

**Minutes Of Meeting (ACM)**  
**Smt.Nagarathamma Colege Of Nursing**  
**Acharya Institutes ,Bengaluru 107**



**Date & Time** : 16.1.2021  
**Location** : Principal's Office  
**Duration** : 2 hour  
**Agenda** :-

**Reference No: ACM/4/1/2021**

1. Admission and examination

- Academic Planning (Offline and online classes)
- Class coordinators report on portion completion
- Sessional Examination
- Clinical & Community Postings
- Community Procedure Demonstration
- University Examination :Theory and Practical centre
- IA Marks and Examination
- CET teaching Session - Coordinator
- Research Topics for final years (Group Project)
- MLHP brief Schedule

2. Maintenance of academic discipline

- Chief Proctor Report -Student Grievance
- Pulse Polio
- DVS
- First Aid and CPR updates
- Journal Club
- Anti raging undertaking

3. IQAC Report

- SOP and AQAR
- 2017-2020 monthly Activities
- DMU
- FARM

4. Any other matter within the permission of the chair

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**Members present: 11/13**

SI. No	Representative's Designation	Name
1	Principal -Chairperson	Prof.Devi Nanjappan
2	Member	Mrs.Mercy Devapriya
3	Member	Dr.Bheemaraju
4	Member	Mrs.Manjula.T
5	Member	Mrs.Elaiyarasi
6	Member	Mrs.Gincy Samuel
7	Member	Mrs.Nirmala
8	Member	Mrs.Nagammal
9	Member	Dr.Justin Jaya Amudha
10	Member	Mrs.Sabi Tharakan
11	ACM member secretary	Mrs.Amba

**Members Absent: 2/13**

Sl.No.	Designation	Name	Reason
1	Member	Mr.Sandeep	Personal
2	Member	Mrs.Kapu Manjula	Personal

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**Discussion Summary:**

	<b>Action/Discussion Points</b>	<b>Responsibility</b>	<b>Timeline</b>
1	<p><b><u>Academic Planning (Offline and online classes)</u></b></p> <p>Principal informed that for I BSc and I GNM offline classes to be conducted and all other batches online classes to be continued till January end Mrs.Manjula informed that University Examination is scheduled from 8<sup>th</sup> February for IV BSc and II BSC students for which principal informed that from March Ist online classes may be started for both batches. Madam Also informed that for PBBSC and MSc Online classes can be continued till April.2021.</p>	Principal All Faculty	16.1.21
2	<p><b><u>Class Coordinators Report On portion completion</u></b></p> <p>All the class coordinators informed that 25-30% of theory portions have been completed Except for I BSc and I GNM.I year coordinators informed that about 15% portions completed. Mrs Nirmala informed that II BSc teaching practice is scheduled from March First week.</p> <p>Principal informed III Bsc Mental health nursing clinical postings can be planned at Spandana Hospital and for IV BSC Nursing Community postings to be scheduled. Principal further informed that on 30<sup>th</sup> of January Lamp lighting Ceremony is scheduled and Dr. Ramai will be the chief guest for the day. Madam also informed Biochemistry and pathology subjects can be dealt my internal faculty.</p>	Principal Class- –Coordinators All Faculty	February 2021.
3	<p><b><u>Sessional examination</u></b></p> <p>Mrs.Nagammal informed that for GNM I sessionals are</p>	Principal	January 2 <sup>nd</sup>

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	planned from 3.2.21 to 5.2.21. and Mrs.Manjula T Informed that for BSc ,PBBSc and MSC , I sessional exams will be conducted in the month of March 21 after their University Examination..	All Faculty	week
4	<p><b><u>Clinical and Community Postings:</u></b></p> <p>Principal Informed that Mrs.Elaiyarasi to Schedule clinical posting to all the batches and for MSC and PBBSC Principal informed the students can work in the hospitals for 3 months and they can submit the work certificate from the hospital they worked. And also madam informed that the students should be given objectives and rotation plan to complete their academic requirements .</p> <p>Principal further informed that other batch students need to be trained in lab until we get the permission from the Hospital .She also informed all the speciality lab training should be given to the students</p>	Principal Clinical coordinator Class coordinator	March 2021
5	<p><b><u>Chief Proctor Report</u></b></p> <p>Mrs.Gincy Informed that I year students are rescheduled and allotted to the proctors and she also informed that there were about 15 students grievances brought to the principal notice and the problems were solved and also the parents were informed.Mrs.Gincy Forther informed that all the proctor cards need to be updated by the faculty</p>	Principal Mrs.Gincy Samuel All Faculty	February 2021
6	<p><b><u>University Examination ::</u></b></p> <p>Mrs.majula T Informed that IA marks uploading is going on and also few students Examination fees payment at to be paid and she informed all the class coordinators to inform the students to pay their tuition fees and examination fees. Principal informed that Examination centre may be</p>	Principal Mrs.Manjula Class coordinators	8 <sup>th</sup> February 2021

