

Name of the Committee : **Parents Teachers Association**
Academic Year : 2023-24
Meeting No. : 04
Date & Time : 10.2.2024 & 3.15 PM
Venue : Seminar Hall I

Minutes of the Meeting

The PTA Committee Meeting was held on 10.2.2024 at 3.15 PM in Seminar Hall I

Meeting Chair : Prof. Dr. K.Ramamurthi – Principal

The following members were present:

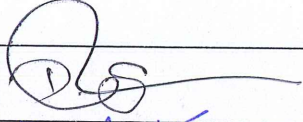
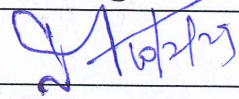
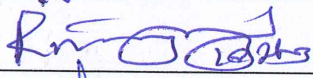
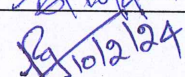
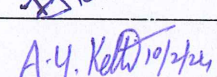
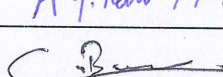
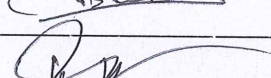
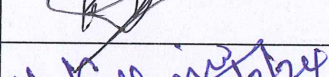
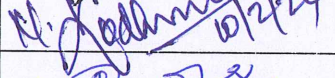
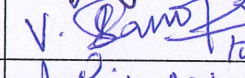
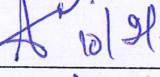
1. Dr.C.Kumuthini
2. Mr.S.Muruganantham
3. Mr. D. Sundar
4. Ms. C.R. Aarthi
5. Dr. M. Sangeetha
6. Dr. K.Kavitha
7. Mr.N.Chandru
8. Dr. R. Latha
9. Mrs T.Mohanambal
10. Dr. C. M. Kanchana

The following agenda is discussed in the meeting

- Allotted work to all department In-Charges
- Discussion venue: Reception
- Discussed and finalized the count of parents to be invited
- Discussed about the feedback to be collected from parents
- Venue of PTA and Menu for lunch to be provided were discussed and finalized

List of Department PTA Faculty-In charge participated:

S.No	Department	Staff In-charge	Signature
1	Department of Physics	Mrs S.Punitha	S. Punitha 10/12/24
2	Department of Medical Physics	Mrs. K. Indhumathi	K. Indhumathi 10/12/24
3	Department of Chemistry	Dr.R.Rajkumar	R. Rajkumar 10/12/24
4	Department of Mathematics	Mr. M. Santhosh Kumar	M. Santhosh Kumar 10/12/24
5	Department of Catering Science & Hotel Management	Mr. M.Venkateswaran.	M. Venkateswaran 10/12/24
6	Department of Costume Design and Fashion	Ms. S.Ragavi	S. Ragavi 10/12/24
7	Department of Biochemistry	Dr.D.Pradeepa	D. Pradeepa 10/12/24
8	Department of Clinical Laboratory Technology	Dr.M.Thiruselvi	M. Thiruselvi 10/12/24
9	Department of Biotechnology	Dr. K.Arungandhi	K. Arungandhi 10/12/24
10	Department of Microbiology	Ms. M. Nivethitha	M. Nivethitha 10/12/24
11	Department of Food Science and Nutrition	Ms. U.Rasikha	U. Rasikha 10/12/24
12	Department of Computer Science	Mrs S.R.Kalaiselvi	S. R. Kalaiselvi 10/12/24
13	Department of Computer Science Data Analytics	Dr. A.C Sountharraj	A. C. Sountharraj for CH 10/12/2024
14	Department of Computer Applications	Dr. K. Kavitha	K. Kavitha 10/12/24
15	Department of Computer Technology	Mr. R. Vijay Anand	R. Vijay Anand 10/12/24
16	Department of Information Technology	Mrs. P.Menaka	P. Menaka 10/12/24
17	Department of Computer Science with Cognitive Systems	Dr.P.Sakthi Murugan	P. Sakthi Murugan 10/12/24
18	Department of Artificial Intelligence and Machine	Ms. J.Vinitha	J. Vinitha 10/12/24
19	Department of Computer Science with Cyber Security	Mrs. A.Vinitha	A. Vinitha 10/12/24
20	Department of Commerce	Mr. P.Vimal Kumar	P. Vimal Kumar 10/12/24
21	Department of Commerce with Computer Applications	Dr. C. Eahambaram	C. Eahambaram 10/12/24

22	Department of Corporate Secretaryship	Mr. D. Senthilnathan	
23	Department of Commerce with Information Technology	Ms. D. Malarvizhi	
24	Department of Commerce with Professional Accounting	Dr. R. Mayilsamy	
25	Department of Commerce - Finance	Mr. S.Vinoth Kumar	
26	Department of Commerce Banking & Insurance	Dr. R.Geetha	
27	Commerce in Business Process Services	Dr. A.Y Kettiramalingam	
28	Commerce with Business Analytics	Mr. C.Balaji	
29	International Business	Mr. K.Chandrabose	
30	Commerce Accounting Taxation	Dr.N.Kodhai Nayaki	
31	Department of Management Studies	Mrs.V.Santhiya	
32	Department of Hospital Administration	Ms. U.Suji	
33	Department of English	Ms. S.k. Dharshana	

