



CMS COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-25)
CMS Nagar, Eranapuram Post, Namakkal Dt., Pin : 637 003. Tamilnadu, India.

Contact No: 98433 46065, 84899 10651.

Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengg@gmail.com, principal602@gmail.com

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional strategic/ perspective/development plan etc.,

1. HR Policy
2. Organogram
3. Decentralization
4. Academic Calendar for 2022-2023
5. Appointment and Procedures
6. Deployment of institutional strategic / Perspective / Development Plan




Dr. K. MAHADEVAN, B.E., M.E., Ph.D.
PRINCIPAL
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HR POLICY MANUAL



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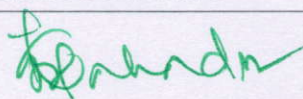
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HR POLICY

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1-GENERAL

1.2 These Regulations shall pertain to the staff employed by the CMS Educational Trust and the CMS College of Engineering.

2-RECRUITMENT AND ADVANCEMENT

2.1 Preliminary Evaluation

- 2.1.1 Typically, recruitment occurs bi-annually in May and November.
- 2.1.2 The Principal shall convey the number of openings in various positions to the management for approval/information, based on student enrollment, existing faculty, and staff resignations or terminations.
- 2.1.3 Open positions will be publicized in prominent English newspapers.
- 2.1.4 The respective Screening Committee will assess the received applications.
- 2.1.5 Shortlisted candidates will be notified through both call letters and telephone communication by the administrative officer.

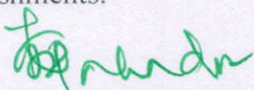
2.2 Selection Interview

- 2.2.1 The Interview Committee will comprise the Principal/Management Representative, Academic Council members, department Heads, and subject matter experts.
- 2.2.2 Applications will be shortlisted through a written test or based on qualifications and experience. Shortlisted candidates will be invited for a personal interview, and selection decisions will be made based on merit.
- 2.2.3 Direct interviews will be conducted for administrative positions. The Selection Committee will be formed by the Chairman following guidelines approved by the Governing Council.

2.3 Compensation Determination

- 2.3.1 The Selection Committee will set the pay for selected candidates according to AICTE norms for the respective position, as approved by the Governing Council, considering qualifications, experience, and other accomplishments.




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2.3.2 Higher pay packages for exceptionally meritorious and experienced candidates will be determined by the Selection Committee, subject to the Chairman of the Trust's approval.

2.4 Career Advancement

For promotions to higher positions, the appointment and initial pay fixation will follow prescribed norms outlined in TABLES – I, II, III & IV attached. A Committee, specially constituted by the Chairman of the Trust, will review promotion cases and seek approval from the Principal and the Chairman of the Trust.

2.6 Health Assessment

Candidates offered employment must provide a medical fitness certificate as specified by the Trust/College Principal before joining duty. Employment offers are contingent upon the candidate being deemed medically fit.

3 - REGULATIONS AND DIRECTIVES FOR ACADEMIC PERSONNEL

3.1 Work Hours: The standard operational hours for the College are designated from 7:30 AM to 4:00 PM, inclusive of a lunch break spanning from 12:30 PM to 1:15 PM on weekdays.

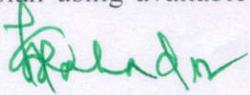
3.2 Attendance: Every staff member is required to log their attendance in the provided registers at their respective department in the morning upon arrival. A maximum of two delayed entries is permissible within a calendar month. Subsequent late arrivals will result in the deduction of half a day of casual leave for each occurrence.

3.3 Dress Code: Male staff members are required to wear full trousers paired with full-sleeved shirts, tucked in, and are expected in shoes. Female staff members are expected to be attired in sarees. It is mandatory for all staff to wear their ID cards visibly around the neck, positioned in a manner easily readable by others.

4- ROLES AND RESPONSIBILITIES - PRINCIPAL

4.1 Assisting the Management in formulating policies and making decisions to achieve set objectives, particularly in drafting a comprehensive plan using available resources to construct




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high-quality buildings for administrative and academic purposes, hostels, student facilities, sports facilities, guest accommodations, seminar halls, auditoriums, staff quarters, recreation centers, etc., while also considering future expansion and development needs.

4.2 Coordinating activities with Anna University, ,DOTE,AICTE, State Government, NAAC and NBA for matters related to affiliation, approvals, admissions, and accreditation, among other related tasks.

4.3 Developing short-term and long-term plans and establishing priorities.

4.4 Implementing the mission, goals, and policies of the Governing Council, with a focus on promoting discipline and ensuring quality education.

4.5 Overseeing curricular, academic, and related activities, and fostering the growth of faculty.

4.6 Supervising overall discipline, growth, and advancement of the college.

4.7 Facilitating student admissions under various quotas including Government, Management, and NRI .

4.8 Engaging with industries, leading institutions, research organizations, etc., nationally and internationally, and formalizing agreements through MOUs.

4.9 Encouraging and inspiring students and staff to collaborate effectively.

4.10 Recognizing the hidden talents of individual students and undertaking efforts to nurture their personalities.

4.11 Enhancing the environmental conditions of the campus to create a conducive atmosphere for study and work, including ensuring a consistent supply of clean water, electricity, constructing quality roads, planting trees and flowers, developing lawns, and installing fountains.

4.12 Overseeing the overall administration, including budget preparation, and monitoring the progress and development of the college to elevate its status as an institution of high potential and excellence.

4.13 Taking necessary actions to enhance placement services for students.




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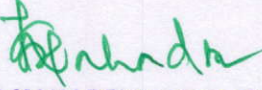
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- 4.14 Collaborating with management for the recruitment of both teaching and non-teaching staff.
- 4.15 Representing the institution in legal and judicial matters.
- 4.16 Supervising university and other examinations.
- 4.17 Undertaking additional tasks assigned by the Management & Governing Council.
- 4.18 Organizing periodic meetings for Heads of Departments (HOD) and staff.
- 4.19 Promoting research and consultancy activities within the college.
- 4.20 Managing scholarships and their disbursement.
- 4.21 Organizing events such as Graduation Day, College Day, Sports Day, and Freshers Induction Day.

5 – HEADS OF DEPARTMENTS

- 5.1 Coordinating the efforts of faculty and support staff within the department to deliver quality education to students and accomplish the college's objectives.
- 5.2 Strategizing and overseeing departmental activities.
- 5.3 Establishing schedules for syllabus coverage, internal assessments, and semester timelines.
- 5.4 Enhancing the availability of departmental necessities such as staff, equipment, library materials, textbooks, and infrastructure.
- 5.5 Compiling and presenting the annual departmental budget to the Principal.
- 5.6 Creating, installing, and managing departmental laboratories.
- 5.7 Organizing departmental meetings.
- 5.8 Recognizing and nurturing outstanding and talented students, fostering their pursuit of further advancement.
- 5.9 Providing guidance and support to students through counseling.




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5.10 Identifying and motivating faculty to pursue research projects and successfully execute them by seeking funding from various sources.

5.11 Assisting the Principal in administrative and other related matters.

5.12 Regularly reporting to the Principal on all academic, administrative, disciplinary, and research-related issues.

5.13 Arranging and participating in seminars and continuing education programs.

5.14 Initiating measures to enhance interaction between the institute and industry.

5.15 Encouraging staff members to engage in research projects, consultancy work, and publication in high-impact national and international journals.

5.16 Organizing various continuing education programs for practicing engineers and industry workers.

5.17 Reviewing teachers' course files and recommending corrective actions as necessary.

5.18 Maintaining all records as required by NBA/ISO accreditation standards.

5.19 Completing the performance appraisal proforma for each faculty member in the department and submitting it to the Principal annually, along with their self-assessment form.

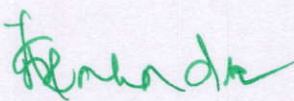
6 - FACULTY IN THE DEPARTMENT

6.1 The distribution of teaching duties will be determined by the Head of Department (HOD) considering the Faculty Member's expertise and preferences.

6.2 Beyond the teaching responsibilities, Faculty Members are expected to assume additional tasks assigned by the HOD/Principal in academic, co-curricular, or extracurricular activities, as well as engage in research and consultancy projects.

6.3 Each senior Faculty Member is required to conduct a seminar on a chosen topic at least once per semester for other faculty members.




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6.4 Faculty Members are responsible for maintaining accurate student attendance records, noting the roll numbers of absentees daily in the Master attendance Register located in the Department after each class/laboratory session.

6.5 Prior approval and proper arrangements for class/lab/supervision must be made when a Faculty Member plans to take leave. In emergencies, the HOD or the next senior faculty member should be promptly informed, along with suggested alternative arrangements.

6.6 Faculty Members should present themselves professionally and avoid displaying favoritism toward any particular segment or individual student.

6.7 The Faculty Advisor must regularly update the student's personal file and make it available for inspection by the HOD/Principal, as applicable.

6.8 Each faculty member is required to complete the self-assessment proforma provided in Chapter 30.1 annually and submit it to the HOD.

7 – TRAINING AND PLACEMENT OFFICER

7.1 Responsible for overseeing the training and employability initiatives for students.

7.2 Establishing and maintaining strong connections with the industry for student placements.

7.3 Collecting Feedbacks from companies participating in placement activities.

7.4 Coordinating training programs for enhancing students' soft skills and interview proficiency, utilizing both in-house and external resources.

7.5 Facilitating workshops on entrepreneurship.

7.6 Creating departmental Placement Brochures.

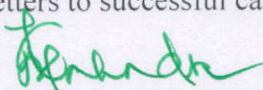
7.7 Extending invitations to potential companies for on-campus recruitment.

7.8 Enrolling students for placements based on specified qualifications.

7.9 Coordinating logistics and facilities for interview dates.

7.10 Collecting and distributing appointment letters to successful candidates.




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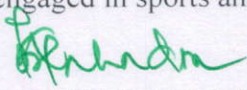
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- 7.11 Organizing industrial visits and facilitating in-plant training.
- 7.12 Striving for optimal placement opportunities for students.
- 7.13 Providing guidance to students on diverse interview techniques, group discussions, and aptitude tests.
- 7.14 Regularly conducting IQ tests.
- 7.15 Planning and conducting Personality Development Workshops.
- 7.16 Coaching students in aptitude tests, interview strategies, and group discussions.
- 7.17 Issuing notifications about various competitive examinations.
- 7.18 Assisting students interested in pursuing Higher Education.
- 7.19 Coordinating Faculty Development programs with industry experts. Establishing Memorandums of Understanding (MoUs) with industries for student training, Faculty Development Programs (FDP), research collaborations, guest lectures, etc.

8 – PHYSICAL DIRECTOR

- 8.1 Coordinating the efforts of the physical education department staff to ensure efficient operations.
- 8.2 Developing plans and schedules to manage student access to departmental equipment, grounds, and other facilities
- 8.3 Formulating and presenting the annual budget to the Principal.
- 8.4 Planning and executing University, State, and TIES tournaments when assigned.
- 8.5 Participating in university-level meetings related to physical education.
- 8.6 Facilitating the training of oneself and colleagues in advance programs.
- 8.7 Proposing modifications and advancements for implementation in the Department.
- 8.8 Maintaining discipline among all students engaged in sports and games.




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8.9 Coordinating inter-departmental sports, inter-collegiate, and university-level competitions.

