

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

13.08.2019

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held on 16.08.2019 at 3 pm. at the Principal's Room in our College premises. The agenda to be discussed are as follows.

- School Visit and Lesson Plan Correction
- Arrangements for Receiving the New Batch of Students (2019-2021)
- Purchase of Uniform Sarees
- Revision Exam Question Paper Submission
- **Question Bank Workshop**
- Retirement of the Staff Members


13.08.2019

Dr. S. CHAMUNDESWARI
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FOR WOMEN (AUTONOMOUS)
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N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN

(Autonomous)

Minutes of the Faculty Meeting

16th August, 2019

The 8th Faculty Meeting, for the academic year 2019-2020, was held on the 16th of August, 2019 at 3.00 p.m. in the Principal's Office.

The meeting commenced with a silent prayer and this meeting was primarily held for checking on the arrangements to be done for welcoming the new batch (2019-2021) of students.

Agenda 1: School Visit and Lesson Plan Correction

The Principal discussed about the school visit schedule with the faculty members and emphasized on the correction of the lesson plans as it is mandatory that student-teachers need to take classes only with the corrected lesson plans in hand.

The Principal directed all Education Faculty members to report to College from 19th Monday and the Pedagogy Faculty members to make arrangements to attend classes for I year B.Ed. students and visit schools to evaluate teaching of the II Year B.Ed. students. She further reminded the staff about the teaching schedule to be filled in for the following week.

Agenda 2: Arrangements for Receiving the New Batch of Students (2019-2021)

The Principal asked all Faculty members to be present on Monday, the 19th of August, 2019 as the new batch 2019-2021 steps in for their academic classes and she also ensured that all classrooms are adequately equipped and arranged appropriately to receive the new batch of students.

Principal after discussion with the Faculty Members decided the Inaugural Assembly for the Academic Batch (2019-2021) to be on 22nd August, 2019 at 9.30 a.m. The Faculty members

will be formally introduced to students and an overall orientation about the College will be given in the assembly.

Agenda 3: Purchase of Uniform Sarees

The Principal asked two faculty members to take charge to procure the uniform sarees for the new batch of I year B.Ed. and M.Ed. students on Monday the 19th of August, 2019 and to get ready for the ID card photo session at the earliest.

Agenda 4: Revision Exam Question Paper Submission

The Principal checked on the submission of the revision examination question papers for semester I and III of the B.Ed. and M.Ed. courses respectively.

Agenda 5: Question Bank Workshop

The UGC Autonomous Grant Workshop for the Development of Question Bank (Semester-II & IV) was decided to be scheduled on 19th and 20th September, 2019 for the B.Ed. course and 23rd September, 2019 for the M.Ed. course.

Pre-workshop was decided to be on the 5th and 6th September, 2019 for the B.Ed. and 9th September, 2019 for the M.Ed. courses respectively.

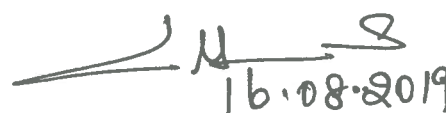
The Principal insisted the Faculty members to identify the Resource Persons for the meaningful conduct of the Question Bank Workshop.

Agenda 6: Retirement of the Staff Members

The Principal informed the Faculty members about the retirement of Mrs. Nalam Arul Poomani, Assistant on 31st August, 2019. She said that the College Secretary, Dr. M. Arumugam will come to greet and hand over the relieving order to her.

The meeting came to a conclusion with a note of thanks from the Principal's desk.


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16.08.2019
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01.10.2019

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held on 03.10.2019 at 10.30 am. at the Principal's Room in our College premises. The agenda to be discussed are as follows.

- Submission of the Anti-Ragging Minutes
- General Instructions for the Faculty going on a long leave
- Code of Conduct to be followed during a Programme.
- Overall Cleanliness
- Inviting Sponsors for the Renovation Drive
- Joint Director and Principals Meet
- Fund Transactions
- Programme in Media
- Tentative Schedules for the Committee Meetings
- TET Coaching
- Issue of Identity Cards to the Faculty and Students.
- Final Compilation of the Question Bank
- Invitation for the Pooja Celebrations



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

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Minutes of the Faculty Meeting

3rd October, 2019

The 4th Faculty Meeting, for the academic year 2019-2020, was held on the 3rd of October, 2019 at 10.30 a.m. in the Principal's Room.

