



SRI RANGAPOOPATHI COLLEGE OF NURSING

Govt G.O. No.35, Approved by Indian Nursing Council,
Recognized by Tamilnadu Nursing Council,
Affiliated to Dr. M.G.R. Medical University

Alampoondi, Gingee Taluk, Villupuram Dist, Tamilnadu. Pin : 604151.

SRCoN/AC/1-1/2022-23/

August 03, 2022

ACADEMIC COMMITTEE

MEETING NOTICE

All the Academic Committee members are hereby informed to attend the 1st meeting on August 12, 2022 at 12.00 pm, to discuss on academic activities in the Principal's Chamber.

PRINCIPAL
Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
Gingee Taluk., Villupuram Dist.

Copy to:

- The Chairman and members of the Committee



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Alampondi, Gingee Taluk, Villupuram Dist, Tamilnadu. Pin : 604151.

SRCoN /AC/1-2/2022-23/

August 12, 2022

ACADEMIC COMMITTEE

PROCEEDINGS

The 1ST Meeting of Academic Committee members was held on August 12, 2022 at 12.00 pm in the Principal's Chamber.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. S. Umadevi Vice – Principal	Member
5. K. Preedha, Professor	Member
6. V. Manjula Associate Professor	Member
7. G. Malathi Associate Professor	Member
8. A. Sathiya Assistant Professor	Member
9. R. Priyanga Assistant Professor	Member
10. E. Suganya Tutor	Member
11. K. Rajadurai Tutor	Member
12. G. Gokela Tutor	Member
13. S. Prem Student	Member
14. S. Valliyammal Student	Member
15. M. Vasanthakumari Assistant Professor	Coordinator

The agenda for the meeting included the following points:

1. Introduction of members of the Committee: Chairman introduced & welcomed all committee members.
2. To discuss on academic activities:
 - i. Preparation of Calendar of Events for the academic year 2022-23.
 - ii. Chairman assigned faculties for preparation of Academic calendar of events.
 - iii. Chairman assigned faculties to organize orientation programme.
3. The chairman briefed on the design and development of a certificate program, with faculty members actively involved in the process. Additionally, faculty members were nominated to contribute to the curriculum development for certificate programs such as computer skills, soft skills, and entrepreneurship & employability.



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4. Any other matter: NIL

The Chairman expressed gratitude to all attendees.

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SRCoN/AC/2-1/2023-24/

August 02, 2023

ACADEMIC COMMITTEE

MEETING NOTICE

All the Academic Committee members are hereby informed to attend 2nd meeting on August 17, 2023 at 2.00 pm, to discuss on academic activities in the Principal's Chamber.

PRINCIPAL
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Alampoondi-604 151,
Gingee Taluk., Villupuram Dist.

Copy to:

- The Chairman and members of the Committee



SRCOn/AC/2-2/2023-24/

August 17, 2023

ACADEMIC COMMITTEE

PROCEEDINGS

The 2nd Meeting of Academic Committee members, was held on August 17, 2023 at 2.00 pm in the Principal's Chamber.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. S. Umadevi Vice – Principal	Member
5. K. Preedha, Professor	Member
6. V. Manjula Associate Professor	Member
7. G. Malathi Associate Professor	Member
8. A. Sathiya Assistant Professor	Member
9. R. Priyanga Assistant Professor	Member
10. K. Rajadurai Tutor	Member
11. G. Gokela Tutor	Member
12. S. Prem Student	Member
13. S. Valliyammal Student	Member
14. M. Vasanthakumari Assistant Professor	Coordinator

The agenda for the meeting included the following points:

1. Welcome of Committee members: Chairman welcomed all committee members.
2. For discussion on academic activities:
 - i. Syllabus status: Syllabus covered for sessional examination
 - ii. Student Progression
 - iii. Sports and Cultural Programmes: Conduct of Annual sports meet & Annual Day Celebration
 - iv. Industrial Visit: Industrial Visit for students planned.



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All the committee members discussed and finalized the dates for agenda.

3. Any other matter: NIL

The Chairman expressed gratitude to all attendees.

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SRCoN/AR/1-1/2019-20/

August 03, 2019

ANTI-RAGGING COMMITTEE

MEETING NOTICE

1st Meeting of Anti-Ragging Committee (AR) is scheduled at 11.00 am in the Board Room on August 08, 2019 with the following agenda:

Agenda:

1. Confirmation & adoption of reconstitution of AR Committee
2. Measures for strengthening of committee
3. Complaints handling
4. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL

Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
Gingee Taluk., Villupuram Dist.

Copy to:

- The Chairman and members of AR



SRI RANGAPOOPATHI COLLEGE OF NURSING

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SRCoN/AR/1-2/2019-20/

August 08, 2019

ANTI-RAGGING COMMITTEE

PROCEEDINGS

The 1st Meeting of Anti-Ragging Committee members was held on August 08, 2019 at 11.00 am in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. P. Neela Professor	Member
6. P. Sathiyavathy Associate Professor	Member
7. C. Deenalakshmi Associate Professor	Member
8. S. Sharmila Assistant Professor	Member
9. S. Kowsalya Tutor	Member
10. Nirmal Kumar Tutor	Member
11. M. Sunil Kumar Student	Member
12. S. Kanjana Devi Student	Member
13. A. Indhumathi Assistant Professor	Coordinator

The meeting commenced with a warm welcome from the Chairman to all the attendees.

The members proceeded to introduce themselves, and the agenda for the meeting was outlined:

Agenda:

1. Confirmation and adoption of the reconstitution of the Anti-Ragging Committee:

This was in alignment with the UGC Regulations No.F.1-16/2007 (CPP-II) dated June 17, 2009. The college administration, staying informed about UGC regulations, consistently reconstitutes the Anti-Ragging Committee for each academic year.

2. Measures for strengthening of committee: The meeting proceeded to discuss measures aimed at further strengthening the prevention and prohibition of ragging within the college campus. The College Authority has already implemented necessary steps in this regard.



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3. **Complaints handling:** The subsequent agenda item focused on matters concerning complaints. It was observed that no complaints were received from either students or staff during the session, indicating a ragging-free campus.
4. **Any Other Matter:** NIL

The Chairman expressed gratitude to all the members for their participation.

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Alampoondi-604 151,
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Copy sent to:

The Chairman & Members of the Committee



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SRCoN/AR/2-1/2020-21/

August 12, 2020

ANTI-RAGGING COMMITTEE

MEETING NOTICE

2nd Meeting of Anti-Ragging Committee (AR) is scheduled at 11.30 am in the Board Room on August 20, 2020 with the following agenda:

Agenda:

1. Confirmation of previous meeting proceedings
2. Measures for further strengthening of committee
3. Complaints handling
4. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL

Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
Gingee Taluk., Villupuram Dist.

Copy to:

The Chairman and members of AR



SRCoN/AR/2-2/2020-21/

August 20, 2020

ANTI-RAGGING COMMITTEE**PROCEEDINGS**

The 2nd Meeting of Anti-Ragging Committee members was held on August 20, 2020 at 11.30 am in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. P. Neela Professor	Member
6. P. Sathiyavathy Associate Professor	Member
7. C. Deenalakshmi Associate Professor	Member
8. S. Sharmila Assistant Professor	Member
9. S. Kowsalya Tutor	Member
10. B. Rekha Student	Member
11. R. Sajith Student	Member
12. A. Indhumathi Assistant Professor	Coordinator

The meeting commenced with a warm welcome from the Chairman to all the attendees. Following this, the agenda items were addressed systematically.

Agenda:

- 1. Confirmation of previous meeting proceedings:** The initial agenda point involved reviewing and confirming the minutes of the previous Anti-Ragging Committee meeting held on August 08, 2019. The Chairman verified the accuracy of the minutes.
- 2. Measures for further strengthening of committee:** The second item on the agenda involved discussions on enhancing measures for preventing and prohibiting ragging within the college campus. It was reported that the College Authority had already taken steps to consolidate efforts in this regard.
- 3. Complaints handling:** The third agenda item focused on matters concerning complaints. It was noted that there were no complaints from students or staff during the session, indicating a ragging-free campus.



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4. Any other matter: NIL

B. Fussell

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SRCoN/AR/3-1/2021-22/

August 10, 2021

ANTI-RAGGING COMMITTEE

MEETING NOTICE

3rd Meeting of Anti-Ragging Committee (AR) is scheduled at 02.00 pm in the Board Room on August 18, 2021 with the following agenda:

Agenda:

1. Confirmation of previous meeting minutes
2. Measures to prevent ragging
3. Complaints handling
4. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL
Sri Rangapoopathi College of Nursing
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Copy to:

- The Chairman and members of AR



SRCoN/AR/3-2/2021-22/

August 18, 2021

ANTI-RAGGING COMMITTEE**PROCEEDINGS**

The 3rd Meeting of Anti-Ragging Committee members was held on August 18, 2021 at 02.00 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. V. Priya Professor	Member
6. V. Manjula Associate Professor	Member
7. S. Punitha Associate Professor	Member
8. S. P. Anandraj Assistant Professor	Member
9. S. Kowsalya Tutor	Member
10. S. Geetha Tutor	Member
11. B. Rekha Student	Member
12. R. Sajith Student	Member
13. R. Priyanga Assistant Professor	Coordinator

The meeting started with a warm welcome from the Chairman to all the attendees and the meeting proceeded to address the agenda items.

Agenda:

- 1. Confirmation of previous meeting minutes:** The initial agenda item included reviewing and confirming the minutes from the prior Anti-Ragging Committee meeting held on August 20, 2020.
- 2. Measures to prevent ragging:** A discussion followed regarding strategies aimed at boosting the prevention and prohibition of ragging within the college premises. The College Authority has already undertaken necessary measures to reinforce these initiatives.
- 3. Complaints handling:** Subsequent discussions revolved around matters concerning complaints. Notably, there were no complaints raised by either students or staff during the session, indicating a campus environment free from ragging incidents.



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4. Any other matter: NIL

The Chairman expressed gratitude to all the members for their participation.

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The Chairman & Members of the Committee



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SRCoN/AR/4-1/2022-23/

August 03, 2022

ANTI-RAGGING COMMITTEE

MEETING NOTICE

4th Meeting of Anti-Ragging Committee (AR) is scheduled at 03.00 pm in the Board Room on August 09, 2022 with the following agenda:

Agenda:

1. Confirmation of previous meeting proceedings
2. Measures to prevent ragging
3. Complaints handling
4. Measures to strengthen the committee
5. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL

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Copy to:

- The Chairman and members of AR



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SRCOn/AR/4-2/2022-23/

August 09, 2022

ANTI-RAGGING COMMITTEE

PROCEEDINGS

The 4th Meeting of Anti-Ragging Committee members was held on August 09, 2022 at 03.00 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. S. Umadevi Vice – Principal	Member
5. K. Preedha, Professor	Member
6. V. Manjula Associate Professor	Member
7. G. Malathi Associate Professor	Member
8. S. P. Anandraj Assistant Professor	Member
9. S. Geetha Tutor	Member
10. S. Ramya Student	Member
11. R. Sajith Student	Member
12. R. Priyanga Assistant Professor	Coordinator

The meeting commenced with a warm welcome from the Chairman to all the members of the Committee. Subsequently, the meeting progressed with the following agenda.

Agenda:

- 1. Confirmation of previous meeting proceedings:** The committee reviewed and unanimously approved the minutes of the previous meeting held on August 18, 2021.
- 2. Measures to prevent ragging:** Discussions revolved around implementing monitoring strategies to discourage ragging within the college premises. It was decided that members of the Anti-Ragging Committee would act as vigilant squad members, tasked with supervising both classrooms and campus areas. Any instances of student involvement in such activities were to be promptly reported to the authorities.
- 3. Complaints handling:** The committee reported no recorded complaints related to ragging, affirming the campus's status as a ragging-free environment.
- 4. Measures to strengthen the committee:** Consensus was reached on taking proactive steps to support the prevention and prohibition of ragging in the college. As part of the



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induction program, a dedicated session on ragging and its consequences would be incorporated.

The Chairman expressed gratitude to all the attendees for their participation.

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The Chairman & Members of the Committee



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SRCoN/AR/5-1/2023-24/

August 04, 2023

ANTI-RAGGING COMMITTEE

MEETING NOTICE

5th Meeting of Anti-Ragging Committee (AR) is scheduled at 02.30 pm in the Board Room on August 10, 2023 with the following agenda:

Agenda:

1. Confirmation of previous meeting proceedings
2. Measures to prevent ragging
3. Complaints handling
4. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL

Sri Rangapoopathi College of Nursing
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Copy to:

The Chairman and members of AR



SRCoN/AR/5-2/2023-24/

August 10, 2023

ANTI-RAGGING COMMITTEE**PROCEEDINGS**

The 5th Meeting of Anti-Ragging Committee members was held on August 10, 2023 at 02.30 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. S. Umadevi Vice – Principal	Member
5. K. Preedha, Professor	Member
6. V. Manjula Associate Professor	Member
7. G. Malathi Associate Professor	Member
8. S. P. Anandraj Assistant Professor	Member
9. S. Kowsalya Tutor	Member
10. S. Geetha Tutor	Member
11. S. Ramya Student	Member
12. R. Sajith Student	Member
13. R. Priyanga Assistant Professor	Coordinator

The meeting commenced with a warm welcome from the Chairman to all the attendees, after which the meeting proceeded to address the items on the agenda.

Agenda:

- 1. Confirmation of previous meeting proceedings:** The first item on the agenda involved approving the minutes of the previous Anti-Ragging Committee meeting held on August 09, 2022.
- 2. Measures to prevent ragging:** The committee considered on measures to eradicate the menace of ragging within the college. It was collectively decided that a vigilant squad would closely monitor instances of ragging in and around the campus. The primary focus was on fostering an environment conducive to learning, particularly for incoming students, devoid of any intimidation or harassment.
- 3. Complaints handling:** The third agenda item addressed procedures for handling complaints related to ragging. The committee expressed contentment over the absence of reported incidents, reaffirming the college's ragging-free status. This continued positive



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trend highlights the institution's persistent dedication to upholding a secure academic atmosphere.

