



HOD COUNCIL MEETING MINUTES FROM MAY 2024 – MAY 2025

**Minutes of the HoD Council Meeting held on 20th August, 2024****Time: 12 noon****Venue: Fintan Hall, C Block****AGENDA**

- Silent Prayer
- Admission Status: Departments with less enrollment - Mrs. Ajitha, Coordinator Admission Committee
- Result Analysis - Dr. B. Anandapriya, Vice Principal
- Fees - Departments with more number of defaulters - Dr. Arokiamary Geetha Rufus, Principal.
- Disciplinary Issues - Mr. John Vaseekaran, Member Disciplinary Committee
- Annual Plan of New Initiatives of 2024-2025 - Dr.Sweety, Coordinator Shift II
- Status of Start Up of 2023 – 2024 - Dr.Sriram, HoD, Dept of Mathematics
- Programme Management - Dr. Fatima Vasanth, Academic Director
- Concluding remarks - Bro. Naveen F, Director and Secretary
- Vote of Thanks - Mr. Arunan, Head, PG & Research Department of Commerce

MEMBERS PRESENT:

- 1.Bro. Naveen R, Director & Secretary
2. Dr Fatima Vasanth, Academic Director
3. Dr. Arokiamary Geetha Rufus, Principal
4. Dr. B. Anadapriya, Vice Principal
5. All HoDs both Shift I and Shift II

1. The meeting commenced observing silence in honour of the deceased Mrs. Divya, Asst. Prof. Dept of Social Work.
2. Admission Status was presented by Mrs. Ajitha, Coordinator Admission Committee. Measures to be taken to improve admission was discussed and decided as follows
3. To conduct the Inter School Competition and to follow-up on the schools attending the competition.

The Director said that all the promotion activities related to admission should be completed by the end of December.

4. Result Analysis for April 2024 was presented by Dr. B. Anandapriya, Vice Principal.

Decisions made

- Remedial Class to be arranged.
- The time table should be prepared and approved by the Principal.
- The result analysis of the remedial classes should be followed up.
- After the publication of the Revaluation result Focused Group Discussion will be arranged by the IQAC team for the students having more than 3 arrears.
- Batch 2020- 2021 students are to be informed to clear all their arrears paper in November 2024 Examination or latest by April 2025.
- Director suggested having Department level result analysis to know about the subject that produces a low pass percentage, and also said that attendance should be strictly maintained by the subject teachers, to restrict the students loitering around and engage the students in other activities during the class hour.
- Avoid mobile usage during the class hours. Class teachers should have a regular follow up about the students' attendance percentage, and those who have very less percentage will not be allowed to take up University Examinations.

5. Fees Details was presented by Dr. Arokiamary Geetha Rufus, Principal

- It was shared that only 25% of the fee was collected.

- It was suggested that class teachers should have a regular follow up on the fee defaulters and first term fee payment should be done by the students on or before 5th September.
- Class tutors should encourage students to apply for various private scholarships.

6. Disciplinary Issues for the June to August month was presented by Mr. John Vaseekaran, Member Disciplinary Committee.

7. Annual Plan of New Initiatives of 2024-2025 was presented by Dr.Sweety, Coordinator Shift II. It was advised that HoDs should have regular follow up on the activities to be conducted as per the action plan submitted.

8. Status of Start Up of 2023 – 2024 was presented by Dr.Sriram, HoD, Dept of Mathematics. The HoDs were informed to check on the functioning on the already initiated Startups.

9. Programme Management was briefly discussed by Dr. Fatima Vasanth, Academic Director,

- She suggested that all the Hod should meticulously follow up the Checklist for organizing events. Mail will be sent regarding this.
- To organize all the programs in a planned manner.
- Review Meetings should be conducted with officials concerned the very next day after the conduct of the programme and documented.

10. Concluding Remarks was given by Bro. Naveen F, Director and Secretary. Firstly, the Director congratulated the entire faculty team for taking care of the campus discipline. Priority of all teachers should be teaching at the foremost and all the deadlines should be strictly followed and regular reminders must be reduced. Emails and WhatsApp should be regularly checked by the Faculty members.

