

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
DEPARTMENT OF COMMERCE (G), SHIFT – I
MINUTES OF MEETING


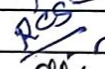
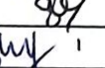

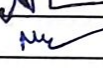






MOM No:

Participants: 11

Date: 27/07/2023

S.No.	Agenda for the Meeting	Points Discussed	Target Date	Responsibility
1	Fresher's Day	Fresher's day to be conducted on 4 th August. All the staff members are requested to carry out the responsibilities assigned to them.	04/08/2023	All Staff
2	Tuition Fees	Tuition fees payment date extended till 28/7/23. Students are to be informed about the same	28/7/2023.	Class in Charges
3	Clubs/Cells	Proposal for the Annual activities of various clubs and cells are to be submitted	26/7/2023	Clubs/Cell Convenors
4	Classes to be engaged	Faculty members are instructed to be in class on time and to maintain students discipline inside the class.		All Staff
5	Leave/OD	If any faculty are on leave/OD proper adjustment as to arrangements of classes to be made and students should not be sent to Library.		HODs
6	I Internal Exams	I internal exams are scheduled to begin from 8 th August	8/8/2023	All Staff
7	Bloom's Taxonomy	Question Papers for the I internal exams are to be prepared according to Bloom's Taxonomy and CO	3/7/2023	All Staff
8	Economics Department Called Off	W.e.f. 24 th July Economics department is called off and R. Chandrasekaran sir will be part of Commerce Department		
9	Month wise attendance	Print out of Month wise attendance report has to be taken and submitted	31/7/2023	Class in charge

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S.No.	Name of the Faculty	Designation	Signature
1.	Mr. T. Balachander	Head of the Department	
2.	Mr. R. Chandrasekaran	Asst. Professor	
3.	Dr. S. Leena Rani	Asst. Professor	
4.	Dr. B. Hariswaran	Asst. Professor	
5.	Ms. T. Papitha	Asst. Professor	
6.	Dr. Aswini K	Asst. Professor	
7.	Dr. M. Venkatesan	Asst. Professor	
8.	Ms. M. Elakkiya	Asst. Professor	
9.	Ms. D. Mythili	Asst. Professor	
10.	Ms. S. Bhavani	Asst. Professor	
11.	Ms. T. Saranya	Asst. Professor	


HOD Sign


Signature of IQAC Co-ordinator

Doc. No.


PRINCIPAL

Dr.R.SRIKANTH, M.B.A., M.Phil., Ph.D.,
Principal
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MOGAPPAIR WEST, CHENNAI - 600 037.

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DEPARTMENT OF COMMERCE (G), SHIFT – I
ACTION TAKEN REPORT FOR DEPARTMENTAL MINUTES

MEETING HELD ON: 27.07.23

1. Tuition fees payment date was extended till 28/7/2023 and the same was informed to the students.
2. Action plan for the academic year by various cells and clubs have been submitted to the Principal.
3. Attendance for the month of July has been completed and the print out of the same has been taken and submitted to the HOD.
4. Proper adjustment of classes has been done when a particular staff is on leave or OD
5. Preparation of I Internal exam questions papers are under progress.
6. Bloom's Taxonomy is being implemented in the question that are framed for the I internal exams.
7. Discipline and decorum of the class is being maintained by the staff concerned who are handing.

Tell

SIGNATURE OF THE HOD

Dr. R. Srikanth
21/08/2023

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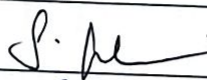
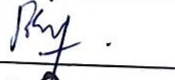

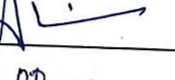



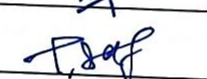
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Participants: 10