4. Any other matter: NIL

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The Chairman & Members of the Committee



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SRCoN/ASH/1-1/2019-20/

August 06, 2019

ANTI-SEXUAL HARASSMENT COMMITTEE

MEETING NOTICE

1st Meeting of Anti-Sexual Harassment Committee (ASH) is scheduled at 11.00 am in the Board Room on August 09, 2019 with the following agenda:

Agenda:

1. Documentations for the Committee
2. Activities for the committee in the upcoming semester
3. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL
Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
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Copy to:

- The Chairman and members of ASH



SRCoN/ASH/1-2/2019-20/

August 09, 2019

ANTI-SEXUAL HARASSMENT COMMITTEE**PROCEEDINGS**

The 1st Meeting of Anti-Sexual Harassment Committee members was held on August 09, 2019 at 11.00 am in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. P. Neela Professor	Member
6. S. Punitha Associate Professor	Member
7. C. Deenalakshmi Associate Professor	Member
8. M. Vasanthakumari Assistant Professor	Member
9. G. Bhuvana Tutor	Member
10. C. Siva Tutor	Member
11. A. Kavitha Tutor	Member
12. K. Jayapriya Student	Member
13. N. Krishnaraj	Member
14. S. Sharmila Assistant Professor	Coordinator

The meeting started with a gracious welcome from the Chairman to all attendees.

The coordinators then introduced themselves, and the meeting agenda was presented as follows:

Agenda:

1. **Documentations for the Committee:** The Chairman provided an overview of essential documents for the committee, including notifications (with guidelines and the format sent to relevant email addresses), alignment with the college's vision and mission, future action plans, guidelines/code of conduct for Anti-Sexual Harassment/Internal Complaints Committees, complaint reception mechanisms, meeting details (notice, minutes/proceedings, action taken reports), and records of complaints received / solved. It was emphasized that these documents would undergo monthly audits during college meetings.



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2. **Activities for the Committees in the Upcoming Semester:** The Chairman suggested organizing awareness programs, essay writing competitions, speech competitions, and similar activities under the committee's purview. It was stressed that these events should be included in the college's calendar of events.
3. **Any Other Matters:**
 - i. Coordinators were reminded to promptly submit the Committee's Guidelines/Code of Conduct.
 - ii. Proposals for semester activities under the committee's banner were requested to be submitted.

The Chairman extended gratitude to all members for their active participation.

PRINCIPAL

Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
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Copy sent to:

The Chairman & Members of the Committee



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SRCoN/ASH/2-1/2020-21/

August 04, 2020

ANTI-SEXUAL HARASSMENT COMMITTEE

MEETING NOTICE

2nd Meeting of Anti-Sexual Harassment Committee (ASH) is scheduled at 11.30 am in the Board Room on August 18, 2020 with the following agenda:

Agenda:

1. Competitions for faculties
2. Awards for faculties
3. Awards for students
4. Others Events

All the members are requested to make it convenient to attend the same.

PRINCIPAL

Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
Gingee Taluk., Villupuram Dist.

Copy to:

- The Chairman and members of ASH



SRCoN/ASH/2-2/2020-21/

August 18, 2020

ANTI-SEXUAL HARASSMENT COMMITTEE**PROCEEDINGS**

The 2nd Meeting of Anti-Sexual Harassment Committee members was held on August 18, 2020 at 11.30 am in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. P. Neela Professor	Member
6. S. Punitha Associate Professor	Member
7. C. Deenalakshmi Associate Professor	Member
8. M. Vasanthakumari Assistant Professor	Member
9. G. Bhuvana Tutor	Member
10. R. Suganthi Tutor	Member
11. K. Sathya Tutor	Member
12. K. Jayapriya Student	Member
13. S. Sharmila Assistant Professor	Coordinator

The meeting commenced with a gracious welcome from the Chairman to all attendees.

Throughout the session, the Chairman engaged in discussions with the coordinators regarding the forthcoming International Women's Day celebrations at the College. Several competitions, awards, and events were meticulously planned, each with designated dates:

1. Competitions for Faculties:
 - a) Mehendi competition
 - b) Cooking without fire
 - c) Speech
 - d) Singing
2. Awards for Faculties:
 - a) Best Researcher of the College (for Funded Projects, Publications: First name + College Association) – 1 No.
 - b) The Regular Teacher of the Institution (Less No. of Leaves taken during the last academic year) – 1 No.



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- c) The Longest Served Teacher of the College (since the inception of the college)
 - d) The Student-Centric Teacher (facilitating students with their Projects, Publications, Presentations) – 1 No.
 - e) Appreciation for Longest Served Teachers at the College (since the inception of the college)
3. Awards for Students:
- a) Best Student – Female, from the college (with the highest marks scored).
 - b) Best outgoing Student - Only for final year students:
 - i. Discipline in dressing
 - ii. Punctuality
 - iii. Academic Performance as per nomination by Principal
 - iv. Interaction with others
 - v. Participation in co-curricular events
4. Other Events:
- a) Colour Code for Dress: Pink
 - b) Martial Arts: A student from the College will teach Martial arts as defense, for a day.
 - c) Dietician / OBG: To educate everyone on women's health
 - d) Women's Laws: To educate ladies/girls on laws that protect & help them

The Chairman expressed gratitude to all members for their active participation and contributions.

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SRCoN/ASH/3-1/2021-22/

August 09, 2021

ANTI-SEXUAL HARASSMENT COMMITTEE

MEETING NOTICE

3rd Meeting of Anti-Sexual Harassment Committee (ASH) is scheduled at 02.00 pm in the Board Room on August 24, 2021 with the following agenda:

Agenda:

1. Discussion of Events/Responsibilities
2. Dress Code
3. Any other matter

All the members are requested to make it convenient to attend the same.

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SRCoN/ASH/3-2/2021-22/

August 24, 2021

ANTI-SEXUAL HARASSMENT COMMITTEE**PROCEEDINGS**

The 3rd Meeting of Anti-Sexual Harassment Committee members was held on August 24, 2021 at 02.00 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. V. Priya Professor	Member
6. S. Punitha Associate Professor	Member
7. E. Ramya Associate Professor	Member
8. M. Vasanthakumari Assistant Professor	Member
9. G. Bhuvana Tutor	Member
10. R. Suganthi Tutor	Member
11. K. Sathya Tutor	Member
12. K. Jayapriya Student	Member
13. N. Krishnaraj	Member
14. R. Seethalakshmi Assistant Professor	Coordinator

The meeting began with a cordial greeting from the Chairman extended to all attendees.

Agenda:

Throughout the session, the Chairman led discussions with coordinators concerning the arrangements for the upcoming International Women's Day celebrations at the College. Work responsibilities were delegated as follows:

1. Discussion of Events/Responsibilities:
 - a) Coordination for Prizes and Certificates
 - b) Organization of events, preparation of Evaluation sheets, issuance of Circulars for competitions, and arranging Judges
 - c) Planning of a program on March 08, 2022
 - d) Management of invitations and Guest invitations



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2. Dress Code: It was mandated that attendees adhere to a dress code of Pink and/or Purple.
3. Any other Business: None

The Chairman conveyed appreciation to all members for their active participation.

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SRCoN/ASH/4-1/2022-23/

August 09, 2022

ANTI-SEXUAL HARASSMENT COMMITTEE

MEETING NOTICE

4th Meeting of Anti-Sexual Harassment Committee (ASH) is scheduled at 03.00 pm in the Board Room on August 23, 2022 with the following agenda:

Agenda:

1. Discussion on IWD Event
 - a. Events as part of IWD Celebrations
 - b. Work assigned for IWD Celebrations
 - c. Colour code for the week of IWD Celebrations
 - d. Other Discussions
 - e. Cultural Programmes
2. Any other matter

All the members are requested to make it convenient to attend the same.

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SRCoN/ASH/4-2/2022-23/

August 23, 2022

ANTI-SEXUAL HARASSMENT COMMITTEE
PROCEEDINGS

The 4th Meeting of Anti-Sexual Harassment Committee members was held on August 23, 2022 at 03.00 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. S. Umadevi Vice – Principal	Member
5. K. Preedha, Professor	Member
6. V. Manjula Associate Professor	Member
7. E. Ramya Associate Professor	Member
8. M. Vasanthakumari Assistant Professor	Member
9. G. Bhuvana Tutor	Member
10. R. Suganthi Tutor	Member
11. K. Sathya Tutor	Member
12. S. Meena Student	Member
13. R. Seethalakshmi Assistant Professor	Coordinator

The meeting initiated with a cordial welcome from the Chairman extended to all the Coordinators of the Anti-Sexual Harassment Committee.

The Chairman proceeded to outline the agenda for the upcoming International Women's Day Celebration at the College, emphasizing the following key points:

Agenda:**1. Discussion on IWD Event:**

- a. **Events as part of IWD Celebrations:** The subsequent events were planned and discussed for organization:
 - i. Cooking without fire
 - ii. Bridal Makeup
 - iii. Pick & Speech
 - iv. Pick & Act
 - v. Rangoli Competition
 - vi. Mehendi
 - vii. Dance competition
 - viii. Flower Decoration
 - ix. Hair Style
 - x. Best out of waste
 - xi. Painting & Sketch competition



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- xii. Singing Competition
- b. **Work Assignments for IWD Celebrations:** Work assignments were made for all of the activities as below:
- Event Anchoring - Coordination and execution of stage activities
 - Memento Designing and Procurement - Selection, printing, and distribution of mementos
 - Award Ceremony - Hosting and management of the award segment
 - Invitation & Certificate Designing - Design and distribution of event materials
 - Refreshments - Arrangements for timely refreshments and clean-up
 - Stage Arrangements – Stage/Lamp Decoration and seating arrangements on stage (15 Chairs)
 - Technical Team - Coordination of technical requirements and post-event cleanup
- c. **Colour Code for the Week of IWD Celebration:**
- | Date | Day | Colour |
|--------------|-----------|--------|
| 1st Mar 2023 | Wednesday | Blue |
| 2nd Mar 2023 | Thursday | Green |
| 3rd Mar 2023 | Friday | Yellow |
| 4th Mar 2023 | Saturday | Pink |
| 6th Mar 2023 | Monday | White |
| 7th Mar 2023 | Tuesday | Red |
| 8th Mar 2023 | Wednesday | Brown |
- d. **Other Discussions:**
- Minimum of 3 participants required for each competition.
 - All participants to receive certificates of participation.
- e. **Cultural Programmes:**
- 1 Solo Dance
 - 1 Group Dance
2. **Any Other Matters:** None

The Chairman expressed gratitude to all attendees for their active participation.

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SRCoN/ASH/5-1/2023-24/

August 16, 2023

ANTI-SEXUAL HARASSMENT COMMITTEE

MEETING NOTICE

5th Meeting of Anti-Sexual Harassment Committee (ASH) is scheduled at 02.30 pm in the Board Room on August 21, 2023 with the following agenda:

Agenda:

1. Discussion on successful conduction of IWD Event
2. Any other matter

All the members are requested to make it convenient to attend the same.

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August 21, 2023

ANTI-SEXUAL HARASSMENT COMMITTEE**PROCEEDINGS**

The 5th Meeting of Anti-Sexual Harassment Committee members was held on August 21, 2023 at 02.30 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. S. Umadevi Vice – Principal	Member
5. K. Preedha, Professor	Member
6. V. Manjula Associate Professor	Member
7. E. Ramya Associate Professor	Member
8. M. Vasanthakumari Assistant Professor	Member
9. A. Ajay Student	Member
10. S. Harshini Student	Member
11. S. Meena Student	Member
12. S. Yukeshkumar Student	Member
13. R. Seethalakshmi Assistant Professor	Coordinator

The meeting started with a heartfelt welcome from the Chairman to all attendees, acknowledging their presence with warmth.

The Chairman extended congratulations to the Committee members for the successful execution of the event, conveying Management's gratitude for their dedication and hard work.

Agenda:

1. **Discussion on the successful conduction of IWD Event:** The subsequent discussion between the Chairman and the coordinators delved into the International Women's Day Celebrations, identifying areas for improvement in future events:
 - a. Emphasized the necessity of rehearsals before speeches or any program during such events.
 - b. Advocated for collective decision-making regarding event conduct during committee meetings rather than individual decisions.
 - c. Suggested the invocation song to be with a devotional tone.
 - d. Stressed on backstage lighting inadequacy, suggesting an increase for clearer photos



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- e. Recommended that prize distribution be conducted by senior employees or the chief guest instead of randomly selecting juniors.
 - f. Discussed the optimal positioning of the stage screen to ensure audience visibility.
 - g. Called for ample preparation time, urging an earlier start for forthcoming events.
 - h. Advocated for the creation of a finalized list prior to program execution, to be circulated among coordinators for necessary changes.
 - i. Noted the absence of the national anthem at the event's conclusion, despite its mention in the invitation.
2. **Any Other Matters:** The Chairman distributed a report on the International Women's Day celebration among coordinators for review, instructing them to add their department's respective names to the report's top, include the committee name, and file it in the Anti-Sexual Harassment Committee files of their department.

Expressing gratitude, the Chairman thanked all members for their participation, highlighting the importance of sustained effort, coordination, and cooperation for future events.

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SRCoN/CC/1-1/2019-20/

October 14, 2019

CULTURAL COMMITTEE

MEETING NOTICE

1st Meeting of Cultural Committee is scheduled at 11.00 am in the Board Room on October 20, 2019 with the following agenda:

Agenda:

1. Compilation of Cultural Events List
2. Budget Preparation
3. Schedule Formulation
4. Accessory Checklist
5. Any other matter

All the members are requested to make it convenient to attend the same.

