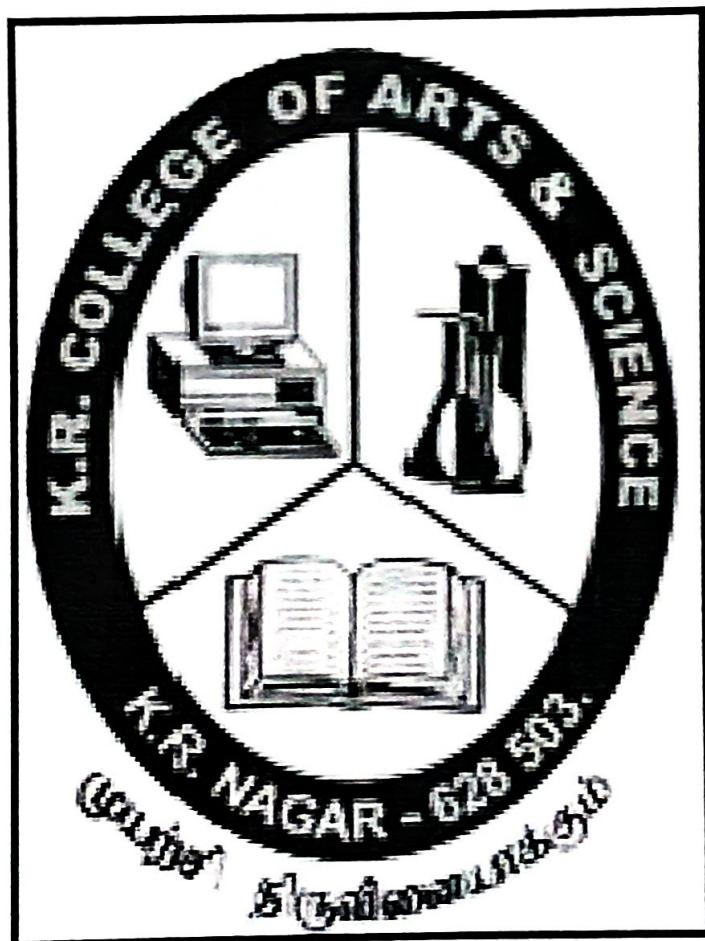


# K.R. COLLEGE OF ARTS & SCIENCE

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

K.R. NAGAR, KOVLPATTI – 628 503



**DEPARTMENT STAFF's  
MEETING MINUTES  
(ACADEMIC YEAR - 2025-2026)**



# 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: 2025–2026)

A meeting of the staff members of the Department of Biochemistry was held on 17.06.2025 at 12.45 p.m. to discuss academic planning, departmental requirements, and student-related activities for the academic year 2023–2024.

### **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

The Head of the Department welcomed all the staff members and called the meeting to order.

### **AGENDA**

1. Commencement of classes for UG programmes (Odd Semester – AY 2025–2026)
2. Conduct of Bridge Course for newly admitted I Year UG students
3. Preparation and submission of tentative budget for AY 2025–2026
4. Allocation of subjects and preparation of department time table
5. Preparation of tentative schedule for Internal Assessments
6. Finalization of Academic Calendar
7. Constitution of Anti-Ragging Committee and Flying Squad
8. Reconstitution of Statutory and Non-Statutory Committees
9. Any other academic matter with the permission of the Chair

### **DISCUSSION AND RESOLUTIONS**

#### Agenda 01: Commencement of Classes (Odd Semester – AY 2025–2026)

The Head of the Department informed the staff members about the college-level decisions regarding the commencement of classes.

#### **Resolution:**

It was resolved that:

- Classes for II & III Year UG students shall commence as per the academic calendar.
- Classes for I Year UG students shall commence from 25.06.2025 after the Freshers' Day programme.

The staff were also informed that Freshers' Day 2025 will be held on 25.06.2025 at 10.30 a.m. in the LAPC Auditorium.

## Agenda 02: Conduct of Bridge Course

The need for conducting a bridge course for newly admitted students was discussed.

### **Resolution:**

It was resolved to conduct a **three-day Bridge Course** for all newly admitted **I Year UG students** from **25.06.2025 to 28.06.2025** with the following objectives:

1. To improve academic confidence
2. To bridge knowledge gaps
3. To strengthen fundamental subject skills
4. To introduce institutional rules and academic culture
5. To promote holistic development
6. To reduce student drop-out rates

## Agenda 03: Tentative Budget for AY 2025–2026

The preparation of the department budget was discussed.

