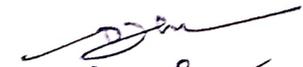
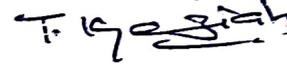
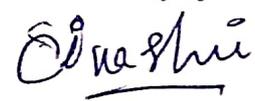
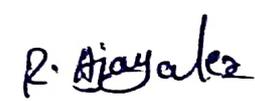


Purchase & Maintenance Committee Meeting Minutes 2024-2025

Attendance for the Purchase & Maintenance Committee Meeting held on

7th June 2024 at 4.30 pm.

Membore	Signature
1.  Dr. S. Chamundawari Principal	
2. Dr. V. Jayashree Priyadharsini Assistant Professor of Biological Science-Education	
3. Ms. P. Sangeetha Assistant Professor of English-Education	
4. Mrs. A.H. Komala Assistant Professor of Economics-Education	
5. Mrs. T. Anitha Devi Assistant Professor of Mathematics-Education	
6. Dr. T. Sahaya Saira Assistant Professor of Tamil-Education	
7. Dr. V.J. Uma Assistant Professor of Physical Science-Education	
8. Dr. S. Dhanalakshmi Librarian	
9. Dr. V. Sridevi Assistant Professor of Biological Science-Education	
10. Mrs. V. Geethanjali Assistant Professor of Tamil-Education	
11. Dr. T. Keziah Assistant Professor of English-Education	
12. Ms. E. Nivethana Assistant Professor of Special Education	
13. Ms. M. Fayiza Begam Secretary, NKT Student Union-2024-2025	
14. Ms. M. Sivashankari Treasurer, NKT Student Union-2024-2025	
15. Mrs. V. Pattammal Assistant	
16. Mr. R. Ajay Alex Office Assistant	

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

CHENNAI-600 005

(Autonomous)

Minutes of the Purchase & Maintenance Committee Meeting

Minutes of the Purchase & Maintenance Committee Meeting held at 4.30 pm. on 7th June 2024 at the Principals Office in the premises of N.K.T. National College of Education for Women, situated at No. 41, Dr. Besant Road, Triplicane, Chennai-600 005.

Members Present

1. Dr. S. Chamundeswari, Principal
2. Dr. V. Jayashree Priyadharsini, Assistant Professor of Biological Science-Education
3. Ms. P. Sangeetha, Assistant Professor of English-Education
4. Mrs. A.H. Komala, Assistant Professor of Economics-Education
5. Mrs. T. Anitha Devi, Assistant Professor of Mathematics-Education
6. Dr. T. Sahaya Saila, Assistant Professor of Tamil-Education
7. Dr. V.J. Uma, Assistant Professor of Physical Science-Education
8. Dr. S. Dhanalakshmi, Librarian
9. Dr. V. Sridevi, Assistant Professor of Biological Science-Education
10. Mrs. V. Geethanjali, Assistant Professor of Tamil-Education
11. Dr. T. Keziah, Assistant Professor of English-Education
12. Ms. E. Nivethana, Assistant Professor of Special Education
13. Ms. M. Fayiza Begam, Secretary, NKT Student Union-2024-2025
14. Ms. M. Sivashankari, Treasurer, NKT Student Union-2024-2025
15. Mrs. V. Pattammal, Assistant
16. Mr. R. Ajay Alex, Office Assistant

The Purchase & Maintenance Committee met on 7th June 2024 at 4.30 pm. to discuss the purchase and maintenance requirements of the College.

The meeting commenced with a silent prayer and the Principal welcomed all members of the Purchase and Maintenance Committee present for the meeting.

The Principal addressed that the Environmental Sustainability Monitoring Committee meeting was held at 3pm and the Celebration Committee Meeting was held at 3.30 pm. Both the Committees have approved purchase and maintenance of the campus and infrastructural facilities of the College and Programmes to be organized for welfare of the Students and people in the Community and have advised to proceed after the approval of the Purchase and Maintenance Committee.

The Principal invited Dr. T. Keziah the Member coordinator of the Environmental Sustainability Monitoring Committee to present the expected budget for Campus and Infrastructure maintenance as discussed in the Environmental Sustainability Monitoring Committee meeting held at 3pm.

Dr. Keziah presented in detail the cost estimation for periodic maintenance of Water Facilities and Power Backups. It was discussed and agreed upon and was asked to monitor the service of Water Facilities and Power Backups and report the efficiency of the units to the Environmental Sustainability Monitoring Committee.

The requirements of extension of Fan Rods in certain classrooms and replacement of 4 Fans at the Vijayanthimala Block were presented to the Committee as discussed in the Environmental Sustainability Monitoring Committee meeting. The requirements with the cost were discussed and were unanimously decided to replace the 4 Fans that are beyond repair by purchasing 4 Fans from Rathna Fan House, T. Nagar and to proceed with the servicing and extending of Fan Rods which was expected to cost around Rs. 3800/-. All other basic electrical and plumbing repairs and maintenance were discussed and agreed upon.

The Principal invited Dr. V. Jayashree Priyadharsini, Dean of Academics to present the approximate expenses expected to be incurred for the Celebrations approved in the Celebration Committee Meeting held at 3.30pm.

Dr. Jayashree discussed in detail the Celebrations scheduled for the First Quarter from June to August 2024 with expected expenses. The Committee discussed in

detail and as the expenses were very meagre the Committee unanimously agreed to approve all the expenses expected to be incurred for organizing the Celebrations from June to August 2024.

The Student Representatives when asked to give their suggestions for further maintenance of the College Campus for optimum utilization of all Infrastructural and Instructional facilities, they expressed their satisfaction of all Items purchased and maintenance of the Campus and thanked the Management, Principal and Staff for the initiatives taken for the welfare of Students in the College.