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SRCoN/CC/1-2/2019-20/

October 20, 2019

CULTURAL COMMITTEE

PROCEEDINGS

The 1st Meeting of Cultural Committee members was held on October 20, 2019 at 11.00 am in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. P. Neela Professor	Member
6. S. Punitha Associate Professor	Member
7. M. Nalini Tutor	Member
8. V. Kosalai Tutor	Member
9. S. Dinesh Student	Member
10. V. Pushpa Student	Member
11. E. Sumithra Student	Member
12. D. Anandh Student	Member
13. R. Seethalakshmi Assistant Professor	Coordinator

The meeting, led by the Principal, focused on organizing cultural events for the academic year 2019-20. Welcoming all participants, the chairperson initiated proceedings with the following agenda:

AGENDA:

- 1. Compilation of Cultural Events List:** Members collaborated to craft a comprehensive list of cultural events, opening it up for discussion. Following deliberation, a selection of campus-appropriate events was finalized, including Rangoli, Quiz, Painting, Vegetable carving, Fireless cooking, Anthyakshari, Mehendi, Face painting, Solo dance, Solo singing, Instrumental, Group dance, Group singing, and Fashion show.
- 2. Budget Preparation:** Detailed budget plans were devised based on the selected events and their requisite accessories, considering specific event requirements.



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3. **Schedule Formulation:** A methodically planned schedule for the events was created, considering factors like optimal timing, classroom availability, and space requirements to ensure smooth execution and coordination.
4. **Accessory Checklist:** An itemized list of necessary accessories for each event was discussed and finalized with input from both faculty and student members of the cultural committee.
5. **Any Other Matters:** Work assignments were allocated, considering the availability and preferences of faculty and students alike. These assignments were duly noted and will be supervised by faculty members of the committee.

The meeting concluded with a detailed plan in place, ensuring well-organized and successful cultural events meet for the academic year.

The Chairman expressed gratitude to all members for their valuable contributions.

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October 06, 2020

CULTURAL COMMITTEE

MEETING NOTICE

2nd Meeting of Cultural Committee is scheduled at 11.30 am in the Board Room on October 13, 2020 with the following agenda:

Agenda:

1. Compilation of Cultural Events List
2. Budget Planning for Cultural Events
3. Schedule Preparation
4. Accessories Checklist
5. Any other matter

All the members are requested to make it convenient to attend the same.

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October 13, 2020

CULTURAL COMMITTEE

PROCEEDINGS

The 2nd Meeting of Cultural Committee members was held on October 13, 2020 at 11.30 am in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. P. Neela Professor	Member
6. S. Punitha Associate Professor	Member
7. S. Malathi Tutor	Member
8. M. Jagadeeshwari Student	Member
9. S. Dinesh Student	Member
10. V. Pushpa Student	Member
11. E. Sumithra Student	Member
12. R. Seethalakshmi Assistant Professor	Coordinator

The Principal chaired the cultural event meeting for the academic year 2020-21, extending a warm welcome to all attendees and commencing with the agenda.

AGENDA:

- 1. Compilation of Cultural Events List:** Members collaborated to create a comprehensive list of cultural events, discussing proposed activities and selecting those preferred by students. Finalized events include Rangoli, Quiz, Painting, Vegetable Carving, Fireless Cooking, Anthyakshari, Mehendi, Face Painting, Solo Dance, Solo Singing, Instrumental, Group Dance, Group Singing, and a Fashion Show.
- 2. Budget Planning for Cultural Events:** Budget plans were devised in accordance with selected events and their required resources.
- 3. Schedule Preparation:** A schedule for events was systematically prepared, considering students' convenience, available classroom space, and time constraints.



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4. **Accessories Checklist:** Detailed lists of accessories needed for each event were formulated and discussed with both faculty and student members of the cultural committee.
5. **Any Other Matters:** Responsibilities were allocated to faculty and students based on convenience, with assigned tasks duly recorded and set to be carried out by committee faculty members.

The Chairman expressed gratitude to all members for their participation.

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October 01, 2021

CULTURAL COMMITTEE

MEETING NOTICE

3rd Meeting of Cultural Committee is scheduled at 02.00 pm in the Board Room on October 07, 2021 with the following agenda:

Agenda:

1. Compilation of Cultural Events List
2. Budget Planning for Cultural Events
3. Schedule Preparation
4. Accessories Checklist
5. Any other matter

All the members are requested to make it convenient to attend the same.

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SRCOn/CC/3-2/2021-22/

October 07, 2021

CULTURAL COMMITTEE

PROCEEDINGS

The 3rd Meeting of Cultural Committee members was held on October 07, 2021 at 02.00 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. V. Priya Professor	Member
6. S. Punitha Associate Professor	Member
7. V. Kosalai Tutor	Member
8. S. Malathi Tutor	Member
9. T. Saiprabu Student	Member
10. M. Jagadeeshwari Student	Member
11. S. Dinesh Student	Member
12. V. Pushpa Student	Member
13. R. Seethalakshmi Assistant Professor	Coordinator

The Principal chaired the meeting dedicated to organizing the Cultural Events Meet 2021-22 for the students. Commencing the session, the chairperson extended a warm welcome to all attendees, and the meeting commenced with the following agenda.

AGENDA:

- 1. Compilation of Cultural Events List:** All members contributed to the list of events, which was subsequently open for discussion. Several events were chosen to take place on campus, considering the students' convenience. The planned events included Rangoli, Quiz, Painting, Vegetable Carving, Fireless Cooking, Anthyakshari, Mehendi, Face Painting, Solo Dance, Solo Singing, Instrumental, Group Dance, Group Singing, and a Fashion Show.
- 2. Budget Planning for Cultural Events:** Budget plans were formulated in accordance with the selected events and the necessary accessories for each.



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3. **Schedule Preparation:** The committee verified the availability of convenient times, classrooms, and space for the planned events and established a full schedule.
4. **Accessories Checklist:** The cultural committee members collaborated with faculty to plan and discuss event-specific accessories.
5. **Any other matter:** Task assignments were distributed, considering the convenience of both faculty and students. The allocated responsibilities were documented and are set to be executed by the faculty members of the committee.

The Chairman expressed gratitude to all the members for their participation.

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SRCoN/CC/4-1/2022-23/

October 06, 2022

CULTURAL COMMITTEE

MEETING NOTICE

4th Meeting of Cultural Committee is scheduled at 03.00 pm in the Board Room on October 12, 2022 with the following agenda:

Agenda:

1. Compilation of Cultural Events List
2. Budget Planning for Cultural Events
3. Schedule Preparation for Events
4. Accessories List Compilation
5. Any other matter

All the members are requested to make it convenient to attend the same.

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October 12, 2022

CULTURAL COMMITTEE**PROCEEDINGS**

The 4th Meeting of Cultural Committee members was held on October 12, 2022 at 03.00 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. S. Umadevi Vice – Principal	Member
5. K. Preedha, Professor	Member
6. J. Anitha Associate Professor	Member
7. V. Kosalai Tutor	Member
8. S. Malathi Tutor	Member
9. A. Ashwini Student	Member
10. M. Jagadeeshwari Student	Member
11. S. Dinesh Student	Member
12. R. Seethalakshmi Assistant Professor	Coordinator

The Principal chaired the meeting with a focus on organizing cultural events for the students for the academic year 2022-23. The Chairperson warmly welcomed all attendees and initiated the session with the following agenda:

AGENDA:

- 1. Compilation of Cultural Events List:** Members collaborated to create a thorough list of cultural events. The list was open for discussion, leading to the selection of specific events such as Rangoli, Quiz, Painting, Vegetable carving, Fireless cooking, Anthyakshari, Mehendi, Face painting, Solo dance, Solo singing, Instrumental, Group dance, Group singing, and Fashion show for campus execution, taking into account student preferences.
- 2. Budget Planning for Cultural Events:** Budget plans were tailored to align with the selected events, covering necessary accessories and resources essential for smooth execution.



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3. **Schedule Preparation for Events:** The committee evaluated available time slots, classrooms, and suitable spaces for each event. A detailed schedule was devised to ensure seamless flow during the cultural events.
4. **Accessories List Compilation:** Event-specific accessories were meticulously planned and discussed with both faculty and student members of the cultural committee, ensuring all necessary items were accounted for.
5. **Any other matters:** Responsibilities were allocated based on the availability and convenience of faculty and student members. Assigned tasks were duly recorded, with faculty members of the committee committing to oversee their respective areas of responsibility.

By the meeting's conclusion, a comprehensive plan was established for the upcoming cultural events, covering event selection, budgeting, scheduling, accessory preparation, and task delegation. This strategic approach aimed to ensure the successful and smooth execution of the cultural events for the academic year.

The Chairman extended gratitude to all attendees for their active participation.

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SRCoN/CC/5-1/2023-24/

October 05, 2023

CULTURAL COMMITTEE

MEETING NOTICE

5th Meeting of Cultural Committee is scheduled at 02.30 pm in the Board Room on October 11, 2023 with the following agenda:

Agenda:

1. Events Planning
 - a) Event Flow
 - b) Budget for conducting the event
 - c) List of Student Coordinators
2. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL
Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
Gingee Taluk., Villupuram Dist.

Copy to:

- The Chairman and members of Committee



SRCoN/CC/5-2/2023-24/

October 11, 2023

CULTURAL COMMITTEE**PROCEEDINGS**

The 5th Meeting of Cultural Committee members was held on October 11, 2023 at 02.30 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. S. Umadevi Vice – Principal	Member
5. K. Preedha, Professor	Member
6. J. Anitha Associate Professor	Member
7. V. Kosalai Tutor	Member
8. S. Malathi Tutor	Member
9. V. Harini Student	Member
10. A. Ashwini Student	Member
11. T. Saiprabu Student	Member
12. M. Jagadeeshwari Student	Member
13. R. Seethalakshmi Assistant Professor	Coordinator

The Chairman warmly welcomed the members of the Faculty Students and commenced the meeting with a focus on the upcoming celebrations of the Gowri Ganesha and Onam Festival at the college.

Agenda:

1. **Events Planning:** The Chairman presented an outline of the planned festivities at the College, which primarily encompassed the Gowri Ganesha and Onam Festivals. The following specifics were confirmed for the events:
 - a) Gowri Ganesha Festival
 - b) Onam Festival

It was assigned to the coordinators to furnish essential particulars from their respective committees. These details comprised:

- a) Event flow
- b) Budget for conducting the event
- c) List of Student Coordinators



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Alampoondi, Gingee Taluk, Villupuram Dist, Tamilnadu. Pin : 604151.

The timely submission of these particulars was stressed as essential for securing approval from the Management, ensuring seamless planning, and successful execution of the events.

2. **Any other matter:** None

The Chairman extended gratitude to all attendees for their active participation.

PRINCIPAL

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SRCoN/GC/1-1/2019-20/

August 02, 2019

GOVERNING COUNCIL

MEETING NOTICE

1st Meeting of Governing Council is scheduled at 11.00 am in the Board Room on August 14, 2019 with the following agenda:

Agenda:

1. Approval of Budget for 2020 - 21 & expenditure statement for 2019-20
2. Approval of purchase of lab equipment's and other equipment's
3. Ratification appointments made in 2019-20
4. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL

**Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
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Copy to:

- The Chairman and members of GC



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SRCOn/GC/1-2/2019-20/

August 14, 2019

GOVERNING COUNCIL

PROCEEDINGS

The 1st Meeting of Governing Council members was held on August 14, 2019 at 11.00 am in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. P. Neela Professor	Member
6. P. Sathiyavathy Associate Professor	Member
7. S. Punitha Associate Professor	Member
8. R. Seethalakshmi Assistant Professor	Member
9. E. Suganya Tutor	Member
10. D. Ilavarasi Tutor	Member
11. R. Sathyaraj Tutor	Member
12. R Poojasri Student	Member
13. M. Prabhakaran Student	Member
14. A. Sathiya Assistant Professor	Coordinator

The meeting started with a welcome from the Chairman, to all attendees.

The agenda was as follows:

1. Approval of Expenditure Statement: Deliberation on the requirements and expenses for approval ensued. Members praised the Quality Initiative undertaken by the Institution.
2. Approval of Lab Equipment and Other Equipment Purchases: Discussion centered around approving the acquisition of lab equipment and other necessary items.
3. For Ratification:
 - a) Ratification of Appointments: The appointments were duly ratified.
 - b) Ratification of Student Batch 2019-20 Admissions: The admission of the student batch 2019-20 was formally ratified.



Phone : 04145 - 231557, 231357

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4. Any Other Business: None

The Chairman expressed heartfelt gratitude to all members for their active participation.

PRINCIPAL
Sri Rangapoopathi College of Nursing
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Copy sent to:

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SRCoN/GC/2-1/2019-20/

January 29, 2020

GOVERNING COUNCIL

MEETING NOTICE

2nd Meeting of Governing Council is scheduled at 11.30 am in the Board Room on February 05, 2020 with the following agenda:

Agenda:

1. Approval of budget allocation
2. Service rules of the College
3. Approval of purchase of Lab and other equipment's
4. Approval of expenditure statement
5. Ratification appointments made in 2019-20
6. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL

Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
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SRCoN/GC/2-2/2019-20/

February 05, 2020

GOVERNING COUNCIL

PROCEEDINGS

The 2nd Meeting of Governing Council members was held on February 05, 2020 at 11.30 am in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. P. Neela Professor	Member
6. P. Sathiyavathy Associate Professor	Member
7. S. Punitha Associate Professor	Member
8. R. Seethalakshmi Assistant Professor	Member
9. E. Suganya Tutor	Member
10. D. Ilavarasi Tutor	Member
11. R Poojasri Student	Member
12. M. Prabhakaran Student	Member
13. A. Sathiya Assistant Professor	Coordinator

The meeting commenced with a warm welcome from the Chairman to all the attendees.

