

## Meeting Minutes

SGRC Meeting was held on 23<sup>rd</sup> August 2022 at 1.45pm in the guest lounge

The following points were discussed

- Students can wear light blue pants/ jeans with white tops on Wednesdays.
- During programs students are not allowed to bring their mobile phones. If a student is in need to bring the mobile, she is allowed under the custody of directors and council members.
- If students are found with their mobiles inside the college campus it will be confiscated and auctioned.
- Announcements should be a common announcement. Announcements should be written in a notebook and get signed from Sr. Arockia and countersigned by Sr. Principal.
- Council members are asked to maintain the files/ records of college activities conducted by them.
- If a student is caught during class hours council members will report to Dr. Baby of Commerce department.
- Sr. Arockia raised a question, that if a student is caught by a staff for misbehaving outside the college campus what function a staff can take during that time. Council members said that staff has authority to question the student.
- If students are going for practice they should get signature from HoD and class incharge.
- Students are instructed to use dustbins and not to litter the campus.
- Dr. Savitha, IQAC coordinator asked council members to maintain accounts and settle accordingly to the Principal.
- If competitions are held, council members are instructed to maintain a record of scores allotted by judges.
- Sr. Principal asked council members to frame a rough budget regarding the expenditure expense of programs.
- Sr. Principal suggested that if students are performing on stage they are expected to dress up modestly and not to come in formals.
- Each committee members are asked to maintain their program/ activities record.

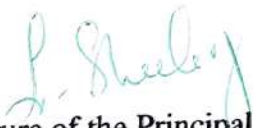
Council members expressed their grievances are as follows:

- Students need newspapers in restrooms to wrap their pads.
- Sandhya represented that intercoms are not working in III BCA and Zoology lab and also few pipes are leaking in restrooms.
- Council members represented that food is not given on time in the canteen and also prices are high.
- Charumathi requested the Principal to provide yellow lights, focus lights only for programs.

- No dance will be permitted without rehearsal and expected to follow the cultural rules.

S.No	Name	Signature
1.	Dr. Baby	Baby
2.	Dr. Karuppai	(absent)
3.	Mr. Sathivel	Sathivel
4.	Sr. Arockia	Sr. Arockia
5.	Dr. Clemencia Mary A.	A. Clemencia
6.	Ms. Charumathi I	Charumathi I.
7.	Ms. Ajanthaa R.	R. Ajanthaa
8.	Ms. Roshini Steffina	Roshini
9.	Ms. Lakshaya	Lakshaya
10.	Ms. Snehaa S.	Snehaa S.
11.	Ms. Maheshwari C.	Maheshwari C.
12.	Ms. Sharon Monica R.	Sharon Monica R.
13.	Ms. Sandhia K.	Sandhia K.
14.	Ms. Moshamirithini P.	P. Moshamirithini
15.	Ms. Harshaa G.M.	(absent)
16.	Ms. Bavadharani M.P.	M. Bavadharani
17.	Ms. Pavithra M.	Pavithra M.

Monika B

  
Signature of the Principal

  
Signature of the Coordinator

## **Minutes of the Discipline Committee Meeting with IQAC on 13/09/2022**

SGRC Meeting was held on 13<sup>th</sup> September 2022 at 1.45pm in the guest lounge.

### **Agenda:**

- Regarding using mobiles on campus.
- Dress code for Research Scholars.
- The issue of canteen serving stale and expired food.
- To report a teacher's absence from the class.
- Reporting time of the staff and checking out time in the evenings.
- Installation of CCTV cameras in few more places.
- Two more staff to the Discipline Committee.
- Utilities to be replaced in respective places.
- Requisition of a big LCD screen in the Seminar Hall.
- Responsibilities if a committee incharge.
- Amicable management and skilled organization of the Graduation Day.
- To include office staff in committees
- An orientation for students before applying for the degree certificate.

### **Members Present:**

1. Rev. Sr. Dr. Sheela
2. Dr. Savidha Ram
3. Dr. Jyothi
4. Dr. Kavitha Kumaran
5. Dr. Preethi
6. Dr. Gomathi
7. Mrs. Vinolia Richard
8. Sr. Arokia Mary
9. Mr. Karthik
10. Dr. Baby Karthikeyan
11. Dr. Clemencia
12. Mr. Sakthivel.

