

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

09.08.2018

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held on 13.08.18 at 10.30 a.m. at the Principal's Office in our College premises. The agenda to be discussed are as follows.

- B.Ed. Government Counseling
- Student details and submission of original certificates for University Approval
- Independence Day Celebration
- Submission of Schedule for Supervision of Teaching
- Reallocation of B.Ed. Work Load
- Security and Overall discipline
- **Orientation For I Year B.Ed. Students**
- Procedure to be followed for purchase of equipments or for any other expenditure
- Any other


Principal 09.08.2018

N.K.T. NATIONAL COLLEGE OF
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(AUTONOMOUS),
TRIPLICANE, CHENNAI-600 005.



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

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Minutes of the Faculty Meeting

August 13, 2018

The 3rd faculty meeting for the academic year 2018-2019 was held on August 13, 2018 at 10.30 a.m. in the Principal's room.

All the faculty members were present except Dr. V. Jayashree Priyadarshini, Mrs. A. Enid Ruth, Dr. T. Komalavalli, Mrs. V. Geethanjali, Ms. E. Nivedhana and Mrs. A. Rama Bai.

The meeting commenced with a silent prayer.

Agenda 1: Extension of Time Period for the Submission of Student Eligibility

The Principal clarified that the time period for the submission of Student Eligibility was extended to August 20, 2018 by the Tamil Nadu Teachers Education University to facilitate students to submit their certificates and get their eligibility uploaded.

Agenda 2: Celebration of Independence Day

The Principal notified that flag hoisting and Independence Day Celebration will take place at 8.30 a.m. on August 15th in the College premises, along with the students of the Model School.

Agenda 3: Submission of Schedule for Teaching Supervision

The Principal, after discussion with the faculty members, decided that all the Pedagogy Staff can commence their school visit, whilst submitting their schedule for teaching supervision.



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Agenda 4: Re-allocation of B.Ed. Workload

It was agreed that the B.Ed. Batch 2018-2020 will be divided into four groups, for the Core Papers, with a strength of 50 in each group and the workload which was formerly assigned for three groups, was re-allocated for four.

Agenda 5: Security and Overall Discipline

The Principal stressed the code of conduct to be followed and along with the faculty members spelt out the general rules to maintain decorum in the campus. The members of the Discipline Committee were also to take care of the overall discipline of the College.

Agenda 6: Orientation for the I year B.Ed. Students

It was decided that an ice breaking session will be conducted for student-teachers on August 14, followed by a bridge course on August 16 and 17, to familiarize the I year students with the B.Ed. course. A Workshop on Values for student-teachers is also to be scheduled later this month, with the collaboration of an organization Thayullam, an organization working towards the propagation of values.

Agenda 7: Procedure to be followed for Purchase/repair or for any other expenditure

The Principal spelt out the procedure to be strictly followed for the purchase/repair of furniture and equipment to ensure, smooth auditing

Agenda 8: Any Other

It was unanimously decided that the uniform for the I year B.Ed. students would be finalized with the consent of all the faculty members.

The meeting concluded with a Thank you note by the Principal.


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13.08.2018
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19.11.2018

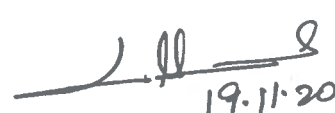
NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held on 20.11.18 at 10.30 am. at the Principal's Office in our College premises. The agenda to be discussed are as follows.

- Discussion of Examination Related Issues
- Student Attendance and Discipline Norms
- Intimation of leave by the Faculty Members
- Updating the College Website
- Preparation of Question Bank for the B.Ed. and M.Ed. Courses
- Christmas Holidays
- TNTEU Convocation on 29th November, 2018


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19.11.2018
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

20th November, 2018

The 11th Faculty Meeting for the Academic Year 2018-2019 was held on 20th November, 2018 at 10.30 a.m. in the Principal's Room. All the faculty members were present except Dr. Sheela Lilly Angeline, Mrs. S. Dhanalakshmi, Dr. K. Vijaya, Mrs. D. Kalpana and Mrs. A. Ramabai.

The meeting commenced with a silent prayer, following which, the Principal acknowledged the Controller of Examinations and the Faculty Members for remarkably balancing the academic and extension activities and for successfully guiding the students through their Practical Examination.

