



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),
Sivakasi**

(Affiliated to Madurai Kamaraj University, Reaccredited with "A" Grade by NAAC,
College with Potential for Excellence by UGC & Mentor Institution under UGC PARAMARSH)

NAAC SSR Cycle IV (2015-2020)

1.4. FEEDBACK SYSTEM

1.4.1. & 1.4.2. FEEDBACK PROCESS AND ANALYSIS

**MINUTES OF THE GOVERNING BODY MEETING
2019-2020**



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),
SIVAKASI – 626 123.**

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**MINUTES OF THE GOVERNING BODY MEETING
2019-2020**



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN
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MINUTES OF THE GOVERNING BODY MEETING HELD ON 05.08.2019

The Twenty Fifth Governing Body Meeting was held on 05.08.2019 at 11.15 a.m. in the Secretary's Room.

MEMBERS PRESENT

- > Tmt. Thilagavathy Ravindran, President
- > Thiru. A.Tenzing, Vice-President
- > Tmt. Aruna Ashok, Secretary
- > Thiru C.Gunasingh, Member
- > Tmt. Bina Rajasingh, Member
- > Tmt. Vijayalakshmi Chiranjeeviratnam, Member
- > Tmt. Preethi Vasikaran, Member
- > Dr.V.Chinniah, University Nominee
- > Dr. R.Baskaran, JDCE, State Government Nominee
- > Dr. (Mrs.) T.Palaneeswari, Principal
- > Dr. (Mrs.) C. Devi Arockia Vanitha, Dean of Academic Affairs
- > Mrs. E. Ponmalar, Controller of Examinations

Special Invitees from Faculty

- > Mrs. R. Vijayapriya, Deputy Dean of Academic Affairs
- > Dr. M. Murugalakshmi, Deputy Controller of Examinations

AGENDA

- ❖ Confirmation of Minutes of the Previous Meeting
- ❖ Report on Action Taken
- ❖ Students Strength
- ❖ Research
- ❖ Approval of Minutes of
 - Board of Studies Meeting
 - Academic Council Meeting
 - Awards Committee Meeting
- ❖ Approval of Curriculum
- ❖ Approval of AQAR 2018-19
- ❖ Approval of Budget for the year 2019-2020



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**MINUTES OF THE GOVERNING BODY MEETING
2019-2020**

- ❖ Approval of other matters
- ❖ Examination and Evaluation
- ❖ UGC Grants
- ❖ Infrastructure
- ❖ Instruments Purchased
- ❖ Placement
- ❖ Awards and Achievements

BUSINESS TRANSACTED

- ❖ The meeting commenced at 11.15 a.m.
- ❖ The Principal cordially greeted and welcomed the eminent members of the Governing Body.
- ❖ It was resolved to confirm the minutes of the previous Governing Body Meeting.
- ❖ It was resolved to confirm the report on the action taken for the suggestions given by the members of the Governing Body in the previous meeting.
- ❖ Through a Power Point Presentation, the Principal briefed the members about the
 - ❖ Confirmation of Minutes of the Previous Meeting
 - ❖ Report on Action Taken
 - ❖ Students Strength
 - ❖ Research
 - ❖ Awards Committee Meeting
 - ❖ Examination and Evaluation
 - ❖ Abstract of Expenditure for 2018 - 2019
 - ❖ Budget for 2019 – 2020
 - ❖ UGC Grants
 - ❖ Other Grants
 - ❖ Infrastructure
 - ❖ Instruments Purchased
 - ❖ Placement
 - ❖ Awards and Achievements
- ❖ The following were approved by the Governing Body:
 - ★ The expenditure of the Autonomy grant for the year 2018-2019
 - ★ Proposed Autonomy Budget for the financial year 2019– 2020
 - ★ AQAR 2018-2019
 - ★ Research Policy



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**MINUTES OF THE GOVERNING BODY MEETING
2019-2020**

- ★ New UG Programme B.Com Professional Accounting
- ★ New Certificate Programmes in Basic Accounting and Accounting Software and Agricultural Entrepreneurship
- ★ Code of Ethics
- ★ Handbook of Code of Conduct
- ★ Consultancy Policy
- ★ Resource Mobilisation Policy
- ★ Action Taken Report on Feedback
- ★ Interest Amount Rs. 25,949/- has been derived from PFMS account no.:42652 for the financial year 2018-2019 is to be transferred to UGC Autonomy account no.: 23422 for the financial year 2019-2020 and utilize the same to create assets.

