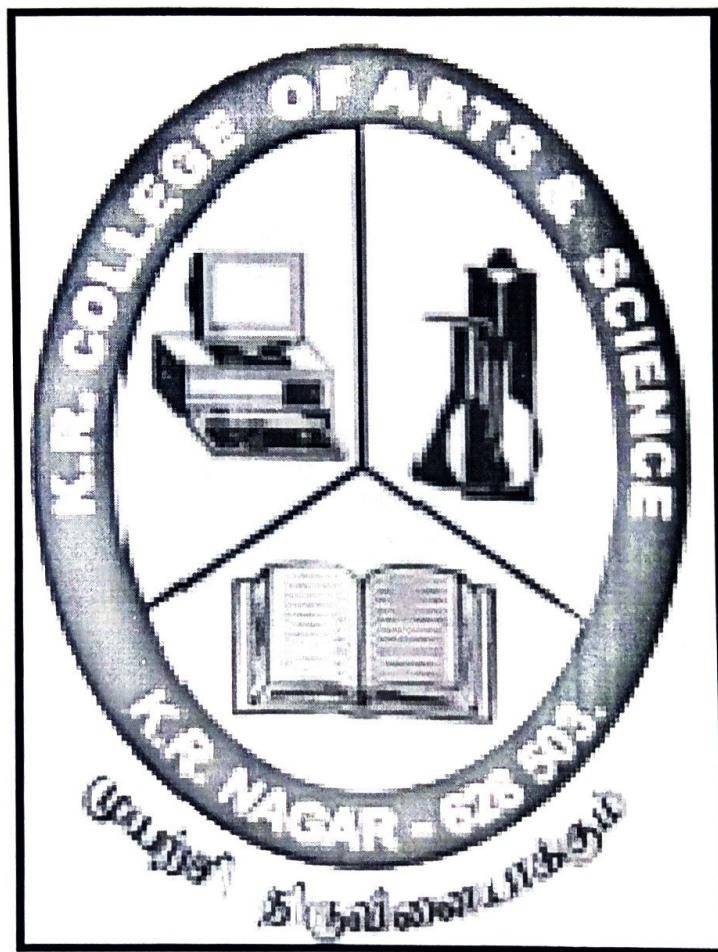


# **K.R. COLLEGE OF ARTS & SCIENCE**

**(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)**

**K.R. NAGAR, KOVLPATTI – 628 503**



**DEPARTMENT STAFF's  
MEETING MINUTES  
(ACADEMIC YEAR - 2023-2024)**



# K.R. COLLEGE OF ARTS & SCIENCE

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

K.R. NAGAR, KOVLPATTI – 628 503

## MINUTES OF THE DEPARTMENT STAFF MEETING – BIOCHEMISTRY

(ACADEMIC YEAR: 2024–2025)

A staff meeting of the Department of Biochemistry was held on **07.06.2024** at **12.45 p.m.** in the **Bioinstrumentation Laboratory** with the permission of the Chair. The **Head of the Department**, Dr. S. Subburayalu, welcomed all the staff members and briefed them about the purpose of the meeting.

### **MEMBERS PRESENT**

1. Dr. S. Subburayalu – Head of the Department
2. Dr. Bhavaeswari Santharam – Faculty Member
3. Dr. P. Muneeswari – Faculty Member
4. Dr. S. Nandagopal – Faculty Member

### **AGENDA**

1. Commencement of classes for UG Biochemistry students
2. Allocation of subjects to faculty members
3. Preparation of the departmental timetable
4. Distribution of individual workload
5. Preparation of tentative departmental budget
6. Inclusion of add-on courses and academic enrichment activities
7. Any other academic matters

### **DISCUSSION AND RESOLUTIONS**

#### Agenda 01: Commencement of Classes

##### **Resolution:**

It was resolved to commence classes for II- and III-year B.Sc. Biochemistry students for the Odd Semester of the Academic Year 2024–25 from 13.06.2024.