Agenda 1: Discussion of Examination Related Issues

Principal listed certain instructions related to the Upcoming Examinations. They were:

- Prompt payment of Examinations fees, failing which the students would not be permitted to take up the Examination.
- The invigilation for the Revision and End Semester Examinations for the B.Ed., M.Ed., and M.Phil Courses will be notified to the respective faculty members.
- Faculty on invigilation duty on that particular day should be present in the Examination Hall 30 minutes prior to the commencement of the Examination. In case, any faculty having invigilation duty is unable to make it, on grounds of emergency, then they would have to inform Dr. V.J. Uma, and confirm the alternate faculty to be deputed.
- Teaching Faculty members should be cautious while entering the marks and in case of doubt can consult their senior faculty.
- Non-teaching staff in charge of uploading the marks must be vigilant while doing so.


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- The furniture in the classrooms are to be re-arranged and placed in proper order after the Practical Examination, the rooms cleaned and the practical files drilled once the practical examination is over.

Agenda 2: Student Attendance and Discipline Norms

The Principal spelt out the rules for maintenance of attendance for the present academic year. Adequate attendance (90% for Teaching Internship, 80% for Theory and 75% on Medical grounds) should be complied with, failing which the students would need to repeat that semester and the subsequent semesters with the next batch of students. In case lack of Attendance for the teaching internship, the students must make up for the deficit by working in the respective schools on all Saturdays, till the date of the Practical Examinations.

The students should keep their mobile phones in silent or switched off mode during the class proceedings. They are permitted to use their mobiles only during the break or out of college hours.

Principal further clarified that the Attendance Norms would be placed before the Board of Studies in the month of April, 2019 before they are followed.

Agenda 3: Intimation of leave by the Faculty Members

In the event of a faculty member taking leave, she should report her absence to the Principal and the College Office without fail, and submit the leave form the very next day she is present in College. Prior permission for leave should be obtained from the Principal except in case of a medical emergency.

Principal stated that furthermore, the faculty going on leave or taking leave unexpectedly must make alternate arrangements for her class to go on unhindered.

Agenda 4: Updating the College Website

Principal said that the College Website was being updated and asked faculty members to lend their suggestions if any. She also went on to stress that the WhatsApp group under the name of N.K.T. Notice Board will display only official orders and messages and no personal messages is to be displayed there.


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Agenda 5: Preparation of Question Bank for the B.Ed. and M.Ed. Courses

Principal, along with the Controller of Examinations after consulting with the teaching faculty members decided on the preparation of an Exhaustive Question Bank for the B.Ed., B.Ed. (Spl. Edn.) and M.Ed. courses on par with the new syllabus with financial assistance from UGC Autonomous Grant. Principal informed the faculty to begin with Semesters I and III and the Workshop to finalize the Question Bank with the Experts will be organized on February, 6th- 8th, 2019.

The Workshop for compiling the Question Bank for Semesters II and IV will be scheduled at a later date.

Agenda 6: Christmas Holidays

Principal clarified that according to the rules of the Regional Joint Director's Office, any institution must not be closed for more than 10 continuous days. In accordance with this, the last working day for Christmas Holidays will be 24th December, 2018 and the College will reopen after vacation on 2nd January, 2019.

Agenda 7: TNTEU Convocation on 29th November, 2018

As the Annual Convocation for the Tamil Nadu Teachers Education University was slated on the 29th of November, 2018, the Principal informed the faculty members that both faculty and students be present at the University of Madras Auditorium at 9 a.m. sharp. Further instructions would be given on the 28th of November, 2018.

The meeting came to an end with a thank you note by the Principal.


20.11.2018
Dr. S. CHAMUNDESWARI
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**N.K. THIRUMALACHARIAR NATIONAL COLLEGE OF
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(Autonomous)**

02.01.2019

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held on 03.01.19 at 10 am at the Principal's Office in our College premises. The agenda to be discussed are as follows.

