



**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

2018-2019



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),
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23-7-18	
<u>Council Meeting</u>	
A Council meeting will be held on 25-7-2018 at 9.45 am in the Secretary room.	
<u>Agenda</u>	
<ul style="list-style-type: none">* Students discipline* Autonomy / CPE fund utilization* Public Address System* Ward meeting timings* Floor mapping & Attendance* Any other.	
 S. S. P. S. Council Secretary	 Principal
<u>HODs and Members</u>	
1. Tamil	- V. D. A.
2. English	- M. Muel - S. A.
3. History	- V. P.
4. Mathematics	- D. R. K. C. L.
5. Physics	- B. R.
6. Chemistry	- M. J. S. M. S.
7. Botany	- B. R.
8. Computer Science	- B. R.

9. Commerce	- S. S. P. S.
10. BBA	- S. S. P. S.
11. Computer Applications	- S. S. P. S.
12. Microbiology	- S. S. P. S.
13. Nutrition & Dietetics	- M. J. S. M. S.
14. Costume design & fashion	- S. S. P. S.
15. Library	- S. S. P. S.
16. Physical Directress	- S. S. P. S.
17. Dean of Aca. affairs	- S. S. P. S.
18. Deputy Dean of Aca. Affairs	- S. S. P. S.
19. Dean of Curriculum	- S. S. P. S.
20. Deputy dean of curriculum	- S. S. P. S.
21. COE	- E. P. S. S.
22. Deputy COE	- S. P. S. S.



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Members present	25-7-18
1. J. Palaniswami	
2. R. P. Radha	
3. S. Latha	
4. E. Ponnala	
5. S. Pethanabi Selvam	
6. M. Sentharamani	
7. R. Sudeha Periam	
8. S. S. Chokkiam	
9. S. Dh-	
10. [Signature]	
11. [Signature]	
12. [Signature]	
13. [Signature]	
14. M. K. [Signature]	
15. K. [Signature]	
16. M. S. [Signature]	
17. R. [Signature]	
18. V. [Signature]	
19. D. [Signature]	
20. D. [Signature]	
21. [Signature]	
22. S. [Signature]	

MINUTES OF THE COUNCIL MEETING

The council meeting was held on 25.7.2018 at 9.45AM at the Secretary's Room. Points regarding Student's discipline, Autonomy/CPE fund utilization, Public Address system, Ward meeting and Flair mapping are discussed as per Agenda.

The Principal gave the following instructions:

Discipline:

- Discipline committee, HODs and every faculty should inculcate proper behavior, punctuality and time management among the students.
- Fine arts competition will be conducted after 3.30PM during particular week.
- Counseling program will be organized for 1 year students.
- Faculty members going for first hour should check the ID cards and dress code (Only Chudidhar and not Jeans, Leggings, Jeggings etc).
- Students should wear saree on all Fridays. First UG students can wear Half-sarees.
- Students should take their lunch only inside the classrooms and Faculty members should take responsibility.
- If a student is on continuous leave without giving leave letter, it should be informed to her parents.
- Details of Long absentees should be informed to Flair in-charge through proper channel.
- Students must keep the campus clean by properly using the Dust bins.
- Once in a semester students and staff members should come by Bi-Cycle/ Public transport to build social responsibility.
- Students should take 2 to 3 minutes to move from one class to another class. Students are advised to windup the laboratory works before 5 minutes to the bell.
- Enrolment of the students in any one of the extra course/ coaching class should be ensured. Exemption can be given for players.
- Sick students are to be sent to the students' rest room; they are not allowed to take rest inside the class room and labs.
- No repeat tests for students except for the students who represent our college for any important events.
- Students should submit the permission letters from their parents for going on tours. Faculty should submit the tour schedule, places of visit, phone numbers of drivers, faculty and students, addresses of students. 50% of bus fare can be given as advance, 25% during travel and the remaining 25% after returning from tour.

Ward Meeting:

- During ward meeting, instruction can be given in the first half an hour and moral instructions in the next half an hour.

Public address system:

- Announcement in public address system will be minimized and the students are to be instructed to see the notice board for further information.

Autonomy and CPE fund utilization:

- Justification on purchase of instruments, books, software etc. has to be done with the mention of the beneficiaries.

Flair Mapping:

- Attendance for students must be entered properly by the corresponding Faculty members.



