# NAAC II Cycle
# SSR 2020 - 2021

**SGC**

**SARADHA GANGADHARAN COLLEGE**

## Minutes of Meeting

1 Curricular Aspects
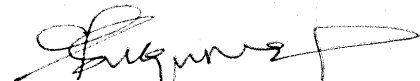
1.1   Curricular Planning and Implementation

# SARADHA GANGADHARAN COLLEGE
## DEPARTMENT OF CORPORATE SECRETARYSHIP
### MINUTES FOR THE MEETING CONDUCTED DURING ODD SEMESTER
### 2016-17

**08.06.2016**

➢ Class incharge for first, second and third year students has been decided.

➢ Discuss about preparing Workload for individual faculty members

➢ Preparation of Timetable for odd semester.

➢ Preparation for commencement of first year students class

➢ Propose to organize Teacher's day on 1$^{st}$ September 2016

➢ Planned to conduct guest lecture programme on Company Secretaryship (ACS) on 20$^{th}$ September 2016.

➢ Propose to organize International Peace Day on 21 September 2016

➢ To organize Industrial Visit during October 2016

➢ Propose to celebrate World's Food day on 17$^{th}$ October 2016

HOD

Dr. K. MADANE, M.Com.,M.Phil.,Ph.D.,M.B.A.
HEAD DEPARTMENT OF CORPORATE SECRETARY SHIP
SARADHA GANGADHARAN COLLEGE
PUDUCHERRY - 605 004.

PRINCIPAL

Dr.J.SUKUMAR, M.Sc.Ed.,M.Phil.,Ph.D
PRINCIPAL
SARADHA GANGADHARAN COLLEGE
PUDUCHERRY- 605 004

# SARADHA GANGADHARAN COLLEGE
## DEPARTMENT OF CORPORATE SECRETARYSHIP
### MINUTES FOR THE MEETING CONDUCTED DURING EVEN SEMESTER
### 2016-17

20.12.2016

➢ Discuss about preparing Workload for individual faculty members

➢ Preparation of Timetable for EVEN semester.

➢ Discussion of paper allocation for individual faculty.

➢ Planned to conduct seminar during February 2017.

➢ Plan to organize Industrial training during January 2017.

➢ To organize guest lecture on Environmental studies March 2017.

HOD

PRINCIPAL

Dr. K. MADANE, M.Com.,M.Phil,Ph.D.,M.B.A.
HEAD DEPARTMENT OF CORPORATE SECRETARY SHIP
SARADHA GANGADHARAN COLLEGE
PUDUCHERRY - 605 004.

Dr.J.SUKUMAR, M.Sc.Ed.,M.Phil,Ph.D
PRINCIPAL
SARADHA GANGADHARAN COLLEGE
PUDUCHERRY- 605 004.

# SARADHA GANGADHARAN COLLEGE
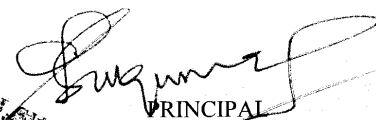## DEPARTMENT OF CORPORATE SECRETARYSHIP
### MINUTES FOR THE MEETING CONDUCTED DURING ODD SEMESTER
### 2017-18

12.06.2017

- ➢ Class incharge for first, second and third year students has been decided.

- ➢ Discuss about preparing Workload for individual faculty members

- ➢ Preparation of Timetable for odd semester.

- ➢ Preparation for commencement of first year students class

- ➢ Propose to organize Motivation Speech on Personality Development on 14th june 2017.

- ➢ Planned to organize tree sampling in college campus on 23rd june 2017.

- ➢ Propose to conduct EDP training programme on 11th July 2017

HOD

PRINCIPAL

Dr. K. MADANE, M.Com.,M.Phil.,Ph.D.,M.B.A.
HEAD DEPARTMENT OF CORPORATE SECRETARY SHIP
SARADHA GANGADHARAN COLLEGE
PUDUCHERRY - 605 004.

# SARADHA GANGADHARAN COLLEGE
## DEPARTMENT OF CORPORATE SECRETARYSHIP
### MINUTES FOR THE MEETING CONDUCTED DURING EVEN SEMESTER
### 2017-18

**20.12.2017**

- ➢ Discuss about preparing Workload for individual faculty members

- ➢ Preparation of Timetable for EVEN semester.

- ➢ Discussion of paper allocation for individual faculty

- ➢ Planned to conduct seminar during February 2018.

- ➢ Plan to organize Industrial training during January 2018.

- ➢ To organize guest lecture on Environmental studies  March  2018.

HOD

PRINCIPAL

Dr. K. MADANE, M.Com.,M.Phil.,Ph.D.,M.B.A.
HEAD DEPARTMENT OF CORPORATE SECRETARY SHIP
SARADHA GANGADHARAN COLLEGE
PUDUCHERRY - 605 004.

Dr.J.SUKUMAR, M.Com.,M.Phil.,Ph.D
PRINCIPAL
SARADHA GANGADHARAN COLLEGE
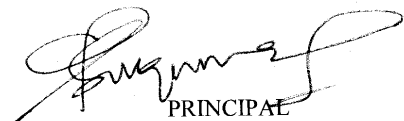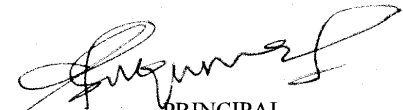PUDUCHERRY- 605 004.

# SARADHA GANGADHARAN COLLEGE
## DEPARTMENT OF CORPORATE SECRETARYSHIP
MINUTES FOR THE MEETING CONDUCTED DURING ODD SEMESTER
2018-19

11.06.2018

➢ Class incharge for first, second and third year students has been decided.

➢ Discuss about preparing Workload for individual faculty members

➢ Preparation of Timetable for odd semester.

➢ Preparation for commencement of first year students class

➢ Propose to organize Motivation Speech on Personality Development on 14th june 2018.

➢ Planned to organize tree sampling in college campus on 23rd june 2018.

