

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

Principal Meeting with all HoDs was held on June 07, 2023.

Time: 10.45AM.

Minutes of the Meeting

*The academic year 2023-2024 will be commenced from June 19th onwards for I, II, III UG & II PG students.

*June 21,22,23,24 & 25 will be holidays for all the staff members and students for central valuation.

*The regular classes will be started on 26th June onwards.

*Orientation programs start from 26th June onwards for all the I-UG students. Orientation program Co-ordinators are HOD from English Department, Maths Department, Commerce Department, Management Department, Physics Department.

*There will be a function for first year UG Students on 9th June.

*July Onwards free TNPSC coaching classes will be started on every Saturdays and August onwards the classes will be started on every Saturday and Sundays at 9.30AM to 5.00PM. Outside participants (Girls) can also allowed.

* Class In charges are asked to submit the willing students name list for TNPSC classes.

*It was asked to produce students list who avail College bus with fees details (first year).

* There will be a Infosys training program on June 23 to July 1st at Mysore. Faculties are asked to come forward to participate.

SIGNATURE OF THE PRINCIPAL:

SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

1. TAMIL

: U. Jotha 17/6/23

2. ENGLISH

: [Signature] 17/6/23

3. COMPUTER SCIENCE

: [Signature] 17/6/23

4. COMPUTER APPLICATION

: [Signature] 17/6/23

5. COMMERCE

: [Signature]

6. BIO-CHEMISTRY

: P. G. [Signature]

7. MATHEMATICS

: [Signature]

8. BUSINESS ADMINISTRATION

: [Signature]

9. PHYSICS

: [Signature]

10. CHEMISTRY

: M. [Signature]

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

CIRCULAR

This is to inform you that there will be HODs meeting on 07.06.2023 at 10.45 AM in Principal's office.

Agenda of the Meeting

- * College re-opening
- * Orientation Programs
- * Infosys Training Program

SIGNATURE OF THE PRINCIPAL:

SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

1. TAMIL

: U. Sathya 7/6/23

2. ENGLISH

: M. Sree 7/6/23

3. COMPUTER SCIENCE

: S. Sathya 7/6/23

4. COMPUTER APPLICATION

: P. Sathya 7/6/2023

5. COMMERCE

: P. Sathya

6. BIO-CHEMISTRY

: P. Sathya

7. MATHEMATICS

: P. Sathya

8. BUSINESS ADMINISTRATION

: P. Sathya

9. PHYSICS

: P. Sathya

10. CHEMISTRY

: P. Sathya

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

Principal Meeting with all HoDs was held on June 13, 2023.

Time: 10.15AM.

Minutes of the Meeting

*Prepare data's of students well on advance.

*Prepare scholarship details in excel sheet.

*Collect original certificates for first year students as soon as possible. Ask them to pay the fees too.

*Regular classes will be commenced from 19th June onwards

21

[Handwritten signature]

1. TAMIL

: P. 9/6/23

20/10/20

Be Ananya

13/6/2023

...

P.G. ✓

[Handwritten signature]

: 10. 

25

: M.F.

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

CIRCULAR

This is to inform you that there will be HODs meeting on 13.06.2023 at 10.15 AM in Principal's office.

Agenda of the Meeting

* Regarding I UG Students

2.12



SIGNATURE OF THE HEADS:

- : U. சிவசுந்தரி
17/6/22

- 12/6/23

- : Shylothery

- : J. Denfikari
13/6/2023

- ...

- P. 672

- ;

- Per _____ 17/6/22

- 

- M. A.

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

Principal Meeting with all HoDs was held on June 15, 2023.

Time: 12.30 PM.

Minutes of the Meeting

*BSC Mathematics, Chemistry, Physics, Biochemistry and BBA courses are closed (Admission) for the academic year 2023-2024. PG courses will be functioned as usual.

*Faculties are asked to focus on the PG admission.

* The Faculties will not be terminated for this academic year 2023-2024.

SIGNATURE OF THE PRINCIPAL:

SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

1. TAMIL

: U. Sathish 17/6/23

2. ENGLISH

: M. S. Sathish 17/6/23

3. COMPUTER SCIENCE

: S. Sathish 17/6/23

4. COMPUTER APPLICATION

: S. Sathish 15/6/2023

5. COMMERCE

: S. Sathish

6. BIO-CHEMISTRY

: P. G. Sathish

7. MATHEMATICS

: S. Sathish

8. BUSINESS ADMINISTRATION

: S. Sathish 17/6/23

9. PHYSICS

: S. Sathish

10. CHEMISTRY

: M. Sathish

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

CIRCULAR

This is to inform you that there will be HODs meeting on 15.06.2023 at 12.30 PM in Principal's office.

Agenda of the Meeting

*Admission.

SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:



SIGNATURE OF THE HEADS:

1. TAMIL

: U. S. Sathya 17/6/23

2. ENGLISH

: M. S. Sathya 17/6/23

3. COMPUTER SCIENCE

: S. Sathya 19/6/23

4. COMPUTER APPLICATION

: S. Sathya 15/6/2023

5. COMMERCE

: S. Sathya

6. BIO-CHEMISTRY

: P. G. Sathya

7. MATHEMATICS

: R. Sathya

8. BUSINESS ADMINISTRATION

: K. Sathya 17/6/23

9. PHYSICS

: S. Sathya

10. CHEMISTRY

: M. Sathya

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

Principal Meeting with all HoDs was held on July 17, 2023.

Time: 12 PM.

Minutes of the Meeting




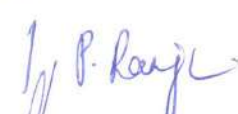

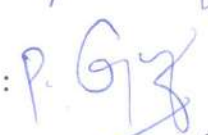




- *Faculties are asked to verify the syllabus for the academic year 2023-2024.
- *HoDs are asked to produce the workload, Individual time table, requirements list, Annual budget to the office.
- *Bharathiar university exam results will be published on 17.07.2023.
- *Faculties are asked to follow the Naan Mudhalvan course properly.
- *Faculties are requested to register ERP portal without fail.
- *HoDs are asked to plan for Industrial Visit, Field Trip, Extension Activities, and project.
- *Faculties are asked to collect the feedback from the students periodically.
- *It was insisted that the faculties should canvas the final UG students for PG admission.
- *There will be free TNPSC coaching classes on every Saturday and Sunday.
- *Faculties are asked to monitor the students those who are bring mobile phone.
- *Long Absent and Discontinue students details should be maintained properly in the respective department.
- * Students are asked to pay the pending fees.
- *There will be a plan to conduct Talent Show for the students.
- *Department activities should be maintained properly in NAAC format.
- *Class in charges are asked to monitor the students those who are applying for the scholarship.
- *Faculties are asked to maintain punctuality.
- *It was insisted that the movement register should be maintained.

SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

- | | | |
|----------------------------|---|--|
| 1. TAMIL | : |  |
| 2. ENGLISH | : |  |
| 3. COMPUTER SCIENCE | : |  |
| 4. COMPUTER APPLICATION | : |  |
| 5. COMMERCE | : |  |
| 6. BIO-CHEMISTRY | : |  |
| 7. MATHEMATICS | : |  |
| 8. BUSINESS ADMINISTRATION | : |  |
| 9. PHYSICS | : |  |
| 10. CHEMISTRY | : |  |

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

CIRCULAR

This is to inform you that there will be HODs meeting on 17.07.2023 at 12.00 PM in Principal's office.

Agenda of the Meeting






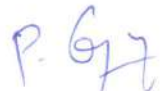




- * Academic Details
- *TNPSC coaching class
- * Pending fees
- * PG admission

SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

- | | | |
|----------------------------|---|--|
| 1. TAMIL | : |  |
| 2. ENGLISH | : |  |
| 3. COMPUTER SCIENCE | : |  |
| 4. COMPUTER APPLICATION | : |  |
| 5. COMMERCE | : |  |
| 6. BIO-CHEMISTRY | : |  |
| 7. MATHEMATICS | : |  |
| 8. BUSINESS ADMINISTRATION | : |  |
| 9. PHYSICS | : |  |
| 10. CHEMISTRY | : |  |

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

Principal Meeting with all HoDs was held on August 09, 2023.

Time: 11.30AM.

Minutes of the Meeting

- *Faculties are asked to insist the students to pay their pending fees by this week.
- *It was insisted that the students strength details should be submitted.
- *Class In charges are asked to receive the reason for the long absentees students those who are taken long leave.
- *First year class in charges are asked to prepare the Rank list for the students.
- *HoDs are requested to monitor the classes.
- *Faculties are insisted to prepare well for their classes and take the class in English.
- *Faculties are asked to verify the syllabus for the academic year 2023-2024.
- *I internal test starts from 21st August Onwards (30 marks, 2 hours) for II, III UG&II PG.
- *The last date of applying for supplementary examination is 17th August.
- *Faculties are asked to take remedial classes for Arrear students.
- *It was insisted that the irregular students are asked to come to college.
- *Class In charges are asked to submit the internal marks for Naan Mudhalvan course.
- *Class In charges are asked to convey the students to apply for HDFC scholarship and asked to check CSR funds availability also.
- *All the departments are asked to prepare for Research/Project Proposal for the academic year 2023-2024.
- *It was insisted that the faculties are asked to convey the message of TNPS classes to PG students too.
- *There will be a plan to conduct Independence Day competitions for 12th Students.
- *It was requested to generate the fund for the Institution.
- *It was insisted to save water and EB.
- *Faculties are asked to maintain the mentor and mentee system.