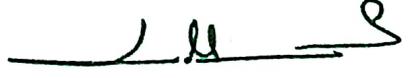
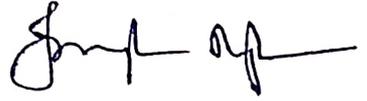
It was unanimously agreed by the Purchase and Maintenance Committee Members that all purchases and orders will be subject to the approval of the Secretary of the College.

The meeting came to an end with a note of thanks and a request to mobilize funds for the maintenance of Infrastructure and Instructional facilities of the College.



PRINCIPAL
N.K.T. NATIONAL COLLEGE OF
EDUCATION FOR WOMEN
(AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 065

Attendance for the Purchase & Maintenance Committee Meeting held on
8th July 2024 at 4.30 pm.

Members	Signature
1. Dr. S. Chamundeswari Principal	
2. Dr. V. Jayashree Priyadharsini Assistant Professor of Biological Science-Education	
3. Ms. P. Sangeetha Assistant Professor of English-Education	— ML
4. Mrs. A.H. Komala Assistant Professor of Economics-Education	
5. Mrs. T. Anitha Devi Assistant Professor of Mathematics-Education	
6. Dr. T. Sahaya Saila Assistant Professor of Tamil-Education	— CL
7. Dr. V.J. Uma Assistant Professor of Physical Science-Education	
8. Dr. S. Dhanalakshmi Librarian	
9. Dr. V. Sridevi Assistant Professor of Biological Science-Education	
10. Mrs. V. Geethanjali Assistant Professor of Tamil-Education	 V. Geethanjali
11. Dr. T. Keziah Assistant Professor of English-Education	 T. Keziah
12. Ms. E. Nivethana Assistant Professor of Special Education	— OD
13. Ms. M. Fayiza Begam Secretary, NKT Student Union-2024-2025	
14. Ms. M. Sivashankari Treasurer, NKT Student Union-2024-2025	
15. Mrs. V. Pattammal Assistant	
16. Mr. R. Ajay Alex Office Assistant	

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

CHENNAI-600 005

(Autonomous)

Minutes of the Purchase & Maintenance Committee Meeting

Minutes of the Purchase & Maintenance Committee Meeting held at 4.30 pm. on 8th July 2024 at the Principals Office in the premises of N.K.T. National College of Education for Women, situated at No. 41, Dr. Besant Road, Triplicane, Chennai-600 005.

Members Present

1. Dr. S. Chamundeswari, Principal
2. Dr. V. Jayashree Priyadharsini, Assistant Professor of Biological Science-Education
3. Mrs. A.H. Komala, Assistant Professor of Economics-Education
4. Mrs. T. Anitha Devi, Assistant Professor of Mathematics-Education
5. Dr. V.J. Uma, Assistant Professor of Physical Science-Education
6. Dr. S. Dhanalakshmi, Librarian
7. Dr. V. Sridevi, Assistant Professor of Biological Science-Education
8. Mrs. V. Geethanjali, Assistant Professor of Tamil-Education
9. Dr. T. Keziah, Assistant Professor of English-Education
10. Ms. M. Fayiza Begam, Secretary, NKT Student Union-2024-2025
11. Ms. M. Sivashankari, Treasurer, NKT Student Union-2024-2025
12. Mrs. V. Pattammal, Assistant
13. Mr. R. Ajay Alex, Office Assistant

The Purchase & Maintenance Committee met on 8th July 2024 at 4.30 pm. to discuss the purchase and maintenance requirements of the College. The meeting commenced with a silent prayer and the Principal welcomed all members of the Purchase and Maintenance Committee present for the meeting.

The Principal addressed that holding the welfare of Students as its priority, the College is taking all efforts to maintain all infrastructure facilities and the Campus

neat and clean. She informed that though the Water Facilities are being serviced periodically there are few issues to be attended in one of the Water Facilities at the College Campus and is estimated to Rs. 4,000/- inclusive of material and labour. The Committee discussed and agreed to approve to do the needful as it is very important for the College to ensure safe drinking water to all Students and other Stakeholders.

Dr. T. Keziah addressed that additional Campus cleaning of debris at the eastern side of the Campus is required to maintain a healthy Campus and also sought the permission of the Committee to do minor repairs required with the doors and windows at the College Campus. The Committee discussed and agreed to proceed to attend to the cleaning and do the required minor repairs and advised to check on the termite attacks on the doors and windows of both the College and Hostel Buildings. Dr. Keziah informed that termite attacks are constantly checked and attended immediately if required preventing further damages.

Dr. Keziah added that the Building Terraces needs to be cleaned to avoid water stagnation during days. Dr. Dhanalakshmi opined that it is very important to clean and maintain the terraces of all buildings as it would lead to water seepages during rainy days and she further expressed her concern for protecting the Books at the College Central Library.

The Committee agreed for cleaning of all terraces and further added that the Water Storage areas, Tanks and Sumps are to be cleaned periodically to ensure clean water supply throughout the Campus.

All other minor electrical and plumbing requirements both at the College Campus and Hostel Building were discussed and the Committee after scrutiny agreed to be addressed at the earliest and whenever required.

Ms. E. Nivethana, Assistant Professor of Special Education addressed that the Centre for Skill Development and Work Experience has scheduled a One Day Workshop for Smarter Teaching and Learning using Interactive White Board on 23rd July 2025. She presented the expenses estimated to be incurred for the conduct of the Workshop. After discussion the Committee approved the budget presented.

