



Annai Hajira Women's College

Melapalayam, Tirunelveli - 05

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)

**Departmental Minutes
2018 - 2023**



Academic Year 2018-2019 (Odd Semester)

Date: 20.06.2018

Minutes of the Department Meeting

The meeting of the Department of Chemistry was held at 1.30 hours on 20.06.2018. The following members were present at the meeting.

MEMBERS PRESENT:

1. Dr.R.Anuradha, Head & Assistant Professor of Chemistry
2. Ms.S.Amsaveni, Assistant Professor of Chemistry
3. Ms.K.Senthila, Lab Assistant

Dr.R.Anuradha, Head and Assistant Professor of Chemistry welcomed the members and presented the agenda for discussion.

AGENDA DISCUSSED:

1. As the Department was newly started, rules and regulations of the college to be followed by the staff and the students were discussed.
2. Schedule in the academic calendar.
3. Workload and subject allocation for the odd semester were finalised as per the interest and expertise of the faculty. There are 22 hours in total including Major, Allied and Practicals which are allotted as follows:

Sl. No.	Name of the Faculty & Subject Allotted (with Subject Code)	Theory	Practical	Total Hours
1	Dr.R.Anuradha, M.Sc., Ph.D. (HoD)			6 + 4 = 10
	Core II: <i>Physical Chemistry I</i> - SMCH12	4	-	
	Common: <i>Environmental Studies</i> - SEVS11	2	-	
	Major Practical I: <i>Inorganic Quantitative Analysis I (In-Charge)</i> - SMCHP1	-	2	
	Allied Practical I: <i>Allied Chemistry Practical I (Assistant)</i> - SACHP1	-	2	
2	Ms.S.Amsaveni, M.Sc., SET., NET.			8 + 4 = 12
	Core I: <i>Inorganic Chemistry I</i> - SMCH11	4	-	
	Allied Theory I: <i>Allied Chemistry I</i> - SACH11	4	-	
	Allied Practical I: <i>Allied Chemistry Practical I (In-Charge)</i> - SACHP1	-	2	
	Major Practical I: <i>Inorganic Quantitative Analysis I (Assistant)</i> - SMCHP1	-	2	

Eventually, Ms.S.Amsaveni proposed vote of thanks.

SIGNATURE OF THE MEMBERS:

K. Senthila
Ms.K. Senthila 20/6/18

Amsaveni
Ms.S. Amsaveni

Anuradha
Dr.R. Anuradha 20/6/2018

Lajae Ath
PRINCIPAL 20/6/18
ANNAI HAJIRA WOMEN'S COLLEGE
MELAPALAYAM - 627 005.



Annai Hajira Women's College

(A Unit of As-Sathiq Educational Society)
MELAPALAYAM, TIRUNELVELI - 627 005.



DEPARTMENT OF CHEMISTRY

Academic Year 2018-2019 (Odd Semester)

16.07.2018

Minutes of the Department Meeting

The meeting of the Department of Chemistry was held at 1.30 hours on 16.07.2018. The following members were present at the meeting.

MEMBERS PRESENT:

1. Dr.R.Anuradha, Head & Assistant Professor of Chemistry
2. Ms.V.Chithra, Assistant Professor of Chemistry
3. Ms.K.Senthila, Lab Assistant

Dr.R.Anuradha, Head & Assistant Professor of Chemistry welcomed the members and presented the agenda for discussion.

AGENDA DISCUSSED:

1. Ms.S.Amsaveni resigned the job and Ms.V.Chithra has joined in her position. Dr.R.Anuradha explained the Rules and regulations of the college to the new staff.
2. The entire workload of Ms. Amsaveni has been shifted to Ms.V.Chithra, which is shown below.


Subject Allotted (with Subject Code) for Ms.V.Chithra	Theory	Practical	Total
Core I: Inorganic Chemistry I - SMCH11	4	-	8 + 4 =
Allied Theory I: Allied Chemistry I - SACH11	4	-	
Allied Practical I: Allied Chemistry Practical I (In-Charge) - SACHP1	-	2	12
Major Practical I: Inorganic Quantitative Analysis I (Assistant) - SMCHP1	-	2	


Eventually, Ms.V.Chithra proposed vote of thanks.

SIGNATURE OF THE MEMBERS:


Ms.K. Senthila 16/7/2018


Ms.V. Chithra 16/7/2018


PRINCIPAL 16/7/18
ANNAI HAJIRA WOMEN'S COLLEGE
MELAPALAYAM - 627 005.


Dr.R. Anuradha 16/07/2018
Head of the Department
CHEMISTRY
ANNAI HAJIRA WOMEN'S COLLEGE,
MELAPALAYAM - 627 005.

05/12/18

Staff Meeting

Time:

Venue: CS Lab.

1. Papers has be allotted for each staff members and instructed them to complete the syllabus on time.
2. Individual and Department timetable were also handed over.
3. Software requirements for the smooth functioning of Lab has also been discussed.
4. Department activities are recorded in academic calendar.
5. Staffs were instructed to Publish Papers on National / International conferences.

PSA - ✓

FB - ✓

MB - ✓

GU - G. Uma

SG - ✓

P. S. S. 9/12/18

Signature of the HoD

Lajal Akh.
PRINCIPAL 5/12/18

Head of the Department of
Computer Science
Annai Hajira Women's College,
Melapalayam.

