



**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

2019-2020



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

(Affiliated to Madurai Kamaraj University, Re-accredited with A Grade by NAAC,
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(2019-2020)

COUNCIL MEETING - 1 18.6.2019

A Council meeting will be held on
19.6.2019 at 10.00 am in the Secretary Room.

Agenda

- Presentation of PEO and PSO of UG, PG, M.Phil, certificate, Diploma and Advanced Diploma Courses by the HOD.
- Election of one member to the Academic Council of HOD

M.S. P. B. Council Secretaries Principal

HODs and Members

1. Tamil - M.P.
2. English - M. S. S. S.
3. History - V.P.
4. Mathematics - S. K. S. S.
5. Physics - S. S. S.
6. Chemistry - P. S. S. S.
7. Botany - M. S. S. S.
8. Computer Science - M. S. S. S.



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26	27
<p>9. Commerce - N. Rajatulaip</p> <p>10. BBA - M.s.y R</p> <p>11. Computer Applications Information Technology - P. Senthil</p> <p>12. Microbiology - S. S. P. Reddy</p> <p>13. Nutrition & Dietetics - J. J. M.</p> <p>14. Costume Design & Fashion - S. Senthil</p> <p>15. Library - M. J. Senthil</p> <p>16. Physical Director - J. J. M.</p> <p>17. Dean of Academic Affairs - J. J. M.</p> <p>18. Deputy Dean of Academic Affairs - M. J. Senthil</p> <p>19. Dean of Curriculum - S. S. P. Reddy</p> <p>20. Deputy Dean of Curriculum - K. J. Senthil</p> <p>21. COE - E. Ponnambal</p> <p>22. Deputy COE - M. N. Senthil</p> <p>23. Co-ordinator of IQAC - R. Senthil</p> <p>24. Joint Co-ordinator of IQAC -</p> <p>25. IQAC Advisory - S. Senthil</p>	<p>Members Present 19.6.2019</p> <ol style="list-style-type: none">1. T. Palaniswami2. V. S. Thyo3. P. Senthil Periak4. J. J. M.5. E. Ponnambal6. M. N. Senthil7. P. Senthil8. P. Senthil9. S. Senthil10. J. J. M.11. N. Rajatulaip12. J. J. M.13. M. J. Senthil14. M. J. Senthil15. K. J. Senthil16. M. J. Senthil 19/6/1917. S. S. P. Reddy 19/6/1918. V. S. Thyo19. K. J. Senthil 19/6/1920. M. J. Senthil21. M. J. Senthil 19.6.1922. M. J. Senthil 19.6.1923. M. J. Senthil 19/6/1924. M. J. Senthil 19/6/19



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25-7-19 29

Council meeting - 2

There will be a council meeting on 29-7-19 at 10.00 AM in the Secretary room.

Agenda

1. Research Projects.
2. Submission of Question Bank & Model Question Paper.
3. Incubation Centre.
4. Tour and Fine Arts.
5. Any other

1. M. Sankaranarayanan
2. M. S. P. R.
Council Secretaries

Signature / Principal

HOD's and members

1. Tamil
2. English
3. History
4. Mathematics
5. Physics
6. Chemistry - M. S. P. R. for S. S. L. M.
7. Botany - B. S.
8. Computer Science - S. S. L. M.
9. Commerce (R) - M. S. P. R.
10. Commerce SF - P. A. F. Sankaranarayanan
11. ...

Minutes of the Council Meeting

The Council Meeting was held on 19.06.2019 at 10 a.m. at the Secretary room. Points regarding Election of One Member to the Academic Council of Madurai Kamaraj University; YWED courses and presentation of Programme Educational Objectives and Programme Specific Outcomes were discussed.

- ❖ Election of a Member to the Academic Council
 - > Notification will be put on 24th June regarding Election of a Member to the Academic Council of Madurai Kamaraj University.
- ❖ Young Women Entrepreneur Development Cell
 - > 14 courses were conducted during Summer vacation for II UG students.
 - > Each department should handover the students name list (Course completed) to the office signed by the HOD and student representative.
- ❖ PEO and PSO
 - > Outcome Based Education was passed in the Academic Council.
 - > Asked to prepare Programme Articulation Matrix.
 - > NME, JOC and Part IV courses common weightage is prepared and issued to all the Departments.
 - > Equal weightage should be given to each elective paper for UG and PG.
 - > All the staff members in the department must know about the course objectives of all the subjects.
 - > Outcome Based Education syllabus should be submitted on 24th June 2019 in the Dean office by the syllabus-in-charge staff (One hard copy and One soft copy).
 - > HOD of each department presented PEO and PSO of UG, PG, M.Phil., Certificate, Diploma and Advanced Diploma Courses and corrections were carried out.
- ❖ Others
 - > Planned to conduct Workshop on "Outcome Based Education" on 29.06.2019.
 - > Latest edition for the reference books of III U.G. must be given as per the suggestion of experts in the Academic Council meeting.

M. S. P. R.
Council Secretaries

Principal



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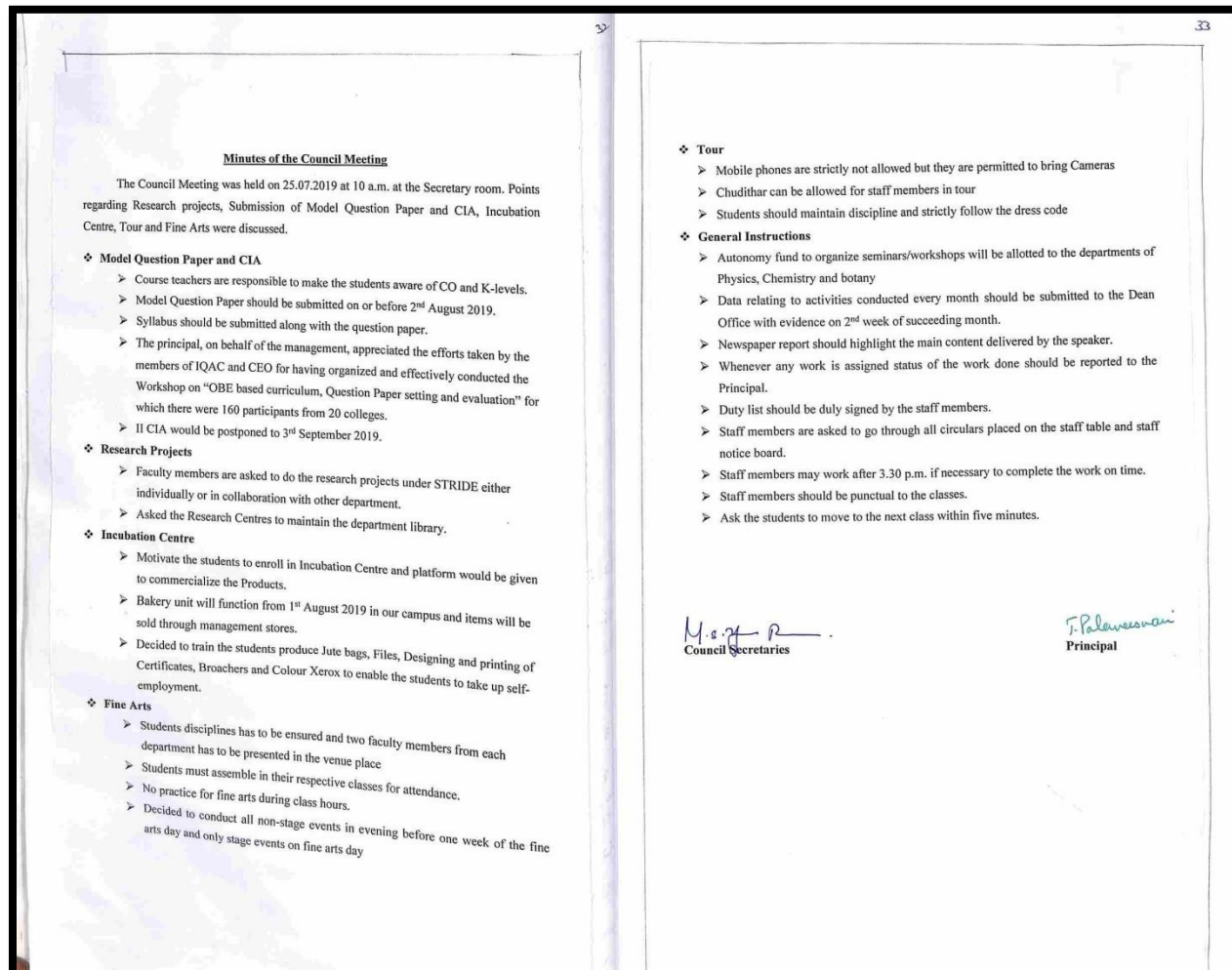
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<p>12. Commerce - SF (Annual) S. G. Subbalakshmi</p> <p>13. BBA - M. G. R.</p> <p>14. Computer Applications - Anand</p> <p>15. Information Technology - Anand Forstedh</p> <p>16. Microbiology</p> <p>17. Nutrition and Dietetics - John</p> <p>18. Costume Design and Fashion P. Stella mli rajam</p> <p>19. Librarian Murali</p> <p>20. Physical Director</p> <p>21. IQAC advisor V. S. H. G.</p> <p>22. Dean of Academic affairs CDAN 29/07/19</p> <p>23. Dean of Curriculum E. G.</p> <p>24. Deputy Dean of Curriculum K. J. Gummab</p> <p>25. COE E. Ponnala</p> <p>26. Deputy COE M. Mungubal</p> <p>27. Co-ordinator of IQAC R. S. S. S. S.</p> <p>28. Asst. to ordinar. Director of IQAC B. S. S. S. S.</p> <p>29. Special invite - Fr. S. S. S. S.</p> <p>30. Special invite - Incubation Centre - D. Rajamani</p> <p>31. Special invite - Incubation Centre - M. S. S. S.</p>	<p>20</p> <p>21</p> <p><u>Members Present:</u></p> <ol style="list-style-type: none">1. T. Palaniaswami2. E. Ponnala3. M. Mungubal4. S. S. S. S.5. P. Stella mli rajam6. P. S. S. S.7. P. S. S. S.8. D. Rajamani9. M. S. S. S.10. S. S. S. S.11. M. Rajkumar12. K. J. Gummab13. F. S. S. S. S.14. S. S. S. S.15. V. S. S. S.16. M. S. S. S.17. N. S. S. S.18. CDAN 29/07/1919. M. S. S. S.20. M. S. S. S.21. M. S. S. S.22. M. S. S. S.23. M. S. S. S.24. M. S. S. S.25. M. S. S. S.
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7/9/19 ²¹