The Student Representatives Ms. M. Fayiza Begam and Ms. M. Sivashankari requested for organizing Workshops on Yoga and Fitness for the benefit and well-being of Students and Faculty Members. The Committee discussed and assured to discuss with the Directress of Physical Education, Dr. Y. Pavanya to initiate the Health & Fitness Centre to organize a Workshop on Yoga and Health.

The IQAC Coordinator, Mrs. T. Anitha Devi discussed the Programmes planned to be organized at the Forum for Strategies and Operations Planning. In addition, other Faculty Members in the Committee also discussed expenses for conduct of Invited Talks, Training Programmes and Celebrations. After discussion, the Committee with a few suggestions unanimously agreed to approve the expenses estimated.

The Principal invited the Dean of Academics Dr. V. Jayashree Priyadharsini and Dr. V.J. Uma, Assistant Professor of Physical Science-Education to present the stationary requirements to be ordered and distributed to Students in Semester-III who would be going for their Semester-III Teaching Internship scheduled from 29th July to 20th November 2024. Dr. V. Jayashree Priyadharsini and Dr. V.J. Uma presented before the Committee the stationary requirements with three quotes from various distributors. The lowest quote of Res. 1,51,334/- given by Oscar Xerox, Triplicane was unanimously recommended by the Committee and informed to insist on the quality of material supplied.

It was also discussed that as the Students would be in their Semester-III Teaching Internship in various Schools from 29th July to 20th November 2024, most of the Celebrations except for the Teacher's Day would take place in the Teaching Internship Schools strengthening the Networking with Schools. The Committee appreciated the Students and Faculty Members for meticulously planning the Celebrations.

The Student Representatives expressed their fullest satisfaction of the maintenance of all infrastructure facilities and the immediate response in attending all requirements when informed at the College Office. They also expressed their satisfaction of all Stationary Materials being distributed to them and with all Programmes organized in the College Campus.

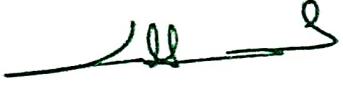
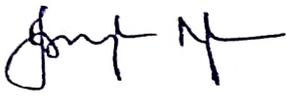
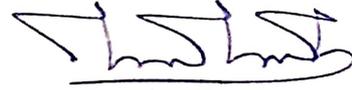
It was unanimously agreed by the Purchase and Maintenance Committee Members that all purchases and orders will be subject to the approval of the Secretary of the College.

The meeting came to an end with a note of thanks and a request from the Principal to all Faculty Members, Non-Teaching Staff and Students to adopt effective strategies to reduce the consumption of electricity.



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

Attendance for the Purchase & Maintenance Committee Meeting held on
11th November 2024 at 11am.

Members		Signature
1.	Dr. S. Chamundeswari Principal	
2.	Dr. V. Jayashree Priyadharsini Assistant Professor of Biological Science-Education	
3.	Ms. P. Sangeetha Assistant Professor of English-Education	ML
4.	Mrs. A.H. Komala Assistant Professor of Economics-Education	
5.	Mrs. T. Anitha Devi Assistant Professor of Mathematics-Education	
6.	Dr. T. Sahaya Saila Assistant Professor of Tamil-Education	
7.	Dr. V.J. Uma Assistant Professor of Physical Science-Education	
8.	Dr. S. Dhanalakshmi Librarian	
9.	Dr. V. Sridevi Assistant Professor of Biological Science-Education	
10.	Mrs. V. Geethanjali Assistant Professor of Tamil-Education	
11.	Dr. T. Keziah Assistant Professor of English-Education	
12.	Ms. E. Nivethana Assistant Professor of Special Education	
13.	Ms. M. Fayiza Begam Secretary, NKT Student Union-2024-2025	
14.	Ms. M. Sivashankari Treasurer, NKT Student Union-2024-2025	
15.	Mrs. V. Pattammal Assistant	
16.	Mr. R. Ajay Alex Office Assistant	

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

CHENNAI-600 005

(Autonomous)

Minutes of the Purchase & Maintenance Committee Meeting

Minutes of the Purchase & Maintenance Committee Meeting held at 11am. on 11th November 2024 at the Principals Office in the premises of N.K.T. National College of Education for Women, situated at No. 41, Dr. Besant Road, Triplicane, Chennai-600 005.

Members Present

1. Dr. S. Chamundeswari, Principal
2. Dr. V. Jayashree Priyadharsini, Assistant Professor of Biological Science-Education
3. Mrs. A.H. Komala, Assistant Professor of Economics-Education
5. Mrs. T. Anitha Devi, Assistant Professor of Mathematics-Education
6. Dr. T. Sahaya Salla, Assistant Professor of Tamil-Education
7. Dr. V.J. Uma, Assistant Professor of Physical Science-Education
8. Dr. S. Dhanalakshmi, Librarian
9. Dr. V. Sridevi, Assistant Professor of Biological Science-Education
10. Mrs. V. Geethanjali, Assistant Professor of Tamil-Education
11. Dr. T. Keziah, Assistant Professor of English-Education
12. Ms. E. Nivethana, Assistant Professor of Special Education
13. Ms. M. Fayiza Begam, Secretary, NKT Student Union-2024-2025
14. Ms. M. Sivashankari, Treasurer, NKT Student Union-2024-2025
15. Mrs. V. Pattammal, Assistant
16. Mr. R. Ajay Alex, Office Assistant

The Purchase & Maintenance Committee met on 11th November 2024 at 11 am. to discuss the purchase and maintenance requirements of the College. The meeting commenced with a silent prayer and the Principal welcomed all members of the Purchase and Maintenance Committee present for the meeting.

The Principal addressed that as discussed in the Environmental Sustainability Monitoring Committee Meetings the College has been focusing on maintenance of a Clean, Green and a Healthy Campus. All Water Facilities have been ensured of periodic maintenance and repairs to ascertain quality water supply to Students, Staff and all other Stakeholders entering the Campus.