The meeting commenced with a silent prayer. The Principal acknowledged the services of the faculty towards the smooth conduct of the recently held programmes being the Question Bank Compilation Workshop and Talents Day.

The Agendas were put forth one at a time.

Agenda 1: Submission of the Anti-Ragging Minutes

In compliance with the order issued by the Office of the Joint Director, an anti-ragging awareness programme was organized in our institution, wherein the First year students were detailed on the various ragging issues prevalent and the ways to curb them. The minutes and report for the Anti-ragging programmes held were to be submitted to the office of the Joint Director at the earliest. The Faculty-in-charge Mrs. A.H. Komala was asked to mail the report to the JD Office at the earliest.

Agenda 2: General Instructions for the Faculty going on a long leave

The Principal made clear that the faculty-in-charge of a programme should be present on the day of the programme and not take leave. Moreover, in matters of dire urgency, the faculty on leave need to give her mobile number in addition to an alternate contact number. This, she said would aid the College to reach to the faculty member concerned if any information is required. While going on a long leave, the faculty members are required to hand over their keys to another faculty or drop them in the "Long Leave Box." This would facilitate the College to function smoothly even in their absence. While on leave during a programme, the faculty members need to


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inform the head of the institution and other faculty concerned on the arrangements that have been carried out thus far. The Principal also urged the faculty to attend calls from the institution while on leave. Any leave applied under 'On Duty' must be done well in advance. The faculty leaving the country must notify the authorities concerned atleast two months in advance and complete the required procedures for leaving the country. Not more than 2 faculty members must be away from the institution at a time.

Agenda 3: Code of Conduct to be followed during a Programme.

During invocation or prayer, there should be no distraction of any sort and even if the Guest of Honour need drop in at that time, they should wait till the prayer is over. Perfect decorum should be maintained during the conduct of the programme. Moreover, the port folio of the guest speakers needs to be conveyed to the Principal. The faculty members in charge of the programme need to do a mental run-up of the programme for effect conduct of the programme.

Agenda 4: Overall Cleanliness

The Principal emphasized on the overall cleanliness of the institution. She once again reiterated that the classrooms when not in use must be kept under lock and key to ensure better maintenance and safety. The faculty must establish their authority over the menial staff in the right way and supervise their task of cleaning. She also mentioned that there are a total of 4 sweepers and 2 cleaning staff at present and informed the rooms and areas allotted to the sweepers and cleaning staff for maintenance of a healthy environment.

Agenda 5: Inviting Sponsors for the Renovation Drive

The Principal put forth a request to the faculty to bring in sponsors from the Corporate sector to lend a hand in the renovation of the buildings. She, on her behalf, had approached some sponsors who were ready to help. She also discussed the count and allocation of restrooms for the teaching, non-teaching and students. She made mention of the Rotarians who were helping out with the renovation,

2


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FOR WOMEN (AUTONOMOUS),
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painting and rainwater harvesting. The Principal said that the hostel washroom and 2 restrooms needed immediate alternation. She thanked the UGC and the Management for helping out with the renovation of the library. This year too, the Computer Science Laboratory is due for renovation for which the UGC fund allocated for renovation will be utilized. She acknowledged Dr. K. Vijaya for all her efforts in bringing in the Rotary Club of Cheenai IT City for all their contribution towards the maintenance of the College campus.

Agenda 6: Joint Director and Principals Meet

The Principal put forth some important points discussed at the Meeting held on September, 20th at New College. Accordingly, the Joint Director has the liberty to step into any classroom of any institution and check on the classroom proceedings. If he finds a faculty not doing his duty, both the faculty member and the Principal of that institution will be called for explanation.

Agenda 7: Fund Transactions

Fund transaction will primarily be carried out only through cheques and all procedures of Income and Expenditure will follow a transparent line of action.

Agenda 8: Programme in Media

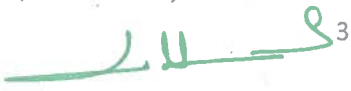
The Principal made certain that no students undergoing the B.Ed. course is to give programmes in the media during the tenure of their study. She further said that written permission is required for faculty members giving a programme in the media. The Management needs to give the consent for the same. At this point, the Principal reminded the faculty that a number of times this issue has been addressed to the students during the Student Welfare Meetings.

Agenda 9: Tentative Schedules for the Committee Meetings

The tentative schedule was drawn up for the various meetings of the College.