8.10 Supporting the Principal in upholding discipline on the campus.

9 - LIBRARIAN

9.1 Overseeing the overall operational efficiency of the library.

9.2 Acquiring and managing the inventory of books.

9.3 Gathering requisitions from various departments and facilitating the procurement process.

9.4 Procuring recommended new journals and renewing subscriptions.

9.5 Coordinating and overseeing library activities, including staff management.

9.6 Introducing and maintaining Library Automation and overseeing the Digitization of Library resources.

9.7 Identifying and recommending staff members for additional training.

9.8 Formulating the annual budget for the library.

9.9 Managing library records administration.

9.10 Providing information on all matters pertaining to the library.

9.11 Regularly updating records, books, and computer systems.

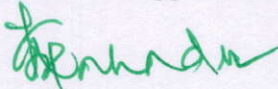
10 – TECHNICAL STAFF

10.1 Assisting in the setup, functioning, and upkeep of laboratory equipment, including calibrations.

10.2 Assisting in the planning and execution of practical and drawing sessions.

10.3 Assisting in the requisition and procurement of supplies and consumables for laboratories and workshops.




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10.4 Supporting faculty members in research, consultancy, and testing activities related to projects.

10.5 Providing assistance to faculty in matters concerning design, fabrication, and computer-related task

10.6 Contributing to the management of water and electricity supply on campus.

10.7 Assisting in the operation of telecommunication systems, intercoms, internet services, and audio-visual aids.

10.8 Assuming specific responsibilities during the organization of events, workshops, and seminars, particularly those assigned to them.

11 - OFFICE MANAGER

11.1 Organizing and maintaining records of students' files.

11.2 Managing and updating staff personal files.

11.3 Keeping track of both incoming and outgoing correspondences through registers with comprehensive details.

11.4 Arranging the issuance of bonafide certificates.

11.5 Overseeing attendance management through computerized systems when implemented

11.6 Maintaining and updating notice boards for information dissemination.

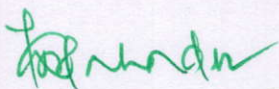
11.7 Supervising the procurement, storage, and distribution of stationery .

11.8 Collecting suggestion slips and presenting them to the Principal for further consideration.

11.9 Providing the Principal with a list of students with unsatisfactory attendance midway through each semester, ensuring timely communication to students and parents.

11.10 Assisting the Principal in the preparation of reports for AICTE, University, Government, and NBA, etc.




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12 – ACCOUNTS OFFICER

12.1 Strategizing, organizing, and maintaining accounts for the college, hostel, and general stores.

12.2 Managing petty cash accounts and advances.

12.3 Keeping accounts for research projects sponsored by AICTE, DST, CSIR, etc.

12.4 Serving as the auditee for internal audits on a monthly basis and external audits annually.

12.5 Handling all types of deposits and refunds, including maintaining relevant records.

12.6 Processing bills through and from the Chairman's office.

12.7 Compiling monthly salary statements.

12.8 Assisting with the Principal in the formulation of the annual budget. 12.10 Ensuring the overall effectiveness of the college office's accounting section and managing the accounting staff.

13 - CLASSROOM INSTRUCTIONS

13.1 Upon receiving the subject allotment, the Faculty Member is required to develop a lesson plan, organized hour by hour.

13.2 The lesson plan and course file, including preface, previous year university question papers, notes, handouts, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, assignments (if any), feedback analysis report, etc., must be submitted for approval to the HOD and Principal.

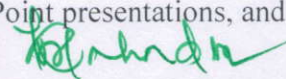
13.3 The Faculty Member's log book should be consistently updated and made available for inspection monthly by the HOD/Principal.

13.4 The Faculty Member must arrive in the classroom at least 5 minutes before the scheduled time.

13.5 It is essential for the Faculty Member to utilize the entire 50-minute class duration and refrain from leaving the class early.

13.6 Incorporating teaching aids such as PowerPoint presentations, and models is encouraged.




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13.7 Faculty Members should foster an environment where students feel comfortable clarifying doubts and asking questions.

13.8 Regularly obtaining feedback from students and adjusting teaching methods accordingly is crucial.

13.9 Special attention should be given to academically weak students, and special classes may be conducted for their benefit.

13.10 In subjects requiring problem-solving skills, tutorials should be regularly conducted, and tutorial problems provided to students at least one week in advance

13.11 Communication with the class advisor or counselor is essential for reporting habitual absentees, academically weak students, and objectionable behavior.

13.12 Aiming for a 100% pass rate in subjects is a constant goal for Faculty Members.

13.13 Encouraging and motivating students to showcase creativity and originality is part of the teaching approach.

13.14 Test papers should be graded within three days of the test date, and the marks should be submitted to the HOD with remarks for forwarding to the Principal.

14 - LABORATORY

14.1 Before assigning laboratory work to students, the Faculty Member responsible for the workshop or laboratory must personally carry out the experiments to ensure satisfactory results.

14.2 Whenever feasible, extra experiments aimed at providing further clarification or enlightenment to students should be introduced.

14.3 Immediate correction of lab observations/records is necessary, preferably during the same session or at the latest, before the next class.

14.4 The lab in charge is responsible for creating and maintaining comprehensive laboratory manuals.




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14.5 Regular maintenance and calibration of experiments should be conducted as part of routine procedures.

15 - ASSESSMENT AND EXAMINATION

15.1 While overseeing examinations, the Faculty Member should maintain continuous vigilance by actively moving around and avoiding prolonged sitting in one place. Close monitoring is essential to prevent any malpractice during exams/tests.

15.2 In cases where malpractice is observed, the Faculty Member is required to obtain a written statement from the student involved and promptly inform the University Representative/Chief Superintendent. (In the case of cycle tests/Model Examinations, the Class Coordinator and the relevant HOD should be informed.)

15.3 Faculty members must exercise fairness and impartiality when assigning internal marks or selecting outstanding students within the department/college. Such decisions should strictly adhere to prescribed norms and should not be influenced by factors such as region, language, religion, caste, parental status, personal relationships, etc.

15.4 Any other instructions given time to time by University or Institution regarding the conduct of the examination / test must be followed

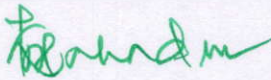
16. RESEARCH AND PUBLICATION POLICY

16.1.1 PARTICIPATION IN NATIONAL CONFERENCES

- Faculty members are deputed for presenting papers accepted for both presentation and publication in the proceedings.
- Event registration and Travel Allowance/Dearness Allowance (TA/DA) will be provided.
- Each teacher may be considered for deputation a maximum of twice per year, on a first-come, first-served basis.
- Preference will be given to those invited to chair sessions and key notes speakers.

16.1.2 PARTICIPATION IN INTERNATIONAL CONFERENCES




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PRINCIPAL
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Contact No: 98433 46065, 84899 10651.

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- Deputation is allowed for presenting papers selected after peer review for presentation and publication in the proceedings.
- The institution provides the registration fee and the way travel fare.
- Paper presenters must return to and serve the institution for at least two years, or the sanctioned amount must be returned to college at the time of leaving.
- Faculty can avail this opportunity once in every years.

16.1.3 PROJECT FUND INCENTIVE

- A project fund incentive of 10% of the total value of funded projects will be awarded to staff to cover travel and other related project expenditures.

16.2 INCENTIVE FOR TEXTBOOK PUBLICATION

- Authors of national/international level textbooks published in relevant subjects will receive an incentive of Rs. 10,000 for each publication.

16.3 FACULTY DEPUTATION FOR HIGHER STUDIES:

- A maximum of 1 faculty member from any department can be deputed for Ph.D. programs with a reduction of 2 days per week in terms of workload. Tuition fees for coursework will be reimbursed. Deputed individuals must sign a bond with specified conditions.
- All individuals deputed for Ph.D. programs must sign a service bond committing to serve for 3 years after completing their viva-voce examination. Leaving before the bond period expiration will result in payment of the remaining salary for the default period.
- Deputations for the mentioned programs will be based on merit, contributions to the college, and the seniority position of the staff in the department.
- Faculty with funded projects may have relaxed conditions with prior approval from the Principal and Management, utilizing project funds.




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PRINCIPAL
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17 - RESIGNATION/TERMINATION OF EMPLOYMENT

17.1 An employee's service may be terminated by providing three month's notice or three month's salary in lieu thereof. The notice period aligns with the end of the semester or academic year.

17.2 The Chairman has the authority to terminate the services of an employee for the following reasons:

- a) Serious misconduct and willful negligence of duty.
- b) Physical or mental unfitness.
- c) Participation in any criminal offense involving acts of moral turpitude.

In case of termination for these reasons, Rule 20.1 does not apply, and the employee is not eligible for any terminal benefits.

17.3 Newly appointed faculty members are expected to serve for a minimum of one full year. No staff member is entitled to receive vacation salary if they resign during the vacation period.

18 – CASUAL LEAVE

- Every staff member has the entitlement to take up to 12 days of casual leave in an academic year. When teachers take casual leave, they are required to arrange for substitutes for their class work/invigilation and must specify these arrangements in the leave application.
- Probationary staff members are granted casual leave in proportion to their length of service, at the rate of one day per month.
- Approval must be obtained before taking casual leave, and last-minute applications for such leave should be avoided whenever possible.
- Casual leave can be prefixed or suffixed with weekly holidays or other designed holidays. However, they can't be combined with on-duty leave.



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19 - ANNUAL LEAVE, ACCRUED LEAVE, AND OTHER EXCEPTIONAL LEAVE

- A confirmed teaching faculty member is entitled to a total of 42 days of annual leave (14 days in December and 28 days during summer holidays) per year, to be managed by the Principal based on the College's requirements.
- Vacation cannot be combined with casual leave. Any absence during vacation is considered part of the vacation period.
- Staff members taking vacation should specify the period and provide their vacation address in writing. They are expected to be available at least one week before the College reopens. All teachers should be present on the last working day and the reopening day.
- In exceptional cases, employees who have exhausted all other leave may be permitted to take leave with loss of pay (LWP) and without allowances, at the discretion of the management. The period spent on such leave without pay will not count for annual increment purposes. However, continuous service will not be affected if this leave is granted for higher education or research.
- Special casual leave for significant occasions, such as an employee's wedding or other important functions, may be granted at the discretion of the management, for a maximum of 5 working days. This special casual leave may be combined with declared holidays but is limited to a maximum absence of 9 days. The application for special casual leave must be submitted 15 days in advance.

20 - MATERNITY LEAVE

Women employees are eligible for maternity leave not exceeding 30 days. Such maternity leave will be available only for a maximum of 2 times during the service of the employee. Maternity leave may be combined with vacation leave. Extension beyond 60 days, the leave on LOP can be taken at the approval of the management based on the merit of the case.

21 - MEDICAL LEAVE

For the treatment of chronic illnesses requiring hospitalization or emergency hospitalization due to major accidents, medical leave may be approved as outlined below, provided relevant documents are presented.



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Years of Service in the College

Upto 5 years
5-10 years
Over 10 years

Leave Period

Maximum of 7 days
15 days
30 days

22 - COMPENSATORY LEAVE

- For each day worked on declared holidays, employees assigned special work by HODs/Principal/Management are entitled to one day of compensatory leave. This leave is capped at a maximum of 12 days per year. Compensatory leave must be taken within six months and cannot be carried over to subsequent years. Compensation leave could be availed only after crediting item in the individual and leave account
- If an employee fails to return to duty after utilizing the approved leave within the specified limits, the entire period of absence, including the sanctioned leave period, will be treated as leave without pay.