➢ Propose to conduct EDP training programme on 11th July 2018

HOD

PRINCIPAL

Dr. K. MADANE, M.Com.,M.Phil.,Ph.D.,M.B.A.,
HEAD DEPARTMENT OF CORPORATE SECRETARY SHIP
SARADHA GANGADHARAN COLLEGE
PUDUCHERRY - 605 004.

Date. 12/12/2018                                    Time 11.30 am.

The department meeting was convened by the HOD of Commerce at 11.30 am and the following discussions were made.

1) The timetable for the classes and the workload was finalised.

2) The dates for the conduction of monthly tests (I & II) was finalised.

3) The list of students for participation in inter-collegiate meet competition was finalised.

4) The list of students for participation in sports was finalised.

Members Present -
Mr. S. Natarajan
Mr. G. Arun
Mr. S. Sankar
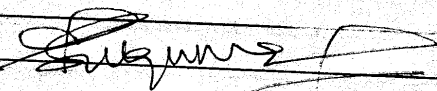Dr. M. Vijayalakshmi
Dr. K. Anuradha.
Mrs. K. Vidhya.

**Dr.J.SUKUMAR,** M.Sc.Ed.,M.Phil.,Ph.D.
**PRINCIPAL**
SARADHA GANGADHARAN

**S. NATARAJAN,** M.Com., M.B.A., M.Phil.
**HEAD, DEPARTMENT OF COMMERCE**
Saradha Gangadharan College
PUDUCHERRY-605 004

Feb. 20/02/2019        Time: 10.30 am.

       The department meeting was convened by the HOD of Commerce at 10.30 am and the following discussions were made.

1) The date for the conduction of guest lecture was finalised.

2) The schedule for the conduction of the department event "Synergy 19' was done.

3) The events of the department event and the mode of conduction of valedictory function was finalised.

4) The date for the conduction of model Exam was finalised.

5) The list of students lagging in attendance (less than 75%) was finalised.

Members Present
Dr. S. Natarajan
Mr. G. Arun.
Dr. S. Sankar
Dr. M. Vijayalakshmi.
Dr. K. Anuradha.
Mrs. K. Vidhya.

Dr.J.SUKUMAR, M.Sc.Ed., M.Phil., Ph.D.

Dr. S. NATARAJAN
M Com, MBA., M.Phil., Ph.D.
ASSISTANT PROFESSOR
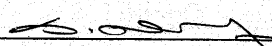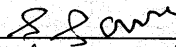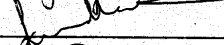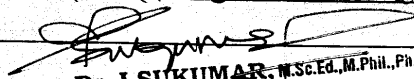
Date: 4/10/2019                                      Time: 12. noon.

The department meeting was convened by the HOD of Commerce at 12 noon and the following Discussion were made.

1) The date for the conduction of II monthly test and model-exam was done

2) The scheme for the parents' meeting and performance review was finalised.

3) The system for identification of weak students' and remedial sessions was finalised

4) The list of students lagging in attendance (less than 75%) was identified.

Members present:-

1. Dr. S. Natarajan          —
2. Mr. G. Arun
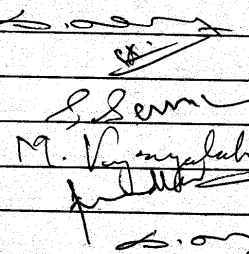3. Dr. S. Sankar
4. Dr. M. Vijayalakshmi       M. Vijayalak
5. Dr. K. Anuradha
6. Dr. K. Banumathi

Dr. S. NATARAJAN
M.Com., MBA., M.Phil., Ph.D.
ASSISTANT PROFESSOR
Head of the Department of Commerce

Dr. J. SUKUMAR, M.Sc.Ed.,M.Phil.,Ph.D.

Date: 11/12/2019                                    Time: 3. pm.

The department meeting was convened by the HOD of Commerce at 3 pm and the following discussions were made.

1) After finalising the allotment of subjects, the time-table and workload finalised.

2) The dates for the conduction of guest lecture and model test I was finalised.

3) The list of students for participation in inter collegiate competition was finalised.

4) The list of students for participation in sports events was finalised.

Members present.

Dr. S. Natarajan
Mr. G. Arun
Dr. S. Sankar
Dr. M. Vijayalakshmi
Dr. K. Anuradha
Dr. K. Banumathi.

**Dr.J.SUKUMAR**, M.Sc.Ed., M.Phil., Ph.D.
PRINCIPAL

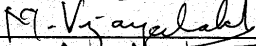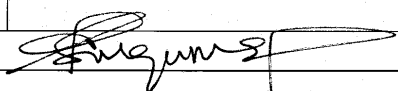Dr. S. NATARAJAN
M.Com. MBA., M.Phil., Ph.D.
ASSISTANT PROFESSOR
Head of the Department of Commerce
Saradha Gangadharan College

## SARADHA GANGADHARAN COLLEGE

### MINUTES OF MEETING
### (INTERNAL)

**Date:** 4/08/2020
**Sheet:** 1 of 1

| Meeting Date: 3/08/2020 | Persons Present During the Meeting |
|---|---|
| Venue: | SGC Attendees |
| Subject: | Mr. G. Arun; Dr. S. Sankar; Dr. M. Vijayalakshmi; Dr. K. Anuradha; Dr. K. Banumathy; Mr. M. Gowthaman |
| Reference: | |

| Sr. No. | Points Discussed | Action by | Target Date |
|---|---|---|---|
| 1. | Head of the Department, Dr. N. Natarajan conducted the Department General Meeting to emphasis on the coverage of syllabus in virtual mode. | 3/8/2020 | 3/08/2020 |
| 2. | He insisted the faculty about the assignment to be given to the students. | 3/8/2020 | 20/8/2020 |
| 3. | Faculties raised necessary questions regarding the procedure and method of giving assignment for the students. | 3/8/2020 | |
| 4. | It was reported by the faculties about the students' grievances regarding internet connectivity and interruption during the classes | 3/8/2020 | |
| 5. | The Head of the Dept directed the faculty to take appropriate action and resolve the grievances at the most. | 3/8/2020 | |
| 6. | It was concluded by the HOD, that the faculty need to motivate the students to attend the online classes and get benefit out of it. | 3/8/2020 | |