- Induction Ceremony of the Student Union Members
- Acknowledging Students with Centum Attendance
- **Certificate Course**-Basic Computer Skills


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

(Autonomous)

Minutes of the Faculty Meeting

3rd January, 2019

The 14th Faculty Meeting for the Academic Year 2018-2019 was held on 3rd January, 2019 at 10.00 a.m. in the Principal's Room. All the faculty members were present except Dr. K. Vijaya and Mrs. A. Ramabai.

The meeting commenced with a silent prayer, following which our Principal wished the faculty, their family and friends for a very prosperous New Year.

Agenda 1: Induction Ceremony of the Student Union Members

The Induction Ceremony of the Student Union was slated for 7th January, 2019. The occasion was to be graced by our Honourable Secretary Dr. M. Arumugam. The code of conduct and the minute-to-minute schedule of the ceremony was discussed down to the finest detail. It was decided that the dress code for students on that day would be sari. Duties for the arrangements to be made were charted out and faculty members were asked to meticulously carry out their duties so that the Induction Ceremony would take off in a smooth manner.

Agenda 2: Acknowledging Students with Centum Attendance

As a token of appreciation, it was decided that the students securing centum attendance will be acknowledged during the Induction Ceremony as this venture would motivate students to attend College regularly.

Agenda 3: ~~Certificate Course~~-Basic Computer Skills

Principal appreciated the students who had taken up the Certificate Course: English Language Development during Semester-I and after discussion it was decided to commence the Certificate Course: Basic Computer Skills on 12th January 2019.

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


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Dr. S. CHAMUNDESWARI,
PRINCIPAL
N.K.T. National College of Education

**N.K. THIRUMALACHARIAR NATIONAL COLLEGE OF
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04.01.2019

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held on 07.01.2019 at 2 pm. at the Principal's Office in our College premises. The agenda to be discussed are as follows.

- Finalizing the Date for the Second Quarterly Meeting of the IQAC
- Scheduling the Career Based Course on Self-Assessment of Faculty Members
- Celebration of Uzhavar Thirunal
- Orientation and Re-training for Teacher Educators
- Scheduling the Community Development Programme
- Citizenship Training Camp
- **Compilation of the Question Bank**


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04.01.2019
Dr. S. CHAMUNDESWARI
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FOR WOMEN (AUTONOMOUS)
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N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN

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Minutes of the Faculty Meeting

7th January, 2019

The 15th Faculty Meeting for the Academic Year 2018-2019 was held on 7th January, 2019 at 2 pm. in the Principal's Room. All the faculty members were present except Dr. K. Vijaya and Mrs. A. Ramabai.

The meeting commenced with a silent prayer, following which our Principal appreciated the faculty members for their synchronized co-ordination toward the smooth conduct of the Induction Ceremony of the Student Union.

Agenda 1: Finalizing the Date for the Second Quarterly Meeting of the IQAC

It was decided that the Second Quarterly Meeting of the IQAC will be held on 31st January, 2019. The Principal asked the co-ordinator of the IQAC, Dr. S. Malathi to carry on with the arrangements for the meeting.

Agenda 2: Scheduling the Career Based Course on Self-assessment of Faculty Members

The Principal made an announcement of the Career Based Course on Self-Assessment of Faculty Members which was to be conducted by Ms. Debika Choudhry of the Gallup Organization in our College. She re-iterated that the course was a very valuable one, with the on-line examination conducted at the end of the course. A certificate of worth will be issued which would serve to elevate the credentials of the faculty. The tentative dates to the course were decided to be 23rd and 24th of January, 2019.

Agenda 3: Celebration of Uzhavar Thirunal

Principal stated that the Uzhavar Thirunal would be celebrated on 10th of January, 2019 and all arrangements towards the same need to be carried out by the students.



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Agenda 4: Orientation and Re-training for Teacher Educators

The Workshop on Orientation and Re-training for teachers would be held on 28th and 29th of January, 2019. The co-ordinator of the workshop will be Dr. N. Kalai Arasi, the Controller of Examinations. The Principal stated that all arrangements towards the finalization of the workshop need to be completed by 25th January, 2019.

Agenda 5: Scheduling the Community Development Programme

The Principal after discussion with the faculty members scheduled the Community Development Programme in the month of February, 2019 and discussed with the co-ordinator, Dr. V. Jayashree Priyadarshini for scheduling of programmes.