23 - ON DUTY LEAVE

- Prior written authorization from the Head of Department, subject to Principal's approval, is mandatory for On Duty leave.
- Teaching staff are entitled to utilize a maximum of 6 WORKING DAYS per Semester (12 Working days annually) for On Duty purposes. This includes attendance at Board/PhD DC meetings, other official gatherings, Central Valuation sessions, and serving as an External Examiner for Practical Examinations affiliated with Anna University/DOTE during regular college hours. Proof of participation from the relevant authority is obligatory. Failure to provide such proof will result in the absence being considered as CL Leave without pay. Also, On Duty leave will not be granted for examination-related tasks for universities other than Anna University.




Dr. K. MANADEVAN, B.E., M.E., Ph.D.
PRINCIPAL
CMS COLLEGE OF ENGINEERING,
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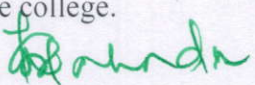
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24 – CONDUCT AND DISCIPLINE

24. A: CONDUCT

- (1) All staff members must uphold absolute honesty and commitment to their responsibilities and refrain from any actions that are inappropriate for a member of the institution.
- (2) Each staff members must adhere to and follow the college's regulations and comply with directives from their superiors overseeing their work.
- (3) Every staff member should show utmost respect and attentiveness to all individuals they interact with during their duties.
- (4) Staff Members must strive to advance the college's interests and refrain from actions detrimental to it.
- (5) No staff member may be affiliated with any political party or organizations involved in politics, nor participates in or support any political activities.
- (6) Employees shall not join or remain part of any association whose objectives or actions are against the interests of nation's sovereignty, public order, or morality.
- (7) No employee may engage in trade, business, or other employment without permission.
- (8) Employees must maintain strict confidentiality regarding college and constituent affairs, disclosing information only when compelled by a judicial authority or instructed by a superior officer.
- (9) Without the Chairman's prior approval, employees cannot pursue outside employment or business ventures while on duty or leave.
- (10) Employees may not enter partnerships or receive fees, endowments, or commissions from parties other than the college without the Chairman's permission.
- (11) Gifts from constituents or subordinates should not be solicited or accepted unless received officially in the course of duty for the college.




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(12) Employees should not collect money in any form from anybody associated with the college without management's permission.

24. B: DISCIPLINE

(1) When disciplinary actions are being against an employee, or if they are under investigation or trial for a criminal offense, the institution may suspend them.

(2) Employees detained in police or judicial custody for over 47 hours or sentenced to imprisonment exceeding 47 hours will be suspended from the date of detention/conviction until further notice.

(3) Suspension orders will remain in effect until modified or revoked by the appropriate authority.

(4) In cases where multiple staff members commit misconduct, the Chairman has the discretion to administer punishments such as warnings, reprimands, or withholding of increments, following an inquiry by a committee appointed by the Chairman.

25 - COMMITMENT BY THE FACULTY MEMBER

Every faculty member must thoroughly review and comprehend the aforementioned "Duties and Responsibilities" and commit to adhering to them. As a demonstration of this dedication, upon commencement of service, the member must sign and submit an undertaking as follows:

"I have thoroughly read and understood all the regulations outlined above and pledge to adhere to them diligently. Furthermore, I acknowledge that failure to comply with any of the aforementioned regulations may result in termination of my employment at CMS College of Engineering."

Signature:

Name & Designation:

Date:



Dr.K.MANDEVAN, B.E., M.E., Ph.D
PRINCIPAL
CMS COLLEGE OF ENGINEERING,
NAMAKKAL-637 003



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Contact No: 98433 46065, 84899 10651.

Website:www.cmsgroupofinstitutions.in Email:cmscollegeofengg@gmail.com,principal602@gmail.com

6.1.2.2 The functioning of the institutional bodies are effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, Deployment of institutional strategic / perspective / development plan etc.,

ORGANOGRAM

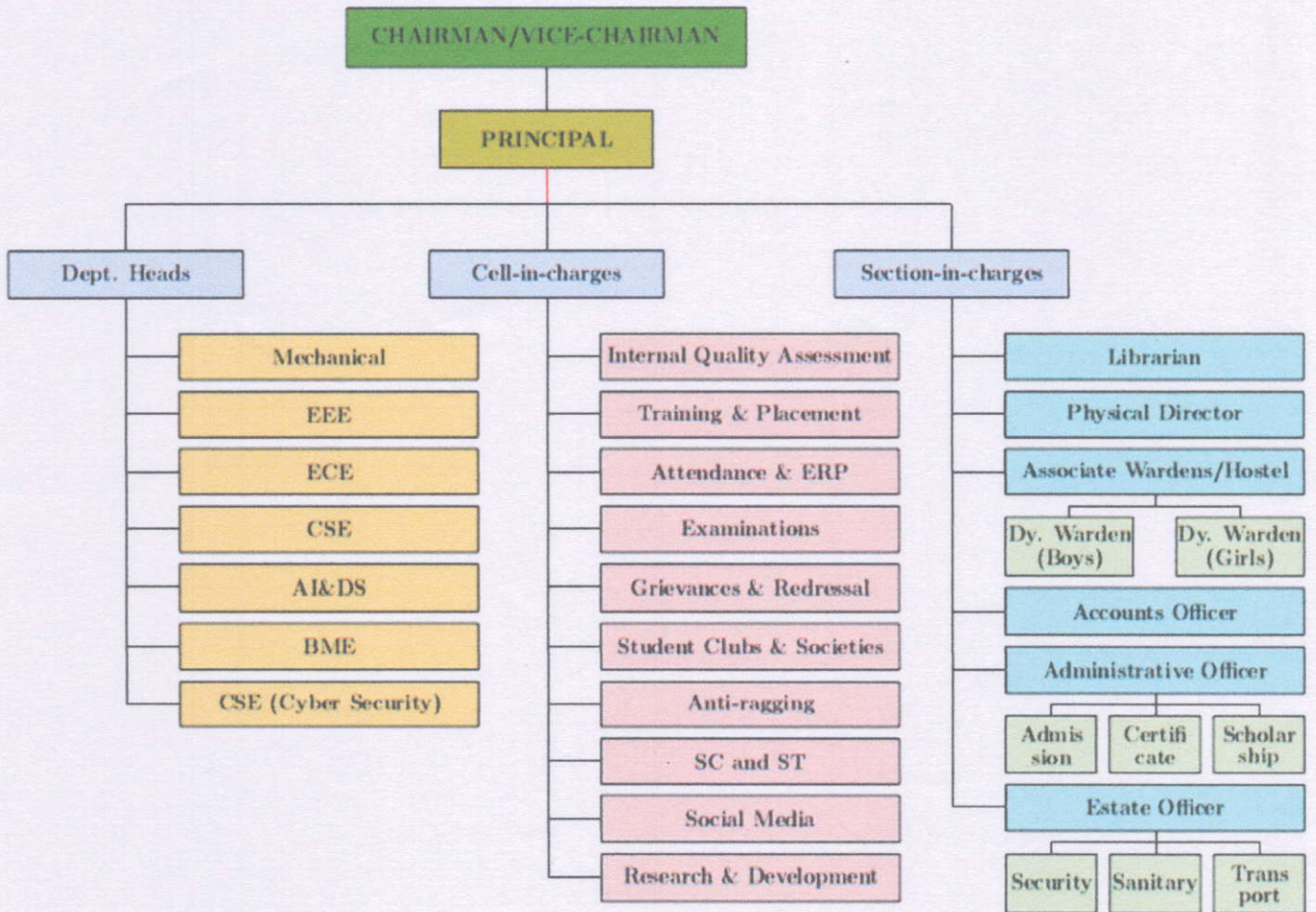


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Organization Chart



K. Manadevan
Dr. K. MANADEVAN, B.E., M.E., Ph.D.
PRINCIPAL
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6.2.1-3 The functioning of the institutional bodies are effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, Deployment of institutional strategic / perspective / development plan etc.,

DECENTRALISATION



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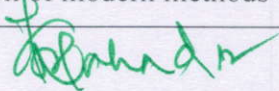
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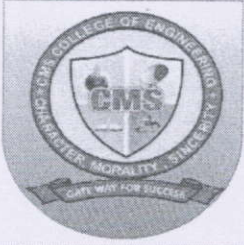
DECENTRALISATION

The functions of various key positions are depicted in the table below:

Positions	Functions
Governing Council	<ul style="list-style-type: none">➤ Frame directive principles and policies➤ Amend and approve policies from time to time➤ Approve budgets
Principal	<ul style="list-style-type: none">➤ Design and define organogram➤ Delegate responsibilities involve assigning tasks and duties to different positions within the organization based on their roles and expertise.➤ Periodic monitoring and evaluation of processes and sub-processes identifying areas for improvement, and ensuring that organizational goals.➤ Conduct periodic vendor evaluations to assess performance and determine eligibility for continued engagement.➤ Assign roles to members, such as note-taker, timekeeper, and presenter, to distribute responsibilities and promote engagement.➤ Set a regular meeting schedule for each body, such as monthly, quarterly, or semi-annually, depending on the urgency and frequency of issues to be addressed.➤ Develop short-term and long-term financial plans aligned with the organization's goals and objectives.➤ Conduct structured interviews with candidates to assess their skills, experience, and suitability for the position.
IQAC	<ul style="list-style-type: none">➤ Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.➤ Optimization and integration of modern methods of teaching and learning.




Dr. K. MAHADEVAN, B.E., M.E., Ph.D.
PRINCIPAL
CMS COLLEGE OF ENGINEERING,
NAMAKKAL-637 003



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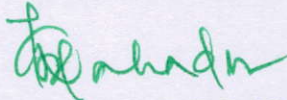
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	<ul style="list-style-type: none">➤ Credibility of evaluation procedures.➤ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.➤ Dissemination of information on various quality parameters of higher education.➤ Documentation of the various programs/activities leading to quality improvement.
I/C Alumni Association	<ul style="list-style-type: none">➤ Formation of student council (SC) to arrange periodic meetings of SC➤ Ensure alumni registration➤ Prepare alumni news letter
Training and Placement Officer	<ul style="list-style-type: none">➤ Liaison with industry➤ Identify and provide for training needs of students➤ Arrange campus Interviews➤ Proposing annual T&P budget
I/C Library	<ul style="list-style-type: none">➤ Plan and execute modus operandi of routine activity of the Library➤ Plan and propose expansion /development➤ Maintain library discipline and culture➤ Prepare annual budget for library
Head of the Departments	<ul style="list-style-type: none">➤ Plan and execute academic activities of the department➤ Maintain discipline and culture in the department➤ Maintain the department neat and clean➤ Pick and promote strengths of students / faculty/ staff➤ Monitor academic activities of the department➤ Propose Department Budget➤ Maintain records of departmental activities and achievements




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PRINCIPAL
CMS COLLEGE OF ENGINEERING,
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Estate Officer	<ul style="list-style-type: none">➤ Security officers patrol the campus to deter suspicious activity and monitor security cameras to detect any potential threats➤ Janitors play a crucial role in maintaining cleanliness and hygienic circumstances inside the campus➤ Adhering to traffic laws and safety regulations while driving, ensuring the safety of students and faculties at all times
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PRINCIPAL
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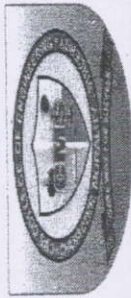
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6.2.1.4 The functioning of the institutional bodies are effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, Deployment of institutional strategic / perspective / development plan etc.,