Council meeting - 3

There will be a Council meeting on 10-9-19 at 9.45 AM in the Secretary room.

Agenda

- Permission for leave on duty
- 2020 - syllabus revision
- Student attendance
- Proposal for projects and Seminars
- Any other

1. M. Sivasubramani
2. Mrs. J. ...
Council Secretaries.

Sign of  Principal

HOD's and members

1. Tamil -
2. English -
3. Maths -
4. Physics -
5. Chemistry -
6. Botany -
7. Comp Sc -
8. Commerce (R) -
9. Commerce (SF) CA -
10. Commerce (P.T) -
11. Commerce (SF) general -

12. B.B.A -
13. Computer App
14. IT -
15. Microbiology S.S. P.
16. Nutrition and Dietetics
17. Costume design and Fashion
18. Librarian
19. Physical Director
20. Dean of Curriculum
21. Deputy Dean of Curriculum
22. COE
23. Deputy COE
24. Coordinator of IQAC
25. ~~ASST~~ Co-ordinator - IQAC
26. Research cell co-ordinator -
27. IQAC Advisor -
28. History -



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36

Members Present:

1. Palawan
2. K. Murali S.
3. D. Anand a
4. S. S.
5. F. Smitiya Jay Christy
6. P. S.
7. M. S. R.
8. N. Rajarajap
9. S. S.
10. V. S.
11. K. J. S.
12. B. S.
13. S.
14. M. S.
15. N. S.
16. M. S.
17. S. S.
18. E. S.
19. F. S.
20. M. S.
21. V. S.
22. M. S.
23. S. S.
24. R. S.
25. B. S.
26. V. S.

37

Minutes of the Council Meeting

The Council Meeting was held on 12.09.2019 at 10 a.m. at the Secretary room. Points regarding 2020 syllabus revision, ICT Learning, student attendance, Proposal for projects and seminars and library were discussed.

❖ **2020 Syllabus Revision**

- New syllabus should be framed on outcome based education for both Odd and Even Semester on or before April 2020.
- Minimum 20% of the changes should be carried out for the programme.
- Changes in NME & Elective papers should not be considered for this 20% changes.
- One hour should be allotted for tutorial session for each course. For 4hrs course, 3hrs for lecture and 1hr for tutorial and for 6hrs course, 4hrs for lecture and 2hrs for tutorial.
- Courses on employability should be included in the programme.
- Mention in the syllabus itself about field visit, internship, implant training, minor project and student project.
- For internship it is necessary to get acceptance letter, completion certificate and Report.

❖ **ICT Learning**

- Decided to install smart Board in the class room.
- E-content register should be maintained and submitted to the Principal every month.

❖ **Permission for leave on "On-duty" & Attendance**

- Staff members are asked to get prior permission from the Principal through HOD atleast two days before availing leave on duty.
- Memo will be given, if there is any default in entering students attendance in the flair.

❖ **Library**

- Decided to increase the number of library books in the General library from 65,000 to 1,00,000 books.
- Decided to have separate shelf for maintain rare books.
- Staff members and PG students can avail plagiarism at free of cost (one time) in the library for their research paper.
- Resolved to pay Rs.100 for each document to check plagiarism.
- Every staff members are asked to scan their ID card whenever they go to the library.



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38

❖ **Others**

- > All the staff members are asked to update their self-appraisal on or before 13.10.2019.
- > Career advancement to aided faculty and increment/pay revision to self-financed faculty will be strictly on the basis of recommendations of IQAC after scrutinizing self-appraisal form.
- > Resolved to implement corporate training to the industrial workers as a consultancy services.
- > Decided to use stainless steel/copper bottle and cloth banner to have a plastic free campus.
- > Field visit photos should be taken along with location, date and time.
- > Department should maintain permission letter, photos and field visit report.
- > Display PO and CO in front of the department.
- > CIA question paper should be checked and initialed by the senior staff and they will be held responsible if any mistake is found.
- > Resolved to form a committee for academic audit.
- > Department Wise Minor Project/Seminar/Workshop will be organized as per National Commission for women. All the departments are asked to submit proposal to National Commission for Women to organize Seminar/Workshop. Individuals are asked to submit proposal for Minor Research Project to National Commission for Women.
- > Long absentees name list should be given to Mrs.Kamatchi to remove their name from the flair.
- > Discussed to have 40 marks for internal and 60 marks for external.
- > Decided to conduct III CIA form 9th October onwards.

H. Govthamani
H.S.P.
Council Secretaries

T. Palaniamani
Principal

39

Council meeting - 4
7/10/19

There will be a Council meeting on 11-10-19 at 9.45 AM in the Secretary room.

