Name of the Committee: Class Committee

Meeting Minutes

The minutes of meeting of the Class Committee held on 08.10.2026 at 2:00 p.m in the Room No. D1.101

The coordinators of the committee welcomed all the members. They further explained about the objectives, functions, roles and responsibilities of the Class Committee meeting. After a brief discussion, the items on the agenda were taken one by one for discussion.

Resolution: Resolved the items discussed in the first meeting of the class committee for the academic year 2026-27

1. To discuss the faculty wise meeting to be organized in the academic year 2026-27

Circular and Scheduled were prepared for Class committee meeting. It was scheduled on 09.09.2026 to 28.09.2026 for all the department students and the same was communicated through the respective HoDs.

2. Review the Academic Progress:

1.Reviewing the progress on syllabus completion, Internal Assessments, Teaching Leaning Process, Attendance, Remedial Classes and Library Access.

2. Discussed the accessibility to counseling mentor mentee progress and other student support programs.

3. Feedback for all the courses from the students are collected during class committee meeting once in a semester.

Resolution:

1.Reviewed and action taken on the syllabus completion, Internal Assessments, Teaching Leaning Process, Attendance, Remedial Classes, Library etc.

2.To ensure that Mentors were advised to strengthen regular communication with mentees.

3.The feedback was reviewed and actions taken.

3. Discuss the Co/Extracurricular Activities:

To discuss the Co/Extracurricular activities like Club activities, Guest Lectures, Workshops, Conferences, Field Trips, Industrial Visits etc.

Resolution:

To ensure that the Co/Extracurricular Activities are carried out.

Members present:

S.No.	Name	Designation	Signature
1	Dr.M.Thiruselvi	Associate Professor	
2	Dr.B.Sivaranjani,	Associate Professor	
3	Mrs.R.Anandhi	Assistant Professor	
4	Dr. R. Geetha	Assistant Professor	

(Dr.N.Kodhai Nayaki / Dr.S.Gandhimathi)

(Co-ordinators)

(Dr.S.Saravanan)

(Principal)