



# Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)  
Approved by Government of Tamil Nadu & Accredited by NAAC with A++ Grade (3<sup>rd</sup> Cycle - CGPA 3.64)  
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IQAC

2025-26

## Website Committee

The minutes of the meeting of the website committee held on 29.09.2025 at 2.15 p.m. in the seminar hall-II (CI-Block).

### Members Present:

### Members:

| S.No. | Name of the Faculty | Department                                 |
|-------|---------------------|--------------------------------------------|
| 1     | Mr.R.Suresh         | Commerce with Corporate Secretaryship (CA) |
| 2     | Mrs.V.Jayashree     | Commerce with Computer Applications        |
| 3     | Mrs.M.Vinitha       | Mathematics                                |
| 4     | Dr.V.Sengani        | Commerce with Information Technology       |

### Department/Centres/Clubs/Committee In-charges:

| Faculty                     | Department        | Name of the Faculty     |
|-----------------------------|-------------------|-------------------------|
| Faculty of BAS              | Physics           | Ms. R. Revathi          |
|                             | Chemistry         | Dr.P. Kavitha           |
|                             | Mathematics       | Mrs.M.Vinitha           |
|                             | CDF               | Mrs.K.Sathya            |
|                             | Biotechnology     | Mrs. C. R. Aarthi       |
|                             | Microbiology      | Dr. S. Karthik Sundaram |
|                             | FSN               | Ms. Anjali M            |
| Faculty of Computer Science | CS                | Dr. S. Omprakash        |
|                             | CS DA             | Mrs.S.Shenbaha          |
|                             | CA                | Dr.V.Yuvaraj            |
|                             | CT                | Mrs.Ajitha I            |
|                             | IT                | Ms.N.Vaishnavi          |
|                             | Cognitive Systems | Dr.B.Senthilkumar       |
|                             | CS Cyber Security | Mrs.A.Vinitha           |
| Faculty of Commerce         | Commerce          | Dr.M R Chandrasekar     |
|                             | Commerce CA       | Mrs.V.Jayashree         |

|                       |                         |                                                      |
|-----------------------|-------------------------|------------------------------------------------------|
|                       | Corporate Secretaryship | Mr.R.Suresh                                          |
|                       | IT                      | Mrs.R.Anitha                                         |
|                       | PA                      | Dr.R.Mayilsamy                                       |
|                       | B&I                     | Dr.P.Kalaivani                                       |
|                       | BPS                     | Mrs Janani. R                                        |
|                       | BA                      | Ms.T P Suvetha                                       |
|                       | A&T                     | Dr.A.Anandalakshmy                                   |
| Faculty of Management | Management              | Dr.B.M.Rajesh                                        |
|                       | Social Work             | Dr. L. Esther Shalini                                |
| Faculty of Humanities | Tamil                   | Dr.G.Kalaivani                                       |
|                       | English                 | Dr.M.Marimuthu                                       |
| Centers and Clubs     |                         | Coordinators/Members of the respective Centers/Clubs |

The meeting commenced with a warm welcome by the Coordinator, Dr. V. Yuvaraj, who greeted all members and emphasized the significance of maintaining an updated institutional website to enhance visibility, accreditation readiness, and stakeholder engagement for the academic year 2025–2026.

He also appreciated the efforts of the committee members for their contribution in the previous academic year and urged timely updates to avoid data backlogs.

#### **Leave of Absence**

The coordinator informed the inability of the following members in attending the meeting and requested to grant leave of absence.

| S.No. | Name of the Faculty | Department                                   |
|-------|---------------------|----------------------------------------------|
| 1     | Dr.M.Dinesh Kumar   | Chemistry                                    |
| 2     | Ms.J.Vinitha        | Artificial Intelligence and Machine Learning |

Following this, Prof. Dr. K. Ramamurthi, Dean (Academics), addressed the gathering and shared valuable insights and ideas on improving the structure, presentation, and regularity of website content updates. He highlighted the importance of accuracy in data presentation and encouraged

departments to focus on showcasing achievements that reflect the institution's quality and progress.

**Item 1.1: To approve and adopt the minutes of the previous meeting held on 14.06.2024.**

After a brief discussion the items of the agenda were taken one by one for discussion.

**Item 1.2: Review of Pending Website Updates for AY 2024–2025**

The committee reviewed the pending website updates related to faculty achievements, research publications, departmental activities, and event reports. Members discussed the causes of delay and the need for standardized documentation across departments.

***Resolution:***

Resolved that all departments must complete the pending website updates within two weeks. The Coordinator will monitor compliance and provide a progress review in the next meeting be approved.

**Item 1.3: Finalization of New Department Profile Format**

Members discussed the importance of maintaining uniformity in department web pages. Suggestions were made to include sections for faculty profiles, student achievements, research outcomes, club/committee details, and photo galleries of departmental events.

***Resolution:***

Resolved that the newly designed department profile format be approved and to be adopted. Further resolved that it will be circulated to all departments by 06.10.2025, and departments are instructed to adopt the format immediately.

