



**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)

6.1 Institutional Vision and Leadership

6.1.1 Vision and Mission

MINUTES OF COLLEGE COUNCIL

2015-2016



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

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Council Meeting.

Date : 20.6.2015
Time : 9.30 - 10.30am.
Venue : Secretary's Room.

Matters to be discussed:

1. Gate access
2. Parents' access
3. Workplan for the Depts.
4. General instructions.
5. M. R. Srinivasan & P. Srinivasan
Council Secretaries.
Hods and members

SR
Principal.

1. English - J
2. Tamil - M
3. History - V.P.
4. Mathematics - B.
5. Physics - M
6. Chemistry - B
7. Botany - P
8. Computer science - J
9. Commerce (Regular) - B.
10. Commerce (S.P.) - B.
11. B.B.A. - J
12. Computer Applications - B.
13. Information Technology - M
14. Microbiology - S.S.
15. Nutrition and Dietetics
16. Costume Design and Fashion - J
17. Physical Education - M
18. Librarian - M
19. Controller of Examination - J
20. Deputy and Deputy Controller of Examination - J

Members present

1. S. Srinivasan
2. M. R. Srinivasan
3. P. Srinivasan
4. J. Srinivasan
5. G. Valli
6. E. Srinivasan
7. V.P.
8. Srinivasan
9. M. R.
10. M. R.
11. S. Srinivasan
12. S. Srinivasan
13. B. P. Srinivasan
14. R. P. Radha
15. Srinivasan
16. N. Srinivasan
17. T. Palanivel
18. S. Srinivasan
19. M. Srinivasan
20. P. Srinivasan



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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR
WOMEN, SIVAKASI.**

Minutes of the Council meeting held on 20.6.2015 at 9.30 a.m

1. The Principal instructed the H.O.Ds to submit the revised workload/time table to Ramya on Monday.
2. As the IQAC is getting ready with the Annual Quality Report, all the departments are asked to update their activities (from April to June) in NAAC2 inbox by 24th June.
3. If proposals sent for seminars / workshops are not sanctioned by the agencies/UGC, new proposals must be sent by July 31. Further, the principal suggests that each department should conduct a sponsored seminar/workshop once in two years.
4. Changes can be done in the duty list, if we wish, with the approval of the principal.
5. Since the I CIA begins from 27th of July, the members of the faculty are expected to cover their portion on time. They must also submit their work plan for the odd semester.
6. Hereafter college main gate will remain open in the morning from 8.15 to 9.20a.m. and evening from 3.15 to 4.15 p.m. On the days of ward meetings or any special meetings, time will be extended upto 5.15 p.m.
7. Fees payment:
Students – Morning before prayer(9.05 to 9.20a.m.) and lunch break.
Parents - 3.15 to 4.15 p.m.
8. Parents should not meet the faculty without the knowledge of the H.O.D. They can inform the H.O.D over phone /through their daughters/written communications. It should be informed to the II and III year students during ward meeting.
9. Tutor-ward list must be ready by 24th June.
10. 25th June – Ward meeting between 9.30 and 10.30 a.m(Ice breaking session).
At 11a.m. – viva voce to all M.phil students.
26th June - EAS- No common prayer
11. 27th to 31st July – A 5 day Training programme to government school teachers handling VI and VII classes. Mrs. Sivadevi is in charge of this Training programme Planned to invite Mr. Gurubharathi from Madurai for counselling programme to all students.
31st July CIA Test will be postponed to 1st August, as we have BEC exam and counselling programme on that day.
12. Alumnae / Parents can be invited to have interaction with the students. Proper record should be maintained. The soft copy for all activities with photoes should be kept.
13. Department wise feedback for Counselling / Professional English should be submitted to the IQAC by 24th June. Specifications must be made regarding the impact and the changes it brings upon us. A Report of the 'Three days Orientation programme & Bridge Course' should also be submitted on 25th June.
14. We can make use of the Indoor Sports Training Facility centre for meetings and it must be recorded in the office.