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	Dhanvanthri College of Nursing.		
7	<p><b><u>Research Topics for final years (Group Project) and MLHP brief Schedule</u></b></p> <p>Dr.Bheemaraju informed that For final year students group research projects will be planned .Principal informed that two students can be in each group.Principal informed that for Final year students MLHP (Middle Lelel Health Provider) training should be provided.She Informed Mrs.Elaiyarasi to plan and schedule.the dates for MLHP training.</p>	Principal Dr.Bheemaraju All Faculty	February 2021
8	<p><b><u>Pulse Polio and DVS</u></b></p> <p>Mrs.Elaiyarasi informed that Pulse polio programme is on 31<sup>st</sup> January and the III year GNM students will be going .Principal Informed that the students should be given the certificates.Mrs.Elaiyarasi also informed that DVS report will be sent to University in a short period.</p>	Principal Mrs.Elaiyarasi All Faculty	February 2021
9	<p><b><u>First Aid and CPR updates</u></b></p> <p>Principal Informed that First Aid and CPR training modules may be prepared for conducting the programme. Madam Also informed that first Aid programme need to be scheduled .</p>	Principal All Faculty	March 2021
10	<p><b><u>Journal club &amp; CNE:</u></b></p> <p>Principal Informed that Staff Development and CNE programme port folio can be reassigned to Dr.Justin Jaya from January 2021.Madam also informed that the schedule of CNE and Journal club can be prepared and sent to IQAC</p>	Principal Dr.Justin Jaya Amuda All Faculty	January 2021

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	for documentation.		
11	<p><b><u>Anti raging undertaking</u></b></p> <p>Principal Informed that for first year students ant raging undertaking should be done by coordinators. Madam also informed that health check up and immunization for first year students to be planned and scheduled.</p>	Principal Class Cordinators	February 2021
12	<p><b><u>IQAC Report :SOP and AQAR -,2019-2020</u></b></p> <p>Mrs.Mercy Devapriya informed that on 12<sup>th</sup> January there was a meeting with Professor Amsumali from IQAC team and The SOPs of the nursing college is being developed and the phase 3 drafting process is ongoing .The corrections for the SOP documents are been given , which is to be discussed with the respective faculty in-charge of the SOP. She also informed that the AQAR 2019-20 documents to be prepared by the IQAC team .The roles of the faculty will be discussed.</p> <p>Mrs.mercy also informed that AQAR submission date will be on March 31 and also SSR submission will be December 2021. For which Principal informed that each faculty can be allotted the NAAC criterias .</p> <p>The Meeting is adjourned at 5 PM.</p>	Principal Mrs.Mercy Devapriya All the Faculty	February 2021

**Mrs.AMBA**  
**Member Secretary**

**Professor Devi Nanjappan**  
**Principal**  
**16.1.21**

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**Acharya Institutes ,Bengaluru 107**



**Date :** 28.8.21

**Reference No:** ACM/11/8/2021

**Duration** : 3.00 PM -5.00 PM

**Location** : Principal office

**Agenda :-**

- 1.Class coordinators Report
- 2.Examination Coordinator Report
- 3.Clinical Cordinator Report
- 4.Handing over of Previous academic year documents
- 5.New commencement of academic year 2021-22
- 6.Commencement of higher Semister
- 7.Master rotation plan ,Clinical rotation plan,Course plan and teaching plan preparation
- 8.Subject devison ,Student hand book ,Academic calendar preparation

**Members present: 11/14**

SI. No	Representative's Designation	Name
1	Principal –Chairperson	Prof.Devi Nanjappan
2	Member	Dr.T.S.BheemaRaju
3	Member	Mrs.Mercy Devapriya
4	Member	Mrs.Manjula.T
5	Member	Mrs.Elaiyarasi
6	Member	Mrs.Gincy Samuel
7	Member	Mrs.Nagammal
8	Member	Dr.Justin Jaya Amudha
9	Member	Mrs.Kapu Manjula
10	Member	Mr.Sandeep Wesley N
11	ACM member Secretary	Mrs.Amba V
	<b>Members Absent (3/14)</b>	