The agenda for the meeting was outlined as follows:

1. Approval of Budget Allocation: Discussion and confirmation of the proposed budget allocation.
2. Approval of Expenditure Statement: Evaluation and approval of the expenditure statement, recognizing the Quality Initiative undertaken by the Institution.
3. Approval of Lab Equipment and Other Equipment Purchases: Consideration and endorsement of the procurement of lab equipment and other necessary items.
4. Ratification Items:
 - a) Ratification of Appointments Made in 2019-20: Confirmation and acceptance of appointments made during the stated period.



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b) Ratification of Admission for Student Batch 2020-2021: Confirmation and approval of student admissions for the academic year specified.

5. Any other business: None

The Chairman expressed gratitude to all the members for their active participation in the meeting.

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Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
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SRCoN/GC/3-1/2020-21/

August 04, 2020

GOVERNING COUNCIL

MEETING NOTICE

3rd Meeting of Governing Council is scheduled at 02.30 pm in the Board Room on August 17, 2020 with the following agenda:

Agenda:

1. Confirmation of the proceedings of 2nd meeting of GC
2. For Decision and Approval
 - a. Academic and Administrative Policies
 - b. Feedback Analysis
 - c. Parents Teachers meeting
3. For ratification
 - a. Admissions
 - b. Appointment and transfer till date
 - c. Result Analysis
 - d. Calendar of events
 - e. Committees
 - f. SOP
 - g. NAAC accreditation
4. For Information
 - a. Events organized reports
5. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL

Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
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SRCoN/GC/3-2/2020-21/

August 17, 2020

GOVERNING COUNCIL

PROCEEDINGS

The 3rd Meeting of Governing Council members was held on August 17, 2020 at 02.30 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. P. Neela Professor	Member
6. P. Sathiyavathy Associate Professor	Member
7. S. Punitha Associate Professor	Member
8. R. Seethalakshmi Assistant Professor	Member
9. E. Suganya Tutor	Member
10. D. Ilavarasi Tutor	Member
11. R. Sathyaraj Tutor	Member
12. R. Nandhini Student	Member
13. K. Shivasankari Student	Member
14. A. Sathiya Assistant Professor	Coordinator

The meeting began with a heartfelt welcome from the Chairman to all attendees.

Agenda:

1. Confirmation of the proceedings of the 2nd GC meeting: Done
2. For Decision and Approval: Discussed and approved the following-
 - a. Academic and Administrative Policies
 - b. Feedback Analysis
 - c. Parents Teachers meeting
3. For Ratification: Ratified the following-
 - a. Admissions
 - b. Appointment and transfer till current date



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- c. Result Analysis
 - d. Calendar of events
 - e. Committees
 - f. Standard Operating Procedures (SOP)
 - g. NAAC accreditation
4. For Information:
Reports on organized events
5. Any other matter: None

The Chairman expressed gratitude to all members for their active participation.

PRINCIPAL
Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
Gingee Taluk., Villupuram Dist.

Copy sent to:

The Chairman & GC Members



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SRCoN/GC/4-1/2020-21/

January 29, 2021

GOVERNING COUNCIL

MEETING NOTICE

4th Meeting of Governing Council is scheduled at 03.00 pm in the Board Room on February 09, 2021 with the following agenda:

Agenda:

1. Confirmation of the proceedings of 3rd meeting of GC
2. Admission for 2020-21
3. Approval of proposed budget for the academic year 2020-21
4. Result analysis
5. Ratification of appointments of new staff members
6. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL

Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
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Copy to:

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SRCOn/GC/4-2/2020-21/

February 09, 2021

GOVERNING COUNCIL PROCEEDINGS

The 4th Meeting of Governing Council members was held at 03.00 pm in the Board Room on February 09, 2021.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. P. Neela Professor	Member
6. P. Sathiyavathy Associate Professor	Member
7. S. Punitha Associate Professor	Member
8. R. Seethalakshmi Assistant Professor	Member
9. E. Suganya Tutor	Member
10. D. Ilavarasi Tutor	Member
11. R. Sathyaraj Tutor	Member
12. R. Nandhini Student	Member
13. K. Shivasankari Student	Member
14. A. Sathiya Assistant Professor	Coordinator

The meeting initiated with a warm welcome from the Chairman to all the attendees.

Agenda:

1. Confirmation of the minutes from the 3rd GC meeting: Completed
2. Admission for the academic year 2020-21: Ratified
3. Approval of the proposed budget for the academic year 2020-21: Confirmed
4. Result analysis: Members recommended encouraging students through vivas, class tests, and assignments for improved outcomes.
5. Ratification of new staff appointments: Confirmed
6. Any other business: None

The Chairman conveyed gratitude to all attendees for their active involvement.

Copy sent to:

The Chairman & GC Members

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SRCoN/GC/5-1/2021-22/

August 03, 2021

GOVERNING COUNCIL

MEETING NOTICE

5th Meeting of Governing Council is scheduled at 11.30 am in the Board Room on August 19, 2021 with the following agenda:

Agenda:

1. Confirmation of the proceedings of 4th meeting of GC
2. Admission for 2021-22
3. Approval of proposed budget for the academic year 2021-22
4. Approval of expenditure statement
5. Ratification of appointments of new staff members
6. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL
Sri Rangapoopathi College of Nursing
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Copy to:

- The Chairman and members of GC



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SRCOn/GC/5-2/2021-22/

August 19, 2021

GOVERNING COUNCIL PROCEEDINGS

The 5th Meeting of Governing Council members was held at 11.30 am in the Board Room on August 19, 2021.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. V. Priya Professor	Member
6. J. Anitha Associate Professor	Member
7. S. Punitha Associate Professor	Member
8. R. Seethalakshmi Assistant Professor	Member
9. E. Suganya Tutor	Member
10. D. Ilavarasi Tutor	Member
11. R. Sathyaraj Tutor	Member
12. K. Shivasankari Student	Member
13. A. Sathiya Assistant Professor	Coordinator

The meeting started with the Chairman extending a cordial welcome to all members present.

The agenda proceeded as follows:

1. Confirmation of the proceedings of the 4th GC meeting: Confirmed
2. Admission for 2021-22: Ratified
3. Approval of the proposed budget for the academic year 2021-22: Budget allocation approved
4. Approval of expenditure statement: Confirmed
5. Ratification of appointments of new staff members: Confirmed
6. Any other matter: None

The Chairman expressed appreciation to all attendees for their active participation.

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SRCoN/GC/6-1/2021-22/

January 29, 2022

GOVERNING COUNCIL

MEETING NOTICE

6th Meeting of Governing Council is scheduled at 02.30 pm in the Board Room on February 09, 2022 with the following agenda:

Agenda:

1. Confirmation of the proceedings of 5th meeting of GC
2. Admission for 2021-22
3. Approval of proposed budget for the academic year 2021-22
4. Approval of expenditure statement
5. Ratification of appointments of new staff members
6. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL
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SRCOn/GC/6-2/2021-22/

February 09, 2022

GOVERNING COUNCIL PROCEEDINGS

The 6th Meeting of Governing Council members was held at 02.30 pm in the Board Room on February 09, 2022.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. V. Priya Professor	Member
6. J. Anitha Associate Professor	Member
7. S. Punitha Associate Professor	Member
8. R. Seethalakshmi Assistant Professor	Member
9. E. Suganya Tutor	Member
10. D. Ilavarasi Tutor	Member
11. R. Sathyaraj Tutor	Member
12. R. Nandhini Student	Member
13. K. Shivasankari Student	Member
14. A. Sathiya Assistant Professor	Coordinator

The meeting began with a warm welcome from the Chairman to all the attendees.

Agenda:

1. Confirmation of the minutes from the 5th GC meeting: Done
2. Admission for the academic year 2021-22: Ratified
3. Approval of the proposed budget for 2021-22: Budget allocation approved
4. Approval of the expenditure statement: Approved
5. Ratification of the appointments of new staff members: Ratified
6. Any other business: None

The Chairman conveyed appreciation to all members for their active involvement.

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SRCoN/GC/7-1/2022-23/

August 03, 2022

GOVERNING COUNCIL

MEETING NOTICE

7th Meeting of Governing Council is scheduled at 03.00 pm in the Board Room on August 11, 2022 with the following agenda:

Agenda:

1. Confirmation of the proceedings of 6th meeting of GC
2. Admission for 2022-23
3. Approval of proposed budget for the academic year 2022-23
4. Approval of expenditure statement
5. Ratification of appointments of new staff members
6. IQAC 2nd meeting proceedings discussion
7. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL
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Alampoondi-604 151,
Gingee Taluk., Villupuram Dist.

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SRCOn/GC/7-2/2022-23/

August 11, 2022

GOVERNING COUNCIL PROCEEDINGS

The 7th Meeting of Governing Council members was held at 03.00 pm in the Board Room on August 11, 2022.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. S. Umadevi Vice – Principal	Member
5. K. Preedha, Professor	Member
6. J. Anitha Associate Professor	Member
7. V. Manjula Associate Professor	Member
8. R. Seethalakshmi Assistant Professor	Member
9. E. Suganya Tutor	Member
10. D. Ilavarasi Tutor	Member
11. R. Sathyaraj Tutor	Member
12. R. Nandhini Student	Member
13. K. Shivasankari Student	Member
14. A. Sathiya Assistant Professor	Coordinator

The meeting began as the Chairman extended a cordial welcome to all attendees.

Agenda:

1. Confirmation of the minutes from the 6th GC meeting: Completed
2. Admission for the 2022-23 academic year: Officially approved
3. Approval of the proposed budget for 2022-23: Budget allocation confirmed
4. Approval of expenditure statement: Completed
5. Ratification of appointments for new staff members: Officially ratified
6. IQAC 2nd meeting proceedings discussion: Done
7. Any other business: None

The Chairman conveyed gratitude to all members for their active involvement.

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The Chairman & GC Members

PRINCIPAL
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Gingee Taluk., Villupuram Dist.



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SRCoN/GC/8-1/2022-23/

January 28, 2023

GOVERNING COUNCIL

MEETING NOTICE

8th Meeting of Governing Council is scheduled at 03.30 pm in the Board Room on February 08, 2023 with the following agenda:

Agenda:

1. Confirmation of the proceedings of 7th meeting of GC
2. For Discussion
 - a. Feedback analysis of the AY-2021-2022
 - b. Initiation of NAAC process
 - c. Result analysis
3. For Ratification
 - a. Establishment of IQAC
 - b. Appointments
 - c. Admission of the students of A.Y. 2022-23
4. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL
Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
Gingee Taluk., Villupuram Dist.

Copy to:

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Alampondi, Gingee Taluk, Villupuram Dist, Tamilnadu. Pin : 604151.

SRCOn/GC/8-2/2022-23/

February 08, 2023

GOVERNING COUNCIL

PROCEEDINGS

The 8th Meeting of Governing Council members was held at 03.30 pm in the Board Room on February 08, 2023.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. S. Umadevi Vice – Principal	Member
5. K. Preedha, Professor	Member
6. J. Anitha Associate Professor	Member
7. V. Manjula Associate Professor	Member
8. R. Seethalakshmi Assistant Professor	Member
9. D. Ilavarasi Tutor	Member
10. R. Sathyaraj Tutor	Member
11. R. Nandhini Student	Member
12. K. Shivasankari Student	Member
13. A. Sathiya Assistant Professor	Coordinator

The meeting commenced with a warm welcome from the Chairman to all the attendees.

Agenda:

1. Confirmation of the proceedings of 7th GC meeting: The proceedings of the 7th Governing Council meeting were presented for approval.
2. For Discussion:
 - a. Feedback analysis of the Academic Year 2022-2023: The feedback analysis report was presented to the GC members. It was suggested to encourage faculty members, with unanimous approval emphasizing the importance of enhancing the teaching-learning process.
Resolution: Approved.
 - b. Initiation of NAAC process: The requirements and expenses for NAAC Accreditation were deliberated upon and approved by the members, who appreciated the institution's Quality Initiative.
Resolution: Approved.
 - c. Result analysis: Members recommended motivating students through viva-voce, class tests, and assignments to improve academic outcomes.
3. For Ratification: Ratified the following-
 - a. Establishment of IQAC



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- b. Appointments
- c. Admission of students for the Academic Year 2022-23

4. Any Other Business: None

The Chairman extended gratitude to all participants for their active engagement.

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SRCoN/GC/9-1/2023-24/

August 02, 2023

GOVERNING COUNCIL

MEETING NOTICE

9th Meeting of Governing Council is scheduled at 03.30 pm in the Board Room on August 11, 2023 with the following agenda:

Agenda:

1. Confirmation of the proceedings of 8th meeting of GC
2. IQAC 5th meeting proceedings discussion
3. For Discussion
 - a. Feedback analysis of the AY-2023-2024
 - b. Result analysis
4. For Ratification
 - a. Appointments
 - b. Admission of the students of A.Y. 2023-24
5. Any other matter

All the members are requested to make it convenient to attend the same.

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SRCOn/GC/9-2/2023-24/

August 11, 2023

GOVERNING COUNCIL

PROCEEDINGS

The 9th Meeting of Governing Council members was held at 03.30 pm in the Board Room on August 11, 2023.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. S. Umadevi Vice – Principal	Member
5. K. Preedha, Professor	Member
6. J. Anitha Associate Professor	Member
7. V. Manjula Associate Professor	Member
8. R. Seethalakshmi Assistant Professor	Member
9. E. Suganya Tutor	Member
10. D. Ilavarasi Tutor	Member
11. R. Sathyaraj Tutor	Member
12. R. Nandhini Student	Member
13. K. Shivasankari Student	Member
14. A. Sathiya Assistant Professor	Coordinator

The meeting commenced with a cordial welcome from the Chairman extended to all attendees.