### **Resolution:**

It was resolved to prepare and submit a **tentative budget** covering:

- Purchase of laboratory equipment and consumables
- Furniture and stationery requirements
- Academic activities such as seminars, workshops, conferences, and intercollegiate events

The proposed budget shall be submitted to the College Office after obtaining approval from the Principal.

## Agenda 04: Allocation of Subjects and Time Table

The allocation of subjects among faculty members was discussed.

### **Resolution:**

It was resolved to allocate subjects based on **specialization, experience, and interest** of the faculty members.

The **Department Time Table** shall be prepared strictly as per **BOS guidelines of Manonmaniam Sundaranar University** and submitted within the stipulated time.

## Agenda 05: Internal Assessment Schedule

The tentative schedule for internal assessments was discussed.

### **Resolution:**

It was resolved that the **three Internal Assessments for the Odd Semester** shall be conducted as per the **MSU Academic Calendar**, and department-wise Internal Assessment Time Tables shall be prepared accordingly.

## Agenda 06: Finalization of Academic Calendar

The draft academic calendar was reviewed.

### **Resolution:**

It was resolved that the **final Academic Calendar** shall be completed and circulated to all faculty members before the commencement of the semester.

## Agenda 07: Anti-Ragging Committee and Flying Squad

The constitution of statutory committees was discussed.

### **Resolution:**

It was resolved to constitute the **Anti-Ragging Committee and Flying Squad** for the Academic Year 2025–2026 strictly as per **UGC guidelines**, and awareness programmes shall be conducted to ensure a ragging-free campus.

## Agenda 08: Reconstitution of Committees

The reconstitution of committees was discussed.

### **Resolution:**

It was resolved to reconstitute the **Statutory and Non-Statutory Committees** by including newly joined faculty members in place of relieved staff. The finalized committee list shall be circulated to all staff members.

## Agenda 09: Any Other Matter

### **Resolution 09.1:**

It was resolved to prepare a **department-wise alumni list** and submit the consolidated details to the Alumni Association Coordinator. Distinguished alumni shall be identified for academic interactions.

### **Resolution 09.2:**

The staff members were instructed to motivate students to pay **College and Transport Fees on or before 12.06.2025** to avoid penalty.

### **Resolution 09.3:**

It was resolved to arrange **Internships / Implant Training / Industrial Visits** to reputed institutions, industries, and research centres as per the BOS curriculum.

### **Resolution 09.4:**

It was resolved that all III year students shall be encouraged to enroll in SWAYAM, NPTEL, MOOC Course Era and other certification programmes offered by recognized professional bodies in India in order to enrich their academic and career prospects.

### **Resolution 09.5:**

It was resolved to ensure that all classrooms are maintained clean and hygienic. Each classroom shall be maintained by Class in charge to monitor cleanliness on a daily basis.

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



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**MINUTES OF THE DEPARTMENT STAFF MEETING – BIOCHEMISTRY**  
**(ACADEMIC YEAR: 2025–2026)**

A meeting of the staff members of the Department of Biochemistry was held on 30.10.2025 at 12.45 p.m. to discuss academic planning, departmental requirements, and student-related activities for the academic year 2025–2026.

**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 called the meeting to order.

**AGENDA**

1. Completion of syllabus for the current Odd Semester (AY: 2025–2026)
2. First Year UG students' data entry in MSU Portal
3. Entry of allocated Optional/Elective subjects
4. Entry of Internal Marks
5. Naan Mudhalvan Assessment
6. Students' Attendance & Condonation Processing
7. Completion of Attendance and Internal Records
8. MSU November 2025 Theory Examinations
9. Reopening of College for Even Semester

**DISCUSSION AND RESOLUTIONS**

**Agenda 1: Completion of syllabus for the current Odd Semester (AY: 2025–2026)**

**Resolution:**

All faculty members shall ensure completion of the prescribed syllabus within the stipulated time. If required, special or compensatory classes will be arranged.

**Agenda 2: First Year UG students' data entry in MSU Portal**

**Resolution:**

Faculty members were instructed to complete student data entry accurately and within the prescribed timeline to facilitate smooth registration and examination processing.

### Agenda 3: Entry of allocated Optional/Elective subjects

#### **Resolution:**

Concerned staff shall verify and acknowledge elective/allied course entries in the MSU Examination Portal to avoid discrepancies during examination registration.

### Agenda 4: Entry of Internal Marks

#### **Resolution:**

Internal assessment marks for both theory and practical papers must be entered correctly and on time in the MSU portal for the November 2025 examinations.

### Agenda 5: Naan Mudhalvan Assessment

#### **Resolution:**

Staff handling Naan Mudhalvan courses were advised to conduct assessments smoothly as per the scheduled dates and ensure proper documentation.