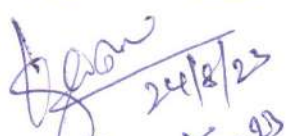
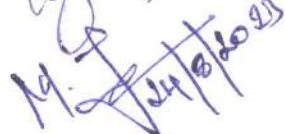
- *Students requirements will be fulfilled.
- * Departments are asked to conduct National/International Seminar, Conference in this semester.
- *There will be a plan of conducting Inaugural function in this Month.
- *Faculties are asked to take care of re-admission Students.
- *Faculties are asked to maintain the work done and teaching schedule & students profile properly.
- *It was insisted that the faculties should collect the fees (if any) in advance from the students.
- *Zero hour will be cancelled.
- *It was insisted to conduct Alumini Series.
- *Club activities will be conducted for every Saturdays.
- *Students are asked to use Net Lab hours properly.
- *Class In charges are asked to collect ID card amount from the students.
- *It was instructed to plan for Industrial Visit & Tour.
- *The Internal Audit (Department wise) will be conducted.
- *All departments are asked to maintain proper documents for the External Activity, Concession & Scholarship.
- *Out pass with seal is mandatory when the students go out of the campus.
- *Faculties are asked to submit the I Internal question paper on 16 August.
- *There will be a plan to celebrate Talent show for the students.
- *All the departments are asked to submit the details (Rank Holders, Extension Activities) for website updation.
- *Entry for all programs should be made in log note.

SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

- | | | |
|----------------------------|---|--|
| 1. TAMIL | : |  |
| 2. ENGLISH | : |  |
| 3. COMPUTER SCIENCE | : |  |
| 4. COMPUTER APPLICATION | : |  |
| 5. COMMERCE | : |  |
| 6. BIO-CHEMISTRY | : |  |
| 7. MATHEMATICS | : |  |
| 8. BUSINESS ADMINISTRATION | : |  |
| 9. PHYSICS | : |  |
| 10. CHEMISTRY | : |  |

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

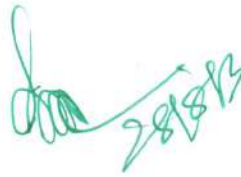
CIRCULAR

This is to inform you that there will be HODs meeting on 09.08.2023 at 11.30 AM in Principal's office.

Agenda of the Meeting

- * Pending fees
- * PG Admission.
- * Remedial class
- * Academic Activities
- * Internal Audit

SIGNATURE OF THE PRINCIPAL:

 28/8/23

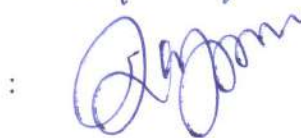
SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

1. TAMIL

: V. G. R. 28/8/23

2. ENGLISH

: 

3. COMPUTER SCIENCE

: 

4. COMPUTER APPLICATION

: P. P. R. 28/8/23

5. COMMERCE

: 

6. BIO-CHEMISTRY

: P. G. 28/8/23

7. MATHEMATICS

: R. 28/8/23

8. BUSINESS ADMINISTRATION

: K. 28/8/23

9. PHYSICS

:  28/8/23

10. CHEMISTRY

: M. 28/8/23

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

Principal Meeting with all HoDs was held on August 16, 2023.

Time: 12.30 PM.

Minutes of the Meeting

- *Faculties are asked to insist the students to pay their pending fees.
- *Faculties are asked to maintain the proper documents for Concession & Scholarship Details.
- *It was insisted that the eligible students are asked to apply for all the scholarships.
- *Sports students who get prize (only) in University will be provided Concession from the Management.
- *Faculties are asked to conduct remedial test for Arrear students.
- *I internal test starts from September 1st onwards for I UG & I PG students (50 Marks).
- *II Internal test starts from September 25th onwards for all the students.
- *Faculties are asked to prepare and take the classes in English.
- *It was instructed to plan Industrial Visit for the students.
- *Onam will be celebrated on September 29.

SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

1. TAMIL

: U. Gokul

2. ENGLISH

: 

3. COMPUTER SCIENCE

: 

4. COMPUTER APPLICATION

: P. Ranga

5. COMMERCE

: 

6. BIO-CHEMISTRY

: P. G.
 24/8/22


7. MATHEMATICS

: R.
 24/8/22

8. BUSINESS ADMINISTRATION

:  10-10-22
 24/8/22

9. PHYSICS

:  24/8/22

10. CHEMISTRY

: M.
 24/8/22

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

CIRCULAR

This is to inform you that there will be HODs meeting on 16.08.2023 at 12.30 PM in Principal's office.