11. Vote of thanks was proposed by Mr. Arunan, Head, PG & Research Department of Commerce.



Attendance Sheet:

PATRICIAN COLLEGE OF ARTS AND SCIENCE			
HoDs Meeting - 20.08.2024			
S N	NAME OF THE STAFF	Department	SIGNATURE
1	Bro.Naveen Francis	Director & Secretary	
2	Dr.Fatima Vasanth	Academic Director	
3	Dr. Arokiamary Geetha Rufus	Principal	
4	Dr. Anandapriya. B	Vice Principal	
5	Dr.Subbulakshmi	HoD, Dept of Computer Applications - S1	
6	Dr. Raja. A.	HoD, Dept of Management	
7	Dr. Muthukumaravel. S.	HoD, Dept of Corporate Secretaryship - S1	
8	Dr.Meenakshi M	HoD, Dept of Accounting and Finance - S1	
9	Mr. John Vaseekaran. S.	HoD, Dept of Computer Science - S1	
10	Dr.Vijay Ganesh	HoD, Dept of English - S1	
11	Dr.Usha Jose	HoD, Dept of Social Work - S1	
12	Mr.Paulson Santhosh Nithyarajan. J	HoD, Dept of Visual Communication - S1	
13	Dr.Sriram. S.	HoD, Dept of Mathematics	
14	Mrs.Nivedha K	HOD i/c, Dept of Psychology	
15	Mr. Aruunan	HoD, Dept of Commerce - S1	
16	Mrs. Mary Julie	HoD, Dept of Languages - S1	
17	Dr.Sweety Regina Mary. S.	Coordinator - Shift 2	
18	Dr.Thenmozhi. S.	HoD, Dept of Corporate Secretaryship - S2	
19	Dr.Harihara Krishna R	HoD, Dept of Computer Applications - S2	
20	Mrs. M.S. Ajitha Purnima	HOD, Dept of Computer Science - S2	
21	Dr., Jenifer Angelen. S.	HoD, Dept of Accounting and Finance - S2	
22	Mr.Janardanam. P.	HoD, Dept of Corporate Secretaryship - S2	
23	Dr.Arul. R.	HoD, Dept of English - S2	
24	Dr. Devendiran V.	HoD, Dept of Languages - S2	

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Minutes of the HoD Council Meeting held on 22nd January, 2025

Time:12 noon

Venue: Fintan Hall, C Block

Agenda:

1. Silent Prayer
2. Admission - Mr. Paulson, Admission Coordinator
3. Publication - Dr. Jennifer Angelen, Coordinator
4. Innovation and Funded Project - Dr. Sreepriya, Coordinator
5. Placement - Mr. Ashwin, Placement Officer
6. Competitive exams - Mrs. Maria Benita, PCEC Coordinator
7. Entrepreneurship - Dr. Manjusha, ED Coordinator
8. Sports Day - Mr. Arul Murugan, Physical Director
9. Alumni meet - Mr. Ahamed Rasool, Coordinator
10. Sharing on mandatory report submission - Mr. Daniel, IQAC Coordinator
11. Any other matter
12. Concluding remarks - Officials
13. Vote of Thanks - Dr. Usha Jose, HoD, Social Work

MEMBERS PRESENT:

1. Bro. Naveen R, Director & Secretary
2. Dr Fatima Vasanth, Academic Director
3. Dr. Arokiamary Geetha Rufus, Principal
4. Dr. B. Anadapriya, Vice Principal
5. All HoDs both Shift I and Shift II

1. Silent Prayer

The meeting commenced with a moment of silent prayer led by Dr. Usha Jose, HoD of Social Work, invoking divine blessings for the deliberations.

2. Admissions – Presented by Mr. Paulson, Admission Coordinator

Mr. Paulson briefed the council on the ongoing admission strategies and status. He highlighted:

- The success of outreach programs in attracting prospective students.
- The need for departmental involvement in promoting programs through school visits and alumni engagement.
- Requested HoDs to support digital campaigns and ensure quick response to inquiries received through college platforms.

3. Publication – Presented by Dr. Jennifer Angelen, Publication Coordinator

Dr. Jennifer Angelen updated the council on:

- Upcoming publications under the PCAS Publication Division.
- Encouraged faculty and departments to contribute research articles and book chapters.
- Emphasized the importance of adhering to deadlines for volume releases planned for academic recognition.
- Suggested promoting interdisciplinary publications and ensuring peer-review processes are followed.

4. Innovation and Funded Projects – Presented by Dr. Sreepriya

Dr. Sreepriya informed:

- About the progress in submission of proposals to various funding bodies including ICSSR, DST, and UGC.



