

**N.K. THIRUMALACHARIAR NATIONAL COLLEGE OF
EDUCATION FOR WOMEN
(Autonomous)**

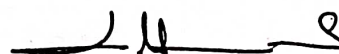
10.12.2019

NOTICE

STAFF MEETING

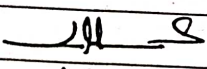
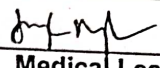
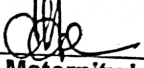
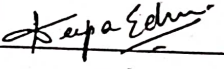
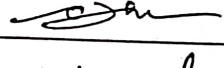
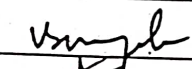
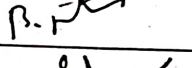
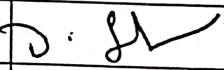

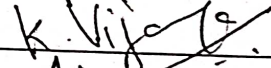
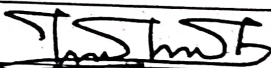
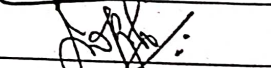


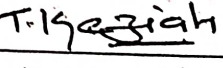
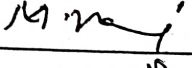
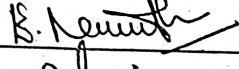
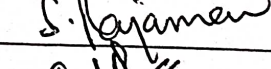
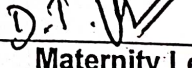
This is to inform you that the Staff Meeting for all Teaching Faculty members will be held on 12.12.2019 at 4.30 pm. at the Principal's Room in our College premises. The agenda to be discussed are as follows.

- Competition Conducted to Commemorate Constitution Day
- Updation of the College Website
- Invited talk on Credit Based System
- Area Development Programme.
- Feedback of Students Performance from the Teaching Internship Schools:
- Schedule of the School Visit for the Upcoming Semester
- UGC Autonomous Grant Skill Oriented Programme using Smart Boards
- Schedule for UGC Autonomous Grant Programmes
- Rolling Trophy for the Best Pedagogy & a Cup for the Best Classroom
- Field Trip
- Miscellaneous Matters



**Dr. S. CHAMUNDESWARI
PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS)
TRIPPLICANE, CHENNAI-600 005.**

Attendance pertaining to the Staff Meeting held on 12-12-2019 at 4.30 pm

S.No.	Name of the Teaching Faculty	Designation	Signature
1	Dr. S. Chamundeswari	Principal	
2	Dr. N. KalaiArasi	Associate Professor of Computer Education	ABSENT
3	Dr. S. Malathi	Associate Professor of Education	B. Malathi
4	Dr. V. JayashreePriyadarshini	Assistant Professor of Biological Science	
5	Ms. P. Sangeetha	Assistant Professor of English-Education	Medical Leave
6	Mrs. A.H. Komala	Assistant Professor of Economics-Education	
7	Mrs. T. Anitha Devi	Assistant Professor of Mathematics Education	Maternity Leave
8	Mrs. S. Dhanalakshmi	Librarian	ABSENT
9	Dr. Deepa Edwin	Assistant Professor of Physical Science	
10	Dr. V.J. Uma	Assistant Professor of Physical Science	
11	Dr. V. Sumangala Vaidharani	Assistant Professor of Mathematics	
12	Mrs. B. Rita	Assistant Professor of History	
13	Mrs. D. Shenbagavalli	Assistant Professor of Computer Education	
14	Mrs. V. Sridevi	Assistant Professor of Biological Science	
15	Dr. K. Vijaya	Assistant Professor of Education	
16	Mrs. D. Kalpana	Assistant Professor of Commerce and Accountancy	ABSENT
17	Dr. T. Sahaya Saila	Assistant Professor of Tamil	
18	Mrs. A. Enid Ruth	Assistant Professor of Education	
19	Mrs. V. Geethanjali	Assistant Professor of Tamil	
20	Mrs. E. Malini	Assistant Professor of Education/ Economics	ON DUTY
21	Mrs. V.R. Santhakumari	Assistant Professor of Education/ Mathematics	
22	Mrs. T. Keziah	Assistant Professor of English	
23	Mrs. M. Venmani	Assistant Professor of Tamil Education	
24	Ms. E. Nivethana	Assistant Professor of Special Education	
25	Mrs. S. Rajamani	Assistant Professor of Special Education	
26	Dr. D.T. Veda Gnanam	Directress of Physical Education	
27	Mrs. A. Rama Bai	Tutor	Maternity Leave

N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN

(Autonomous)

Minutes of the Faculty Meeting

12th Dcember, 2019

The 8th Faculty Meeting, for the academic year 2019-20, was held on the 12th December, 2019 at 4.30 pm in the Principal's Chamber. The meeting commenced with a silent prayer. The Principal acknowledged the efforts of the librarian Dr. S. Dhanalakshmi for she had single-handedly organized the M.Ed., section. Principal also appreciated Dr. K. Vijaya, for her painstaking efforts in organizing the Two Day Workshop on Management Strategies for Leadership along with Rotary Youth Leadership Awards (RYLA).