❖ The following appreciations were made:

- The University nominee and the State Government nominee highly appreciated the administrative and academic excellence of the Institution in all its dimensions
- Conduct of YWED Courses to enhance the entrepreneurial skills among the students
- Introduction of B.Com Professional Accounting Programme and Certificate programme in Agricultural Entrepreneurship
- Tuition services rendered under Part-V activities to underprivileged school children
- Students' Placement at various On campus and Off campus interviews

❖ The following suggestions were made:

- To prepare Interdisciplinary / Joint Research Project proposals to avail more funds.
- To preplan for securing a rank in NIRF 2020.
- To include the statement "Revenue generated from Science Instrumentation Centre is spent only for the College purposes" in the Consultancy Policy.
- After donating computers to Schools, a follow up action has to be made regarding the proper utilization by the stakeholders.
- Intrusion of third party agencies for placements is to be strictly avoided.



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MINUTES OF THE GOVERNING BODY MEETING

2019-2020

- To create awareness among the Faculty members and Scholars about the funding agencies, a separate list for Arts and Science disciplines shall be prepared.
- To encourage the Faculty Members to qualify SET exam to be conducted by Annamalai University, Chidambaram.
- To introduce A.C.S programmes.
- To raise the number of publications in UGC Approved Journals and research projects.

Dr. C.Devi Arockia Vanitha, Dean of Academic Affairs, proposed the vote of thanks.


Dean of Academic Affairs


PRINCIPAL

Members Present

- Tmt. Thilagavathy Ravindran, President
- Thiru. A.Tenzing, Vice-President
- Tmt. Aruna Ashok, Secretary
- Thiru. C.Gunasingh, Member
- Tmt. Preethi Vasikaran, Member
- Dr. V. Chinniah, University Nominee
- Dr. R.Baskaran, JDCE
- Dr. (Mrs.) T. Palaneeswari, Principal

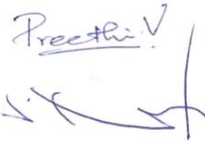
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**MINUTES OF THE GOVERNING BODY MEETING
2019-2020**

> Dr.(Mrs.) C. Devi Arockia Vanitha, Dean of Academic Affairs

CSAU

> Mrs. E. Ponmalar, Controller of Examinations

E. Ponmalar

> Mrs. R. Vijayapriya, Deputy Dean of Academic Affairs

R. Vijayapriya

> Dr. M. Murugalakshmi, Deputy Controller of Examinations

M. Murugalakshmi



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**MINUTES OF THE GOVERNING BODY MEETING
2019-2020**



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MINUTES OF THE GOVERNING BODY MEETING HELD ON 14.02.2020

The Twenty Sixth Governing Body Meeting was held on 14.02.2020 at 11.30 a.m. in the Secretary's Room.

MEMBERS

- Tmt. Thilagavathy Ravindran, President
- Thiru. A.Tenzing, Vice-President
- Tmt. Aruna Ashok, Secretary
- Thiru C.Gunasingh, Member
- Tmt. Bina Rajasingh, Member
- Tmt. Vijayalakshmi Chiranjeeviratnam, Member
- Tmt. Preethi Vasikaran, Member
- Dr.V.Chinniah, University Nominee
- Dr. R.Baskaran, JDCE, State Government Nominee
- Dr. (Mrs.) T.Palaneeswari, Principal
- Dr. (Mrs.) C. Devi Arockia Vanitha, Dean of Academic Affairs
- Mrs. E. Ponmalar, Controller of Examinations