Agenda of the Meeting

- * Pending fees
- * I internal test
- * Industrial Visit
- * Internal Audit

Handwritten signature

U. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840. 841. 842. 843. 844. 845

: P. 9/10/11

20/10/2017

B. Schur

: I.P. Ray

: 

~~P.G. 2~~
24/10/12

24
P. 18/10
11

12. $\frac{1}{2} \times 24 \times 22$

24/8/2

M. J. 2/2/20

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

Principal Meeting with all HoDs was held on September 20, 2023.

Time: 10.45 AM.

Minutes of the Meeting











- *Faculties are asked to insist the students to pay their pending fees before paying exam fees.
- *HoDs are asked to take responsibility to maintain department students strength and avoid the students from discontinue.
- *HoDs are asked to handle the subject for all the classes.
- *Entry of all the programs should be made in log note.
- *Faculties are asked to enter the moving register without fail.
- *Faculties are insisted to encourage the sports Students.
- * Usage of mobile phone should be avoided by the students in the College bus.
- * It was insisted that the students should bring permission letter from their Parents for any events.
- *II Internal test starts from 3rd October onwards for all the students (30 marks for II, III UG & II PG and 50 marks for I UG & I PG).
- *The last date for submitting II Internal question paper is 25th September.
- *Faculties are asked to verify the syllabus for the academic year 2023-2024.
- *Class Incharges are asked to check the re-admission students communication.
- *Class Incharges are asked to update the students profile without fail.
- *Faculties are asked to maintain the mentor and mentee system.
- *It was insisted that the faculties should check the classroom neatness.
- *It was insisted that the students are asked to follow the Naan Mudhalvan course properly.
- *First year class incharges are asked to submit the students Bio data clearly.
- *Appointment order of the students placed in various companies will receive their order copy in the forthcoming days.
- *It was insisted that the faculties should update their profile (website) without fail.

SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

- | | | |
|----------------------------|---|--|
| 1. TAMIL | : |  |
| 2. ENGLISH | : |  |
| 3. COMPUTER SCIENCE | : |  |
| 4. COMPUTER APPLICATION | : |  |
| 5. COMMERCE | : |  |
| 6. BIO-CHEMISTRY | : |  |
| 7. MATHEMATICS | : |  |
| 8. BUSINESS ADMINISTRATION | : |  |
| 9. PHYSICS | : |  |
| 10. CHEMISTRY | : |  |

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

CIRCULAR

This is to inform you that there will be HODs meeting on 20.09.2023 at 10.45AM in Principal's office.

Agenda of the Meeting

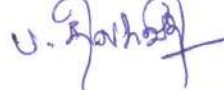


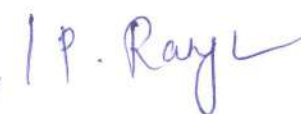






- * University Exam fees
- * II internal test
- * Naan Mudhalvan course

SIGNATURE OF THE PRINCIPAL:

SIGNATURE OF THE VICE-PRINCIPAL:



SIGNATURE OF THE HEADS:

- | | | |
|----------------------------|---|--|
| 1. TAMIL | : |  |
| 2. ENGLISH | : |  |
| 3. COMPUTER SCIENCE | : |  |
| 4. COMPUTER APPLICATION | : | 
P. Ray |
| 5. COMMERCE | : |  |
| 6. BIO-CHEMISTRY | : | 
P. G. J. |
| 7. MATHEMATICS | : |  |
| 8. BUSINESS ADMINISTRATION | : | 
K. S. S. |
| 9. PHYSICS | : | 
K. S. S. |
| 10. CHEMISTRY | : | 
M. S. S. |

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

Principal Meeting with all HoDs was held on September 25, 2023.

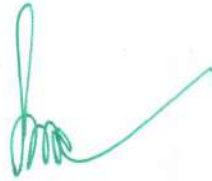
Time: 10.30 AM.

Minutes of the Meeting

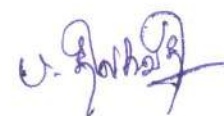


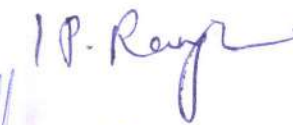






- *It has been declared as holidays for five days from 26.09.2023 to 02.10.2023 on account of Miladinabi and Gandhi Jeyanthi.
- *It was insisted that the faculties should update all the programs in website without fail.
- * II Internal test starts from 3rd October onwards for all the students.
- *There will be a College Union Council Inaugural function on 13th October.
- *There will be a plan of celebrating saraswathi pooja on 20th October.
- *University Examination will be commenced from November 3rd week onwards.
- * University Practical exams commence from 6th November to 10th November.
- *Model Examination starts from November 1st onwards.
- * Faculties are asked to complete their syllabus on or before 28th October.
- *Faculties are asked to submit the Model Examination question paper on 25th October.
- *The students those who got concession are asked to bring Admission for the upcoming year.
- *The departments which are having two sections are asked to fill Admission for both the sections.
- * It was insisted that the faculties should submit the action plan to Mr.I.Selvam sir.
- *It was requested to generate the fund.
- *There will be a plan to conduct "Jeithukattuvom" function for 12th students.
- *It has been planned to conduct Inter College meet.
- *There was a discussion about admission.
- *It was instructed to plan for Faculty Tour.
- *Class Incharges are asked to check the re-admission students communication.