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Other points:

- Plickers cards will be issued by COE to all the departments for conducting Quiz and collecting feedback.
- Study material for Part IV NME courses should contain 40 to 45 pages.
- Staff members should take care in entering the internal marks, quiz and assignments.
- When faculty avail casual leave, classes must not be left free. Proper compensation has to be made.
- Outsiders can approach department only after getting permission card from the office.
- HODs should submit the plan of activities in the beginning of the semester and the action taken at the end of the semester to NAAC office.
- Every department should prepare SWOC for overcoming the weaknesses and facing the challenges.
- Every department must renew their MOU within the stipulated time.
- News report has to be given immediately on the day of the event.
- No meetings will be conducted on Fridays.
- All the HODs are asked to enroll 5 students in photography club so that the enrolled students take photos in all departmental activities.
- The opinion of 3 (if UG department)/5 (if PG department) prominent alumni must be submitted to Mrs.S.Latha, HOD of Commerce department within 10 days, to be included in Golden Jubilee souvenir.
- Ms.Victoria Glory, Advocate, a well-known speaker on women issues will be addressing the students and faculty during the valedictory function of the Golden Jubilee celebrations of our college.
- Innovative teaching methodology has to be implemented by using smart boards etc. Faculty can utilize TV and multimedia projectors of other departments by getting prior permission.
- Faculty members are asked to maintain index in all records.
- Faculty members are instructed to apply for SLET/NET, BEC and NPTEL Courses. Last date for enrolment in NPTEL courses is 31st July 2018.
- Faculty members are asked to apply for research projects and guide ship.
- On working days, faculty members are advised not to bring their children. Due to unavoidable circumstances, if they bring, they have to get the permission from the Principal and leave the child in crèche.
- Management has planned to install 200 surveillance systems in our campus.
- Management has planned to change the norms for felicitating staff for their journal publication.


S. S. P. S.
Council Secretaries


PRINCIPAL



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3-9-18

Council Meeting

A Council meeting will be held on
4-9-18 at 9.45 am in the Secretary room.

Agenda

- * Suggestions from Staff & students at Dean's meeting.
- * Suggestions by experts of Governing body meeting.
- * Student's Discipline
- * Notice board updation
- * Any other

Council Secretaries: *S.S.Pee*

Principal: *[Signature]*

HoDs and Members

1. Tamil	<i>co.D.D</i>
2. English	
3. History	<i>[Signature]</i>
4. Mathematics	<i>[Signature]</i>
5. Physics	<i>[Signature]</i>
6. Chemistry	<i>M. Sankarmani</i>
7. Botany	<i>[Signature]</i>
8. Computer Science	<i>[Signature]</i>