For I year B.Sc. Biochemistry students (newly admitted), classes shall commence from 24.06.2024. The conduct of Freshers' Day 2024 on 24.06.2024 at LAPC Auditorium was discussed.

Classes for I year PG students, if applicable, shall commence after receiving the affiliation order from Manonmaniam Sundaranar University, Tirunelveli.

#### Agenda 02: Allocation of Subjects and Preparation of Time Table

##### **Resolution:**

It was resolved to allocate subjects to faculty members based on their interest, specialization, and expertise.

#### Agenda 4: Distribution of individual workload

##### **Resolution:**

It was resolved to distribute individual workload equitably among the faculty members, including:

- Theory classes
- Practical sessions
- Mentoring duties
- Internal examination responsibilities
- Departmental work and record maintenance

Faculty members will document their individual workload statements for official records.

#### Agenda 5: Preparation of tentative departmental budget

##### **Resolution:**

It was resolved to prepare a tentative budget for the purchase of laboratory materials, chemicals, glassware, minor instruments, stationery, and other necessary items for the academic year 2023–24.

#### Agenda 6: Inclusion of add-on courses and academic enrichment activities

##### **Resolution:**

It was resolved to consider inclusion of suitable add-on courses or skill-oriented sessions to empower students, subject to feasibility and college approval. It was also resolved to plan seminars, workshops, guest lectures, or similar activities to enhance academic exposure.

#### Agenda 7: Any other academic matters

##### **Resolution:**

Faculty members were advised to prepare lesson plans, course files, laboratory manuals, and internal assessment schedules before the commencement of regular classes. Any further academic requirements or notices will be communicated by the Head of the Department.

The meeting concluded with a **vote of thanks to the Chair**.

**Meeting ended at: 1.30 p.m.**

##### **Signature(s)**

1. Dr. S. Subburayalu – Head of the Department
2. Dr. Bhuvaneswari Santharam – Faculty Member
3. Dr. P. Muneeswari - Faculty Member
4. Dr. S. Nandagopal – Faculty Member

*S. Subburayalu*

*Bhuvaneswari*

*P. Muneeswari*

*S. Nandagopal*



# **K.R. COLLEGE OF ARTS & SCIENCE**

**(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)**

**K.R. NAGAR, KOVILPATTI – 628 503**

## **MINUTES OF THE DEPARTMENT STAFF MEETING – BIOCHEMISTRY**

**(ACADEMIC YEAR: 2023–2024)**

A Department Staff Meeting of the Biochemistry Department was held on **09.11.2023 at 12.30 p.m.** in the **Bioinstrumentation Lab** to discuss academic matters and departmental planning for the **Odd Semester (AY 2023–2024)**. The meeting was chaired by the Head of the Department.

### **MEMBERS PRESENT**

1. Dr. S. Subburayalu – Head of the Department
2. Dr. Bhavaeswari Santharam – Faculty Member
3. Dr. P. Muneeswari – Faculty Member
4. Dr. S. Nandagopal – Faculty Member

### **AGENDA**

1. Last working day for Biochemistry students – Odd Semester
2. Entry of optional subjects in MSU examination portal
3. Conduct of Faculty Development Programme (FDP) by IQAC
4. Submission of data for NIRF ranking
5. Vacation leave for staff
6. Allocation of subjects
7. Preparation of timetable
8. Distribution of individual workload
9. Any other academic matters

### **DISCUSSION AND RESOLUTIONS**

#### **Agenda 1: Last Working Day for Odd Semester**

##### **Resolution:**

It was resolved that the **last working day for Biochemistry students** shall be:

- **II & III UG – 16.11.2023**
- **I UG – 28.11.2023**  
as per the college academic schedule.

#### **Agenda 2: Entry of Optional Subjects in MSU Exam Portal**

##### **Resolution:**

All faculty members were instructed to ensure the **entry of allotted optional subjects** in the Manonmaniam Sundaranar University examination portal through the college office without delay.