Dr. T. Sahaya Saila, Assistant Professor of Tamil-Education thanked the Committee for extending the Fan Rods and replacing 4 Fans in the classrooms and other areas during the month of June 2024. She added that 3 Fans at the Vijayanthimala Block needs to be attended as they are running very slow and the Students are finding it very difficult to be seated comfortably in those classrooms and informed that the Electrician has given a quote of Rs. 2500/- for servicing the Fans. The Committee discussed and suggested to get the details of repair and servicing before payment could be made.

The Principal addressed that the State Level Silambam Competition has been scheduled on 20th November 2024. She invited Dr. Y. Pavanya, Directress of Physical Education for the agenda. She thanked the Principal for motivating her to conduct the State Level Silambam Competition and discussed the Personnel and expenses involved for all required arrangements. It was discussed and with a few suggestions, the Committee unanimously agreed for the expenses estimated for the conduct of the State Level Silambam Competition on 20th November 2024.

The Principal discussed the Stationary Requirements as submitted by Faculty Members to be distributed to the newly inducted students in Semester-I and presented the quotes obtained from three suppliers. The Committee discussed in detail and after scrutinizing the quotes approved the purchase of the part of the Stationary for Students in Semester-I from L.S. Narayanan, Chennai amounting to Rs. 45,705/- and another part of the Stationary from Oscar Xerox, Triplicane amounting to Rs. 64,320/-.

In addition the Committee unanimously decided to invite different Uniform Saree Vendors on 27th November 2025 to present before the Purchase & Maintenance

Committee the goods with prices for the Committee to decide on the Saree and the Vendor.

Dr. Jayashree Priyadharsini addressed that as the Students are in their Teaching Internship from 29th July until 20th November 2024 most of the Days of Importance were celebrated in Teaching Internship Schools with the permission of the Heads of Schools and their School Mentors and the cost incurred for each of the Celebrations were very meagre and not much. The Committee placed on record their appreciation to Students and Faculty Members for organizing the Celebrations in various Teaching Internship Schools with our Student-Teachers as Resource Experts and Organizing Members creating awareness and sensitizing School Students on vital issues.

Dr. T. Keziah, Assistant Professor of English Education, Faculty In-Charge of the Value-Added Certificate Course CC1: English Language Development and Ms. E. Nivethana, Assistant Professor of Special Education, Faculty In-charge of the Value-Added Certificate Course CC2: Sign Language Interpretation discussed about the expenses to be incurred for the conduct of the Semester-I Value-Added Certificate Courses ensuing Choice Based Credit System scheduled from 2nd November 2024 to 8th March 2025. The Committee discussed and approved of the expenses estimated inclusive of infrastructural and instructional facilities required for the effective conduct of the Value-Added Certificate Courses.

The expenses incurred for the Student Induction and Ice-Breaking Programmes were scrutinized and approved.

All other basic electrical and plumbing repairs and maintenance were discussed and agreed upon.

The Student Representatives when asked to give their suggestions for further maintenance of the College Campus for optimum utilization of all Infrastructural and Instructional facilities, they expressed their satisfaction of all Items purchased and maintenance of the Campus and thanked the Management, Principal and Staff for the initiatives taken for the welfare of Students in the College.

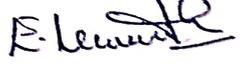
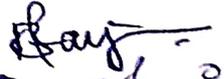
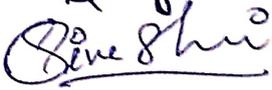
It was unanimously agreed by the Purchase and Maintenance Committee Members that all purchases and orders will be subject to the approval of the Secretary of the College.

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



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

Attendance for the Purchase & Maintenance Committee Meeting held on 27th November 2024 at 3.30pm.

Members	Signature
1. Dr. S. Chamundeswari Principal	
2. Dr. V. Jayashree Priyadharsini Assistant Professor of Biological Science-Education	
3. Ms. P. Sangeetha Assistant Professor of English-Education	
4. Mrs. A.H. Komala Assistant Professor of Economics-Education	
5. Mrs. T. Anitha Devi Assistant Professor of Mathematics-Education	
6. Dr. T. Sahaya Saila Assistant Professor of Tamil-Education	
7. Dr. V.J. Uma Assistant Professor of Physical Science-Education	
8. Dr. S. Dhanalakshmi Librarian	
9. Dr. V. Sridevi Assistant Professor of Biological Science-Education	
10. Mrs. V. Geethanjali Assistant Professor of Tamil-Education	
11. Dr. T. Keziah Assistant Professor of English-Education	
12. Ms. E. Nivethana Assistant Professor of Special Education	
13. Ms. M. Fayiza Begam Secretary, NKT Student Union-2024-2025	
14. Ms. M. Sivashankari Treasurer, NKT Student Union-2024-2025	
15. Mrs. V. Pattammal Assistant	
16. Mr. R. Ajay Alex Office Assistant	

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

CHENNAI-600 005

(Autonomous)

Minutes of the Purchase & Maintenance Committee Meeting

Minutes of the Purchase & Maintenance Committee Meeting held at 3.30 pm. on 27th November 2024 at the Principals Office in the premises of N.K.T. National College of Education for Women, situated at No. 41, Dr. Besant Road, Triplicane, Chennai-600 005.

