



**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

2016-2017



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

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Council Meeting

A Council meeting will be held on 23.7.16
at 9.45 a.m in the Secretary's room.

Agenda.

1. Academic & Non-Academic activities
2. CSIR - UGC SET/NET Elective option
3. Young women entrepreneur development cell
4. Any other.

S. S. S. S. S.
Council Secretaries

D. S. S. S. S.
Principal.

HOD's & Members.

1. English ✓
2. Tamil ✓
3. History ✓
4. Mathematics ✓
5. Physics ✓
6. Chemistry ✓
7. Botany ✓
8. Computer Science ✓
9. Commerce (CR) ✓
10. Commerce (CT) ✓
11. Business Administration ✓
12. Computer Application ✓
13. Nutrition + Dietetics ✓
14. Microbiology ✓
15. Costume Design + Fashion ✓
16. Physical Education ✓

17. Librarian ✓
18. Controller of Examinations ✓
19. Deputy controller of Examinations ✓

Members Present

- 1) *D. S. S. S. S.*
- 2) *Rajawari*
3. *H. J. S. S. S.*
4. *S. S. S. S.*
5. *M. S. S. S. S.*
6. *S. S. S. S. S.*
7. *M. S. S. S. S.*
8. *S. S. S. S. S.*
9. *S. S. S. S. S.*
10. *M. S. S. S. S.*
11. *S. S. S. S. S.*
12. *S. S. S. S. S.*
13. *S. S. S. S. S.*
14. *M. S. S. S. S.*
15. *S. S. S. S. S.*
16. *K. S. S. S. S.*
17. *T. S. S. S. S.*
18. *S. S. S. S. S.*
19. *S. S. S. S. S.*



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THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI.
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Minutes of the council meeting

The first council meeting for the academic year 2016-17 was held on 23.7.16 at 9.45am in the secretary's room. Academic, non academic activities, CSIR-UGC SET/NET Elective option and YWED Cell activities were discussed as per agenda.

Academic Activities

Resolved to adhere to the following:

Utilization of funds for seminars/work shop/guest lecture.

- Department activities must be pre planned. Funds allotted to organize seminar /work shop/guest lectures and to purchase equipments/books should be exhausted before the month of September or at the end of the odd semester.
- To avoid Departmental activities/meetings on Fridays and Test weeks.
- Bills and Accounts must be maintained properly. Settlement of Accounts should be completed in the college office by the end of the semester.

Purchase of library books:

- Decided to purchase new text books which are not available in the library. Adding the already available books will not be accepted.

Alumnae Meet

- Atleast three batch meets to be arranged by each department in the present academic year.
- Renowned Alumnae to be invited for department activities.
- Revised bio data of the students to be collected and renowned Parents to be invited for guest lecture for any department.

Non Academic activities

Department Tour

- Tours may be organized for a day or two.
- HOD's are responsible for tour arrangement, good quality of food and water.
- Booking of TAMT buses for departments to be done only through College office.
- Students' tour account to be settled immediately after the tour.

All the college buses will leave the college campus by 5 pm / 5.15 pm.

YWEDC

To plan for effective utilization of CPE grant Under II phase, YWED & Skill Development Cell is to initiate 4 different courses now as a trial, each with a duration of one month.

- Surface embellishments
- Doll making
- Painting
- Hand works

Fee structure for a each course Rs. 1500/-.

A certificate will be issued to the students.

CSIR-UGC NET Prelims

- Resolved that each department to have a question bank of 750 questions. Questions must be taken from 'B' and 'C' sections of the previous year question papers. In each question the month and year must be mentioned within parenthesis. Answer must be entered at the end of each multiple choice question. Equal number of questions in each unit is not mandatory, but preferable.
- Last date for question bank submission to COE: 17.08.2016.

[Handwritten signatures and text follow]

1. [Signature]
Council secretaries

[Signature]
Principal

It was Resolved to conform the minutes of Previous meeting held on 23.7.16 and the action was taken by the faculties as per the suggestions given by the council members.

FOODS & MEMBERS.