### **Agenda 3: Conduct of Two-Day FDP by IQAC**

#### **Resolution:**

It was resolved that faculty members shall actively participate in the **two-day Faculty Development Programme (FDP)** organized by IQAC to enhance teaching and research skills.

### **Agenda 4: Submission of Data for NIRF Ranking**

#### **Resolution:**

Faculty members were instructed to **collect and submit departmental academic and research data** required for NIRF ranking within the stipulated time.

### **Agenda 5: Vacation Leave for Staff**

#### **Resolution:**

Staff members may avail **vacation leave for 7 days** during the odd semester as per college norms, ensuring that departmental work and classes are not affected.

### **Agenda 6: Allocation of Subjects**

#### **Resolution:**

Theory and practical subjects were **allocated among faculty members** based on specialization and workload distribution for effective course delivery.

### **Agenda 7: Preparation of Timetable**

#### **Resolution:**

It was resolved to **prepare the departmental timetable** including theory, practical, and tutorial hours in accordance with the university curriculum and credit structure.

### **Agenda 8: Distribution of Individual Workload**

#### **Resolution:**

Individual workload was distributed equitably among faculty members including:

- Teaching hours
- Practical supervision
- Mentoring
- Examination duties
- Departmental responsibilities

### **Agenda 9: Any Other Academic Matters**

#### **Resolution:**

Faculty members were advised to:

- Prepare lesson plans and course files
- Maintain laboratory records
- Monitor student attendance and internal assessments
- Encourage participation in seminars, workshops, and certificate courses

The meeting concluded with a **vote of thanks to the Chair**.

**Meeting ended at: 1.30 p.m.**

**Signature(s)**

1. Dr. S. Subburayalu – Head of the Department
2. Dr. Bhuvaneswari Santharam – Faculty Member
3. Dr. P. Muneeswari – Faculty Member
4. Dr. S. Nandagopal – Faculty Member

*S. Subburayalu*  
*Bhuvaneswari Santharam*

*P. Muneeswari*  
*S. Nandagopal*

1.



# **K.R. COLLEGE OF ARTS & SCIENCE**

**(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)**

**K.R. NAGAR, KOVLPATTI – 628 503**

## **MINUTES OF THE DEPARTMENT STAFF MEETING – BIOCHEMISTRY**

**(ACADEMIC YEAR: 2023–2024)**

A meeting of the staff members of the **Department of Biochemistry** was held on **20.12.2023 at 12.30 p.m. in the Bioinstrumentation Lab** to discuss the academic arrangements and departmental planning for the **Even Semester (Academic Year 2023–2024)**. The meeting was chaired by the Head of the Department.

### **MEMBERS PRESENT**

1. Dr. S. Subburayalu – Head of the Department
2. Dr. Bhavaeswari Santharam – Faculty Member
3. Dr. P. Muneeswari – Faculty Member
4. Dr. S. Nandagopal – Faculty Member

### **AGENDA**

1. Commencement of classes for Even Semester (2023–24)
2. Allocation of subjects and preparation of Time Table
3. Completion of entry of Internal Marks in MSU Exam Portal
4. Payment of bills for purchase of laboratory materials
5. Distribution of individual workload
6. Any other academic matters

### **DISCUSSION AND RESOLUTIONS**

#### **Agenda 1: Commencement of Classes – Even Semester**

##### **Resolution:**

It was resolved that the **Biochemistry Department classes for the Even Semester (2023–24)** will commence as follows:

- **II & III UG students – 27.12.2023**
- **I UG students – 02.01.2024**

Faculty members were instructed to be prepared with lesson plans, course materials, and laboratory schedules from the first day of classes.

#### **Agenda 2: Allocation of Subjects and Preparation of Time Table**

##### **Resolution:**

It was resolved to **allocate theory and practical subjects** among the faculty members based on their specialization and experience. The **department timetable** shall be prepared in accordance with the university curriculum and submitted to the Principal's Office within the stipulated time.