Agenda:

1. Confirmation of the Proceedings of 8th Meeting of the Governing Council: The minutes of the 8th Governing Council meeting were presented for confirmation.
2. IQAC 5th meeting proceedings discussion: Done
3. For Discussion:
 - a. Feedback Analysis for Academic Year 2023-2024: Placed before the GC members.
 - b. Result Analysis: Placed before the GC members.
4. For Ratification: Ratified the following-
 - a. Appointments
 - b. Admission of Students for Academic Year 2023-24
5. Any Other Matters: None



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The Chairman expressed appreciation to all members for their active participation.

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SRCoN/GR/1-1/2019-20/

August 05, 2019

GRIEVANCE REDRESSAL COMMITTEE

MEETING NOTICE

1st Meeting of Grievance Redressal Committee (GR) is scheduled at 11.00 am in the Board Room on August 11, 2019 with the following agenda:

Agenda:

1. Vision-Mission
2. Future Action Plans
3. Grievance handling mechanism
4. Any other matter

All the members are requested to make it convenient to attend the same.

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SRCoN/GR/1-2/2019-20/

August 11, 2019

GRIEVANCE REDRESSAL COMMITTEE

PROCEEDINGS

The 1st Meeting of Grievance Redressal Committee members was held on August 11, 2019 at 11.00 am in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. Dr. P. Sharmee Sri, Medical officer	Member
5. N. Kavitha Vice – Principal	Member
6. P. Neela Professor	Member
7. E. Ramya Associate Professor	Member
8. G. Sangeetha Tutor	Member
9. G. Karthika Tutor	Member
10. P. Kasthuri Tutor	Member
11. A. Porselvan Student	Member
12. R. Poojasri Student	Member
13. R. Gopinath Student	Member
14. A. Sathiya Assistant Professor	Coordinator

The meeting began with a cordial welcome from the Chairman to all present.

Members then proceeded with self-introductions.

The agenda involved the following key points:

1. Discussion on The Vision-Mission.
2. Deliberations regarding Future Action Plans.
3. Exploration of the Grievance-handling Mechanism, with detailed insights to be provided during the forthcoming student induction program.
After thorough discussions with the Principal and committee members, the committee's vision-mission and action plans were crafted. The principal also emphasized the establishment of a suggestion box.



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4. Any Other Matter: There were no additional points raised.

Concluding the session, the Chairman of the Grievance Redressal Committee extended gratitude to all attendees for their active engagement in the meeting.

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SRCoN/GR/2-1/2020-21/

August 04, 2020

GRIEVANCE REDRESSAL COMMITTEE

MEETING NOTICE

2nd Meeting of Grievance Redressal Committee (GR) is scheduled at 11.30 am in the Board Room on August 19, 2020 with the following agenda:

Agenda:

1. Discussions on:
 - i. Vision-Mission
 - ii. Future action plans of the committee
 - iii. Mechanism for addressing Grievances
2. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL
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SRCOn/GR/2-2/2020-21/

August 19, 2020

GRIEVANCE REDRESSAL COMMITTEE PROCEEDINGS

The 2nd Meeting of Grievance Redressal Committee members was held on August 19, 2020 at 11.30 am in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. Dr. P. Sharmee Sri, Medical officer	Member
5. N. Kavitha Vice – Principal	Member
6. P. Neela Professor	Member
7. S. Savrath Tutor	Member
8. K. Vinothini Tutor	Member
9. P. Kasthuri Tutor	Member
10. A. Porselvan Student	Member
11. R. Poojasri Student	Member
12. R. Gopinath Student	Member
13. A. Sathiya Assistant Professor	Coordinator

The meeting began with the Chairman extending a cordial welcome to all attendees. The agenda covered:

1. Discussions on:
 - i. The Vision-Mission
 - ii. Future action plans of the committee
 - iii. Mechanisms for addressing grievances

After productive discussions with the principal and committee members, the vision-mission and action plans were formulated.

2. Any other matters: The Chairman acknowledged that there were no grievances reported in the previous year.

The Chairman conveyed appreciation to all members for their active participation.

PRINCIPAL

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SRCoN/GR/3-1/2021-22/

August 10, 2021

GRIEVANCE REDRESSAL COMMITTEE

MEETING NOTICE

3rd Meeting of Grievance Redressal Committee (GR) is scheduled at 02.00 pm in the Board Room on August 26, 2021 with the following agenda:

Agenda:

1. Documentation for the Committee
2. Activities for the Committee in the upcoming semester
3. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL

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SRCOn/GR/3-2/2021-22/

August 26, 2021

GRIEVANCE REDRESSAL COMMITTEE

PROCEEDINGS

The 3rd Meeting of Grievance Redressal Committee members was held on August 26, 2021 at 02.00 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. Dr. P. Sharmee Sri, Medical officer	Member
5. N. Kavitha Vice – Principal	Member
6. V. Priya Professor	Member
7. E. Ramya Associate Professor	Member
8. S. Savrath Tutor	Member
9. K. Vinothini Tutor	Member
10. S. Bhuvaneshwari Tutor	Member
11. R. Divya Student	Member
12. K. C. Mahindran Student	Member
13. A. Porselvan Student	Member
14. A. Sathiya Assistant Professor	Coordinator

The meeting commenced with a warm greeting from the Chairman to all present.

Agenda:

1. Documentation for the Committee:

The Chairman explained the crucial documents to be maintained by the committee, including:

- Notifications (comprising guidelines for committee and format for notifications mailed to concerned email addresses)
- Vision & Mission aligned with the college's vision and mission
- Future Action Plans
- Guidelines/Code of Conduct for the Grievance Redressal Committee
- Complaint receiving mechanism
- Documentation for periodic meetings:
 - Meeting notices
 - Meeting minutes/proceedings



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- iii. Action Taken Reports
- g. Records of received/solved complaints
- h. Any other pertinent documents

These documents will undergo monthly auditing during college meetings.

2. Activities for the Committees in the Upcoming Semester:

The Chairman proposed installing Suggestion Boxes at prominent spots in the college. Committee members were assigned to gather suggestions from these boxes and manage them accordingly.

3. Any Other Matter:

A deadline of January 10, 2022, was set for the submission of Guidelines/Code of Conduct for the Grievance Redressal Committee.

The Chairman extended gratitude to all attendees for their active participation.

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SRCoN/GR/4-1/2022-23/

August 04, 2022

GRIEVANCE REDRESSAL COMMITTEE

MEETING NOTICE

4th Meeting of Grievance Redressal Committee (GR) is scheduled at 03.00 pm in the Board Room on August 17, 2022 with the following agenda:

Agenda:

1. Grievance handling
2. Any other matter

All the members are requested to make it convenient to attend the same.

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SRCoN/GR/4-2/2022-23/

August 17, 2022

GRIEVANCE REDRESSAL COMMITTEE**PROCEEDINGS**

The 4th Meeting of Grievance Redressal Committee members was held on August 17, 2022 at 03.00 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. Dr. P. Sharmee Sri, Medical officer	Member
5. S. Umadevi Vice – Principal	Member
6. K. Preedha, Professor	Member
7. E. Ramya Associate Professor	Member
8. K. Vinothini Tutor	Member
9. S. Bhuvaneshwari Tutor	Member
10. S. Saraswathi Student	Member
11. R. Divya Student	Member
12. K. C. Mahindran Student	Member
13. A. Sathiya Assistant Professor	Coordinator

The meeting began with a cordial welcome from the Chairman extended to all Committee members.

Stressing the importance of their roles, the Chairman reminded everyone that their selection by management highlighted the significance of their responsibilities in addressing grievances from both staff and students of the institution.

Agenda:**1. Grievance Handling:**

Members were briefed by the Chairman on the various grievances received from students, particularly concerning facilities and faculties, during the feedback process. These grievances will be disseminated via email for members to address.

2. Any Other Matters:

Classroom Interactions:

a. Strategies to address and prevent recurring grievances were deliberated upon by the Chairman:



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- i. Encouraging IQAC members to conduct regular classroom rounds to promptly address issues rather than waiting for feedback.
 - ii. Advocating for classroom visits by members to foster an environment where students feel comfortable communicating their problems.
- b. Members were tasked with proposing a date for the Chairman to visit classrooms during the next semester, in consultation with the Principal, with priority given to 1st Year/Semester students.
- c. Displaying the Grievance Redressal Cell's email ID on the college notice board was recommended by the Chairman. The Cell will convene as necessary.

The Chairman expressed gratitude to all attendees for their active participation.

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August 02, 2023

GRIEVANCE REDRESSAL COMMITTEE

MEETING NOTICE

5th Meeting of Grievance Redressal Committee (GR) is scheduled at 02.30 pm in the Board Room on August 22, 2023 with the following agenda:

Agenda:

1. Vision and Mission
2. Future action plans of the committee
3. Mechanism for addressing grievances
4. Any other matter

All the members are requested to make it convenient to attend the same.

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SRCOn/GR/5-2/2023-24/

August 22, 2023

GRIEVANCE REDRESSAL COMMITTEE PROCEEDINGS

The 5th Meeting of Grievance Redressal Committee members was held on August 22, 2023 at 02.30 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. Dr. P. Sharmee Sri, Medical officer	Member
5. S. Umadevi Vice – Principal	Member
6. K. Preedha, Professor	Member
7. E. Ramya Associate Professor	Member
8. S. Savrath Tutor	Member
9. K. Vinothini Tutor	Member
10. S. Bhuvaneshwari Tutor	Member
11. S. Saraswathi Student	Member
12. K. C. Mahindran Student	Member
13. A. Sathiya Assistant Professor	Coordinator

The meeting began with a greeting from the Chairman, extending a warm welcome to all present.

Agenda:

1. The main focus was on discussing the Vision-Mission.
2. Mapping out future action plans for the committee.
3. Establishing a mechanism for addressing grievances.

After negotiations with the Principal and committee members, the Vision-Mission and action plans were drafted.

The Coordinator of the Grievance Redressal Committee noted that there were no grievances reported in the past year.

The Coordinator expressed appreciation to all participants for their attendance.

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The Chairman & Members of the Committee

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SRCOn/IQAC/1-1/2021-22/

February 26, 2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING NOTICE

1st Meeting of Internal Quality Assurance Cell (IQAC) is convened at 3.00 pm in Board Room on March 04, 2022 with the following agenda:

1. IQAC establishment
2. Accreditation for college
3. Plan of Action
4. Quality assurance in various aspects
5. Progress in teaching and learning
6. Newsletters
7. Committee establishment
8. Feedback format
9. Any other matter

All are requested to make convenient to attend the same.

PRINCIPAL

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SRCoN/IQAC/1-2/2021-22/

March 04, 2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

PROCEEDINGS

1st Meeting of IQAC was held on March 04, 2022 at 3.00 pm at Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. V. Priya Professor	Member
6. S. Punitha Associate Professor	Member
7. E. Ramya Associate Professor	Member
8. R. Ananthavalli Assistant Professor	Member
9. R. Seethalakshmi Assistant Professor	Member
10. M. Vaithegi Tutor	Member
11. S. Praveen Kumar Tutor	Member
12. B. Tamil Valavan Student	Member
13. E. Tamizharasan Student	Member
14. S. P. Anandraj Assistant Professor	Coordinator

The Chairman IQAC welcomed all the members. The meeting started with a brief introduction of all members.

Agenda-

- 1. IQAC establishment:** To improve the quality of college progressing as per secretary's instructions IQAC cell establishment was approved in this meeting and establishment date considered as February 26, 2022.
- 2. Accreditation for college:** All the members discussed about the importance of Accreditation for College. Principal suggested the member to initiate the process of NAAC Accreditation and prepare for documentation process.
- 3. Plan of Action:** The Plan of Action that needs to be prepared for improving the Quality in the institution and to initiate the same was discussed.



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4. **Quality assurance in various aspects:** All the members in the meeting discussed about the importance of quality to be improved and implemented in various aspects in all the departments.
5. **Progress in teaching and learning:** The Principal informed to conduct the training programmes at departmental level to improve the teaching learning process.
6. **Newsletters:** The Principal informed the members about preparing and publishing the newsletters of all the departments.
7. **Committee establishment:** To co-ordinate with IQAC cell, different committees were suggested and were initiated.
8. **Feedback format:** IQAC Coordinator discussed about the importance of Feedback format such as faculty feedback form, student feedback form, and exit feedback form for final year students, appraisal and increment format all members, further few more formats were placed before the cell for approval.
9. **Any other matter:** NIL

The meeting was ended with Vote of Thanks by the IQAC Coordinator.

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June 04, 2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)**Action Taken Report**

Action taken report on meeting of Internal Quality Assurance Cell (IQAC) held on March 04, 2022 at 3.00 pm in the Board Room.

SI No	Agenda	Resolution	Action taken
1.	IQAC establishment	Noted	Approved with effect from February 26, 2022
2.	Accreditation for College	Noted	Initiation of outcome based education is done
3.	Plan of Action	Noted	Action plan is prepared
4.	Quality assurance in various aspects	Noted	Steps taken in improving Quality at departmental level
5.	Progress in teaching-learning	Noted	Planned
6.	News letter	Noted	Initiated
7.	Committee establishment	Noted	Committees formed
8.	Feedback format	Noted	Under approval

PRINCIPAL

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SRCoN/IQAC/2-1/2021-22/

June 06, 2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING NOTICE

2nd Meeting of Internal Quality Assurance Cell (IQAC) is convened at 11.00 AM in Board Room on June 30, 2022 with the following agenda:

1. Confirmation of minutes of 1st meeting.
2. Action taken report on resolutions adopted in the 1st meeting.
3. Feedback analysis
4. For Discussions
 - i. Improvements of results/Admissions
 - ii. Preparation for LIC visit
 - iii. Grievance cell
 - iv. Self-appraisal report
 - v. Alumni association
 - vi. Reports of activity conducted
 - vii. Placement Committee
5. Any other matter

All are requested to make it convenient to attend the same.