ACADEMIC CALENDAR



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ACADEMIC CALENDAR 2022-2023 (ODD SEMESTER) COMMON TO ALL BRANCHES (SEMESTER - III)

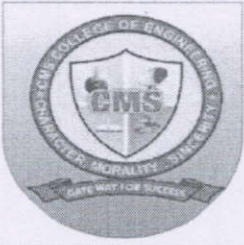
AUGUST - 2022			SEPTEMBER - 2022			OCTOBER - 2022			NOVEMBER - 2022			DECEMBER - 2022		
DATE	DAY	WD	DATE	DAY	WD	DATE	DAY	WD	DATE	DAY	WD	DATE	DAY	WD
1	MON		1	THU	9	1	SAT	35	1	TUE	58	1	THU	84
2	TUE		2	FRI	10	2	SUN		2	WED	59	2	FRI	85
3	WED		3	SAT	11	3	MON	36	3	THU	60	3	SAT	86
4	THU		4	SUN		4	TUE		4	FRI	61	4	SUN	
5	FRI		5	MON	12	5	WED		5	SAT	62	5	MON	87
6	SAT		6	TUE	13	6	THU	37	6	SUN	63	6	TUE	88
7	SUN		7	WED	14	7	FRI	38	7	MON	64	7	WED	89
8	MON		8	THU	15	8	SAT	39	8	TUE	65	8	THU	90
9	TUE		9	FRI	16	9	SUN		9	WED	66	9	FRI	91
10	WED		10	SAT	17	10	MON	40	10	THU	67	10	SAT	92
11	THU		11	SUN		11	TUE	41	11	FRI	68	11	SUN	
12	FRI		12	MON	18	12	WED	42	12	SAT	69	12	MON	93
13	SAT		13	TUE	19	13	THU	43	13	SUN	70	13	TUE	94
14	SUN		14	WED	20	14	FRI	44	14	MON	71	14	WED	95
15	MON		15	THU	21	15	SAT	45	15	TUE	72	15	THU	96
16	TUE		16	FRI	22	16	SUN		16	WED	73	16	FRI	97
17	WED		17	SAT	23	17	MON	46	17	THU	74	17	SAT	98
18	THU		18	SUN		18	TUE	47	18	FRI	75	18	SUN	
19	FRI		19	MON	24	19	WED	48	19	SAT	76	19	MON	99
20	SAT		20	TUE	25	20	THU	49	20	SUN	77	20	TUE	100
21	SUN		21	WED	26	21	FRI	50	21	MON	78	21	WED	101
22	MON		22	THU	27	22	SAT	51	22	TUE	79	22	THU	102
23	TUE		23	FRI	28	23	SUN		23	WED	80	23	FRI	103
24	WED		24	SAT	29	24	MON		24	THU	81	24	SAT	104
25	THU		25	SUN		25	TUE	52	25	FRI	82	25	SUN	
26	FRI		26	MON	30	26	WED	53	26	SAT	83	26	MON	105
27	SAT		27	TUE	31	27	THU	54	27	SUN	84	27	TUE	106
28	SUN		28	WED	32	28	FRI	55	28	MON	85	28	WED	
29	MON		29	THU	33	29	SAT	56	29	TUE	86	29	THU	
30	TUE		30	FRI	34	30	SUN		30	WED	87	30	FRI	
31	WED		31	SAT		31	MON	57	31	THU	88	31	SAT	

COMMENCEMENT OF CLASSES	22.08.2022
LAST WORKING DAY	27.12.2022
TOTAL NUMBER OF WORKING DAYS	106

Dr. A. Mahadevan

Dr. A. MAHADEVAN, B.E., M.E., Ph.D.
 PRINCIPAL
 CMS COLLEGE OF ENGINEERING,
 NAMAKKAL - 637 003





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APPOINTMENT AND PROCEDURES



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FACULTY POSITIONS

CMSCE is the Centralized Institute of Engineering which has been a pioneer in providing quality engineering education. All our undergraduate programs are accredited, reflecting our unwavering dedication to academic excellence. We maintain a well-balanced faculty comprising experienced educators, innovative researchers, and committed professionals. Celebrating our 18th year of excellence in engineering education, CMSCE invites dynamic and dedicated individuals to join our esteemed faculty team. With a commitment to upholding the highest standards in teaching, research, and extension activities, CMSCE has established itself as a beacon of quality in engineering education

➤ Professor:

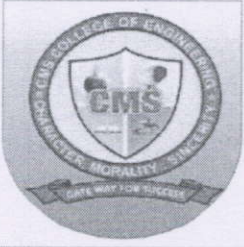
- A distinguished academician with a proven track record of excellence in teaching, research, and academic leadership.
- Responsibilities include mentoring junior faculty, spearheading research initiatives, and contributing to curriculum development.

➤ Associate Professor:

- An accomplished educator and researcher with significant experience in their field of expertise.
- Responsibilities include delivering high-quality instruction, conducting research, and engaging in academic service activities.



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Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengg@gmail.com, principal602@gmail.com

➤ Assistant Professor:

- A promising scholar with a passion for teaching and research.
- Responsibilities include developing and delivering courses, pursuing research endeavors, and actively participating in departmental activities.

Requirements:

- Ph.D. in Engineering or a related field from a reputable institution.
- Demonstrated expertise in the respective discipline, evidenced by publications, patents, or projects.
- A commitment to fostering an inclusive learning environment and promoting diversity.

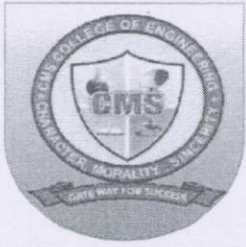
Application Process: Interested candidates are invited to submit the following documents:

- A cover letter highlighting their qualifications and teaching/research interests.
- Curriculum vitae (CV) detailing academic and professional experiences.
- Contact information for three professional references.

Please send your application materials to [cmscollegeofengg@gmail.com,
principal602@gmail.com] . Shortlisted candidates will be contacted for further steps.



Dr. K. MAHADEVAN, B.E., M.E., Ph.D.
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PROMOTIONAL POLICIES

This Policy underscores the institution's commitment to advancing the career progression of its employees, ensuring effective and efficient operation while recognizing staff contributions. It acknowledges the diverse career stages of academic staff and aims to ensure that promotions appropriately value priorities in:

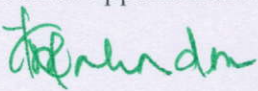
1. Teaching
2. Research
3. Service

Promotion is primarily based on the following factors:

- Active and effective scholarship within their disciplines, contributing significantly to Teaching, Research, and Service.
- Demonstrated improvement in the quality and effectiveness of teaching, and contributions to all aspects of teaching and learning.
- Demonstrated impact and productivity in research output.
- Promotion will be based on the merit of each candidate, considering their qualifications and achievements.
- Individual performance and contributions within their respective professions.

The procedures concerning promotions will be kept strictly confidential. Promotion reviews will occur annually, requiring a minimum of two years of service since appointment.




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PRINCIPAL
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Faculty Self-Appraisal Form

General Information:

Name:			
Designation:			
Department:			
Qualification:			
Area of Specialization:			
Date of Appointment:	In Institution:		
	In Present Post:		
Experience (In Years)	At Previous Institution	At Present Institution	Total

A. Teaching Work Load (10):

S.No	Class & Course	Total number of lectures Allocated	Self-appraisal Score	Evaluators Score
1				
2				
3				
Total				

B. Student Feedback (20):

S.No	Class & Course	Self-appraisal Score	Evaluators Score
1			
2			
3			
Average			



K. Mahadevan
Dr. K. MAHADEVAN, B.E., M.E., Ph.D.
PRINCIPAL
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C. Results (25):*(If the pass% is >90 %-25 points, >75-90% -15 points, >50-75% -5 points, <50%-0 points)*

S.No	Class & Course	Last 3 years average pass %	Pass Percentage	Self-appraisal Score	Evaluators Score
1					
2					
3					
Average					

D: Additional Responsibilities (10):

S.No	Nature of Role	Self-appraisal Score	Evaluators Score
1			
2			
Total			

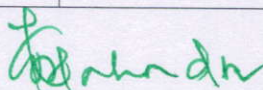
E: Memberships (10):*(For each professional membership (2 point))*

S.No	Organization	Self-appraisal Score	Evaluators Score
1			
Total			

F: Workshops /FDPs/ Conferences attended as a Participant or Resource person (10)/Year:*(For each day 1 point for participant and 2 points for resource person)*

S.No	Workshop/FDPs/Conferences Name	No. of days	Self-appraisal Score	Evaluators Score
1				
2				
Total				




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G: Publications/Reviewer (10):

(International Journal/ Book (5), National Journal (4), International Conference (3), National Conference (2), Article in any magazines (2), Reviewer (2))

S.No	Title	Type	Self-appraisal Score	Evaluators Score
1				
Total				

H: Funded Projects (Ongoing)/Completed) (5):

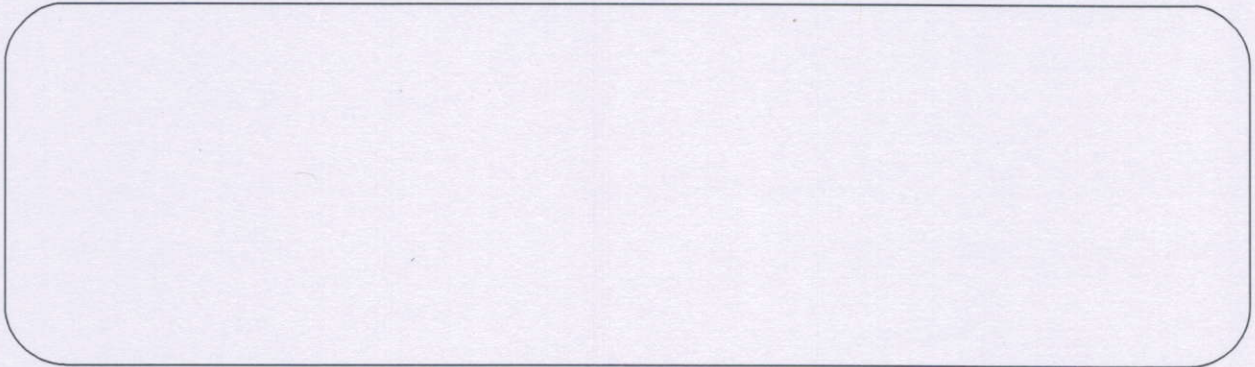
S.No	Title	Sanctioned Organization	Self-appraisal Score	Evaluators Score
1				
Total				

Summary:

Item	Particulars	Maximum Score	Evaluators Score
A	Teaching Work load	10	
B	Student Feedback	20	
C	Results	25	
D	Additional Responsibilities	10	
E	Memberships	10	
F	Workshop/FDPs/Conferences	10	
G	Publications/Reviewer	10	
H	Funded Projects (Ongoing/Completed)	05	
Total		100	

Recommendations (From Evaluator):

[Handwritten Signature]
Dr.K.MAHADEVAN, B.E., M.E., Ph.D.
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Signature of the Faculty
with Designation and Date

Signature of HOD
with Date

Signature of the Principal

Signature of the Evaluator




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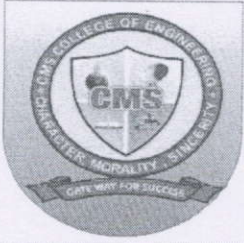
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6.2.1.6 The functioning of the institutional bodies are effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, Deployment of institutional strategic / perspective / development plan etc.,

DEPLOYMENT OF INSTITUTIONAL STRATEGIC / PERSPECTIVE / DEVELOPMENT PLAN



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DEPLOYMENT OF INSTITUTIONAL DEVELOPMENT PLAN

The institution's strategic plan is impressively comprehensive, focusing on key areas such as academic progress, training and placement, industry interaction, and outreach programs to ensure holistic development and sustainable growth.