Agenda

1. O.D for External Examiners duty to other colleges
2. Curriculum Attachment
3. Celebration of Farewell and teachers day
4. Preparation of AAR/SSR report
5. Students feedback - online
6. Academic audit
7. Syllabus revision
8. Faculty Development Programme on 12-10-19
9. Any other

1. M. Govthamani
2. Mrs. P.
Sign of Council Secretaries

Sign of Principal

HOD's and members

1. Tamil ✓
2. English ✓
3. History - ✓
4. Maths ✓
5. Physics ✓
6. Chemistry ✓
7. Botany ✓
8. Comp Science ✓
9. Committee (R) ✓



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40	41
1. Commerce (SF) CA - <u>Val</u>	Members Present:
2. Commerce (SF) PA - <u>F. S. K.</u>	1) T. Palaniam
3. Commerce (SF) G - <u>S. G. Kumar</u>	2) V. S. Thy
4. BBA - <u>S.</u>	3) B. D.
5. Comp Applications - <u>Chand</u>	4) R. Sridha Peral
6. IT - <u>P. Anantha</u>	5) E. Ponnalar
7. Microbiology S.S. P. <u>...</u>	6) B. Siva Priya 11/10/19
8. Nutrition and Dietetics - <u>U. S.</u>	7) COAU 11/10/19
9. Costume Design and Fashion - <u>...</u>	8) S. S. P. <u>...</u>
10. Library - <u>...</u>	9) U. S. <u>...</u> 11/10/19
11. Physical Education - <u>...</u>	10) K. J. Gummidi
12. Dean of Academic affairs - <u>...</u>	11) V. <u>...</u>
13. Deputy Dean of Academic affairs - <u>...</u>	12) <u>...</u>
14. Dean of Curriculum - <u>...</u>	13) N. N. <u>...</u> 11/10/19
15. Deputy Dean of Curriculum - <u>...</u>	14) P. S. <u>...</u>
16. COE - <u>...</u>	15) <u>...</u>
17. Deputy COE - <u>...</u>	16) R. <u>...</u>
18. I & A - <u>...</u>	17) <u>...</u>
19. I & A - <u>...</u>	18) <u>...</u>
20. I & A - <u>...</u>	19) M. <u>...</u>
21. I & A - <u>...</u>	20) <u>...</u>
22. I & A - <u>...</u>	21) <u>...</u>
23. I & A - <u>...</u>	22) S. <u>...</u>
24. Research cell Coordinator - <u>...</u>	23) F. <u>...</u>
	24) <u>...</u>
	25) M. S. <u>...</u>
	26) <u>...</u>
	27) <u>...</u>
	28) <u>...</u>
	29) <u>...</u>



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Minutes of the Council Meeting

The Council Meeting was held on 11.10.2019 at 10 a.m. at the Secretary room. Points regarding M.Phil. Admission, Research projects, 2020 Syllabus, Two days Mela, Celebration of Farewell and Teachers day, Academic Audit, EAS and Library hour and Instructions regarding End Semester Examination were discussed.

- ❖ **Admission and Research Ethics regarding M. Phil and Ph.D.**
 - Admission for M.Phil course is extended up to 25th October 2019.
 - Research ethics should be followed for M.Phil and Ph.D.
 - The full time research scholars may be asked to engage the classes of their respective guides when they are on leave/permission.
 - The guide may assign one or two invigilation to their scholars.
 - One or two PG classes should be given to the research scholars those who are availing stipend.
- ❖ **Celebration of Farewell and Teachers day**
 - Resolved not to accept any momentous from the students on the eve of farewell and teacher's day.
 - Decided to have a common meeting and students from each department could give one activity on recognizing the importance of teachers.
 - Students are strictly instructed not to cut the cake and distribute the snacks on both the days.
 - Decided not to allow the students to conduct games for the staff members.
- ❖ **CIA Mark Entry and Attendance**
 - Staff members are instructed to take utmost care regarding CIA mark entry in the flair.
 - CIA mark register should be properly maintained and signed by the HOD to ensure correctness.
- ❖ **Instructions to Department**
 - ❖ Departments are asked to submit the following registers every month
 - Casual leave register
 - Movement register
 - Student Association or Activity register
 - Counselling register
 - ICT register
 - ❖ HOD's are asked to motivate the faculty to handle the classes using ICT tools.
 - ❖ Staff members are instructed to return the test papers immediately after the test hours. They are asked to keep the paper in a particular place and the same will be collected by the office staff.
 - ❖ Tutors are asked to check the attendance of their ward students and enquire Mrs Kamatchi to ensure 75% of attendance.
 - ❖ HOD's are asked to treat the staff members equally and insisted not to pass a comment about the staff members before the students in the classes/departments
- ❖ **EAS and Library Hour**
 - ❖ Decided to have one-hour library for the UG final year students in the even Semester.
 - ❖ Decided to allot one-hour library to the PG students also.
 - ❖ Resolved to conduct 3 EAS, 2 Association meeting and one flopped teaching in a semester

❖ 2020 Syllabus

- UG & PG Project guidelines will be issued by the controller office.
- Individual or group projects and number of pages will be decided by the department itself.
- Staff members are asked to mention one hour for tutorial and the remaining hours for teaching in the syllabus of each course.
- Decided to submit the title page and allotment of hours on or before 19th October 2019.
- Each department should submit details regarding courses allocated to each faculty which should be signed by the respective faculty. At the time of submission of syllabus, undertaking must also be given by each faculty for the courses allotted ensuring the correctness.
- Discussed whether to have self-study topic in each course and finally decided not to have self-study topic.
- Asked to include intellectual property rights in the 2020 syllabus.

❖ Curriculum Design

- It was resolved to frame three PEOs for the UG, PG and M.Phil. Programmes.
 - PEO1: Preparedness for higher studies and Industry ready with professional standards
 - PEO2: Pursue research / Innovate for real time solutions with ethics
 - PEO3: Capacity building for Entrepreneurship and self-employment
- For M.Phil, the following four Programme Outcomes (PO) were framed.
 - PO1: Disciplinary knowledge
 - PO2: Critical thinking, Problem solving and Analytical reasoning
 - PO3: Research related skills and scientific reasoning
 - PO4: Self-directed and Life-long learning
- Decided to make modifications in the allotment of hours and credits table.
- Part III** – Major, Major Elective and Allied courses were separated.
- Part IV** courses were renamed as **Ability Enhancement Courses** as per the UGC guidelines and the courses offered are:
 - Semester I – Environmental Studies
 - Semester II – Value Education and Gender Studies; Computer Literacy
 - Semester IV – NME I and Discipline Specific Course
 - Semester V – NME II and GK
 - Semester VI – SEC / JOC
- Decided to revise 20% of course or content in the course for all the Programmes. Details about the Internship / field project / field visit should be indicated in the course syllabus.
- Decided the exam pattern for all the Programmes as follows:

Theory:

• **Internal 40 marks**

UG -Test – 25 marks, Quiz – 10 marks and Assignment – 5 marks
No. of Quizzes – 03 – Conducted before the commencement of term test – 20 questions with CO and K level. Average of best two will be considered.

No. of Assignments – 02 – Average of 2.

PG and M.Phil. - Test – 25 marks, Seminar – 10 marks and Assignment – 5 marks
No. of Assignments – 02 – Average of 2.

• **External exam - 60 marks**

Section B and C – either or pattern



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44

Council meeting - 5
There will be a Council meeting on 23-1-2020 (Thursday) between 9.45 and 10.45 AM in the Secretary room.