15. Departments are asked to take a copy of UGC common curriculum and check whether our curriculum is equivalent to that of UGC atleast by 50%.
16. Course completion certificate will be given to the final year students on the last working day.
17. The members of the Staff are advised not to undertake any trip, be it a pleasure trip/ Study tour/ industrial visit outside the state. They are further instructed not to participate in workshop/ seminar outside the state without the permission of the DCE/JDC as the case maybe.
18. The utility of the Lab or the Staff room by the faculty after 5 p.m should be done with the knowledge of the Head of the Dept./Principal. The lab assistants should hold the responsibility of locking the lab and handing over the key after checking whether the power is switched off& the water taps are closed properly.

M. R. S. S. S. S. S.
Council Secretaries

D. S. S. S. S.
Principal



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Council Meeting

29.7.15

Date : 29.7.15

Time : 9.45 - 10.45 a.m.

Venue : Secretary's Room.

Matters to be discussed:

1. Utilization of Funds for Seminars / workshop / Guest Lectures.
2. Minor / Major Research Projects.
3. Availing TANT Support.
4. Feedback.
5. Industry / Institution - Interaction.
6. Examination cells.
7. Any other.

M. Remya
P. Srinivas
Council Secretaries

PR
Principal.

HOD's and Members.

- | | |
|--------------------|-------------------------------|
| 1. English - ✓ | 7. Botany - ✓ |
| 2. Tamil - ✓ | 8. Computer Science - ✓ |
| 3. History - ✓ | 9. Commerce (Reg) - ✓ |
| 4. Mathematics - ✓ | 10. Commerce (SR) - ✓ |
| 5. Physics - ✓ | 11. BBA - ✓ |
| 6. Chemistry - ✓ | 12. Computer
Librarian - ✓ |

13. Information Technology - ✓
14. Microbiology - S.S. ✓
15. Nutrition & Dietetics - A.P. ✓
16. Costume Design & Fashion Technology - ✓
17. Physical Education - ✓
18. Librarian - ✓
19. Controller of Examinations - ✓
20. Deputy Controller of Examinations - ✓

Members Present:

20 E. Ponnala

1. S. Srinivas
2. P. Srinivas
3. S. Rajeswari
4. H. Jayalakshmi.
5. S. Srinivas
6. S. Srinivas
7. T. Palani
8. R. P. Reddy
9. S. Srinivas
10. S. Srinivas
11. S. P. Srinivas
12. N. Srinivas
13. B. P. Srinivas
14. S. Srinivas
15. S. Srinivas
16. M. Remya
17. P. Srinivas
18. S. Srinivas
19. S. Srinivas

29-7-15
COAU 29/7/15



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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR
WOMEN, SIVAKASI.**

Minutes of the Council meeting held on 29.7.15 at 9.45 a.m

1. Minor / major research projects:
 - > It must be applied only through on line.
 - > We must upload it 20 days ahead of the due date.
2. Utilisation of Funds for Seminar/ Workshop/ Guest lectures:
 - > Funds allotted to organise seminar/ workshop/ guest lectures and to purchase equipments/ books should be exhausted as early as possible.
 - > Librarian will arrange for a book fair (Date will be announced later).
 - > If the books are not to our expectation, we need not buy.
 - > 20% discount is compulsory.
3. Availing TAMT Support:
 - > Booking TAMT buses for departments should be done only through the office.
 - > Mrs. Vazhavandal can be approached for any help.
 - > Staff / Student should not talk unnecessarily to the drivers or the conductors.
4. Feedback:
 - > Feedbacks will be done through online. Before feedback, students must be instructed well.
 - > Work plan, coverage of portion for the three term tests must be informed to the students properly.
 - > Teachers are advised to follow their work plan strictly.
5. Industry/ Institution interaction:
 - > Each department should have a MOU with an industry / institution or a university at least for a period of three years.
 - > The format will be available in the NAAC2 inbox.
 - > MOUs must be renewed, if the period is over.
 - > Educational trips/ industrial visits can be arranged but once in a year.
6. Alumnae Meeting:
 - > Hereafter Alumnae meet will not be held on Oct 2.
 - > Instead, two batch meets (one for UG & one for PG) can be arranged by each department.
 - > Phone numbers and address must be collected from them and handed over to the Alumnae Cell.
 - > Renowned alumnae can be invited during the NAAC visit.
 - > Fresh graduates meet can be termed as Alumnae Meet.
7. NET/SET coaching:
 - > In the IV semester, instead of core Elective, UGC NET syllabus will be included in the syllabus.
 - > This paper consists of 10 units (5 faculty will handle the paper)
 - > Paper 1 –coaching will be done in the evening classes.

