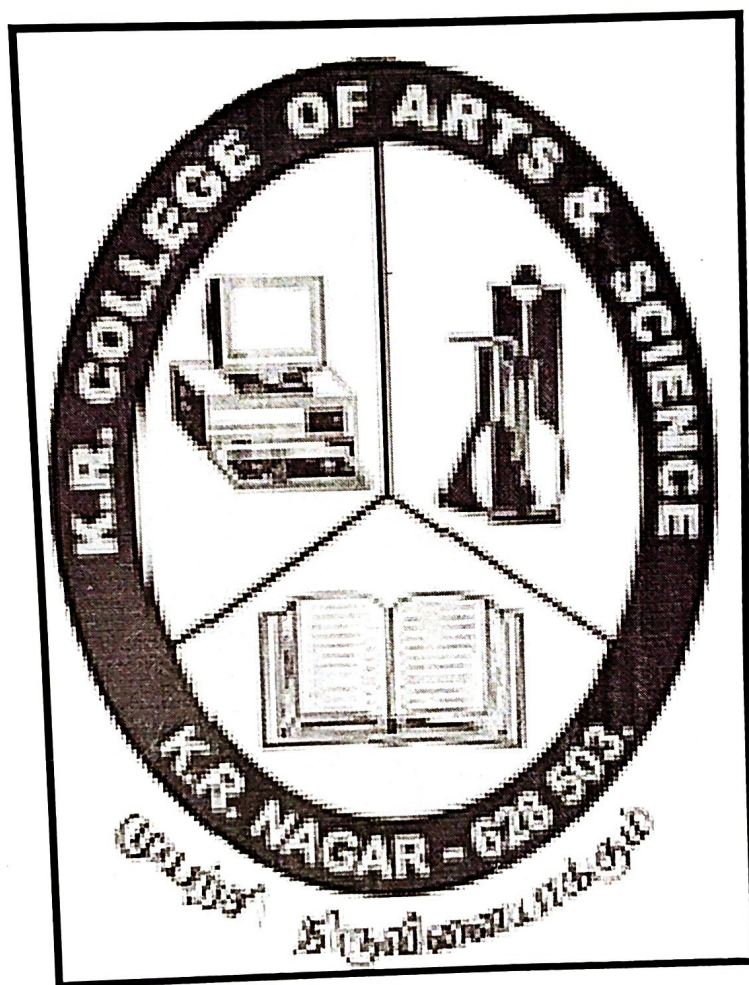


# **K.R. COLLEGE OF ARTS & SCIENCE**

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

**K.R. NAGAR, KOVLPAATTI – 628 503**



## **DEPARTMENT STAFF's MEETING MINUTES (ACADEMIC YEAR - 2024-2025)**



# K.R. COLLEGE OF ARTS & SCIENCE

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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. Bhuvaneswari 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.



The staff members were instructed to prepare the department time table as per the BOS guidelines of Manonmaniam Sundaranar University and submit the same to the HOD for onward submission to the Principal's Office on or before 10.06.2024.

### **Agenda 03: Preparation of Tentative Budget**

#### **Resolution:**

It was resolved to prepare a tentative budget for the Academic Year 2024–25 covering:

- Purchase of laboratory chemicals, glassware, and consumables
- Furniture and stationery requirements
- Conduct of academic activities such as seminars, workshops, guest lectures, and inter-collegiate meets

The proposed budget shall be submitted through proper channel on or before 13.06.2024.

### **Agenda 04: Finalization of Academic Calendar**

#### **Resolution:**

The draft Academic Calendar for the current semester was discussed. It was resolved that necessary corrections and modifications will be incorporated and the final Academic Calendar will be circulated to all staff members before the commencement of the semester.

### **Agenda 05: Tentative Time Table for Internal Assessments**

#### **Resolution:**

The tentative schedule for conducting three Internal Assessments was informed as follows:

1. I Internal Assessment – From 06.08.2024
2. II Internal Assessment – From 19.09.2024
3. III Internal Assessment – From 21.10.2024

### **Agenda 06: Constitution of Anti-Ragging Committee**

#### **Resolution:**

It was resolved to constitute the Anti-Ragging Committee and Flying Squad for the Academic Year 2024–25 as per UGC guidelines. Awareness will be created among students to ensure a ragging-free campus.