Academic year 2018-2019

S.No	Date	Meeting for	Minutes	of the meeting	Staff members who were not Present
1.	11.06.18	Course plan, timetable and workload	The course plan, timetable and workload for the Odd Semester was discussed with the staff members. The master timetable was prepared and workload assigned by the Head of the department	timetable and workload for the Odd Semester was discussed with the staff members. The master timetable was prepared for each staff member was Head of the department	- Nil - HOD's Sign: <u>A.S.A.</u>
2.	18.06.18	Bridge Course, Orientation program for I-years	As the college opens for I year students, the list of admitted students was discussed in the department. It was also planned for the Bridge course and orientation program for the I-years	As the college opens for I year students, the list of admitted students was discussed in the department. It was also planned for the Bridge course and orientation program for the I-years	- Nil - HOD's Sign: <u>A.S.A.</u>
3.	16.07.18	I-internal Test	This meeting was conducted to discuss about the academic performance of I-year students and to intimate about I-internal test which starts on 23.07.2018. It was also informed that the last date for submitting the question paper will be on 19.7.18	This meeting was conducted to discuss about the academic performance of I-year students and to intimate about I-internal test which starts on 23.07.2018. It was also informed that the last date for submitting the question paper will be on 19.7.18	- Nil - HOD's Sign: <u>A.S.A.</u>
4.	23.07.18	Mentor-mentee meeting	The mentor-mentee meeting was conducted in the department. Each mentee student met their respective mentors staff to share their thoughts and grievances. S. Shajith Nisha, of I-B.Sc physics was unable to write the exam. Action taken: Academic & personal counselling was given and encouraged her to write the exam in the upcoming semester.	The mentor-mentee meeting was conducted in the department. Each mentee student met their respective mentors staff to share their thoughts and grievances. S. Shajith Nisha, of I-B.Sc physics was unable to write the exam. Action taken: Academic & personal counselling was given and encouraged her to write the exam in the upcoming semester.	Dr. N. Sridevi HOD's sign: <u>A.S.A.</u>
5.	28.08.18	Remedial for slow learners and	In this meeting it was discussed about the remedial measures to be taken for the	In this meeting it was discussed about the remedial measures to be taken for the	

Academic Year 2018-2019

S.No.	Date	Meeting for	Minutes of the Meeting	Staff members who were not present
		II-internal test	Slow learners II-internal The Staff Question papers	MS.S.Shashila HOD's sign: <u>Ashu A.</u>
6.	22.10.2018	TOAC formation NAAC university practical exam.	The minutes formation and criteria regarding IT was also practical exam	of the HOD's meeting regarding TOAC documents needed for all the seven NAAC was conveyed to the staff members HOD's sign: <u>Ashu A.</u>
7.	05.12.18	Course plan	Course plan were discussed dates to be staff member	and workload details for the even semester with the staff members. The departmental HOD's sign: <u>Ashu A.</u>
8.	21.12.18	I-internal test Fine arts, tour	This meeting leave letter Alumni membership also discussed will be tentatively on 02.02.2019	MS.S.Virgin Brinda HOD's sign: <u>Ashu A.</u>
9.	09.01.19	Annual Commission	IT was informed about the annual commission which is going to be on 23 rd or 25 th of January. The principal's cards, checking the van cards and encouraging the library usage	HOD's sign: <u>Ashu A.</u>

Head of the Department
 Physics
 Anna Maria College,
 Palayamkottai - 627 002

S.No	Date	Meeting for	Minutes
10.	23.01.19	Requirements III-internal test	It was of the College Submission test was
11.	12.02.19	Convocation & college day	As our is planned meeting was the staff all the staff insisted to Studies carried details.
12.	06.03.19	III-internal mark Entry & college sports day	This meeting exam, portal Entry and sports day.
13.	23.03.19	Staff profile & Model Exam	Willingness to Rose Mary discussed in the department update their discussed about the model 05.04.2019.

Aysha
23/03/2019

Head of the Department
PHYSICS

Annai Hajira Women's College,
Melapalayam - 627 005.

Staff members who were not Present & of the meeting discussed about the requirements as well as the department of Question papers for III-internal also discussed.

members who were not Present &

- Nil -

HOD's Sign:

Aysha

College day celebration & Convocation - Nil - to be on 23.02.2019, this conducted by the principal for all members. Duties were allotted to members. The principal has also collect the data regarding higher out by the students and placement

HOD's Sign:

Aysha

was to insisted about III-internal opening for III-internal mark the conduct of college

MS.p.prema

HOD's sign:

Aysha

Serve as external examiner in college of Arts & science was the department. The Head of insisted the staff members to staff profile. It was also submitting question papers for examination which starts on

- Nil -

HOD's sign:

Aysha

layan stath
PRINCIPAL 23/03/19

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MELAPALAYAM, TIRUNELVELI - 627 005.

DEPARTMENT OF CHEMISTRY



Department of
Chemistry

Academic Year 2019-2020 (Odd Semester)

Date: 14.06.2019

Minutes of the Department Meeting

The meeting of the Department of Chemistry was held at 1.30 hours on 14.06.2019. The following members were present at the meeting.

MEMBERS PRESENT:

1. Dr.R.Anuradha, Head & Assistant Professor of Chemistry
2. Ms.V.Chithra, Assistant Professor of Chemistry
3. Ms.S.Pandimadevi@Lishavi, Assistant Professor of Chemistry
4. Ms.K.Senthila, Lab Assistant

Dr.R.Anuradha, Head and Assistant Professor of Chemistry, welcomed the members and presented the agenda for discussion.

