Centre for Students Academic Career Development

The minutes of the First meeting of the Centre for Students Academic Career Development held on 30.08.2025 at 2.00 PM in the IQAC Board Room.

Members Present:

1. Dr.K.Arungandhi
2. Dr.V.Abirami
3. Dr.D.Shanmugavadivel
4. Mrs. I. Ajitha
5. Mrs.R. Revathi
6. Dr.M.Kowsalya
7. Mrs. S.Divyapriya

Agenda:

1. **Welcome Note**
   A brief welcome address was delivered by Dr. K. Arungandhi. The committee acknowledged and thanked Mr. M. A. Prasad for his valuable contributions as he has left the Institution. The committee warmly welcomed the new member, Mrs. I. Ajitha, who has joined in his place.

2. **Leave of Absence**
   Ms. Anushiya. M has officially informed the committee of her absence due to sick leave. Hence the Co-ordinator requested to grant leave of absence.

3. **Approval and Adoption of Minutes of the Previous Meeting**
   As this is the first meeting, there are no previous minutes to read or approve.

4. **Action Taken Report (ATR)**
   Since this is the first meeting, there are no previous resolutions or actions to report.

5. **After a brief discussion items of the agenda were takes one by one for discussion.**
   List each item discussed. Use sub-numbers or bullet points for clarity.

   - **Item 1: To Plan the Activities for 2025**
     Discussion: Members discussed potential programs, initiatives, and student engagement activities to be undertaken in 2025.
     Resolution: Resolved that the committee will consolidate proposals and finalize the activity calendar in the upcoming meeting.

   - **Item 2: To the Criteria for Enrollment and Consolidation of Interested Students.**
     Discussion: Members deliberated on establishing transparent and inclusive criteria for student enrollment.
     Resolution: Resolved that draft criteria will be prepared and circulated among members for review before final approval.

- **Item 3: To Allocate a Responsibilities and Work Among Members**

  The importance of equitable distribution of tasks was highlighted.

  Resolution: Resolved that responsibilities will be allocated based on expertise and interest areas, to be finalized in the next meeting.

- **Item 4: To conduct a program on Study Abroad with IDP – September 2025**

  A plan to collaborate with IDP to conduct a study-abroad program in September was introduced.

  Resolution: Resolved that a sub-committee will be formed to coordinate with IDP and prepare the roadmap for implementation.

- **Item 5: To Confirm Date and Agenda for second Meeting**

  The need for regular follow-up meetings was emphasized.

  Resolution: Resolved that the date for the second meeting will be decided through mutual consent and communicated to all members in advance.

6. **Vote of Thanks**
   The Vote of Thanks was delivered by Dr. V. Abirami, who expressed gratitude to the Chairperson, members, and participants for their active involvement and constructive contributions.

Signatures of Members:

S.No.	Name	Designation & Role	Signature with Date
1	Dr.S.Saravanan	Convener	
2	Dr.K.Arungandhi Dr.V.Abirami	Coordinators	K. Gandhi V. Abirami
3	Dr.D.Shanmugavadivel	Member	D Shanmug
4	Mrs. S.Divyapriya	Member	
5	Mrs. I. Ajitha	Member	
6	Dr.M.Kowsalya	Member	
7	Mrs.R. Revathi	Member	
8	Ms. Anushiya.M	Member	Anushiya

K. Gandhi V. Abirami
Co-ordinator

30/08/2025
Dean Academics

30/8/25
Principal