- Departments are encouraged to form small project teams and identify niche areas for funding proposals.
- Workshops on project writing and IPR will be conducted.
- Faculty members were urged to take ownership and mentor student innovations for start-up grants and competitions.

5. Placement – Presented by Mr. Ashwin, Placement Officer

Mr. Ashwin provided:

- A summary of companies scheduled for the current placement season.
- Shared department-wise placement statistics and target goals.
- Urged HoDs to ensure final year students register and participate in pre-placement training sessions.
- Emphasized resume readiness, LinkedIn profile building, and mock interview participation.

6. Competitive Exams – Presented by Mrs. Maria Benita, PCEC Coordinator

Mrs. Benita reported:

- Ongoing training programs for UPSC, TNPSC, SSC, and Banking Exams.
- Plans for a Competitive Exam Awareness Week in February.
- Requested HoDs to encourage academically inclined students to register and attend weekend sessions.
- Shared success stories to motivate departments to nominate more aspirants.

7. Entrepreneurship – Presented by Dr. Manjusha, ED Cell Coordinator

Dr. Manjusha shared:



- Updates on Entrepreneurship Development workshops and training sessions held in collaboration with EDII and StartupTN.
- Plans for a “Student Entrepreneur Expo” in March 2025.
- Requested HoDs to identify potential student entrepreneurs and mentor them for incubation support.

8. Sports Day – Presented by Mr. Arul Murugan, Physical Director

Mr. Arul Murugan announced:

- The Annual Sports Day is scheduled for February 2025.
- Departments are expected to ensure student participation in track and field events.
- Staff relay and faculty tug-of-war events will be conducted to boost engagement.
- Highlighted the importance of physical fitness awareness among students.

9. Alumni Meet – Presented by Mr. Ahamed Rasool, Alumni Coordinator

Mr. Rasool shared:

- The Annual Alumni Meet is scheduled for the second week of March.
- HoDs were requested to coordinate with department alumni representatives and ensure a strong turnout.
- Departments were encouraged to showcase alumni success stories on digital platforms.
- Plans to initiate an Alumni Mentorship Program for current students.

10. Mandatory Report Submission – Presented by Mr. Daniel, IQAC Coordinator

Mr. Daniel reminded:

- All departments must submit AQAR-related reports, activity reports, and documentation for audit purposes by 5th February 2025.

- Departments must follow the standardized format and ensure evidence is uploaded correctly.
- Offered support for departments in preparing NAAC-compliant documentation.

11. Any Other Matter

- A suggestion was made to create a centralized calendar of events to avoid overlaps.
- Dr. Prabha proposed initiating a Staff Development Series on Academic Leadership.
- Ms. Devi requested technical training for administrative coordinators.

12. Concluding Remarks – College Officials

College officials appreciated the active involvement of coordinators and HoDs. They emphasized:

- Timely execution of all initiatives.
- Cross-departmental collaboration for better outcomes.
- Student-centric and research-oriented focus for the academic year.

13. Vote of Thanks – Dr. Usha Jose, HoD, Social Work

Dr. Usha Jose extended a warm vote of thanks:

- Thanked the Management and Principal for their continued guidance.
- Expressed gratitude to all speakers for their informative updates.
- Acknowledged the cooperation of all HoDs and coordinators in making the meeting fruitful.



Attendance Sheet:

NAME OF THE STAFF		Department	SIGNATURE
1	Bro.Naveen Francis	Director & Secretary	
2	Dr.Fatima Vasanth	Academic Director	
3	Dr. Arokiamary Geetha Rufus	Principal	
4	Dr. Anandapriya. B	Vice Principal	
5	Dr.Subbulakshmi	HoD, Dept of Computer Applications - S1	
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9	Mr. John Vaseekaran. S.	HoD, Dept of Computer Science - S1	
10	Dr.Vijay Ganesh	HoD, Dept of English - S1	
11	Dr.Usha Jose	HoD, Dept of Social Work - S1	
12	Mr.Paulson Santhosh Nithyarajan. J	HoD, Dept of Visual Communication - S1	
13	Dr.Sriram. S.	HoD, Dept of Mathematics	
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15	Mr. Aruunan	HoD, Dept of Commerce - S1	
16	Mrs. Mary Julie	HoD, Dept of Languages - S1	
17	Dr.Sweetly Regina Mary. S.	Coordinator - Shift 2	
18	Dr.Thenmozhi. S.	HoD, Dept of Corporate Secretaryship - S2	
19	Dr.Harihara Krishna R	HoD, Dept of Computer Applications - S2	
20	Mrs. M.S. Ajitha Purnima	HOD, Dept of Computer Science - S2	
21	Dr., Jenifer Angelen. S.	HoD, Dept of Accounting and Finance - S2	
22	Mr.Janardanam. P.	HoD, Dept of Corporate Secretaryship - S2	
23	Dr.Arul. R.	HoD, Dept of English - S2	
24	Dr. Devendiran V.	HoD, Dept of Languages - S2	