Enhancing Industry Collaboration: The institution conducts workshops and seminars with industry experts, providing valuable insights and networking opportunities for students. Moreover, signing MoUs with domain-based industries facilitates meaningful interaction through training, internships, and projects, bridging the gap between academia and industry. Absolutely, breaking down the perspective plan into these key components provides a clear understanding of how the institution aims to foster growth and development:

- 1. Continuous Curriculum Enrichment in the Teaching-Learning Process:** By consistently updating the curriculum, the institution ensures that students receive education that is both relevant and engaging. This approach equips students with the most current knowledge and skills necessary for success in their chosen fields.
- 2. Creating a Sense of Responsibility Towards Society Through Outreach Programs:** Engaging in outreach programs allows the institution to fulfill its societal obligations while providing students with valuable opportunities for experiential learning. By addressing societal challenges and giving back to the community, students develop a sense of social responsibility and gain a deeper understanding of the impact of their work beyond academia.




Dr. K. MANDEVAN, B.E., M.E., Ph.D.
PRINCIPAL
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In summary, each aspect of the perspective plan contributes to the institution's over arching goals of academic advancement, innovation, and societal impact. Encouraging students and faculty members to engage in through strategies such as offering opportunities for mini-projects, paper presentations, involvement in technical symposiums and conferences, attendance at industry workshops and seminars, and fostering industry collaborations via MoUs, effectively advances the institution's perspective plan by cultivating a conducive environment for innovation.




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6.2.1.6 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional strategic/ perspective/development plan etc.,

Governing Council Meeting



CMS COLLEGE OF ENGINEERING

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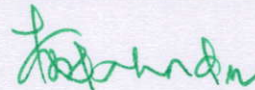
09.09.2023

MINUTES OF THE ACADEMIC YEAR 2023-24 GOVERNING COUNCIL MEETING HELD ON 07.09.2023 AT 11.00 AM

MEMBERS PRESENT:

S.No	Name and Address of Member	Position
1.	Dr.C.Muthusamy Chairman, CMS Educational Trust, Namakkal.	Chairman
2.	Mr.M.Sridhar B.Tech., MBA Vice-Chairman, CMS Educational Trust, Namakkal.	Vice-Chairman
3.	Mrs Shanthi Muthusamy, Secretary, CMS Educational Trust, Namakkal.	Member - Management
4.	Dr.R.Gandhi, Dean/Research, Gnanamani College of Technology, Namakkal.	Member - Academician
5.	Dr. B.V. Manikandan, Professor/EEE, Mepco Schlenk Engineering College, Sivakasi.	Member- Academician
6.	Mr. P.Nachiyappan, Senior Tech Lead, BNP Paribas India Solutions Pvt. Ltd., Chennai.	Member-Industry
7.	Mr. S. Raghunath, Senior Support Manager, NCR Corporation India Pvt. Ltd., Chennai.	Member-Industry
8.	Ms. R. Iswarya Technical Lead, Zafin Software Center of Excellence Pvt. Ltd., Thiruvananthapuram.	Member-Industry
9.	Dr.C.A.Sathiyamoorthy, Principal CMS College of Engineering, Namakkal.	Ex-Officio Member




Dr.K.MAHADEVAN, B.E., M.E., Ph.D.
PRINCIPAL
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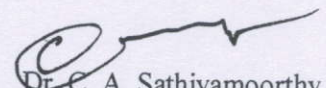
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Chairman presided over the governing council meeting. The following subjects were discussed.

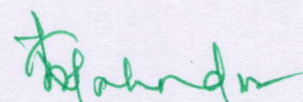
- The Governing Council reviewed the minutes of previous meeting.
- The council perused the results of the Anna University Exam held in April/May 2023.
- The committee members discussed adding new courses from the next academic year and it was resolved to start B.E. CSE (Cyber Security).
- Also, it was decided to increase the intake in most sought-after branches viz. CSE and AI&DS.
- It was resolved to appoint additional faculty members as per norms to meet the increase in intake and new courses.
- It was resolved to submit IIQA regarding NAAC accreditation.
- The committee members insisted on establishing industry-supported laboratories by signing MoUs at the earliest.
- The Principal expressed gratitude to all the members for their participation.

With a vote of thanks to the chair the meeting ended at 1:00 PM.


Dr. C. A. Sathiyamoorthy
(PRINCIPAL)

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Dr. K. MAHADEVAN, B.E., M.E., Ph.D
PRINCIPAL
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30.08.2022

MINUTES OF THE ACADEMIC YEAR 2022-23 GOVERNING COUNCIL MEETING HELD ON 26.08.2022 AT 2.00 PM

MEMBERS PRESENT:

S.No	Name and Address of Member	Position
1.	Dr.C.Muthusamy Chairman, CMS Educational Trust, Namakkal.	Chairman
2.	Mr.M.Sridhar B.Tech., MBA Vice-Chairman CMS Educational Trust, Namakkal.	Vice-Chairman
3.	Mrs Shanthi Muthusamy, Secretary, CMS Educational Trust, Namakkal.	Member - Management
4.	Dr.R.Gandhi, Dean/Research, Gnanamani College of Technology, Namakkal.	Member - Academician
5.	Dr. B. V. Manikandan, Professor/EEE Mepco Schlenk Engineering College, Sivakasi.	Member- Academician
6.	Mr. P.Nachiyappan, Senior Tech Lead, BNP Paribas India Solutions Pvt. Ltd., Chennai.	Member-Industry
7.	Mr. S. Raghunath, Senior Support Manager, NCR Corporation India Pvt. Ltd., Chennai.	Member-Industry
8.	Ms. R. Iswarya Technical Lead Zafin Software Center of Excellence Pvt. Ltd., Thiruvananthapuram.	Member-Industry
9.	Dr.C.A.Sathiyamoorthy, Principal CMS College of Engineering, Namakkal.	Ex-Officio Member




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PRINCIPAL
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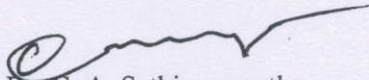
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Chairman presided over the governing council meeting. The following subjects were discussed.

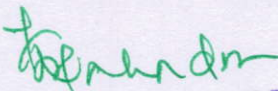
- The Governing Council reviewed the minutes from the previous meeting.
- Recommendations were made to implement standard operating procedures within the campus to address challenges posed by the pandemic.
- The committee members discussed to expand offerings new courses and accordingly it was decided to introduce B.E Bio Medical Engineering and B.Tech Artificial intelligence and Data Science with the intake of 60 seats each.
- All matters concerning the academic and finance committees are discussed.
- The Principal apprised the committee about the MoUs signed with the industries for industry interaction.
- The Principal expressed gratitude to all the members for their participation.

The meeting ended with a vote of thanks to the chair.


Dr. C. A. Sathiyamoorthy
(PRINCIPAL)

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03/09/2021

MINUTES OF THE ACADEMIC YEAR 2021-22 GOVERNING COUNCIL MEETING HELD ON 28.08.2021 AT 11.00 AM

MEMBERS PRESENT:

S.No	Name and Address of Member	Position
1.	Dr.C.Muthusamy Chairman, CMS Educational Trust, Namakkal.	Chairman
2.	Mr.M.Sridhar B.Tech., MBA Vice-Chairman CMS Educational Trust, Namakkal.	Vice-Chairman
3.	Mrs Shanthi Muthusamy, Secretary, CMS Educational Trust, Namakkal.	Member - Management
4.	Dr.R.Gandhi, Dean/Research, Gnanamani College of Technology, Namakkal.	Member - Academician
5.	Dr. B.V. Manikandan, Professor/EEE Mepco Schlenk Engineering College, Sivakasi.	Member- Academician
6.	Mr. P.Nachiyappan, Senior Tech Lead, BNP Paribas India Solutions Pvt. Ltd., Chennai.	Member-Industry
7.	Mr. S. Raghunath, Senior Support Manager, NCR Corporation India Pvt. Ltd., Chennai.	Member-Industry
8.	Ms. R. Iswarya Technical Lead Zafin Software Center of Excellence Pvt. Ltd., Thiruvananthapuram.	Member-Industry
9.	Dr.C.A.Sathiyamoorthy, Principal CMS College of Engineering, Namakkal.	Ex-Officio Member



K. Manidevan
Dr. K. MANADEVAN, B.E., M.E., Ph.D.
PRINCIPAL
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Chairman presided over the governing council meeting. The following subjects were discussed.

- The Governing Council reviewed the minutes from the previous meeting.
- The members recommended to implement standard operating procedures (SOPs) within the campus to address COVID-19-related challenges is a proactive approach towards ensuring the safety and well-being of everyone within the institution.
- The committee members made a suggestion to increase the intake by an additional 30 students of Computer Science-Engineering Department.
- All matters concerning the academic and finance committees are discussed.
- A few members of the committee requested the management to appoint more senior faculty members.
- The Principal was asked to ensure the students gain practical knowledge through internships, industrial visits, hands-on training, workshops, etc., by establishing Memorandums of Understanding (MOUs) with renowned industries.
- The Principal expressed gratitude to all the members for their participation.

The meeting ended with a vote of thanks to the chair.


Dr. C. A. Sathiyamoorthy

(PRINCIPAL)
PRINCIPAL

**CMS COLLEGE OF ENGINEERING
NAMAKKAL - 637 003.**





Dr. K. MAHADEVAN, B.E., M.E., Ph.D
PRINCIPAL
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Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengg@gmail.com, principal602@gmail.com

04.08.2019

MINUTES OF XIII GOVERNING COUNCIL MEETING HELD ON 02.08.2019 AT 11.00 AM

MEMBERS PRESENT:

S.No	Name and Address of Member	Position
1.	Dr. C. Muthusamy Chairman, CMS Educational Trust, Namakkal.	Chairman
2.	Mr. M. Sridhar B.Tech., MBA Vice-Chairman CMS Educational Trust, Namakkal.	Vice-Chairman
3.	Mrs Shanthi Muthusamy, Secretary, CMS Educational Trust, Namakkal.	Member - Management
4.	Dr. R . Gandhi, Dean/Research, Gnanamani College of Technology, Namakkal.	Member - Academician
5.	Dr. B.V. Manikandan, Professor/EEE Mepco Schlenk Engineering College, Sivakasi.	Member- Academician
6.	Mr. P. Nachiyappan, Senior Tech Lead, BNP Paribas India Solutions Pvt. Ltd., Chennai.	Member-Industry
7.	Mr. S. Raghunath, Senior Support Manager, NCR Corporation India Pvt. Ltd., Chennai.	Member-Industry
8.	Ms. R. Iswarya Technical Lead Zafin Software Center of Excellence Pvt. Ltd., Thiruvananthapuram.	Member-Industry
9.	Dr. C. A. Sathiyamoorthy, Principal CMS College of Engineering, Namakkal.	Ex-Officio Member



Dr. K. Mahadevan

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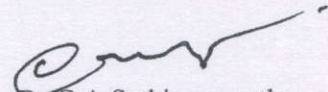
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The Chairman presided over the governing council meeting and the following points were discussed.