IQAC

- 11th October, 2019 (10.15 a.m.)


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Board of Studies	-	16 th October, 2019 (10.30 a.m.)
Academic Council	-	23 rd October, 2019
College Governing Body	-	30 th October, 2019

Agenda 10: TET Coaching

The Teacher's Eligibility Test is mandatory for teachers to enter into the teaching profession. On these lines, the 'NKT Centre for Excellence' will be initiated, which will take care of TET coaching classes for the student-teachers of the second year. Mr. Varadharajan will be organizing the TET coaching classes (around 20 classes being conducted on all Saturdays only). It was decided in the meeting that a subsidized fee of Rs. 3000/- will be collected from the students who are willing to join the coaching classes in lieu of Rs. 8000/- which is the usual fee charged for the coaching elsewhere. The classes will be held on Saturdays from November to March (ie) after the student-teachers return from their teaching internship. She also conveyed that a part of the expenditure will be borne by the Management, as a good will gesture. The Faculty members in-charge of the TET Programme that would be launched in collaboration with Dosth Academy will be Dr. V.J. Uma & Mrs. D. Shenbagavalli.

She also discussed the online courses (MOOC) offered by SWAYAM, launched by MHRD that could be offered to the First Year students.

The tentative dates for the inauguration of the 'NKT Centre of Excellence' for the year would be the 8th of November, 2019.

Principal also appreciated the students who underwent the Certificate Course: English Language Development during August and September 2019 and after discussion it was decided to conduct the Certificate Course: Basic Computer Skills on 25th January 2020.



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Agenda 11: Issue of Identity Cards to the Faculty and Students.

The Principal asked the faculty in charge to complete the issue of Identity cards for all students including the research scholars and faculty members. Different colour bands will be worn by the students of the different courses. The faculty also will needs to wear the ID cards always as a code of conduct. ID cards is a way of identification and a safety measure for the students.

Agenda 12: Final Compilation of the Question Bank

The faculty members need to prepare the Question Bank for their respective papers and submit the same to the faculty-in-charge for the final compilation of the Question Bank. The Principal asked the faculty to decide on the date for submission of the same.

Agenda 13: Invitation for the Pooja Celebrations

The Principal cordially invited the faculty members to participate in the Puja Celebrations to be held in the College on the 4th of October, 2019 at 12 noon.

Finally, the newly appointed typist Mrs. Manimegalai was introduced to the faculty members.

The meeting concluded with the note of thanks.



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04.09.2019

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held on 05.09.2019 at 10.30 am. at the Principal's Room in our College premises. The agenda to be discussed are as follows.

- **Mini-Teaching Schedule**
- UGC Autonomous Grant Workshop on **Development of Question Bank** (Semesters-II & IV)
- Schedule for the Demonstration and Observation Classes
- Instructions for the II year B.Ed. Students
- Purchase of Equipments / Stationery / Furniture
- Leave availed by the Faculty
- Student Attendance
- Student Counselling
- Maintenance of Classrooms
- Dress code for Faculty members


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

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Minutes of the Faculty Meeting

5th September, 2019

The 3rd Faculty Meeting, for the academic year 2019-2020, was held on the 5th of September, 2019 at 10.30 a.m. in the Principal's Chamber.

The meeting commenced with a silent prayer which was followed by the Principal wishing the faculty on Teacher's day. She wholeheartedly thanked the faculty for their co-operation to bring the full strength in the B.Ed. course. She acknowledged the Admission Committee for their efforts to systematically streamline the process of admission.

Agenda 1: Mini-Teaching Schedule

The Mini-teaching class schedule for the practice of the teaching skills was decided with the consult of all faculty members to be from the 16th to 18th of September 2019. Each faculty will have a tutor group comprising of 15 students as a small group will enable the faculty to fine train the students in their Mini-teaching. The Mini-teaching files need to be submitted by the 23rd of September to their respective tutors who will then assess the same.

Agenda 2: UGC Autonomous Grant Workshop on Development of Question Bank (Semesters-II & IV)

Due to delay in the start of B.Ed. Admission Counselling and procedures related to approval of admitted candidates, the UGC Autonomous Workshop on Development of Question Bank had to be re-scheduled.

The schedule for the Pre-workshop was confirmed as Core Papers on the 19th, Pedagogy Papers on the 20th and the Elective and M.Ed. papers on the 23rd of September 2019. The venue was decided to be College Library.