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1	Member	Mrs.Nirmala
2	Member	Mrs.Lavanya
3	Member	Mrs.Sabi Tharakan

**Discussion Summary:**

	<b>Action/Discussion Points</b>	<b>Responsibility</b>	<b>Timeline</b>
1	<p><b><u>Class Coordinators Report</u></b></p> <p><b><u>I BSC Nursing</u></b></p> <p>Regarding portion completion Mrs.Kapu Manjula reported that about 100% theory completed and Nursing Foundation Virtual practical classes completed and offline laboratory demonstration is at to be completed.Mrs.Kapu Manjula also informed that all the students are vaccinated for Covid -19 with Ist dose and the second dose at to be done she also informed that students are not willing to come for offline classes and also for model examination because majority of students are from Kerala state and there is complete lockdown.Mrs.Amba informed that Nutrition practical demonstration should be conducted when the students are coming for offline classes</p> <p><b><u>BSc II Nursing :</u></b></p> <p>Dr.Justin Jeya Amutha reported that 100% theory portions completed and revisions classes are going on and about 35% students reported to offline clases.Madam further informed that students are doing their clinical requirements and they are to be signed by the teachers before 30<sup>th</sup> of september. Madam Elaiyarasi informed that 53 out of 90 are vaccinated against covid -19.</p> <p><b><u>III BSC Nursing:</u></b></p> <p>Dr.Justin Jeya Amutha reported that 100 % theory portions are completed and also laboratory practical demo classes are ongoing for child health nursing and also question paper revisions are happening for Medical surgical nursing and Mental health nursing. She also reported</p>	<p>Principal Mrs.Kapu Manjula All Faculty</p> <p>Principal Dr.Justin All Faculty</p> <p>Principal Dr.Justin Jeya Amutha All Faculty</p>	<p>30.9.21</p> <p>30.9.21</p> <p>29.9.21</p>



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2	<p>that only 25% students reported for offline classes. Madam Elaiyarasi informed that 49 out of 65 are vaccinated against covid -19</p> <p><b><u>IV BSC Nursing :</u></b></p> <p>Mr.Sandeep informed that all the 100 % theory portions completed and laboratory procedure demonstrations are happening on OBG and CHN subjects. Mrs.Elaiyarasi informed that for MLHW practical portions also to be completed and cumulative record to be signed. Mr.sandeep also informed that students are doing research project and graduation is completed and we have issued course completion certificates. Mrs.Amba Informed that before signing no dues confirm on submission of projects and clinical requirements to be signed and completed by 30.9.21.Mr.Sandeep further informed that in 100% students are vaccinated against Covid-19.</p> <p><b><u>PBBSC I &amp; II year :</u></b></p> <p><b>I PBBSC :</b> Mrs.Elaiyarasi reported that for PBBSC I year 100% portions completed in all theory subjects and practical laboratory demonstration are ongoing and the student is vaccinated against covid-19 Ist dose Mrs.Elaiyarasi also informed that all subject teachers may complete the signing of clinical requirement files before 30th of September.</p> <p><b>II PBBSc :</b> Mrs.Elaiyarasi informed that 100% theory syllabus completed and the students will submit their clinical requirement files by 4<sup>th</sup> September.Mrs.Elaiyarasi also informed the project work is ongoing and all the students except Robert are vaccinated against covid 19.</p> <p><b><u>MSc Nursing :</u></b> Mrs.Mercy Devapriya reported that 100 % theory portions and practical requirements are completed .Madam Mercy also informed that student has submitted her clinical requirements and got it signed.</p> <p><b><u>Exmination Co-Ordinators Report :</u></b></p> <p>Mrs Manjula informed that Model examination is scheduled from 1<sup>st</sup></p>	<p>Principal Mr.sandeep Faculty</p> <p>Principal Mrs.Elaiyarasi All faculty</p> <p>Principal Mrs.Elaiyarasi All faculty</p> <p>Principal Mrs.Mercy Devapriya All faculty</p>	<p>30.9.21</p> <p>30.9.21</p> <p>August I week</p> <p>11.8.21</p>
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	<p>September till 12<sup>th</sup> of September and she also informed that RGUHS supplementary examination is completed on 11<sup>th</sup> of August and results also announced. Mrs.Manjula also informed that about 45% students passed and one student result is withheld. Mrs.Manjula also informed that the score sheet with student categorization for III sessional examination to be submitted by 31<sup>st</sup> August and for Final examination internal assessment and attendance percentage to be finalized by 20<sup>th</sup> of August.</p> <p><b><u>Clinical Coordinator Report</u></b></p>	Principal Mrs.Manjula All faculty	31.8.21 20.9.21
3	<p>Mrs Elaiyarasi informed that clinical letters has been written and forwarded to office and need to be submitted to various hospitals such as ESI ,Trauma Care ,Victoria ,Vanivilas ,Spandana and Indra Gandhi institute of Child Health and she is going to send the permission request letters by during September second week to the hospitals.</p> <p><b><u>Handing over of Previous academic year documents</u></b></p>	Principal Mrs.Elaiyarasi All faculty	September second week
4	<p>Mrs.Amba informed that all the coordinators may handover the documents to IQAC by 30<sup>th</sup> of September through google drive.</p> <p><b><u>New commencement of academic year 2021-22</u></b></p>	Principal All faculty	30.9.21
5	<p>Principal informed that new commencement of Academic year is scheduled from 4<sup>th</sup> October 2021 and coordinators may schedule the orientation programme from 4<sup>th</sup> October to 14<sup>th</sup> October. Mrs.Mercy informed introduction of IQAC also may be added in the orientation programme .</p> <p><b><u>Commencement of higher Semester</u></b></p>	Principal All faculty	4.10.21- 14.10.21
6	<p>Principal Informed that higher semester may be commenced from 15<sup>th</sup> of September and she also informed revision classes can be continued for 15 days that is up to 30.9.21</p> <p><b><u>Master rotation plan ,Clinical rotation plan,Course plan and teaching plan preparation</u></b></p>	Principal All faculty	15.9.21 30.9.21
7	<p>Mrs.Amba informed that all the class coordinators to get ready with</p>	Principal	15.9.21