- The members examined the minutes from the last meeting.
- The Governing Council reviewed the results of the Anna University exams conducted in April/May 2019 Anna University Exam results.
- The committee discussed the development of feedback mechanism and its effective implementation.
- The Committee proposed conducting of seminars, workshops, and conferences and the participation of students.
- The members asked about the functioning of various administrative cells.
- Principal expressed gratitude to all the members for their presence.

The meeting ended with a vote of thanks to the chair.



Dr.C.A.Sathiyamoorthy

(PRINCIPAL)
PRINCIPAL

**CMS COLLEGE OF ENGINEERING
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Dr.K.MAHADEVAN, B.E., M.E., Ph.D
PRINCIPAL
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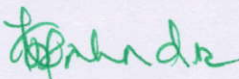
10.08.2018

MINUTES OF XI GOVERNING COUNCIL MEETING HELD ON 07.08.2018 AT 10.00AM

MEMBERS PRESENT:

S.No	Name and Address of Member	Position
1.	Dr.C.Muthusamy Chairman, CMS Educational Trust, Namakkal.	Chairman
2.	Mr.M.Sridhar B.Tech., MBA Vice-Chairman CMS Educational Trust, Namakkal.	Vice-Chairman
3.	Mrs Shanthi Muthusamy, Secretary, CMS Educational Trust, Namakkal.	Member - Management
4.	Dr.R.Gandhi, Dean/Research, Gnanamani College of Technology, Namakkal.	Member - Academician
5.	Dr. B.V. Manikandan, Professor/EEE Mepco Schlenk Engineering College, Sivakasi.	Member- Academician
6.	Mr. P.Nachiyappan, Senior Tech Lead, BNP Paribas India Solutions Pvt. Ltd., Chennai.	Member-Industry
7.	Mr. S. Raghunath, Senior Support Manager, NCR Corporation India Pvt. Ltd., Chennai.	Member-Industry
8.	Ms. R. Iswarya Technical Lead Zafin Software Center of Excellence Pvt. Ltd., Thiruvananthapuram.	Member-Industry
9.	Dr.C.A.Sathiyamoorthy, Principal CMS College of Engineering, Namakkal.	Ex-Officio Member




Dr.K.MAHADEVAN, B.E., M.E., Ph.D.
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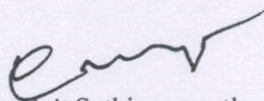
Contact No: 98433 46065, 84899 10651.

Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengg@gmail.com, principal602@gmail.com

Chairman presided over the governing council meeting. The following subjects were discussed.

- The members examined the minutes of the XI meeting of the Governing Council.
- The committee discussed students academic performance of April 2017 Anna University results.
- Principal informed the council about budget allocation, approvals and expenditures.
- Discussions were held regarding the faculty publications and research work.
- The members stressed to make more students to take participation in co-curricular and extracurricular events.
- Moreover, the Committee proposed to conducting seminars, workshops, and conferences through student associations.
- The Committee wanted to ensure that students gain practical knowledge through internships, industrial visits, hands-on training, workshops, etc.
- The Principal expressed gratitude to all the members for their participation and valuable suggestions.

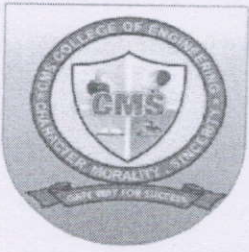
The meeting ended with a vote of thanks to the chair.


Dr.C.A.Sathiyamoorthy
(PRINCIPAL)
PRINCIPAL

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Dr.K.MAHADEVAN, B.E., M.E., Ph.D
PRINCIPAL
CMS COLLEGE OF ENGINEERING,
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6.2.1.6 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional strategic/ perspective/development plan etc.,

Academic Council Meeting



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Contact No: 98433 46065, 84899 10651.

Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengg@gmail.com, principal602@gmail.com

MINUTES OF MEETING

ACADEMIC YEAR: 2022-2023

DATE: 03.05.2023

The meeting on May 2, 2023, at 12:30 pm in the Principal's Room was chaired by

Dr. C.A. Sathyamoorthy.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
5	Mr.G.GOPAL	HOD/MECH



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PRINCIPAL
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Contact No: 98433 46065, 84899 10651.

Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengg@gmail.com, principal602@gmail.com

Points Discussed in the meeting:

- Class coordinators must inform students of the reopening date in advance.
- The timetable coordinator should prepare the workload timetable.
- Concerned class coordinators:
 - AI&DS : Mr. R. SASIKUMAR
 - BME : Ms. K. LAKSHMI PRIYA
 - CSE : Mrs. G. GOWTHAMI
 - ECE : Mrs. P. HEMA
 - EEE : Mrs. B. NIVETHA
 - MECH : Mr. V. VELLAIYAN
- The academic year timetable will be circulated and displayed in classrooms.
- Students must inform leave in advance, emergency leave can be notified by phone. Absences over two days require parental approval.
- Subject faculty must maintain and update log books (Theory & Lab).
- Lesson plans and notes must be signed by HoD and Principal after each unit.
- Subject faculty must complete their curriculum within the allocated time.

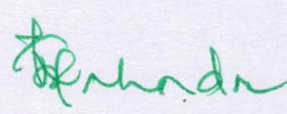
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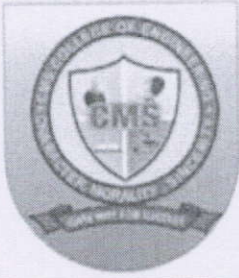
1. All HoD's
2. The Chairman
3. The vice Chairman
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MINUTES OF MEETING

ACADEMIC YEAR: 2022-2023

DATE: 09.05.2023

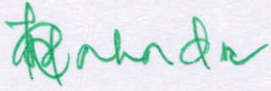
The meeting on May 8, 2023, at 12:30 pm in the Principal's Room was chaired by

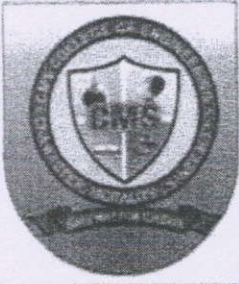
Dr. C.A. Sathyamoorthy.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
5	Mr.G.GOPAL	HOD/MECH




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Points Discussed in the meeting:

- Previous meeting minutes were reviewed, confirming all points completed.
- Students must not take leave during the internal examination IAT-I. Retests will be conducted for absentees in emergencies or with valid reasons, as per exam cell instructions.
- IAT-I is scheduled from May 29, 2023, to June 3, 2023; faculty should submit question papers to the department Exam Cell Coordinator.
- Faculties are instructed to prepare IAT-I questions following exam cell guidelines.
- Subject in charges should analyze IAT-I results and schedule retests for absentees and failures.
- Class coordinators prepared students' attendance and internal marks.

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Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengg@gmail.com, principal602@gmail.com

MINUTES OF MEETING

ACADEMIC YEAR: 2022-2023

DATE: 17.05.2023

The principal's meeting on May 16, 2023, at 12:30 pm in the Principal's Room was chaired by Dr. C.A. Sathyamoorthy.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
5	Mr.G.GOPAL	HOD/MECH



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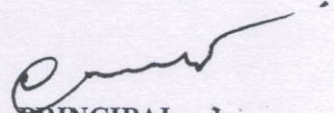
Points Discussed in the meeting:


- IAT-I absentees should be monitored and warned by class coordinators and counselors.
- Retests are scheduled for IAT-1 absentees and failures based on result analysis.
- Failed students should focus on their subjects, remedial class schedules are arranged for improvement. Retests for absentees in emergencies are allowed.
- Faculty members should send registered post letters to parents of students with less than 75% attendance.
- IAT-II result analysis is prepared, comparing it with IAT-I, with actions planned for improvement.
- Students failing IAT-II should concentrate on their subjects; coaching schedules are provided for improvement.
- IAT-II Examination is scheduled from June 26, 2023, to July 1, 2023; faculty must submit question papers to the department's Exam Cell Coordinator.
- Faculties are instructed to prepare IAT-II questions following exam cell guidelines.
- Subject in charges should prepare IAT-II result analysis and plan retests for absentees and failures.
- Class coordinators managed students' attendance and internal marks.

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Contact No: 98433 46065, 84899 10651.

Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengg@gmail.com, principal602@gmail.com

MINUTES OF MEETING

ACADEMIC YEAR: 2022-2023

DATE: 07.07.2023

The principal's meeting on 06th July 2023 at 12:30 pm in the Principal's Room was chaired by Dr. C.A. Sathyamoorthy.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
5	Mr.G.GOPAL	HOD/MECH



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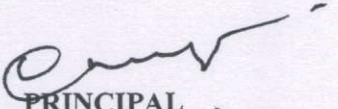
Points Discussed in the meeting:

- IAT-II absentees must be monitored and warned by class coordinators and counselors.
- Retests are scheduled based on result analysis for IAT-II absentees and failures.
- Faculty members should send registered post letters to parents of students with less than 75% attendance.
- Students failing IAT-II should focus on their subjects; coaching schedules are arranged for improvement.
- An Industrial Visit for first-year students is scheduled for July 21-27, 2023.
- Model Examination is scheduled from July 26 to August 1, 2023; faculty must submit question papers to the department's Exam Cell Coordinator.
- Faculties are instructed to prepare Model Examination questions as per Anna University's schedule.

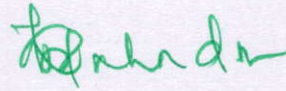
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3. The vice Chairman
4. Office file

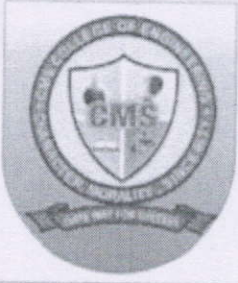



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Contact No: 98433 46065, 84899 10651.

Website: www.cmsgroupofinstitutions.in Email: cmscollegecfengg@gmail.com, principal602@gmail.com

MINUTES OF MEETING

ACADEMIC YEAR: 2022-2023

DATE: 18.11.2022

The meeting on November 17, 2022, at 12:30 pm in the Principal's Room was chaired by Principal Dr. C.A. Sathyamoorthy.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
5	Mr.G.GOPAL	HOD/MECH



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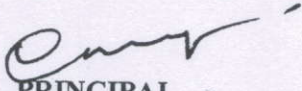
Points Discussed in the meeting:

- Students must attend all working days and maintain discipline.
- The re-opening of the semester will be communicated by class coordinators and counselors in advance.
- The timetable coordinator must confirm faculty availability, prepare workload, and finalize the timetable for the academic year.
- The academic year timetable will be circulated and displayed in classrooms.
- Students must adhere strictly to the dress code.
- Mobile phones are prohibited within the college campus (classrooms, canteen, College bus, etc.).
- Concerned class coordinators:
 - AI&DS: Mr. R. Sasikumar
 - BME : Ms. K. Lakshimi Priya
 - CSE : Mrs. G. Gowthami
 - ECE : Mrs. P. Hema
 - EEE : Mrs. B. Nivetha
 - MECH : Mr. V. Vellaiyan
- Students should notify in advance for leave.
- Department faculty must finalize dates for class committee and parents' meetings.
- All class advisors should collect student data.
- Subject faculty must maintain and update log books (Theory & Lab) with student data.
- All students are encouraged to participate in seminars and conferences as instructed by the HoD.