**Item 1.4: Verification and Submission of Data**

The committee emphasized that all information uploaded to the website must be verified in the prescribed template to ensure data accuracy and consistency. Each department should designate one faculty member as a Data Verifier responsible for checking entries before submission.

***Resolution:***

Resolved to follow the verification protocol before sending updates to the website committee by the department.

### **Item 1.5: Staff Profile Update Policy**

The committee discussed the regular updating of staff profiles and inclusion of recent academic contributions. It was highlighted that clubs, committees, and centres must submit their activity reports in a timely manner. Faculty members should ensure that their publications, presentations, awards, and achievements are reflected both in staff profiles and department profiles.

#### ***Resolution:***

Resolved that coordinators/convenors are to be directed to ensure strict compliance with the above policy. A quarterly review of staff profile updates will be undertaken.

### **Item 1.5: Collection of Department/Club/Committee Activities (Odd Semester)**

The committee discussed the frequency of collecting data on departmental, club, and committee activities. It was agreed that such data should be compiled every semester to maintain consistency and completeness for accreditation and website purposes.

#### ***Resolution:***

Resolved that all departments/clubs/committees must submit the details of activities conducted during the Odd Semester (June–October 2025) to the Website Committee on or before 14.10.2025. Each HoD will verify the details prior to submission be approved.

### **Item 1.6: Any Other Matter**

The Coordinator informed that the website committee will prepare a consolidated report of all departmental and committee activities to be reviewed in the next meeting. Members were requested to extend full cooperation in data submission and follow-up.

#### ***Resolution:***

Resolved that all pending information must be forwarded to the Committee before the stipulated deadline and no additional matters were raised be approved.

#### **Vote of thanks**

The meeting concluded with a Vote of Thanks proposed by Mr. R. Suresh, Member, website committee. He emphasized the role of timely website updates in enhancing the institutional image and compliance with accreditation norms.



# Signatures of Members:

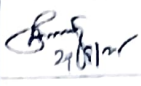
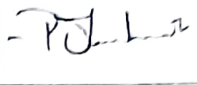
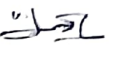
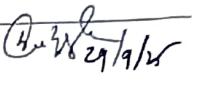
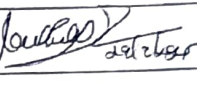
| S.No. | Name              | Designation & Role | Signature with Date       |
|-------|-------------------|--------------------|---------------------------|
| 1.    | Dr.S.Saravanan    | Chairperson        | <i>SS</i> 29/9/25         |
| 2     | Dr. K. Ramamurthi | Convenor           | <i>Ramamurthi</i> 29/9/25 |
| 3     | Dr.V.Yuvaraj      | Coordinator        | <i>D. Yuvaraj</i> 29/9/25 |

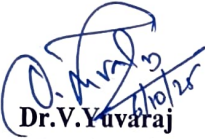
## Members & Department/Club/Committee In-charges

| S. No. | Faculty                     | Department              | Name of the Faculty     | Signature                   |
|--------|-----------------------------|-------------------------|-------------------------|-----------------------------|
| 1      | Faculty of BAS              | Physics                 | Ms. R. Revathi          | <i>Revathi</i> 29/9/25      |
| 2      |                             | Medical Physics         | Mrs. K. Indhumathi      | ABSENT                      |
| 3      |                             | Chemistry               | Dr.P. Kavitha           | <i>Kavitha</i> 29/9/25      |
| 4      |                             | Mathematics             | Mrs.M. Vinitha          | <i>Vinitha</i> 29/9/25      |
| 5      |                             | CSHM                    | Mr.M.Santhosh           | ABSENT                      |
| 6      |                             | CDF                     | Mrs.K.Sathya            | <i>Sathya</i> 29/9/25       |
| 7      | Faculty of Biosciences      | Biochemistry            | Mrs.S.Divya Priya       | ABSENT                      |
| 8      |                             | CLT                     | Dr. S. Sasikala         | ABSENT                      |
| 9      |                             | Biotechnology           | Mrs. C. R. Aarthi       | <i>Aarthi</i> 29/9/25       |
| 10     |                             | Microbiology            | Dr. S. Karthik Sundaram | <i>Karthik</i> 29/9/25      |
| 11     |                             | FSN                     | Ms. Anjali M            | <i>Anjali</i> 29/9/25       |
| 12     | Faculty of Computer Science | CS                      | Dr. S. Omprakash        | <i>Omprakash</i> 29/9/25    |
| 13     |                             | CS DA                   | Mrs.S.Shenbaha          | <i>Shenbaha</i> 29/9/25     |
| 14     |                             | CA                      | Dr.V.Yuvaraj            | <i>Yuvaraj</i> 29/9/25      |
| 15     |                             | CT                      | Mrs.Ajitha I            | <i>Ajitha</i> 29/9/25       |
| 16     |                             | IT                      | Ms.N.Vaishnavi          | <i>Vaishnavi</i> 29/9/25    |
| 17     |                             | Cognitive Systems       | Dr.B.Senthilkumar       | <i>Senthilkumar</i> 29/9/25 |
| 18     |                             | AI & ML                 | Ms.J.Vinitha            | ABSENT                      |
| 19     |                             | CS Cyber Security       | Mrs.A.Vinitha           | <i>Vinitha</i> 29/9/25      |
| 20     | Faculty of Commerce         | Commerce                | Dr.M R Chandrasekar     | <i>Chandrasekar</i> 29/9/25 |
| 21     |                             | Commerce CA             | Mrs.V.Jayashree         | <i>Jayashree</i> 29/9/25    |
| 22     |                             | Corporate Secretaryship | Mr.R.Suresh             | <i>Suresh</i> 29/9/25       |
| 23     |                             | IT                      | Mrs.R.Anitha            | <i>Anitha</i> 29/9/25       |
| 24     |                             | PA                      | Dr.R.Mayilsamy          | <i>Mayilsamy</i> 29/9/25    |