**Prepared By:** Dr. K. Banumathy, AP/Commerce

R0
QAF 005

**Dr.J.SUKUMAR,** M.Sc.Ed.,M.Phil.,Ph.D.
**PRINCIPAL**
**SARADHA GANGADHARAN COLLEGE**
**PUDUCHERRY- 605 004**
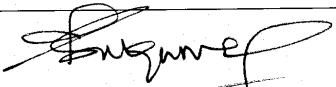
## SARADHA GANGADHARAN COLLEGE

### MINUTES OF MEETING
### (INTERNAL)

**Date:** 9/12/2020
**Sheet:** 1 of 1

| Meeting Date: 8/12/2020 | Persons Present During the Meeting |
|---|---|
| **Venue:** Department | **SGC Attendees** |
| **Subject:** | Mr. G. Arun; Dr. S. Sankar; Dr. K. Anuradha; Dr. K. Banumathy; Mrs. I. Hemalatha; Dr. S. Lalitha |
| **Reference:** | |

| Sr. No. | Points Discussed | Action by | Target Date |
|---|---|---|---|
| 1. | Head of the Department, Dr. S. Natarajan conducted the Department General Meeting to discuss about the External Audit to be held and commencement of Regular classes for final year students. | 8/12/2020 | |
| 2. | The Head of department instructed the faculty to prepare accordingly and make the external audit successful. | 8/12/2020 | 19/12/2020 |
| 3. | He discussed about the training programme for the department faculty. | 8/12/2020 | 26/12/2020 |
| 4. | It was decided to start up the regular classes for final year students adhering all security measures for COVID. | 8/12/2020 | 19/12/2020 |

**Prepared By:** Dr. K. Banumathy, AP/Commerce

R0
QAF 005

Dr.J.SUKUMAR, M.Sc.Ed.,M.Phil.,Ph.D.
PRINCIPAL
SARADHA GANGADHARAN COLLEGE
PUDUCHERRY- 605 004

**SARADHA GANGADHARAN COLLEGE**

(Affiliated to Pondicherry University)
(Recognized by UGC under Section 2(f) of the UGC Act 1956 as PG Institution)

**PG - DEPARTMENT OF COMPUTER SCIENCE**

**Minutes of meeting (2016-17)**

**Meetingheld on04.7.2016**

**Venue: Department (Room No:13)**                                    **Time  :3pm**

1.   The HOD discussed the work load and subject allocation to the staff.
2.   Time table to be prepared for the Odd semester 2016-17 including Lab time table.
3.   The   first year PG classes will commence on   15.09.2016
4.   The Class test1  for II  M.Sc  Computer Science  will be scheduled  between
      19.09.2016 to 26.09.2016

Name of Faculty                    Signature

1. J.Madhupriya

2. Prasadkoti

3. D.Saraswathi

HOD
J. MADHUPRIYA, M.Sc.,M.Phil.,M.Tech.
HOD,(P.G), Department of Computer science
Saradha Gangadharan College
PUDUCHERRY-605 004

**SARADHA GANGADHARAN COLLEGE**
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**PG - DEPARTMENT OF COMPUTER SCIENCE**

**Minutes of meeting**

**Meeting held on12.9.2016**

**Venue: Department (Room No:13)**                                    **Time :3pm**

1. This meeting agenda is to streamline the tour   guidelines for   the department.
2. The guideline emphasized that the Proposal for the tour must be submitted before 15days and the proposal should include the following: a) Name of the faculty  b)Tour  itnary c) Adherence to the guidelines strictly    d) sending communication to SGC office every day evening in the tour.
3. EXPLORER 2016' to be conducted on 16.10 2016.
4. The following events are to be organized for students in   B.SC.,( CS), BCA , IT & M.SC., CS

      1   )Paper presentation 2)Debugging   3) Adzap    4) Quiz
5. Al l the staffs from the department are allocated responsibilities for various events.
6.  The class test 2 for II M.SC CS and class test1 for I M.SC CS is scheduled from 1.11.2016 to 7.11.2016.
7. The class test 2 for I M.SC CSis scheduled from1.12.2016 to 7.12.2016

| Name of Faculty | Signature |
|---|---|
| 1. J.Madhupriya | |
| 2. Prasadkoti | |
| 3. D.Saraswathi | |

HOD

J.MADHUPRIYA, M.Sc.,M.Phil.,M.Tech.
HOD,(I/C), Department of Computer science
Saradha Gangadharan College
PUDUCHERRY-605 004

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**PG - DEPARTMENT OF COMPUTER SCIENCE**

**2016-17 Even Semester**

**Minutes of meeting**

**Meeting held on 12.12.2016**

**Venue: Department (Room No:13)**                    **Time: 3pm**

1. The even academic calendar for 2016-17 for the department is to be prepared.
2. The timetable for the even semester, lab time table to be prepared.
3. The schedule for various co- curricular activities, evaluation procedures is discussed.
4. A Workshop **"DATA MINING TOOL - WEKA"** is scheduled on 20.1.2017.
5. Mr. J.Udaykumar (PhD) will teach the data mining tool WEKA and give practical demonstrations.
6. Interested final year students of UG-B.SC CS, BCA, IT &IM.SC CS are to be informed and name list to be finalized.
7. Project letter to be given to II M.SC CS students.
8. Guide allocation for IV semester Project review to be done.
9. Review dates to be finalized and to be included in the time table.