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FOR WOMEN (AUTONOMOUS),
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The dates for the UGC Autonomous Grant Workshop were confirmed as the Pedagogy Papers on the 25th, Core Papers on the 26th and the Elective and M.Ed. papers on the 27th September 2019 and the venue to be Madaboosi Sudharsanam Iyengar Hall.

The Principal asked the faculty members to finalize the resource persons for the workshop in a day or two. It was also decided by the senior faculty members that the full-time Research Scholars of the College would be taking over the I year B.Ed. classes while the pre and the main workshops are in progress. The Principal made clear that no class should be left unattended.

Agenda 3: Schedule for the Demonstration and Observation Classes

The Demonstration classes for the I year B.Ed. was decided to be held on the 10th October by the School Teachers and 11th October by the Teacher Educators.

The Observation schedule was confirmed as the 14th to 25th of October 2019, during which the student-teachers will get to observe the teaching of teachers in the schools assigned to them.

Agenda 4: Instructions for the II year B.Ed. Students

The Principal informed the faculty that the II year students who are placed in schools for their teaching internship need to be present in College when Quarterly Holidays are declared in their teaching schools.

Agenda 5: Purchase of Equipments / Stationery / Furniture

The Principal affirmed that all purchase would necessarily follow the procedure undertaken to purchase that item. She further said that the first step for all purchases would be the Letter of Requirement and that all purchases will proceed only after the approval of the Purchase Committee and further subject to the approval of the College Secretary.


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Further, Mrs. S. Dhanalakshmi, Mrs. A.H. Komala, faculty members-in-charge of the College Calender for the academic year 2019-2020 were asked to make arrangements for distribution of the Calendar to the students as the printing was nearing completion.

Agenda 6: Leave availed by the Faculty

The Principal made clear, that faculty members availing leave must get their Leave Form signed by the Principal prior-hand and submit at the Office. In case of a sudden leave, they should inform their absence over telephone and submit the leave form once they are back in College.

The Principal made clear that all faculty members, at the end of every month must check on the submission of their leave forms. Moreover, if any faculty were to go on a long leave, or medical emergency, they should provide a telephone number by which the College can contact them in matters of urgency.

Agenda 7: Student Attendance

The Principal reiterated that the faculty ought to maintain the Leave/ Permission file of the students and update them regularly. In case of a student availing permission, the faculty must accompany the student to get the permission be the signed by the Principal and the faculty should also inform their parents/ guardian concerned and intimate that their ward is leaving the College campus. When a student is getting married and going on leave, she must attach the wedding invite along with the leave letter and in case of leave due to illness should attach the letter from the concerned medical doctor.

Agenda 8: Student Counselling

The Faculty-in-charge of the Pedagogy should update the counselling file and submit the same to the Principal at the end of the academic year along with the Leave Letter/ Permission File.

Agenda 9: Maintanance of Classrooms


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The Faculty-in-charge of their respective classrooms need to look into the cleanliness and orderliness of the same and also keep the classrooms under lock and key for safety reasons.

Agenda 10: Dress code for Faculty members

Faculty on teaching assignment must come in sari even during holidays, but when they come to College during holidays to complete assignments other than classroom teaching their dress code can be relaxed to salwar suits.

The meeting came to an end with a note of thanks by the chair.


05.09.2019
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19.11.2019

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held on 20.11.2019 at 3.30 pm. at the Principal's Room in our College premises. The agenda to be discussed are as follows.

- Overall Cleanliness and Discipline
- Technology based Instruction
- Attendance Norms
- Schedule of Important Academic Programmes
- UGC Sponsored -Workshops and Seminars
- Examination Rules
- Library Timings
- PTA and OSA
- Semester-III Practical Examination Feedback
- Discussion on the Outcome of Statutory Body Meetings


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

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Minutes of the Faculty Meeting

20st November 2019

The 6th Faculty Meeting, for the academic year 2019-2020, was held on the 20th November, 2019 at 3.30 p.m in the Principal's Chamber.