PRINCIPAL

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SRCOn/IQAC/2-2/2021-22/

June 30, 2022

INTERNAL QUALITY ASSURANCE CELL (IQAC) PROCEEDINGS

2nd Meeting of IQAC was held on June 30, 2022 at 11.00 am at Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. V. Priya Professor	Member
6. S. Punitha Associate Professor	Member
7. E. Ramya Associate Professor	Member
8. R. Ananthavalli Assistant Professor	Member
9. R. Seethalakshmi Assistant Professor	Member
10. M. Vaithegi Tutor	Member
11. S. Praveen Kumar Tutor	Member
12. B. Tamil Valavan Student	Member
13. E. Tamizharasan Student	Member
14. S. P. Anandraj Assistant Professor	Coordinator

The Chairman IQAC welcomed all the members.

Agenda:

1. **Confirmation of the minutes of 1st meeting:** IQAC Coordinator briefed all members about the proceedings of 1st meeting of IQAC to all members.

Resolution: Confirmed

2. **Action taken report on resolutions adopted in the 1st meeting:** IQAC Coordinator communicated the members about the action taken report on resolutions adopted in the 1st meeting.

Resolution: Approved

3. **Feedback analysis:** Feedback analysis was placed in front of the committee for discussion, it was decided that (i) The faculties who have received less feedback are to be counseled by the principal (ii) Infrastructural requirements have to be upgraded and (iii) Curriculum feedback to be communicated to the BOS Chair.
All these feedbacks are to be kept in front of the Governing Council.

4. **For Discussions**



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- i. **Improvements of results/Admissions:** All the members discussed regarding improvements in the examination results. Secretary SRCON instructed all the members to strive hard in getting First Class results. All member's valuable suggestions in improvements in Admissions were also sought.
- ii. **Preparation for LIC visit**
For the upcoming LIC visit, it was instructed to compile required documents and also make necessary arrangements.
- iii. **Grievance cell:** Ccoordinator suggested that so far no student has put any suggestions complaint/ Suggestion box. Hence the awareness of the same has to be created amongst the students.
- iv. **Self-appraisal report**
The Principal conveyed to all the faculty members to submit the self appraisal report with evidences so that the awards can be given to the faculties on the upcoming Teachers Day.
- v. **Alumni Association:** It was suggested for framing of Alumni Association Committee and registration of the same as it helps the institution to build a good rapport among the Alumni.
- vi. **Reports of Activities conducted:** The Principal informed to initiate the process of preparing the report of each and every activity that is organized in the institution, and same will be placed on records.
- vii. **Placement Committee:** All members recommended formation of Placement Committee and organizing Soft skills. Other training programmes required by the students. The same needs to be taken care by Placement Committee.

5. Any other matter: NIL

The meeting was ended with Vote of Thanks by the IQAC Coordinator.

PRINCIPAL
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September 01, 2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)**Action Taken Report**

Action taken report on meeting of Internal Quality Assurance Cell (IQAC) held on June 30, 2022 at 11.00 am in the Board Room.

SI No	Agenda	Resolution	Action taken
1.	Confirmation of minutes of 1st meeting	Noted	Done
2.	Action taken report on resolutions adopted in the 1st meeting	Noted	Communicated to all members
3.	Feedback Analysis	Noted	In progress
4.	Preparation for LIC visit	Noted	Action plan is prepared
5.	Improvements of results / Admissions	Noted	Planning done for improvement
6.	Grievance cell	Noted	Steps taken to create awareness among students
7.	Self-appraisal report	Noted	Initiated
8.	Alumni association	Noted	Planned
9.	Reports of activity conducted	Noted	In progress
10.	Placement Committee	Noted	Planned

PRINCIPAL

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SRCoN/IQAC/3-1/2022-23/

September 02, 2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING NOTICE

3rd Meeting of Internal Quality Assurance Cell (IQAC) is convened at 3.00 pm in Board Room on September 30, 2022, with the following agenda:

1. IQAC 2nd meeting proceedings confirmation
2. Action taken report on 2nd meeting.
3. Quality Policy
4. Vision & Mission
5. Monitoring of Students Overall Performance
6. Academic and Administrative Audit
7. Students Participation in various Committees
8. Documentation system strengthening
9. Research and Development Committee
10. Departmental Profiles
11. Any other matter

All are requested to make convenient to attend the same.

PRINCIPAL
Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
Gingee Taluk., Villupuram Dist.

Copy to:

- Members of the Committee



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SRCoN/IQAC/3-2/2022-23/

September 30, 2022

INTERNAL QUALITY ASSURANCE CELL (IQAC) PROCEEDINGS

Meeting of IQAC was held on September 30, 2022 at 3.00 pm at Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. S. Umadevi Vice – Principal	Member
5. K. Preedha, Professor	Member
6. G. Malathi Associate Professor	Member
7. E. Ramya Associate Professor	Member
8. R. Ananthavalli Assistant Professor	Member
9. R. Seethalakshmi Assistant Professor	Member
10. M. Vaithegi Tutor	Member
11. S. Praveen Kumar Tutor	Member
12. B. Tamil Valavan Student	Member
13. E. Tamizharasan Student	Member
14. S. P. Anandraj Assistant Professor	Coordinator

The Chairman IQAC welcomed all the members of IQAC.

Agenda.

- 1. IQAC 2nd meeting proceedings confirmation:** IQAC Coordinator briefed all members about the proceedings of 2nd meeting of IQAC to all members.
Resolution: Confirmed
- 2. Action taken report on 2nd meeting:** IQAC Coordinator communicated the members about the action taken report on resolutions adopted in the 2nd meeting.
Resolution: Approved
- 3. Quality Policy:** The Principal informed the members to check and to make the necessary changes in the quality policies.
Resolution: Noted



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4. **Vision & Mission:** The Principal informed the members to modify the vision and mission statements.
Resolution: Noted
5. **Monitoring of Students Overall Performance:** Principal informed to the entire faculty to assess students overall performance and take necessary measures for the slow learners.
Resolution: Noted
6. **Academic and Administrative Audit:** IQAC coordinator suggested conducting AAA in order to check the preparedness of the department for the NAAC peer team visit.
Resolution: Noted
7. **Students Participation in various Committees:** Principal informed all the members to include the students in various NAAC committees for the active outcome of the committee.
Resolution: Noted.
8. **Documentation system strengthening:** IQAC Coordinator discussed with the principal and faculty members regarding the strengthening of documentation process. .
Resolution : Noted.
9. **Research and Development Committee:** Principal informed to form Research and Development Committee and to apply for various research proposals in govt. bodies to enhance research cultures.
Resolution : Noted.
10. **Departmental Profiles:** Principal informed all the HOD's to update departmental profiles of the faculties once in a year without fail.
Resolution : Noted.
11. **Any other matter – NIL**

The meeting was ended with Vote of Thanks by the IQAC Coordinator.

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December 28, 2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)**Action Taken Report**

Action taken report on meeting of Internal Quality Assurance Cell (IQAC) held on September 30, 2022 at 3.00 pm in the Board Room.

SI No	Agenda	Resolution	Action taken
1.	IQAC 2nd meeting proceedings confirmation	Noted	Done
2.	Action taken report on 2nd meeting	Noted	Communicated to all
3.	Quality Policy	Noted	Planned
4.	Vision & Mission	Noted	Planned
5.	Monitoring of Students Overall Performance	Noted	Initiated
6.	Academic and Administrative Audit	Noted	Initiated
7.	Students Participation in various Committees	Noted	Planned
8.	Documentation system strengthening	Noted	Action plan prepared
9.	Research and Development Committee	Noted	Initiated
10.	Departmental Profiles	Noted	Planned

PRINCIPAL

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SRCoN/IQAC/4-1/2022-23/

December 29, 2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING NOTICE

4th Meeting of Internal Quality Assurance Cell (IQAC) is convened on January 19, 2023 at 3.00 pm in Board Room, with the following agenda:

1. Confirmation of proceedings of 3rd meeting
2. Action taken report on 3rd meeting.
3. For Discussions:
 - i. Conduction of Events @ National/ International Levels
 - ii. Quality of Recruitments as per Deficiencies/ AICTE requirements
 - iii. Research Projects Exhibition
4. Any other matter

All are requested to make convenient to attend the same.

Copy to:

- Members of the Committee

PRINCIPAL
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SRCoN/IQAC/4-2/2022-23/

January 19, 2023

INTERNAL QUALITY ASSURANCE CELL (IQAC) PROCEEDINGS

Meeting of IQAC was held on January 19, 2023 at 3.00 pm at Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. S. Umadevi Vice – Principal	Member
5. K. Preedha, Professor	Member
6. G. Malathi Associate Professor	Member
7. E. Ramya Associate Professor	Member
8. R. Ananthavalli Assistant Professor	Member
9. R. Seethalakshmi Assistant Professor	Member
10. M. Vaithegi Tutor	Member
11. B. Tamil Valavan Student	Member
12. E. Tamizharasan Student	Member
13. S. P. Anandraj Assistant Professor	Coordinator

The Chairman of the Internal Quality Assurance Cell (IQAC) extended a warm welcome to all the members, officially commencing the meeting.

Agenda:

- 1. Confirmation of proceedings of 3rd meeting:** The IQAC Coordinator provided an overview of the 3rd meeting's proceedings to all members.
Resolution: Confirmed
- 2. Action taken report on resolutions adopted in the 3rd meeting:** The IQAC Coordinator updated members on the actions taken in response to resolutions from the 3rd meeting.
Resolution: Approved
- 3. For Discussions**
 - i. Conduction of Events @ National / International Levels:** All the members discussed regarding conducting events at National and International Levels. Principal gave valuable suggestions for the same.
Resolution: Noted



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- ii. **Quality of Recruitments as per Deficiencies/ AICTE requirements:** Principal informed the members regarding faculty deficiency in the departments and also suggested recruitment procedure of the college needs to be met as per AICTE requirements.

Resolution: Noted

- iii. **Research Projects Exhibition:** Principal expressed views on organising Research projects Exhibition at least every year, inviting other college students to exhibit their project, which helps the students to expand their research ideas.

Resolution: Noted

4. Any other matter – NIL

The meeting was ended with Vote of Thanks by the IQAC Coordinator.

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April 26, 2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)**Action Taken Report**

Action taken report on meeting of Internal Quality Assurance Cell (IQAC) held on January 19, 2023 at 3.00 pm in the Board Room.

SI No	Agenda	Resolution	Action taken
1.	Confirmation of proceedings of 3rd meeting	Noted	Done
2.	Action taken report on 3 rd meeting	Noted	Communicated to all
3.	Conduction of Events @ National / International Levels	Noted	Planned
4.	Quality of Recruitments as per Deficiencies / AICTE requirements	Noted	Steps taken for recruiting as per AICTE requirements
5.	Research Projects Exhibition	Noted	Initiated

PRINCIPAL

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SRCOn/IQAC/5-1/2022-23/

April 27, 2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING NOTICE

5th Meeting of Internal Quality Assurance Cell (IQAC) is convened on May 30, 2023 at 11.30 am in Board Room, with the following agenda:

1. Confirmation of minutes of 4th meeting.
2. Action taken report on resolutions adopted in the 4th meeting
3. Feedback analysis
4. For Discussions
 - i. News letters
 - ii. Student Sensitization programme on Research
 - iii. Monitoring of students overall performance
 - iv. Departmental Profiles
 - v. Enhancing Research Cultures
 - vi. Strengthening of committees
5. Any other matter

All are requested to make convenient to attend the same.

PRINCIPAL
Sri Rangapoopathi College of Nursing
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Copy to:

- Members of the Committee



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SRCoN/IQAC/5-2/2022-23/

May 30, 2023

INTERNAL QUALITY ASSURANCE CELL (IQAC) PROCEEDINGS

Meeting of IQAC was held on May 30, 2023 at 11.30 am at Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. S. Umadevi Vice – Principal	Member
5. K. Preedha, Professor	Member
6. G. Malathi Associate Professor	Member
7. R. Ananthavalli Assistant Professor	Member
8. R. Seethalakshmi Assistant Professor	Member
9. M. Vaithegi Tutor	Member
10. S. Praveen Kumar Tutor	Member
11. B. Tamil Valavan Student	Member
12. E. Tamizharasan Student	Member
13. S. P. Anandraj Assistant Professor	Coordinator

The Chairman of the Internal Quality Assurance Cell (IQAC) extended a warm welcome to all the members, officially commencing the meeting.

Agenda:

- 1. Confirmation of proceedings of 4th meeting:** The IQAC Coordinator provided an overview of the 4th meeting's proceedings to all members.
Resolution: Confirmed
- 2. Action taken report on resolutions adopted in the 4th meeting:** The IQAC Coordinator updated members on the actions taken in response to resolutions from the 4th meeting.
Resolution: Approved
- 3. Feedback analysis:** Feedback analysis was presented to the committee for consideration, leading to the following decisions:
 - (i) Faculties with minimal feedback are scheduled for counseling by the principal.
 - (ii) Infrastructure enhancements are deemed necessary.
 - (iii) Curriculum feedback will be relayed to the BOS Chair.



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All these feedbacks will be presented to the Governing Council for deliberation.

4. For Discussions

i. **Newsletters:** The decision has been made to revamp the departmental newsletters, showcasing the college's events and accomplishments to the external community. This initiative aims to boost the institution's brand image.

Resolution: Noted

ii. **Student Sensitization Programme on Research:** The decision has been taken to organize a program to sensitize students to research, with the goal of increasing their active involvement in research activities.