9. Commerce staff

10. BBA *M. Jay*

11. Computer Applications *[Signature]*

12. Microbiology *S.S.Pee*

13. Nutrition & Dietetics *M. K. K. K.*

14. Costume design & fashion *[Signature]*

15. Library *[Signature]*

16. Physical Directress *[Signature]*

17. Dean of Aca. affairs *[Signature]*

18. Deputy of Dean of Aca. affairs *[Signature]*

19. Dean of curriculum *[Signature]*

20. Deputy dean of curriculum *[Signature]*

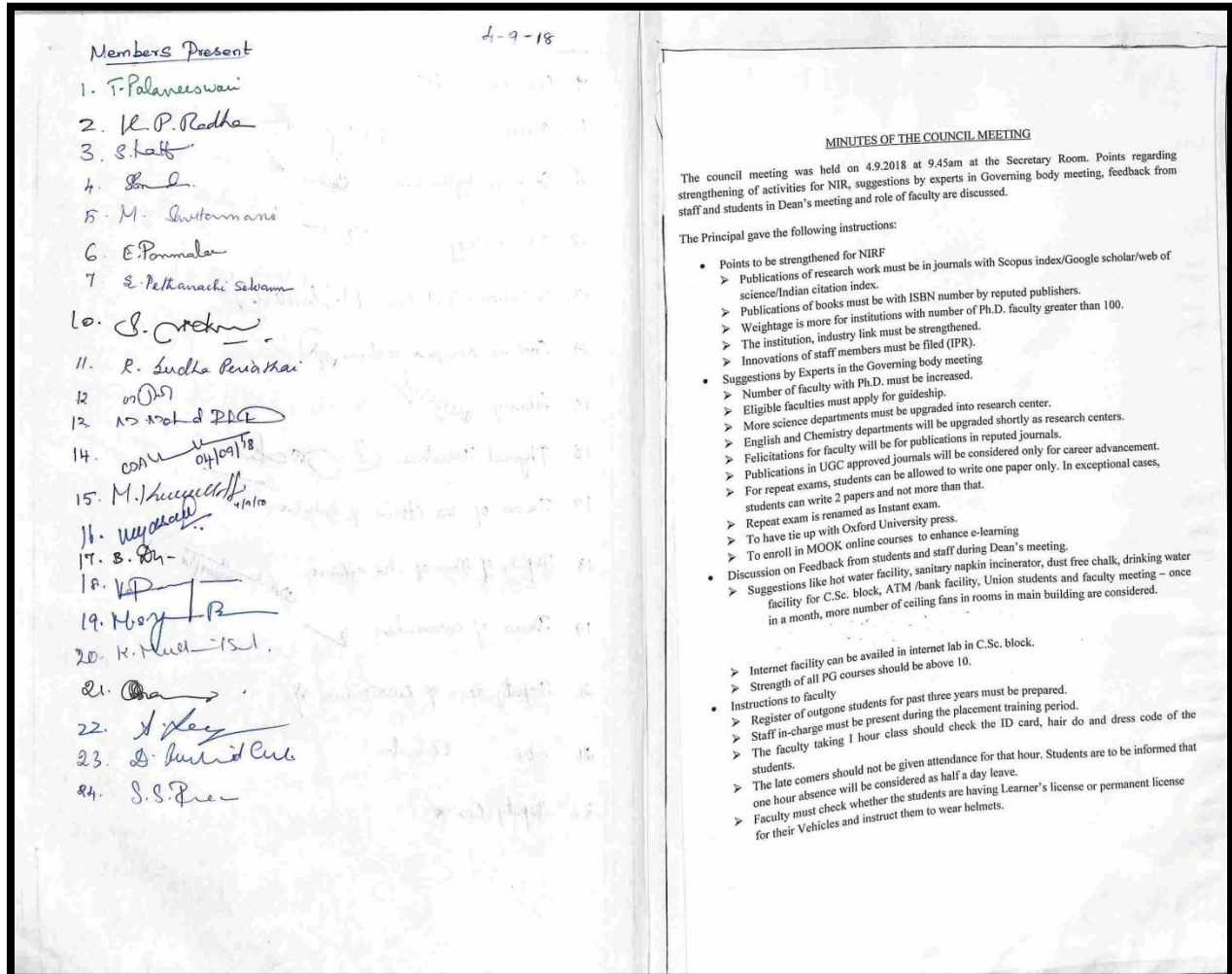
21. COE *[Signature]*

22. Deputy COE *[Signature]*



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- Role of faculty.
 - Two-wheeler commuters should wear helmet.
 - Faculty should initiate plastic free campus.
 - Faculty are advised to use stainless steel water bottles instead of plastic bottles.
 - Faculty should not take mobile phones to class rooms.
 - Atleast 50% of faculty from each department must attend the common meetings.
 - Faculty are asked to monitor fees payment of the students.
 - Faculty should see that no stickers to be pasted on the walls of class rooms and seminar halls.
 - Faculty should not misguide the students regarding dress code.
 - From next year onwards, all the faculty and students must ~~present~~ on independence day and republic day.
 - Heads of SF departments must use 'Head in charge' instead of 'Head'.
 - CPE purchase must be completed by October, so that it is reviewed by expert Committee nominated by UGC by the end of November and UC before the end of December
 - During Industrial visit and tour, faculty must wear saree.
- Appreciations by the management
 - International conference by Chemistry department
 - Four faculty members of Tamil department who will present paper in Kandy.
 - Notice board display


Council Secretaries


Principal



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1-10-18

Council Meeting

A Council meeting will be held on 4-10-18
at 9.45 am in the Secretary Room.

Agenda

- Faculty development Programme
- Student organized fairs & exhibition
- Faculty exchange programme
- Release of Journals
- Syllabus 2017 for III UG Programme
- Online feedback
- General rules to the students
- Last working day for Staff & Students
- Any other

S.D. S.S.P.
Council Secretaries

Principal

HODs and Members

1. Tamil *V.O.P.*
2. English *K. M. S.*
3. History *V.P.*
4. Mathematics *S. R.*
5. Physics *S.R.*



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<ol style="list-style-type: none">6. Chemistry <i>MJ</i>7. Botany <i>SB</i>8. Computer Science <i>SB</i>9. Commerce <i>S. Kett</i>10. BBA <i>SB</i>11. Computer Applications <i>SB</i>12. Microbiology <i>S. S. Lee</i>13. Nutrition & Dietetics <i>M. J. Kumar</i>14. Costume design & fashion <i>SB</i>15. Library <i>SB</i>16. Physical Directress17. Dean of Academic affairs <i>SB</i>18. Deputy dean of Aca. Affairs <i>SB</i>19. Dean of curriculum <i>SB</i>20. Deputy Dean of curriculum <i>SB</i>21. COE <i>E. Ponnalan</i>22. Deputy COE <i>SB</i>	<p>Members present</p> <p>4-10-18</p> <ol style="list-style-type: none">1. T. Palaniswami2. <i>SB</i>3. <i>SB</i>4. A. K. R. Bant5. <i>SB</i>6. <i>SB</i>7. <i>SB</i>8. <i>SB</i>9. <i>SB</i>10. <i>SB</i>11. <i>SB</i>12. CDAC <i>SB</i>13. M. J. Kumar <i>SB</i>14. <i>SB</i>15. <i>SB</i>16. E. Ponnalan Selvam17. E. Ponnalan18. M. J. Kumar19. S. Kett20. R. P. Reddy 4/10/18