Agenda 6: Citizenship Training Camp

The Citizenship Training Camp for the I Year B.Ed. students would be held from the 4th to the 8th of February, 2019. The Principal requested Dr. Sheela Lilly Angeline, Physical Directress to co-ordinate with the Faculty Members and the Guide Trainers on the arrangement of the camp activities.

Agenda 7: Compilation of the Question Bank

Principal, called for the final compilation of the Question Bank for the B.Ed., B.Ed. (Spl. Edn.) and M.Ed. courses. She also stated that from February, 13th-15th, 2019, the Workshop on Compiling the Question Bank for Semesters I and III would be organized and a later date during the next financial year would be scheduled for Semesters II and IV. The Question Bank will benefit both the students and the Controller Unit.

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


07.01.2019
Dr. S. CHAMUNDESWARI
PRINCIPAL
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TRIPLICANE, CHENNAI-600 005.

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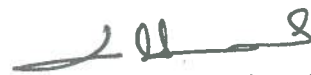
24.01.2019

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held on 25.01.2019 at 12 noon. at the Principal's Office in our College premises. The agenda to be discussed are as follows.

- UGC Sponsored Workshop on Re-training of Teachers
- Citizenship Training Camp
- IQAC Meeting: Second Quarterly
- UGC Sponsored Workshop on Development of Question Bank (Examination Reforms)
- Discussion of the One Day Tour for II Year B.Ed. Students


24.01.2019

**Dr. S. CHAMUNDESWARI
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TRIPLICANE, CHENNAI-600 005.**


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

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Minutes of the Faculty Meeting

25th January, 2019

The 16th Faculty Meeting for the Academic Year 2018-2019 was held on 25th January, 2019 Friday at 12.00 noon in the Principal's Room.

The meeting commenced with a silent prayer. Thanked the faculty for the complimented smooth running of the program. All the faculty members were present except Dr. K. Vijaya, Mrs. E. Malini and Mrs. A. Ramabai. The items were discussed agenda wise.

Agenda 1: UGC Sponsored Workshop on Re-training of Teachers

The minute to minute arrangements of the UGC Sponsored Workshop on Re-training of Teachers: Enhancement of Cyber Competencies for Teacher Educators and Prospective Research Scholars, co-ordinated by Dr. N. Kalai Arasi, Associate Professor were discussed and charted down. The portfolios assigned to the faculty members regarding the arrangements were finalized. It was confirmed that both the Inaugural and Valedictory Functions will be held at the Seminar Hall while the venue for the sessions will be the Computer Science Laboratory. The Principal stated that a photo shoot will take place immediately after the culmination of the Valedictory Function. She also requested the faculty to be present in College at 9. a.m. sharp on Monday, the 28th January and informed that Lunch and Tea will be served for two days of the workshop.

Agenda 2: Citizenship Training Camp

The Five Day Citizenship Training Camp for the I year B.Ed. students will be conducted from the 4th to 8th of February, 2019. The Inaugural function for the Camp will take place at 10 a.m. on the 4th of February. The Camp Fire will be followed by the Valedictory Function and this will take place on Thursday, the 7th of February. The Principal deputed Dr. T. Sahaya Saila and Ms. V.R. Santha Kumari as Assistant Camp Officers alongside Dr. M. Sheela Lilly Angeline, Physical

PRINCIPAL

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Directress who is the Camp Officer. The guide trainers would be taking over the proceedings of the Camp. It was decided that the final arrangements for the Camp need to be completed by the 1st of February, 2019.

Agenda 3: IQAC Meeting: Second Quarterly

The preparation of the Second Quarterly Meeting of the IQAC, scheduled on 31st January, 2019 was placed on agenda. Dr. S. Malathi, the co-ordinator of the IQAC briefed the Principal on the preparation of the same. It was decided that the IQAC meeting will take place in the Principal's Room.