The meeting began with a silent prayer, following which the items to be discussed were placed agenda wise. The Agendas were dealt with in order

Agenda 1: Overall Cleanliness and Discipline

The Principal, as in the previous meetings, once again laid emphasis on the maintenance of the classrooms and the overall cleanliness of the same. She stressed that the furniture should be in place always. She asked the faculty to instruct the students to keep the furniture in order before they leave the class. In the event of the Pedagogy Faculty being absent, an alternate class arrangement should be made for the students and at no time should be left unattended. Electrical fittings should be checked periodically for the working condition. Renovation work of the wash rooms is under progress. Repair work required is to be entered in the repair register and only then the repair is to be carried out. Classrooms are to be kept spic and span through the day. Classroom keys, should be exchanged among the Faculty only for the respective classrooms and on no account they reach the students.

Agenda 2: Technology based Instruction

The Principal reiterated that technology based instruction is a vital requirement of the day. Technology-driven classrooms are the order of the day. The Principal called for the Faculty to present their classes using LCD's such that the classes would be more interactive and in depth. The students are also to be familiar with technology and she motivated the use of Smart Boards.



1

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Agenda 3: Attendance Norms

Time and again the Principal stressed on punctuality and complying with the Attendance norms. She directed the faculty to insist on the students getting their Leave Letters signed by the Faculty and the Principal, the very next day and submitted therein. Permission for students is not to be entertained, as once they are inside the campus; they are under the responsibility of the College. Further, she directed the Faculty-in-charge of the Master Attendance Register to complete the same and submit to the Controller of Examinations for the respective semesters. The Principal called for signing of leave forms between 4 to 5 in the evening on all days.

Agenda 4: Schedule of Important Academic Programmes

Test and Measurement file is slated on the 25th and 26th of November 2019 where exhaustive instructions will be imparted by the concerned Faculties to facilitate the students to prepare their files. 27th and 28th of November will be set apart to enable the students to complete the same.

A Workshop on Management Strategies for Leadership sponsored by Rotary Youth Leadership Awards (RYLA), Rotary Club of Chennai IT City has been scheduled for our students on the 4th and 5th of December, 2019 to fine tune the leadership skills of the teachers-to-be.

On parallel lines, Principal suggested for UGC Autonomous Grant Guest Lecture on Credit Based Academic System and to invite the Heads of Teaching Internship Schools to have Deliberations in the Forum for Strategies and Operations Planning to get the feedback for further improvement.

The coaching classes for the teachers Eligibility Test will be held on the 23rd and 24th of November for the benefit of the II year student-teachers. SWAYAM-Online Programmes are available and the Principal motivated the faculty to enroll in the same. Guest lectures for Life Skills Paper will be arranged for the students.


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Agenda 5: UGC Sponsored -Workshops and Seminars

Principal reminded the Faculty members to make adequate preparations for the workshops and seminars to be organized utilizing UGC Autonomous Grant.

Agenda 6: Examination Rules

Hall Ticket with the photo affixed need to be produced by students in the Examination Hall. Students failing to bring the Hall Ticket need to write a request letter to the Controller to permit them to appear for the Examination. Moreover the Internal Assessment marks will be signed by students before the Faculty members would submit them to the Controller's Office. This Principal, opined will enable transparency in the assessment.

Agenda 7: Library Timings

The timings of the College Library will be from 9 a.m. to 6 p.m. on week days and from 10.a.m. to 12 noon on all Saturdays to enable both residential and non-residential students to complete their assignments and collect their learning material.

Agenda 8: PTA and OSA

It was decided that the ground work for initiation of Parent-Teacher Association (PTA) and Old Students Association (OSA) should be carried out without further delay for the benefit of the students.

Agenda 9: Semester-III Practical Examination Feedback

Principal discussed with Faculty members the feedback given by the examiners of the Practical Examination for Semester III. She conveyed the opinion that teaching was carried out employing technology which yielded colourful presentations and in-depth discussion of the subject content.

Agenda 10: Discussion on the Outcome of Statutory Body Meetings

Principal discussed with Faculty members the outcome of all Statutory Body Meetings for further changes and improvement

The meeting concluded with tea and snacks and a note of thanks by the chair.


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17.02.2020

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held on 24.02.2020 at 1.30 pm. at the Principal's Room in our College premises. The agenda to be discussed are as follows.

- Preparation of UGC Autonomous Extension Report
- Focus on the Assignment at hand
- Discussion on Statutory Body Meetings
- College Day Celebration
- Sports Day Celebration
- Farewell Day Programme
- Celebration of the National Science Day
- Campus Placement Drive



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**N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN
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Minutes of the Faculty Meeting

24th February, 2020

The 11th Faculty Meeting, for the academic year 2019-2020, was held on the 24th of February, 2020 at 1.30 pm in the Principal's Chamber.