Members Present

1. Dr. S. Chamundeswari, Principal
2. Dr. V. Jayashree Priyadharsini, Assistant Professor of Biological Science-
Education
3. Ms. P. Sangeetha, Assistant Professor of English-Education
4. Mrs. A.H. Komala, Assistant Professor of Economics-Education
5. Mrs. T. Anitha Devi, Assistant Professor of Mathematics-Education
6. Dr. T. Sahaya Saila, Assistant Professor of Tamil-Education
7. Dr. V.J. Uma, Assistant Professor of Physical Science-Education
8. Dr. S. Dhanalakshmi, Librarian
9. Dr. V. Sridevi, Assistant Professor of Biological Science-Education
10. Mrs. V. Geethanjali, Assistant Professor of Tamil-Education
11. Dr. T. Keziah, Assistant Professor of English-Education
12. Ms. E. Nivethana, Assistant Professor of Special Education
13. Ms. M. Fayiza Begam, Secretary, NKT Student Union-2024-2025
14. Ms. M. Sivashankari, Treasurer, NKT Student Union-2024-2025
15. Mrs. V. Pattammal, Assistant
16. Mr. R. Ajay Alex, Office Assistant

The Purchase & Maintenance Committee met on 27th November 2024 at 3.30 pm. to discuss the purchase and maintenance requirements of the College. The meeting commenced with a silent prayer and the Principal welcomed all members of the Purchase and Maintenance Committee present for the meeting.

The Principal addressed that for the selection and purchase of Uniform for the newly inducted Students in the B.Ed., B.Ed. Special Education and M.Ed. Programmes. Each of the Vendor was called to display their products and discuss the quality and prices that they could offer. After discussion on the quality and price quoted by each Vendor, the Committee unanimously decided to place order to Srivari Collections, Chennai for supply of 93 Uniform Sarees amounting Rs. 38,083/-.

Dr. S. Dhanalakshmi, Librarian informed that as the College has reopened for the 1 Year B.Ed., B.Ed. Special Education and M.ED. Students the College Calendar has to be printed and distributed. She presented before the Committee the three quotes procured from various Printers. The Committee after scrutiny and discussion unanimously decided to place order to L.S. Narayanan, Chennai for printing of Calenders amounting to Rs. 30,400/-

Dr. V.J. Uma, Coordinator of the Semester-IV Value-Added Certificate Course CC5: TET Coaching scheduled from 7th December 2024 to 29th March 2025 discussed the expenses involved for the conduct of the Value-Added Certificate Course CC5. The Committee after discussion unanimously agreed for the arrangements and expenses expected to be incurred for the smooth conduct of the Value-Added Certificate Courses ensuing Choice Based Credit System.

Dr. T. Keziah, Member Coordinator of the Environmental Sustainability Monitoring Committee informed that Motor in the College Block is not working and when consulted the Electrician and the Plumber have given the repair estimate to be Rs. 7,000/- The Committee after discussion invited the Electrician, Mr. T. Thinakaran who was in the Campus to discuss the work involved in repairing the Motor at the College Block. After discussion the Committee unanimously agreed to do the repair at the earliest and insisted that the Electrician and Plumber cut down on their charges.

The IQAC Coordinator, Mrs. T. Anitha Devi Academics, Dr. V. Jayashree Priyadharsini discussed about the Programmes and celebrations scheduled by various Centres, Clubs and in the Forum for Strategies and Operations Planning and presented the expenses expected for these Programmes. The Committee after

discussion unanimously agreed to the expenses chalked out for the effective conduct of the Programmes that are chalked out keeping in mind the welfare of the Institution and all Stakeholders.

In addition Mrs. T. Anitha Devi discussed sought the approval for the expense of Ra. 5237/- incurred for documentation to be uploaded for the submission of the AQAR-2023-2024 Report. After discussion the Committee approved of the expenses and suggested to minimize photocopying of documents outside the College and to do within the College.

Dr. V.J. Uma Vice-President of the NKT College PTA Association has scheduled a Capacity Building Programme on Enhancing Emotional Intelligence among Non-Teaching Staff: A Path to Better Work Culture and Supportive Environments for the benefit and well-being of the Non-Teaching Staff on 3rd January 2025. The Committee placed on record their appreciation to the NKT College PTA Association and its Office Bearers for all their support to the Institution.

Ms. P. Sangeetha informed that the NKT Student Union-2024-2025 has planned for a fund raising Programme on 7th January 2025 to organize the TLM Competition on 19th February 2025. She along with Dr. V. Jayashree Priyadarsini discussed the requirements.

The Watchman Mr. R. Paneerselvam informed the Committee that as the Environmental Sustainability Monitoring Committee is insisting on clean maintenance of the Campus, the Play Area adjacent to the Student Union Block needs to be cleared frequently and the gardening needs to be attended more compared to other parts of the Campus. The Committee after discussion unanimously agreed to do the needful at the earliest.

All other basic electrical and plumbing repairs and maintenance were discussed and agreed upon. The Student Representatives when asked to give their suggestions for further maintenance of the College Campus for optimum utilization of all Infrastructural and Instructional facilities, they expressed their satisfaction of all Items purchased and maintenance of the Campus and thanked the Management, Principal and Staff for the initiatives taken for the welfare of Students in the College.

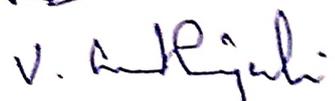
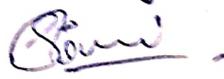
It was unanimously agreed by the Purchase and Maintenance Committee Members that all purchases and orders will be subject to the approval of the Secretary of the College.

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



PRINCIPAL
N.K.T. NATIONAL COLLEGE OF
EDUCATION FOR WOMEN
(AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 007,

Attendance for the Purchase & Maintenance Committee Meeting held on
13th January 2025 at 4.30pm.