<i>1. English</i>	<i>16. Physical Education</i>
<i>2. Tamil</i>	<i>17. Librarian</i>
<i>3. History</i>	<i>18. Controller of Examinations</i>
<i>4. Mathematics</i>	<i>19. Deputy Controller of Examinations</i>
<i>5. Physics</i>	
<i>6. Chemistry</i>	
<i>7. Botany</i>	
<i>8. Computer science</i>	
<i>9. Commerce (R, HR)</i>	
<i>10. Commerce (S)</i>	
<i>11. Business Administration</i>	
<i>12. Computer Application module</i>	
<i>13. Nutrition & Dietetics</i>	
<i>14. Microbiology S.S. Fee</i>	
<i>15. Costume Design & Fashion</i>	



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There will be a Council Meeting
on 11.8.16 at 9.45 am in the Secretary's room.

Matters to be discussed :

- * Confirmation & Approval of minutes of Previous meeting
- * Confirmation & report on Action taken.
 - * Faculty development programme - on preparing proposals.
- * Centenary celebration of our college Founder
- * Golden Jubilee celebration of the college
- * Discussion on
 - (i) Recommendations of Governing Body
 - (ii) Recommendations of IQAC
- * Promoting young women Entrepreneur development programme.
- * Any other

Smt. K. S. S. S. S.
Council Secretaries

S. R.
Principal.

HOD's & members

1. English *f*
2. Tamil *f*
3. History *f*
4. Mathematics *f*
5. Physics *f*
6. Chemistry *f*
7. Botany *f*
8. Computer Science *f*
9. Commerce *f*

10. Commerce CS70 *f*
11. Business Administration *f*
12. Computer Applications *f*
13. Nutrition & Dietetics *f*
14. Microbiology *f*
15. Costume Design & Tailoring *f*
16. Physical Education *f*
17. Librarian *f*
18. Controller of Examinations *f*
19. Deputy Controller of Examinations *f*

Members Present

1. *D. S. S. S.*
2. *S. Rajeswari*
3. *H. Jayalashmi*
4. *S. S.*
5. *M. S. S. S.*
6. *M. S. S. S.*
7. *E. Ponnalar*
8. *M. S. S. S.*
9. *R. S. S. S.*
10. *S. S. S. S.*
11. *V. S. S. S.*
12. *S. S. S.*
13. *A. S. S. S.*
14. *S. S. S. S.*
15. *S. S. S.*
16. *M. S. S. S.*
17. *T. Palanivel*



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Minutes of the council meeting

Council meeting was held on 11.08.16 at 9.45 am at the secretary's room. Academic activities, centenary celebration of our college founder, Golden Jubilee celebration of the college were discussed as per agenda.

Academic Activities

Resolved to adhere to the following:

- Science Departments should apply for DST and SERB projects at the earliest.
- PG & M.Phil students are asked to apply their project proposal to the Management along with a Abstract. Selected projects will be allocated with seed money from the Management. It should be published in a Reputed Journal within the academic year 2017-2018.
- Internet should be accessed only for the Research work.
- We are planning to submit a proposal for the extension of Autonomy, so all the departments are asked to update their activities up to November 2016.
- HOD's are responsible for the results. Failures must be identified and special coaching must be given by the course Teachers and make them to clear all the papers.
- Department association activities, BOS meetings and other activities must be recorded with a index page for easy verification.

Usage of Projectors:

Projectors installed in the class rooms must be handled carefully. It is instructed not to adjust the wall mount projectors in any case. One day orientation programme is to be arranged for the faculty in-charge and the Lab assistant of each department for maintaining the projectors and UPS.

Usage of Library Books:

If there is any damage in the bar code of the department Library book, it should be immediately replaced with new bar code from the general Library.

Faculty orientation programme is to be organized by the Librarian regarding the Journal citation index.

The Management has suggested to publish all the academic activities in the news papers by inviting the reporters for the event.

- TMB bank ATM centre and an extension counter is to be installed near the southern Gate.
- Visitors are asked to get entry pass to meet the concerned person and it must be duly signed and returned to the security while leaving the campus.
- Staff members must be very punctual to the class and must have control over the class.

Tour:

- The students should get permission from the parents.
- The staff in charge should meet the Deputy Warden in-person and get permission for taking the hostellers outside the college on college days.