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**Mrs.AMBA**  
**Member Secretary**

**Prof.Devi Nanjappan**  
**Principal**  
**28.8.21**

**Minutes Of Meeting (ACM)**  
**Smt.Nagarathamma Colege Of Nursing**  
**Acharya Institutes ,Bengaluru 107**



**Date** : 18.9.21

**Reference No:** ACM/12/9/2021

**Duration** : 3.00 PM -5.00 PM

**Location** : Faculty Room

**Agenda** :-

- 1.Class coordinators Report
- 2.Examination Coordinator Report
- 3.Clinical Cordinator Report
- 4.Master rotation plan ,Clinical rotation plan,Course plan and teaching plan
- 5.Subject devision ,Student hand book ,Academic calendar

**Members present: 11/13**

SI. No	Representative's Designation	Name
1	Principal –Chairperson	Prof.Devi Nanjappan
2	Member	Dr.T.S.Bheemaraju
3	Member	Mrs.Mercy Devapriya
4	Member	Mrs.Elaiyarasi
5	Member	Mrs.Gincy Samuel
6	Member	Mrs.Nagammal
7	Member	Dr.Justin Jaya Amudha
8	Member	Mrs.Kapu Manjula
9	Member	Mr.Sandeep Wesley N
10	Member	Mrs.Sabi Tharakan
11	ACM member Secretary	Mrs.Amba V
	<b>Members Absent (2/13)</b>	
1	Member	Mrs.Manjula T
2	Member	Mrs.Nirmala (Maternity Leave)

**Discussion Summary:**

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	<b>Action/Discussion Points</b>	<b>Responsibility</b>	<b>Timeline</b>
1	<p><b><u>Class Coordinators Report</u></b></p> <p><b><u>I BSC Nursing</u></b></p> <p>Mrs.Kapu Manjula reported that 68 students reported to offline classes and clinical requirement files and logbooks will be evaluated by Mr.Sandeep and Mrs.saby tharakan and also procedure demonstration Redemonstration, Viva-Voce will be completed by them. Mrs.Amba informed that all file and clinical requirements need to be submitted to principal office for signature by the end of October 1<sup>st</sup> week.</p> <p><b><u>BSc II Nursing :</u></b></p> <p>Dr.Justin Jeya Amutha reported that 60 out of 90 students are reported for offline classes and revision classes are going on on Medical Surgical practical portions. Mrs.Amba informed that all file and clinical requirements need to be submitted to principal office for signature by the end of October Ist week.</p> <p><b><u>III BSC Nursing:</u></b></p> <p>Dr.Justin Jeya Amutha reported that 57 out of 62 students are reported to offline classes and practical viva -voce is ongoing for medical surgical ,mental health Nursing ,and child health Nursing. Mrs.Amba informed that all file and clinical requirements need to be submitted to principal</p>	<p>Principal Mrs.Kapu Manjula All Faculty</p> <p>Principal Dr.Justin All Faculty</p> <p>Principal Dr.Justin Jeya Amutha All Faculty</p>	<p>10.10.21</p> <p>10.10.21</p> <p>10.10.21</p>