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MINUTES OF MEETING

ACADEMIC YEAR: 2022-2023

DATE: 09.12.2022

The meeting was held on 08th December 2022 at 12:30 pm in the Principal's Room,
chaired by Dr. C.A. Sathyamoorthy, Principal.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
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PRINCIPAL
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Points Discussed in the meeting:

- Previous meeting minutes confirmed all points completed.
- The class committee meeting will precede the internal assessment test.
- Students must not take leave during the internal examination IAT-I. Retests will be arranged for absentees in emergencies, per exam cell instructions.
- IAT-I is scheduled from December 19-24, 2022; faculty should prepare and submit question papers to the department's Exam Cell Coordinator.
- Faculties are instructed to prepare IAT-I questions as per exam cell guidelines.
- Subject in charges should analyze IAT-I results and plan retests for absentees and failures.

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MINUTES OF MEETING

ACADEMIC YEAR: 2022-2023

DATE: 05.01.2023

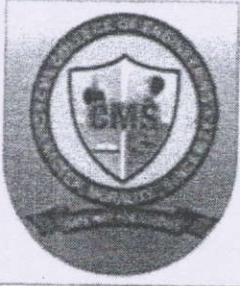
The meeting on January 4, 2023, at 12:30 pm in the Principal's Room was chaired by
Principal Dr. C.A. Sathyamoorthy.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
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Points Discussed in the meeting:

- Previous meeting minutes confirmed all completed points.
- Students cannot take leave during IAT-I, retests for absentees will follow exam cell instructions.
- IAT-I is scheduled from December 19-24, 2022; faculty should submit question papers to the Exam Cell Coordinator.
- Faculty must prepare IAT-I questions as per exam cell guidelines.
- Subject in charges will analyze IAT-I results and arrange retests for absentees and failures.

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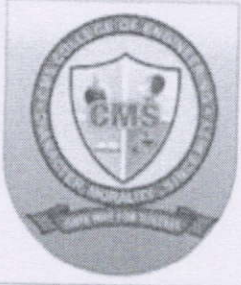
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MINUTES OF MEETING

ACADEMIC YEAR: 2022-2023

DATE: 14.02.2023

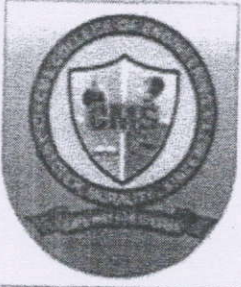
The meeting on February 13, 2023, at 12:30 pm in the Principal's Room was chaired by
Principal Dr. C.A. Sathyamoorthy.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
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Points Discussed in the meeting:

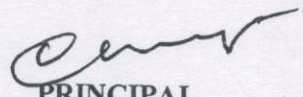
- Faculty should send registered post letters to parents of students with less than 75% attendance.
- Students failing IAT-II must focus on their subjects; coaching schedules are provided for improvement.
- Students with genuine reasons for missing tests may attend the retest.
- Retests for absentees will be conducted as per exam cell instructions.
- Model Examination is scheduled from February 27 to March 4, 2023; faculty must submit question papers to the Exam Cell Coordinator.
- Faculties are instructed to prepare Model Examination questions following the exam pattern.
- Coaching schedules are set for all students from March 6 to March 22, 2023.
- According to Anna University's schedule, the HoD informed first-year students their last day is March 23, 2023.

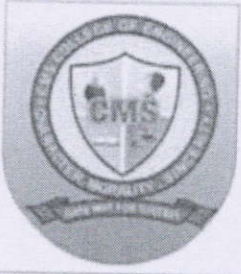
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Contact No: 98433 46065, 84899 10651.

Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengg@gmail.com, principal602@gmail.com

MINUTES OF MEETING

ACADEMIC YEAR: 2021-2022

DATE: 12.11.2021

The principal meeting was held on 11th November 2021 at 12.30 pm in Principal Room.

Dr.C.A. Sathyamoorthy, The Principal led the meeting.

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
5	Mr.G.GOPAL	HOD/MECH




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Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengg@gmail.com, principal602@gmail.com

Points Discussed in the meeting:

- All students must attend on the first day and maintain discipline.
- Semester reopening details will be communicated by class coordinators and counselors.
- The academic year timetable will be circulated and displayed in classrooms.
- Mobile phone use is prohibited on campus (classrooms, canteen, college bus, etc.).
- Students must notify in advance for leaves.
- Class advisors should collect student data.
- Subject faculty must complete their portions within the allocated time.
- Students are encouraged to participate in seminars and conferences held by other colleges.
- Students should maintain social distance, wear masks, and practice proper hand hygiene during the COVID-19 period.
- Leave during internal examination IAT-I is not permitted.
- IAT-I is scheduled from 13-12-2021 to 18-12-2021. Faculty should submit question papers to the department's Exam Cell Coordinator.
- Faculty must prepare questions for the IAT-I test.

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Contact No: 98433 46065, 84899 10651.

Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengg@gmail.com, principal602@gmail.com

MINUTES OF MEETING

ACADEMIC YEAR: 2021-2022

DATE: 27.01.2022

The Principal, Dr. C.A. Sathyamoorthy, chaired the meeting on January 28, 2022, at 12:30 pm in the Principal's room.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
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Contact No: 98433 46065, 84899 10651.

Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengg@gmail.com, principal602@gmail.com


Points Discussed in the meeting:

- Faculty should send registered post letters to parents of students with less than 75% attendance.
- Subject in charges should prepare IAT-I result analysis and schedule retests for absentees and failures.
- IAT-II results are analyzed and compared with IAT-I.
- Students failing IAT-II should focus on failed subjects; coaching schedules should be arranged for improvement.
- HoD informed the Class Coordinator to monitor student attendance for web period
- Model Examination scheduled from 21-02-2022 to 26-02-2022; faculty to submit question papers to department's Exam Cell Coordinator.
- Question papers for Model Examination collected by Exam Cell Coordinator and submitted.
- Faculty instructed to prepare Model Examination questions per exam cell guidelines.
- Subject in charges to analyze Model Examination results and plan retests for absentees and failures.
- First-year students informed their last day of work is March 08, 2022, as per Anna University's schedule.

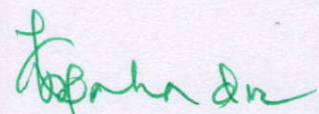
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Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengn@ gmail.com, principal602@ gmail.com

MINUTES OF MEETING

ACADEMIC YEAR: 2019-2020

DATE: 14.01.2020

The meeting was held on 13th January 2020 at 12.30 pm in Principal Room.

Dr.C.A. Sathyamoorthy, Principal chaired the meeting.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
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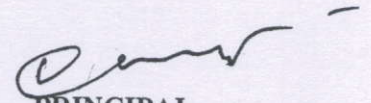
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Points Discussed in the meeting:

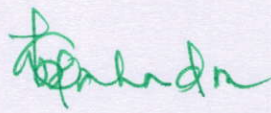
- The class coordinator must inform students of the reopening date promptly.
- The timetable coordinator must prepare the workload timetable.
- Class coordinators for respective departments:
 - CSE: Mrs. K. RENUGA
 - ECE: Mr. P. KANDASAMY
 - EEE: Mrs. P. HEMA
 - MECH: Mrs. S. KAVITHA
- The academic year timetable will be circulated and displayed in classrooms.
- Students must inform leave in advance; emergency leave via phone is allowed. Absences over two days require parental approval.
- Department members have finalized dates for class committee and parent-teacher meetings to ensure departmental functioning. Strict adherence to these dates is required.
- Subject faculty must maintain and update theory and lab log books.
- Lesson plans and notes must be signed by HoD and Principal after each unit's completion.
- Subject faculty must cover the syllabus within the allocated time.


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MINUTES OF MEETING

ACADEMIC YEAR: 2019-2020

DATE: 04.02.2020

The meeting was held on 03rd February 2020 at 12.30 pm in Principal Room.

Dr.C.A. Sathyamoorthy, Principal chaired the meeting.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
5	Mr.G.GOPAL	HOD/MECH



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Contact No: 98433 46065, 84899 10651.

Website: www.cmsaroucofinstitutions.in Email: cmscollegeofenaa@gmail.com.principal602@gmail.com

Points Discussed in the meeting:

- Previous meeting minutes were reviewed and all points were completed.
- The class committee will meet before the internal assessment test.
- Students must not take leave during the IAT-I; retests will be arranged only for emergencies or valid reasons as per exam cell instructions.
- IAT-I is scheduled from 10-02-2020 to 15-02-2020; faculty must submit question papers to the Exam Cell Coordinator.
- Faculty should prepare IAT-I questions according to exam cell guidelines.
- Subject in charges will analyze IAT-I results, plan retests for absentees and failures.
- Class coordinators prepared student attendance and internal marks.

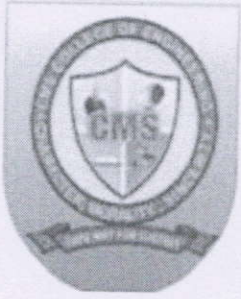
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MINUTES OF MEETING

ACADEMIC YEAR: 2019-2020

DATE: 20.02.2020

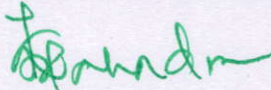
The principal meeting was held on 19th February 2020 at 12.30 pm in Principal Room.

Dr.C.A. Sathyamoorthy, Principal chaired the meeting.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
5	Mr.G.GOPAL	HOD/MECH




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Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengnca@gmail.com.principal602@gmail.com

Points Discussed in the meeting:

- IAT-I absentees will be monitored and warned by class in charges and counselors.
- Retests are scheduled for absentees and failures based on result analysis.
- Failed students must focus on specific subjects; a remedial class schedule will be prepared for their improvement. Emergency retests are allowed for absentees.
- Faculty should send registered post intimation letters to parents of students with less than 75% attendance.
- IAT-II result analysis and comparison with IAT-I will guide improvement actions
- Students failing IAT-II should prioritize subjects; coaching schedules will aid their exam readiness.
- IAT-II exams are scheduled from 09-03-2020 to 14-03-2020; faculty must submit question papers to the Exam Cell Coordinator.
- Faculty should prepare IAT-II questions following exam cell guidelines.
- Subject in charges will analyze IAT-II results and plan retests for absentees and failures.
- Class coordinators managed student attendance and internal marks.

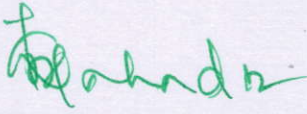

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MINUTES OF MEETING

ACADEMIC YEAR: 2019-2020

DATE: 19.03.2020

The principal was held on 18th March 2020 at 12.30 pm in Principal Room.

Dr.C.A. Sathyamoorthy, Principal addressed the meeting.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
5	Mr.G.GOPAL	HOD/MECH



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Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengg@gmail.com, principal602@gmail.com

Points Discussed in the meeting:

- IAT-II absentees should be monitored and warned by the concerned class in charges and counselors.
- As per result analysis retest is scheduled for the absentees and also for failures.
- Faculty members are advised to send intimation letter by registered post to the parents of the students who are having less than 75% of attendance.
- The students who get failed in IAT -II must concentrate on their subjects and coaching class schedule is made for them for the further improvement in the exams.
- An Industrial Visit is scheduled for the first year, on 02.03.2020 and 03.03.2020 for both days.
- The Model Examination will be scheduled on (13-04-2020 to 20-04-2020) and instruction is given to the faculties to submit the question paper to the department Exam cell co-ordinator.
- Faculties are instructed to prepare the questions for Model Examination as per the format According to Anna University's schedule, the HoD informed the first-year students that their last day of work is on April 24, 2020.