### Agenda 3: Completion of Entry of Internal Marks in MSU Exam Portal

#### **Resolution:**

Faculty members were instructed to **complete the entry of Internal Assessment marks** for both theory and practical courses in the MSU Examination Portal and submit printed copies for departmental and office records.

### Agenda 4: Payment of Bills for Purchase of Laboratory Materials

#### **Resolution:**

It was resolved to ensure the **completion of payment of bills** related to the purchase of chemicals, glassware, instruments, and other laboratory requirements. All bills and supporting documents should be properly maintained for verification.

### Agenda 5: Distribution of Individual Workload

#### **Resolution:**

The **individual workload** was distributed among the faculty members including:

- Theory classes
- Practical sessions
- Record work
- Mentoring and tutorial hours
- Examination and departmental responsibilities

Work allocation was finalized to ensure smooth conduct of academic activities.

### Agenda 6: Any Other Academic Matters

#### **Resolution:**

Faculty members were advised to:

- Maintain attendance and assessment records
- Encourage student participation in seminars/workshops
- Ensure proper maintenance of laboratories
- Complete departmental documentation on time

The meeting concluded with a **vote of thanks to the Chair**.

**Meeting ended at: 1.30 p.m.**

#### **Signature(s)**

1. Dr. S. Subburayalu – Head of the Department



2. Dr. Bhavaeswari Santharam – Member



3. Dr. P. Muneeswari – Member



4. Dr. S. Nandagopal – Member





# K.R. COLLEGE OF ARTS & SCIENCE

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

K.R. NAGAR, KOVLPATTI – 628 503

## MINUTES OF THE DEPARTMENT STAFF MEETING – BIOCHEMISTRY

(ACADEMIC YEAR: 2023–2024)

A staff meeting of the Department of Biochemistry regarding college day celebration was held on **09.04.2024 at 12.45 p.m.** in the **Bioinstrumentation Laboratory**.

### **MEMBERS PRESENT**

1. Dr. S. Subburayalu – Head of the Department
2. Dr. Bhavaeswari Santharam – Faculty Member
3. Dr. P. Muneeswari – Faculty Member
4. Dr. S. Nandagopal – Faculty Member

The Head of the Department welcomed all the staff members and initiated the discussion.

### **AGENDA**

1. Matters related to the **College Day Celebration – 2024**
2. Departmental responsibilities for College Day
3. **Student discipline, rules and regulations** for College Day
4. Any other matter with the permission of the Chair

### **DISCUSSION AND RESOLUTIONS**

#### Agenda 1: Matters Related to College Day Celebration

##### **Resolution:**

1. It was informed that the **College Day will be celebrated on 27.04.2024**.
2. All staff members were instructed to extend full cooperation for the smooth conduct of the function.
3. It was decided that the department will carry out all duties assigned by the College Day Committee effectively.
4. Students will be encouraged to actively participate in the College Day programme.

#### Agenda 2: Departmental Arrangements and Student Participation

##### **Resolution:**

1. It was resolved to finalize the list of student participants from the department.
2. Staff members were instructed to guide students for cultural programmes, academic presentations, and prize distribution events.
3. The department will coordinate with the College Day committees for smooth execution of the programme.

### Agenda 3: Student Discipline, Rules and Regulations for College Day

#### **Resolution:**

1. It was strictly resolved that all students must:
  - ❖ Wear **proper uniform and ID cards compulsorily**.
  - ❖ Maintain **discipline, decorum, and punctuality** throughout the function.
  - ❖ Follow **seating arrangements and instructions** given by staff members and volunteers.
2. **Mobile phone usage is strictly prohibited** during the function.
3. Any kind of **misbehavior, indiscipline, or violation of rules** will be viewed seriously and reported to the college authorities.
4. Students must assemble and disperse only as per instructions.

### Agenda 4: Any Other Matter

#### **Resolution:**

1. Staff members were instructed to maintain proper attendance and supervision of students during the function.
2. It was decided to ensure **safety, discipline, and orderly movement of students** throughout the programme.