General:

1. Students should be motivated to appear for BEC exam. BEC Exam takes place on 31st July, this year.
2. Departments should not organise any activity during test weeks.

3. H.O.Ds should inform the next senior while taking leave. The C.L form must be submitted along with the work adjustment slip duly signed by the next senior.
4. If the Co-ordinators (IQAC, Peace Education, Women Studies) arrange meetings, everybody involved should attend the meeting. If not, they must depute some one in their place.
5. H.O.Ds are advised to shoulder more responsibilities .The next senior is instructed to attend meeting in the absence of the H.O.D.
6. Tutors are asked to discuss with their wards about the impact of Mr. Jegan's meeting during the ward meeting .They can direct the wards to write a feedback about the meeting and drop it in the suggestion box. They need not write their name, but must mention the class.

Dates to be Remembered:

- > 28th Test will be held on 4th August.
- > 30th - Holiday
- > 30th Test will be held on 5th August.
- > EAS will be held on 6th August.
- > 31st July & 3rd August, there will be a general meeting during the Zero hour.
- > II -term test will be from 3rd September.

M. Ruby Lakshmi
Council Secretaries

D. Babiche
Principal



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Council Meeting:
10.10.15

Time : 9.45 a.m - 10.45 a.m.
Venue : Secretary's Room.

Agenda:

1. Common Subject code.
2. Last working day for students & staff
3. Planning for the next Semester & Reopening for the next Semester.
4. UGC - NET/SET Coaching.
5. Any other.

P. Jeeva
Council Secretary.

P. Jeeva
Principal.

HOD's and Members:

1. English - J	11. BBA -
2. Tamil - M. Anand	12. Computer Applications
3. History - J	13. Information Technology
4. Mathematics -	14. Subscription & Dieties -
5. Physics - ND	15. Microbiology - S.S. R
6. Chemistry - Grace	16. Costume Design & Fashion Technology - P. Jeeva
7. Botany - J	17. Physical Education -
8. Computer Science - J	18. Librarian - J
9. Commerce (Reg) - J	
10. Commerce (SF) - J	

19. Controller of Examinations - P

20. Deputy Controller of Examinations - P

Special Invites:
Part IV - Co-ordinators:

1. Peace Education - Mrs. M. Ruby Dharamani
2. Women Studies - Mrs. Stella Muthusojan. Min. SathyaBama
3. EVS - Mrs. S. Manokshi S. Hanumanthi. Subarajani. S. R
4. Computer Library - Mrs. Arackavani. P. Jeeva
5. G. IC - Mrs. Lakshmi S. K
6. Soft Skills - Mrs. Sivapriya
7. Job oriented Courses - Mrs. Anila. C

1. S. Sasi	15. Anandha
2. H. Jayalakshmi	16. V. S. S.
3. S. Rajwan	17. M. S. S.
4. T. Palaniamani	18. C. Anil
5. M. Sank	19. G. SathyaBama
6. S. S. R	20. E. Ponnalar
7. M. S. R. P. S.	21. A. Keer. Benta
8. R. P. Redha	22. S. Jeeva
9. S. Pethanachi. Sivan	23. G. Valli
10. S. Lakshmi	24. N. Vijay
11. M. M. S.	25. P. Jeeva
12. B. Siva Prasa	
13. S. S. S.	