Agenda 4: UGC Sponsored Workshop on Development of Question Bank Compilation (Examination Reforms)

The Preliminary Workshop on the Development of Question Bank will be held on the 5th and 6th of February 2019 for the Core and Pedagogy papers respectively. Dr. T. Sahaya Saila and Mrs. A. Enid Ruth will be the overall co-ordinators for the smooth proceeding of the Question Bank Compilation. The Principal directed the faculty members to meet on the days specified in the Library and finalise the Question Bank for their respective papers. She also reiterated on the arrangements to be made such as extending the Letter of Invitation and obtaining the Letter of Consent from the resource persons, the duty chart and arranging for the rooms. The final UGC Sponsored Workshop on Development of Question Bank would be held from 13th to 15th February, 2019 under the expertise of the resource persons invited.

Agenda 5: Discussion of the One Day Tour

A One Day Tour for the II year B.Ed. students was decided upon and the Principal spelt out the venue and the Tour agents for the same. The venue was confirmed as Mahabalipuram and Dakshin Chitra and tour agents are Trinity Tours.

The meeting ended on a happy note with a thank you note to the faculty by the chair.


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25.01.2019
Dr. S. CHAMUNDESWARI
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**N.K. THIRUMALACHARIAR NATIONAL COLLEGE OF
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28.01.2019

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held on 30.01.2019 at 10.30 am. at the Principal's Office in our College premises. The agenda to be discussed are as follows.

- Workshop on Story Telling
- Citizenship Training Camp Arrangements
- UGC Sponsored Workshop on **Development of Question Bank** (Examination Reforms) on 13th & 14th February, 2019
- Arrangement of Guest Lectures
- Submission of the Report of all the Seminars and Workshops
- Log Book
- Compensation for the 14th of January, 2019


28.01.2019

**Dr. S. CHAMUNDESWARI
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N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN

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Minutes of the Faculty Meeting

30th January, 2019

The 17th Faculty Meeting for the Academic Year 2018-2019 was held on 30th January, 2019 Wednesday at 10.30 a.m. in the Principal's Room.

The meeting commenced with a silent prayer followed by a thank you note by the Principal for the well organized UGC Sponsored Workshop on Cyber Competencies, coordinated by Dr. N. Kalai Arasi and the faculty for the co-operation in the smooth running of the program.

All the faculty members were present except Dr. V. Jayashree Priyadharshini (Other Duty), Dr. K. Vijaya, and Mrs. A. Ramabai. The items were discussed agenda wise.

Agenda 1: Workshop on Story Telling

The Principal informed the faculty about the Workshop on Story Telling for the I year B.Ed. students and asked Ms. P. Sangeetha, Assistant Professor English Education to monitor the overall conduct of the Workshop scheduled on the 31st January, 2019.

Agenda 2: Citizenship Training Camp Arrangements

The Citizenship Training Camp for the I year B.Ed. Students were finalized as per the dates fixed by the Camp Officer Dr. M. Sheela Lilly Angeline Madam from 4th to 8th February, 2019. The Principal spelt out the minute-to-minute arrangements and discussed the same with the faculty members. The Chief Guest for the Inaugural Function on 4th February, 2019 at 10 a.m. will be Dr. S. Ezhilarasi, a Committee Member of our College. The duty list of the Inaugural Function was read by Dr. T. Sahaya Salla, Assistant Camp Officer and the various roles to be undertaken by the faculty were discussed down to the finest detail.



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She further requested the staff members to volunteer themselves for any assistance. She made it very clear that all the arrangement works for the inaugural, camp fire and valedictory has to be done with the help of the non-teaching staff and it has to be monitored by the allotted faculty. If there is any discrepancy it has to be brought to the notice of the Principal.

Agenda 3: UGC Sponsored Workshop on Development of Question Bank (Examination Reforms) on 13th & 14th February, 2019

The Preliminary Workshop for the Development of Question Bank is scheduled on 5th & 6th February, 2019 for the faculty members handling the respective papers. The expertise resource persons for the Question Bank Workshop were listed separately for the Core Papers and Pedagogy subjects for the I and III Semester respectively and the list was called out by Mrs. A. Enid Ruth, Assistant Co-ordinator of the Question Bank Workshop. The arrangements for the Preliminary Workshop were overseen by Mrs. S. Dhanalakshmi, our College Librarian. The final UGC Sponsored Workshop on Development of the Question Bank would be held from the 13th to 15th of February, 2019 at the Multi Purpose Hall. The Principal stated that experts in the respective disciplines will be invited and they along with the faculty will finalise the Question Bank for the various papers.