SIGNATURE OF THE PRINCIPAL:

SIGNATURE OF THE VICE-PRINCIPAL:



SIGNATURE OF THE HEADS:

- | | | |
|----------------------------|---|--|
| 1. TAMIL | : |  |
| 2. ENGLISH | : |  |
| 3. COMPUTER SCIENCE | : |  |
| 4. COMPUTER APPLICATION | : |  |
| 5. COMMERCE | : |  |
| 6. BIO-CHEMISTRY | : |  |
| 7. MATHEMATICS | : |  |
| 8. BUSINESS ADMINISTRATION | : |  |
| 9. PHYSICS | : |  |
| 10. CHEMISTRY | : |  |

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

CIRCULAR

This is to inform you that there will be HODs meeting on 25.09.2023 at 10.30 AM in Principal's office.

Agenda of the Meeting




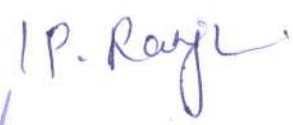






- * II internal test
- * University Practical exams
- * Model Examination
- * Naan Mudhalvan course
- * Union Council Inaugural function

SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

- | | | |
|----------------------------|---|--|
| 1. TAMIL | : |  |
| 2. ENGLISH | : |  |
| 3. COMPUTER SCIENCE | : |  |
| 4. COMPUTER APPLICATION | : |  |
| 5. COMMERCE | : |  |
| 6. BIO-CHEMISTRY | : |  |
| 7. MATHEMATICS | : |  |
| 8. BUSINESS ADMINISTRATION | : |  |
| 9. PHYSICS | : |  |
| 10. CHEMISTRY | : |  |

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

Principal Meeting with all HoDs was held on September 27, 2023.

Time: 11AM.

Minutes of the Meeting

- *University Practical exams commence from October 14 onwards for PG students.
- *Faculties are insisted to motivate the students to achieve Gold Medals and University Ranks.
- *Faculties are asked to focus on IQAC and asked to complete the update of bending AQAR as soon as possible.
- *There will be a plan to form a NAAC committee.
- *Faculties are asked to insist the students to pay their pending fees.
- *HoDs are asked to monitor the scholarship details.
- *It was insisted to promote admission.
- *It was insisted that the faculties are asked to convey the message of TNPSC class.
- *It was insisted that the students are asked to take care of their Health.
- *It was insisted to create a (unique) Model Class which should stand as a good example for other classes.
- *It was insisted that the faculties are asked to monitor the Naan Mudhalvan course.

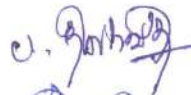
SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

1. TAMIL

: 


2. ENGLISH

: 

3. COMPUTER SCIENCE

: 

4. COMPUTER APPLICATION

: 

5. COMMERCE

: 


6. BIO-CHEMISTRY

: 

7. MATHEMATICS

: 

8. BUSINESS ADMINISTRATION

: 

9. PHYSICS

: 

10. CHEMISTRY

: 

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

CIRCULAR

This is to inform you that there will be HODs meeting on 27.09.2023 at 11 AM in Principal's office.

Agenda of the Meeting




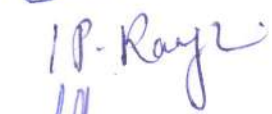

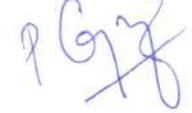




- * IQAC & NAAC
- * University Practical exams
- * Model Examination
- * Naan Mudhalvan course
- * TNPSC class

SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

- | | | |
|----------------------------|---|--|
| 1. TAMIL | : |  |
| 2. ENGLISH | : |  |
| 3. COMPUTER SCIENCE | : |  |
| 4. COMPUTER APPLICATION | : |  |
| 5. COMMERCE | : |  |
| 6. BIO-CHEMISTRY | : |  |
| 7. MATHEMATICS | : |  |
| 8. BUSINESS ADMINISTRATION | : |  |
| 9. PHYSICS | : |  |
| 10. CHEMISTRY | : |  |

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

Principal Meeting with all HoDs was held on October 11, 2023.

Time: 10.30 AM

Minutes of the Meeting

- *There will be a College Union Council Inaugural function on 13th October.
- *Faculties are asked to invite the parents for Inaugural function and submit the list of parents attending the function.
- *Faculties are asked to follow their allotted works.
- *There will be a plan of staff tour on 28th October.
- *Faculties are asked to complete their syllabus.
- *Faculties are asked to submit the Model Examination question paper on 25th October.
- *Present of faculties and students is mandatory on 13th October for Inaugural function.
- *October 12th will be a assembly for all the students.
- *Class Incharges are asked to check the re-admission students communication and other details.
- * The unwanted use of mobile phone should be avoided by the students.