### Agenda 6: Students' Attendance & Condonation Processing

#### **Resolution:**

Attendance records shall be updated regularly. Eligible cases of attendance shortage shall be processed strictly according to university norms.

### Agenda 7: Completion of Attendance and Internal Records

#### **Resolution:**

All attendance registers, internal assessment records, and practical records must be completed, verified, and maintained for academic audit purposes.

### Agenda 8: MSU November 2025 Theory Examinations

#### **Resolution:**

Department staff shall make necessary academic and administrative arrangements and guide students regarding examination procedures and schedules.

### Agenda 9: Reopening of College for Even Semester

#### **Resolution:**

Staff were informed about the reopening schedule and instructed to prepare academic plans, timetables, and course materials accordingly.

### Agenda 10: Other Academic Matters

#### **Resolution:**

- Academic documents to be updated as per NAAC guidelines.
- Students to be encouraged to enroll in SWAYAM/NPTEL/MOOC courses.
- Alumni interaction and academic enrichment activities to be promoted.
- Green practices and sustainable departmental activities to be encouraged.
- Department to explore consultancy and income-generating initiatives.

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



1.



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K.R. NAGAR, KOVLPATTI – 628 503

## MINUTES OF THE DEPARTMENT STAFF MEETING – BIOCHEMISTRY

(ACADEMIC YEAR: 2025–2026)

A meeting of the staff members of the Department of Biochemistry was held on 28.11.2025 at 12.45 p.m. to discuss academic planning, departmental requirements, and student-related activities for the academic year 2025–2026.

### **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 – Even Semester (AY: 2025–2026)
2. Confirmation of Entry of Internal Marks in MSU Examination Portal
3. Allocation of Subjects and Preparation of Timetable
4. Tentative Schedule for Internal Assessments – Even Semester
5. Student Progression and Employability Enhancement
6. Payment of College and Transport Fees
7. NAAC Documentation and Academic Records
8. National Task Force Mental Health Survey

### **DISCUSSION AND RESOLUTIONS**

#### Agenda 1: Commencement of Classes – Even Semester (AY: 2025–2026)

##### **Resolution:**

It was resolved that classes for all B.Sc. Biochemistry students will commence from 01 December 2025. Faculty members shall ensure smooth initiation of academic activities and adherence to the prescribed syllabus.

#### Agenda 2: Confirmation of Entry of Internal Marks in MSU Examination Portal

##### **Resolution:**

All internal assessment marks for the November 2025 University Examinations shall be entered, verified, and submitted in the MSU Examination Portal within the stipulated time. Accuracy and timely submission must be ensured.

### Agenda 3: Allocation of Subjects and Preparation of Timetable

**Resolution:**  
Subject allocation for the Even Semester shall be finalized by the HOD. The departmental timetable will be prepared and circulated to staff and students before the commencement of classes, ensuring balanced workload distribution and compliance with University/BOS guidelines.

### Agenda 4: Tentative Schedule for Internal Assessments – Even Semester

**Resolution:**  
The internal assessment schedule will be conducted as per MSU pattern:

- **First Internal Assessment:** From 19 January 2026
- **Second Internal Assessment:** From 16 February 2026
- **Third Internal Assessment:** From 16 March 2026

All faculty members shall conduct tests as scheduled and submit marks promptly.

### Agenda 5: Student Progression and Employability Enhancement

**Resolution:**  
Students shall be encouraged to participate in skill development programmes, internships, competitive exam coaching, SWAYAM/NPTEL/MOOC courses, and placement-oriented training to enhance employability and career prospects.

### Agenda 6: Payment of College and Transport Fees

**Resolution:**  
Students shall be informed to remit their college and transport fees within the stipulated time through the online mode to avoid penalties and ensure smooth administration.

### Agenda 7: NAAC Documentation and Academic Records

**Resolution:**  
All faculty members shall update and maintain academic documents, registers, and records strictly as per NAAC guidelines. The department must be prepared for internal and external audits/mock visits.

### Agenda 8: National Task Force Mental Health Survey

**Resolution:**  
Students and staff shall be encouraged to complete the National Task Force Mental Health Survey. Participation and compliance reports shall be maintained for record purposes.

### **Any Other Matter**

Faculty members discussed general academic planning and resolved to work collectively for the effective functioning and quality enhancement of the department.

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

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

**Signature(s)**

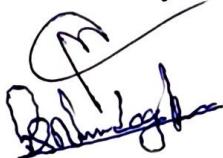
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