S.No.	Meeting Date	Resolutions	Action Taken
10. Minutes of meeting and action taken report			
S.No.	Meeting Date	Resolutions	Action Taken
1	22.08.2019	1. To conduct External Academic Audit in March 2020	Due to Covid-19 it was postponed
		2. To conduct Energy Audit	Conducted Energy Audit on 16.09.2019, by Mr.C.Jebraj B.Tech., Certified Energy Auditor, TJ Solutions, 4/101, Raja sir Muthiah Nagar, Byepass road Ellis Nagar, Madurai - 625 016.
		3. Encourage Staff members to develop Econtent	Few of the Staff members taken classes by developing Econtent.
		4. Conduct Workshop on Outcome Based Education to the Faculty members	Due to Covid-19 it was postponed
		5. Scholarship to the meritorious students by the College Managing Board	179 meritorious students were benefited
		6. Research funds to the faculties for the research projects by the College Managing Board	Informed to the College Management. They have assured to implement the scheme in the next academic year
		7. Financial Assistance for the Student project by the College Managing Board	61 students were benefited for doing projects
2	07.12.2019	1. To conduct Faculty Development Programme on "Students Behaviural Education".	Conducted Faculty Development Programme on "Students Behaviural Education" on 20.12.2019
		2. Conduct training programme for the Non-Teaching staff members	Conducted hands on training on "Paint, Document Preparation" for the non-teaching staff members" on 18.03.2020 to 23.03.2020
		3. Submit data for NIRF 20	The data has been submitted in the DCS portal for NIRF 20 under College category and Overall category
3	18.05.2020	1. To conduct Online Faculty Development Programme on "Website Creation using WordPress" for Teaching staff members by DCE Technology, Virudhunagar under signed MOU	Conducted Online Faculty Development Programme on "Website Creation using WordPress" for Teaching staff members by DCE Technology, Virudhunagar on 29.05.2020 under signed MOU.
4	30.05.2020	2. To conduct Online Faculty Development Programme on "Digital Teaching Techniques"	Organized Online Faculty Development Programme on "Digital Teaching Techniques" for our College Teaching staff members by DCE Technology, Virudhunagar from 01.06.2020 to 03.06.2020, under the MOU signed with DCE Technology
		3. To conduct Online Faculty Development Programme on "Outcome Based Education"	Organized Online Faculty Development Programme on "Outcome Based Education" for our College Teaching staff members by the Resource person Mrs. S. Sathya, Associate Professor in Computer Science, SFR College, Sivakasi on 08.06.2020 & 09.06.2020. Organized Online Faculty Development Programme on "Outcome Based Assessment Strategies" for our College Teaching staff members by the Resource person Mrs. S. Sathya, Associate Professor in Computer Science, SFR College, Sivakasi on 18.07.2020.
		4. To conduct Online Faculty Development Programme on "Google Meet and Google Class Room"	Organized Online Faculty Development Programme on "Handling Classes through Google Meet" for our College Teaching staff members on 06.08.2020 by the Resource person, Mr. R. Prem Sankar, Assistant Professor in Computer Applications of our College, as the class room teaching is converted into online teaching to face the Covid – 19 pandemic situation. Organized Online Faculty Development Programme on "Handling Google Classroom for Evaluating Student Learning" for our College Teaching staff members on 20.08.2020 by the Resource person Mr. R. Prem Sankar, Assistant Professor in Computer Applications of our College.