Special Invitees from Faculty

- Mrs. R. Vijayapriya, Deputy Dean of Academic Affairs
- Dr. M. Murugalakshmi, Deputy Controller of Examinations

AGENDA:

- **Presenting the minutes of**
 - ❖ 25th Governing Body Meeting
 - ❖ Report on Action Taken
 - ❖ Research
- **Approval of minutes of**
 - ❖ Awards Committee Meeting
 - ❖ Finance Committee
 - ❖ Planning and Evaluation Committee
- **Presenting the following for approval**
 - ❖ Policy Document for Sanction of Seed Money
 - ❖ Feedback Analysis and Action Taken Report
 - ❖ Guidelines for the Award of Management Incentives to Support Research Activities and Awards



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**MINUTES OF THE GOVERNING BODY MEETING
2019-2020**

- Utilization of Autonomy Grant 2019-2020.
- Budget Proposal for 2020-2021.
- Examination and Evaluation
- UGC Grants
- Infrastructure
- Instruments Purchased
- Placement
- Awards and Achievements

BUSINESS TRANSACTED

- ❖ The meeting commenced at 11.30 a.m.
- ❖ The Principal greeted and welcomed the eminent members of the Governing Body.
- ❖ It was resolved to confirm the minutes of the previous Governing Body Meeting.
- ❖ It was resolved to confirm the report on the action taken for the suggestions given by the members of the Governing Body in the previous meeting.
- ❖ Through a Power Point Presentation, the Principal briefed the members about the
 - ❖ Confirmation of Minutes of the Previous Meeting
 - ❖ Report on Action Taken
 - ❖ Research
 - ❖ Awards Committee Meeting
 - ❖ Finance Committee
 - ❖ Planning and Evaluation Committee
 - ❖ Policy Document for Sanction of Seed Money
 - ❖ Feedback Analysis and Action Taken Report
 - ❖ Guidelines for the Award of Management Incentives to Support Research Activities and Awards
 - ❖ Examination and Evaluation
 - ❖ Abstract of Expenditure for 2019 - 2020
 - ❖ Budget for 2020 – 2021
 - ❖ UGC Grants
 - ❖ Infrastructure
 - ❖ Instruments Purchased
 - ❖ Placement
 - ❖ Awards and Achievements
- ❖ The following were approved by the Governing Body:
 - ★ The expenditure of the Autonomy grant for the year 2019-2020
 - ★ Proposed Autonomy Budget for the financial year 2020– 2021
 - ★ Policy Document for Sanction of Seed Money



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**MINUTES OF THE GOVERNING BODY MEETING
2019-2020**

★ Feedback Analysis and Action Taken Report

- ★ Guidelines for the Award of Management Incentives to Support Research Activities and Awards
- ★ Upgrading Wi-Fi facility in our Campus from 10 Mbps + 40 Mbps to 100 Mbps.

❖ The following appreciations were made:

- The University Nominee congratulated our College and the Principal for receiving the One Student One Tree Award from the Ministry of Human Resource Development (MHRD).
- The University Nominee appreciated the college for becoming the Mentor Institution under UGC-PARAMARSH.
- Our Secretary appreciated the increase in the number of faculty members qualified NET and SET.
- Secretary also appreciated the efforts made by the staff towards the UGC PARAMARSH Scheme.
- Secretary appreciated the overall achievements of the students in the Intercollegiate events by bringing Shields from different colleges.

❖ The following suggestions were made:

- To receive additional seats from the University for the academic programmes excluding the 15% that is already been allotted, a request can be made to the University.
- To achieve a good score in NAAC Reaccreditation focus more on the Demand Ratio, Pass Percentage of the Students and Placement Records.
- To follow up the students status and performance at their workplace by keeping in touch with the recruiters of the College.
- To install recent android Television in the Secretary Room for screening the official videos.
- To upgrade the Flair Education Resource Management into Cloud based system.