SIGNATURE OF THE PRINCIPAL:

SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

1. TAMIL

: V. Pothu

2. ENGLISH

: A. P. S.

3. COMPUTER SCIENCE

: B. S.

4. COMPUTER APPLICATION

: I. P. R.

5. COMMERCE

: R.

6. BIO-CHEMISTRY

: P. G.

7. MATHEMATICS

: S.

8. BUSINESS ADMINISTRATION

: V. S.

9. PHYSICS

: K. S.

10. CHEMISTRY

: M. S.

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

CIRCULAR

This is to inform you that there will be HODs meeting on 11.10.2023 at 10.30AM in Principal's office.

Agenda of the Meeting

- * Union Council Inaugural function
- * Model Examination

SIGNATURE OF THE PRINCIPAL:

SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

1. TAMIL

: U. Srinivas

2. ENGLISH

: A. Srinivas

3. COMPUTER SCIENCE

: S. Srinivas

4. COMPUTER APPLICATION

: I. P. Ravi

5. COMMERCE

: S. Srinivas

6. BIO-CHEMISTRY

: P. G. Ravi

7. MATHEMATICS

: R. Srinivas

8. BUSINESS ADMINISTRATION

: S. Srinivas

9. PHYSICS

: S. Srinivas

10. CHEMISTRY

: P. G. Ravi

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

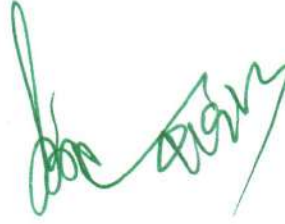
Principal Meeting with all HoDs was held on October 26, 2023.

Time: 10.30AM

Minutes of the Meeting

- *Model Examination starts from November 1st onwards for all the students.
- *Saturday (28.10.23) will be a working day.
- *Faculties are asked to complete their syllabus on or before 31st October.
- *University Examination will be commenced from November 22 onwards.
- *It has been declared as holidays for three days from 11.11.23 to 13.11.23 on account of Diwali.
- *Faculties are asked to insist the students to pay their pending fees.
- * Faculties are asked to maintain the mentor and mentee system.
- *First year class incharges are asked to explain how to fill the front page of the university answer sheet to the students.
- *The distribution of the model examination paper on 09.11.23 and 10.11.23.
- *NaanMudhalvan exams commence from 8th November to 10th November for III BA Tamil and English students.
- *HoDs are asked to monitor the classes.

SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

1. TAMIL

: U. Srinivasan

2. ENGLISH

: A. Srinivasan

3. COMPUTER SCIENCE

: B. Srinivasan

4. COMPUTER APPLICATION

: I. P. Raju

5. COMMERCE

: M. Srinivasan

6. BIO-CHEMISTRY

: P. G. Srinivasan

7. MATHEMATICS

: R. Srinivasan

8. BUSINESS ADMINISTRATION

: K. A. Srinivasan

9. PHYSICS

: G. Srinivasan

10. CHEMISTRY

: M. Srinivasan

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

CIRCULAR

This is to inform you that there will be HODs meeting on 26.10.2023 at 10.30AM in Principal's office.

Agenda of the Meeting

- * University Examination
- * Model Examination
- * Pending Fees
- * NaanMudhalvan Examination

SIGNATURE OF THE PRINCIPAL:




SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

1. TAMIL

: 

2. ENGLISH

: 

3. COMPUTER SCIENCE

: 

4. COMPUTER APPLICATION

: 

5. COMMERCE

: 

6. BIO-CHEMISTRY

: 

7. MATHEMATICS

: 

8. BUSINESS ADMINISTRATION

: 

9. PHYSICS

: 

10. CHEMISTRY

: 

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

Principal Meeting with all HoDs was held on November 7, 2023.

Time: 12 PM

Minutes of the Meeting

- * Faculties are asked to insist the students to pay their pending fees before 16th November.
- * It was insisted that the last working day for this semester is on 16th November.
- * Class Incharges are asked to submit the attendance report as well as internal marks for this semester.
- * Faculties are asked to conduct remedial test for Arrear students.
- * It was insisted that the faculties are asked to verify the syllabus and internal marks for this semester.
- * Class Incharges are asked to check the re-admission students syllabus and internal marks.
- * It was insisted that the students result performance is important.
- * Students feedback shall be collected for this semester.
- * Re-model should be conducted for both arrear students and absentees.
- * Faculties are insisted to arrive and depart to the College and to the classroom 'on time'.

SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

- | | | |
|----------------------------|---|-------------|
| 1. TAMIL | : | U. Sridhar |
| 2. ENGLISH | : | [Signature] |
| 3. COMPUTER SCIENCE | : | [Signature] |
| 4. COMPUTER APPLICATION | : | [Signature] |
| 5. COMMERCE | : | [Signature] |
| 6. BIO-CHEMISTRY | : | P. G. S. |
| 7. MATHEMATICS | : | [Signature] |
| 8. BUSINESS ADMINISTRATION | : | [Signature] |
| 9. PHYSICS | : | [Signature] |
| 10. CHEMISTRY | : | M. J. |

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

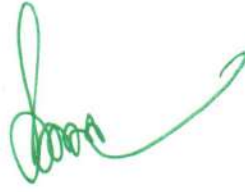
CIRCULAR

This is to inform you that there will be HODs meeting on 07.11.2023 at 12 PM in Principal's office.

Agenda of the Meeting

- * Pending fees
- * The last working day
- * Feedback

SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

1. TAMIL

: U. S. S. S.

2. ENGLISH

: S. S. S.

3. COMPUTER SCIENCE

: S. S. S.

4. COMPUTER APPLICATION

: P. S. S.

5. COMMERCE

: S. S. S.

6. BIO-CHEMISTRY

: P. G. S.

7. MATHEMATICS

: S. S. S.

8. BUSINESS ADMINISTRATION

: S. S. S.

9. PHYSICS

: S. S. S.

10. CHEMISTRY

: S. S. S.

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

Principal Meeting with all HoDs was held on December 27, 2023.

Time: 4 PM.

Minutes of the Meeting

- *Faculties are insisted to arrive and depart to the College and to the classroom 'on time'.
- *Faculties are asked to follow the schedule properly.
- *It was insisted that the faculties get sign the lesson plan in advance.
- *Faculties are asked to prepare well for the class.
- *It was insisted that the faculties should check the classroom neatness.
- *It was insisted that the faculties have to develop the communication skill of the students.
- *Faculties are asked to verify the syllabus.
- *It was insisted the faculties to share the question bank to the students.
- * Faculties can avail CL and OD from January to December.
- *The faculties are asked to look after whether all the academic communications reach the parents through students properly.
- *There will be a Navarasam Trophy on 6th January.
- *It was insisted that the faculties should take FC paper properly and report it to HOD.
- *No free bus for the students for the academic year.
- * Concession available for the students only when they put admission.
- *Faculties and students are asked to use the E-Journals, Journals and library books properly.
- *Class Incharges are asked to inform the students' absence, College functions and the marks they obtained to the parents.
- *Faculties are asked to insist the students to pay their pending fees.
- *There will be an MSME Programme after Pongal.
- *Naan Mudhalvan and Scholarship go well and wish to continue with same spirit.

SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

1. TAMIL

: 


2. ENGLISH

: 

3. COMPUTER SCIENCE

: 


4. COMPUTER APPLICATION

: 

5. COMMERCE

: 

6. BIO-CHEMISTRY

: 

7. MATHEMATICS

: 

8. BUSINESS ADMINISTRATION

: 

9. PHYSICS

: 

10. CHEMISTRY

: 

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

CIRCULAR

This is to inform you that there will be HODs meeting on 27.12.2023 at 4PM in Principal's office.

Agenda of the Meeting

- * Admission
- * Navarasam Trophy
- * Naan Mudhalvan and Scholarship

SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

1. TAMIL

: 

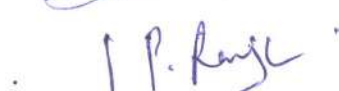
2. ENGLISH

: 

3. COMPUTER SCIENCE

: 

4. COMPUTER APPLICATION

: 

5. COMMERCE

: 


6. BIO-CHEMISTRY

: 

7. MATHEMATICS

: 

8. BUSINESS ADMINISTRATION

: 

9. PHYSICS

: 

10. CHEMISTRY

: 

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

Principal Meeting with all HoDs was held on January 10, 2024.

Time: 10.30AM.

Minutes of the Meeting

- *There will be a Pongal celebration on 12th January.
- *General grievances day should be conducted and HOD's should collect grievances from the students.
- *It was insisted that the faculties should maintain the academic details properly.
- *Faculties are asked to focus on AQAR submission.
- *It was insisted that the faculties should update the website on or before 20th January.
- *Students should complete their institutional training on or before 25th January.
- *NSS camp is going to be conducted from 18th January to 20th January.
- *There is an Educational exhibition at chennimalai from 26.01.24 to 31.01.24.
- *Faculties are asked to check the scholarship details.
- *Best Minds Scholarship is going to be conducted on 28th January for 12th students.
- *Committee for Best Minds:
 - Questions paper setting-English & CA Department
 - Valuation-Maths & BBA
 - Registration-Commerce
 - Seating &Stage-Physics &Chemistry
 - Catering -Biochemistry
 - Report - Computer Science
 - Invitation-Placement sir
 - Reception - Tamil

*No free bus for the next academic year. Bus fees will be collected for next academic year.