Agenda 4: Arrangement of Guest Lectures

Our Principal made it very clear that during the Preliminary and Final Question Bank Workshop sessions, the I and II year students should not be left unattended. Thus it was decided that the I year B.Ed. students will be attending their Citizenship Training Camp and the II year students will have lectures by the Ph.D. full time scholars for the 5th and 6th February, 2019.

Guest lectures will also be arranged for both the I and II year B.Ed. Students on 13th and 14th February, 2019.

Agenda 5: Submission of the Report of all the Seminars and Workshops

Principal wanted all the coordinators to submit the comprehensive report of all the seminars and workshops and which were conducted inside the campus at the earliest.

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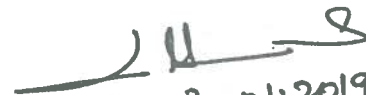
Agenda 6: Log Book

Principal asked Ms. P. Sangeetha, Assistant Professor of English - Education to update the Log Book and get it signed from the Principal as she has to submit it to the Secretary at the end of every month.

Agenda 7: Compensation for the 14th of January, 2019

Principal informed all members that 9th February, 2019 will be a working day as per the Government order, to compensate the holiday of 14th January, 2019.

The Principal concluded the staff meeting with a thank you note to all the faculty members.


30.01.2019

Dr. S. CHAMUNDESWARI
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02.05.2019

NOTICE

STAFF MEETING

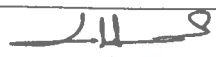
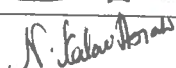
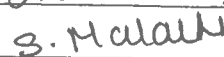
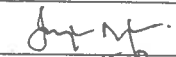
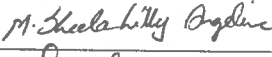
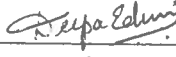
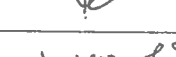
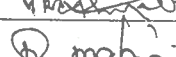
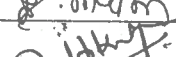
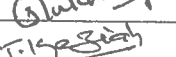
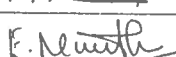
This is to inform you that the Staff Meeting for all Teaching Faculty members will be held on 09.05.2019 at 1.15 pm. at the Principal's Room in our College premises. The agenda to be discussed are as follows.

- Submission of relevant Files/ Registers
- Count of Casual Leave availed by Faculty
- Faculty Allocation for the Maintenance of Class Rooms and Laboratories
- Finalizing Workload and Time-table for Semesters-I and III
- Submission of the Revision Question Papers of the forthcoming Semesters
- Arrangement of Furniture and Maintenance of Infrastructure
- Preparation of Question Bank for semester II and IV
- Faculty wise Portfolios.
- Instructions pertaining to the conduct of Examinations
- Announcement of the UGC sponsored programmes for the Academic Year 2019-2020
- Code of conduct for the Students
- Discussion on the Outcome of Statutory Body Meetings
- Announcement of the last working day


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


**Dr. S. CHAMUNDESWARI,
PRINCIPAL
N.K.T. National College of Education
For Women (Autonomous)
Triplicane, Chennai-600 005.**

Attendance pertaining to the Staff Meeting held on 09-05-2019 at 1.15 pm

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



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

(Autonomous)

Minutes of the Faculty Meeting

9th May, 2019

The 21st Faculty Meeting, the last for the academic year 2018-2019, was held on the 9th of May, 2019 at 1.15 p.m. in the Principal's Room.

The meeting commenced with a silent prayer.

The Principal thanked the College Secretary, Members of the Management and well wishers for their unconditional support and guidance and all Faculty Members for their commitment and support in all College related activities and then started to discuss the agendas placed in order.

Agenda 1: Submission of relevant Files/ Registers

The Principal stressed on the submission of the following files and registers, duly completed at the close of the academic year 2018-2019.