Centenary celebration of our college Founder

- It has been decided to have a year long celebration of the centenary of our founder's Birth day. Celebration starts with an inaugural function and extends for a year with various competitions like seminar/symposium/Intercollegiate seminar /paper presentation. The prize winners will be felicitated with a cash prize sponsored by our Management. A committee is to be constituted for the purpose.
- CPE II phase grant has been sanctioned for our esteemed Institution. Principal congratulated each and every faculty for their contribution.
- An expert counselor may be appointed for students counselling.


Council secretaries


Principal



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Council Meeting

A council meeting will be held on 30.9.16
at 9.45 am in the Secretary's room.

Agenda:

1. End semester exam time table
2. Last coaching day
3. Election Holidays
4. College Reopening
5. Any other .

^{SR}
N. Mohan
Council Secretaries

^{SR}
Principal

HODs & members .

1. English ^{SR}
2. Tamil ^{SR}
3. History ^{SR}
4. Mathematics ^{SR}
5. Physics ^{SR}
6. Chemistry ^{SR}
7. Botany ^{SR}
8. Computer science ^{SR}
9. Commerce Regular ^{SR}
10. Commerce CTS ^{SR}
11. Business Administration ^{SR}
12. Computer Applications ^{SR}

13. Nutrition & Dietetics ^{SR}
14. Microbiology ^{SR}
15. Costume Design ^{SR}
16. Physical Education ^{SR}
17. Librarian ^{SR}
18. Controller of Examinations ^{SR}
19. Deputy Controller of Examinations ^{SR}

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Council meeting was held on 30.09.2016 at 9.45am at the secretary room

Mrs. Vijayalakshmi Chiranjeevi Ratnam addressed the HOD's about student's counseling and its impact towards the progress of the students. She motivated the faculties to undergo a workshop on Pranic Healing and Psycho Therapy.

Academic activities Non- Academic activities were discussed as per agenda.

Resolved to adhere to the following

- Monday day order will be followed for JOC programme from next semester onwards. The HOD's are instructed to get prior confirmation regarding the resource persons.
- Students are asked to be inside the venue allotted for Dept Association meeting before the prayer itself. Students should not loiter within the campus on any account.
- Principal insisted that every Dept. should have Institution Industry Interaction. Faculties are asked to motivate the II UG & final UG students to undergo training in private sectors/schools for at least a minimum period of 10 days. Students should get a certificate from the concerned Industry/ Institution and hand over it to their respective departments.

Important dates to be remembered

- 4th oct & 5th oct – 2.30pm – 3.30pm, dept meeting regarding syllabus revision for the year 2017.
- 13th oct – 2.30pm – 3.30pm Ward meeting.
- 14th oct & 15th oct – G.K. online model exam for final UG students.
- 17th oct & 19th oct – holidays for election.
- 18th oct – last date for CIA Mark entry.
- 20th oct – last date for CIA Practical Mark entry.
- 21st oct – end semester Practical exam commences.
- 24th oct – CIA verification/ Last working day for students.
- 24th 25th oct & 26th oct – syllabus revision - 2017
- 26th oct – Last working day for the faculties.

Plan for next semester

- The re-opening of the college for staff – 30th Nov 2016
- The re-opening of the college for students – 1st Dec 2016
- On 30th Nov Faculty Development Programme will be conducted for SF & Junior staff members.
- 1st, 2nd and 3rd Dec – Orientation Programme for II UG students will be organized by the Dept of English.

[Signature]
Council secretaries

[Signature]
Principal

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Council Meeting

A Council meeting will be held on 6.1.17
at 9.45 am in the secretary's room.

Agenda:

1. Attendance and Remuneration for certificate + Diploma courses.
2. Biometrics
3. Result Analysis
4. Feed back by external examiners
5. Photos + Publicity of the activities.
6. Any other.

SWC
N. Mohd. P. D.
Council Secretaries

S.R.
Principal

HODs + members:

1. English ✓
2. Tamil ✓
3. History ✓
4. Mathematics ✓
5. Physics ✓
6. Chemistry ✓
7. Botany ✓
8. Computer Science ✓
9. Commerce (R) ✓
10. Commerce (S) ✓
11. Business Administration ✓
12. Computer Applications ✓
13. Nutrition + Dietetics ✓
14. Microbiology ✓
15. Costume Design ✓
16. Physical Education ✓
17. Librarian ✓
18. Controller of Examination ✓
19. Deputy controller of Examination ✓

Members Present

1. D. Sasineha
2. P. Rajeswar
3. S. S. S.
4. H. Jayalakshmi
5. N. Mohd. P. D.
6. M. S. S.
7. S. V. S.
8. S. S.
9. S. S.
10. S. S. P.
11. S. S.
12. S. S.
13. S. S.
14. S. S.
15. S. S.
16. E. Ponnalar
17. S. Pethanachi Selvan
18. S. S.
19. T. Palaniaswari



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Council Meeting

Council Meeting was held on 6.1.2017 at 9.45 a.m.