### **Agenda 07: Reconstitution of Committees**

#### **Resolution:**

It was resolved to reconstitute various statutory and non-statutory committees for the Academic Year 2024–25 by including newly joined faculty members wherever applicable.

**Agenda 08: Any Other Academic Matter**

**Resolution:**

- Staff members were instructed to motivate students to pay college fees and transport fees within the stipulated time.
- Importance of Industrial Visits, Internships, and Implant Training as per BOS guidelines was discussed.
- Cleanliness of laboratories and classrooms was emphasized, and faculty-in-charge shall monitor the same regularly.

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*





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## MINUTES OF THE DEPARTMENT STAFF MEETING – BIOCHEMISTRY

(ACADEMIC YEAR: 2024–2025)

A staff meeting of the Department of Biochemistry was held on 30.10.2024 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 on the academic matters discussed in the recent HODs meeting held at the college level.

### **MEMBERS PRESENT**

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

### **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: Completion of Syllabus for the Current Odd Semester (AY: 2024–25)**

##### **Resolution:**

It was resolved that all faculty members shall ensure **completion of the syllabus** for the Odd Semester within the stipulated time. If any portion of the syllabus remains incomplete, **special classes** shall be arranged for students after consultation with the Head of the Department.

#### **Agenda 02: Entry of Internal Marks in the MSU Examination Portal (Nov. 2024)**

##### **Resolution:**

It was informed and resolved that the **internal marks** for both **theory and practical subjects** shall be entered in the **MSU Examination Portal** for the November 2024 examinations within the prescribed deadline. Faculty members were instructed to ensure **accurate and timely entry** of marks.



### **Agenda 03: Acknowledgement of Entry of Allocated Optional Subjects**

#### **Resolution:**

It was resolved to acknowledge the entry of **Elective / Allied / Non-Major Elective subjects** in the MSU Examination Portal by the concerned faculty members. This will enable students to remit their **examination fees** without any difficulty.

### **Agenda 04: Declaration of Last Working Day for the Odd Semester (AY: 2024–25)**

#### **Resolution:**

It was resolved that:

- The last working day for II & III UG students and I & II PG students shall be 06.11.2024.
- The last working day for I UG students shall be 12.11.2024.

Faculty members were instructed to plan academic activities accordingly.

### **Agenda 05: Submission of Students' Attendance and Assessment Records**

#### **Resolution:**

It was resolved that all faculty members shall submit the **completed Attendance and Assessment Records** for the Odd Semester (AY: 2024–25) to the Head of the Department for verification and onward submission as per college instructions.

### **Agenda 06: Conduct of One-Day FDP by IQAC**

#### **Resolution:**

It was resolved to inform the staff about the **One-Day Faculty Development Programme (FDP)** to be conducted under the coordination of IQAC. Faculty members were encouraged to actively participate in the programme.

### **Agenda 07: Any Other Academic Matters**

#### **Resolution:**

With the permission of the Chair, the following matters were discussed:

1. Faculty members were informed that the **vacation leave for the Odd Semester** is 7 days. Availability of faculty during working days must be ensured for the benefit of students.
2. Faculty members were encouraged to prepare and submit **research proposals** for funding from **State and Central Government agencies**, after obtaining approval from the principal.
3. Students were encouraged to enroll in **SWAYAM, NPTEL, MOOC, Course Era**, and other certification programmes to enhance their academic and career prospects.

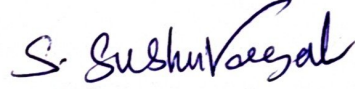


The meeting concluded with a vote of thanks to the Chair.

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

1.



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## MINUTES OF THE DEPARTMENT STAFF MEETING – BIOCHEMISTRY

(ACADEMIC YEAR: 2024–2025)

The meeting commenced 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 resolutions passed in the HODs meeting held on **02.12.2024** and their implementation at the department level.