20-1-2020

Agenda

1. PTA meeting
2. Alumnae meet and feed-back
3. Department profiles in the college website
4. SSR preparation, SoS meeting,
5. BOS Meeting
6. Kavalan Apps.
7. Any other

1. M.S.P
2. M. Soubhannani

Signature of Council Secretaries

Signature of Principal

HODs and members

1. Tamil Region
2. English
3. History
4. Maths - for ps
5. Physics
6. Chemistry B
7. Botany - B Ph.
8. Comp Science
9. Commerce (R) - AC
10. Commerce (SF) - G
11. Commerce (SF) - P1 - F. Ph
12. Commerce (SF) - CA - VP
13. B. B. A

45

- > Decided to have minimum pass mark for all the programmes as follows:
UG - 35% of marks in End Semester Examination (21 marks) and minimum of 40% in aggregate (40 marks)
PG & M.Phil. - 45% of marks in End Semester Examination (27 marks) and minimum of 50% in aggregate (50 marks)
Certificate/Diploma/Advance Diploma courses- 35% of marks in End Semester Examination (21 marks) and minimum of 35% in aggregate (35 marks)
- Practical:**
Internal exams 50 marks and External exam - 50 marks
Project for all the Programmes - External exam 100%
- > Decided to award 02 extra credits for the students those who are completing Part V Internship, NPTEL and SWAYAM courses.
- ❖ **Two Days Mela**
> Decided to conduct two days mela on 23rd and 24th December 2019 to the members of the incubation centre to give a platform to sell their own products. If required they may be given training and other assistance.
- ❖ **Instructions regarding End Semester Examination**
> Question papers must be audited by the particular course teacher. If the paper is handled by two or three course teachers all of them must come, audit and sign it.
> Every staff member is asked to come on time for the end semester exam invigilation.
> Internal, external and skilled examiner must present in the practical end semester examination hall.
- ❖ **Others**
> Planned to conduct department wise alumnae meet in any working day by getting prior permission from the principal.
> Students are asked to enroll their names either in soft skill or incubation center with a minimum registration fee of Rs.50.
> Appreciated the exhibition conducted in our campus by the Costume Design and Fashion department for dresses and jewellery items.
> Decided to conduct PTA meeting on 23rd December 2019 in the afternoon session.
> Asked the staff members and students to attend the summer programme organized by the Indian academic of science. The following major students who have 65% of marks are eligible to attend the programme III BCA, III BSC, I MSC and I MCA.
> Staff members could submit project proposal to the management through IQAC. If recommended by IQAC after scrutinizing it will be forwarded to the management for financial assistance. If approved by the management then the concerned faculty must ensure the publication of the outcome of the project in UGC approved journals/scopus indexed journals.
> Decided to conduct course outcome meeting for staff members with model questions on 16th October 2019 between 2.30 p.m and 3.30 p.m.
> Staff members are asked to discuss about the student's survey satisfaction with their ward and also asked them to utilize the email regularly.

M. Soubhannani
M.S.P
Council Secretaries

Principal



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15. IT - P. Praveen	Members Present:	47
16. Microbiology S.S. P.	1. T. Palanivel	
17. Nutrition and Dietetics J. J. M.	2. V. S. Thy	
18. Costume Design and Fashion J. J. M.	3. B. B.	
19. Library J. J. M.	4. E. Ponnalar	
20. Physical Education J. J. M.	5. J. J. M.	
21. Dean of Academic affairs J. J. M.	6. P. S. S. S. S. S.	
22. Deputy Dean of Academic affairs J. J. M.	7. S. P. P. P. P. P.	
23. Dean of Curriculums J. J. M.	8. R. R. R. R. R.	
24. Deputy Dean of Curriculums J. J. M.	9. J. J. M.	
25. Controller of Examinations E. Ponnalar	10. M. M. M. M. M.	
26. Deputy " " J. J. M.	11. V. V. V. V. V.	
27. IQA Advisor J. J. M.	12. V. V. V. V. V.	
28. IQA Ac Coordinator J. J. M.	13. N. N. N. N. N.	
29. IQA Ac Joint Coordinator J. J. M.	14. K. J. J. J. J.	
	15. S. S. S. S. S.	
	16. J. J. M.	
	17. J. J. M.	
	18. B. B. B. B. B.	
	19. J. J. J. J. J.	
	20. J. J. J. J. J.	
	21. J. J. J. J. J.	
	22. J. J. J. J. J.	
	23. J. J. J. J. J.	
	24. M. M. M. M. M.	
	25. J. J. J. J. J.	
	26. J. J. J. J. J.	
	27. J. J. J. J. J.	
	28. J. J. J. J. J.	
	29. J. J. J. J. J.	



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),
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College with Potential for Excellence by UGC and Mentor Institution under UGC PARAMARSH)

Minutes of the Council Meeting

The Council Meeting was held on 23.01.2020 at 10 a.m. at the Secretary room. Points regarding Syllabus Guidelines, Seed Money, Sports Day, Board of Studies, and General Instructions were discussed.

❖ **2020 Syllabus Guidelines**

- HOD and Staff-in Charge for Syllabus are asked to check 2020 Syllabus Guidelines, eligibility conditions for Admission, CO, PO, PEO's, PAM Weightage, Vision, Mission, Hours and Credit.
- Asked to ensure Part III subjects should have more PAM Weightage than Part IV subjects.
- Resolved all the faculty members have discussion regarding Syllabus 2020 from 3.30 p.m. to 4.30 p.m. on 29th and 30th January 2020.
- All the Departments are asked to submit the Syllabus on 31st January 2020 along with the feedback given by the External examiner with justification.
- Decided to include Professional Ethics as one chapter in Peace Education for UG students and Research Ethics for PG and M.Phil students.

❖ **Board of Studies**

- Resolved to have one Expert from other University and atleast one Expert should have thorough knowledge in OBE.

❖ **Sports Day and College Day**

- Decided to conduct Sports Day on 1st February 2020.
- The date for Convocation Day and College Day will be decided after having discussion with the Management.

❖ **Library**

- Audio Visual centre have started in the library.
- Staff members, PG students and Research scholars are asked to check plagiarism for their research papers, articles and books at free of cost for the first time.

❖ **Appreciation**

- Our college have been selected as Mentor Institution and the sanctioned amount is Rs.30 lakhs out of which our college has received Rs.15 lakhs.
- All the departments are asked to mention below the college name as "Mentor Institution under UGC paramarsh".
- Our college has been received Food Safety Certificate for hostel, canteen and store. Getting FSSAI certificate for Bakery unit is in process.

❖ **PO & CO Attainment**

- All the departments are asked to maintain CIA test paper and PO attainment file for the batch 2019-2020 and also have backup in pen drive.
- Faculty members are asked to give reasons and suggestions if they are unable attain CO in the term test and the same should be duly signed by the Course teachers and HOD.

❖ **General Instructions**

- Planned to conduct Term Test on 20th of every month.
- Resolved to place orders in the college canteen for the participants while conducting any programmes. If necessary, Chief Guest lunch will be arranged in the hostel.
- Decided to mention the sponsor either the Management or Autonomy Grant or both should be specified in the invitation while conducting any programmes.
- Faculty members are asked to ensure the language correction for the article to be published either in the College Magazine or Department Magazine for publication.
- Faculty members are asked to be punctual to the class and make the campus silence.
- Faculty members are asked not to bring their vehicles to the Administrative Block.
- All the departments are asked to include the hostel students to participate in the Inter-collegiate Meet.
- HOD's are asked to submit the ICT register to the IQAC.
- Every faculty member must submit their report to the IQAC duly signed by the Programme Officer and HOD every month regarding their contribution to the college.
- Staff members are asked to discuss about the students' satisfaction survey with the final year students and also ask them to intimate their active mobile number and check their e-mail id regularly.



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50

Resolved to ask the students to wear saree for one week who failed to wear the saree during ethnic wear day.

Decided to start Yoga centre, Counselling room, Placement room, Three max studio and Lecture capturing system.

Felicitation for publication will be submitted in the prescribed format with evidence.

All the departments must maintain department minutes note.

Decided to carry out the activities under Green audit, Energy audit and Environment audit committee.

Planned to have LED light and Motion based/Sensor based system fans in the class room.

Discussed to put the banners outside the college campus about the Women empowerment courses and other Part V activities.

All the departments are asked to take photos with Geo tag application.

Resolved to display the activities of the department evidences in A3 Digital print during NAAC visit.

All the departments are asked to put the prominent alumnae photos with their position and batch in the college website.

All the departments are asked to get feedback from the employer about alumnae performance in school, college, factory and company with their letter head and duly signed by the principal or executives along with seal.