Members		Signature
1.	Dr. S. Chamundeswari Principal	
2.	Dr. V. Jayashree Priyadharsini Assistant Professor of Biological Science-Education	
3.	Ms. P. Sangeetha Assistant Professor of English-Education	
4.	Ms. A.H. Komala Assistant Professor of Economics-Education	
5.	Mrs. T. Anitha Devi Assistant Professor of Mathematics-Education	
6.	Dr. T. Sahaya Saila Assistant Professor of Tamil-Education	
7.	Dr. V.J. Uma Assistant Professor of Physical Science-Education	
8.	Dr. S. Dhanalakshmi Librarian	
9.	Dr. V. Sridevi Assistant Professor of Biological Science-Education	
10.	Mrs. V. Geethanjali Assistant Professor of Tamil-Education	
11.	Dr. T. Keziah Assistant Professor of English-Education	
12.	Ms. E. Nivethana Assistant Professor of Special Education	
13.	Ms. M. Fayiza Begam Secretary, NKT Student Union-2024-2025	
14.	Ms. M. Sivashankari Treasurer, NKT Student Union-2024-2025	
15.	Mrs. V. Pattammal Assistant	
16.	Mr. R. Ajay Alex Office Assistant	

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

CHENNAI-600 005

(Autonomous)

Minutes of the Purchase & Maintenance Committee Meeting

Minutes of the Purchase & Maintenance Committee Meeting held at 4.30 pm. on 13th January 2025 at the Principals Office in the premises of N.K.T. National College of Education for Women, situated at No. 41, Dr. Besant Road, Triplicane, Chennai-600 005.

Members Present

1. Dr. S. Chamundeswari, Principal
2. Dr. V. Jayashree Priyadharsini, Assistant Professor of Biological Science-Education
3. Ms. P. Sangeetha, Assistant Professor of English-Education
4. Dr. A.H. Komala, Assistant Professor of Economics-Education
5. Mrs. T. Anitha Devi, Assistant Professor of Mathematics-Education
6. Dr. T. Sahaya Saira, Assistant Professor of Tamil-Education
7. Dr. V.J. Uma, Assistant Professor of Physical Science-Education
8. Dr. S. Dhanalakshmi, Librarian
9. Dr. V. Sridevi, Assistant Professor of Biological Science-Education
10. Mrs. V. Geethanjali, Assistant Professor of Tamil-Education
11. Ms. E. Nivethana, Assistant Professor of Special Education
12. Ms. M. Fayiza Begam, Secretary, NKT Student Union-2024-2025
13. Ms. M. Sivashankari, Treasurer, NKT Student Union-2024-2025
14. Mr. R. Ajay Alex, Office Assistant

The Purchase & Maintenance Committee met on 13th January 2025 at 4.30 pm. to discuss the purchase and maintenance requirements of the College. The meeting commenced with a silent prayer and the Principal welcomed all members of the Purchase and Maintenance Committee present for the meeting.

The Principal addressed that maintenance of the College Campus ensuring a Clean, Green and Healthy Environment is a real challenge. The periodic maintenance of all Water Facilities and Storage Units like Overhead Tanks and Sumps, Motors and cleaning of Building Terraces and Gardens has become very expensive and the College manages these expenses with the support of the Management, NKT College Associations and other Non-Governmental Organizations. As this maintenance involves an exorbitant amount of the Finance generated by the College, maintenance and purchase of other Instructional Facilities to upgrade the Classroom Instructional Facilities takes the second priority and not much is possible.

The Principal requested the support of the Student Union to ensure that Students are sensitized to use of minimum natural resources, electricity, water and use all Facilities in Classrooms and outside with care. The Student Representatives promised to do their best to cooperate in maintenance of the Campus and also informed that Union has been chalking out Awareness Programmes on the Health Hazards due to unhygienic environment. The Committee after discussion also decided to have Meeting with the Headmistress and Teachers of the Model School within the same premises to evolve strategies for a better and effective maintenance of the NKT Campus.

The Principal placed on record her appreciation to the NKT Student Union-2024-2025 for conducting the Educator's Canvas on 7th January 2025 to raise Funds to organize the TLM Competition scheduled on 19th February 2025. She addressed that the Student Union of the College is very vibrant involving themselves in each and every activity of the College with full of energy extending their utmost support.

The expenses incurred by the College for the conduct of Non-Statutory Body Meetings were discussed and agreed upon.

The expenses incurred for the Celebration of the Uzhavar Thirunal and other Celebrations approved by the Celebration Committee in its meeting held on 2nd December 2024 were discussed and approved.

All basic electrical and plumbing repairs and maintenance were discussed in detail. The electrical maintenance amounting to Rs. Rs. 4500/- and plumbing maintenance amounting to Rs. 2000/- were discussed and agreed upon.

The Office Assistant, Mr. R. Ajay Alex requested permission for purchase of batteries for clocks in Classrooms and Laboratories and dusting cloth for cleaning of furniture. It was agreed by the Committee to purchase the required batteries and cleaning material.

The Student Representatives expressed their satisfaction of all Items purchased and maintenance of the Campus and thanked the Management, Principal and Staff for the initiatives taken for the welfare of Students in the College.

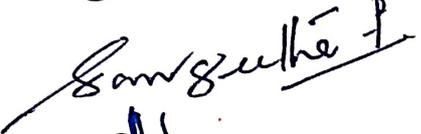
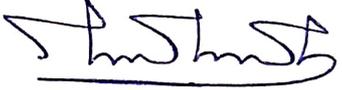
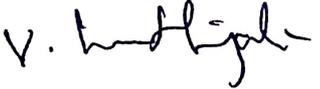
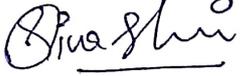
It was unanimously agreed by the Purchase and Maintenance Committee Members that all purchases and orders will be subject to the approval of the Secretary of the College.