Attendance and Remuneration for certificate and Diploma courses, Usage of Biometrics result analysis, feed back by External examiners, publicity of the college activities were discussed as per Agenda.

Resolved to adhere to the following:

Attendance and Remuneration for certificate and Diploma courses:

The faculty members who are handling certificate, diploma, and Extra credit courses are asked to give their attendance through biometrics. Students' attendance must be entered in the flair on the day itself. Remuneration claim form must be submitted in the office after the completion of the course or one day before the last working day.

Feedback from the external examiners - subject / M.Phil viva :

External examiners had suggested to improve the communication skills of the students to make good oral presentation. The members of the faculty are asked to train the students to answer in the class. Review of each chapter has to be given after its completion. Principal informed the members of the faculty to select certain topics in the curriculum and a pre-scheduled model viva-voce has to be conducted. Two faculty in each department can be entrusted to conduct model viva. Each session can be allocated with 20 students and enough time should be given for them in the viva-voce examination.

For M.Phil students open viva-voce may be conducted, so that other students may be given the chance to know the subject in-depth.

Centenary celebration of our college Founder:

Centenary year celebration of our Founder and the Golden Jubilee of the College may be conducted with periodic activities in the Academic year 2017-2018. A committee is to be framed for this celebration.

It was planned to organize inter collegiate sports meet, by conducting any 1 or 2 outdoor games by inviting the women colleges affiliated to M.K. University. Each department is insisted to plan an eventful Academic Competitions / Seminars / Workshops / Guest Lectures by inviting eminent women achievers. Regarding this programme, discussion on the plan, schedule and expected budget must be held with the Jubilee committee in the month of April 2017.

Any other:

Students should write their name as per the +2 record in all the academic records. Spelling mistakes in the name should be checked properly along with their initials when the nominal roll is issued from the Controller Office.

Students should specify the question number and sub division in the answer sheet correctly.

The study materials from the foreign author books may be prepared in a simple format so that the learners can score good marks in the examinations. The students may be divided and trained to prepare the same.

The staff members are asked to check the course code and title of the papers according to the syllabus while entering in the flair. The members of the faculty must motivate the students to clear the arrear papers within the stipulated time. If any student discontinues her studies and does not clear arrears a grace period of 2 years only will be given for both UG & PG students, to complete their course. This is as per UGC norms.

Students are instructed to come punctually to the college and adhere to the college timings. Late comers will not be allowed to attend the first hour class and they will be marked as absent for that hour. Students must move fast from one block to the other during the class hours and they should have their lunch within the class room only.

All the academic activities and the settlement of accounts must be completed on or before 31st January 2017.

There will be an External Academic audit in the month of April 2017 as per the plan of IQAC and Dean of Academic Affairs.

Press Reporters can be invited for the department activities and it should be published in the Journals/newspapers along with the photos on the day of the activity itself.

[Signature]
Council Secretaries

[Signature]
PRINCIPAL



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Council meeting

There will be council meeting on 14.2.17 at
9.45 am. in the Secretary's room.

Agenda:

1. Discipline during JOC classes
2. Career Upgradation
3. Alumnae meet
4. Any other.

Sult
10. 12.17.17
Council Secretaries

SR
Principal

Hos's & members.

1. English ✓
2. Tamil ✓
3. History ✓
4. Mathematics ✓
5. Physics ✓
6. Chemistry ✓
7. Botany
8. Computer Science ✓
9. Commerce (CR) ✓
10. Commerce (CS) ✓
11. Business Administration ✓
12. Computer Applications ✓
13. Nutrition & Dietetics
14. Microbiology ✓
15. Costume design ✓

16. Physical education ✓
 17. Librarian ✓
 18. Controller of Examination ✓
 19. Deputy controller of Examination ✓
- Dr. K. Rajeswari

Members Present

1. Dasireha,
2. K. Rajeswari
3. H. Sanku
4. N. Nandhini
5. M. Suthamani,
6. S. Sridhar
7. Chandi
8. S. Chandra
9. R. V. Jayaraman
10. S. S. Ravi
11. Vijayalakshmi
12. V. P. Sanku
13. E. P. Sanku
14. A. Sanku
15. S. Sanku
16. P. Sanku
17. T. Sanku
18. Vijayalakshmi.