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Council Meeting

Minutes of the Council Meeting held on 10.10.15

Codes for Common Subjects

- ☆ Due to the introduction of new programmes like B.Sc. Maths with Computer Applications, M.A. History, M.Com (HRD) in this year 2015 and to maintain uniformity in coding, codes for some common courses like Part-I, NMEI, NMEII, PG Elective II & III and all Part-IV papers have been changed.
- For Example:** The NME paper 14PMT2E is changed as 14PMT2E/15PMT2E.
- For those who joined in June 2014/June 2015 and later.
- ☆ All the HOD's and Part-IV Co-ordinators should submit the syllabus of the above papers with the new code, to Dr. M. Jayalakshmi (CDDC) on or before 19.10.15. In all CIA Test Question Papers, the new code should be given.

Last working day for students and staff

- ☆ Last working day for students - 26th October 2015.
- ☆ Last working day for staff - 27th October 2015.

Planning for the Next Semester (Even)

- ☆ The re-opening of the college for staff - 25th November 2015
- ☆ The re-opening of the college for students - 27th November 2015
- ☆ On 25th November 2015 staff meeting will be conducted for 1 hour.
- ☆ On 25.11.15, after staff meeting, the IQAC and Research Cell is organizing one day workshop on "UGC NET/SET Exam Paper I". The Principal insisted that all the SF staff should attend the workshop. A detailed circular will be sent from Research Cell regarding the above workshop.
- ☆ It was also insisted that all the SF staff should get qualified in UGC NET/SET Exam to continue their job or for further appointments.
- ☆ For all hourly basis remunerative courses (like Extra Credit Courses / Certificates Courses etc.) Attendance register will be kept in the office from November '15 onwards. The respective course teachers should sign in the register. Based on that remuneration will be paid to them. For classes during holidays, requirements slip can be submitted to the Principal to get the remuneration.
- ☆ The Workload and Time Table for the next semester should be submitted on 27.10.15. The staff members can start with the classes on 27th November '15 itself.

UGC NET/SET Coaching

- ☆ It has been resolved that, the UGC NET/SET syllabus can be introduced as PG Elective IV paper from 2015 PG Batch onwards.
- ☆ The HOD's should submit the above syllabus on or before 19th October 2015 to Dr. M. Jayalakshmi (CDDC).

Any Other

- ☆ Test papers should not be kept in the department or lab. On every test day, the papers should be taken from the office and the rest of the papers should be returned on that day itself.
- ☆ Depending on the nature of the subject, the staff members can be lenient in collecting the Answer Scripts. If necessary break time can be utilized.
- ☆ The staff members should motivate the bright students to workout extra assignments, etc. They can also motivate the students to attend BEC course.
- ☆ The staff can give guidelines to students especially first year students in preparation of the subject from the exam point of view.
- ☆ There should not be any fees collection by departments. If needed prior permission should be obtained from the Principal.
- ☆ Tour should not be arranged during even semester.
- ☆ During Practical Examination, Alternative Question should not be given to the students. In case of necessity, the respective students will be evaluated only for 40 marks.
- ☆ Regarding Academic Audit for papers handled by more than one staff, only one staff should be assigned for audit (Remuneration can be shared).

[Signature]
Council Secretaries

[Signature]
Principal



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Council Meeting.

Date : 9.1.2016.
Time : 9.45am to 10.45a.m.
Venue : Secretary's Room.

Agenda

1. Students' Pongal.
2. Study Circle Meeting.
3. Sports Day.
4. College Day
5. Convocation Day.
6. Accounts settlement.
7. Any other.

Principal.

m. a. s. ^{P. S.} Basmani.
Council Secretaries

HODs and Members

1 English	12 Computer Application
2 Tamil	13 Information Technology
3 History	14 Nutrition & Dietetics
4 Mathematics	15 Microbiology S.S. P.
5 Physics	16 Costume Designing & Fashion
6 Chemistry	17 Physical Education
7 Botany	18 Librarian
8 Computer Science	19 Controller of Examinations
9 Commerce (R.F.)	20 Deputy Controller of Examinations
10 Commerce (S.F.)	
11 B. B. A.	