**Name of Faculty**                    **Signature**

1. J.Madhupriya

2. S.Savitha

HOD

J.MADHUPRIYA, M.Sc.,M.Phil.,M.Tech.,
Head (i/c), Department of Computer Science
Saradha Gangadharan College
PUDUCHERRY-605 004

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**PG - DEPARTMENT OF COMPUTER SCIENCE**

**Meeting held on 14. 2.2017**

**Venue: Department (Room No:13)**                                    **Time: 3pm**

1. The ICT classes for final year students are to be started from 17.2.2017.
2. The Mid semester for I M.SC CS is scheduled from 6.3.2017 to 13.3.2017
3. The Graduation day is to be conducted on 24.3.2017
4. The conduct of model exams is between 3.4.2017 & 10.4.2017.
5. The schedule for practical exams for II semester students of I M.SC C.S students are to be conducted from second week of April 2017.
6. The staffs are advised to have their self-appraisal.
7. Organize class committee meetings.
8. HOD discussed the curriculum enrichment.
9. The faculty advisor meetings are to be conducted.
10. Final project review date to be decided and last date for submission of Project report fixed

**Name of Faculty**          **Signature**

1. J.Madhupriya

2. S.Savitha

HOD

J.MADHUPRIYA, M.Sc.,M.Phil.,M.Tech.
HOD,(P.G), Department of Computer science
Saradha Gangadharan College
PUDUCHERRY-005 004

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**PG - DEPARTMENT OF COMPUTER SCIENCE**

**2017-18 Odd semester-Minutes of meeting**

**Meeting held on16.6.2017**

**Venue: Department (Room No:09)**                    **Time : 1pm**

1. The HOD discussed the work load and subject allocation to the staff.
2. Time table to be prepared for the Odd semester 2017-18 including Lab time table.
3. The change of timings to be followed in college is shared between the staff.
4. The information about formation of an Admission committee by the Principal for admission procedures tobe adhered to is dissipated.
5. The Internal Assessment fortheEvensemester 2016- 17 to be completed soon.
6. A Seminar on"**Project Cognizance**",is to be organized on 27.7.2017 and Mr. J. UTHAYAKUMAR (PhD) Founder, CEO, GenesysAcademy,Puducherrywill be the chief guest.
7. The II M.SC CS students will be benefited by knowing the various project domains and research initiatives.
8. The class test 1for II M.SC CS is planned to be conducted from 28.8.2017 to 1.9.2017.
9. An Inter-collegiate event **"SEMAPHORE17"** is to be conducted on 22.9.2017. The various events to be conducted are discussed.

| Name of Faculty | Signature |
|---|---|
| 1. J.Madhupriya | |
| 2. B.Venba | |
| 3. S.Kavitha | |

HOD

J.MADHUPRIYA, M.Sc.,M.Phil.,M.Tech.
HOD,(P.G), Department of Computer science
Saradha Gangadharan College
PUDUCHERRY-605 004

**SARADHA GANGADHARAN COLLEGE**
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**PG - DEPARTMENT OF COMPUTER SCIENCE**
Meeting held on27.10.2017

**Venue: Department (Room No:09)**                    **Time: 1pm**

1. Participationof teachers inacademic conferenceis to besubmitted .
2. Monthlyreportfor  departmental activities to be submitted.
3. The status of portion completion by staff is discussed.
4. The class test 2 for II M.SC CS and class test1 for I M.SC CS is scheduled from 2.11.2017 to 8.11.2017.
5. The   time  table   for  Practical   exams   isto be finalized.
6. The students' attendance   details must be submitted before 20.10.2017 to the HOD by the class teacher.
7. The model exam for II M.SC CS isscheduled  between 22.11.2017 and 30.11.2017.

**Name of Faculty**          **Signature**

1. J.Madhupriya

2. B.Venba

3. S.Kavitha

HOD

**SARADHA GANGADHARAN COLLEGE**
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**PG - DEPARTMENT OF COMPUTER SCIENCE**

**2017-18 Even Semester   Minutes of meeting**

**Meeting held on: 14.12.2017**

**Venue: Department (Room No:09)**                           **Time:  3pm**

1. Workload for the   even semester   of the academic year   2017-18is discussed.

2.      Time tablefor the   even semester is to be prepared with allocation   of lab time
table.

3.   It is decided to have the Class test1 for   I M.SC   C.S   from   26.2.2018 to
5.3.2018.

4.      Project   letter   to be given to II M.SC CS     students.

5.   Guide allocation for IV semester Project review to be done.

6.      Review dates to be finalized and to be included in the time table.

**Name of Faculty**          **Signature**

1. J.Madhupriya

2. B.Venba

3. S.Kavitha

HOD

J.MADHUPRIYA, M.Sc.,M.Phil.,M.Tech.
HOD,(P.G), Department of Computer science
Saradha Gangadharan College
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**PG - DEPARTMENT OF COMPUTER SCIENCE**

**Meeting held on: 04.04.2017**

**Venue: Department (Room No: 09)**                **Time :3PM**

1. It is decided to have the Class test2 for  I M.SC  C.S  from  9.4.2018 to 16.4.2018.
2. The college Annual day is to be celebrated on 19th April 2018.
3. The Model review date to be finalized and intimated to II M.sc CS students.
4. Conduct  of  Practical exams, model exams was discussed.
5. Final project review date to be decided and last date for submission of Project report fixed.
6. The  Internal  assessment to be completed soon after the tests and marks are to be uploaded in the university portal.
7. The  College reopenson 20th June 2018 for staff, while for students, it is on  25th June 2018.

| Name of Faculty | Signature |
|---|---|
| 1. J.Madhupriya | |
| 2. B.Venba | |
| 3. S.Kavitha | |

HOD

J.MADHUPRIYA, M.Sc.,M.Phil.,M.Tech.
HOD,(P.G), Department of Computer science
Saradha Gangadharan College
PUDUCHERRY-605 004

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**PG - DEPARTMENT OF COMPUTER SCIENCE**

**2018-19 Odd semester-Minutes of meeting**

**Meeting held on:21.6.2018**

**Venue: Department (Room No: 09)**                    **Time : 1 pm**

1. The HOD discussed the work load and subject allocation to the staff.
2. Time table to be prepared for the Odd semester 2017-18 including Lab time table
3. The information about formation of an Admission committee by the Principal for admission     procedures  to  be adhered  to is  dissipated.
4. The class test 1 for II M.SC CS is planned to be conducted from 6.8.2018 to 10.8.2018.