34. Department of social work

Ms. G. Sree Dharani


(Dr. C. Kumuthini & Mr. S. Muruganantham)
Coordinators – PTA


(Dr.S.Saravanan)
Vice- Principal

Name of the Committee : Parents teachers Association
Academic Year : 2023-24
Meeting No. : 03
Date & Time : 09.02.2024 & 3.30 PM
Venue : Seminar Hall II

Minutes of the Meeting

The PTA Committee Meeting was held on 09.02.2024 at 3.30 PM in Seminar Hall II

Meeting Chair : Prof. Dr. K.Ramamurthi – Principal

The following members were present:

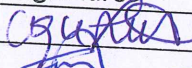
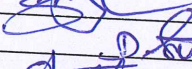
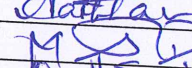
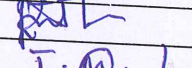
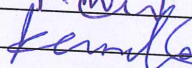
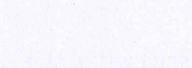
1. Dr.C.Kumuthini
2. Mr.S.Muruganantham
3. Mr. D. Sundar
4. Ms. C.R. Aarthi
5. Dr. M. Sangeetha
6. Dr. K.Kavitha
7. Mr.N.Chandru
8. Dr. R. Latha
9. Mrs T.Mohanambal
10. Dr. C. M. Kanchana

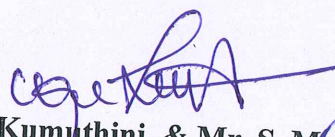
The following agenda is discussed in the meeting

Agenda	Decision Taken	Responsible Person
Schedule & Organizing PTA Meeting	Discuss date & time of PTA	Dr .C. Kumuthini
Agenda and circular	Review the preparations of agenda	Dr. C. M. Kanchana
MOC	Review MOC	Dr. C. M. Kanchana Mrs T.Mohanambal
Hall Arrangement	Discussion on Hall Booking, Stage arrangement etc	Dr. R. Latha Ms. C.R. Aarthi
Invitation	Review the status of Invitation preparation and communication to all departments	Dr C. Kumuthini Mr.S.Muruganantham
Refreshment and Lunch Arrangement	Review the refreshment, lunch menu and venue	Mr. D. Sundar

Reception, registration	Confirm the venue and content to be printed on registration	Dr. M. Sangeetha Mr. N. Chandru Dr. K. Kavitha
Feedback	Review feedback format and also collecting feedback from in the time of PTA from parents	Ms. C.R. Aarthi Mr. D. Sundar
Video Clipping and PPT Presentation	Review video clipping about college merits and PPT presentation for faculty wise	Dr C.Kumuthini Mr.S.Muruganantham

List of Committees members participated:

S.No	Name	Signature
1	DrC.Kumuthini	
2	Mr.S.Muruganantham	
3	Mr. D. Sundar	
4	Ms. C.R. Aarthi	
5	Dr. M. Sangeetha	
6	Dr. K.Kavitha	
7	Mr.N.Chandru	
8	Dr. R. Latha	
9	Mrs T.Mohanambal	
10	Dr. C. M. Kanchana	


(Dr. C. Kumuthini & Mr. S. Muruganantham)
Coordinators – PTA


(Dr.S.Saravanan)
Vice- Principal

Name of the Committee : **Parents teachers Association**
Academic Year : **2023-24**
Meeting No. : **02**
Date & Time : **30.1.2024 & 3.15 PM**
Venue : **Seminar Hall II**

Minutes of the Meeting

The PTA Committee Meeting was held on 30.1.2024 at 3.15 PM in Seminar Hall II

Meeting Chair : Prof. Dr. K.Ramamurthi – Principal

The following members were present:

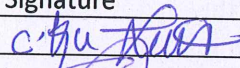
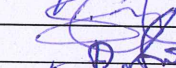
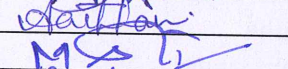
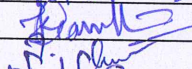
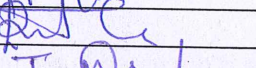
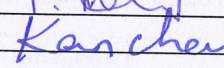
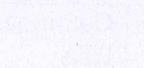
1. Dr.C.Kumuthini
2. Mr.S.Muruganantham
3. Mr. D. Sundar
4. Ms. C.R. Aarthi
5. Dr. M. Sangeetha
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8. Dr. R. Latha
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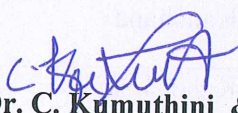
The following agenda is discussed in the meeting