### **Members Absent:**

1. Dr. Beulah Gideon
2. Dr. Karuppai.

### **Matters for Discussion and Decisions Taken:**

Discussion regarding the usage of mobiles inside the college campus. Few staff expressed their points about the unsatisfactory outcomes of using mobiles and finally it was concluded

that it will be discussed during the general body meeting. It was unanimously decided that mobiles are not allowed inside the MMT Hall during cultural programs.

Research Scholars will be asked to dress modestly.

Dr. Kavitha represented the problem of the canteen serving stale and expired food to staff and students and this issue will be addressed with the canteen people.

It was decided that in case a class is found without the teacher, that concerned teacher's name should be reported to either the Principal or the Dean of Student Affairs or the Discipline Coordinator.

Staff are expected to be inside the college campus by 9.25 am and only in the evenings staff members are to sign in the attendance register.

Dr. Kavitha requested to fix a camera near the indoor stadium and she also mentioned that there was a requisition to fix a camera inside the staff room.

Dr. Baby requested the Principal to designate two more staff members to the discipline committee.

Dr. Kavitha expressed that the students are not replacing utilities after completion of programs.

Dr. Savida asked for a big screen to be installed in the seminar hall.

Staff incharge of the committees are expected to do the allotted work responsibly.

Dr. Jothy said that during graduation ceremony links can be shared to graduates parents in order to avoid tumult and also Dr. Savida stated to mention in invitation cards that parents are not allowed in the hall.

Principal asked the staff to include office staff while committees are formed.

Sr. Arockia Mary suggested the IQAC coordinator to conduct an orientation for the students who are applying for degree certificates.

S. No	Names	Signature
1.	Dr. Savidha	
2.	Dr. Baby	
3.	Dr. Preethi	
4.	Dr. Gomathi	
5.	Sr. Arockia Mary	
6.	Dr. Kavitha Kumaran	
7.	Dr. Jothy	
8.	Mrs. Vinolia Richard	
9.	Mr. Karthick	

10.	Mr. Sakthivel	<i>Sakthivel</i>
11.	Dr. Clemencia Mary A.	<i>Dr. Clemencia</i>

*L. Sheela*

Signature of the Principal

*Princy*

Signature of the Coordinator

## **Minutes of the Discipline Committee Meeting with the Council members and Directors on 19/10/22**

SGRC Meeting was held on 19<sup>th</sup> October 2022 at 1.30 pm in the guest lounge.

### **Agenda:**

Explanation for time delayed during Svanah 2022 was given

Event expenditure and income was read

Planning of having fete

### **Members Present**

1. Rev. Sr. Dr. Sheela V.J.
2. Dr. Baby S.
3. Dr. Clemencia Mary A.
4. Ms. Charumathi I.
5. Ms. Ajanthaa R.
6. Ms. Harsha G.M.
7. Ms. Snehaa S.
8. Ms. Sharon Monica R.
9. Ms. Moshamirithini
10. Ms. Monika B.

### **Members Absent**

1. Dr. Karuppayi K.
2. Mr. Sakthivel S.

### **Matters for discussion:**

- Ms. Charumathi explained to Principal about time delayed. The reason was History department had program on that day and few history department girls have gone and requested Mr. Anto, the bassist to start the program a bit late. So timing got delayed to begin the event.
- Council members and directors expressed that event was arranged within short period that resulted in lack of communication.

- Principal appreciated the hard work of the student council and directors and also insisted to plan ahead to avoid chaos.
- Monika B. read the expenditures and income of the program.
- Charumathi said that extra amount was spent for tent and also said that balance amount which they earned from the event will be spent for next upcoming program.
- Charumathi expressed her idea to hold a fete in the college playground. Principal asked to plan after Diwali.

S. NO	NAMES	SIGNATURE
1.	Rev. Sr. Dr. Sheela V.J.	<i>Dr. Sheela V.J.</i>
2.	Dr. Baby S.	<i>Baby S.</i>
3.	Dr. Clemencia Mary A.	<i>Clemencia Mary A.</i>
4.	Ms. Charumathi I.	<i>Charumathi I.</i>
5.	Ms. Ajanthaa R.	<i>Ajanthaa R.</i>
6.	Ms. Harshaa G.M.	<i>Harshaa G.M.</i>
7.	Ms. Moshamirithini	<i>Moshamirithini</i>
8.	Ms. Snehaa	<i>Snehaa S.</i>
9.	Ms. Monika B.	<i>Monika B.</i>
10.	Ms. Sharon Monica	<i>Sharon</i>

*Dr. Sheela V.J.*  
Signature of the Principal

*Baby S.*  
Signature of the Coordinator

## **Minutes of the Discipline Committee Meeting on 20/12/22**

SGRC Meeting was held on 20<sup>th</sup> October 2022 at 9.30 am in the guest lounge.

