



SANATANA DHARMA COLLEGE

ALAPPUZHA

Affiliated to the University of Kerala
Reaccredited by NAAC with A+ grade



CRITERION 2

TEACHING-LEARNING & EVALUATION

2.5.1

SAMPLE MINUTES (CLMC)

Minutes of CLMC Meeting held on 25th November 2019 at 11 am

Venue: IQAC Room

Agenda:

1. PG Attendance
2. UG Fee Payment
3. S5 UG Attendance Submission

CLMC was held with Dr. P R Unnikrishna Pillai (Principal) in the Chair. Other Members present were:

1. Dr. P R Unnikrishna Pillai - Sd/-
2. Sri Asokan V.C. (CLMC Coordinator) - Sd/-
3. Dr. T R Anilkumar - Sd/-
4. Dr. C Krishnakumar- Sd/-
5. Dr. C Dileep - Sd/-
6. Dr. P S Parameswaran - Sd/-
7. Dr. S. Ajayakumar - Sd/-
8. Smt. Praseeda Varma R - Sd/-
9. Dr. T R Sherly - Sd/-
10. Dr. Devi K Varma -Sd/-
11. Smt. Arya S- Sd/-
12. Dr. Rajeshkumar S - Sd/-

Business Transacted:

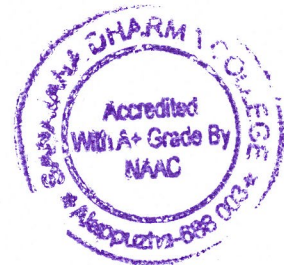
Agenda 1: Attendance, Fees & PG CA marks Entry

- PG S3 Attendance to be submitted - The dates for PG S3 End Semester Examinations have been announced. The attendance consolidation for the same has to be done and submitted before 30 November 2019.
- S1 UG Fees to be remitted according to the list circulated by the CLMC Coordinator. S1 UG examination fees has to be remitted online through the Student Login in the University Website. Class tutors must assist the students in doing this. The courses for examination registration must be chosen carefully without mistakes. If the students report any mistakes in exam registration, the same can be corrected at the tutor verification level.



- S3 PG CA marks upload date has been extended by the University. Those Departments which have not completed the entry of CA marks should complete it soon and send it for verification.
- S5 UG Attendance to be submitted - The consolidated attendance of Semester 5 UG must be submitted before 30 November 2019. Any grievance must be resolved at tutor and HoD level and written complaints forwarded to the CLMC.

The meeting ended at 12:00 pm.



Minutes of CLMC Meeting held on 12th June 2018 at 11:30 am

Venue: Golden Jubilee Auditorium

Agenda:

1. Maintenance of Attendance
2. Consolidation of Attendance at the end of each Semester

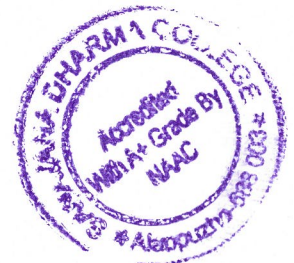
CLMC was held with Dr. P R Unnikrishna Pillai (Principal) in the Chair. Other Members present were:

1. Dr. P R Unnikrishna Pillai - Sd/-
2. Ashokan V C (CLMC Coordinator) - Sd/-
3. Dr. R Unnikrishnan - Sd/-
4. Praseeda Varma R - Sd/-
5. Dr.S. Jeyakumar - Sd/-
6. Arya S - Sd/-
7. Dr. Rajesh S R - Sd/-
8. Santhosh Kumar S - Sd/-
9. Dr. G Valsala Devi - Sd/-
10. Dr. B Usha Kumari - Sd/-
11. Dr. V S Harikumar - Sd/-
12. Dr. R Sreekumar - Sd/-

Business Transacted:

Agenda 1: Maintenance of Attendance

- **Principal** - The Principal instructed to maintain the attendance of the students strictly and to publish the attendance of the students in the Department every month and to report the list of students having shortage to the college office. The consolidation of attendance for each semester must be done as soon as the working days for the semester end. The eligibility of students to attend End Semester Examinations must be notified to the CLMC.
- **CLMC Coordinator** - The CLMC Coordinator informed the committee that attendance is to be calculated strictly as per the directives of the University of Kerala. Minimum



attendance for attending University Examinations should be calculated using the aggregate of all Courses in the semester, whereas the marks for attendance in Internal Assessment is to be calculated on the basis of classes attended for the respective course. He quoted the excerpt from the CBCSS regulation dated 30/10/2010 - **Regulations for the First Degree Programmes in Affiliated Colleges, 2009**

- He also informed that a date for publication of final attendance in each semester would be fixed and notified by the CLMC. All HODs must ensure that attendance is displayed on the Department Notice Board on the said date. Any grievance with regard to attendance calculation must be resolved by the HODs concerned and any written complaints regarding the same should be reported to the CLMC Coordinator.
- **Heads of Departments** - The HODs of various departments suggested that a common date for students to submit their Duty Certificates (NSS, NCC etc.) should also be specified so that attendance calculation will be easy for Class Tutors. A list of students lacking the minimum attendance would then be published. Students eligible for condonation on various grounds can be allowed to apply for the same.
- The suggestion of HODs was accepted by the CLMC and the Principal. CLMC Coordinator agreed to give a common date for submission of duty certificates. He also informed the members that a list of students applying for condonation from each class must be retained with the class tutor for future reference.

The meeting ended at 12:30 pm.