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MINUTES OF THE COUNCIL MEETING

The council meeting was held on 4.10.2018 at 9.45am at the Secretary Room. Points regarding Faculty development program, faculty exchange programme, Release of college Journal, Student organised fairs and exhibition, general rules to the students, syllabus 2017 for III UG programme, online feedback, and last working day for staff and students.

The Principal gave the following instructions:

- ❖ Last day for
 - > Mark entry – 11.10.2018
 - > CIA verification – 17.10.2018
- ❖ Last working day for
 - > Students – 23.10.2018
 - > Staff – 25.10.2018
- ❖ College reopening date for students is 30.11.2018. Motivational programme by Mr.Jagan has been arranged on that day. For faculty, the reopening date is on 29.10.2018 if a meeting is arranged on that day.
- ❖ Clean green day is on 10.10.2018 – Staff and students have to see that our campus is vehicle free on that day. They can come by walk, bicycle or autos and buses.
- ❖ Ethnic wear day is on 12.10.2018.
- ❖ Pooja holidays are from 18.10.2018 to 21.10.2018
- ❖ Plan to have Faculty exchange program between two colleges for core subjects
- ❖ COE and IQAC are going to conduct faculty development program on quality teaching and evaluation.
- ❖ Department of Commerce is going to conduct National level workshop on Research tools and matrix for publications
- ❖ Department of Botany and IQAC are going to conduct National seminar on Intellectual Property Rights (IPR).
- ❖ Department of English has initiated 'one day – one word' program, which has to be continued by other department in turn. At the end of the year a competition will be conducted and first 5 students will be given prizes.
- ❖ Departments and various cells are asked to publish their activities in the college website.
- ❖ It is decided to work for the possibility of releasing our college journals.
- ❖ The students must be encouraged to organize Fairs and exhibitions.
- ❖ Under CPE grant, 20 tailoring machines for jute bag making under YWED courses have been purchased and one Baking unit has to be installed and the faculty can make use of them.
- ❖ Faculty members are asked to claim the amount for extra courses they are handling at the end of every month
- ❖ Faculty members are advised not to use harsh words to the students
- ❖ Students are to be instructed to pay Remedial coaching fees at least before the mid of the semester.
- ❖ Xerox copy of general rules to be observed by the students will be given during ward meeting. The students should sign stating that they will follow the rules and regulations of the college and the undertakings by the students have to be filed class wise.

- ❖ During ward meeting, faculty members are asked to insist the students not to ask or compel to play songs in the college bus.
- ❖ Faculty members are asked to complete all the activities before Pongal and submit the bills with justification report.
- ❖ Faculty members are asked to go through new API for career advancement. (Can refer Whatsapp communication – Appendix III – Three tables related to teaching, other activities and research)
- ❖ Qualification approval (including SF faculty) also have to be got according to UGC requirement.
- ❖ Faculty members are asked to work for III UG syllabus revision.
- ❖ 49 students are placed in English Academy and received offer letters. Faculty members are asked to instruct the students to listen for announcements related to skill development and placement related activities.



Council Secretaries


PRINCIPAL



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3-1-19

Council Meeting

A Council meeting will be held on 8-1-2019
at 9:45 am in the Secretary Room.

Agenda

- * Question papers audit
- * YWED Courses
- * Installation of Smart class rooms
- * Felicitation for publications
- * Student's pongal
- * Any other

Council Secretaries
S.S. P. R.

Principal

HODs and Members

1. Tamil	an. D. S.
2. English	v. n. S. S.
3. History	V. P.
4. Mathematics	S. S.
5. Physics	S.
6. Chemistry	M.
7. Botany	A. S.