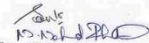
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Minutes of the Council Meeting held on 14.02.17 at 9.45 am in the Secretary's room

1. Our college has been sanctioned Rs. 1.25 crore for Phase II – CPE. It is to be noted that the establishment of Science Instrumentation centre was appreciated.
 - (i) Entrepreneurial/ Skill development centre will be strengthened under CPE grant.
 - (ii) Co – Ordinator of Depts. may consult with the Principal regarding the course that may be introduced and the related finance/budget.
 - (iii) Various courses like surface embellishment, dry cleaning, baking unit, hand works may be organized. The best group of entrepreneurs will be identified and awarded.
2. JOC - Monday day order- discipline and silence should be maintained. If the students are going outside for JOC programme, they should come back to the college only after 3.30 pm. The staff members are instructed to have control over the classes.
 - (i) JOC – III Term test 06.03.2017
 - (ii) JOC End semester practical exam: 13.03.2017
3. Alumnae batch meet- both recent and earlier batches may be invited. In the year 2017-18, a common meet also will be organized.
4. Extension activity for school children/alumnae/ outside audience meetings should be held in the auditorium and not in the class room blocks.
5. **Career Advancement Scheme**

Career advancement scheme for the staff members should be worked out and the score to be maintained according to the UGC norms for the future promotions. Staff should submit their scores to the IQAC office in the first week of April.
6. G.K content to be finalized by the co-Ordinator and the staff who handle the paper.
7. Online feedback must be made effective.
8. Project – UG/PG/M.Phil – Format given by COE in NAAC - Inbox should be followed.
9. Permission from the Principal to attend/ participate in the Intercollegiate competitions should be got 2 or 3 days prior to the event.
10. A big kuthuvillakku is available in the college for special Occasions.
11. Staff members should maintain proper decorum and decent dress code.
12. Staff members should prepare for their classes sincerely and teach well in the class.
13. Minor/Major projects – assets to the Dept. should be recorded and maintained.
14. Best outgoing student J. Sejitha – III B.B.A
15. **BOS**
 - (i) Front page format is available in CDDC - Inbox
 - (ii) Skill based courses should have suitable employability objectives.
 - (iii) Change in address of BOS members should be given as hard copy to Mrs. M. Murugeswari (Office)
 - (iv) Syllabus 2017-18 – for justification follow the model given in CDDC - Inbox
 - (v) Syllabus submission to CDDC – 17.03.2017
 - (vi) BOS meeting Tentative date – 13.04.2017


Council Secretaries


Principal

[Handwritten notes in Tamil on the right page of the document, including dates and names.]



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Council Meeting

There will be a Council Meeting on 14.3.17
at 9.45 am in the Secretary's room.

Agenda:

- * M.Phil + Ph.D Regulations
- * BOS dates
- * Publication of Research articles in Journals
- * How to incorporate IPR in our syllabus?
- * Project Submission
- * Last working Day for students + Staff
- * Reopening Date - Academic Year 2017-2018

[Signature]
Council Secretaries

[Signature]
Principal

HoDs + members:

- | | |
|--|--|
| 1. English <i>[Signature]</i> | 16. Physical Education <i>[Signature]</i> |
| 2. Tamil <i>[Signature]</i> | 17. Librarian <i>[Signature]</i> |
| 3. History <i>[Signature]</i> | 18. Controller of Examination <i>[Signature]</i>
E.Pannalar |
| 4. Mathematics <i>[Signature]</i> | 19. Deputy Controller of Examination <i>[Signature]</i> |
| 5. Physics <i>[Signature]</i> | |
| 6. Chemistry <i>[Signature]</i> | |
| 7. Botany <i>[Signature]</i> | |
| 8. Computer Science <i>[Signature]</i> | |
| 9. Commerce (R) <i>[Signature]</i> | |
| 10. Commerce (S) <i>[Signature]</i> | |
| 11. Business Administration <i>[Signature]</i> | |
| 12. Computer Applications <i>[Signature]</i> | |
| 13. Nutrition & Dietetics <i>[Signature]</i> | |
| 14. Microbiology <i>[Signature]</i> | |
| 15. Costume design <i>[Signature]</i> | |