The meeting came to an end with a note of appreciation to the two College Associations, NKT College Parent-Teacher and Alumni Associations for all their support not only to maintain the basic infrastructure but also in organizing Capacity Building Programmes for the Staff members and all members of the Purchase and Maintenance Committee.



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

Attendance for the Purchase & Maintenance Committee Meeting held on
7th February 2025 at 2.30pm.

Members	Signature
1. Dr. S. Chamundeswari Principal	
2. Dr. V. Jayashree Priyadharsini Assistant Professor of Biological Science-Education	
3. Ms. P. Sangeetha Assistant Professor of English-Education	
4. Dr. A.H. Komala Assistant Professor of Economics-Education	
5. Mrs. T. Anitha Devi Assistant Professor of Mathematics-Education	
6. Dr. T. Sahaya Saila Assistant Professor of Tamil-Education	
7. Dr. V.J. Uma Assistant Professor of Physical Science-Education	
8. Dr. S. Dhanalakshmi Librarian	
9. Dr. V. Sridevi Assistant Professor of Biological Science-Education	
10. Mrs. V. Geethanjali Assistant Professor of Tamil-Education	
11. Dr. T. Keziah Assistant Professor of English-Education	
12. Ms. E. Nivethana Assistant Professor of Special Education	
13. Ms. M. Fayiza Begam Secretary, NKT Student Union-2024-2025	
14. Ms. M. Sivashankari Treasurer, NKT Student Union-2024-2025	
15. Mrs. V. Pattammal Assistant	
16. Mr. R. Ajay Alex Office Assistant	

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

CHENNAI-600 005

(Autonomous)

Minutes of the Purchase & Maintenance Committee Meeting

Minutes of the Purchase & Maintenance Committee Meeting held at 2.30 pm. on 7th February 2025 at the Principals Office in the premises of N.K.T. National College of Education for Women, situated at No. 41, Dr. Besant Road, Triplicane, Chennai-600 005.

Members Present

1. Dr. S. Chamundeswari, Principal
2. Dr. V. Jayashree Priyadharsini, Assistant Professor of Biological Science-Education
3. Ms. P. Sangeetha, Assistant Professor of English-Education
4. Dr. A.H. Komala, Assistant Professor of Economics-Education
5. Mrs. T. Anitha Devi, Assistant Professor of Mathematics-Education
6. Dr. T. Sahaya Saila, Assistant Professor of Tamil-Education
7. Dr. V.J. Uma, Assistant Professor of Physical Science-Education
8. Dr. S. Dhanalakshmi, Librarian
9. Dr. V. Sridevi, Assistant Professor of Biological Science-Education
10. Mrs. V. Geethanjali, Assistant Professor of Tamil-Education
11. Dr. T. Keziah, Assistant Professor of English-Education
12. Ms. E. Nivethana, Assistant Professor of Special Education
13. Ms. M. Fayiza Begam, Secretary, NKT Student Union-2024-2025
14. Ms. M. Sivashankari, Treasurer, NKT Student Union-2024-2025
15. Mrs. V. Pattammal, Assistant
16. Mr. R. Ajay Alex, Office Assistant

The Purchase & Maintenance Committee met on 7th February 2025 at 2.30 pm. to discuss the purchase and maintenance requirements of the College. The meeting commenced with a silent prayer and the Principal welcomed all members of the Purchase and Maintenance Committee present for the meeting.

The Principal addressed that the Annual Sports Day for the Academic Year 2024-2025 has been scheduled on 14th February 2025. She invited The Directress of Physical Education, Dr. Y. Pavanya for discussion of this Agenda. Dr. Pavanya addressed that for the Annual Sports Day scheduled on 14th February 2025 Lion R. Viswanathan, President of the Lions Club, Central Madras has been invited as the Guest of Honour. She discussed the expenses estimated for the Sports Day inclusive of purchase of Prizes and Band Rehearsals. The budget was discussed in detail and agreed upon with wishes to Dr. Pavanya for successful conduct of the Annual Sports Meet-2025.

The Principal added that the International Women's Day Celebration has been planned to be celebrated on 7th March 2025 in collaboration with the Rotary Club of Chennai IT City. The arrangements and the expenses to honour the dignitaries were discussed and agreed upon.

Dr. V. Jayashree Priyadharsini, Dean of Academics and Ms. P. Sangeetha, Dean of Student Welfare discussed about the arrangements and estimated budget for the TLM Competition organized by the NKT Student Union-2024-2025 on 19th February 2025. The Committee placed on record their appreciation to the Student Union for mobilizing funds for the TLM Competition and only very minor expenses had to be supported by the College.

Dr. Jayashree and Dr. V.J. Uma, Assistant Professor of Physical Science-Education added that a One Day Seminar on Climate Change & Planetary Health has organized by the NKT Science Club on 1st March 2025 for the celebration of the National Science Day inviting Dr. N. Vasimalai, Assistant Professor, B.S. Abdur Rahman Crescent University, Chennai. They informed that the expenses for the Programme would be met utilizing the Financial Assistance of Rs. 15,000/- mobilized by Dr. V. Jayashree Priyadharsini. The Committee discussed the expenses involved for the conduct of the Seminar and with a note of appreciation to Dr. Jayashree Priyadharsini for mobilizing the funds approved of the estimated expenses.

The remunerations for the Resource Experts addressing at Invited Talks and other Programmes were discussed and agreed upon.

All other basic electrical and plumbing repairs and maintenance were discussed and agreed upon. The Student Representatives when asked to give their suggestions for further maintenance of the College Campus for optimum utilization of all Infrastructural and Instructional facilities, they expressed their satisfaction of all Items purchased and maintenance of the Campus and thanked the Management, Principal and Staff for the initiatives taken for the welfare of Students in the College.