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Minutes of the College Development Council (CDC) Meeting

Date: Monday, 30th September 2024

Time: 11:30 AM – 2:00 PM

Venue: Fintan Hall

Members Present:

- Bro. Naveen F, Director & Secretary, Chairperson
- Dr. Fatima Vasanth, Academic Director
- Dr. Arokiamary Geetha Rufus, Principal
- Dr. B. Anandapriya, Vice Principal
- Dr. Sweety Regina Mary S, Coordinator Shift II – Member Secretary
- All Heads of Departments, Coordinators of Cells/ Club and Committee

1. Opening Prayer

The meeting commenced with a prayer led by Ms. Ajitha Purnima M S, Head, Department of Computer Science (Shift II).

2. Welcome Address

Dr. Sweety Regina Mary S, Coordinator Shift II and Member Secretary, welcomed the members of the council Heads of the Departments, coordinators and introduced the agenda of the meeting.

3. Research Committee Update

Presented by: Dr. Meena B, Research Committee Convener

- Each department was requested to depute one person for managing the department's publication work.
- The Academic Director emphasized that each faculty member should publish one research paper per semester.
- It was reiterated that all faculty members should attend research programs and Faculty Development Programs (FDPs) with 100% participation.
- The ultimate goal of organizing conferences should be to publish papers.

4. ERP Update

Presented by: Ms. Mashiya Afroze F, ERP Coordinator



- The ERP system has been updated to be more simplified and mobile-friendly.
- Challenges such as internet connectivity and server issues have been identified and are in the process of being rectified.
- The ERP team noted that subject teachers were not posting attendance on time, which needs immediate correction.
- Bro. Naveen F, Director & Secretary, remarked that once the ERP app is introduced, all communication will be shifted to app notifications, which would reduce the reliance on WhatsApp.

5. IQAC Update

Presented by: Mr. Daniel Felix Joseph Chalke, IQAC Coordinator

- There should be an improvement in faculty publication, with an expectation of one paper per faculty member per semester.
- Student publications should be encouraged across departments.
- Faculty were reminded to submit documents related to FDPs and PDPs on time and apply for financial reimbursement for attending such programs.
- A periodic review of the Student Satisfaction Survey (SSS) for NAAC accreditation should be conducted, and students should be made aware of the 21 questions listed on the NAAC website.

6. Placement Cell Update

Presented by: Dr. Vaidegi T, Placement Coordinator

- The Source Hub Placement Cell collects student data for recruitment.
- Pre-interview sessions in collaboration with the PCEC will be arranged for third-year students.
- Plans include signing MoUs with certified companies to ensure long-term recruitment collaborations and aim for 100% placements.
- Dr. Meena suggested offering part-time job opportunities for fee-defaulters, but concerns were raised regarding the potential for poor attendance if students engage in part-time work.
- There was a discussion on introducing the "Loyola Model" of "earn while you learn" and launching a bakery project to offer students work opportunities.

7. PCEC Update

Presented by: Ms. Maria Benita, PCEC Coordinator

- Students were encouraged to create LinkedIn profiles to connect with broader professional networks, and they have access to six months of LinkedIn Premium.
- Overseas education was a key discussion point.
- Feedback was provided on the recently conducted "Skill for Youth" program, and plans for future MoUs under the theme "Campus to Corporate" were outlined.

8. Naan Mudhalvan Update

Presented by: Ms. Mohana Priya N, Naan Mudhalvan Coordinator

- The ongoing courses and FDPs offered by the Naan Mudhalvan initiative were presented, including the number of students and faculty involved.
- Challenges such as certificate downloads, time management, trainer competency, and the timing of online programs were highlighted.
- The Academic Director suggested drafting a formal letter to the university to assert the institution's right to manage its own academic schedule incorporating the Naan Mudhalvan courses not affecting the regular working schedule of the college.