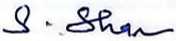
Date: 20/07/2023

S.No.	Agenda for the Meeting	Points Discussed	Target Date	Responsibility
1	Officer Bearer	Students Officer Bearer election will be conducted on 27/7/2023. Nomination with certificates are to be sent before 24/7/23	24/7/2023	Class in charges
2	Instagram	All the faculty members are asked to follow the official instagram page of our college immediately. Students were also instructed to follow the same.		All Staff & Students
3	Tuition Fees	Final reminder has been sent to the students regarding payment of their tuition fees.	21/7/2023	Class in charge
4	Fees Concession	If the tuition fees not paid by students who were granted with concession on or before 20/7/23, Such concession will be cancelled.	20/7/2023	Class in charge
5	Bus Pass	Google Form has been circulated to the students official group for availing the Bus Pass.		Class in Charge
6	Request to the Heads of Commerce stream for M.Com Admission	It was decided to request all the Heads of various commerce Stream of both shifts to recommend to their passed out students for Admission in M.com Course.	21/7/2023	HOD
7	Substitution File Format	Substitution file format is assigned. Hence, hereafter, new substitution file format has to be followed.		
8	Spreadsheet for updated Add on Course, Faculty Assignment and Courses with Internship/Project	Spreadsheets for updated Add on Course, Faculty Assignment and Courses with Internship/Project are sent. All the details are to be fulfilled on or before 22/7/23	21/7/2023	Respective faculty members.

S.No.	Name of the Faculty	Designation	Signature
1.	Mr. T. Balachander	Head of the Department	
2.	Dr. S. Leena Rani	Asst. Professor	
3.	Dr. B. Hariswaran	Asst. Professor	
4.	Ms. T. Papitha	Asst. Professor	
5.	Dr. Aswini K	Asst. Professor	
6.	Dr. M. Venkatesan	Asst. Professor	
7.	Ms. M. Elakkiya	Asst. Professor	- 09 -
8.	Ms. D. Mythili	Asst. Professor	
9.	Ms. S. Bhavani	Asst. Professor	
10.	Ms. T. Saranya	Asst. Professor	



HOD Sign


Signature of IQAC Co-ordinator

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MEETING HELD ON: 20.07.23

1. Nominations for Office Bearer were done and photocopies of the certificates submitted on 24/7/23.
2. Staff members and the Students are instructed to follow MGC Official insta page.
3. Final reminder was sent regarding the payment of tuition fees. Last date is extended till 28/7/23.
4. Letters submitted to the Secretary for availing concession in the tuition fees.
5. Google forms were filled by the students who are in need of bus pass.
6. Messages were passed on to the passed out students regarding admission in M.Com.

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SIGNATURE OF THE HOD

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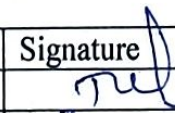

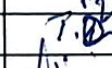

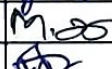

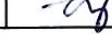


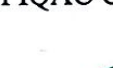
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
DEPARTMENT OF COMMERCE (G), SHIFT – I
MINUTES OF MEETING


MOM No:

Date: 06/07/2023.

Participants: 10

S.No.	Agenda for the Meeting	Points Discussed	Target Date	Responsibility
1	Referral Fee Concession	If Existing students refer new students from 7th July if a student refers 3 students fess concession will be provided to the student who is referring.		All Staff
2	ICT Academy	ICT Academy announced Youth Talk Event. All the class teachers are requested to share the information to the students		
3	Inagural Function of Silver Jubilee Block & Research Wing	Committees member list informed and allocated for all staff members to be executed on 08/07/2023.	08/07/2023	All Staff
4	New Canteen name	Suggestions are invited through Google form, from both teaching, non-teaching and students for naming the NEW CANTEEN. The best name chosen will be christened and the person suggested will receive a token of appreciation.	07/07/2023	All Staff and students
5	I Year Inaugural Program	Committees and Responsibilities informed and allocated for all staff members to be executed on 10/07/2023.	10/07/2023	All Staff
6	Stationary Requirement	Required stationeries list to be given to the office Superintendent by 7th July		All Staff

S.No.	Name of the Faculty	Designation	Signature
1.	Mr. T. Balachander	Head of the Department	
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6.	Dr. M. Venkatesan	Asst. Professor	
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Doc. No.