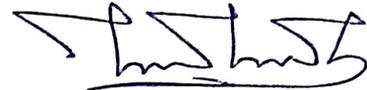
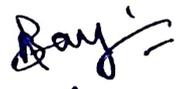
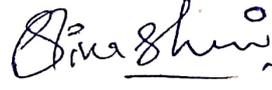
It was unanimously agreed by the Purchase and Maintenance Committee Members that all purchases and orders will be subject to the approval of the Secretary of the College.

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



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

Attendance for the Purchase & Maintenance Committee Meeting held on
11th March 2025 at 2.30pm.

Members	Signature
1. Dr. S. Chamundeswari Principal	
2. Dr. V. Jayashree Priyadharsini Assistant Professor of Biological Science-Education	
3. Ms. P. Sangeetha Assistant Professor of English-Education	
4. Dr. A.H. Komala Assistant Professor of Economics-Education	
5. Mrs. T. Anitha Devi Assistant Professor of Mathematics-Education	
6. Dr. T. Sahaya Saila Assistant Professor of Tamil-Education	
7. Dr. V.J. Uma Assistant Professor of Physical Science-Education	
8. Dr. S. Dhanalakshmi Librarian	
9. Dr. V. Sridevi Assistant Professor of Biological Science-Education	
10. Mrs. V. Geethanjali Assistant Professor of Tamil-Education	
11. Dr. T. Keziah Assistant Professor of English-Education	
12. Ms. E. Nivethana Assistant Professor of Special Education	
13. Ms. M. Fayiza Begam Secretary, NKT Student Union-2024-2025	
14. Ms. M. Sivashankari Treasurer, NKT Student Union-2024-2025	
15. Mrs. V. Pattammal Assistant	
16. Mr. R. Ajay Alex Office Assistant	

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

CHENNAI-600 005

(Autonomous)

Minutes of the Purchase & Maintenance Committee Meeting

Minutes of the Purchase & Maintenance Committee Meeting held at 2.30 pm. on 11th March 2025 at the Principals Office in the premises of N.K.T. National College of Education for Women, situated at No. 41, Dr. Besant Road, Triplicane, Chennai-600 005.

Members Present

1. Dr. S. Chamundeswari, Principal
2. Dr. V. Jayashree Priyadharsini, Assistant Professor of Biological Science-
Education
3. Ms. P. Sangeetha, Assistant Professor of English-Education
4. Dr. A.H. Komala, Assistant Professor of Economics-Education
5. Mrs. T. Anitha Devi, Assistant Professor of Mathematics-Education
6. Dr. T. Sahaya Saila, Assistant Professor of Tamil-Education
7. Dr. V.J. Uma, Assistant Professor of Physical Science-Education
8. Dr. S. Dhanalakshmi, Librarian
9. Dr. V. Sridevi, Assistant Professor of Biological Science-Education
10. Mrs. V. Geethanjali, Assistant Professor of Tamil-Education
11. Dr. T. Keziah, Assuistant Professor of English-Education
12. Ms. E. Nivethana, Assistant Professor of Special Education
13. Ms. M. Fayiza Begam, Secretary, NKT Student Union-2024-2025
14. Ms. M. Sivashankari, Treasurer, NKT Student Union-2024-2025
15. Mrs. V. Pattammal, Assistant
16. Mr. R. Ajay Alex, Office Assistant

The Purchase & Maintenance Committee met on 11th March 2025 at 2.30 pm. to discuss the purchase and maintenance requirements of the College. The meeting commenced with a silent prayer and the Principal welcomed all members of the Purchase and Maintenance Committee present for the meeting.

The Principal addressed that the two Motors in the College Campus, one 2HP Motor and the other 3HP Motor failed suddenly and was attended as an emergency. The Committee discussed the expenses incurred Rs. 8,825/- and approved. The Committee insisted on proper maintenance of all Motors, Water Facilities and Powerbackups for the well-being of all Stakeholders.

The Principal addressed that the NKT Student Union-2025-2026 Election has been scheduled on 21st March 2025 followed by the 58th College Day Celebration along with the Induction of the newly elected Student Union-2025-2026 Members and Hallmark of Excellence scheduled on the 26th March 2025.

Dr. T. Sahaya Saila, Returning Officer of the Student Union Election Commission and Ms. P. Sangeetha, Dean of Student Welfare and Faculty in-charge of the Union Election discussed the arrangements and the expenses to be incurred for the Union Election. It was discussed and agreed upon.

Further, Dr. A.H. Komala, Controller of Examinations and Ms. P. Sangeetha, Dean of Student Welfare presented in detail the requirements for the 58th College Day Celebration along with the Induction of the newly elected members. The estimation for the conduct of the 58th College Day Celebration and the Student Union Induction were discussed in detail and agreed upon. It was permitted by the Purchase and Maintenance Committee to order for Flower Bouquets, Badges and Certificates.

Dr. V.J. Uma, Placement Officer discussed the requirements for the Hallmark of Excellence and was agreed by the Committee.

All other basic electrical and plumbing repairs and maintenance were discussed and agreed upon. The Student Representatives when asked to give their suggestions for further maintenance of the College Campus for optimum utilization of all Infrastructural and Instructional facilities, they expressed their satisfaction of all Items purchased and maintenance of the Campus and thanked the Management, Principal and Staff for the initiatives taken for the welfare of Students in the College.

It was unanimously agreed by the Purchase and Maintenance Committee Members that all purchases and orders will be subject to the approval of the Secretary of the College.

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

A handwritten signature in black ink, appearing to be 'S. S.', written over a horizontal line.

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