**Name of Faculty**                    **Signature**

1. J.Madhupriya

2. B.Venba

3. S.Kavitha

HOD

## SARADHA GANGADHARAN COLLEGE
(Affiliated to Pondicherry University)
(Recognized by UGC under Section 2(f) of the UGC Act 1956 as PG Institution)

### PG - DEPARTMENT OF COMPUTER SCIENCE

**Meeting held on: 12.9.2018**

**Venue: Department (Room No: 09)**                    **Time:1 pm**

1. Theclass test 1for I M.SC CS is planned to be conducted from24.9. 2018 to 28.9.2018.
2. Theclass test 2for II M.SC CS is planned to be conducted from 8.10.2018 to 12.10.2018.
3. Status of syllabus completion and model exam schedule to be prepared.
4. The students' attendance details must be submitted before 26.10.2018 to the HOD by the class teacher.
5. The Practical exams for II M.SC C.S is to be conducted in the second of third week of October
6. Staff are advised to pay more attention towards the improvement of the students discipline.

**Name of Faculty**          **Signature**

1. J.Madhupriya

2. B.Venba

3. S.Kavitha

HOD

J.MADHUPRIYA, M.Sc.,M.Phil.,M.Tech.
HOD,(P.G), Department of Computer science
Saradha Gangadharan College
PUDUCHERRY-605 004

. **SARADHA GANGADHARAN COLLEGE**
(Affiliated to Pondicherry University)
(Recognized by UGC under Section 2(f) of the UGC Act 1956 as PG Institution)
**PG - DEPARTMENT OF COMPUTER SCIENCE**

**2018-19 Even Semester**

**Meeting held on 25.10.2018**

**Venue: Department (Room No: 09)**                **Time : 1 pm**

1. Work load for the even semester of the academic year 2017-18 is discussed.

2. Time table for the even semester is to be prepared with allocation of lab time table.

3. The Pondicherry University Theory examinations are scheduled from 14.11.2017 for II year

PG and from 1.12.2018 for I year PG students.

4. List of books to be purchased is to be prepared and submitted.

5. Project letter to be given to II M.SC CS students.

6. Guide allocation for IV semester Project review to be done.

7. Review dates to be finalized and to be included in the time table.

| Name of Faculty | Signature |
|-----------------|-----------|
| 1. J.Madhupriya | |
| 2. B.Venba | |
| 3. S.Kavitha | |

HOD

J.MADHUPRIYA, M.Sc.,M.Phil,M.Tech,
HOD,(P.G), Department of Computer science
Saradha Gangadharan College
PUDUCHERRY-605 004

**SARADHA GANGADHARAN COLLEGE**
(Affiliated to Pondicherry University)
(Recognized by UGC under Section 2(f) of the UGC Act 1956 as PG Institution)
**PG - DEPARTMENT OF COMPUTER SCIENCE**

**Meeting held on: 14.12.2018**

**Venue: Department (Room No: 09)**                    **Time: 1pm**

1. It is decided to have the Class test1 for I M.SC C.S from 11.2.2019 to 18.2.2019.
2. Conduct of Practical exams, model exams were discussed.
3. Final project review date to be decided and last date for submission of Project report fixed.
4. The Internal assessment to be completed soon after the tests and marks are to be uploaded in the university portal.
5. A Two day work shop on "Data Science be is to be conducted from 27.02.2019 to 28.2.2019.
6. A total of 50 students will be given hands-on experience in applying data science.
7. Mr J. UTHAYAKUMAR (PhD), Founder, CEO, GenesysAcademy ,Puducherry will handle the session and impart knowledge.
8. Interested students of UG-B.SC CS, BCA, IT & M.SC CS students are to be informed about the workshop and willing students name list to be collected.
9. All those students should pay Rs 200/ to their class teachers.
10. It is decided to have class test2 for I M.SC C.S to be scheduled between 18.3.2019 and 25.3.2019.
11. The Model review date to be finalized and intimated to II M.sc CS students.

**Name of Faculty**                    **Signature**

1. J.Madhupriya

2. B.Venba

3. S.Kavitha

HOD

## SARADHA GANGADHARAN COLLEGE

### MINUTES OF MEETING
#### (INTERNAL)

Date: ___27/6//2020

Sheet____1___of 1_____

| Meeting Date:27/6/2020 | Persons Present During the Meeting :3 |
|---|---|
| Venue: -At their home | SGC Attendees:2 |
| Subject: Conduct of On-line classes – reg | B.Venba<br>D.Saraswathi |

Reference: :

| Sr. No. | Points Discussed | Action by | Target Date |
|---|---|---|---|
| 1. | Staff are asked to prepare for taking On-line classes for III Semester (II M.SC C.S )students. | 27/6/2020 | 01/07/2020 |
| 2. | Two on-line platforms were considered for discussion.<br>  a) Googlemeet<br>  b) Zoom | | |
| 3. | Trial classes were planned using Zoom for 2 days and Google meet was selected. | | |

PreparedBy:__J.Madhupriya_

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SARADHA GANGADHARAN COLLEGE
CONTINUATION SHEET

Sheet __2___ of __2_____

| Sr. No. | Points Discussed | Action by | Target Date |
|---|---|---|---|
| 1. | Ways and means to improve online teaching were discussed | 27/6/2020 | 01/07/2020 |

Prepared By: _J. Madhupriya_

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QAF 005

**SARADHA GANGADHARAN COLLEGE**
**MINUTES OF MEETING**
**(INTERNAL)**

Date: ___20/7/2020

Sheet____1___of 1_____

| Meeting Date:20/7/2020 | Persons Present During the Meeting :3 |
|---|---|
| Venue: at their home | SGC Attendees:2 |
| Subject: discussion regarding department event including planning and implementation | |
| Reference: | |

| Sr. No | Points Discussed | Action by | Target Date |
|---|---|---|---|
| 1. | Various topics in computer science were discussed to enable students and academicians attend the on-line technical event. | 21/7/2020 | 25/7/2020 |
| 2. | The design of templates for certificates and Invitaton were discussed. | | |