Agenda 1: Competition Conducted to Commemorate Constitution Day

The Principal reminded the Faculty-in-charge of the Constitution Day Programme to conduct the competitions and finalise the result of the same.

Agenda 2: Updation of the College Website

The Principal asked the Faculty members to extend their fullest co-operation in the updation of the College Website as then and only then the uploading of Performance Appraisal Report would reach completion. She once again reminded that the PAR should be uploaded before the 31st of December, 2019 and as the Christmas and New Year holidays would commence by 24th of December it would be safe if the uploading would be complete by the 2nd week of December. As in this context, a short documentary of the College is to be ready for which Mrs. B. Rita and Mrs. E. Malini will take charge. They were also asked to be in-charge of the fixing of the new board outside the Principal's Chamber and all related details to be updated.

Agenda 3: Invited talk on Credit Based System

The Principal with the concern of the Faculty members scheduled the UGC Autonomous Grant Guest Lecture on Credit Based Academic System at 3 pm on 16th December, 2019 by Prof. L.S. Ganesh from IIT, Madras. The Principal asked the faculty not to absent themselves on the day as it is vital to get enlightened on the Credit Based System.

Agenda 4: Area Development Programme.

After discussion the UGC Autonomous Grant Area Development Programme-Parambariya Unavu Thiruvizha was scheduled on the 22nd and 23rd January, 2020. The faculty members in-charge were directed to chart out the minute-to-minute programme.

Agenda 5: Feedback of Students Performance from the Teaching Internship Schools:

It was decided by the Principal and Faculty members that the deliberations on the feedback of the performance of student-teachers during the teaching internship phase to be held on the 18th of December, 2019 in the Forum for Strategies and Operations Planning. The Heads of the institutions will be invited to present their feedback and give in their suggestions for the betterment of the Teaching Internship process.

Agenda 6: Schedule of the School Visit for the Upcoming Semester

The observation schedule for the School Visit for both the II and IV Semesters to be held in the month of January, 2020 was planned meticulously and the permission letters for the various schools were finalized.

Agenda 7: UGC Autonomous Grant Skill Oriented Programme using Smart Boards

The Principal announced that a UGC Autonomous Grant Skill Oriented Programme will be conducted during which the M.Ed. students will handle classes in their respective school subjects incorporating the usage of smart-boards.

Agenda II: Schedule for UGC Autonomous Grant Programmes

The Principal affirmed that additional input is always delivered to the students to enrich their knowledge horizon of the subjects. In this regard, the following UGC Autonomous Grant Programmes were planned:

- (i) UGC Autonomous Grant Guest Lecture on Role & Governance of Autonomous Colleges on 14th February 2020
- (ii) UGC Autonomous Grant Capacity Building for Enhancing Faculty Contribution to Quality Circle on 29th and 30th January 2020.
- (iii) UGC Autonomous Grant Seminar on Cybercrime Awareness on 5th February, 2020.
- (iv) UGC Autonomous Grant Quality Management in Educational Institutions on 11th February, 2020
- (v) UGC Autonomous Grant Guest Lectures-Arts & Dram & Health Fitness on 14th February 2020
- (vi) UGC Autonomous Grant Guest Lectures-Interview Skills & Others on 19th & 20th February, 2020

Agenda III: Rolling Trophy for the Best Pedagogy & a Cup for the Best Classroom

A Rolling Trophy for the best Pedagogy will be awarded during the College Annual Day Celebrations. The trophy will be awarded based on the overall discipline, involvement, updation of the Notice Board, cleanliness to name a few. The Pincipal directed a few faculty members to prepare the rubric for the same. Similarly a Cup was decided for the best Classroom.

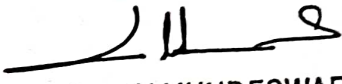
Agenda 10: Field Trip

As part of the B.Ed. curriculum, a field trip is to be planned for the II year students to a place of educational significance. The Principal directed the faculty to plan for the same.

Agenda 11: Miscellaneous Matters

The Principal informed the faculty to report to the faculty-in-charge of keys if required for a cupboard, such that she can arrange for the same. The Principal reminded the faculty to promptly submit their CL forms at the College Office. She also reiterated the faculty-in-charge of various portfolios to update their respective files from time to time. The Principal also made clear to the faculty in solid tone to rehearse mentally through each programme from the beginning to the end, before the event actually takes place. This, she confirmed, will definitely ensure the smooth running of the programme.

The meeting concluded over a cup of tea. A note of thanks was given by the chair.


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