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		Members present
8. Computer Science	<i>See</i>	1. T. Palaniswami
9. Commerce	<i>sf</i>	2. <i>See</i>
10. BBA	<i>B</i>	3. M. Sathyanarayanan
11. Computer Applications	<i>CP</i>	4. S. Latha
12. Microbiology	<i>S.S.Pee</i>	5. <i>See</i>
13. Nutrition & Dietetics	<i>sfm</i>	6. E. Ponnambal
14. Costume design & fashion	<i>sf</i>	7. E. P. Kannan Selvam
15. Library	<i>See</i>	8. <i>S. Aravind</i>
16. Physical Director	<i>See</i>	9. <i>See</i>
17. Dean of Academic Affairs	<i>R. Senthil</i>	10. <i>See</i>
18. Deputy Dean of Aca. affairs	<i>See</i>	11. <i>See</i>
19. Dean of Curriculum	<i>See</i>	12. <i>S.S.Pee</i>
20. Deputy of Dean of Curriculum	<i>See</i>	13. <i>See</i>
21. COE	<i>See</i>	14. <i>See</i>
22. Deputy COE	<i>See</i>	15. <i>See</i>
		16. <i>See</i>
		17. <i>See</i>
		18. <i>See</i>
		19. <i>See</i>
		20. <i>See</i>
		21. <i>See</i>



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MINUTES OF THE COUNCIL MEETING

The council meeting was held on 8.1.2019 at 9.45am at the Secretary Room. Points regarding important dates and events, NIRF, examinations & evaluation and YWED courses are discussed.

NIRF

- In teaching and learning criteria the number of students admitted and number of drop outs has to be properly noted. It is insisted to fill up the sanctioned strength otherwise the extra seats have to be surrendered to the University.
- The faculties who are at the stage of completion of their PhD are asked to complete at the earliest.
- Faculties are asked to publish their research findings in the journals indexed in SCOPUS, SCI, and Indian Citation Index (ICI). Number of publications along with the citation will be considered for ranking.
- The details of alumnae regarding higher studies and placements have to be updated every year.

Examinations and Evaluation

- During question paper audit, the course teacher must carefully audit the questions and its scheme of valuation properly.
- Out of syllabus questions will be appropriately mentioned in the scheme of valuation with the knowledge of COE or Deputy COE.
- In section B question, if both the options (a & b) are out of syllabus, 75% of the marks and for one either A or B option is out of syllabus, 50% of the marks will be given to the students those who attended the same.
- Course teachers have to monitor and motivate the students who failed in End semester examination due to their internal marks.
- Tutors should remind their wards about the span period of programme completion during every ward meeting.

YWED Courses

- Every UG student must complete any one of the YWED courses to be conducted during this summer vacation.
- It is required to complete any two certificate courses and 3 skill based courses or three certificate courses and 2 skill courses along with one YWED course during their course period.
- Exceptions may be given to the students those who are in Remedial coaching.
- PG students must complete 2 certificate course and one skill based course during their course period.

General Instructions

- Smart boards and projector will be installed soon in five departments. Demo classes will be conducted on usage of smart boards. It is instructed to use its compatible device to operate the smart boards.
- LCD projectors on/off control have to be operated only using Remote control and not manually.

- During college day the staff members will be felicitated under following criteria:
 - ✓ Publication of research articles in indexed journals and UGC approved journals
 - ✓ Book publications
 - ✓ Awards obtained in state/National/International levels
 - ✓ Ph.D awarded/produced
 - ✓ Patents obtained
 - ✓ Gold/Topper in NPTEL courses
 - ✓ 100% attendance
 - ✓ 25 years of service completion
- Every faculty must maintain an individual log book to update their activities like participation/presentation papers in seminars and conferences, contributions to the students, department, college, achievements and future plan.
- Entrepreneur day will be celebrated to encourage the student entrepreneur to exhibit their own creations.
- Appreciated the staff exchange program was initiated by Department of Chemistry by MOU with AJ College, Sivakasi and Ambika College, Madurai.
- Each department is asked to produce an innovative product and make their students to become an entrepreneur.

Dates to remember

- | | | |
|---------------------|---|-----------------------------------------|
| • January 26, 2019 | - | Republic Day celebration & PTA meeting |
| • February 1, 2019 | - | Opening ceremony of Golden Jubilee Arch |
| • February 2, 2019 | - | Sports Day celebration |
| • February 7, 2019 | - | College Day celebration |
| • February 8, 2019 | - | Governing Body Meeting |
| • February 13, 2019 | - | II term test commences |