The meeting concluded with a **vote of thanks to the Chair**.

**Meeting ended at: 1.30 p.m.**

#### **Signature(s)**

1. Dr. S. Subburayalu – Head of the Department
2. Dr. Bhavaeswari Santharam – Faculty Member
3. Dr. P. Muneeswari – Faculty Member
4. Dr. S. Nandagopal – Faculty Member

*S Subburayalu*  
*Bhavaeswari*

*P Muneeswari*  
*S Nandagopal*



1008036

# K.R. COLLEGE OF ARTS & SCIENCE

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)  
K.R. NAGAR, KOVLPATTI – 628 503

## MINUTES OF THE DEPARTMENT STAFF MEETING – BIOCHEMISTRY

### (ACADEMIC YEAR: 2023–2024)

A staff meeting of the Department of Biochemistry was held on **03.05.2024** at **12.45 p.m.** in the **Bioinstrumentation Laboratory**.

#### **MEMBERS PRESENT**

1. Dr. S. Subburayalu – Head of the Department
2. Dr. Bhavaeswari Santharam – Faculty Member
3. Dr. P. Muneeswar i – Faculty Member
4. Dr. S. Nandagopal – Faculty Member

The Head of the Department welcomed all the staff members and initiated the discussion.

#### **AGENDA**

1. Completion of entry of internal marks in MSU Examination Portal (Even Semester – AY 2023–2024)
2. Review of students' attendance and preparation of attendance shortage list
3. Submission of students' attendance and assessment records
4. Submission of departmental stock verification report
5. Announcement of last working day for the even semester
6. Vacation leave for faculty members
7. Any other matter with the permission of the Chair

#### **DISCUSSION AND RESOLUTIONS**

##### **Agenda 01: Completion of Entry of Internal Marks**

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

It was resolved that all faculty members are instructed to complete the entry of internal marks for both theory and practical subjects in the MSU Examination Portal within the stipulated time for the even semester (AY 2023–2024).

##### **Agenda 02: Preparation of Attendance Shortage List**

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

It was resolved to prepare the list of students who have less than **75% attendance**. The concerned students shall be informed to pay the **condonation fees** within the stipulated time prescribed by Manonmaniam Sundaranar University.

### Agenda 03: Submission of Attendance and Assessment Records

#### **Resolution:**

It was resolved that the completed students' attendance and internal assessment records shall be verified and submitted through the Head of the Department to the college office for further processing.

### Agenda 04: Departmental Stock Verification Report

#### **Resolution:**

It was resolved that the departmental stock verification report shall be prepared and submitted to the Principal's Office on or before the stipulated date.

### Agenda 05: Last Working Day for Even Semester

#### **Resolution:**

It was informed that the **last working day for UG and PG courses for the even semester (AY 2023–2024) is 03.05.2024.**

### Agenda 06: Vacation Leave for Faculty Members

#### **Resolution:**

It was resolved that vacation leave (10 days) may be availed by the teaching faculty members from **10.05.2024 to 31.05.2024**. Further, it was instructed that **at least 50% of the faculty members must be available** in the department on all working days during the vacation period.

### Agenda 07: Any Other Matter

#### **Resolution:**

1. It was resolved to ensure proper **handover of departmental and IQAC-related files** wherever applicable.
2. Staff members were instructed to complete:
  - Record verification
  - Result analysis
  - Documentation for NAAC and academic audit purposes
3. It was also decided to strengthen **student mentoring and academic follow-up** for the next academic year.

The meeting concluded with a **vote of thanks to the Chair**.

**Meeting ended at: 1.30 p.m.**

#### **Signature(s)**

1. Dr. S. Subburayalu – Head of the Department
2. Dr. Bhavaeswari Santharam – Faculty Member
3. Dr. P. Muneeswari – Faculty Member
4. Dr. S. Nandagopal – Faculty Member

*S. Subburayalu*

*[Signature]*

*P. Muneeswari*