### **Agenda:**

- Short discussion on code of conduct
- Delegation to SGRC staff

### **Members Present**

1. Dr. Baby S.
2. Dr. Karuppayi K.
3. Dr. Mahalakshmi
4. Mrs. Shanthi
5. Mrs. Nithya
6. Dr. Clemencia Mary A.

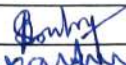
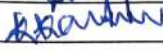

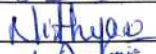
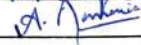
### **Members Absent**

1. Dr. Amutha P.
2. Sr. Sithara Joseph
3. Mr. Sakthivel

### **Matters for discussion:**

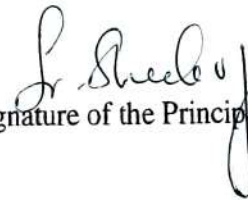
- Dr. Baby the coordinator of SGRC read the code of conduct to SGRC staff members.
- A discussion was made that during assembly days each SGRC staff members will stand in their allotted place to send the students for assembly.
- Staff members suggested that college calendar should be brought by each student during assembly days.
- Discussion was made that when programs are conducted in the auditorium SGRC staff members are expected to be inside the auditorium to maintain discipline and silence among the students.
- Dr. Baby and Dr. Karuppayi suggested that any Government programs or Club activities organized by coordinators should be brought to the notice of SGRC coordinator only then SGRC staff members will be delegated to maintain discipline among the students.
- Suggestion was given by SGRC staff members that Council Members and Directors should maintain work done diary.



S. No	Names	Signature
1.	Dr. Baby S.	
2.	Dr. Karuppaiy K.	
3.	Mrs. Mahalakshmi	
4.	Mrs. Shanthi	
5.	Mrs. Nithya	
6.	Dr. Clemencia Mary A.	



Signature of the Coordinator



Signature of the Principal

## **Minutes of the Discipline Committee Meeting with the Council members, Directors and Class representatives on 30/1/23**

SGRC Meeting was held on 30<sup>th</sup> January 2023 at 11.45 am in the MMT Hall.

### **Agenda**

- Grievances from each class
- Rules regarding usage of mobiles
- Dress code

### **Members Present**

1. Dr. Baby S.
2. Dr. Kavitha K.
3. Dr. Clemencia Mary A.

### **Members Absent**

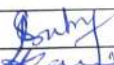
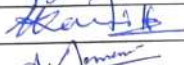
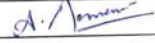
1. Dr. Karuppaiy K.
2. Sr. Sithara
3. Mrs. Shanthi
4. Mrs. Nithya D.
5. Dr. Mahalakshmi

### **Matters for discussion**

- Each class representatives expressed their grievances like there are no tube lights, brooms, dust pans, intercoms, lab equipments and a classroom.
- Few instructions regarding usage of mobiles were read out by Dr. Baby. They are
  - i) Students are not supposed to switch on their mobiles once they stepped inside the college gate. In case of emergency written copy of permission letter should be produced to the Discipline co ordinator.
  - ii) If mobiles are ceased, concern student should bring her parent and meet the Principal and the Discipline co ordinator.
  - iii) If a mobile is ceased for second time, that mobile will be auctioned.
- Also Dr. Baby read few instructions that students should dress modestly, students should come to college on time and should leave at 3.30 pm, during class hours students should not loiter around the college campus, students are asked not to go to

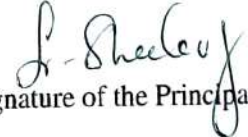
office unnecessarily, students are asked to greet when they see teachers inside the college campus, students are instructed to give seats for staff in the buses.

- Students of 1 M A English expressed their grievance that there are no adequate books in the library.
- Sr. Sithara said that once in a month students can write their grievance and handover to discipline committee staff members.

S. NO	NAMES	SIGNATURE
1.	Dr. Baby S.	
2.	Dr. Kavitha Kumaran	
3.	Dr. Clemencia Mary A.	



Signature of the Coordinator



Signature of the Principal