AGENDA DISCUSSED:

1. Discussed about the schedule in the Academic Calendar for 2019-2020.
2. Staff members were asked to produce leave letter without fail, if they avail leave.
3. Lab equipments need to be ordered were listed.
4. Workload and subject allocation for the odd semester of this academic year 2019-2020 were discussed. There are 40 hours in total including Major, Allied and Practicals which are allotted to the staff as follows:

Sl. No	Name of the Faculty & Subject Allotted with Subject Code	Theory	Practical	Total Hours
1	Dr.R.Anuradha, M.Sc., Ph.D. (HoD)			10+4 =14
	Core II: Physical Chemistry I - SMCH12	4	-	
	Core V: Organic Chemistry II - SMCH31	4	-	
	Non-Major Elective I: Water Management - SNCH3B	2	-	
	Major Practical I: Inorganic Quantitative Analysis I (In-Charge) - SMCHP1	-	2	
Allied Practical I: Allied Chemistry Practical I (Assistant) - SACHP1	-	2		
2	Ms.V.Chithra, M.Sc., M.Phil.			10+4 =14
	Core I: Inorganic Chemistry I - SMCH11	4	-	
	Allied Theory I: Allied Chemistry I - SACH11	4	-	
	Non-Major Elective I: Water Management - SNCH3B	2	-	
	Allied Practical I: Allied Chemistry Practical I (In-Charge) - SACHP1	-	2	
Major Practical III: Inorganic Qualitative Analysis (Assistant) - SMCHP3	-	2		



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MELAPALAYAM, TIRUNELVELI - 627 005.



Department of
Chemistry

DEPARTMENT OF CHEMISTRY

Sl. No	Name of the Faculty & Subject Allotted with Subject Code	Theory	Practical	Total Hours
3	Ms.S.Pandimadevi @ Lishavi, M.Sc., M. Phil.			8+4=12
	Skill Based Core I: <i>Agro Chemistry</i> - SSCH3A	4	-	
	Common: <i>Environmental Studies (For I Chemistry & I B.A. English)</i> -	2+2	-	
	Major Practical III: <i>Inorganic Qualitative Analysis (In-Charge)</i> - SMCHP3	-	2	
	Major Practical I: <i>Inorganic Quantitative Analysis I (Assistant)</i> - SMCHP1	-	2	

Finally, Vote of thanks was given by Ms.V.Chithra proposed.

SIGNATURE OF THE MEMBERS:

K. Senthila
Ms.K.Senthila 11/6/19

V. Chithra
Ms.V.Chithra 14/6/19

S.P.
Ms.S.Pandimadevi @ Lishavi 17/6/19

Dr. R. Anuradha
Dr.R.Anuradha
Head of the Department
CHEMISTRY
ANNAI HAJIRA WOMEN'S COLLEGE,
MELAPALAYAM - 627 005.

Rajal Kallu
PRINCIPAL 14/6/19
ANNAI HAJIRA WOMEN'S COLLEGE
MELAPALAYAM - 627 005.

17/06/19

HOD Meeting

Time: 12-30 p.m - 1.00 p.m Venue: CS Dept.

- * Papers has been allotted for each staff members according to their Subject Specialization.
- * Master Timetable and Individual Timetable has been provided to the staff members.
- * Faculty members were instructed to complete the syllabus on time.
- * Required softwares were installed and systems maintenance were done for the smooth functioning of lab.
- * Departmental activities are recorded in academic calendar.
- * Staffs are asked to participate in conferences / workshops / seminars.

1. PSA - *[Signature]*
3. JS - *[Signature]*
4. KMN - *[Signature]*
5. SV - *[Signature]*

2. GU - *[Signature]*

[Signature]
17/6/19

Signature of HOD

Head of the Department of
Computer Science

Annai Hajira Women's College,
Melapalayam.

[Signature]
17/6/19
PRINCIPAL

Academic Year 2019-2020

S.No.	Date	Meeting for	Minutes of the Meeting	Staff Members Present.
1.	14.06.2019	Orientalion for I years, Workload	This meeting was conducted to discuss the Orientalion programme to be offered for the I year students and the work load detail of the Staff members	Mrs. A. Aysha Nilob Dr. N. Sridevi Mrs. P. Malathi Ms. S. Virgin Brindha Ms. P. Preema HOD's sign: <u>Aysa</u>
2.	15.07.2019	I Internal test	The minutes of the HODs meeting was conveyed to the staff members regarding the conduct of I Internal test. The last date for submitting the question paper was also intimated	Mrs. A. Aysha Nilob Dr. N. Sridevi Mrs. P. Malathi Ms. S. Virgin Brindha Ms. P. Preema Dr. R. Lavanya HOD's sign: <u>Aysa</u>
3.	16.08.2019	Industrial visit, II Internal Test	It was discussed about the Industrial visit to ISRO (Indian Space Research Organization) Mahendrapuri, going to be on 14 th September 2019. It was decided to have the Industrial visit with department of Chemistry, AHW. It was also discussed about the II Internal test to be conducted on 24.08.2019.	Mrs. A. Aysha Nilob Dr. N. Sridevi Mrs. P. Malathi Ms. S. Virgin Brindha Ms. P. Preema HOD's sign: <u>Aysa</u>
4.	11.09.2019	III Internal Test	The last date for submitting the question paper for III internal test was informed.	Mrs. A. Aysha Nilob Dr. N. Sridevi Mrs. P. Malathi Ms. S. Virgin Brindha Ms. P. Preema Dr. R. Lavanya HOD's sign: <u>Aysa</u>