Resolution: Noted

iii. **Monitoring of students overall Performance:** Principal has communicated that subject in-charges and class coordinators should monitor students' performance to enhance overall course outcomes.

Resolution: Noted

iv. **Departmental Profiles:** The Principal has instructed to create a standardized format for departmental profiles. These profiles are to be collected before the submission of the SSR to NAAC, with inputs from the Secretary and Administrator if necessary.

Resolution: Noted

v. **Enhancing Research Cultures:** The Principal has directed to initiate activities aimed at enhancing research within the institution.

Resolution: Noted

vi. **Strengthening of Committees:** The Principal has emphasized the need to strengthen the documentation process in both the office and departments. And have committed to guiding office staff, department heads, and coordinators to ensure timely completion of the documentation process which in turn helps strengthen respective committees.

Resolution: Noted

5. Any other matter – NIL

The meeting was ended with Vote of Thanks by the IQAC Coordinator.

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September 04, 2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)**Action Taken Report**

Action taken report on meeting of Internal Quality Assurance Cell (IQAC) held on May 30, 2023 at 11.30 am in the Board Room.

SI No	Agenda	Resolution	Action taken
1.	Confirmation of minutes of 4th meeting	Noted	Done
2.	Action taken report on resolutions adopted in the 4th meeting	Noted	Communicated to all
3.	Feedback Analysis	Noted	In progress
4.	News letters	Noted	Action plan prepared
5.	Student Sensitization programme on Research	Noted	Initiated
6.	Monitoring of students overall performance	Noted	Initiated
7.	Departmental Profiles	Noted	Initiated
8.	Enhancing Research Cultures	Noted	Planned
9.	Strengthening of committees	Noted	Initiated

PRINCIPAL

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SRCoN/IQAC/6-1/2023-24/

September 05, 2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING NOTICE

6th Meeting of Internal Quality Assurance Cell (IQAC) is convened on September 29, 2023 at 3.00 pm in Board Room, with the following agenda:

1. Confirmation of minutes of 5th meeting.
2. Action taken report on resolutions adopted in the 5th meeting
3. For Discussions
 - i. Quality Policy
 - ii. Vision & Mission
 - iii. Examination
 - iv. AAA Audit
 - v. Students participation in various committees
 - vi. Enhancing research activities
 - vii. AIISHE data submission
4. Any other matter

All are requested to make convenient to attend the same.

PRINCIPAL
Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
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Copy to:

- Members of the Committee



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SRCoN/IQAC/6-2/2023-24/

September 29, 2023

INTERNAL QUALITY ASSURANCE CELL (IQAC) PROCEEDINGS

Meeting of IQAC was held on September 29, 2023 at 3.00 pm at Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. S. Umadevi Vice – Principal	Member
5. K. Preedha, Professor	Member
6. S. P. Anandraj Assistant Professor	Member
7. E. Ramya Associate Professor	Member
8. R. Ananthavalli Assistant Professor	Member
9. R. Seethalakshmi Assistant Professor	Member
10. M. Vaithegi Tutor	Member
11. S. Praveen Kumar Tutor	Member
12. B. Tamil Valavan Student	Member
13. E. Tamizharasan Student	Member
14. G. Malathi Assistant Professor	Coordinator

The Chairman of the Internal Quality Assurance Cell (IQAC) extended a warm welcome to all the members, officially commencing the meeting.

Agenda:

- 1. Confirmation of minutes of 5th meeting:** The IQAC Coordinator provided an overview of the 5th meeting minutes to all members.
Resolution: Confirmed
- 2. Action taken report on resolutions adopted in the 5th meeting:** The IQAC Coordinator updated members on the actions taken in response to resolutions from the 5th meeting.
Resolution: Approved



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3. For Discussions

- i. **Quality Policy:** The Principal has instructed to complete and disseminate the Quality Policy Statement to all stakeholders. The Coordinator informed members that the statement has been drafted and is pending approval from management, with the IQAC's approval sought thereafter.
- ii. **Vision & Mission:** The Principal informed members about the proposal to establish a distinct Mission & Vision for IQAC. However, other management members expressed the view that IQAC can align with the overall Vision & Mission of the college, as the very essence of IQAC is to achieve the institutional goals.
- iii. **Examination:** With semester exams on the horizon, it was emphasized that extra efforts are essential to ensure the smooth conduct of examinations.
- iv. **AAA Audit:** As per the IQAC calendar, the Academic and Administrative Audit is scheduled for October. The Principal has urged Management Representatives to nominate committee members for the AAA. A letter has been sent to their office, and the management has assured the IQAC that the nominees will be provided promptly.
- v. **Students' Participation in various Committees:** The Principal highlighted the revised NAAC framework, emphasizing student participation in various committees. It was noted that each Departmental Association and Institutional committee already includes student representatives, meeting the expectations outlined by NAAC.
- vi. **Enhancing Research Activities:** The Principal advised to initiate activities aimed at enhancing research within the institution.
- vii. **AIISHE Data Submission:** The Principal instructed the IQAC coordinator to ensure timely submission of AIISHE data in accordance with the specified requirements.

4. Any Other Matter: NIL

The meeting concluded with a Vote of Thanks from the IQAC Coordinator.

PRINCIPAL
Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
Gingee Taluk., Villupuram Dist.

**SRI RANGAPOOPATHI COLLEGE OF NURSING**

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INTERNAL QUALITY ASSURANCE CELL (IQAC)**Action Taken Report**

Action taken report on meeting of Internal Quality Assurance Cell (IQAC) held on September 29, 2023 at 3.00 pm in the Board Room.

SI No	Agenda	Resolution	Action taken
1.	Confirmation of minutes of 5 th meeting	Noted	Done
2.	Action taken report on resolutions adopted in the 5 th meeting	Noted	Communicated to all the members
3.	Quality Policy	Noted	Under approval
4.	Vision & Mission	Noted	Done
5.	Examination	Noted	Planned
6.	AAA Audit	Noted	Nomination under approval
7.	Students participation in various committees	Noted	Planned
8.	Enhancing research activities	Noted	Initiated
9.	AIISHE data submission	Noted	Initiated

PRINCIPAL

Sri Rangapoopathi College of Nursing
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Gingee Taluk., Villupuram Dist.



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SRCoN/M&P/1-1/2022-23/

August 11, 2022

MENTORING AND PROCTORING COMMITTEE

MEETING NOTICE

1st Meeting of Mentoring and Proctoring Committee (M&P) is scheduled at 02.00 pm in the Board Room on August 19, 2022 with the following agenda:

Agenda:

1. Documentation for the committee
2. Activities for the upcoming semester
3. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL
Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
Gingee Taluk., Villupuram Dist.

Copy to:

- The Chairman and members of M&P



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SRCOn/M&P/1-2/2022-23/

August 19, 2022

MENTORING AND PROCTORING COMMITTEE

PROCEEDINGS

The 1st Meeting of Mentoring and Proctoring Committee members was held on August 19, 2022 at 02.00 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. Dr. P. Sharmee Sri, Medical officer	Member
5. S. Umadevi Vice – Principal	Member
6. G. Malathi Associate Professor	Member
7. M. Vasanthakumari Assistant Professor	Member
8. R. Ananthavalli Assistant Professor	Member
9. D. Nirmala Tutor	Member
10. J. Jeyarani Tutor	Member
11. L. Soundariya Student	Member
12. G. Vigneshwaran Student	Member
13. J. Anitha Associate Professor	Coordinator

The meeting commenced with a cordial greeting from the Chairman extended to all members of the Committee.

The agenda for the meeting included the following points:

1. Documentation for the Committee:

- Overview provided by the Chairman regarding the documents to be maintained by the committee
- Mentoring/Proctors Notifications endorsed by the Head of the Institution (committee guidelines and notification format sent to relevant email addresses)
- Alignment of the committee's Vision & Mission with the college's Vision & Mission.
- Future Action Plans for the committee.
- Proctoring Books.
- Proctoring Database (faculty/student allotment).
- Records of Proctors/Counseling Meetings.



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- viii. Parents Database (Name, Address, Contact Numbers).
 - ix. Parents-Teachers Meeting documents, including Meeting Data/Recordings, Analysis, and Feedback.
 - x. Any other pertinent documents.
- All the mentioned documents will undergo monthly audits during college meetings.

2. Activities for the Upcoming Semester:

- i. Allocation of students to faculty: The allocation, based on the number of faculty, requires endorsement by the Head of the Institution.
- ii. Sending Proctor Data to Parents: After each internal assessment, student progress is to be communicated to parents using a specified format.
- iii. Modification of Proctor Books: Corrections in Proctor Books are advised to be discussed with the Principal, HoDs, and senior faculties. The deadline for communicating corrections is on or before January 12, 2023. Failure to communicate by the mentioned date implies acceptance of the existing content.

3. Any Other Matters:

- a. Parents-Teachers Meeting: Dates for the meeting are to be decided and communicated to IQAC by January 10, 2023. Circulars for PTM are to be generated and shared with students and parents during the event, with proctors maintaining records of communication.
- b. Counselling Dates: Coordinators were instructed to consult with the Principal, HoDs, and senior faculties to determine counselling/mentoring dates (2-week slot) and communicate the information to IQAC by January 10, 2023. Counselling records are to be maintained on the blank pages of the proctoring book.

The Chairman expressed gratitude to all attendees for their active participation in the meeting.

PRINCIPAL
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Copy sent to:
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SRCoN/M&P/2-1/2023-24/

August 07, 2023

MENTORING AND PROCTORING COMMITTEE

MEETING NOTICE

2nd Meeting of Mentoring and Proctoring Committee (M&P) is scheduled at 02.30 pm in the Board Room on August 18, 2023 with the following agenda:

Agenda:

1. Follow up on previous meeting proceedings
2. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL

Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
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Copy to:

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SRCoN/M&P/2-2/2023-24/

August 18, 2023

MENTORING AND PROCTORING COMMITTEE**PROCEEDINGS**

The 2nd Meeting of Mentoring and Proctoring Committee members was held on August 18, 2023 at 02.30 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. Dr. P. Sharmee Sri, Medical officer	Member
5. S. Umadevi Vice – Principal	Member
6. K. Preedha Professor	Member
7. G. Malathi Associate Professor	Member
8. M. Vasanthakumari Assistant Professor	Member
9. R. Ananthavalli Assistant Professor	Member
10. D. Nirmala Tutor	Member
11. J. Jeyarani Tutor	Member
12. L. Soundariya Student	Member
13. G. Vigneshwaran Student	Member
14. J. Anitha Associate Professor	Coordinator

The meeting commenced with a warm welcome from the Chairman to all the attendees.

1. **Follow up on previous meeting proceedings:** In reference to the previous meeting proceedings (No. SRCoN/M&P/1-2/2022-23/dated August 19, 2022), Chairman discussed the following points with the members:
 - i. Noted the dates for upcoming Parent-Teacher Meetings (PTMs) for the college.
 - ii. Discussed dates for two-week mentoring slots for the college.
 - iii. Highlighted the importance of utilizing the Proctor books, each containing 11 pages (1 per semester), ensuring all details are filled.
 - iv. Addressed the Student Progress Report distribution:
 - a. For Non-Indian Students: Collect parents' email IDs and send the report via email.
 - b. For Indian Outstation/Local Students: Send the report via post (to claim postage charges from management).
 - v. Stressed the mandatory completion of Parents Feedback forms during PTMs.



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- vi. The Chairman called up on members to propose a date, preferably before March 30, 2023, for a 30-minute discussion with students in the college.0
The finalized dates will be communicated after discussions with the Principal.

2. **Any other matter:** None

Chairman expressed gratitude to all members for their attendance at the meeting.

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SRCoN/R&D/1-1/2022-23/

September 21, 2022

RESEARCH AND DEVELOPMENT COMMITTEE

MEETING NOTICE

1st Meeting of Research and Development Committee (R & D) is convened at 2.30 pm in the Board Room on October 06, 2022 with the following agenda:

1. Documentations for the Committee
2. Activities for the Committees in the Upcoming Semester
3. Any other matter

All are requested to make convenient to attend the same.

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SRCoN/R&D/1-2/2022-23/

October 06, 2022

RESEARCH AND DEVELOPMENT COMMITTEE**PROCEEDINGS**

The 1ST Meeting of Research and Development Committee Co-ordinators was held on October 06, 2022 at 02.30 pm in the Board Room.

The following members attended the meeting:

Sl. No.	Name & Designation	Committee Designation
1	Mrs. Menaga Gandhi, Principal	Chairman
2	Thiru. R. Rangapoopathi, Chairman	Member
3	Thiru. R P Sripathi, Secretary	Member
4	S. Umadevi Vice – Principal	Member
5	K. Preedha Professor	Member
6	S. P. Anandraj Assistant Professor	Member
7	R. Ananthavalli Assistant Professor	Member
8	J. Anitha Associate Professor	Member
9	E. Ramya Associate Professor	Member
10	L. Jayalakshmi Tutor	Member
11	V. Anbarasi Student	Member
12	K. Deepak Student	Member
13	V. Manjula Associate Professor	Coordinator

The Chairman extended a warm welcome to all the members present. The members then introduced themselves.

The agenda for the meeting included the following points:

- 1. Documentations for the Committee:** The Principal provided an overview of the documents to be maintained by the committee, including notifications (guidelines and formats sent via email), vision and mission alignment, future action plans, periodic meeting documentation (notices, proceedings), code of conduct/ethics for research, details of collaborations/MoUs (faculty exchange, student exchange, internships, research programs), research-related activities, and any other relevant documents. These documents will undergo monthly audits during college meetings.
- 2. Activities for the Committees in the Upcoming Semester:** The committee is tasked with organizing sensitization programs, project exhibitions, quality improvement



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programs, awareness programs, certificate programs, etc., on research-related topics. Proposals for these activities in the upcoming semester are to be submitted.