Members Present:

1. *[Signature]*
2. *[Signature]*
3. *[Signature]*
4. *[Signature]*
5. E.Pannalar
6. S. Pethanachi Selvam
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14. *[Signature]*
15. S. Harsh
16. F. Palmeu
17. *[Signature]*
18. *[Signature]*
19. *[Signature]*



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SIVAKASI – 626 123.**

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College with Potential for Excellence by UGC and Mentor Institution under UGC PARAMARSH)

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

(An Autonomous Institution Affiliated to Madurai Kamaraj University,

Reaccredited with 'A' Grade by NAAC, College with Potential for Excellence by UGC)

Minutes of the council meeting

Council meeting was held on 14.03.2017 at 9.45am at the secretary's room. Academic activities were discussed as per agenda.

Ph.D Regulations

❖ **Eligibility for Ph.D programme:**

Candidates willing to register for Ph.D should have 55% of marks in the aggregate in Masters Degree. A relaxation of 5% marks from 55% to 50% an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC differently Abled students

❖ **Admission:** The University shall admit M.Phil/Ph.D students through an entrance test conducted by the University once in a year preferably in July.

❖ **Entrance Test:** The entrance test will be conducted by the University shall comprise of two parts, each of one hour duration. The test shall be objective type with a maximum of 50 marks each. The first part includes research aptitude; and second part is subject concerned in which the candidate is willing to pursue the Ph.D degree.

❖ **Eligibility criteria for a Research Supervisor:** A Research supervisor who is a professor, at any given point & time cannot guide more than three (3) M.Phil and eight (8) Ph.D scholars. An Associate Professor as Research supervisor can guide up to a maximum of two (2) M.Phil and six (6) Ph.D scholars and an Assistant Professor are Research Supervisor can guide up to a maximum of one (1) M.Phil and four (4) Ph.D scholars.

❖ **Panel and Examiners:** The supervisor shall submit along with the thesis a panel of ten (10) examiners with email address, phone number etc. of the ten examiners, 5 jurisdiction of whom 2 (two) shall be from outside Tamil Nadu and another 5 (five) shall be from outside the country. The examiners shall be preferably at the level of University Professors.

❖ **M.Phil:** -There should be two (2) Research supervisors in a department to conduct M.Phil programme. Total no. of credits 16.

Important dates to be Remembered

- ✓ Distribution of the prizes/medals by our management members -21.3.17
- ✓ BOS syllabus submission - 28.3.17

Staff last working day - 20.4.17

- ✓ Submission of workload for the academic year 2017-18 – 31.3.17
- ✓ UG & PG project submission – 1.4.17
- ✓ M.Phil. Project submission – 16.6.17
- ✓ M.Phil viva- voce – June/July 2017
- ✓ CIA Verification – 3.4.17
- ✓ Students farewell – 4.4.17
- ✓ Local Holiday - 10.4.17
- ✓ BOS meeting – 12.4.17
- ✓ Holidays – 14.4.17 – 16.4.17
- ❖ **Plan for next academic year**
 - Reopening for the staff – 14.6.17
 - Reopening for the students – 16.6.17
 - Orientation programme for students 16.6.17 & 17.6.17
 - Holidays – 24.6.17 – 26.6.17

Resolved to adhere to the following:

- ❖ It is suggested to give one bonus question for the advanced learners in the periodic test.
- ❖ Soft skill components can be included in the EAS class so that instead of soft skill, it is decided to have discipline specific course.
- ❖ The members of the staff who have published their research articles in the UGC approved list of journals will be recognized for the College day.
- ❖ Innovative course can be included in our curriculum. The components of Intellectual property right has to be included in the curriculum of UG and PG programme.(2017-2020)
- ❖ On 21.5.17 our secretary will meet the students in the auditorium to distribute the prizes/medals/shields to the students who have participated in the competitions.



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Council Meeting

A council meeting will be held on 25.5.17
at 11.30 am in the secretary's room.