S.No	Date	Meeting for	Minutes of the Meeting	Staff Members Present
5.	04.10.2019	Model Examination University Practical Exam	The Head of the department informed about the conduct of Model examination to be held on 14.10.2019. It was also intimated about the last date for submitting the question papers. It was discussed about conducting University Practical Examination which starts on 17.10.2019.	Mrs.A. Aysha Nilobas Dr.N. Sridevi Mrs.P. Malathi Ms.S. Virgin Brindha Ms.P. Preema Dr.R. Lavanya HoD's sign: <u>Aysha</u>
6	02.12.2019	Course Plan and workload	The Course Plan and workload for the even semester was discussed with the staff members	Mrs.A. Aysha Nilobas Dr.N. Sridevi Mrs.P. Malathi Ms.S. Virgin Brindha Ms.P. Preema Dr.R. Lavanya HoD's sign: <u>Aysha</u>
7.	18.12.2019	III year students tour and Fine Arts	It was planned for an education tour for III year students. The rules and responsibilities of the staff members were informed for the fine arts events. The deadline for submitting the student's name list for all the events was intimated as 25.01.2020	Mrs.A. Aysha Nilobas Dr.N. Sridevi Mrs.P. Malathi Ms.S. Virgin Brindha Ms.P. Preema Dr.R. Lavanya HoD's sign: <u>Aysha</u>
8.	10.01.2020	I Internal Test and University Portal opening & National Science day	This meeting was regarding the conduct of I Internal test which starts on 20.01.2020. It was also intimated about the University Portal opening for the mark entry which starts on 22.01.2020. It was planned to commemorate National Science day on 28.02.2020.	Mrs.A. Aysha Nilobas Dr.N. Sridevi Mrs.P. Malathi Ms.S. Virgin Brindha Ms.P. Preema Dr.R. Lavanya HoD's sign: <u>Aysha</u>

S.No.	Date	Meeting for	Minutes of the Meeting
9	17.02.2020	College Day/ Convocation Day	The reverse ritual of our college of celebrating the college day/ Convocation day was planned in the HoD's meeting and the minutes of the meeting was summarized to all the staff members of the department. Their role and duties were explained. The list of student volunteers were given and their works were assigned.
10.	27.02.2020	II Internal Test.	In this meeting it was informed about the deadline for submitting the question papers for the II Internal test.
11.	17.03.2020	Lockdown due to Corona	Due to the pandemic situation regarding the spreading of Corona Virus, Government of Tamilnadu has announced lockdown for all the educational institutions. In this regard, this meeting was conducted to make an awareness of this pandemic situation and to discuss about the academic duties to be done during the lockdown period.

Mrs. A. Aysha Niloban
 Dr. N. Sridevi
 Mrs. P. Malathi
 Ms. P. Preema
 Dr. R. Lavanya
 HoD's sign: Aysha

Mrs. A. Aysha Niloban
 Dr. N. Sridevi
 Mrs. P. Malathi
 Ms. S. Virgin Brindha
 Ms. P. Preema
 Dr. R. Lavanya
 HoD's sign: Aysha

Mrs. A. Aysha Niloban
 Dr. N. Sridevi
 Mrs. P. Malathi
 Ms. S. Virgin Brindha
 Ms. P. Preema
 Dr. R. Lavanya
 HoD's sign: Aysha

Aysha
 28/03/2020
 Head of the Department
 PHYSICS
 Annai Hajira Women's College,
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Lajal
 05/03/20
 PRINCIPAL
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 MELAPALAYAM - 627 005.



Annai Hajira Women's College

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DEPARTMENT OF CHEMISTRY

Academic Year 2020-2021 (Odd Semester)

Date: 03.08.2020

Minutes of the Department Meeting

The online meeting of the Department of Chemistry was held at 6.00 pm on 03.08.2020. The following members were present at the meeting.

MEMBERS PRESENT:

1. Dr.R.Anuradha, Head & Assistant Professor of Chemistry
2. Ms.V.Chithra, Assistant Professor of Chemistry
3. Ms.S.Pandimadevi@Lishavi, Assistant Professor of Chemistry
4. Dr.J.Samseya, Assistant Professor of Chemistry
5. Ms.K.Senthila, Lab Assistant

Dr.R.Anuradha, Head and Assistant Professor of Chemistry welcomed the members and presented the agenda for discussion

AGENDA DISCUSSED:

1. As the University instructed to take classes through online mode, due to Covid-19 pandemic (Lockdown), planned to take classes through Google Classroom and Google Meet Platform.
2. Dr.R.Anuradha has explained and created Google Classrooms for all the subjects handled by the Chemistry Staff and invited to join in their respective classes.
3. She informed the staff to record attendance for their classes regularly and send daily to her which in turn will be sent to the Principal.
4. Staff members were instructed to conduct Class Tests, Internal Assessments and to post assignments all through online mode.
5. Workload, Paper allotment, Schedule of Lavoise – Association meeting & other events as per academic calendar and distribution of other department work were discussed.