3. Any Other Matters: The Principal advised the committee on:

- a. Establishing Research Centers: Faculties with PhDs in the colleges should apply for Research Center status during the upcoming affiliation renewal process.
- b. Code of Conduct/Ethics: Committee members are assigned specific tasks related to developing codes of conduct/ethics.
- c. Database of Publications: Members are to develop a database of publications, to be maintained by the Research & Development Committee with the librarian's assistance.
- d. Enhancing Collaborative Research, Faculty and Student Exchange MoUs, and Research Program Conduct: The committee is urged to work towards these goals, with support from Principal and Management.

The Principal expressed gratitude to all attendees.

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SRCoN/R&D/2-1/2023-24/

September 11, 2023

RESEARCH AND DEVELOPMENT COMMITTEE

MEETING NOTICE

2nd Meeting of Research and Development Committee (R & D) is convened at 3.30 pm in the Board Room on September 28, 2023 with the following agenda:

1. Establishment of Research Centre
2. Quality Improvement Programs
3. Any other matter

All are requested to make convenient to attend the same.

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SRCoN/R&D/2-2/2023-24/

September 28, 2023

RESEARCH AND DEVELOPMENT COMMITTEE

PROCEEDINGS

The 2nd Meeting of Research and Development Committee members was held at 3.30 pm in the Board Room on September 28, 2023.

The following members attended the meeting:

Sl. No.	Name & Designation	Committee Designation
1	Mrs. Menaga Gandhi, Principal	Chairman
2	Thiru. R. Rangapoopathi, Chairman	Member
3	Thiru. R P Sripathi, Secretary	Member
4	S. Umadevi Vice – Principal	Member
5	K. Preedha Professor	Member
6	S. P. Anandraj Assistant Professor	Member
7	R. Ananthavalli Assistant Professor	Member
8	J. Anitha Associate Professor	Member
9	E. Ramya Associate Professor	Member
10	L. Jayalakshmi Tutor	Member
11	R. Dhamodaran Student	Member
12	K. Nisha Student	Member
13	V. Manjula Associate Professor	Coordinator

The Chairman extended a warm welcome to all the coordinators at the meeting, where the following agenda points were discussed:

The agenda for the meeting included the following points:

- Establishment of Research Centre:** The Principal conveyed to members that for full-time faculties holding Ph.D., arrangements should be made to establish a Research and Development Centre. Coordinators were instructed to provide the following details:
 - Procedures for establishment (including application fees, etc.)
 - Last application date (or the next open date if the deadline has passed)
 - Proposals for the R & D Centre.
- Quality Improvement Programs:** The Principal directed the members to ensure the execution of at least two Quality Improvement Programs (QIPs) from each R & D Committee, one for students and one for faculties. Coordinators were required to submit schedules to the QAC office, adhering to the protocol provided in the office's



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communication. Additionally, members were tasked with motivating faculties to achieve specific goals.

3. **Any Other Matter:** The Chairman informed members about the following:
- Retrieve the finalized Research Policy (previously circulated in the college) by the Principal's Office and file them in R & D files.
 - By November 02, 2023, college was to submit the first draft of an edited volume book, with specific guidelines for editors and faculty contributions.
 - It was instructed to prepare and submit detailed requirements for funded projects to the QAC Office.

The Principal expressed gratitude to all coordinators for their attendance at the meeting.

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SRCoN/SC/1-1/2019-20/

October 14, 2019

SPORTS COMMITTEE

MEETING NOTICE

1st Meeting of Sports Committee is scheduled at 11.00 am in the Board Room on October 21, 2019 with the following agenda:

Agenda:

1. Schedule Preparation
2. Compilation of Sports Events List
3. Budget Preparation
4. Inventory Checklist
5. Any other matter

All the members are requested to make it convenient to attend the same.

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SRCoN/SC/1-2/2019-20/

October 21, 2019

SPORTS COMMITTEE

PROCEEDINGS

The 1st Meeting of Sports Committee members was held on October 21, 2019 at 11.00 am in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. P. Neela Professor	Member
6. E. Ramya Associate Professor	Member
7. A. Indhumathi Assistant Professor	Member
8. R. Seethalakshmi Assistant Professor	Member
9. E. Suganya Tutor	Member
10. V. Dhivyabharathi Tutor	Member
11. S. Anitha Student	Member
12. R. Ganeshbabu Student	Member
13. P. Sathiyavathy Associate Professor	Coordinator

The Chairman chaired the meeting convened to plan the annual sports meet for the academic year 2019-20, aimed at the students. The agenda covered the following important points:

AGENDA:

1. **Schedule Preparation:** Drafted a comprehensive schedule for the sports activities and events.
2. **Compilation of Sports Events List:** Formed a list of sports and events scheduled for the meet.
3. **Budget Preparation:** Established a budget to ensure the smooth execution of the planned events.
4. **Inventory Checklist:** Compiled a checklist of necessary accessories and equipment needed.



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5. **Any Other Matter:** Discussed any additional matters pertinent to the planning process.

The Chairman extended appreciation to all attendees for their active involvement.

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SRCoN/SC/2-1/2020-21/

October 06, 2020

SPORTS COMMITTEE

MEETING NOTICE

2nd Meeting of Sports Committee is scheduled at 11.30 am in the Board Room on October 14, 2020 with the following agenda:

Agenda:

1. Schedule Preparation
 2. Compilation of Sports Events List
 3. Budget Preparation
 4. Inventory Checklist
- Any other matter

All the members are requested to make it convenient to attend the same.

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SRCOn/SC/2-2/2020-21/

October 14, 2020

SPORTS COMMITTEE

PROCEEDINGS

The 2nd Meeting of Sports Committee members was held on October 14, 2020 at 11.30 am in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. P. Neela Professor	Member
6. E. Ramya Associate Professor	Member
7. A. Indhumathi Assistant Professor	Member
8. R. Seethalakshmi Assistant Professor	Member
9. E. Suganya Tutor	Member
10. V. Dhivyabharathi Tutor	Member
11. S. Anitha Student	Member
12. P. Sathiyavathy Associate Professor	Coordinator

The Chairman chaired the meeting aimed at coordinating the annual sports meet for the academic year 2020-21, providing to the students' requirements.

The agenda encompassed:

AGENDA:

1. **Schedule Preparation:** Developing a comprehensive schedule for sports activities and events.
2. **Compilation of Sports Events List:** Compiled a list of sports and events planned for the meet.
3. **Budget Preparation:** Formulated a budget to ensure the seamless execution of planned activities.
4. **Inventory Checklist:** Created a checklist of necessary accessories and equipment.



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5. **Any Other Matter:** Discussed additional matters emerging during the planning phase.

The Chairman extended gratitude to all attendees for their active involvement.

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SRCoN/SC/3-1/2021-22/

October 01, 2021

SPORTS COMMITTEE

MEETING NOTICE

3rd Meeting of Sports Committee is scheduled at 02.00 pm in the Board Room on October 08, 2021 with the following agenda:

Agenda:

1. Compilation of Sports Events List
2. Schedule Preparation
3. Inventory Checklist
4. Budget Preparation
5. Any other matter

All the members are requested to make it convenient to attend the same.

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SRCOn/SC/3-2/2021-22/

October 08, 2021

SPORTS COMMITTEE

PROCEEDINGS

The 3rd Meeting of Sports Committee members was held on October 08, 2021 at 02.00 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. N. Kavitha Vice – Principal	Member
5. V. Priya Professor	Member
6. V. Manjula Associate Professor	Member
7. R. Ananthavalli Assistant Professor	Member
8. R. Seethalakshmi Assistant Professor	Member
9. E. Suganya Tutor	Member
10. V. Dhivyabharathi Tutor	Member
11. S. Anitha Student	Member
12. R. Ganeshbabu Student	Member
13. E. Ramya Associate Professor	Coordinator

The Chairperson led the meeting aimed at coordinating the annual sports meet for the academic year 2021-22.

The outlined agenda comprised:

AGENDA:

1. **Compilation of Sports Events List:** Prepared a full list of sports and corresponding events.
2. **Schedule Preparation:** Crafted a plan outlining the order of sports and events.
3. **Inventory Checklist:** Made a checklist detailing necessary accessories and equipment.
4. **Budget Preparation:** Developed a financial plan to ensure the smooth execution of events.



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5. **Any Other Matter:** Discussed additional matters, pending the Chair's approval.

The Chairperson extended gratitude to all members for their active participation.

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SRCoN/SC/4-1/2022-23/

October 06, 2022

SPORTS COMMITTEE

MEETING NOTICE

4th Meeting of Sports Committee is scheduled at 03.00 pm in the Board Room on October 13, 2022 with the following agenda:

Agenda:

1. Preparations for Republic day celebrations
2. Work assigned
3. Any other matter

All the members are requested to make it convenient to attend the same.

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SRCoN/SC/4-2/2022-23/

October 13, 2022

SPORTS COMMITTEE

PROCEEDINGS

The 4th Meeting of Sports Committee members was held on October 13, 2022 at 03.00 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. S. Umadevi Vice – Principal	Member
5. K. Preedha, Professor	Member
6. V. Manjula Associate Professor	Member
7. R. Ananthavalli Assistant Professor	Member
8. E. Suganya Tutor	Member
9. V. Dhivyabharathi Tutor	Member
10. M. Chithra Student	Member
11. J. Kesavan Student	Member
12. E. Ramya Associate Professor	Coordinator

The meeting, led by the Chairman, was aimed at arranging the Republic Day celebrations at the college. Before getting into the session's agenda, the Chairman warmly welcomed all attendees.

AGENDA:

1. Preparations for Republic Day celebrations:

A detailed plan was outlined as below:

- A procession featuring a 1700 feet long Indian flag, circling 2 kilometers around the college, was discussed.
- Students were instructed to arrive at 8:15 am, and staff at 8:30 am on 26th January 2023.
- Coordination for the procession's arrangements was assigned to the P.E. Department, in collaboration with other members.
- The P.E. Department was tasked with submitting the budget by 3rd January 2023.
- The P.E. Department, along with other members and the Principal, was delegated the responsibility of arranging the march-past practice and the flag hoisting ground.



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- f. Sports coordinators were reminded to submit the list of 32 students for the march-past to the QAC office by 28th December 2022.
- g. The P.E. Department was entrusted with auditing the college flags for the march-past and providing the requirements to the QAC by 30th December 2022.
- h. All staff and students were urged to attend the event on 26th January 2023 without fail.

2. Work assigned:

Tasks were allocated as follows:

- a. Preparation of one dance and one song for the cultural segment.
- b. Arrangements for the mikes during the celebrations.
- c. Stage preparations and anchoring responsibilities.

3. Any other matter:

There were no additional topics for discussion.

The Chairman concluded the meeting by expressing gratitude to all attendees for their active participation.

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Alampoondi, Gingee Taluk, Villupuram Dist, Tamilnadu. Pin : 604151.

SRCoN/SC/5-1/2023-24/

October 05, 2023

SPORTS COMMITTEE

MEETING NOTICE

5th Meeting of Sports Committee is scheduled at 02.30 pm in the Board Room on October 13, 2023 with the following agenda:

Agenda:

1. Preparation for Yoga Day celebrations
2. Work assignment
3. Any other matter

All the members are requested to make it convenient to attend the same.

PRINCIPAL
Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
Gingee Taluk., Villupuram Dist.

Copy to:

- The Chairman and members of Committee



SRCoN/SC/5-2/2023-24/

October 13, 2023

SPORTS COMMITTEE**PROCEEDINGS**

The 5th Meeting of Sports Committee members was held on October 13, 2023 at 02.30 pm in the Board Room.

The following members attended the meeting:

1. Mrs. Menaga Gandhi, Principal	Chairman
2. Thiru. R. Rangapoopathi, Chairman	Member
3. Thiru. R P Sripathi, Secretary	Member
4. S. Umadevi Vice – Principal	Member
5. K. Preedha, Professor	Member
6. V. Manjula Associate Professor	Member
7. R. Ananthavalli Assistant Professor	Member
8. R. Seethalakshmi Assistant Professor	Member
9. E. Suganya Tutor	Member
10. V. Dhivyabharathi Tutor	Member
11. M. Chithra Student	Member
12. J. Kesavan Student	Member
13. E. Ramya Associate Professor	Coordinator

The Chairman warmly welcomed the members of the Committee and commenced the meeting, with a primary focus on the forthcoming celebrations of Yoga Day at the college.

Agenda:

- 1. Preparation for Yoga Day Celebrations:** Planning done on the forthcoming Yoga Day celebrations within the college premises.
- 2. Work Assignment:** Allocation of responsibilities pertaining to the organization of Yoga Day were distributed as follows:
 - i. Coordination of stage activities and hosting duties
 - ii. Timely provision and cleanup of refreshments
 - iii. Arrangement of stage and venue setup for the event
- 3. Any Other Matter:**
 - a. Attire Colour Code Guidelines for Yoga Day Celebration:
 - i. Students: College T-shirt paired with black pants



SRI RANGAPOOPATHI COLLEGE OF NURSING

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- ii. Staff: - Gentlemen: White shirt with blue/black trousers
Ladies: White Salwar

b. Responsibilities of Sports Coordinators: Sports coordinators were tasked with ensuring the active participation and attendance of both students and staff. They are required to capture geotagged photographs, while the Physical Education Director will compile event reports. A digital copy of the report is to be sent to the specified email address, with a signed hard copy submitted to the QAC office.

The Chairman extended gratitude to all attendees for their active engagement in the meeting.

PRINCIPAL

Sri Rangapoopathi College of Nursing
Alampoondi-604 151,
Gingee Taluk., Villupuram Dist.

Copy sent to:

The Chairman & Members of the Committee