Agenda:

- * Golden Jubilee celebration
- * Dept. Account settlement
- * Dept. checking & counter checking
- * Any other.

S. S. P. S.
Co-ordinators

R.
Principal

Acad. members

- | | |
|--|--|
| 1. English <i>f</i> | 16. Physical education <i>✓</i> |
| 2. Tamil <i>in. am</i> | 17. Librarian <i>W. S. S.</i> |
| 3. History <i>V. P.</i> | 18. Controller of Examinations <i>✓</i> |
| 4. Mathematics <i>H. S. S.</i> | 19. Deputy controller of Examinations <i>✓</i> |
| 5. Physics <i>✓</i> | 20. Dean academic affairs |
| 6. Chemistry <i>S. S. S.</i> | |
| 7. Botany <i>✓</i> | |
| 8. Computer Science <i>conv. 24/1/17 B</i> | |
| 9. Commerce (CR) <i>R.</i> | |
| 10. Commerce (SF) <i>H.</i> | |
| 11. Business Administration <i>✓</i> | |
| 12. Computer Applications <i>am</i> | |
| 13. Nutrition & Dietetics <i>✓</i> | |
| 14. Microbiology <i>S. S. S.</i> | |
| 15. Costume design <i>S. S. S.</i> | |

Members Present

- R. Jini Jagawathy
- A. Alura.
- D. Sasi
- H. S. S.*
- M. S. S.*
- S. S. S.*
- T. Palani*
- K. S. S.*
- N. S. S.*
- V. S. S.*
- W. S. S.*
- S. S. P. S.*
- M. S. S.*
- E. Ponnala*
- S. S. S.*
- S. Petananki Selvam*
- us. S. S.*



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Minutes of the Council meeting was held on 25.03.17 at 12.00 pm in the secretary's room

Principal gave a warm welcome to our President Tmt.Thilagavathy Ravindran and Secretary Tmt. Aruna Ashok and members of the staff. President and Secretary addressed the HOD's about Golden Jubilee celebration of the college.

Proposed plan for Golden Jubilee celebration

It has been planned to celebrate one week Golden Jubilee Celebration of our college. The grand celebration starts with marathon race for our students. Another inaugural function will be held on in the month of June 2017. Dr.(Mrs.) Jayanthasri Balakrishnan will address our students. Golden Jubilee Celebration will be a one week celebration in the month of November with various competitions like Quiz/Poster presentation/Paper presentation etc. The prize winners (I prize & II prize) will be felicitated with a cash award or shield sponsored by our Management.

Golden Jubilee celebration week – allotted days and venues as follows

	Auditorium	Conferences hall	Multipurpose hall
1 st day	Commerce(R+SF)	History	Maths
2 nd day	English (R+SF)	B.B.A	Tamil
3 rd day	Comp.Sci & Comp.Appl.	Physics	Botany & Microbiology
4 th day	CD&F	Chemistry	Nutrition
5 th day	Staff and Retd. Staff programme		

For each and every day lunch will be provided to the concerned departments as per the prescheduled programme by the management.

Principal suggested to organize the department functions with power point presentation highlighting the departmental activities from the date of inception to till date. A speaker must be invited on that day to deliver a guest lecture. Competitions may be conducted in the afternoon. In month of November each dept. is expected to conduct two/three competitions for the students pertaining to their discipline. Retd. Members of the staff can be invited for the function.

Alumnae batch meet- recent and earlier batches should be invited for department meets. In the year 2017-18 a common alumnae meet will be organized.

Study circle – will organize 1 or 2 days discourse in the academic year 2017-18

Other academic discussions:

Members of the staff who have availed minor/major research project should furnish in detail about the particulars in the format available in the office and update it for 2016-17.

Felicitation to the Retd. Staff:

The HOD's are expected to collect and update the address of the Retd. members of the staff and hand over to the office through Principal for sending Golden Jubilee celebration invitation on or before June 15th 2017.

Important dates:

Staff workload –31.03.17
Staff farewell - 18.04.17 AN
Dept. account settlement - 20.04.17
Staff reopening June 14th
Workload and time table June 14th before 4 p.m
Students reopening June 16th
Inaugural function of Golden Jubilee celebration – June 2017
Golden Jubilee celebration - November 2017
College day – Jan/Feb 2018


Council Secretaries


Principal