The workload of 72 hours in total including Major, Allied and Practicals which are allotted to the staff as follows:

Sl. No.	Name of the Faculty & Subject Allotted with Subject Code	Theory	Practical	Total Hours
1	Dr.R.Anuradha, M.Sc., Ph.D. (HoD)			
	Core II: Physical Chemistry I - AMCH12	2	-	8+4 =12
	Core V: Organic Chemistry II - SMCH31	4	-	
	Core VII: Organic Chemistry III - SMCH51	2	-	
	Major Practical I: Inorganic Quantitative Analysis I (In-Charge) - AMCHP1	-	2	
	Allied Practical I: Allied Chemistry Practical I (In-Charge) - SACHP1	-	2	



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Department of
Chemistry

DEPARTMENT OF CHEMISTRY

Sl. No.	Name of the Faculty & Subject Allotted with Subject Code	Theory	Practical	Total Hours
2	Ms.V.Chithra, M.Sc., M.Phil.			
	Core VII: Organic Chemistry III - SMCH51	4	-	8+6=14
	Allied Theory I: Allied Chemistry I - SACH11	4	-	
	Allied Practical I: Allied Chemistry Practical I (Assistant) - SACHP1	-	2	
	Major Practical VI: Physical Chemistry Experiments (In-Charge)- SMCHP6	-	4	
3	Ms.S.Pandimadevi @ Lishavi, M.Sc., M.Phil.			
Skill Based Core I: Agro Chemistry - SSCH3A	4	-	10+4=14	
Common: Environmental Studies - AEVS11	2	-		
Major Elective II: Analytical Chemistry - SECH5C	4	-		
Major Practical III: Inorganic Qualitative Analysis (In-Charge) - SMCHP3	-	2		
Major Practical I: Inorganic Quantitative Analysis (Assistant) - AMCHP1	-	2		
4	Dr.J.Samseya, M.Sc., M.Phil., Ph.D.			
	Core VIII: Physical Chemistry III - SMCH52	6	-	8+8=16
	Core II: Physical Chemistry I - AMCH12	2	-	
	Major Practical V: Organic Analysis (In-Charge)- SMCHP5	-	4	
	Major Practical VI: Physical Chemistry Experiments (Assistant)- SMCHP6	-	4	
5	New Staff			
Core I: Inorganic Chemistry I - AMCH11	4	-	10+6=16	
Skill Based Common: Personality Development - SCSB51	2	-		
Major Elective I: Polymer Chemistry - SECH5A	4	-		
Major Practical III: Inorganic Qualitative Analysis (Assistant) - SMCHP3	-	2		
Major Practical V: Organic Analysis (Assistant) - SMCHP5	-	4		

In due course, Dr.J.Samseya proposed vote of thanks.


SIGNATURE OF THE MEMBERS:


Ms.K.Senthila


Ms.S.Pandimadevi @ Lishavi


Ms.V.Chithra 5/1/2020


Dr.J.Samseya


03/08/2020
Dr.R.Anuradha
Head of the Department
CHEMISTRY
ANNAI HAJIRA WOMEN'S COLLEGE,
MELAPALAYAM - 627 005.


03/08/2020
PRINCIPAL

ANNAI HAJIRA WOMEN'S COLLEGE
MELAPALAYAM - 627 005.



Annai Hajira Women's College

(A Unit of As-Sathiq Educational Society)
MELAPALAYAM, TIRUNELVELI - 627 005.



Department of
Chemistry

DEPARTMENT OF CHEMISTRY

E-mail:chemistry@annaihajiracollege.com

Academic Year 2021-2022 (Odd Semester)

Date: 23.09.2021

Minutes of the Department Meeting

The meeting of the Department of Chemistry was held at 01.15 p.m. on 23.09.2021. The following members were present at the meeting.

MEMBERS PRESENT:

- 1 Dr.R.Anuradha, Head of the Department
- 2 Dr.M.Anuratha, Assistant Professor of Chemistry
- 3 Mrs.M.Revathi, Assistant Professor of Chemistry
- 4 Mrs.M.Muthu Kathija, Assistant Professor of Chemistry
- 5 Ms.K.Senthila, Lab Assistant

Dr.R. Anuradha, HoD welcomed the new staff Mrs.M.Muthu Kathija and other members, and presented the following agenda for discussion:

AGENDA TABLED FOR DISCUSSION:

1. To prepare and submit the 2nd and 3rd internal assessment timetable and question papers for 2nd and 3rd years.
2. To maintain certificate course attendance for all the 3 years in one register.
3. To maintain college attendance register, in addition to subject attendance register.
4. To hand over the subjects handled by Dr.M.Anuratha (Agro Chemistry and Allied Chemistry I) and the certificate course (Food Science) handled by Mrs.Revathi as additional workload, to Mrs.Muthu Kathija

Lastly, Dr.M. Anuratha proposed vote of thanks.

SIGNATURE OF THE MEMBERS:

K. Senthila
23/9/21
Ms.K. Senthila

Kathija 23/9/21
Mrs.M. Muthu Kathija

M. Revathi
23/9/21
Mrs.M. Revathi

Anuratha 23/9/21
Dr.M. Anuratha

A. Anuradha 23/9/2021
Dr.R. Anuradha

Head of the Department
CHEMISTRY

ANNAI HAJIRA WOMEN'S COLLEGE,
MELAPALAYAM - 627 005.

Lajal Akth 22/9/21
PRINCIPAL

ANNAI HAJIRA WOMEN'S COLLEGE
MELAPALAYAM - 627 005.