PreparedBy:__J.Madhupriya_

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# SARADHA GANGADHARAN COLLEGE

## NOTICE / AGENDA FOR MEETING

Meeting Date    20.7.2020                Time    3- 4  PM        Place    Puducherry

Meeting Called By            :    H.O.D-P.G CS

Type of Meeting            :    On-line (Google meet)

Facilitator / Co-ordinator        :    D. Saraswathi

Note Taker / Time Keeper        :    B.Venba

Attendees            :    3

Please Read            :    -

Please Bring            :    -

### Agenda Topics

1.  Modalities for  conducting E-Quiz were discussed effectively. The meeting focused on various concepts on data structures and algorithms related questions to enable students and faculties participate in this E-Quiz.

2.  U.G & PG students of   different disciplines were encouraged to take part in this event.

3.  The invitation was well circulated to other institutions faculties in and   around  Puducherry   also.

Resource Persons if Any        :

Special Notes            :

Date        :    **20.7.2020**                    J.Madhupriya

Distribution    :    **within the Department**            Signature

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QAF 002

**SARADHA GANGADHARAN COLLEGE**
**MINUTES OF MEETING**
**(INTERNAL)**

Date: ___24/7/2020

Sheet____1___of 1_____

| Meeting Date: 24/7/2020 | Persons Present During the Meeting: 3 |
|---|---|
| **Venue:** R.NO 9, PG Dept Computer Science | SGC Attendees:2 |
| **Subject:** Discussion regarding on-line class improvement | |
| **Reference:** | |

| Sr. No. | Points Discussed | Action by | Target Date |
|---|---|---|---|
| | The II M.SC Computer Science students are having 5 theory papers. The classes were arranged through Google meet. But some students were facing problems due to network connectivity issues and voice break over. Hence the meeting decided to start a whatsapp group for each staff where the staff can deliver their lectures either as an audio message or as a video of their subject's .Other class communication are done through M.Sc class group where all the students and staff are members. Students reported a feel of easiness and their understanding also improved which solved the problem. | 24/7/2020 | - |

PreparedBy:__J.Madhupriya_

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## SARADHA GANGADHARAN COLLEGE

### NOTICE / AGENDA FOR MEETING

Meeting Date    24/7/20      Time    2 -3 PM      Place    SGC

Meeting Called By    :    H.O.D-P.G CS

Type of Meeting    :    R.NO 9 ,PG Dept Computer Science

Facilitator / Co-ordinator    :    D. Saraswathi

Note Taker / Time Keeper    :    B.Venba

Attendees    :    3

Please Read    :    -

Please Bring    :    -

### Agenda Topics

1. II M.SC C.S students reported problems in the on-line classes conducted through Google meet

2. The meeting is aimed to narrow down the problem and bring a unanimous solution facilitating students learning.

Resource Persons if Any    :
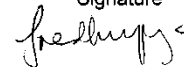
Special Notes    :

Date    :    **24.7.2020**      J.Madhupriya

Distribution    :    **within the Department**      Signature

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QAF 002

## SARADHA GANGADHARAN COLLEGE

### NOTICE / AGENDA FOR MEETING

Meeting Date    13.10.2020      Time    2 - 3 PM      Place     Puducherry

Meeting Called By      :    H.O.D-P.G CS

Type of Meeting      :    ~~Offline~~ *No.10, PG Computer Science Staff Room.*

Facilitator / Co-ordinator    :    D. Saraswathi

Note Taker / Time Keeper    :    B.Venba

Attendees      :    3

Please Read      :    Hardcopy of C.B.C.S Syllabus

Please Bring      :    -

### Agenda Topics

1. The new revised PG –CS syllabus for M.SC Computer science was taken from PU Website.

2. First semester papers were taken into consideration.

3. Accordingly work load for the Semester –I is to be calculated.

4. Other department papers are to be communicated in a form of a letter to the Principal.

Resource Persons if Any      :

Special Notes      :

Date      :    **13.10.2020**            J.Madhupriya

Distribution   :    **within the Department**            Signature

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# SARADHA GANGADHARAN COLLEGE

## MINUTES OF MEETING
### (INTERNAL)

Date: ___13/10/2020

Sheet____1___of 1_____

| Meeting Date:13/10/2020 | Persons Present During the Meeting :3 |
|---|---|
| Venue: R.No 10 Computer Science PG CS Staff | SGC Attendees:2 |
| Subject:Revised C.B.C.S Syllabus | B.Venba<br>D.Saraswathi |

Reference: :

| Sr. No | Points Discussed | Action by | Target Date |
|---|---|---|---|
| 1. | New revised syllabus from Pondicherry University for the academic year 2020-21 was discussed . | 13/10/2020 | - |

PreparedBy:__J.Madhupriya_

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## SARADHA GANGADHARAN COLLEGE

### MINUTES OF MEETING
(INTERNAL)

Date: ___30/1/2021

Sheet____1___of 1_____

| Meeting Date: 24/1/2021 | Persons Present During the Meeting : 3 |
|---|---|
| Venue: R.No 10 Computer Science PG CS Staff room | SGC Attendees : 2 |
| Subject : conduct of Model exams -reg | |
| Reference: SGC/Memo/2020-21/ | |

| Sr. No. | Points Discussed | Action by | Target Date |
|---|---|---|---|
| 1. | Schedule finalization regarding conduct of II M.SC CS model examinations from February first week . | 01/02/2021 | 08/02/2021 |
| 2. | Collection of exam fees from students for ensuing University exams. | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |

PreparedBy: _J.Madhupriya_____

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# SARADHA GANGADHARAN COLLEGE