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	<p>office for signature by the end of October 1<sup>st</sup> week.</p> <p><b><u>IV BSC Nursing :</u></b></p> <p>Mr.Sandeep informed that practical requirements of OBG and Community Health Nursing subjects are at to be evaluated by the respective teachers.He further informed that students projects are going on for which Mrs.Amba informed that by 31<sup>st</sup> of October all the students projects should be completed.</p> <p><b><u>PBBSC I &amp; II year :</u></b></p> <p><b>I PBBSC :</b> Mrs.Elaiyarasi reported that PBBSC I year student submitted the requirement and she is promoted to II PBBSC Nursing.</p> <p><b>II PBBSc :</b> Mrs.Elaiyarasi informed that the students did not submit their practical requirements and they were instructed to submit before september 30<sup>th</sup>.</p> <p><b><u>MSc Nursing :</u></b> Mrs.Mercy Devapriya reported that the student is doing her Nursing Administration practical requirements and she will be submitting before 10<sup>th</sup> october</p> <p><b><u>Exmination Co-Ordinators Report :</u></b></p> <p>Mrs.Amba Informed that Mrs.Manjula may schedule for Practical Model examination from 2<sup>nd</sup> week of October 2021 for BSc ,PBBSc and MSc Nursing students and all the students should pay their examination fees by 30<sup>th</sup> of September.</p>	<p>Principal Mr.Sandeep All Faculty</p> <p>Principal Mrs.Elaiyarasi All faculty</p> <p>Principal Mrs.Mercy Devapriya All faculty</p> <p>Principal Mrs.Manjula All faculty</p>	<p>10.10.21</p> <p>30.9.21</p> <p>10.10.21</p> <p>30.9.21</p> <p>30.9.21</p>
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4	<p><b><u>Clinical Coordinator Report</u></b></p> <p>Mrs Elaiyarasi informed that she will drop the clinical permission letters by the end of september to all the affiliated hospitals such as ESI ,Trauma Care ,Victoria</p>	Pincipal Mrs.Elaiyarasi All faculty	30.9.21
5	<p>,Vanivilas ,Spandana and Indra Gandhi institute of Child Health.</p> <p><b><u>Handing over of Previous academic year documents</u></b></p> <p>Mrs.Amba informed that all the coordinators may handover the documents to IQAC by 30<sup>th</sup> of September through google drive..</p>	Pincipal All faculty	30.9.21
6	<p><b><u>Master rotation plan ,Clinical rotation plan,Course plan and teaching plan preparation</u></b></p> <p>Mrs.Amba informed that all the class coordinators to get ready with Master rotation plan ,Clinical rotation plan,Course plan and teaching plan preparation before 25<sup>th</sup> of September</p> <p><b><u>Subject devison ,Student hand book ,Academic calendar</u></b></p> <p>Mrs.Amba Informed that Subject devison is completed by Principal and that will be forwarded by the principal.Madam Amba also informed that Student hand book will be prepared by 30<sup>th</sup> of September and Academic calander will be forwarded by Mrs.Mercy Devapriya</p> <p>The meeting adjourned at 5Pm</p>	Pincipal Mrs.Amba All faculty	25.9.21  30.9.21

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**Mrs.AMBA**  
**Member Secretary**

**Prof.Devi Nanjappan**  
**Principal**  
**18.9.21**

**Minutes Of Meeting (ACM)**  
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**Acharya Institutes ,Bengaluru 107**



**Date :** 13.10.21

**Reference No:** ACM/13/10/2021

**Duration** : 4.00 PM -5.00 PM

**Location** : Principal office

**Agenda :-**

- 1.Class coordinators Report
- 2.Examination Coordinator Report
- 3.Clinical Cordinator Report
- 4.Model practical Examination