Dr. R. Karunathan - Eco club - *Karunathan* 29/9/25

|     |                                                                           |                         |                                        |                     |
|-----|---------------------------------------------------------------------------|-------------------------|----------------------------------------|---------------------|
| 26  |                                                                           | B&I                     | Dr.P.Kalaivani                         | P.Kalaivani 29/9/25 |
| 27  |                                                                           | BPS                     | Mrs Janani. R                          | Jr. 29/9/25         |
| 28  |                                                                           | BA                      | Ms.T P Suvetha                         | ATTT                |
| 29  |                                                                           | IB                      | Dr.M.Kowsalya                          | ABSENT              |
| 30  |                                                                           | A&T                     | Dr.A.Anandalakshmy                     | Dr.A. 29/9/2025     |
| 31  | Faculty of Management                                                     | Management              | Dr.B.M.Rajesh                          | B.M.Rajesh 29/9/25  |
| 32  |                                                                           | Hospital Administration | Mrs. U. Suji                           | ABSENT              |
| 33  |                                                                           | Social Work             | Dr. L. Esther Shalini                  | Dr. L. 29/9/25      |
| 34  | Faculty of Humanities                                                     | Tamil                   | Dr.G.Kalaivani                         | Dr.G. 29/9/25       |
| 35  |                                                                           | English                 | Dr.M.Marimuthu                         | Dr.M. 29/9/25       |
| 36  |                                                                           | Hindi                   | Mr. Santhosh Kumar                     | ABSENT              |
| 37  | Placement                                                                 |                         | Mr.S.Prasanth                          | ABSENT              |
| 38. | Centers and Clubs<br>Coordinators/Members of the respective Centers/Clubs |                         |                                        |                     |
| 39. | VANITHA.K                                                                 |                         | ICT ACADEMY-MEMBER                     | K.K. 29/9/25        |
| 40. | VANITHA.P                                                                 |                         | IoT club - Member                      | V. 29/9/25          |
| 41. | DR.B.LEELAVATHI                                                           |                         | AST & PTA member                       | B. 29/9/25          |
|     | MRS-N.RAVATHI                                                             |                         | consumer club member                   | N.R. 29/9/25        |
|     | R.JANANI                                                                  |                         | center for women                       | R. 29/9/25          |
|     | Kana Sylviana S                                                           |                         | Coordinators                           | K. 29/9/25          |
|     | Dr.D.GOBTHANAN                                                            |                         | Coders & Hacker club                   | D. 29/9/25          |
|     | Dr.S.Dharmachandran                                                       |                         | Antidroid                              | S. 29/9/25          |
|     | T.J. Krishnakumar                                                         |                         | Yuva-club-coordinator                  | T.J. 29/9/25        |
|     | Dr. Vennila                                                               |                         | Yuva - club Member                     | V. 29/9/25          |
|     | Dr. S. Jagatheeswari                                                      |                         | MOU Monitoring Committee - Coordinator | S. 29/9/25          |
|     | Dr. S. Jagatheeswari                                                      |                         | NSS, Ugr and UBA - Co-ordinator        | S. 29/9/25          |
|     | Dr. V. Malathi                                                            |                         | Alumni - member                        | V. 29/9/25          |
|     | Ms. Dharmini                                                              |                         | Cyber security cell - Co-ordinator     | D. 29/9/25          |
|     |                                                                           |                         | child protection club -                |                     |

|                                          |                                                                       |                                                                                    |
|------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Dr. M.P. Kumaraswamy                     | - RRC Coordinator                                                     |  |
| Dr. P. Vinod Kumar                       | - YRC Coordinator                                                     |  |
| Dr. P. Karthikeyan<br>[Tamil Department] | - Kambay<br>Center for Indian<br>and Foreign Languages<br>Coordinator |  |
| Dr. B.M. Ramesh                          | Meeting Center                                                        |  |
| Dr. S. KARTHIK SUNDARAM                  | GENDER AND EQUALITY CELL                                              |  |

  
Dr. V. Yuvaraj  
(Coordinator)

  
Prof. Dr. K. Ramamurthi  
(Dean Academics)

  
Prof. Dr. S. Saravanan  
(Principal)