### **MEMBERS PRESENT**

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

### **AGENDA**

1. Commencement of Classes for the Even Semester (AY: 2024–25)
2. Entry of Internal Marks in the MSU Examination Portal (November 2024)
3. Allocation of Subjects and Preparation of Timetable for the Even Semester
4. Tentative Timetable for Internal Assessments
5. Any Other Academic Matters

### **DISCUSSION AND RESOLUTIONS**

#### **Agenda 01: Commencement of Classes for the Even Semester (AY: 2024–25)**

##### **Resolution:**

It was resolved that **classes for all UG and PG programmes** for the Even Semester shall commence from **05.12.2024**. Faculty members were instructed to ensure effective academic planning from the commencement date.

#### **Agenda 02: Entry of Internal Marks in the MSU Examination Portal (November 2024)**

##### **Resolution:**

It was resolved to ensure the **timely and accurate entry of internal marks** obtained by students in both **theory and practical subjects** in the **MSU Examination Portal** for the November 2024 examinations. Concerned faculty members were instructed to verify the entries and submit **printout copies** of the same to the Head of the Department for departmental record.



### Agenda 03: Allocation of Subjects and Preparation of Timetable for the Even Semester

#### **Resolution:**

It was resolved to allocate subjects to faculty members for the **Even Semester (AY: 2024-25)** based on specialization and workload norms. The departmental timetable shall be prepared accordingly and maintained for academic reference.

### Agenda 04: Tentative Timetable for Internal Assessments

#### **Resolution:**

It was informed that **three Internal Assessments** for the Even Semester shall be conducted as per MSU guidelines.

The tentative schedule is as follows:

- **I Internal Assessment** – from 20.01.2025 onwards
- **II Internal Assessment** – from 20.01.2025 onwards
- **III Internal Assessment** – from 20.01.2025 onwards

Faculty members were instructed to prepare **course-wise internal assessment plans** based on the above schedule.

### Agenda 05: Any Other Academic Matters

#### **Resolution:**

With the permission of the Chair, the following matters were discussed:



1. Faculty members were encouraged to **publish research articles and review papers** in reputed journals listed in **UGC CARE and Scopus**.
2. Faculty members were informed about submitting **Even Semester academic data** as required for institutional reporting and quality assurance processes.
3. Students shall be encouraged to **pay college and transport fees online** within the stipulated time to avoid penalties.
4. Faculty members were instructed to **strictly monitor student discipline** during academic hours and ensure that students wear their **ID cards** inside the campus.
5. It was resolved to plan and organize **industrial visits for final-year students** to industries, research centres, or reputed institutions without affecting academic schedules.



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





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## MINUTES OF THE DEPARTMENT STAFF MEETING – BIOCHEMISTRY

(ACADEMIC YEAR: 2023–2024)

The meeting commenced 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 Regarding 28th Annual Day Celebrations – 2024–2025 on 10.04.2025 and their implementation at the department level.

### **MEMBERS PRESENT**

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

### **AGENDA**

1. Preparation for the 28th Annual Day Celebration (2024–2025)
2. Allocation of departmental responsibilities
3. Rules and regulations for student participation
4. Any other matter with the permission of the Chair

### **DISCUSSION AND RESOLUTIONS**

#### Agenda 01: Preparation for the 28th Annual Day Celebration

The Head of the Department briefed the staff members about the decisions taken in the College-level HODs meeting regarding the 28th Annual Day Celebration scheduled on 17.04.2025 at the NEC Auditorium.

#### **Resolution:**

It was unanimously resolved that all staff members of the B.Sc. Biochemistry department shall extend full cooperation for the successful conduct of the Annual Day celebrations.

#### Agenda 02: Departmental Responsibilities

The departmental responsibilities related to student coordination, discipline, attendance, and seating arrangements were discussed.



**Resolution:**  
Staff members were assigned duties for:

- Student discipline and monitoring
- Coordination of student volunteers
- Ensuring department-wise seating arrangements
- Guiding students during the programme

### Agenda 03: Rules and Regulations for Attending Annual Day Celebrations

The following rules and regulations were discussed and approved for strict implementation among B.Sc. Biochemistry students:

#### **Rules & Regulations**

1. Wearing **college ID cards** is mandatory for all students.
2. Only students with valid ID cards will be permitted entry into the **NEC Auditorium**.
3. Students must adhere to **discipline and decorum** throughout the programme.
4. Seating will be **department-wise**, and students must occupy only the allotted seats.
5. Mobile phones should be kept on **silent mode** during the function.
6. Students should not leave the auditorium without prior permission from staff-in-charge.
7. Volunteers must report to their assigned duties on time.
8. Any misconduct during the programme will invite **strict disciplinary action**.