The meeting commenced with a silent prayer following which the Principal commended the faculty and the non-teaching staff for the meticulous planning and the successful conduct of the Capacity Building Programme for Non-teaching Staff: Enhancing Workplace Performance through 5S Activities' held on 22nd February, 2020. The items were then discussed in order.

Agenda 1: Preparation of UGC Autonomous Extension Report

The Principal declared that the UGC Autonomous Extension Report was at its final stages. She thanked the Controller of Examinations, Dr. N. Kalai Arasi who guided the faculty members Mrs. A.H. Komala, Dr. S. Dhanalakshmi, Dr. Deepa Edwin and Ms. E. Nivethana for carefully preparing the report. She further asked the faculty members to confirm the details of their profile and submit the same for the report.

Agenda 2: Focus on the Assignment at hand

The Principal, on a serious note, made it clear that any academic programme must run on a smooth note. She strongly instructed the faculty in charge of the respective programmes to work with complete focus and to rule out any slips in the conduct of the same. She directed the faculty to improve themselves continuously and take sole responsibility for any task they undertake.

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Agenda 3: Discussion on Statutory Body Meetings

Principal discussed with Faculty members about the Statutory Body Meetings scheduled from 26th February 2020. The inclusion of Smart Interactive White Board and other agendas were discussed in detail and confirmed.

Agenda 4: College Day Celebration

The duty list for the College Day Celebration to be held on 11th of March, 2020 was spelt out. Furthermore, the Principal asked the faculty members to carry on the duties assigned to them with utmost perfection. She informed that the Chief Guest for the College Day Celebration would be the Vice Chancellor of University of Madras, Prof. P. Duraisamy.

Agenda 5: Sports Day Celebration

The Annual Sports Day is scheduled on the 6th of March, 2020 and the Principal stated that the duties for the Sports Day with the help of the Directress of Physical Education, Dr. D.T. Vedagnanam.

Agenda 6: Farewell Day Programme

The Principal stated that the date for the Farewell Day for the II year B.Ed. students will be finalized and the Photo session will also take place on that very same day.

Agenda 7: Celebration of the National Science Day

National Science Day will be celebrated on 28th February, 2020 and the guest of honour is yet to be finalized.

Agenda 8: Campus Placement Drive

Yet another important agenda in the academic calendar is the Campus Drive during which the eligible student-teachers of II year B.Ed. Programme will be shortlisted for appointment in various schools. This is to be held on the 27th and 28th of February, 2020. The Campus Drive Officer-in-charge, Dr. N. Kalai Arasi, asked the faculty members to carry on the duties entrusted to them meticulously so as to make the programme a success.

The faculty meeting concluded with a note of thanks by the chair.


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

13.03.2020

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held on 17.03.2020 at 10.30 am. at the Principal's Room in our College premises. The agenda to be discussed are as follows.

- Precautions to be taken against the Corona Virus
- Notification from the Office of the Joint Director
- Discussion of the Pending Academic Schedule
- Updation of the College Website
- Regularity of Attendance
- Note of Appreciation
- B.Ed., B.Ed. (Spl. Edn) and M.Ed Admission
- Payment of College Tuition Fees
- Corrections to be incorporated in the Syllabi
- Applying for Financial Assistance for Research Projects & other Academic Activities
- NKT College PTA and NKT Alumni
- Uploading of the NAAC documents


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Minutes of the Faculty Meeting

17th March, 2020

The 13th Faculty Meeting, for the academic year 2019-2020, was held on the 17th of March, 2020 at 10.30 am in the Principal's Chamber.

The meeting began with a silent prayer, for those affected by the Corona Virus worldwide. The items were discussed agendawise.

Agenda 1: Precautions to be taken against the Corona Virus

The Principal urged the faculty to take necessary precautions against the deadly Corona Virus. She advised the faculty to drink hot water and wash hands and feet regularly and avoid crowded places.

Agenda 2: Notification from the Office of the Joint Director

The Principal pointed out to the Notification received from the Office of the Joint Director, regarding shutting down of educational institutions till the 31st of March. She also said that as per the notification, faculty and office staff will work and Practical Examinations run according to schedule. She was also relieved that all major academic programmes involving students were over.