Dr. C.Devi Arockia Vanitha, Dean of Academic Affairs, proposed the vote of thanks.

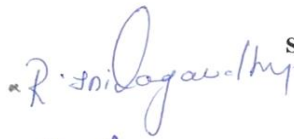
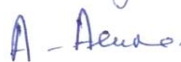

Dean of Academic Affairs


PRINCIPAL

Members Present

- Tmt. Thilagavathy Ravindran, President
- Tmt. Aruna Ashok, Secretary

Signature



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**MINUTES OF THE GOVERNING BODY MEETING
2019-2020**

➤ Thiru. S. Maheswaran , Member

➤ Tmt. Preethi Vasikaran, Member

➤ Dr. R.Baskaran, JDCE, State Government Nominee

➤ Dr. V. Chinniah, University Nominee

➤ Dr. (Mrs.) T. Palaneeswari, Principal

➤ Dr.(Mrs.) C. Devi Arockia Vanitha, Dean of Academic Affairs

➤ Mrs. E. Ponmalar, Controller of Examinations

➤ Mrs. R. Vijayapriya, Deputy Dean of Academic Affairs

➤ Dr. M. Murugalakshmi, Deputy Controller of Examinations



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MINUTES OF THE ONLINE GOVERNING BODY MEETING HELD ON 29.10.2020

The Twenty Seventh Governing Body Meeting was held online on 29.10.2020 at 11.00 a.m.
using Google Meet platform.

MEMBERS

- Tmt. Thilagavathy Ravindran, President
- Thiru. A.Tenzing, Vice-President
- Tmt. Aruna Ashok, Secretary
- Thiru C.Gunasingh, Member
- Tmt. Bina Rajasingh, Member
- Tmt. Vijayalakshmi Chiranjeeviratnam, Member
- Tmt. Preethi Vasikaran, Member
- Dr. G. Hemanthakumar, UGC Nominee
- Dr.(Thiru) P.Ponmuthuramalingam, JDCE, State Government Nominee
- Dr.H.Shakila, University Nominee
- Dr.S.Arivazhagan, Educationalist
- Dr. (Mrs.) T.Palaneeswari, Principal
- Dr. (Mrs.) C. Devi Arockia Vanitha, Dean of Academic Affairs
- Mrs. E. Ponmalar, Controller of Examinations

Special Invitees from Faculty

- Mrs. R. Vijayapriya, Deputy Dean of Academic Affairs
- Dr. D. Rajamani, Deputy Controller of Examinations

AGENDA:

- ✦ Confirmation of Minutes of the Previous Meeting
- ✦ Report on Action Taken
- ✦ Strength of Students
- ✦ Research
- ✦ Board of Studies Meeting
- ✦ Academic Council Meeting
- ✦ Approval of Curriculum & other matters
- ✦ Awards Committee Meeting
- ✦ Examination and Evaluation
- ✦ Abstract of Expenditure 2019 – 2020



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**MINUTES OF THE GOVERNING BODY MEETING
2019-2020**

- ✦ UGC Grants
- ✦ Infrastructure
- ✦ Instruments Purchased
- ✦ Placement
- ✦ Awards and Achievements

