Centre for Community Development

The minutes of 3rd meeting of the Centre for Community Development held on 23.06.2026 at 2.30 pm in the D1-block 412 room is as follows:

Members Present:

1.	Dr S.Mohan, Asso.Dean-Student Affairs	In-Charge
2.	Dr R. Madhulaa, Associate Professor and Head	Coordinator
3.	Dr P. Dhanya, Associate Professor	Co-Coordinator
4.	Dr R. Kalaivani, Associate Professor	Member
5.	Dr P. Sathyapriya, Associate Professor	Member
6.	Dr S. Manivarma, Assistant Professor	Member
7.	Ms M. Nagarani, Assistant Professor	Member

Agenda:

1. Welcome Note

The Coordinator, Dr R Madhulaa welcomed all members to the meeting and expressed appreciation for their presence and continued support towards the Centre for Community Development's objectives and its functions. After a brief discussion the items of the agenda were taken one by one for discussion.

To approve and adopt the minutes of the previous meeting held on 14.08.2025 and review the action taken. Based on the decisions taken in the previous meeting, the departments, in association with various NGOs, carried out various extension activities aligned with their respective area of expertise.

2. Agenda Items

Item 3.1: To induct the members

The coordinator, Dr R Madhulaa inducted the new coordinator Dr P Dhanya and the existing members into the Centre for Community Development, outlining the Centre's vision, objectives, and completed activities.

Resolution:

Resolved that the new coordinator is inducted and duly recorded, and the members will be involved in forthcoming initiatives and community development activities of the Centre.

Item 3.2: To decide the roles and responsibilities of the committee members

The coordinator, Dr R Madhulaa led the discussion on defining the specific roles and responsibilities of the committee members to ensure effective functioning of the Centre for Community Development.

Resolution:

Resolved that the following roles and responsibilities be assigned and approved for the committee members of the Centre for Community Development.

S. No.	Name and Designation	Roles	Responsibilities
1.	Dr R Madhulaa, Associate Professor and Head	Coordinator	Centre Composition and Structure, NGO Collaboration
2.	Dr P Dhanya, Associate Professor	Coordinator	Department Coordinators Connection, Report Filing
3.	Dr R Kalaivani, Associate Professor	Member	Getting Approval from College
4.	Dr P Sathyapriya, Associate Professor	Member	Documentation and Activities Monitoring
5.	Dr S Manivarma, Assistant Professor	Member	Outreach Arrangements
6.	Ms M Nagarani, Assistant Professor	Member	Preparation of Meeting Minutes

Item 3.3: To review the progress of center activities

The progress of the Centre's activities for the previous semester was reviewed and it was informed to the centre members to collect and maintain separate documents of the previous extension activities of the departments. It was also discussed that to collect details from the departments on the outcome of the programs and appreciation letters received if any, for proper documentation and record maintenance.

Resolution:

Resolved that all Centre members shall collect and maintain documentation of the extension activities conducted by their respective departments. It was further resolved that each department shall submit details of the outcomes of the programmes conducted, along with appreciation letters, certificates, or any other recognitions received.

Item 3.4: To plan future activities and programs

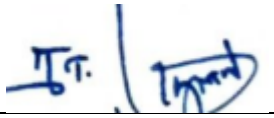
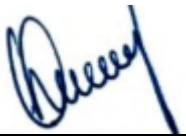
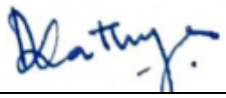
The Centre planned to organize an orientation programme for the Department Extension Activity Coordinators to conduct extension activities towards meeting the Sustainable Development Goals (SDGs). The plan of action was discussed in detail, and all departments will be grouped together based on their common areas of specialization to facilitate the effective planning and execution of extension activities.

Resolution:

Resolved that an orientation programme shall be organized for all Department Extension Activity Coordinators to strengthen the planning and implementation of extension activities aligned with the Sustainable Development Goals (SDGs). It was further resolved that the departments shall be grouped based on their common areas of specialization to jointly plan and execute extension activities for the academic year 2026-2027.

The meeting was closed with vote of thanks proposed by Coordinator Dr P Dhanya. She thanked all the members for their valuable inputs and uninstinced support.

Attendance: (mention the names of members who are absent)

S. No.	Name and Designation	Roles	Signature
1.	Dr R Madhulaa, Associate Professor and Head	Coordinator	
2.	Dr P Dhanya, Associate Professor	Coordinator	
3.	Dr R Kalaivani, Associate Professor	Member	
4.	Dr P Sathyapriya, Associate Professor	Member	
5.	Dr S Manivarma, Assistant Professor	Member	
6.	Ms M Nagarani, Assistant Professor	Member	



Coordinators



In-Charge



Principal