S.No	Date	Meeting for	Minutes of the Meeting	Online/Offline
1	05.08.2020	Classes for II & III year Students.	As the online classes for II year was conducted through online mode.	Online (Due to Lockdown) HoD's sign: <u>Aysha A.</u>
2	15.09.2020	7 Internal test for II & III year Students	This meeting was regarding the conduct of II & III year	Online (through phone call) HoD's sign: <u>Aysha A.</u>
3	13.10.2020	Internal tests through Online mode	The Head of the Department instructed the staff members to conduct the internal through online mode. She insisted the staff members to ensure that all the students will attend the same without fail. She also insisted that the students must be given proper instructions regarding the question types, mode of exam, timing and duration of the exams.	Online (through phone call) HoD's sign: <u>Aysha A.</u>
4	04.12.2020	University Practical for III year	It was informed to the staff members regarding the University Practical examinations for III year students, which started on 03.12.2020. It was discussed about the instructions to be given to the students and the arrangements to be made.	Online (through phone call) HoD's sign: <u>Aysha A.</u>

S.No	Date	Meeting for	Minutes of the Meeting	Staff Members who were not present	
5.	27.01.2021	Course plan for even Semester.	As the students the course members of University students	even Semester for the I year to be started on 01.02.2021 plan was discussed with the Staff HoD's sign. It was also discussed about Conducting Practical examination for II year which is to be held on 04.02.2021.	— Nil —
6.	24.02.2021	Staff members meeting with the Secretary and the Principal	This meeting was conducted to monitor the progress of works allotted to each staff member and its progress. Then each staff member explained their role in their criterion work and their requirements regarding their criterion work.	— Nil —	
7.	23.03.2021	University Practical Feedback form, Mark statement - 84	The minutes of the HoD's meeting was intimated to the staff members regarding University Practical examination. It was instructed to conduct the Practical exams before 30.03.2021. It was also informed to collect the feedback form from the students (Program evaluation form and teacher evaluation feedback forms) and to get signatures from the students in the mark statements.	— Nil —	
8.	29.03.2021	III Internal for I year Students	It was discussed about conducting the III Internal examination for the I year students which is to be held on 01.04.2021.	— Nil —	

S.No	Date	Meeting for	Minutes of the meeting	Staff members who were not present
9.	10.04.2021	Datas to be sent to Criterion-I Fine Arts	It was informed about the minutes of the convenors' meeting. It was discussed about the deadline for sending the scanned copies of Master timetable, workload details and Record of classwork to Criterion-I. It was also discussed about conducting the events.	- Nil -

HoD's Sign: *Aysha*

Aysha
30/04/2021
Head of the Department
PHYSICS
Annai Hajira Women's College,
Melapalayam - 627 005.

Laja Akh
30/04/21
PRINCIPAL
ANNAI HAJIRA WOMEN'S COLLEGE
MELAPALAYAM - 627 005.



Annai Hajira Women's College

(A Unit of As-Sathiq Educational Society)
MELAPALAYAM, TIRUNELVELI - 627 005.



Department of
Chemistry

DEPARTMENT OF CHEMISTRY

E-mail:chemistry@annaihajiracollege.com

Academic Year 2021-2022 (Odd Semester)

Date: 23.09.2021

Minutes of the Department Meeting

The meeting of the Department of Chemistry was held at 01.15 p.m. on 23.09.2021. The following members were present at the meeting.

MEMBERS PRESENT:

- 1 Dr.R.Anuradha, Head of the Department
- 2 Dr.M.Anuratha, Assistant Professor of Chemistry
- 3 Mrs.M.Revathi, Assistant Professor of Chemistry
- 4 Mrs.M.Muthu Kathija, Assistant Professor of Chemistry
- 5 Ms.K.Senthila, Lab Assistant

Dr.R. Anuradha, HoD welcomed the new staff Mrs.M.Muthu Kathija and other members, and presented the following agenda for discussion:

AGENDA TABLED FOR DISCUSSION:

1. To prepare and submit the 2nd and 3rd internal assessment timetable and question papers for 2nd and 3rd years.
2. To maintain certificate course attendance for all the 3 years in one register.
3. To maintain college attendance register, in addition to subject attendance register.
4. To hand over the subjects handled by Dr.M.Anuratha (Agro Chemistry and Allied Chemistry I) and the certificate course (Food Science) handled by Mrs.Revathi as additional workload, to Mrs.Muthu Kathija

Lastly, Dr.M. Anuratha proposed vote of thanks.

SIGNATURE OF THE MEMBERS:

K. Senthila
23/9/21
Ms.K. Senthila

Kathija 23/9/21
Mrs.M. Muthu Kathija

M. Revathi
23/9/21
Mrs.M. Revathi

Anuratha 23/9/21
Dr.M. Anuratha

A. Anuradha 23/9/2021
Dr.R. Anuradha

Head of the Department
CHEMISTRY

ANNAI HAJIRA WOMEN'S COLLEGE,
MELAPALAYAM - 627 005.

Lajal Akth 22/9/21
PRINCIPAL

ANNAI HAJIRA WOMEN'S COLLEGE
MELAPALAYAM - 627 005.

06.08.2021 Friday

Time : 1.30 p.m

Venue : Department of Commerce

Members Present

Mrs. P. Parvathy, Head of Department (Batch I)
and all other faculty members of the department

The following points were discussed in the meeting

1. Subjects were allotted to faculty members
2. Informed about the Commencement of online classes for II and III year students
3. It was decided by the Management to conduct online classes till 1.45 p.m and in the afternoon session the faculty members are assigned to take NAAC work until 4.30 p.m.
4. It was informed that all the faculty members are asked to send their class link to the department mail daily and overall class schedule will be sent to Principal by the Head of the Department.
5. Every faculty members were asked to take their class attendance daily. They have to maintain their subject attendance and record of classwork regularly.
6. Curriculum plan of the old semester was planned.
7. It was planned to design the action plan of the current semester. The faculties were asked to give their suggestions.