## NOTICE / AGENDA FOR MEETING

Meeting Date    24.1.2021        Time    2-3 PM      Place    Room no:10 PG CS  staff room

Meeting Called By    :    HOD

Type of Meeting    :    Staff meeting

Facilitator / Co-ordinator    :    B.Venba

Note Taker / Time Keeper    :    D.Saraswathi

Attendees    :    2

Please Read    :

Please Bring    :

### Agenda Topics

1.    II M.sc CS- model exams time table

2.    Payment of tution fees pending  for III semester and exam fees  -reg
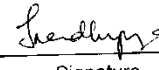
Resource Persons if Any    :

Special Notes    :

Date    :    **24.1.2021**

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## SARADHA GANGADHARAN COLLEGE

### NOTICE / AGENDA FOR MEETING

Signature

Distribution : copy to PG –CS staff

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## SARADHA GANGADHARAN COLLEGE

### MINUTES OF MEETING
(INTERNAL)

Date: ___30/1/2021

Sheet____1___of 1_____

| Meeting Date: 24/1/2021 | Persons Present During the Meeting : 3 |
|---|---|
| Venue: R.No 10 Computer Science PG CS Staff room | SGC Attendees : 2 |
| Subject : conduct of Model exams -reg | |
| Reference: SGC/Memo/2020-21/ | |

| Sr. No | Points Discussed | Action by | Target Date |
|---|---|---|---|
| 1. | Schedule finalization regarding conduct of II M.SC CS model examinations from February first week . | 01/02/2021 | 08/02/2021 |
| 2. | Collection of exam fees from students for ensuing University exams. | | |

PreparedBy: _J.Madhupriya_____

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# SARADHA GANGADHARAN COLLEGE

## NOTICE / AGENDA FOR MEETING

Meeting Date    24/3/21            Time    2 - 3  PM        Place    Puducherry

Meeting Called By            :    H.O.D-P.G CS

Type of Meeting              :    Off line

Facilitator / Co-ordinator   :    D. Saraswathi

Note Taker / Time Keeper     :    B.Venba

Attendees                    :    3

Please Read                  :

Please Bring                 :    -

### Agenda Topics

1.  Portion completion -assessment
2.  Preparation of conducting University practical examinations
3.  Payment of Examination fees – reg

4.  Conduct of test

Resource Persons if Any      :

Special Notes                :

| Date | : | **13.10.2020** | J.Madhupriya |
|------|---|----------------|--------------|
| Distribution | : | **within the Department** | Signature |

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## SARADHA GANGADHARAN COLLEGE

### MINUTES OF MEETING
### (INTERNAL)

Date: 24/3/21

Sheet1of 1

| Meeting Date:24/3/21 | Persons Present During the Meeting :3 |
|---|---|
| Venue: R.No 10 Computer Science PG CS Staff | SGC Attendees:2 |
| Subject: Academic schedule | |

Reference: SGC/Memo/2020-21/

| Sr. No. | Points Discussed | Action by | Target Date |
|---|---|---|---|
| 1. | The HOD discussed with the following points <br><br> ➢ About the Completion of I Semester Portions for C.B.C.S <br> ➢ Discussion regarding project review to be conducted for IV Semester <br> ➢ The staff were asked to insist their students for payment of fees to be paid. <br> ➢ Schedule of tests were decided upon consultation | HOD | |

PreparedBy: J.Madhupriya

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# SARADHA GANGADHARAN COLLEGE

## NOTICE / AGENDA FOR MEETING

Meeting Date    16.07.2021              Time    2-3 PM       Place    Puducherry

Meeting Called By          :    H.O.D- PG CS

Type of Meeting            :    Off line

Facilitator / Co-ordinator :    B. VENBA

Note Taker / Time Keeper   :    D. SARASWATHI

Attendees                  :    3

Please Read                :    -

Please Bring               :    -

### Agenda Topics

1. Online classes to start from august onwards (odd semester)
2. Conduct of FDP program in our department
3. Adherence to Principal instruction for submission of paper in journal by every staff member.
4. Change of Department staff room
5. Time table allocation
6. Selection of electives to students

Resource Persons if Any       :

Special Notes                 :

| Date | : | 16.07.2021 | J.Madhupriya |
|------|---|------------|--------------|
| Distribution | : | **within the Department** | Signature |

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## SARADHA GANGADHARAN COLLEGE

### NOTICE / AGENDA FOR MEETING

Meeting Date   23.08.2021        Time    1 – 1.30 PM    Place    Puducherry

Meeting Called By        :   H.O.D-P.G CS

Type of Meeting         :   Off line

Facilitator / Co-ordinator   :   D. Saraswathi

Note Taker / Time Keeper   :   B.Venba

Attendees             :   3

Please Read           :   FORTE - Function

Please Bring           :   -

### Agenda Topics

1. Internal Academic Audit
2. Discuss about FORTE Function
3. Update staff Profile
4. Discuss about University Practical and Theory Examination for final year
5. Parents Meeting(9.10.2021)
6. Sharing of UG(CS) and BCA subjects
7. Time table Preparation for the above

Resource Persons if Any    :

Special Notes          :

| | | |
|---|---|---|
| Date   :   23.08.2021 | | J.Madhupriya |
| Distribution  :  **within the Department** | | Signature |

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## SARADHA GANGADHARAN COLLEGE

### MINUTES OF MEETING
### (INTERNAL)

**Date:** 23.08.2021
**Sheet:** 1of 1

| **Meeting Date:** 23.08.2021 | **Persons Present During the Meeting** |
|---|---|
| **Venue: Department (82)** | **SGC Attendees : 2** |
| **Subject:** | |
| **Reference:** | |

| Sr. No. | Points Discussed | Action by | Target Date |
|---|---|---|---|
| | The HOD discussed with the following points | | |
| 1. | Submission of documents with respect to conferences and workshop attended, papers presented in various events for Academic audit. | Staff | 31.8.2021 |
| 2. | Staff member roles in organizing for FORTE function discussed. | Principal | 5.9.2021 |
| 3. | Staff members were asked to update their profile and submit the same to IQAC. | Staff | |
| 4. | UG(CS) & BCA papers to be shared by PG-Staff and the time table is prepared and MSc –CS time table was updated for the same. | | |
| 5. | Parents meeting procedure was discussed with staff and meeting to commence at afternoon. | | |
| 6 | Announcement of conducting University practical /Project exam were finalized based on the information from Pondicherry University examination wing. | University | 14.9.2021 |