Members present:

- 1) D. Sasirekha
- 2) S. Jeyaraj
- 3) G. Valli
- 4) A. Kannan Pruthi
- 5) E. Ponnambal
- 6) V. P. [Signature]
- 7) [Signature] 9/1/16
- 8) [Signature]
- 9) [Signature]
- 10) F. Suresh Babu
- 11) S. [Signature]
- 12) N. Vijay
- 13) S. S. [Signature]
- 14) S. Pethanachi Selvam
- 15) [Signature]
- 16) K. P. Radha
- 17) T. Palaniam
- 18) S. Rajeswari
- 19) P. [Signature]



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Minutes of the Council meeting held on 9.1.2016 at 9.45 am in the Secretary's Room

1. The Principal instructed the members of the staff not to sit in the class and talk to few students in front of them. They should stand and teach and must have control over the students. They must speak only in English.
2. Birthday celebrations are strictly forbidden inside the campus.
3. **Suggestion from the Awards Committee Meeting:**
It has been suggested by the Awards committee to conduct First Aid /Disaster management courses for the students. The Principal proposes to conduct these courses for II U.G students in the beginning of the next academic year.
I day -First Aid-Physical Directers.
II Day - Disaster Management – Botany & History Departments.
4. Workshops/Short term courses (Full day programmes) can be conducted during the vacation. Regular hours should be fully utilized for our curriculum.
5. Students/Staff may be motivated to undergo course on counselling/ Psycho therapy.
6. Photographers should not be allowed inside the campus except for ID Cards/Pongal celebration/any other major functions. Mrs.P.Karthika Devi,Dept.of English will be in charge of photography club.Training will be given to the students to take photos of the Department activities.
7. There will be a discourse by Hari Viradhananda from Ramakrishna Mission on 19th January from 9.45am to 10.45am.Test time table will be followed.
8. Feb,27th 2016 – Sports Day – Chief guest, Ex-Principal of Y.M.C.A College of Physical Education,Chennai.
She will address the staff in the morning.
March 4th,2016 – College day – Names can be suggested for Chief Guest.
March 5th,2016 – Convocation day –JDC, Madurai.
9. Bills/Accounts settlement should be done before Jan 31.
If any delay, valid reason must be given to the Principal.
10. If any Teacher (Regular and SF) wants to take C.L. on emergency, it should be informed to the Principal through Ramya over phone but not to the office directly.
11. Online purchase should be done only through college address. Courier men should not come to the departments.

12. Vehicles should not be parked on the newly laid pathways.
13. Amount collected for the relief fund – Rs.1,50,000. 500 sets of vessels each worth Rs.300 were purchased and distributed to the people at Kalpakkam, Chennai through N.G.O's.
14. Here after 1 year revised syllabus alone will be placed for approval before the Academic Council.For the consecutive years,the revised/modified syllabus after carrying out all the valid suggestions offered by the Board and Academic Council should be placed in the next academic council.
15. Online feedback can be conducted inside the Departments during practical hours/class hours. Principal advised us to buy dongles.
16. It is our duty to check the dress code of our students. Students maybe allowed to wear jeans on any day they like from the next academic year.
17. College Pongal probably will be celebrated in the month of February or March - the Friday before the II Saturday.
18. Experts' names for question paper setting and valuation are expected from the Departments for their subjects by the controller of examination,in the prescribed format.
19. 14th Jan (Bogi) is declared as a holiday.
20. The HODs are requested to nominate two staff members & two students from each department for sessions in counselling in the beginning of the next academic year.
21. **Strict warning from the Secretary of our College :-**
Personal disputes among staff should be set right outside the campus. College name should not be spoiled or used anywhere at any cost.
Bank loans should not be borrowed using College name/Principal's name.
No policeman should enter the campus for any enquiry related to disputes outside among the faculty.
If this is violated, severe action will be taken by the College management.

M. Ruby Suman
Council Secretaries

S. Sathish
Principal



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Council Meeting

Date : 12.2.16.

Time : 9.45 a.m to 10.45 a.m.

Venue : Secretary's Room.