Members Present:

Mrs. P. Parvathy

Dr. R. Agalya

Mrs. V. Nagajothi

R. Agalya
6/8/21

6/8/21

6/8/2021

Head of the Department
COMMERCE

Annai Hajira Women's College,
Melapalayam - 627 005.

Lajalath

PRINCIPAL 6/8/21

ANNAI HAJIRA WOMEN'S COLLEGE

MELAPALAYAM - 627 005

S.No	Date	Meeting for	Minutes of the meeting	Names of the Staff members attended the meeting.
1.	09.08.2021	Mentor - Mentee list and workload.	The course plan and workload was discussed. The staff members (mentors) were assigned with mentee students. Their responsibilities were informed by the Head of the Department. The mentor - Mentee list was prepared and forwarded to the principal.	Mrs A. Aysa Niloban Dr. N. Sri Devi Mrs. P. Malathi Ms. S. Virgin Brindha Dr. R. Lavanya Rly.
2.	02.09.2021	Certificate Courses	The minutes of the HoDs' meeting was summarized by the Head of the department about the conduction of Certificate Courses for various departments. The staff members were intimated to start the classes from 06.09.2021.	Mrs A. Aysa Niloban Dr. N. Sri Devi Mrs. P. Malathi Ms. S. Virgin Brindha Dr. R. Lavanya Rly.
3.	08.09.2021	Internal, Orientation Programme	Conduction of I Internal for II & III year students on 16.09.2021 was discussed and the deadline for submitting the question paper was intimated to the staff members by the Head of the Department. It was also discussed about conducting Orientation programme for I years on 14.09.21. Workload for staff members for odd semester was prepared.	Mrs A. Aysa Niloban Dr. N. Sri Devi Mrs. P. Malathi Ms. S. Virgin Brindha Dr. R. Lavanya Rly.
4.	13.09.2021	Bridge Course, Inauguration of Physics Association	The academic state of the fresh-comers was discussed among the staff members and the Head of the department discussed about the bridge course.	Mrs A. Aysa Niloban Dr. N. Sri Devi Mrs. P. Malathi Ms. S. Virgin Brindha

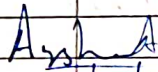
S. No.	Date	Meeting for	Minutes of the meeting	Names of the Staff members attended the meeting
			for the first year students. Head of the Department decided to inaugurate Physics Association on 01.10.2021 and Dr. F. Jeyamangalam from "Sarah Tucker College" was invited as the Chief Guest.	Dr. R. Lavanya Rly
5.	01.10.2021	I Internal exams for I year	The deadline for submitting question papers for I internal exams for I year to be conducted on 07.10.2021 and II internal for II & III years was intimated.	Mrs. A. Aysha Nilkan B Dr. N. Sridevi NM Mrs. P. Malathi M Ms. S. Virgin Brindha B Dr. R. Lavanya Rly
6.	18.10.2021	Remedial classes	The staff member was asked to conduct remedial classes for the slow learners and offer practices for advanced learners.	Mrs. A. Aysha Nilkan B Dr. N. Sridevi NM Mrs. P. Malathi M Ms. S. Virgin Brindha B Dr. R. Lavanya Rly
7.	08.11.2021	II Internal Test	In this meeting it was discussed regarding the submission of question papers for II internal test for I year and III internal for II & III years to be conducted on 15.11.2021.	Mrs. A. Aysha Nilkan B Dr. N. Sridevi NM Mrs. P. Malathi M Ms. S. Virgin Brindha B Dr. R. Lavanya Rly
8.	20.11.2021	Mentor-Mentee Meeting	The mentor-mentee meeting was conducted in the department. Each mentee student met their respective mentor staff regarding an academic as well as personal sharing of their thoughts and grievances.	Mrs. A. Aysha Nilkan B Dr. N. Sridevi NM Mrs. P. Malathi M Ms. S. Virgin Brindha B Dr. R. Lavanya Rly

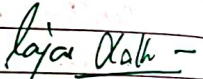
S.No.	Date	Meeting for	Minutes of the meeting	# Staff members present
9.	26.11.2021	Model Examination	The minutes of the HoD's meeting was intimated to the staff members regarding the conduct of model exam for II years on 09.11.21 & for III years on 01.12.2021. The last date for submitting the question papers was also informed.	Mrs A. Ayscha Nilchan Dr. N. Sridevi Mrs P. Malathi Mrs S. Virgin Brindha Dr. R. Lavanya
10.	30.11.2021	Internal Test, University Practical examination, Fine Arts	It was informed to the staff members regarding III internal Test for I years to be held on 13.12.21. The staff members were instructed about their roles and responsibilities for the Fine Arts events to be held on 22.12.2021 & 23.12.2021. It was discussed about conducting University Practical examination which starts on 27.12.21.	Mrs A. Ayscha Nilchan Dr. N. Sridevi Mrs P. Malathi Mrs S. Virgin Brindha Dr. R. Lavanya
11.	04.12.2021.	Model Exam for I years Staff orientation Programme	The Head of the department informed about the conduction of model exam for I years to be held on 03.01.2022. Staff orientation programme on 12.01.2022 and model practical exam on 20.12.2021.	Mrs A. Ayscha Nilchan Dr. N. Sridevi Mrs P. Malathi Mrs S. Virgin Brindha Dr. R. Lavanya
12.	04.02.2022.	Course plan and workload	The course plan and work load for the even semester was discussed with the staff members.	Mrs A. Ayscha Nilchan Dr. N. Sridevi Mrs P. Malathi Mrs S. Virgin Brindha Dr. R. Lavanya
13.	25.02.2022.	National Science day	It was planned to Commemorate National Science day on 01.03.2022.	Mrs A. Ayscha Nilchan