**Resolution:**

All staff members were instructed to communicate the above rules clearly to students and ensure strict compliance.

### Agenda 04: Student Participation and Guest Interaction

The importance of encouraging students to actively participate in the Annual Day celebrations was emphasized.

**Resolution:**

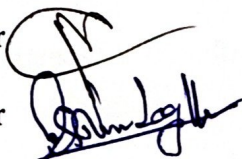
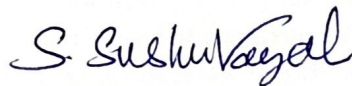
It was resolved to motivate students to interact meaningfully with the **Chief Guest** and invitees to enhance their academic exposure, leadership, and communication skills.

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







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## MINUTES OF THE DEPARTMENT STAFF MEETING – BIOCHEMISTRY

(ACADEMIC YEAR: 2024–2025)

A meeting of the staff members of the Department of Biochemistry was held on 21.04.2025 at 12.45 p.m. to discuss academic planning, departmental requirements, and student-related activities for the academic year 2024–2025.

### MEMBERS PRESENT

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

### AGENDA

1. Entry of Internal Marks in MSU Examination Portal (Even Semester – AY 2024–2025)
2. Review of students' attendance and condonation, if any
3. Submission of students' attendance and internal assessment records
4. Submission of Inter-Departmental Stock Verification Report
5. Inclusion of Value-Added Courses for the next academic year
6. Faculty Development Programme (FDP)
7. Announcement of the last working day for the Even Semester
8. Any other matter with the permission of the Chair

### DISCUSSION AND RESOLUTIONS

#### Agenda 01: Entry of Internal Marks

The Head of the Department informed the staff members about the instructions received from the principal regarding timely entry of internal marks.

#### **Resolution:**

It was resolved that all subject-handling staff shall ensure the **completion of internal marks entry for both theory and practical papers** in the MSU Examination Portal for the Even Semester (AY 2024–2025). Printouts of entered marks shall be maintained in the department for record and audit purposes.

#### Agenda 02: Review of Students' Attendance and Condonation

The issue of students having less than 75% attendance was discussed.

#### **Resolution:**

It was resolved to prepare a list of students with attendance below 75% and inform them to remit the condonation fees within the stipulated time as per Manonmaniam Sundaranar University norms.



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

The importance of timely submission of student records was emphasized.

#### **Resolution:**

It was resolved that the completed **attendance and internal assessment records** shall be submitted through proper channel for further consolidation and processing.

### **Agenda 04: Inter-Departmental Stock Verification Report**

The submission deadline for stock verification was discussed.

#### **Resolution:**

It was resolved that the **Inter-Departmental Stock Verification Report** shall be completed and submitted to the **Principal's Office** on or before **30.04.2025** without fail.

### **Agenda 05: Value-Added Courses**

The inclusion of value-added components in the curriculum was deliberated.

#### **Resolution:**

It was resolved to propose suitable **Value-Added Courses related to Biochemistry** for the next academic year, subject to approval by the competent authority.

### **Agenda 06: Faculty Development Programme (FDP)**

Details regarding the upcoming FDP were discussed.

#### **Resolution:**

The staff members were informed about the **Two-Day Faculty Development Programme (FDP)** scheduled in **May 2025**, and all faculty members were encouraged to participate actively.

### **Agenda 07: Last Working Day**

The last working day for the Even Semester was announced.

#### **Resolution:**

It was noted that the **last working day for the Even Semester (AY 2024–2025)** is **26.04.2025**.

### **Agenda 08: Any Other Matter**

The need to improve academic quality and student progression was discussed.

#### **Resolution:**

It was resolved to encourage:

- Research publications and participation in seminars/workshops
- Student skill development, internships, and career-oriented training
- Maintenance of academic files, lesson plans, attendance registers, and activity records for audit and accreditation purposes

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.