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ACTION TAKEN REPORT FOR DEPARTMENTAL MINUTES

MEETING HELD ON: 06.07.23

1. Students have been informed about the concession they would be availing when they are referring 3 or more students.
2. Information regarding the ICT academy has been shared to the students.
3. Inaugural of Silver Jubilee Block was done on 8/7/2023.
4. New Canteen was name “UNVEIL GREGORITERIA” the name was suggested by a student and a token of appreciation was given to him.
5. Stationary requirements for the departments have been submitted.
6. Authors of the book to be referred by the students were given by the respective subject in charges.



SIGNATURE OF THE HOD



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MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
DEPARTMENT OF COMERCE (G), SHIFT – I
MINUTES OF MEETING

MOM No: 25
 Participants: 11

Date: 16/02/2024

S.No.	Agenda for the Meeting	Points Discussed	Target Date	Responsibility
1.	Alumini Meet – Staff Reporting time	Staff reporting time on 17.2.2024 will be at 2:30 pm on account of Alumini Meet	17/02/2024	All Staff
2.	UMIS	Adhaar EKYC verification process for the students should be completed	21/02/2024	Class- in-charges
3.	Research Incentive and Travel Policy	Suggestions regarding Research Incentive and Travel Policy should be given before 5 Pm	17.02.2024	All Staff
4.	CIA – I	CIA – I examination to be commenced from 19 th February 2024. Exam duration will be for 1 hour 30 minutes from 11:30am to 1:00 pm.	19.02.2024	All Staff
5.	Travel Allowances	Staff travelling on official purpose can claim the travel allowance by providing bills for the same along with a requisition letter to the Principal. The same would be approved by the Secretary.		All Staff
6.	Tuition Fees	All the staff members should inform the students to pay the tuition fees without any further delay	24.02.2024	All Staff
7.	Staff Reporting for Graduation Day	Staff reporting time is at 8:00 am for the both the shifts on account of Graduation day and classes are suspended on 29 th February 2024.	29.02.2024	All Staff
8.	Staff reporting for Culturals	Staff reporting time is at 8:20 am for the both the shifts on account of Culturals	01.03.2024	All Staff

S.No.	Name of the staff	Designation	Signature
1.	Mr. T. Balachandar	Head of the Department	<i>T Bal</i>
2.	Mr. R. Chandrasekaran	Assistant Professor	<i>RES</i>
3.	Dr. S. Leena Rani	Assistant Professor	<i>Dr. S. Leena Rani</i>
4.	Dr. B. Harishwaran	Assistant Professor	<i>Dr. B. Harishwaran</i>
5.	Ms. T. Papitha	Assistant Professor	<i>Ms. T. Papitha</i>
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10.	Ms. S. Bhavani	Assistant Professor	<i>Ms. S. Bhavani</i>
11.	Ms. T. Saranya	Assistant Professor	<i>Ms. T. Saranya</i>

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HEAD OF THE DEPARTMENT

S. Shan
IQAC COORDINATOR

Dr. R. Srikanth
PRINCIPAL

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MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
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ACTION TAKEN REPORT FOR DEPARTMENTAL MINUTES

MEETING HELD ON: 16.02.24

1. Alumini meet was held and the staff were reported at 2:30pm.
2. UMIS – EKYC verification process in under process for the all the students
3. CAI question paper submitted to the exam cell.
4. Tuition fees defaulters were informed to pay the fees immediately.
5. Department activity report has been submitted to IQAC.
6. First year Class mentors have completed the fresh application process for scholarhip



SIGNATURE OF THE HOD



16-02-2024

PRINCIPAL



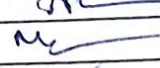

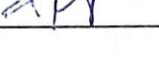
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16 Feb 2024

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