Register should be properly maintained in the Language Lab.

Decided to paste instructions, designs and stickers in all the labs.

Decided to display Vision, Mission, PEO and PSO in front of all the departments.

Faculty members both Regular and SF are asked to submit project proposal as per guidelines to get Seed Money from the Management for Research after scrutinizing by the IQAC Committee.

M. Suthamani,
Mony P.
Council Secretaries

I. Palanisami
Principal

51 24-2-2020

Council meeting - 6

There will be a Council meeting on 27-2-2020 (w) on Thursday between 9.45 and 10.45 AM in the Secretary room.

Agenda

1. Faculty development Programme
2. Research Workshop
3. College Day
4. Checking / Counter Checking
5. Curriculum rag.
6. COE rag.
7. Any other

1. M. Suthamani
2. H. S. Y
Signature of Council Secretaries

8
Sign of Principal

HO Di and members

1. Tamil ved
2. English H. Mani
3. History D
4. Maths P
5. Physics S
6. Chemistry
7. Botany B
8. Comp Science D
9. Commerce (R) M
10. Commerce (SF) - G. V. Vimal
11. Commerce (SF) - PA P
12. Commerce (SF) - A. Sumanakshi
13. R. B. A



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15. IT <i>Plaint</i>	62	Members Present:
16. Microbiology <i>S.S.P.</i>		1. T. Palanisami
17. Nutrition and Dietetic <i>officer</i>		2. V. Thy
18. Costume Design and Fashion ✓		3. S. D.
19. Library ✓		4. E. Pammalar
20. Physical education <i>CS</i>		5. M. K. S. S. S.
21. Dean of Academic affairs <i>CS</i>		6. S. S. S.
22. Deputy Dean of Academic affairs <i>CS</i>		7. S. S. S.
23. Dean of Curriculum <i>CS</i>		8. S. P. S. S.
24. Deputy Dean of Curriculum <i>CS</i>		9. S. P. S. S.
25. Controller of Examinations <i>CS</i>		10. For Tamil <i>CS</i>
26. Deputy Controller of Examinations <i>CS</i>		11. R. S. S.
27. I & A advisor ✓		12. B. S. S.
28. I & A Co-ordinator		13. V. P. S.
29. I & A joint co-ordinator <i>CS</i>		14. S. S. S.
30. Dean of Research. <i>CS</i>		15. S. S. S.
		16. V. V. S.
		17. K. S. S.
		18. S. S. S.
		19. S. S. S.
		20. N. S. S.
		21. V. S. S.
		22. S. S. S.
		23. S. S. S.



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Minutes of the Council Meeting

The Council Meeting was held on 27.02.2020 at 10 a.m. at the Secretary room. Points regarding Board of Studies, Library, OBE Attainment, Important Dates for various events and general instructions were discussed.

❖ **Faculty Development Programme**

- There will be a Research Workshop for the staff members on 9th March during the Afternoon Session.
- Faculty Development Programme will be held on 21st March and the Resource Person will be a NAAC member.

❖ **Board of Studies and Academic Council**

- Board of Studies will be held on 27 & 28th March 2020
- 2020 Syllabus hard copy should be submitted to the Dean Office on or before 29th February.
- Academic Council meeting will be held between 20 and 25th April.

❖ **Academic**

- Model examination for Environmental Studies and Computer Literacy will be conducted on 31st March and the marks won't be considered for III Term test.
- End Semester Examinations begins on 1st April for Computer Literacy and 2nd April for Environmental Studies.
- Practical Examinations will commence from 3rd April.
- Date of submission of Project to COE office is 7th April.
- The last date for III CIA Mark entry will be 3rd April.
- Each course teacher must ask the students to take one book of any author related to their subjects, to prepare one assignment at home and ask them to submit by mentioning the title of the book, author, edition, etc.

❖ **Library**

- Decided to increase the General library books from 65,000 to 75,000.
- Resolved to transfer the Department Specimen copy to the General library.
- Library checking will commence from March 16th onwards.
- Insisted the Departments to subscribe Kindle e-book reader.

❖ **Curriculum Attainment**

- Expected level of attainment should be prepared for the Batch 2019 – 2022 in two copies and one should be submitted to the IQAC and another copy should be kept in the department.
- The tutors are asked to maintain the extra and co-curricular activities of their ward in excel format for the Batch 2019 -2022.

❖ **General**

- Farewell and last working day for the students is on 9th April.
- Staff felicitation, farewell and last working day is on 25th April.
- College day is scheduled on 12th March.
- Ask II PG students to appear for NET exam, July 2020.
- All the departments are asked to get the Employer Feedback in the Letter Head of the concern as per the format given in naac2 inbox.
- Staff members are asked to inform at frequent intervals about the completion of the syllabus to the students.
- The course teachers should enter the marks after evaluating the assignment and quiz, keep evidences for inspection.
- PTA meeting will be held on 7th March
 - Department meeting – 2.00 p.m. to 2.45 p.m.
 - Common meeting – 3.00 p.m. to 3.30 p.m.

M. Senthumanj
N.S. Jha
Council Secretaries

P. Palavesari
Principal



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17-3-20

Council meeting - 7

There will be a council meeting on 17-3-20 (Wed)
Tuesday between 10.30 AM - 11.30 AM in the
Secretary room.

Agenda

1. III term Exams
2. BOS meeting
3. Mark entry and Project Submission
4. Faculty work regarding CO attainment
5. Internal audit
6. Any other

1. M. Sankaranani
2. Signature of Council Secretaries

HOD's and members

1. Tamil
2. English
3. History
4. Maths
5. Physics
6. Chemistry
7. Botany
8. Comp Science
9. Commerce (R)
10. Commerce (SF) CA
11. Commerce (SF) RA
12. B.B.A
13. ...

14. Commerce (SF) RA

15. IT - Beauties
16. Microbiology S.S. Rao
17. Nutrition and Dietetics
18. Costume Design and Fashion
19. Library
20. Physical Education
21. Dean of Academic affairs
22. Deputy Dean of Academic affairs
23. Dean of Curriculum
24. Deputy Dean of Curriculum
25. Controller of Examinations
26. Deputy COE
27. I & A C advisor
28. I & A C co-ordinator
29. I & A C joint co-ordinator
30. Dean of Research