**Members present: 11/13**

SI. No	Representative's Designation	Name
1	Principal –Chairperson	Prof.Devi Nanjappan
2	Member	Dr.T.S.BheemaRaju
3	Member	Mrs.Mercy Devapriya
4	Member	Mrs.Manjula.T
5	Member	Mrs.Elaiyarasi
6	Member	Mrs.Gincy Samuel
7	Member	Dr.Justin Jaya Amudha
8	Member	Mrs.Kapu Manjula
9	Member	Mr.Sandeep Wesley N
10	Member	Ms.Samrin
11	ACM member Secretary	Mrs.Amba V
	<b>Members Absent (2/13)</b>	
1	Member	Mrs.Nirmala
2	Member	Mrs.Nagammal

**Discussion Summary:**

	Action/Discussion Points	Responsibility	Timeline
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1	<p><b><u>Class Coordinators Report</u></b></p> <p><b><u>I BSC Nursing</u></b></p> <p>Mrs Gincy Samel reported that induction program is going on and 55 students reported and from 18<sup>th</sup> onwards offline regular classes will be commenced .Principal informed that from 3<sup>rd</sup> week of November external classes such as Anatomy physiology Microbiology pharmacology will be started. Mrs.Gincy also informed that Lamp lighting ceremony will be planned in II week of December</p> <p>.Principal informed that Uniform will be ready by 15<sup>th</sup> of November and no any change in the color code.</p> <p><b><u>BSc II Nursing :</u></b></p> <p>Dr.Justin Jeya Amutha Reported that for II Bsc regular offline classes are commenced and only 24 students reported and the classroom will be allotted in ground floor itself and students need more discipline .Principal informed that madam will address the whole batch once they all report to offline regular classes.Principal informed that micro teaching can be scheduled from November month and all the teachers shoud give their topis .Madam also informed that students should be devided in to 13 groups and each teacher will get one group of 10-11 students and they should take responsibility of completing their micro teaching requirement and also the micro teaching should reflet in Time table and it can be daily 2-4 Pm.</p> <p><b><u>III BSC Nursing:</u></b></p> <p>Mrs.Kapu Manjula reported that Regular offline classes are started and only 25% of students are reported to the classes.</p> <p><b><u>IV BSC Nursing :</u></b></p> <p>Mrs.Manjula reported that regular classes are commenced and from Monday onwards all the subjects will be started .Principal informed that the students should be given Administration practical sessions and the students should do the supervision of their Junior students so that</p>	<p>Principal Mrs.Gincy Samuel All Faculty</p> <p>Principal Dr.Justin Jeya Amutha All Faculty</p> <p>Principal Mrs.Kapu Manjula All Faculty</p> <p>Pincipal Mrs.Manjula All faculty</p>	<p>3<sup>rd</sup> week of November 15<sup>th</sup> November</p> <p>November II week</p> <p>November</p>
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	<p>they get exposed to administration aspects and they can learn about administration.</p> <p><b><u>PBBSC I &amp; II year :</u></b></p> <p><b>II PBBSc :</b> Mr.Sandeep Informed that Model practical exams completed for Miss.Ambika and also classes are commenced regularly</p> <p><b><u>Exmination Co-Ordinators Report :</u></b></p> <p>Mrs Manjula informed that Model examination is completed for all the classes.She also informed University Examination schedule is announced for II yr III Yr IV Yr MSc And PBBSC II yr in the month of November last week.She also informed that Internal marks will be finalized by 20<sup>th</sup> of October.</p> <p><b><u>Clinical Coordinator Report</u></b></p> <p>Mrs Elaiyarasi informed that clinical letters has been given to tapal section of ESI Trauma care and Vanivilas hospital.She also informed that she do the follow up by the end of October.Principal informed that students can be posted to community until we get the permission.</p> <p><b><u>Any other matter with the permission of chair:</u></b></p> <p>Principal informed that weekly time table need to scheduled and it should be circulated to the students in advance.Madam also informed that Projectors and curtains will be requested for better teaching. Teachers reported that LCD ,Sound system and mic system is required in the classrooms as the student strength is large .Madam Also Informed that class coordinator file should include attendance register assignment marks sessional marks time table etc</p> <p>The meeting adjourned at 5.30 Pm</p>	<p>Principal Mr.sandeep Faculty</p> <p>Principal Mrs.Manjula All faculty</p> <p>Principal Mrs.Elaiyarasi All faculty</p> <p>Principal Faculty</p>	<p>November</p> <p>20<sup>th</sup> October</p> <p>Last week of October</p>
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**Minutes Of Meeting (ACM)**  
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**Mrs.AMBA**  
**Member Secretary**

**Prof.Devi Nanjappan**  
**Principal**  
**28.8.21**