Roles involved in conducting Staff Council meetings in accordance with the Regulations promulgated on this subject.

  
Co-Ordinator

  
Principal  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
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# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

( Affiliated to Bharathidasan University, Tiruchirappalli )  
( UGC Recognized 2(f) & 12(B) Institution )

List of committee members participated:

S.No	Name	Signature
1	Dr. R.R.Saravanan	
2	Dr. N.Hemalatha	
3	Mr.A.Ramesh	
4	R.Babeena	
5	K.Sivasakthi	
6	Ms. S. Vazhuvarasi	
7	Mrs. R.Lakshmipraba	
8.	Ms.A.Jamini	

Co-Ordinator



Principal  
Meenakshi Chandrasekaran  
College of Arts and Science  
Karambayam, Pattukkottai-614 626  
Thanjavur-District

( An ISO 9001 : 2015 Certified Institution )  
Thanjavur Main Road, Karambayam Post, Pattukkottai – 614 626, Thanjavur Dt.  
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COLLEGE OF ARTS AND SCIENCE**  
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**CIRCULAR**


**DATE: 14.02.2022**


**STAFF COUNCIL MEETING**

It is proposed to conduct the meeting for current academic year 2021-2022 (odd semester) on 14.02.2022 at 2.00 pm in library Hall. The committee members are requested to attend the meeting.

**Agenda**

- Time-table
- Organizing extracurricular activities

  
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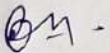
Name of the Committee : Staff Council Meeting  
Academic Year : 2021-2022  
Meeting No : 3  
Date & time : 14.02.2022 & 2.00 PM  
Venue : Library Hall

## MINUTES OF THE MEETING


The staff council meeting was held on the day of the Workshop, in the afternoon with Staff name in the chair.

The following members were present:

1. Dr. R.R.Saravanan(IQAC Co-Ordinator)
2. Dr. N.Hemalatha(Faculty)
3. Mr.A.Ramesh (Faculty)
4. Mrs. R.Babeena(Faculty)
5. Ms. K.Sivasakthi(Faculty)
6. Ms. S. Vazhuvarasi(Faculty)
7. Mrs. R.LakshmiPraba (Faculty)
8. Ms.A.Jamini(Faculty)

  
Co-Ordinator



  
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1. The Staff Council shall decide on the following issues, subject to the provisions of the Act, the Statutes, and the University's Ordinance.


- i) Preparation of College Time-table.
- ii) Allocation of Extra-curricular work of teachers not involving payment of remuneration.
- iii) Organizing extracurricular activities such as student cultural activities, sports, games, national service plans, other community service programs, and academic societies.
- iv) In consultation with the department in charge, establish guidelines for obtaining library books and laboratory equipment. Organizing admission of student.

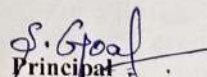
2. Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Staff Council shall make recommendations ordinances of the University, the Staff Council shall make recommendations in respect of the following matters:

Formulation of recommendations on introduction of new teaching posts in the departments and expansion of the existing departments;

- v) Formulation of admission policy within the framework of the policy laid down by the University;



  
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List of committee members participated:

S.No	Name	Signature
1	Dr. R.R.Saravanan	
2	Dr. N.Hemalatha	
3	Mr.A.Ramesh	
4	R.Babeena	
5	K.Sivasakthi	
6	Ms. S. Vazhuvarasi	
7	Mrs. R.Lakshmi praba	
8.	Ms.A.Jamini	



Co-Ordinator

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