S.No	Date	Meeting for	Minutes of the Meeting	Staff Members Present
			The students were informed to exhibit Physics models to explain to the other department students. The program agenda was prepared and it was decided to invite the Principal, Dr. K. Rajab Fatima to felicitate the program.	Dr. N. Sridevi Mrs. P. Malathi Ms. S. Virgin Bindha Dr. R. Lavanya
14	04.03.2022	Expo'22	The minutes of the HODs meeting was intimated to the staff members regarding Expo'22 to be held on 22.03.2022 to 26.03.2022. The last date for submitting the question papers for Internal test which starts on 11.03.22 was also informed.	Mrs. A. Aysha Niloban Dr. N. Sridevi Mrs. P. Malathi Ms. S. Virgin Bindha Dr. R. Lavanya
15	29.03.2022	College day & Convocation day	The revered ritual of our college of celebrating the college day and convocation day was planned in the HODs meeting and the minutes of the meeting was summarized in all the staff members of the department. Their role and duties were explained. The need for students volunteers were described by the staff members and student volunteers were assigned to each and every criterion accordingly.	Mrs. A. Aysha Niloban Dr. N. Sridevi Mrs. P. Malathi Ms. S. Virgin Bindha Dr. R. Lavanya
16	04.04.2022	II Internal Test	The HOD informed about the deadline for submitting the question papers for II internal test which starts on 12.04.2022.	Mrs. A. Aysha Niloban Dr. N. Sridevi Mrs. P. Malathi Ms. S. Virgin Bindha Dr. R. Lavanya
17	08.04.2022	Oratory competition conducted by Minority Welfare Department	As the oratory competitions were to be conducted by the Minority Welfare department of Tamilnadu in our college, the minutes of the HODs meeting regarding the event were summarized to the staff members.	Mrs. A. Aysha Niloban Dr. N. Sridevi Mrs. P. Malathi Ms. S. Virgin Bindha Dr. R. Lavanya

S.No	Date	Meeting for	Minutes of the Meeting.	Staff Members Present
18	12.06.2022	Industrial visit Association Valedictory	The meeting was conducted to plan about the visit to District Science Centre Tirunelveli on 19.06.22. It was also discussed about the valediction of the Physical Association on 22.06.22. The students were informed about the paper presentation competition to be held on the valediction.	Mrs.A.Ashu Nikhila Dr.N.Sridevi Mrs.P.Malathi Ms.S.Vijayalakshmi Dr.R.Lavanya
19	21.06.2022	Internal Academic Audit.	The minutes of the staff Academic Audit checklist & documents maintained in the department	Mrs.A.Ashu Nikhila Dr.N.Sridevi Mrs.P.Malathi Ms.S.Vijayalakshmi Dr.R.Lavanya
20	07.05.2022	Student Discipline	The Principal has instructed all the head of the department to ensure the disciplinary actions taken in each department. The HoD informed the minutes of the above said meeting to the staff members of the department. The staff members discussed about the necessary actions to be taken in the same.	Mrs.A.Ashu Nikhila Dr.N.Sridevi Mrs.P.Malathi Ms.S.Vijayalakshmi Dr.R.Lavanya
21	06.06.2022	Feedback from Admission Staff team Requirement list.	Minutes of the HoD's meeting was conveyed to the staff members. He was instructed to collect subject-wise feedback from the students. Nearby school students may be called for admission and informed about the faculty available. The staff members were asked to get sign from the Principal in all the academic activities. Staff members were informed about the deadline.	Mrs.A.Ashu Nikhila Dr.N.Sridevi Mrs.P.Malathi Dr.R.Lavanya

S.No	Date	Meeting for	Minutes	of the Meeting	Staff Members Present.
			for submitting	model exam marks. It was	
			also discussed	about the staff tour, FDP	
			and preparing	the requirement list including	
			staff needed,	books and lab equipments	
			required.		


 21/05/2022
 Head of the Department
 PHYSICS
 Annai Hajira Women's College,
 Melapalayam - 627 005.


 PRINCIPAL
 ANNAI HAJIRA WOMEN'S COLLEGE,
 MELAPALAYAM - 627 005.

20/7/22

Wednesday

2.00 pm to 3.00 pm

Members present

Dr. S. Subbammal @ kala, Head of the department and all other staff members of the department of English

Matters Discussed

1. Hours allotted for all the faculty members for major and part II English.

2. Allotted the class incharges.

3. Rules & regulations of the college and guidelines were given to the new faculty members. (regarding CL, permission, internal assessment, log book etc.)

4. New faculty members were asked to submit their updated profile in the department.

The following staff members attended the meeting

- ① Dr. S. Subbammal @ kala
- ② Mrs. D. Jones Sudha Vijai
- ③ Mrs. M. Tajbevi Thangamma
- ④ Ms. A. Uswathu Hasana
- ⑤ Ms. S. Kani

S. Sub
20/7/22
Joshi

- ⑥ Mrs. Shanthi Kumari Pushpa Shetty
 ⑦ Mrs. Shanmuga Jothi Prof.
 ⑧ M. A. Raichel Annie Ranya Prof

S. Suresh
 2017/22
 Head of the Department
 Department of English
 Annai Hajira Women's College
 Melapalayam

Sajas Dath :-

PRINCIPAL 20/7/22
 ANNAI HAJIRA WOMEN'S COLLEGE
 MELAPALAYAM - 627 005.