Members Present

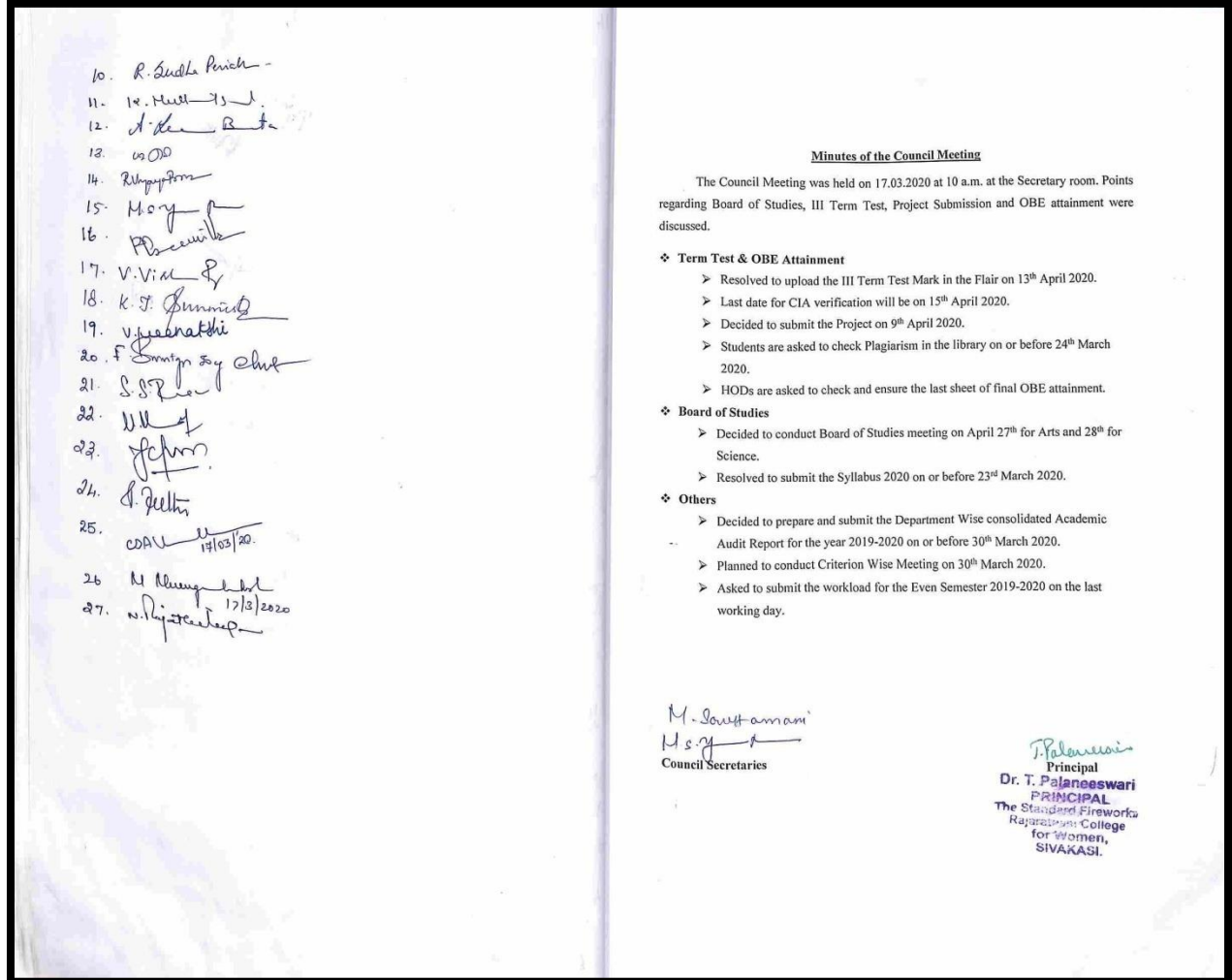
1. T. Palaniappan
2. M. Sankaranani
3. S. Perkanathi Selvam
4. V. Ramya
5. S. S. M.
6. ...
7. ...
8. ...
9. E. Ponnala

Sign of Principal



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Online Council Meeting : 02-07-2020 by 5.30 pm

Link For the Meeting: <https://meet.google.com/wkw-sipw-hyw>

AGENDA

- To discuss about
- Internal mark entry.
 - Any other

Minutes of the Council Meeting

The Council Meeting was held on 02.07.2020 at 5.30pm through online. Points regarding Mark entry of Term Test III, Students not attended the online test, Mark entry in the flair and Students project submission were discussed.

- ❖ Discussed regarding mark entry of Term Test III through Flair from Laptop.
- ❖ Asked the Staff Members to identify the students who have not attended online Term Test III, Quiz, Assignment & Seminar. Also to check the marks scored by them in previous two Term Tests.
- ❖ Asked the HODs to inform the Staff Members of their respective departments to keep ready the III Term Test Marks, Quiz, Assignment & Practical Marks.
- ❖ Resolved to consider the best one out of I & II Term Test Marks for all the Part IV courses.
- ❖ Decided to make a Mark Entry in the Flair from Monday to Friday i.e., 6th July to 10th July 2020.
- ❖ Decided to submit the Projects Soft copy to the concerned Guide on 10th July 2020.
- ❖ Decided to convene Staff Meeting on 3rd July 2020, i.e., tomorrow sharply at 2 pm to show a demo regarding III Term Test Mark entry.

M. S. Yasmeen Beevi
Council Secretaries

T. Palavesoni
Principal

Members present:


Name	Designation	E-Signature
Dr. T. Palaveswari	Principal	<i>T. Palavesoni</i>
Dr. (Mrs.) K. MathamiSelvi	Associate Professor & Head, Department of English	<i>K. MathamiSelvi</i>
Dr. (Mrs.) B. Ponn	Assistant Professor & Head, Department of Tamil	<i>B. Ponn</i>
Mrs. D. RoselindGnanakumari	Associate Professor & Head, Department of Mathematics	<i>D. RoselindGnanakumari</i>
Dr. (Mrs.) S. Sivadevi	Associate Professor & Head, Department of Physics	<i>S. Sivadevi</i>
Mrs. M. Sowthamani	Associate Professor & Head, Department of Chemistry	<i>M. Sowthamani</i>
Dr. (Mrs.) B. Deepa	Assistant Professor & Head, Department of Botany	<i>B. Deepa</i>
Mrs. A. Leena Benita	Associate Professor & Head, Department of Computer Science	<i>A. Leena Benita</i>
Mrs. V. Ranya	Assistant Professor & Head, Department of History	<i>V. Ranya</i>
Dr. (Mrs.) N. Rajathilagam	Assistant Professor & Head, Department of Commerce	<i>N. Rajathilagam</i>
Dr. (Mrs.) M. Yasmin	Librarian	<i>M. Yasmin</i>
Dr. (Mrs.) S. Vijayakumari	Physical Directress SG	<i>S. Vijayakumari</i>
Dr. (Mrs.) A. Bamini	Assistant Professor & Head, Department of Computer Applications	<i>A. Bamini</i>
Mrs. P. Precilla	Assistant Professor & Head, Department of Information Technology	<i>P. Precilla</i>
Dr. (Ms.) M.S. YasmeenBeevi	Assistant Professor & Head, Department of Business Administration	<i>M.S. YasmeenBeevi</i>



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Dr.(Mrs).F.SweetlyJoy Christy	Assistant Professor & Head, Department of Professional Accounting	<i>F. Sweetly Joy Christy</i>
Mrs.V.Meenakshi	Assistant Professor & Head, Department of Commerce (CA-SF)	<i>V. Meenakshi</i>
Dr. (Mrs.) V.VishnuPriya	Assistant Professor & Head, Department of Commerce (General-SF)	<i>V. Vishnu Priya</i>
Dr. (Ms.) S.SubhaRanjani	Assistant Professor & Head, Department of Microbiology	<i>S. Subha Ranjani</i>
Mrs.K.Jansi Rani	Assistant Professor & Head, Department of Nutrition & Dietetics	<i>K. Jansi Rani</i>
Mrs.R.Narmatha	Assistant Professor & Head, Costume Design and Fashion	<i>R. Narmatha</i>
Mrs.S.Sathya	Director, IQAC	<i>S. Sathya</i>
Mrs. E. Ponmalar	Controller of Examinations	<i>E. Ponmalar</i>
Dr. (Mrs.) M. Murugalakshmi	Deputy Controller of Examinations	<i>M. Murugalakshmi</i>
Dr. (Mrs.) R. SudhaPeriathai	Coordinator, IQAC	<i>R. Sudha Periathai</i>
Dr. (Mrs.) C. Devi ArockiaVanitha	Dean, Academic Affairs	<i>C. Devi Arockia Vanitha</i>
Mrs. R. VijayaPriya	Deputy Dean, Academic Affairs	<i>R. Vijaya Priya</i>
Dr. (Mrs.) K.J. Sannista	Deputy Dean, CDDC	<i>K.J. Sannista</i>
Dr. (Mrs.) P. Stella Muthurajam	Special Invitee	<i>P. Stella Muthurajam</i>
Dr. (Mrs.) B. Sivapriya	Special Invitee	<i>B. Sivapriya</i>
Dr. (Mrs.) U. Umadevi	Special Invitee	<i>U. Umadevi</i>



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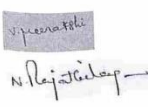

Minutes of the Online Council Meeting: 31-07-2020
Link For the Meeting: <https://meet.google.com/ani-mrpo-pau>