Council secretaries


Principal



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<p style="text-align: center;"><u>Council meeting</u></p> <p>A Council meeting will be held on 15.2.19 at 9.45 am in the Secretary Room.</p> <p><u>Agenda:</u></p> <ul style="list-style-type: none">* Time table for term test* Extend of Internal timings* Faculty development programme* Any matter brought by C.D.C* Any matter brought by COE* General Instructions* Any other. <p style="text-align: center;">S.S.P. Council Secretaries</p> <p style="text-align: center;"><u>HeDs and Members</u></p> <ol style="list-style-type: none">1. Tamil - <i>[Signature]</i>2. English - <i>[Signature]</i>3. History - <i>[Signature]</i>4. Mathematics - <i>[Signature]</i>5. Physics - <i>[Signature]</i>	<p style="text-align: right;">12</p> <ol style="list-style-type: none">6. Chemistry - <i>[Signature]</i>7. Botany - <i>[Signature]</i>8. Computer Science - <i>[Signature]</i>9. Commerce - <i>[Signature]</i>10. BBA - <i>[Signature]</i>11. Computer Applications - <i>[Signature]</i>12. Microbiology - <i>[Signature]</i>13. Nutrition & Dietetics - <i>[Signature]</i>14. Costume design & fashion - <i>[Signature]</i>15. Library - <i>[Signature]</i>16. Physical Director - <i>[Signature]</i>17. Dean of Academic affairs - <i>[Signature]</i>18. Deputy Dean of Academic affairs - <i>[Signature]</i>19. Dean of curriculum - <i>[Signature]</i>20. Deputy Dean of curriculum - <i>[Signature]</i>21. COE - <i>[Signature]</i>22. Deputy COE - <i>[Signature]</i> <p style="text-align: right;">13</p>
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15. 2. 19	16
<p><u>Members present</u></p> <ol style="list-style-type: none">1. T. Palaneeswari2. R.P. Radha 15/2/193. S. Latha4. M. Saulte5. U. <u>Udaya</u>6. E. Ponnalar7. S. Petkanachi Selvam8. R. Vijayaporn9. M. Nat D. P. P.10. <u>Danthi</u>11. COAU 15/02/1912. S. S. P. R.13. <u>John</u> 15/02/1914. M. Subramani15. M. S. Ya. R.16. <u>Abha</u>17. <u>Rakana Devi, S.</u>18. R. Sulekha Periak19. V. J. P.20. <u>S. Q.</u>	<p style="text-align: center;"><u>MINUTES OF THE COUNCIL MEETING</u></p> <p>The council meeting was held on 15.2.2019 at 9.45am at the Secretary Room. Points regarding appreciation and suggestions on sports day and college day, CPE fund, NPTEL courses, general rules are discussed.</p> <p><u>Appreciation and suggestions</u></p> <ul style="list-style-type: none">• Our management appreciated the effort and support given by our teaching and non teaching faculty members to conduct the Sports day and College day in successful way.• Appreciated the participants of instrumental music and group vocal.• Our management has given following suggestions to improve the cultural program conducted on sports day and College day.<ul style="list-style-type: none">✓ It is not necessary to mention the department for cultural event as they are representing our college.✓ On Sports day instead of lyrical songs, only music can be used for dance.✓ During selection of songs and characters of any cultural, care must be taken.✓ Audio system must be properly monitored.✓ Mime and national integration dance must be included in next college day.✓ The maximum time limit for cultural program will be one hour. <p><u>Funds</u></p> <ul style="list-style-type: none">• The allotted CPE fund was utilized well but some pending amount must be utilized on or before February 25, 2019. The bill, justification report and the outcome regarding, in what way the students are getting benefits must be submitted to the office. <p><u>Semester monitoring cell</u></p> <ul style="list-style-type: none">• Regarding Term test Time table, the schedule will be given for Part I, Part II, UG NME and PG Elective. The Major, Core and Allied papers date will be allotted by the semester monitoring cell. Semester monitoring cell in-charge faculty of each department should prepare the time table of their department and submitted to Dr. S. Sivadevi of Physics department, the next day after submitting the question paper. <p><u>Qualification approval for Self-financing faculty</u></p> <ul style="list-style-type: none">• It is mandatory to get qualification approval from Registrar of Madurai Kamaraj University for the self financing teaching faculty also. So the minimum qualifications suggested by UGC, New Delhi must be necessary to continue their career in colleges. <p><u>NPTEL / MOOC Courses</u></p> <ul style="list-style-type: none">• Students must be encouraged to enroll and write exams for any one of the NPTEL courses. The students those who completed one NPTEL course are exempted from two certificate courses offered by our college.• Aided faculty members are asked to enroll and appear for exam in NPTEL and MOOC courses. If they have completed any course listed under FDP/ refresher courses it will be considered for their career advancement. <p><u>From COE</u></p> <ul style="list-style-type: none">• Supplementary exams will be conducted for M.Phil students who have arrears in End semester Examination. It will be conducted within 20 days after the publication of End semester results. <p><u>From CDDC</u></p> <ul style="list-style-type: none">• BOS meeting will be held on April 10 and 11, 2019.• Syllabus for third year UG, Part IV Women studies, Career Guidance and Subject viva, JOC/SE must be passed in the board.• The format of syllabus is available in NAAC2/inbox.