*Term fees for the next academic year has been reduced. It's between: Rs.12000 and Rs.17000.

*Amount of ₹ 3000 will be given to students for 1 admission (they bring).

*There will be a Mutamiluku Mudisuttuvizha on 9th February.

*There will be a Guinness Valli Kummi on 4th February.

* Faculties are asked to give likes to the informations which is related to our college function in Facebook, Instagram and YouTube channel.

*There will be a plan of conducting Navarasam Bazar on 16th February.

*I internal test starts from 29th January for all the students.

*Next academic year Admission starts from January 25th onwards.

*It was insisted that the faculties should create whatsapp group for 12th students.

SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

1. TAMIL

: 


2. ENGLISH

: 

3. COMPUTER SCIENCE

: 

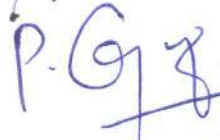
4. COMPUTER APPLICATION

: 

5. COMMERCE

: 

6. BIO-CHEMISTRY

: 

7. MATHEMATICS

: 

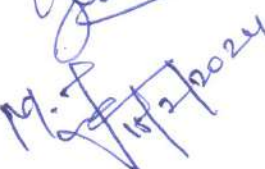
8. BUSINESS ADMINISTRATION

: 

9. PHYSICS

: 

10. CHEMISTRY

: 
M. J. 15/2/2024

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

CIRCULAR

This is to inform you that there will be HODs meeting on 10.01.2024 at 10.30AM in Principal's office.

Agenda of the Meeting

- * Pongal celebration
- * AQAR Submission
- * Best Minds Scholarship Test
- * Navarasam Bazar

SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

1. TAMIL
2. ENGLISH
3. COMPUTER SCIENCE
4. COMPUTER APPLICATION
5. COMMERCE
6. BIO-CHEMISTRY
7. MATHEMATICS
8. BUSINESS ADMINISTRATION
9. PHYSICS
10. CHEMISTRY

: U. Gopalakrishnan

: [Signature]

: [Signature]

: P. Ravi

: [Signature]

: P. G. [Signature]

: [Signature]

: [Signature]

: [Signature]

: M. [Signature]

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

Principal Meeting with all HoDs was held on January 20, 2024.

Time: 12PM.

Minutes of the Meeting




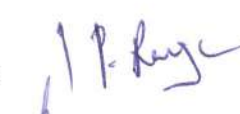






- * Next Academic year Admission starts from 25th January onwards.
- *Best Minds Scholarship Test will be conducted on 28th January for 12th students.
- *Term fees will be changed for the next academic year for the students.
- *NSS camp is going to be conducted on 29th January onwards.
- *It was insisted that the faculties should inform their CL earlier.
- *HODs are asked to take FDP for their department faculties.
- *Phone will be allowed during function for students.
- *It was insisted that the faculties should take care of re-admission Students.
- *It was insisted to conduct department Alumni meet (online /offline).
- *Faculties are asked to collect alumni (government post/ abroad) name list.
- *Faculties are asked to give question bank (one mark) to the students.
- *Faculties are asked to verify the syllabus.
- * It was insisted that the faculties should read the circular thoroughly to the students.
- *Faculties are asked to get ready for AQAR documents for the academic year 2022-2023.

SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

- | | | |
|----------------------------|---|--|
| 1. TAMIL | : |  |
| 2. ENGLISH | : |  |
| 3. COMPUTER SCIENCE | : |  |
| 4. COMPUTER APPLICATION | : |  |
| 5. COMMERCE | : |  |
| 6. BIO-CHEMISTRY | : |  |
| 7. MATHEMATICS | : |  |
| 8. BUSINESS ADMINISTRATION | : |  |
| 9. PHYSICS | : |  |
| 10. CHEMISTRY | : |  |

**NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN,
ARACHALUR.**

CIRCULAR

This is to inform you that there will be HODs meeting on 20.01.2024 at 12 PM in Principal's office.

Agenda of the Meeting

- * Admission
- * Best Minds Scholarship Test
- * NSS camp

SIGNATURE OF THE PRINCIPAL:



SIGNATURE OF THE VICE-PRINCIPAL:

SIGNATURE OF THE HEADS:

1. TAMIL
2. ENGLISH
3. COMPUTER SCIENCE
4. COMPUTER APPLICATION
5. COMMERCE
6. BIO-CHEMISTRY
7. MATHEMATICS
8. BUSINESS ADMINISTRATION
9. PHYSICS
10. CHEMISTRY

: V. G. G. G.

: [Signature]

: [Signature]

: [Signature]

:

:

:

:

:

:

:

: [Signature]

: [Signature]

: M. J. J. J. 15/2/2024