AGENDA

- To discuss about Online classes
- Any other

MINUTES

- Staff members were asked to commence Online Classes for the students from 04-08-2020.
- Staff members were asked to arrange an Orientation Programme for the students on COVID issue, insisting the need for social distancing and nutritious food to develop immunity on 04-08-2020. Staff were informed that regular classes would start from 5th August onwards.
- Regular classes would be conducted from Monday to Friday, and the Sixth day i.e. Saturday would be an assessment day. On the assessment day, the course teacher has to conduct Quiz, Group discussion or assignment based on Course Outcome for their respective courses.
- The course teacher has to create a separate link for each course and the same link has to be continued by them for their online classes.
- The time duration for every class is fixed as 45 minutes as follows:
 - 10.00 am to 10.45 am – I hour
 - 10.50 am to 11.35 am – II hour
 - 11.40 am to 12.25 pm – III hour
 - 12.30 pm to 1.15 pm – IV hour
- The course teachers were asked to close their Meet promptly and only 5 minutes is permitted for the students to login to the next class.
- Staff and students were asked to adhere to the college dress code, strict attendance, punctuality for online classes.
- At the end of each week, the course teacher has to prepare online weekly report for their respective courses and attendance report should be submitted to Head of the Department.
- It was informed that the course teacher has to cover the one and half units for the first Term Test.
- The workload should be even to all faculty of the department for theory and practical classes.
- Training programme would be given to staff members on 3rd August regarding
 - How to create Google meet?
 - Chrome extension
 - Usage of white board through Google meet
 - How to make the Meet Interactive?
 - Assessment
- It was decided to allot four hours per week for English and Tamil courses, One hour each for NME, GK and Women's Studies every week.



 Council Secretaries Principal



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Members present:		
Name	Designation	E-Signature
Dr. T. Palanesswari	Principal	T. Palanesswari
Dr. (Mrs.) K. Muthamiselvi	Associate Professor & Head, Department of English	K. Muthamiselvi
Dr. (Mrs.) B. Ponn	Assistant Professor & Head, Department of Tamil	B. Ponn
Mrs. D. RoselinGnanakumari	Associate Professor & Head, Department of Mathematics	D. RoselinGnanakumari
Dr. (Mrs.) S. Sivadevi	Associate Professor & Head, Department of Physics	S. Sivadevi
Mrs. M. Sowthamani	Associate Professor & Head, Department of Chemistry	M. Sowthamani
Dr. (Mrs.) B. Deepa	Assistant Professor & Head, Department of Botany	B. Deepa
Mrs. A. Leena Benita	Associate Professor & Head, Department of Computer Science	A. Leena Benita
Mrs. V. Ramya	Assistant Professor & Head, Department of History	V. Ramya
Dr. (Mrs.) N. Rajathilagam	Assistant Professor & Head, Department of Commerce	N. Rajathilagam
Dr. (Mrs.) M. Yamin	Librarian	M. Yamin
Dr. (Mrs.) S. Vijayakumari	Physical Directress SG	S. Vijayakumari
Dr. (Mrs.) A. Binini	Assistant Professor & Head, Department of Computer Applications	A. Binini
Mrs. P. Precilla	Assistant Professor & Head, Department of Information Technology	P. Precilla
Dr. (Mrs.) M. S. YasmeeDevi	Assistant Professor & Head, Department of Business Administration	M. S. YasmeeDevi
Dr. (Mrs.) R. Sweetynloy Christy	Assistant Professor & Head, Department of Professional Accounting	R. Sweetynloy Christy
Mrs. V. Meenakshi	Assistant Professor & Head, Department of Commerce (CA-SF)	V. Meenakshi
Dr. (Mrs.) V. VishnuPriya	Assistant Professor & Head, Department of Commerce (General-SF)	V. VishnuPriya
Dr. (Ms.) S. SubhaRanjani	Assistant Professor & Head, Department of Microbiology	S. SubhaRanjani
Mrs. K. Janai Rani	Assistant Professor & Head, Department of Nutrition & Dietetics	K. Janai Rani
Mrs. R. Narmatha	Assistant Professor & Head, Costume Design and Fashion	R. Narmatha
Mrs. S. Sathya	Director, IQAC	S. Sathya
Mrs. E. Ponnalar	Controller of Examinations	E. Ponnalar
Dr. (Mrs.) M. Murugalakshmi	Deputy Controller of Examinations	M. Murugalakshmi
Dr. (Mrs.) R. SudhaPeriathai	Coordinator, IQAC	R. SudhaPeriathai
Dr. (Mrs.) C. Devi ArockiaVanitha	Dean, Academic Affairs	C. Devi ArockiaVanitha
Mrs. R. VijayaPriya	Deputy Dean, Academic Affairs	R. VijayaPriya
Dr. (Mrs.) K. J. Sumista	Deputy Dean, CDDC	K. J. Sumista
Dr. (Mrs.) P. Stella Muthurajam	Special Invitee	P. Stella Muthurajam
Dr. (Mrs.) B. Sivapriya	Special Invitee	B. Sivapriya
Dr. (Ms.) U. Umadevi	Special Invitee	U. Umadevi



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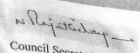
Minutes of the Online Council Meeting : 19-08-2020
Link For the Meeting: <https://meet.google.com/ayp-uusx-xmx>

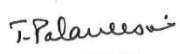
AGENDA

- To discuss about Academic Council Meeting and Question paper pattern
- Any other

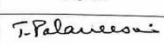




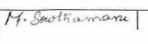
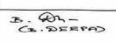


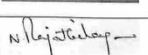
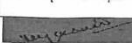

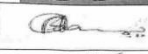

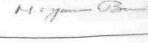
MINUTES

- The staff members were informed about the 15th Academic council meeting to be held on 21.08.20.
- The Head of the Departments were asked to get ready with their syllabus in PDF format for the Academic council meeting, regarding any queries and to ensure that there should be no network issues during the meeting.
- The question paper pattern for the new syllabus 2020 was finalised for all Part- I, II, III and Part-IV courses.
- COE explained the CIA Verification Proforma in PDF format and it would be sent to all Head of the Departments for all courses through the link and the course teachers has to fix their E-signature in the report after verifying the marks allotted for their courses.
- The Head of the Departments were asked to come in person to sign the hard copy of the CIA Proforma to the Controller of Examination on or before Monday. (i.e.24.8.2020)
- The Lecture Capturing System would be installed in ten classrooms within some stipulated period.
- All the departments have to utilise it properly by preparing the timetable with the knowledge of HOD's Supervision.
- It was discussed with all HOD's regarding the attendance, network connectivity and problems faced by their respective students and staff individually.
- The classes for first years would be commenced from 24th August and first two days they would be with their parent department itself.
- The staff members were asked to orient the students regarding usage of Google Meet Class Room and help them to use the on-line teaching modes effectively for those two days
- On 26th August, Student Induction Program would be organised by the Student Induction Committee framed under the guidance of UGC. On that day from 10.00a.m. to 11.40 a.m., the orientation would be addressed by the Principal, CDDC, COE, YWED, Part-V Co-ordinator.
- It would be connected through you tube live stream link and one staff member representing their Parent Department and instruct the students to listen the orientation program effectively.
- The parent Department was asked to manage the 3rd and 4th hour by their alumni and senior students.
- On 27th August 2020, the English department organises bridge course for all first year students during first hour and second hour would be engaged by Tamil department for literary activity. Then 3rd and 4th hour will be engaged by parent department of their respective Programmes.
- On 28th August, first two hours would be engaged by English department for bridge courses and instruct the parent department to engage III and IV hour as core bridge courses.


