



# K.M.G. COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

R.S. ROAD, AMMANANGUPPAM, GUDIYATTAM - 635 803.

Approved by Govt. of Tamilnadu & Permanently Affiliated to Thiruvalluvar University

Recognized under section 2(f) and 12(B) of the UGC Act, 1956

Accredited by NAAC with 'A' GRADE (CGPA of 3.24/4 - 2<sup>nd</sup> Cycle)



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## Student Affairs Committee

Academic Year 2025–2026

### Second Meeting Report

**Date: 16.09.2025, Tuesday**

**Venue: K.M.G. Seminar Hall**

The Second Meeting of the Student Affairs Committee for the Academic Year 2025–2026 was conducted on 16.09.2025 as per the scheduled circular. The meeting focused on reviewing the implementation status of the resolutions passed in the First Meeting held on 09.07.2025, evaluating the effectiveness of disciplinary and welfare mechanisms, and reinforcing compliance standards aligned with Institutional quality frameworks.

The members deliberated on the progress achieved, identified areas requiring further attention, and resolved to strengthen monitoring mechanisms to ensure sustained discipline, student welfare, and adherence to Institutional policies and quality objectives.

#### Agenda-wise Deliberations and Resolutions

**1. Confirmation of Minutes of the First Meeting**

The minutes of the First Meeting were reviewed and confirmed without modifications.

**2. Review of Action Taken Report (ATR)**

The Committee examined the progress of all previously approved resolutions. Members expressed satisfaction with the timely implementation and documentation practices.

**3. Report on Orientation Programme on Code of Conduct**

The Orientation Programme was reported as successfully conducted for first-year students, covering discipline norms, ethical behavior, grievance mechanisms, and anti-ragging provisions.

**4. Status of Anti-Ragging Awareness and Monitoring**

It was confirmed that affidavits were collected and awareness measures were in place. Monitoring mechanisms remain active and vigilant.

**5. Review of Disciplinary Cases (If Any)**

Cases recorded during the semester were reviewed confidentially. Appropriate corrective actions were implemented in accordance with Institutional policy.

**6. Monitoring of Mobile Phone and Dress Code Compliance**

Compliance levels were found satisfactory, with periodic monitoring by faculty members and Class Coordinators.

**7. Student Welfare and Counseling Interventions**

Counseling referrals were made in identified cases. Preventive counseling measures were appreciated as a progressive initiative.

**8. Parent Communication and Grievance Handling Status**

Parent communication protocols were effectively implemented in serious cases. Grievances were addressed within a reasonable timeframe.

**9. Mid-Semester Trend Analysis of Discipline Cases**

A categorized analysis of cases was presented, identifying patterns and recommending preventive measures.

**10. Corrective and Preventive Measures**

The Committee resolved to strengthen awareness, documentation, and early intervention strategies.

The review process was aligned with quality governance principles recommended by the National Assessment and Accreditation Council and regulatory compliance standards wherever applicable under the All-India Council for Technical Education.

**ACTION TAKEN REPORT (ATR) – SECOND MEETING**

<b>Sl. No</b>	<b>Resolution Passed</b>	<b>Action Proposed</b>	<b>Action Taken</b>	<b>Evidence Available</b>	<b>Status</b>
1	Monthly Discipline Monitoring	Conduct monthly review	Monthly discipline review meeting conducted; case updates documented	Meeting Minutes	<b>Completed</b>
2	Strengthen Documentation	Improve record maintenance	Structured Digital Excel Log introduced for systematic case tracking and data consolidation	Excel Log	<b>Completed</b>
3	Install Awareness Posters	Display discipline & ethics posters	Discipline, Ethics, and Code of Conduct posters displayed across campus blocks	Photographs	<b>Completed</b>

4	Formalize Counseling Referral	Create referral format	Standardized Counseling Referral Form developed and implemented through Class Coordinators	Referral Records	Completed
5	Trend Analysis of Cases	Analyze mid-semester cases	Mid-semester discipline case summary prepared with categorized analysis	Analysis Sheet	Completed

**Photographic Evidence**



### Concluding Remarks

The Second Meeting primarily focused on monitoring and performance evaluation. The Committee noted measurable improvement in documentation quality, preventive awareness initiatives, and structured intervention mechanisms.

Systematic discipline monitoring, digital documentation practices, and data-driven trend analysis reflect progressive governance aligned with national accreditation quality parameters. The Committee resolved to sustain the momentum and further institutionalize evidence-based decision-making.

The next meeting will review semester-end outcomes and assess the long-term impact of preventive and corrective strategies implemented during the academic year.

*S. Jayagan*  
16/09/25  
**CO-ORDINATOR**  
**STUDENT AFFAIRS**  
K.M.G. COLLEGE OF ARTS & SCIENCE  
GUDIYATTAM - 635 803

*S. Jayagan*  
16/9/25  
**Principal**  
**PRINCIPAL,**  
K.M.G. COLLEGE OF ARTS AND SCIENCE  
(AUTONOMOUS),  
GUDIYATTAM - 635 803

S. No.	Designation	Name & Position	Signature With Date
1	Chairperson	Dr. C. Dhandapani, Principal.	<i>S. Jayagan</i> 16/9/25
2	Student Welfare Officer	Dr. J. Jayakumar, Assistant Professor & Head, Department of Tamil.	<i>S. Jayagan</i> 16/9/25
3	IQAC Coordinator	Mr. B. Balaji, Assistant Professor, PG and Research Department of Chemistry.	<i>B. Balaji</i> 16/09/2025
4	Women's Representative	Dr. J. Thirumagal, Assistant Professor & Head, PG and Research Department of Biochemistry.	<i>J. Thirumagal</i> 16/09/2025
5	Anti-Ragging Committee Representative	Dr. P. Bhavani, Assistant Professor & Head, PG Department of English.	<i>P. Bhavani</i> 16/9/25
6	Counselor	Mr. K. Jayasankar, Assistant Professor, PG Department of Computer Science.	<i>K. Jayasankar</i> 16/09/25
7	Student Representative	Selvan. U. S. Vinodhan, II – Year, PG and Research Department of Microbiology.	<i>Selvan. U. S. Vinodhan</i> 16/9/25