

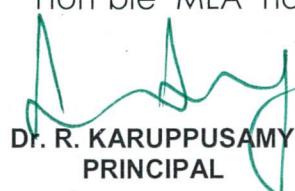
MINUTES OF THE 07th MEETING OF ALL HEADS OF THE DEPARTMENTS HELD IN THE CHAMBER OF THE PRINCIPAL, TGASC, PUDUCHERRY AT 01 PM ON 17-09-2025.

The Principal welcomed all the Heads of Departments to the 7th Heads meeting and following points were discussed.

1. The Heads of Departments are requested to nominate Class Representatives for each class (one Male & One Female) and submit the list of the same to the undersigned on or before 03rd October 2025.
2. All the academic and other activities of the department must strictly carried out in accordance with the Academic Calendar. The Heads are instructed to ensure timely execution of academic and administrative tasks as scheduled.
3. The students with prolonged absence, Heads are directed to issue formal notice to both the student and his/her parents, instructing them to report within 10 days to justify their absence. Failing which, a strict action has to be initiated by the Heads of the departments.
4. All the Heads are advised to prepare and submit to Superintendent (Establishment) a list of scrap materials dumped in their respective departments, for further action.
5. The Principal requested all the heads of the departments to maintain register for the Principal's department visits scheduled in the month of October 2025.
6. All the heads of the departments are requested to submit the list of SC/ST students of their departments for skill training initiated by DHTE at free of cost through NIELIT. For other categories of students the skill training will be imparted by using the funds of RUSA/PM-USHA.
7. All the heads of the departments are requested to inform the members of staff to conduct one state level/national level seminar and also instruct the members of staff to publish atleast one research paper in a year.

Your cooperation in executing the above directives is highly appreciated.

Principal is delighted to inform that a formal request is to be sent to Thiru. P.M. Kalayanasundram, Member of Legislative Assembly, Kalapet, for an indoor shuttle court and volleyball court. Hon'ble MLA has graciously consented for the provision of the same.



**DR. R. KARUPPUSAMY
PRINCIPAL**

Present: Principal &

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|------------------------------|-------------------|-----------------------------|--------------|
| 01. Dr. Rajesh Kumar | Hindi | 02. Dr. Damodaran | Maths |
| 03. Dr. Sandeep Kumar Dasari | History | 04. Dr. Lilly Arul Sharmila | English |
| 05. Mr. N. Barthasarathi | Philosophy | 06. Dr. Pratima Kumari Dash | Tourism |
| 07. Dr. R. VeluRaj | Co.op Mgt. | 08. Dr. S. Ramakrishnan | Botany |
| 09. Mrs. T. Sunitha | Economics | 10. Dr. Atulya Bhoi | Commerce |
| 11. Dr. K. Balamurugan | Chemistry | 12. Dr. V. Ramaprabu | Psychology |
| 13. Dr. S. Mourougan | Comp. Science | 14. Dr. S. Nagaraj | Zoology |
| 15. Dr. A. Hepzibah | Sociology | 16. Mr. Ramesh | Physics |
| 17. Dr. Bhawna Singhmar | French | 18. Dr. Deepak. PC | A. Librarian |
| 19. Dr. S. Nagaraj | Physical Director | | |