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- Foot notes must be properly entered and the page number should be continued from II year Syllabus.
- Instead of objectives, we must mention as Learning outcomes.
- One copy of the syllabus with front and back printout must be taken and it will be submitted to CDDC office on or before February 25, 2019 after getting correction from Dr. K.P Radha, Dean of Curriculum.
- HODs must check the members of BOS.

Upcoming Events

- FDP Programme will be on March 8, 2019. One senior faculty from regular department and one faculty from SF departments must take care of the discipline of the students on that day.
- Convocation day will be conducted on second week of April 2019.

General Instructions

- ✓ Faculty members are asked not to take mobile phones to their classes.
- ✓ They are insisted to use mobile phones only in the department not in the corridors or near admin block.
- ✓ Faculty members should put up their hairs.
- ✓ As per the student's request "Dhinam oru thirukural" will be delivered through public address system on alternate days along with science facts & vocabulary building.
- ✓ The details of events organized by the departments will be given to Mrs. R. Vasanthi of Computer Science department to update in the website as upcoming events.
- ✓ Faculty members must update their personal details in our college website.
- ✓ HODs are asked to submit the workload and faculty requirement details to the office on or before March 10, 2019.
- ✓ Faculty members are asked to publish their research articles in the journal indexed in SCOPUS, ICI etc., and they are insisted to check their citation index and h-index.
- ✓ Students must use our Science instrumentation centre for their research.
- ✓ Secretary will meet all the faculty members during April, 2019.
- ✓ Faculty members must take care while setting questions for term test; they should not replicate the previous year questions.
- ✓ For the convenience of students, the interval timings will be extended to 10 minutes after the end of first hour.

Time schedule

9.45 am to 10.40 am	-	I hour
10.40 am to 10.50 am	-	Break
10.50am to 11.45am	-	II hour
11.45am to 12.45 pm	-	III hour
12.45 pm to 1.30 pm	-	Lunch break
1.30 pm to 2.30 pm	-	IV hour
2.30 pm to 3.30 pm	-	V hour

R.D.
S.S.Pee
Council Secretaries

Principal

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Council meeting

A council meeting will be held on 19.3.19 at 9.45 am in the Secretary Room.

Agenda

- Preparation of NAAC report
- Admission 2019-20
- Last working day for Staff & Students
- Reopening day for Staff & Students
- Any other

R.D.
S.S.Pee
Council Secretaries

Principal

HODs and Members

1. Tamil - ms.D
2. English - K. N. S. - S. - 1.
3. History - V.P.
4. Mathematics - D. K. S. S. S.
5. Physics - R.D.
6. Chemistry - H. S. S. S.
7. Botany - S.S.
8. Computer Science - B.S.



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9. Commerce - Staff	Members Present
10. BBA - Ms. y	1. T. Palameswari
11. Compute Applications - <u>Pras</u>	2. R. P. Radha
12. Microbiology - S. S. P. <u>Pr</u>	3. S. S. <u>Pr</u>
13. Nutrition x Dietetic - <u>John</u>	4. M. S. <u>Pr</u>
14. Costume design & fashion - <u>Pr</u>	5. H. S. <u>Pr</u>
15. Library - <u>Pr</u>	6. E. <u>Pr</u>
16. Physical Director - <u>Pr</u>	7. S. <u>Pr</u>
17. Dean of Academic affairs - <u>Pr</u>	8. R. <u>Pr</u>
18. Deputy Dean of Aca. Affairs - <u>Pr</u>	9. S. <u>Pr</u>
19. Dean of curriculum - <u>Pr</u>	10. M. <u>Pr</u>
20. Deputy Dean of curriculum - <u>Pr</u>	11. S. S. <u>Pr</u>
21. COE - E. <u>Pr</u>	12. <u>Pr</u>
22. Deputy COE - <u>Pr</u>	13. <u>Pr</u> 19/02/19
	14. <u>Pr</u>
	15. <u>Pr</u> 19/02/19
	16. <u>Pr</u> 19/02/19
	17. M. <u>Pr</u>
	18. <u>Pr</u>
	19. <u>Pr</u>
	20. <u>Pr</u>
	21. <u>Pr</u>
	22. <u>Pr</u>



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MINUTES OF THE COUNCIL MEETING

The council meeting was held on 19.3.2019 at 9.45am at the Secretary Room. Points regarding Board of studies, convocation, and admission are discussed.