Agenda 3: Discussion of the Pending Academic Schedule

The Principal discussed with the faculty on the pending academic schedule. It was decided that the Practical Examination for the II year B.Ed. students will go on as scheduled on March 19th, as there would be no XII std. Government Examinations on that day. The Practical Examination will take place from 10 a.m. to 3 p.m. on March 19th, 2020. Furthermore, the UGC sponsored 'Orientation and Re-training of Teachers' is re-scheduled on March 20th and 21st, 2020. The Feedback on Autonomy from

Students of the II year will take place on 18th March and the issue of Hall tickets followed by Group Photo on the 2nd of April, 2020. The IQAC meeting will be conducted as scheduled on the afternoon of April 2nd, 2020. The Letters of Appointment for the students (who have been selected by reputed schools during the 'Recruits Pursuit' held by the Placement Cell of N.K.T. College) will be handed over to them through "Hallmark of Excellence" on the 11th of April, 2020. Our College Secretary Dr. M. Arumugam will congratulate and hand it over to them. He will also wish the II year B.Ed. students all the very best and hand over the key chains memento to the Student Union President on their behalf.

Agenda 4: Updation of the College Website

The NKT College Website updation is underway with the first round of discussions held yesterday. The faculty-in-charge and Principal discussed the areas that need to be re-modified at the website with the related technical persons. The Principal urged the faculty to render their co-operation in this regard.

Agenda 5: Regularity of Attendance

The Principal directed the faculty to check on their CL, ML, OD forms to ensure they have been submitted. Any pending forms need to be submitted at the earliest. She also reminded the faculty going on leave to ensure their pending work or the portfolios assigned to them be handed over to another faculty such that the College work would go on uninterrupted.

Faculty need to also file the leave letters of their students and cross check the same with their attendance register. She said that Attendance norms need to be strictly adhered to.

Agenda 6: Note of Appreciation

The Principal placed on record her appreciation toward the successful conduct of EDU FEST-2020 and TALENTIA-2020 and congratulated the faculty members instrumental in organizing the same. She also put forth the idea of putting up a sale of the paintings


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done by Special Children such that the proceeds go to the welfare of these special kids.

Agenda 7: B.Ed., B.Ed. (Spl. Edn) and M.Ed Admission

The Admission Forms for the forthcoming academic year need to be prepared and printed at the earliest to facilitate admissions for the coming year.

Agenda 8: Payment of College Tuition Fees

The Principal asked the faculty members to check on the pending tuition fees of their students and urged them to pay it at the earliest.

Agenda 9: Submission of the Reports of the UGC Autonomous Grant Programmes conducted for the Academic Year 2019-2020

The Principal asked the co-ordinators of the UGC Autonomous Grant Guest Lecturers, Question Bank, Workshops, Seminars, Area Development Study Programmes and other Extension Activities to present the compilations by the end of the week as the same need to be submitted to the UGC at the earliest.

Agenda 10: Corrections to be incorporated in the Syllabi

According to the suggestions passed in the Board of studies, Academic Council and Governing Body Meetings, the B.Ed., M.Ed., and M.Phil syllabi need to be modified and the faculty-in-charge of the same should complete it.

Agenda 10: Applying for Financial Assistance for Research Projects & other Academic Activities

The Principal urged the Faculty members to apply for Minor projects and sponsor from various agencies for the conduct of seminars and conferences for the forthcoming year.


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Agenda 11: NKT College PTA and NKT Alumni

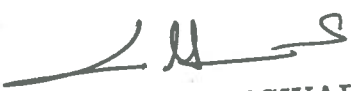
The NKT College Parent-Teacher Association and NKT College Alumni needs to be strongly established and the Principal asked to the faculty-in-charge to think on ways to fortify the Parent-teacher association and College Alumni. She also contemplated on the idea that from the Government fees of the I year, a sum of Rs.100, from each fee will go towards the NKT College PTA fund and from the II year, a sum of Rs. 100 will go to the NKT College Alumni Association fund. She also opined that the old students can contribute a sum of minimum Rs. 1000/- towards the Alumni fund.

The amount collected from the Alumni will go to the renovation of the Kalamandapam and the platform of Andal deity. The Alumni Portal on the College Website will enable online transactions also.

Agenda 12: Uploading of the NAAC documents

The NAAC work needs to be started at the earliest and the Principal hoped that the work would go on in a smooth manner.

The meeting ended with a note of thanks to the Chair.


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