**Prepared By:** _____

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## SARADHA GANGADHARAN COLLEGE

### NOTICE / AGENDA FOR MEETING

| | | | | | |
|---|---|---|---|---|---|
| Meeting Date | 18.10.2021 | Time | 1.30 – 2.30 PM | Place | Puducherry |

Meeting Called By     :    H.O.D-P.G CS

Type of Meeting     :    Off line

Facilitator / Co-ordinator     :    D. Saraswathi

Note Taker / Time Keeper     :    B.Venba

Attendees     :    3

Please Read     :

Please Bring     :    -

### Agenda Topics

1. Conduct of Class1 for II Year students
2. Preparation of Class Five toppers list  for the year of 2018-2020,2019-2021
3. I year Class will start from 27th October 2021
4. Submission of staff journal list to publication cell
5. Discuss about outreach  for II year students

Resource Persons if Any     :

Special Notes     :

| | | | |
|---|---|---|---|
| Date | : | 23.08.2021 | J.Madhupriya |
| Distribution : | **within the Department** | | Signature |

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## SARADHA GANGADHARAN COLLEGE

### MINUTES OF MEETING
#### (INTERNAL)

Date: 18.10.2021
Sheet: 1of 1

| Meeting Date: 18.10.2021 | Persons Present During the Meeting |
|---|---|
| Venue: Department (82) | SGC Attendees : 2 |
| Subject: | |
| Reference: | |

| Sr. No. | Points Discussed | Action by | Target Date |
|---|---|---|---|
| | The HOD discussed with the following points | | |
| 1. | Conduct of Test –II internals for II PG –class was discussed and staff were asked to prepare topper list for 2018-20 and 2019-21 batch students. | | |
| 2. | Commencement of I year classes for I MSC CS to be started from October 27th 2021. | | |
| 3. | Staff were encouraged to submit papers for journal publication and update the same to IQAC method of conducting out reach programme was discussed. | | |

QAF 005

SARADHA GANGADHARAN COLLEGE
CONTINUATION SHEET

# SARADHA GANGADHARAN COLLEGE

## NOTICE / AGENDA FOR MEETING

| | | | | | | |
|---|---|---|---|---|---|---|
| Meeting Date | 26.11.2021 | | Time | 1.30 – 2.30 PM | Place | Puducherry |

Meeting Called By      :    H.O.D-P.G CS

Type of Meeting      :    Off line

Facilitator / Co-ordinator    :    D. Saraswathi

Note Taker / Time Keeper    :    B.Venba

Attendees      :    3

Please Read      :

Please Bring      :    -

### Agenda Topics

1. Preparation for ISO audit documents
2. Updation of MSCCS time table for inclusion of MSC MATHS- SCI LAB
3. Discipline imparting to students were discussed.

Resource Persons if Any      :

Special Notes      :

| | | | |
|---|---|---|---|
| Date | : | 26.11.2021 | J.Madhupriya |
| Distribution | : | **within the Department** | Signature |

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## SARADHA GANGADHARAN COLLEGE

### MINUTES OF MEETING
### (INTERNAL)

**Date:** 26.11.2021
**Sheet: 1of 1**

| Meeting Date: 26.11.2021 | Persons Present During the Meeting |
|---|---|
| Venue: Department (82) | SGC Attendees : 2 |
| Subject: | |
| Reference: | |

| Sr. No. | Points Discussed | Action by | Target Date |
|---|---|---|---|
| | The HOD discussed with the following points | | |
| 1. | Staff were asked to pay more attention for ensuring discipline among students. | | |
| 2. | New time table for staff were updated to facilitate aim I Msc Maths - SCI lab. | | |
| 3. | Documents relating to conduct of ISO Audit and NAAC were discussed. | | |
| | | | 14.9.2021 |

SARADHA GANGADHARAN COLLEGE
CONTINUATION SHEET

**SARADHA GANGADHARAN COLLEGE**
(Affiliated to Pondicherry University)
(Recognized by UGC under Section 2(f) of the UGC Act 1956 as PG Institution)
NAAC Accredited Institution, An ISO 9001:2015 Certified Institution

**Name of the Faculty Advisor:**

| S.No | Name of Staff | class |
|------|---------------|---------|
| 1. | D.Saraswathi | I Year |
| 2. | B.Venba | II Year |

**Minutes of the Meeting:**

1. The meeting was held in the PG-Department of Computer Science staff room no: 82 on 20.11.2021,3PM.

2. All the staff members handling hard core and soft core were present.

3. It was decided to constitute Programme Committee and conduct meetings to monitor CBCS compliance effectively twice per semester.

4. The committee decided to inform the I M.SC Computer Science students about the CBCS-Programme structure, awarding of Internals and End Semester examinations.

5. The appointment of Faculty Advisors for both classes of the Department was carried out.

6. The availability of Domain –Specific Electives for students were discussed

7. .The meeting concluded with vote of thanks by HOD –PG-CS for the valuable presence of all the teaching staff.

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(Recognized by UGC under Section 2(f) of the UGC Act 1956 as PG Institution)
NAAC Accredited Institution, An ISO 9001:2015 Certified Institution

| S.NO | NAME | SIGNATURE |
|------|------|-----------|
| 1. | J.Madhupriya | |
| 2. | B.Venba | |
| 3. | D.Saraswathi | |
| 4. | S.Sankeetha | |
| 5. | R.Muthamizh Selvi | |
| 6. | Dr.Omaiyal | |