Board of studies

- Board of studies will be held on 10.4.2019 for arts and 11.4.2019 for science. HODs and faculty member must make prior arrangements on previous day itself.
- After BOS, every department must submit one copy of final corrected syllabus with both side printed to Mrs. M.Murugeswari in Dean Office on or before 15.4.19.
- Care must be taken to put page numbers and foot notes.

End semester Examinations

- Course teacher must come and audit the end semester question paper.
- Senior faculty members with above 50 years of age are exempted from invigilation duty. The number of invigilations will be allotted based on year of experience.
- Extra invigilation can be allotted to the willing faculty.

Research committee

- Two faculty from Department of Botany have got Ph.D guideship from Madurai Kamaraj University. Soon the department will be upgraded as Research department of Botany.
- English and Chemistry departments are upgraded as research departments from academic year 2019-2020.
- Research committee is to be constituted with Head of the institution, Head of the Research departments, Research guide of the Department and one external expert as members.
- Research advisory committee for each Research scholar must be framed with Supervisor as convener, Head of the department, one faculty from the research department, and one member nominated by the university.
- Candidate must present her research findings before the Research advisory committee once in 6 months.

IQAC

- New IQAC team has formed to prepare AQAR of the current year and SSR for the next cycle of NAAC accreditation.
- Mrs. S. Sathya Associate Professor, Department of Computer Science will be the NAAC Advisor and Dr. R.Sudha Periyathai, Assistant Professor of Physics and Dr. B. Sivapriya Assistant Professor of English will be the co-ordinators of the newly constructed team.

COP/Diploma Course

- The details of the certificate course that are run during summer holidays must be submitted to Mrs. S.Vetriselvi, Assistant Professor, Department of Mathematics.
- It is not mandatory for the Certificate course students to complete Advanced Diploma and they can join any course as per their wish.

Admission 2019-2020

- Admission steering committee meeting will be held on April 15, 2019.
- Admission of students for the next academic year will commence on the day of publication of Higher secondary examination results.
- Spot admission can be made for all the Self-financing courses.
- PG admission can be done before last working day of the students on the basis of the marks obtained up to 5th semester.
- Minimum 10 students are to be admitted to run the Self financing Post graduate courses.
- Senior faculty must take care of the admission and it should not be completely handover to the junior faculty.
- Admission for Aided course must be done by aided faculty only.

Others

- Staff felicitation farewell function will be held on 20.4.2019. Faculty having no invigilation duty on that day can leave the college after the function.

Dates to Remember

BOS	-	10.4.2019 & 11.4.2019
Submission of Syllabus Copy	-	15.4.2019
Convocation day	-	22.4.2019
Staff Last working day	-	22.4.2019
Reopening for SF faculty	-	3.6.2019
Faculty development program	-	14.6.2019
Reopening date for students	-	17.6.2019


Council Secretaries


Principal



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Council Meeting

Council meeting will be held on
30.3.2019 at 9.45 am at secretary's room.

Agenda:

1. Academic and administrative procedure for internal & external audit
2. Criterionwise data collection
3. Maintenance of data with evidence.

[Signature]
Council Secretary

[Signature]
Principal

30.3.19

Members present

1. T. Palanivesvari
2. V. Thyo
3. R. Suvella Periak
4. M. Suttanmane
5. N. Rajalingam
6. M. Sankhi
7. ~~...~~
8. M. K. S. D. P. D.
9. S. S. P. R.
10. J. P. M.
11. V. S. D.
12. V. P. D.
13. M. S. P. R.
14. V. P. D.
15. K. S. P. D.
16. K. S. P. D.
17. S. S. P. R.
18. S. S. P. R.



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MINUTES OF THE COUNCIL MEETING

The council meeting is held on 30.3.2019 at 9.45am at the Secretary Room. Points regarding external academic audit and collection and maintenance of criterion wise data with evidence were discussed.

- External academic audit will be conducted on 11.4.2019 and 12.4.2019 as per the schedule.
- Records for two academic years 2017-2018 and 2018-2019 are to be given with evidence.
- Points to be highlighted are
 - Collaboration activities
 - Placement/Higher studies
 - Result analysis
 - students from other universities/states
 - department magazine
 - participation and success in exams like TNPSC
 - student-teacher ratio, demand ratio
 - faculty profile
 - infrastructure facilities
 - innovation in curriculum and employability
 - laboratory resources
 - patent right
 - publication of journals with index factor in Scopus, Web of science, ICI
 - publication of books with copyright
 - Workshop/seminar organized
 - awards and achievements of staff and students
 - Highlights of the department
 - SWOC analysis

The auditing report may be given as a handwritten copy or typed copy as per the suggestion given by the expert.


Council Secretaries


Principal