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MINUTES OF MEETING

ACADEMIC YEAR: 2019-2020

DATE: 03.08.2019

The meeting was held on 2nd August 2019 at 12.30 pm in Principal Room.

Dr.C.A. Sathyamoorthy, The Principal led the meeting.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
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Points Discussed in the meeting:

- Students must attend all classes and maintain discipline.
- The reopening of each semester will be communicated in advance by class coordinators and counselors
- The academic year timetable will be circulated and displayed in classrooms.
- Regular attendance and discipline are mandatory for all students.
- Students must adhere to the college dress code.
- Mobile phones are prohibited in college premises (classrooms, canteen, college bus, etc.).
- Students should notify their leave in advance.
- Department faculty must finalize dates for class committee and parent meetings.
- Class advisors should collect student data.
- Subject faculty must maintain updated log books (Theory & Lab) with student data.
- After completing each unit, lesson plans and notes must be signed by HoD and Principal.
- Subject faculty must complete the syllabus within the designated timeframe.

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MINUTES OF MEETING

ACADEMIC YEAR: 2019-2020

DATE: 22.08.2019

The principal's meeting was held on August 21, 2019, at 12:30 pm in the Principal's Room, chaired by Dr. C.A. Sathyamoorthy.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
5	Mr.G.GOPAL	HOD/MECH




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Contact No: 98433 46065, 84899 10651.

Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengn00@gmail.com.principal602@gmail.com

Points Discussed in the meeting:

- The minutes of the last meeting confirmed all tasks were completed.
- During IAT-I, students must not take leave; emergencies require rescheduling through the exam cell.
- IAT-I is set for 02-09-2019 to 07-09-2019; faculty must submit question papers to the Exam Cell coordinator.
- Faculties must prepare IAT-I questions as per exam cell guidelines.
- Subject in-charges will analyze IAT-I results and arrange retests for absentees and failures..

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MINUTES OF MEETING

ACADEMIC YEAR: 2019-2020

DATE: 24.09.2019

The meeting took place on September 23, 2019, at 12:30 pm in the Principal's Room, chaired by Dr. C.A. Sathyamoorthy, Principal.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
5	Mr.G.GOPAL	HOD/MECH



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Contact No: 98433 46065, 84899 10651.

Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengn00@gmail.com, principal602@gmail.com

Points Discussed in the meeting:

- Students who failed IAT-I should focus on subjects and attend coaching classes for improvement.
- Students who missed the test may attend the retest with a genuine reason.
- Absentees must take the retest as per the exam cell's strict rule.
- IAT-II will be held from 14-10-2019 to 19-10-2019. Faculties must submit question papers to the Exam Cell coordinator.
- Faculties must prepare IAT-II questions according to exam cell guidelines.
- Subject in-charges should analyze IAT-II results and plan retests for absentees and failures.

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MINUTES OF MEETING

ACADEMIC YEAR: 2019-2020

DATE: 31.10.2019

The meeting was held on October 30, 2019, at 12:30 pm in the Principal's Room, chaired by Dr. C.A. Sathyamoorthy, Principal.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
5	Mr.G.GOPAL	HOD/MECH




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CMS Nagar, Eranapuram Post, Namakkal Dt., Pin : 637 003. Tamilnadu, India.

Contact No: 98433 46065, 84899 10651.

Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengoo@gmail.com.principal602@gmail.com

Points Discussed in the meeting:

- Faculty should send registered post intimation letters to parents of students with less than 75% attendance.
- Students who failed IAT-II should focus on subjects and attend coaching for improvement.
- Students absent from the test may attend the retest with a genuine reason, as per exam cell instruction.
- Model Examination is scheduled from 07-11-2019 to 11-09-2019; faculties must submit question papers to the Exam Cell coordinator.
- Faculties should prepare Model Examination questions following the exam pattern.
- Coaching schedules are allocated from Nov 12th, 2019 to Nov 19th, 2019 for all students.
- First-year students' last day, according to Anna University's schedule, is November 19, 2019, as informed by the HoD.

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Contact No: 98433 46065, 84899 10651.

Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengg@gmail.com, principal602@gmail.com

MINUTES OF MEETING ACADEMIC YEAR: 2018-2019

DATE: 11.01.2019

Principal meeting was held on 10th January 2019 at 12.30 pm in Principal Room.

Dr.C.A. Sathyamoorthy, Principal chaired the meeting

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
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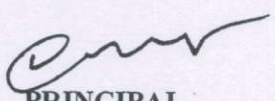
Points Discussed in the meeting:

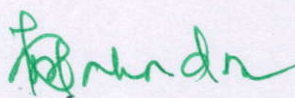
- The concerning class co-ordinator has to intimate the re-opening date to the student.
- Time table co-ordinator has to allocate workload for faculties and prepare the timetable
- The concerning class co-ordinator are
 - CSE- GOWTHAMI G
 - ECE- HEMA P
 - EEE- JAMUNA RANI K
 - MECH - VELLAIYAN V
- The timetable for the academic year has to be circulated and to be displayed in the class rooms
- Leave should be informed earlier by the students. In case of emergency, a leave can be informed through phone. More than two days absentees are strictly advised & it will be concerned only with their parent's approval.
- Subject faculty must maintain the log books (Theory & Lab) should keep it updated.
- After the completion of every unit, lesson plan and notes to be get signed with HoD and Principal
- Subject faculty must complete the portion within the given period of time.

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Contact No: 98433 46065, 84899 10651.

Website: www.cmsgroupofinstitutions.in Email: cmscollegeofengg@gmail.com, principal602@gmail.com

MINUTES OF MEETING

ACADEMIC YEAR: 2018-2019

DATE: 01.02.2019

The meeting was held on 31st January 2019 at 12.30 pm in Principal Room regarding academic plan. Dr.C.A. Sathyamoorthy, Principal chaired the meeting

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
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Dr.K.MAMADEVAN, B.E., M.E., Ph.D
PRINCIPAL
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Points Discussed in the meeting:

- The reviewed about previous meeting.
- Students are encouraged to adhere to a proper dress code and to be punctual.
- The students should not avail leave during the Internal Assessment -I. It's decided to enhance retest for the absentees under terms and conditions in case of emergency situation and need proper reasons. It is instructed by exam cell.
- The IAT-1 will be scheduled on (11-02-2019 to 16-02-2019).
- Faculties are instructed to prepare the questions for IAT-I as per the patterns given from exam cell and to be submitted to the department Exam cell co-ordinator
- After IAT-I exam, result analysis should be prepared by each subject in charges and need to schedule for retest priorly.
- The students attendance report & overall internal result analysis has to be submitted by the class co-ordinator to HOD

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MINUTES OF MEETING

ACADEMIC YEAR: 2018-2019

DATE: 21.02.2019

The improved analysis for slow learners has been discussed on 20th February 2019 at 12.30 pm in Principal Room. Dr.C.A. Sathyamoorthy, Principal led the meeting

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
4	Mr.G.SURESH	HOD/EEE
5	Mr.G.GOPAL	HOD/MECH



K. Mahadevan
Dr.K.MAHADEVAN, B.E., M.E., Ph.D
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Points Discussed in the meeting:

- IAT-I absentees should be monitored and motivated by the concerning class in charges and mentors.
- As per result analysis retest is scheduled for the absentees and also for average students.
- Slow Learners must be advised to concentrate on the subjects and remedial class schedule should be prepared for them for the further improvement in the exams.
- Faculty members are advised to send intimation letter by registered post to the parents of the students who are having less than 75% of attendance.
- The IAT-II will be scheduled on (11-03-2019 to 16-03-2019).
- The IAT-II result analysis has to be prepared and comparison report is also made with IAT -I and proper action should be taken for their improvement.
- The students who get low marks in IAT -II has to be filtered and special coaching schedule has to be prepared for betterment in Model Examination result
- An Industrial Visit is scheduled for the first year, on 01.03.2019 and 02.03.2019 for both days.
- The Model Examination will be scheduled on (08-04-2019 to 13-04-2019) and instruction is given to the faculties to submit the question paper to the department Exam cell co-ordinator.
- According to Anna University's schedule, the HoD informed the first-year students that their last day of work is on August 22, 2019.

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MINUTES OF MEETING

ACADEMIC YEAR: 2018-2019

DATE: 25.08.2018

The principal meeting was held on 24th August 2018 at 12.30 pm in Principal Room.

Dr.C.A. Sathyamoorthy, Principal chaired the meeting.

The following respective members were present.

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD/CSE
3	Mr.K.PERIYASAMY	HOD/ECE
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Points Discussed in the meeting:

- The students should be informed priorly about the re-opening of the semester
- Time table co-ordinator must get faculty willingness report and then prepare workload & Time table accordingly.
- Students are prohibited from using mobile phones inside the college campus (Class room, canteen, College bus, etc)
- Department faculty members have to finalize the dates for the class committee meeting and the parents meeting
- Subject faculty must maintain the log books for both Theory & Lab.
- All the students are advised to participate in Seminars and conference in both inter and intra colleges.

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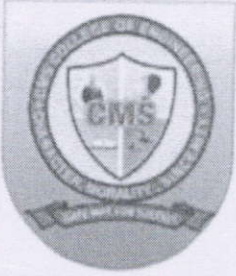
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MINUTES OF MEETING

ACADEMIC YEAR: 2018-2019

DATE: 11.09.2018

The meeting was held on 10th September 2018 at 12.30 pm in Principal room regarding Internal Assessments-I. Dr.C.A. Sathyamoorthy, Principal addressed the meeting.

The following respective members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD / CSE
3	Mr.K.PERIYASAMY	HOD / ECE
4	Mr.G.SURESH	HOD / EEE
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Points Discussed in the meeting:

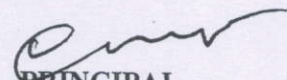
- The minutes of previous meeting was reviewed.
- The students should not avail leave during the Internal Assessment -I. It's decided to enhance retest for the absentees under terms and conditions in case of emergency situation and need proper reasons. It is instructed by exam cell.
- The IAT-1 is scheduled on (24-09-2018 to 29-09-2018).
- Faculties are instructed to prepare the questions for IAT-I as per the patterns given from exam cell and to be submitted to the department Exam cell co-ordinator.
- The students attendance report & overall internal result analysis has to be submitted by the class co-ordinator to HOD.

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MINUTES OF MEETING

ACADEMIC YEAR: 2018-2019

DATE: 03.11.2018

The meeting was held on 2nd November 2018 at 12.30 pm in Principal room regarding slow learners coaching scheduled. Dr.C.A. Sathyamoorthy, Principal addressed the meeting.

The following members were present

S.No	NAME LIST	DESIGNATION
1	Dr.V.PONNARASAN	HOD / S&H
2	Mr.S.DHINESH	HOD / CSE
3	Mr.K.PERIYASAMY	HOD / ECE
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Points Discussed in the meeting:

- Faculty members are advised to send intimation letter by registered post to the parents of the students who are having less than 75% of attendance.
- The students who secured low marks in IAT -II are to instruct to concentrate on their subjects and coaching class schedule made for them for the further improvement in the exams.
- Students who failed to attend the test will be allowed to attend the retest if the reason is genuine.
- The Model Examination will be scheduled on (19-11-2018 to 24-11-2018) and instruct the faculties to submit the question paper in the department Exam cell co-ordinator.
- Faculties are instructed to prepare the questions for Model Examination as per the exam pattern.
- According to Anna University's schedule, the HoD informed the first-year students about their last day which will be on Dec 10, 2018.

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