Matters to be discussed :

1. Tutor-ward system.
2. Squad to monitor end semester examination.
3. National Rating.
4. M.Phil guidance.
5. Any other M.Phil. ^{Principal} Secretaries ^{Principal} Council Secretaries ^{Principal} and Members.

1. English
2. Tamil
3. History
4. Mathematics
5. Physics
6. Chemistry
7. Botany
8. Computer Science
9. Commerce (CR)
10. Commerce (CF)
11. Business Administration
12. Computer Application
13. Information Technology
14. Nutrition & Dietetics
15. Microbiology
16. Costume Design & Fashion
17. Physical Education
18. Librarian
19. Controller of Examination
20. Deputy Controller of Examination

1. D. Sasiroha
2. M. Raly
3. G. Vallu
4. S. Pattanabhi Selvam
5. A. Leena Banita
6. N. Vijay
7. V.P.
8. K. Muthu
9. B. An
10. V. Srinivasan
11. S. Srinivasan
12. S. S. R. 12/2/16
13. S. S. R. 12/2/16
14. S. S. R. 12/2/16
15. S. S. R. 12/2/16
16. S. M. Srinivasan
17. K. P. Reddy 12/2/16
18. T. Palaniam
19. S. Rajeswari
20. H. Jayalakshmi



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Minutes of the council Meeting held on 12.2.16

1. National Rating

It is essential that all colleges should appear for National Rating & IQAC to collect the details for the same.

It is decided to form new IQAC with 3 Groups

- 1.I Group-Senior staff
- 2.II Group-Next to Senior
- 3.III Group - Next level Senior

2 End semester Examination

It is decided to form Squads to visit the Halls during

End semester Examination

3 Question paper audit

It is decided to invite examiners from outside to do auditing, proof reading and technical checking of typed Question papers

4 Mass campus cleaning

Mass campus cleaning will be held on 26.2.16. Test time table will be followed. Students should be permitted from 2.30p.m to do the work.

5 Tutor-ward Meeting

Tutors should take care of their wards from the 1st year till the completion of the course.

UG-3 years PG-2 years,

Ward meetings-Once in a month Time duration-1 hour

Every tutor is expected to know the personal details, the academic standard and the financial position of their wards.

Students must be advised to go to the rest room only during the break. On emergency, they may be permitted to go but not in groups.

Any problem related to room arrangements/seating arrangements for the CIA's must be discussed with Mrs.Siva devi, Dept. of Physics.

6 UGC guidelines on Uniform Span Period:

As per UGC guidelines, a uniform Span period must be followed in every college. A student who is not able to complete the programme with the minimum duration prescribed (UG-3 years/ PG-2 years/MCA-3years) she may be allowed two years period beyond the normal period to qualify for the degree. This comes into effect from this academic year(2015-2016).

7 Norms for M.Phil guidance:

M.Phil scholars can be guided by Faculty (R/SF) till the period of superannuation and the faculty appointed after retirement as permanent teachers can guide upto the completion of 62 years of age. Faculty, approved by MKU alone can guide Ph.D scholars.

8 H.O.D's and Tutors are advised not to give the phone No./ID of their wards to any outsiders who come with the advertisements for B.Ed/M.B.A courses.

H.O.D's are instructed not to sign in any conduct/attendance certificates to the outgoing students without the knowledge of the college office.

No dues should be properly signed only by H.O.D's, librarians, Physical

Director and Co-ordinators.

9 Stock checking:

H.O.D's are advised to take 3 copies of the stock-checking report and can be handed over to

Person in-charge of checking- 1

Counter checking- 1
Office - 1

10. College Magazine: Dept. bytes
Report of Three highlights of the Department & One with a photograph should be submitted

11. Dates to be remembered:

III periodic test-March 10-16
Practicals-March 17-30
Next Council meeting-March 12
(Second Saturday) -March 12-Working day
Ward meeting-March 16
Easter Holiday-March 25,26,27
Students Pongal- March 28
Project submission-March 30
CIA verification-March 31
Last Working day for Students - March 31
Course Completion certificate, no dues form to be signed- March 31
Farewell-April
M.Phil project submission-one day before the last working day of the staff

M. Ruby Sharanam
P. S. Srinivasan
Council Secretaries

R.
Principal



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

(Affiliated to Madurai Kamaraj University, Re-accredited with A Grade by NAAC,
College with Potential for Excellence by UGC and Mentor Institution under UGC PARAMARSH)

Council Meeting.

