

# Minutes of Council meeting held on 9.2.11

1. NAAC. Reaccreditation - 3 days Visit on 11.3.11, 12.3.11 & 13.3.11.
2. Preparation for NAAC Visit - at Department-level.  
(Soft & Hard Copies, a short power point- presentation with bulletin points only).  
Give focus for following areas.
  - a) Results. (i) Innovation in teaching & learning
  - b) Ranks (j) Field/lab visits, Industry etc
  - c) Student achievement (k) Funding agencies
  - d) Staff " (l) Extension - outreach programmes.
  - e) placements (m) Files (Attendance, Marksheet, progress etc)
  - f) projects (n) Vision of the dept.
  - g) Dept. activities (o) Seminars / conference.
  - h) Books, Journals, E-journals, Research papers (p) Resource persons.
3. Mid-Sem exams from 28.2.11 - 4.3.11
4. Question Paper Submission on or before 17.2.11 (G. drive)
5. College day & valedictory : 18.3.11 or 19.3.11 & 21.3.11
6. CAT II after NAAC visit
7. Proficiency prize winner - name to be given to Mrs. Anuradha HOD of English, on or before 8.3.11 (calculate upto mid.Sem)
8. End-Sem - practical exam - 24.3.11 - 5.4.11
9. End-Sem. Theory exam - 8.4.11 - 28.4.11
10. G. Drive is already overloaded. Please check & delete repetition personal files, unwanted details if any, & keep only the essential informations, otherwise, at any time, the entire G. drive may vanish, as it happened in the recent past. You can have your details in C & D drive & also in CD form) If not done immediately, ESRM will delete them, to safeguard the important files in G. drive.

Chennai: 44  
10.2.11

T. Sitalashree  
10.2.11  
Council Secretary

18.2.11

To

All HODs. & Staff,

1). 19.2.11 - Saturday is a working day with special time table.

Class.	10-11 AM.	11-12. Noon.	12-1. PM.
I yr	Engl <sup>r</sup> Major	Language	Allied.
II yr	Allied	English	Major
III yr	Major	Major	Major

2). Mid. Sem Mark Submission on 28.3.11

3). Despatching progress cards on 30.3.11

4). 26.2.11 - Saturday - Holiday.

5). Number of working days in Feb. 2011 - (20)

By

T. Sitalakshmi.

Council Secretary.

18.2.11