9. Extension Activities Update

Presented by: Ms. Raichel Diana, on behalf of Dr. Mahalakshmi G, Extension Coordinator

- The various extension activities led by the Anti-Drug Cell, ED Cell, Road Safety Cell, NSS, Literacy Club, and SEEDS were discussed.
- Future collaborations with government departments to organize community-focused programs were proposed.
- AD suggested to monitor the attendance of the students in the extension programmes.

10. PIIC Update

Presented by: Dr. Sreepriya D, PIIC Coordinator

- Departments were encouraged to proactively reach out to the PIIC Cell for project-related support.
- Departments were urged to register their creative work Arts for copyrights.
- The PIIC Cell is available to assist with securing research funding.



11. Publication Division Update

Presented by: Dr. Jeniffer, Publication Division Coordinator

- All departmental conference proceedings will be published by the division with an ISBN.
- The process of obtaining an ISSN number is ongoing.

12. Principal's Concluding Remarks

Presented by: Dr. Arokiamary Geetha Rufus, Principal

- The English Department is eligible to become a research department and the process of application is on.
- ERP profiles of students must be completed, and the Anti-Ragging Form needs to be filled.
- Departments were urged to ensure 100% publication output and required reimbursement for the same.
- The initiative of Placement Cell and PCEC was appreciated particularly training by Team Everest. She highlighted the value of Professional certificates for placements.
- The Naan Mudhalvan exams should not overlap with other exams, and a faculty member must always be present during Naan Mudhalvan classes.
- She appreciated the Psychology Department and BCA (Shift II) Department for their strong alumni turnout.

13. Director & Secretary's Concluding Remarks

Presented by: Bro. Naveen F, Director & Secretary

- The Director acknowledged the excellent practices of the college but noted the need for better prioritization of tasks.
- Mark entries on the ERP system need to be completed on time, and time management strategies were recommended.
- Director concluded with a reflective note on alumni engagement, asking, "What have we given for them to come back?"

14. Adjournment

The meeting concluded with the Vote of Thanks by Mr. Paulson Santhosh Nithyarajan J L Head, School of Media Studies.



Minutes of the College Development Council (CDC) Meeting

Academic Year: 2024–2025

Date: Tuesday, 25th March 2025

Time: 11:30 AM – 2:00 PM

Venue: Fintan Hall

Members Present:

- Bro. Naveen F, Director & Secretary, Chairperson
- Dr. Fatima Vasanth, Academic Director
- Dr. Arokiamary Geetha Rufus, Principal
- Dr. B. Anandapriya, Vice Principal
- Dr. Sweety Regina Mary S, Coordinator Shift II – Member Secretary
- All Heads of Departments, Coordinators of Cells/ Club and Committee

Opening Prayer

The meeting commenced with a prayer led by **Mr. John Vaseekaran S**, Head, Department of Computer Science (Shift I).

Welcome Address

The Welcome Address was delivered by **Dr. Sweety Regina Mary S**, Coordinator of Shift II and Secretary of the CDC. She extended a warm welcome to all dignitaries, officials, faculty members, and presenters.

1. IQAC Report – Mr. Daniel Felix, Coordinator, IQAC

- Submissions completed: **AQAR, NIRE, and AISHE.**
- An additional submission was made for the **India Today Rankings.**

Upcoming Events:

- Focused Group Discussions
- Student Feedback on Teaching Effectiveness
- Faculty Development Program (FDP) in June 2025
- Open Forum for Faculty – A platform to share suggestions and ideas for the betterment of the college.

Remarks from Academic Director:

- The Academic Director emphasized the need for a dedicated Open Forum for Faculty, similar to the platform already available for students.
- This forum will serve as a confidential medium for faculty members to express their opinions and suggestions directly to the Director and Secretary.
- Acknowledging the hesitation often felt in speaking openly, the Academic Director assured that individual names will not be disclosed, and feedback will be channelled constructively.
- The aim is to encourage openness without fear of consequences, promoting a healthy culture for the growth of the institution.

Director and Secretary's Comments:

- The Director stated that he has personally engaged with faculty members to collect their feedback.
- It was noted that open group feedback can be challenging due to concerns about accountability and repercussions.
- Despite these concerns, it was emphasized that truth will prevail at the end. Hence courageous, honest communication is encouraged.
 - Personal feedback sent directly to the Director.
 - Departmental concerns addressed publicly when necessary.