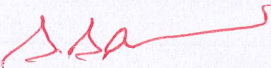
Agenda	Decision Taken	Responsible Person
Schedule for Organizing PTA Meeting	Confirmed the date and time for PTA	Dr C.Kumuthini
Agenda and circular	Review of preparations of agenda and circular	Dr. C. M. Kanchana
MOC		Dr. C. M. Kanchana Mrs T.Mohanambal
Hall Arrangement	Review - Hall Booking, Stage arrangement, mike arrangement , Name Board and Backdrop	Dr. R. Latha Ms. C.R. Aarthi
Invitation	Confirmation of Invitation preparation and communication to all departments	Dr C. Kumuthini Mr.S.Muruganantham
Refreshment Arrangement	Collected the head count for refreshment	Mr. D. Sundar

Report Preparation	Discussed on preparing overall report	Dr. C. M. Kanchana Dr. K. Kavitha
Reception, registration	Confirmed the content of registration form and registration venue	Dr. M. Sangeetha Mr. N. Chandru Dr. K. Kavitha
Photograph , Press and Media Communication, website updating, video camera	Discussion on Video capture and photograph	Mr. N. Chandru Mrs T.Mohanambal
Feedback	Confirmation of parent feedback design	Ms. C.R. Aarthi Mr. D. Sundar
Video Clipping and PPT Presentation	Discussed on presenting video clipping about college merits	Dr C.Kumuthini Mr.S.Muruganantham

List of Committees members participated:

S.No	Name	Signature
1	DrC.Kumuthini	
2	Mr.S.Muruganantham	
3	Mr. D. Sundar	
4	Ms. C.R. Aarthi	
5	Dr. M. Sangeetha	
6	Dr. K.Kavitha	
7	Mr.N.Chandru	
8	Dr. R. Latha	
9	Mrs T.Mohanambal	
10	Dr. C. M. Kanchana	


(Dr. C. Kumuthini & Mr. S. Muruganantham)
Coordinators – PTA


(Dr.S.Saravanan)
Vice- Principal

Name of the Committee : Parents teachers Association
Academic Year : 2023-24
Meeting No. : 01
Date & Time : 22.1.2024 & 3.30 PM
Venue : Seminar Hall I

Minutes of the Meeting

The PTA Committee Meeting was held on 22.1.2024 at 3.30 PM in Seminar Hall I

Meeting Chair : Prof. Dr. K.Ramamurthi – Principal

The following members were present:

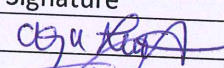
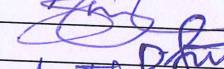
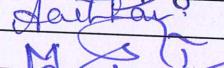
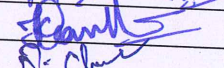
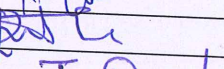
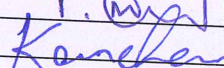
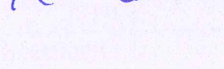
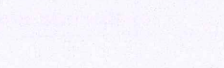
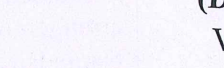
1. Dr.C.Kumuthini
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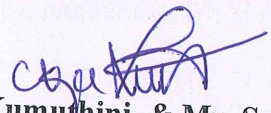
The following agenda is discussed in the meeting

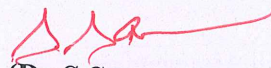
Agenda	Decision Taken	Responsible Person
Schedule for Organizing PTA Meeting	Discussed the date and time for PTA	-
Agenda and circular	Discussed the preparations of agenda and circular	Dr. C. M. Kanchana
MOC		Dr. C. M. Kanchana Mrs T.Mohanambal
Hall Arrangement	Discussed on Hall Booking, Stage arrangement, mike arrangement , Name Board and Backdrop	Dr. R. Latha Ms. C.R. Aarthi
invitation	Invitation Preparation and communication to all departments	Dr C. Kumuthini Mr.S.Muruganantham
Refreshment and Lunch Arrangement	Discussed the venue of refreshment	Mr. D. Sundar

Report Preparation	Discussed on preparing overall report	Dr. C. M. Kanchana Dr. K. Kavitha
Reception, registration	Discussed the venue and content to be printed on registration	Dr. M. Sangeetha Mr. N. Chandru Dr. K. Kavitha
Photograph , Press and Media Communication, website updating, video camera	Video Screening, taking photograph and communicate the information for the press people	Mr. N. Chandru Mrs T.Mohanambal
Feedback	Discussed to design feedback format and also collecting feedback from in the time of PTA from parents	Ms. C.R. Aarthi Mr. D. Sundar
Video Clipping and PPT Presentation	Discussed on running video clipping about college merits and PPT presentation for faculty wise	Dr C.Kumuthini Mr.S.Muruganantham

List of Committees members participated:

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7	Mr.N.Chandru	
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(Dr. C. Kumuthini & Mr. S. Muruganantham)
Coordinators – PTA


(Dr.S.Saravanan)
Vice- Principal