BUSINESS TRANSACTED

- ❖ The meeting commenced at 11.00 a.m.
- ❖ The Principal greeted and welcomed the eminent members of the Governing Body.
- ❖ It was resolved to confirm the minutes of the previous Governing Body Meeting.
- ❖ It was resolved to confirm the report on the action taken for the suggestions given by the members of the Governing Body in the previous meeting.
- ❖ Through a Power Point Presentation, the Principal briefed the members about the
 - ★ Confirmation of Minutes of the Previous Meeting
 - ★ Report on Action Taken
 - ★ Strength of Students
 - ★ Research
 - ★ Board of Studies Meeting
 - ★ Academic Council Meeting
 - ★ Approval of Curriculum & other matters
 - ★ Awards Committee Meeting
 - ★ Examination and Evaluation
 - ★ Abstract of Expenditure 2019 – 2020
 - ★ UGC Grants
 - ★ Infrastructure
 - ★ Instruments Purchased
 - ★ Placement
 - ★ Awards and Achievements
- ❖ **The following were approved by the Governing Body:**
 - ✦ The expenditure of the Autonomy grants for the year 2019-2020
 - ✦ Implementation of Outcome Based Education (OBE) with CBCS as per the UGC guidelines.
 - ✦ Uploading of Syllabus in Flair ERMS, a cloud-based software
 - ✦ Diploma in Office Management.
 - ✦ Annual Quality Assurance Report 2019-2020
 - ✦ Online Feedback Analysis from the Stakeholders and Action Taken Report
 - ✦ Academic Audit Report
 - ✦ Green, Environment and Energy Audit



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MINUTES OF THE GOVERNING BODY MEETING

2019-2020

❖ **The following appreciations were made:**

- The UGC Nominee congratulated the efforts taken by the Institution and conveyed his wishes for the very best of future.
- The State Government Nominee appreciated the Management for providing quality education to the downtrodden students from the rural area.
- The University Nominee congratulated the positive attitude and achievements of the College during this pandemic period.
- The Educationalist congratulated the College for the achievements and conveyed wishes to achieve more and more in the future.
- Thiru.C.Gunasingh, Member of the College Management Committee congratulated the Institution and Management.

❖ **Suggestions: NIL**

Dr. C.Devi Arockia Vanitha, Dean of Academic Affairs, proposed the vote of thanks.

CDAU
29/10/20
Dean of Academic Affairs

T. Palavesai
PRINCIPAL


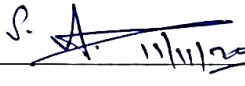
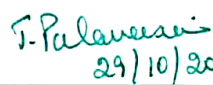
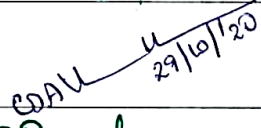
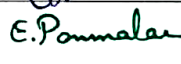
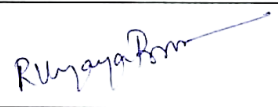
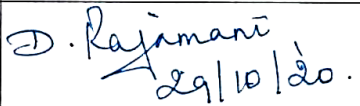
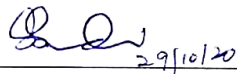
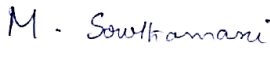
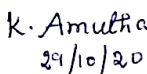
Members Present	Signature
Tmt. Thilagavathy Ravindran, President	R. Sri Jagavathy
Tmt. Aruna Ashok, Secretary	A. Aruna.
Thiru C.Gunasingh, Member	T. C. Gunasingh
Thiru. S. Maheswaran , Member	S. Maheswaran
Dr. G. Hemanthakumar, UGC Nominee	G. Hemanthakumar
Dr.(Thiru) P.Ponmuthuramalingam, JDCE, State Government Nominee	P. Ponmuthuramalingam



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**MINUTES OF THE GOVERNING BODY MEETING
2019-2020**

Members Present	Signature
Dr.H.Shakila, University Nominee	 29/10/2020
Dr.S.Arivazhagan, Educationalist	 11/11/20
Dr. (Mrs.) T. Palaneeswari, Principal	 29/10/20
Dr.(Mrs.) C. Devi Arockia Vanitha, Dean of Academic Affairs	 29/10/20
Mrs. E. Ponmalar, Controller of Examinations	 E. Ponmalar
Mrs. R. Vijayapriya, Deputy Dean of Academic Affairs	 R. Vijayapriya
Dr. D. Rajamani, Deputy Controller of Examinations	 29/10/20.
Special Invitees (Members of College Committee)	
Dr.S.Sivadevi, Head and Associate Professor of Physics	 29/10/20
Mrs.M.Sowthamani, Head and Associate Professor of Chemistry	 M. Sowthamani
Mrs.K.Amutha, Office Superintendent	 29/10/20