- Student's Attendance Register
- Students' Permission and Leave Letters File
- Students' Counseling File
- File comprising the Letters of Invite and Acceptance for the various Guest Lecturers and other academic and academic related programmes held during the academic year
- IQAC Report for the year 2018-2019
- NKT News Letter and IQAC News Letter
- Compilation of all UGC sponsored programmes
- Stock Registers
- Faculty Rating by Students

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- Students Feedback about the College
- Log Book

Agenda 2: Count of Casual Leave availed by Faculty

The Principal made clear that faculty members should strictly adhere to the count of casual leave availed. She further stated that faculty should not overshoot the count of the casual leave availed.

Agenda 3: Faculty Allocation for the Maintenance of Class Rooms and Laboratories

The faculty assigned for the maintenance of the various rooms during the coming academic year was finalized. The list of the non-teaching faculty to aid in cleaning of the rooms was also read out.

Agenda 4: Finalizing Workload and Time-table for Semesters-I and III

The time-table and the details of the papers to be handled by the respective faculty members for Semesters-I and III were read out and confirmed. The consent of the faculty members were also taken into due consideration.

The Principal also reiterated that the faculty members should be punctual to class and complete the syllabus on time.

If a faculty is absent on a particular day, then she must inform the faculty deputing the substitute staff so as to enable alternate arrangements to be made.

Agenda 5: Submission of the Revision Question Papers of the forthcoming Semesters

The Principal directed the faculty members to submit the Revision Examination Question Papers for Semesters-I and III well in advance so as to aid the Examination Unit in printing of the Question Papers.


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Agenda 6: Arrangement of Furniture and Maintenance of Infrastructure

The Principal stressed on the proper maintenance and upkeep of the rooms and advised the faculty members to check if the furniture is in place. She also clarified that the infrastructure of the College should be prudently used and classrooms kept in order. She advised the faculty to instruct their students accordingly.

Agenda 7: Preparation of Question Bank for semester II and IV

The duty list for the preparation of Question Bank for Semesters-II and IV were finalized and the completed assignment was to be ready by July such that the preliminary workshop for the Preparation of Question Bank could be held at the earliest.

Agenda 8: Faculty wise Portfolios.

The portfolios designated to the faculty for the academic year 2019-2020 were readout and the faculty were invited to voice their consent or spell out the change of portfolio. After discussion and approval of all faculty members, the list was finalized. The faculty members were asked to carry on with the responsibilities assigned to them in a diligent manner.

Agenda 9: Instructions pertaining to the conduct of Examinations

The Principal made clear to the faculty that from henceforth, during Revision Examinations, the count of the answer scripts collected by each faculty would be counterchecked and received. The faculty obtaining the answer scripts for valuation would also have to countercheck and sign while collecting the same. Students who miss their hall tickets need to give it in writing and only then they will be permitted inside the Examination hall.

Agenda 10: Announcement of the UGC sponsored programmes for the Academic Year 2019-2020

As the UGC Autonomous Grant Budget for the programmes to be held during the year 2019-2020 were finalized, the tentative faculty-in-charge list for the programmes to be held were read out so as to facilitate the early preparation of these programmes.


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Agenda 11: Code of conduct for the Students

The Principal stressed that the dress code for the students should be strictly adhered to. She directed the faculty members to prohibit the students from using their mobile phones during college hours and during their teaching practice.

In the event of a student leaving during college working hours for matters of emergency, the faculty concerned need to obtain a consent from parents of the student and then sign her permission letter her to leave the campus.

Attendance norms should be strictly obeyed and students falling short of attendance will not be permitted to take up the examination. Moreover, such students would be required to repeat that semester and those subsequent to them in the following academic year.

Agenda 12: Discussion on the Outcome of Statutory Body Meetings

Principal discussed with Faculty members the outcome of the Board of Studies Meeting held on 25th April 2019, Academic Council Meeting held on 2nd May 2019 and the General Body Meeting held on 7th May 2019. The approval for modification in B.Ed. and B.Ed. Special Education (Visual Impairment) Regulations and Syllabi and adopting Attendance Norms of Tamilnadu Teachers Education University for B.Ed., B.Ed. Special Education (Visual Impairment), M.Ed. and M.Phil. Courses was discussed in detail.

Agenda 13: Announcement of the last working day

The last working day for the year 2018-2019 was officially decided as the 10th of May, 2019.

The meeting ended with the Principal, thanking the faculty members again for their undaunted commitment in all the endeavours of the College.


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