Date : 12.3.16.

Time : 9.45 a.m. to 10.45 a.m.

Venue : Secretary's Room.

Matters to be discussed:

1. Instructions regarding Student's Pongal on 28.3.16.
2. Last working day for the Teaching Faculty.
3. Local Pongal Holiday.
4. M.Phil project submission.
5. Work bond & Time table.
6. S.F. Vacancies

M. R. Jayaraman
Council Secretary

H.O.Ds and Members

1. English
2. Tamil
3. History
4. Mathematics
5. Physics
6. Chemistry
7. Botany
8. Computer Science
9. Commerce (C) & (F)
10. Commerce (S.F)
11. Business Administration
12. Computer Application
13. Information Technology
14. Nutrition & Dietetics

J.R.
Principal

15. Microbiology
16. Costume Design & Fashion
17. Physical Education
18. Librarian
19. Controller of Examination
20. Deputy Controller of Examination

1. S. Srinivasan

2. P. Jeyaraj

3. H. Jayalakshmi

4. R. Rajeswar

5. T. Palanivel

6. H. Santhi

7. K. P. Radha

8. S. Anand

9. V. P. Srinivasan

10. S. Jeyaraj

11. M. R. Jayaraman

12. N. Vijay

13. R. Sangeetha

14. S. Anand

15. S. Srinivasan

16. S. P. Srinivasan

17. S. S. Ramesh

18. S. S. Ramesh

19. E. Ponnambal

20. S. Srinivasan



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Minutes of the Council Meeting held on 12.3.16

I. Important Dates :

- Students Pongal -28th March.
(Statue work will be over by then. President , Secretary and other members of the Management may participate in the Pongal celebrations)
 - U.G & P.G Project Submission - 30th March.
 - CIA Verification & last working day for students-31st March.
 - Student Farewell-1st April.
 - Local Pongal Holiday – 11th April.
(Exam will take place as usual)
 - Internal Academic Audit by IQAC – 12th & 13th April.
 - M. Phil Project Submission – 18th April.
 - Last Working day for Teaching Faculty & submission of Time table and workload -20th April.
 - Staff Farwell – F.N of 20th April.
2. S.F Vacancies to be reported to Mrs .J. ArunNandhini ,the Office Manager with in a week.
 3. Service Registers must be Verified and updated annually by the Teaching Faculty.
 4. Library checking –a new format is being followed now. If the barcode is worn out or missing in the books available in the Department, it must be replaced immediately.
 5. UGC SET / NET -Each Department must collect 5 years question papers and work out the answers. A minimum of 150 questions and answers must be prepared per unit.
 6. A separate format will be prepared and supplied to avail O.D from the college or permission from the hostel.
 7. Admission committee for the academic year,2016-17 Dr. Ms.Geetha Soundararaj, Dept.of English, Mrs.M.Uma Rani, Dept .of commerce (R), Ms.U.Uma Devi, Dept. of Botany.
 8. Dept .wise meeting with the President and Secretary will take place at the beginning of the next academic year 2016-17.Date may be as per the convenience of the President and Secretary.
 9. Proposals for the extention of autonomy will be sent at the end of Dec,2016. The Review Committee may visit us during Feb/March,2017.
 10. The Management places on record their appreciation and congratulation for the contribution of each and every Teaching Faculty towards the successful conduct of the Sports Day, Graduation Day and College Day.
 11. The Principal appreciates Mrs .Kingslin Mary Genova ,Dept. of Physics for all the sincere efforts she has taken to install the multimedia projector in every department.

M. Ruby Das
Council Secretaries

D. Dasinaha
Principal
PRINCIPAL
The Standard Fire Works
Rajaratnam College for Women,
Sivakasi.