2. Patrician Research Centre

- The core idea of the Research Centre is to actively involve Postgraduate students in research, which is also reflected in the initiatives of the IQAC.
- **Future Plans:**
 - An ATR on Research is scheduled to be completed by June 15.
 - A Best Researcher Award will be introduced this year for faculty members, recognizing outstanding contributions to research.
 - Overall, the research output so far has been positive and encouraging.
- **Remarks by Director and Secretary:**
 - Director and Secretary emphasized the importance of faculty members taking greater effort and involvement in research activities.

- He also shared his concern for the PG students, highlighting that within the first three months of joining, students should be well-acquainted with research methodology.
- This early exposure would enable them to identify and narrow down their research area by the second year, thus allowing them to approach their thesis work in a more structured and effective manner.

3. PIIC / Project Committee – Dr. Sreepriya D, Coordinator

- The college has received the Innovation Cell recognition for the 6th consecutive time, securing a 4-star rating with a score of 85.37 and 32 reward points.
- Notably, 30 faculty members successfully completed the Innovation Ambassador Training, making our college the only one in Chennai with such a high number of trained ambassadors.

Challenges & Suggestions:

- A concern was raised regarding the need for better collaboration between various cells and clubs of the institution (such SEEDS, and UBA) and government departments.
- It was emphasized that community engagement initiatives must be systematically maintained and documented.

Principal's Remarks:

- The Principal noted that the college has already conducted 31 activities in collaboration with government departments, such as the Road Safety Awareness Programme.
- The primary concern is not the lack of activities but rather the need for proper documentation and collection of reports from the respective clubs and cells.

4. Source Hub – Placement Cell

Mr. Ashwin, Placement Officer

- Mr. Ashwin delivered a presentation using the catchy theme "WIP: Work In Progress", highlighting the continuous efforts of the placement team.
- A total of 75 students were selected through on-campus interviews.
- Offer letters will be issued on 11th April, which will be celebrated as Placement Day.

Principal's Remarks:

- The Principal commended the Placement Cell for their dedicated and tireless efforts in securing opportunities for students.

Academic Director's Suggestions:

- The Academic Director emphasized the importance of introducing pre-placement training from the first semester, ensuring students are prepared early for recruitment.
- Additionally, a survey on students pursuing higher studies is to be conducted by Professor Benita, to gain insights into academic progression and student aspirations.

5. Patrician Career Enhancement Cell (PCEC)**Ms. Maria Benita, Coordinator**

- Through the PCEC, Tech Mahindra conducted a training program for 300 selected final-year UG and PG girl students.
- Certificates for successful completion of the training have been received.

Challenges Highlighted:

- A key concern raised was the lack of peer group involvement, particularly with regard to XL training sessions, which are crucial for students' career development.

6. Alumni Association – Mr. Rasool, Coordinator**Break-off Celebration (Farewell Programme):**

- Proposed Dates: **8th & 9th April 2025** (aligned with photo session schedule).
- **Venue:** Respective classrooms
- **Time:** After break – Shift I and Shift II at their respective timings.

Discussion Points:

- Academic Director raised concerns regarding past farewell events causing disruptions.
- Director and Secretary agreed that large-scale gatherings should be avoided, suggesting a department-wise Break-off Celebration instead.
- Celebration should be simple, respectful, and well-supervised.
- Final consensus: The Break-off Celebration will take place after the photo sessions, with 1st and 2nd-year students leaving, and 3rd-year students continuing with their departmental celebrations.

7. Publication Wing – Dr. Jenifer, Coordinator

Challenges Highlighted:

- Many of the submitted articles lack proper formatting and alignment.
- Essential components such as the preface and introduction are often missing, which are critical for any book intended for publication.
- While submissions are being made within deadlines, there are quality concerns regarding completeness and structure.
- Another significant challenge is the financial aspect of publishing. The Publication Wing faces difficulties in managing printing costs, especially since the college charges only a minimal fee for publication services.

Director and Secretary's Remarks:

- In response to these challenges, the Director and Secretary shared that the college plans to procure a high-end printing and binding machine worth ₹40 lakhs.
- Once acquired, this machine will facilitate in-house printing and binding, streamlining the publication process and enhancing efficiency.

Conclusion

The CDC meeting highlighted key academic, and developmental updates across departments. The Director and Secretary appreciated the efforts of all coordinators and emphasized collaboration, communication, and commitment toward continuous institutional growth.

