

ANNAI THERESA ARTS AND SCIENCE COLLEGE



(Co-Education)
Managed by Thirukazhukundram Educational Research and Training Centre
Affiliated to the University of Madras
ISO 9001:2015 Certified
Sadras Road, Mangalam, Thiruzhukundram, Chengalpet - 603 109.
Phone No: 044-2744 7991, 9384662520



Dr.S.Kamalakkannan
Principal

Date :

20.06.2023

ATASC/Circular/Staff Meeting/2023-2024/03

To

All the staff members

Staff members are hereby informed that Annual General staff meeting will be held on 21.06.2023, 12.30 p.m at Seminary Hall. Staff Members are asked to attend the meeting without fail.

Agenda

1. Review of Annual Activity for the academic year 2022-2023.
2. Effective activation of Student redressal Committee
3. Extension of working from 1.30 p.m. to 2.00 p.m.
4. Choosing of Add on courses through Nan Mudhalvan or SAWAYAM or NPTEL mode.
5. University valuation duties & class adjustment
6. Conducting IIC activities.
7. Admission process and to improve the admission for science courses
8. Association and club activities
9. Introducing of digital library and online student attendance entry system
- 10.Any other matter.

Principal

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