 Council Secretaries


 Principal

Members present:

Name	Designation	E-Signature
Dr. T. Palavesoni	Principal	
Dr. (Mrs.) K. Muthamiselvi	Associate Professor & Head, Department of English	
Dr. (Mrs.) B. Ponn	Assistant Professor & Head, Department of Tamil	
Mrs. D. Roselin Gnanakumari	Associate Professor & Head, Department of Mathematics	
Dr. (Mrs.) S. Sivadevi	Associate Professor & Head, Department of Physics	
Mrs. M. Sowthamani	Associate Professor & Head, Department of Chemistry	
Dr. (Mrs.) B. Deepa	Assistant Professor & Head, Department of Botany	
Mrs. A. Leena Benita	Associate Professor & Head, Department of Computer Science	
Mrs. V. Ramya	Assistant Professor & Head, Department of History	
Dr. (Mrs.) N. Rajathilagam	Assistant Professor & Head, Department of Commerce	
Dr. (Mrs.) M. Yasmin	Librarian	
Dr. (Mrs.) S. Vijayakumari	Physical Directress SG	
Dr. (Mrs.) A. Baniini	Assistant Professor & Head, Department of Computer Applications	
Mrs. P. Prescilla	Assistant Professor & Head, Department of Information Technology	
Dr. (Mrs.) M.S. Yasmeen Beevi	Assistant Professor & Head, Department of Business Administration	



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),
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College with Potential for Excellence by UGC and Mentor Institution under UGC PARAMARSH)

Dr.(Mrs.)F.SweetlyJoy Christy	Assistant Professor & Head, Department of Professional Accounting	
Mrs.V.Meenakshi	Assistant Professor & Head, Department of Commerce (CA-SF)	
Dr. (Mrs.) V. VishnuPriya	Assistant Professor & Head, Department of Commerce (General-SF)	
Dr. (Ms.) S.SubhaRanjani	Assistant Professor & Head, Department of Microbiology	
Mrs.K.Jansi Rani	Assistant Professor & Head, Department of Nutrition & Dietetics	
Mrs.R.Narmatha	Assistant Professor & Head, Costume Design and Fashion	
Mrs.S.Sathya	Director, IQAC	
Mrs. E. Ponmalar	Controller of Examinations	
Dr. (Mrs.) M. Murugalakshmi	Deputy Controller of Examinations	
Dr. (Mrs.) R. SudhaPeriathai	Coordinator, IQAC	
Dr. (Mrs.) C. Devi ArookiaVanitha	Dean, Academic Affairs	
Mrs. R. VijayaPriya	Deputy Dean, Academic Affairs	
Dr. (Mrs.) K.J. Sunnista	Deputy Dean, CDDC	
Dr. (Mrs.) P. Stella Muthurajam	Special Invitee	
Dr. (Mrs.) B. Sivapriya	Special Invitee	
Dr. (Ms.) U. Umadevi	Special Invitee	

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(An Autonomous Institution affiliated to Madurai Kamaraj University, Re-accredited with 'A' Grade by NAAC,
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Minutes of the Online Council Meeting: 05-10-2020
Link For the Meeting: <https://meet.google.com/ozt-aghz-otz>

AGENDA

- To discuss about Term test II
- Any other

MINUTES

- It is informed that Term Test II commences from 14th October for all the UG courses and for NME, GK & Women Studies it will be conducted from 21st October 2020.
- For I PG students, Term Test I commences from 28th October 2020.
- Staff members were informed to conduct Assignment for their courses based on Tutorial in the syllabus.
- The course teachers were asked to submit the Model Question Paper, for Semester - I Courses in 2020 Syllabus, to COE Office on or before 28th October 2020 & Question Bank for Semester - I Courses in 2020 Syllabus, on or before 3rd November 2020. If necessary, course teachers shall also give Model Question Paper and Question Bank for courses in 2017 Syllabus.
- Staff members were asked to complete the attendance on or before 10th October 2020.
- Staff members were asked to prepare Course Exit Survey for all the courses in 2017 Syllabus and 2020 Syllabus. For 2017 Syllabus, the course teacher who handled the course is responsible for Course Exit Survey and for the courses in 2020 Syllabus, the course teacher who designed the syllabus is responsible for Course Exit Survey. Staff members were also asked to give necessary data for preparing AQR report.

Council Secretaries

Principal



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Members present:		
Name	Designation	E-Signature
Dr. T. Palanesswari	Principal	T. Palanesswari
Dr. (Mrs.) K. MuthamilSelvi	Associate Professor & Head, Department of English	K. MuthamilSelvi
Dr. (Mrs.) B. Ponn	Assistant Professor & Head, Department of Tamil	B. Ponn
Mrs. D. RoselindGnanakumari	Associate Professor & Head, Department of Mathematics	D. RoselindGnanakumari
Dr. (Mrs.) S. Sivadevi	Associate Professor & Head, Department of Physics	S. Sivadevi
Mrs. M. Sowthamani	Associate Professor & Head, Department of Chemistry	M. Sowthamani
Dr. (Mrs.) B. Deepa	Assistant Professor & Head, Department of Botany	B. Deepa
Mrs. A. Leena Benita	Associate Professor & Head, Department of Computer Science	A. Leena Benita
Mrs. V. Ranya	Assistant Professor & Head, Department of History	V. Ranya
Dr. (Mrs.) N. Rajathilagan	Assistant Professor & Head, Department of Commerce	N. Rajathilagan
Dr. (Mrs.) M. Yamin	Librarian	M. Yamin
Dr. (Mrs.) S. Vijayakumari	Physical Directress SG	S. Vijayakumari
Dr. (Mrs.) A. Binini	Assistant Professor & Head, Department of Computer Applications	A. Binini
Mrs. P. Precilla	Assistant Professor & Head, Department of Information Technology	P. Precilla
Dr. (Mrs.) M.S. Yameenbevi	Assistant Professor & Head, Department of Business Administration	M.S. Yameenbevi
Dr. (Mrs.) F. SweetlyJoy Christy	Assistant Professor & Head, Department of Professional Accounting	F. SweetlyJoy Christy
Mrs. V. Meenakshi	Assistant Professor & Head, Department of Commerce (CA-SF)	V. Meenakshi
Dr. (Mrs.) V. VishnuPriya	Assistant Professor & Head, Department of Commerce (General-SF)	V. VishnuPriya
Dr. (Mrs.) S. SubhaRanjani	Assistant Professor & Head, Department of Microbiology	S. SubhaRanjani
Mrs. K. Jansi Rani	Assistant Professor & Head, Department of Nutrition & Dietetics	K. Jansi Rani
Mrs. R. Narmatha	Assistant Professor & Head, Costume Design and Fashion	R. Narmatha
Mrs. S. Sathya	Director, IQAC	S. Sathya
Mrs. E. Ponnalar	Controller of Examinations	E. Ponnalar
Dr. (Mrs.) D. Rajamani	Deputy Controller of Examinations	D. Rajamani
Dr. (Mrs.) R. SudhaPeriathai	Coordinator, IQAC	R. SudhaPeriathai
Dr. (Mrs.) C. Devi ArockiaVanitha	Dean, Academic Affairs	C. Devi ArockiaVanitha
Mrs. R. VijayaPriya	Deputy Dean, Academic Affairs	R. VijayaPriya
Dr. (Mrs.) K. J. Sunmista	Deputy Dean, CBDC	K. J. Sunmista
Dr. (Mrs.) P. Stella Muthurajam	Special Invitee	P. Stella Muthurajam
Dr. (Mrs.) B. Sivapriya	Special Invitee	B. Sivapriya
Dr. (Ms.) U. Umadevi	Special Invitee	U. Umadevi



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(An Autonomous Institution affiliated to Madurai Kamaraj University, Re-accredited with 'A' Grade by NAAC,
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Minutes of the Online Council Meeting: 30-10-2020
Link For the Meeting: <https://meet.google.com/otz-aghz-otz>

AGENDA

To discuss about

1. Term test
2. Arrear Examination – April 2020
3. Practical and End semester examination November 2020
4. Last working day for students and staff
5. Any other

MINUTES

1. Staff members were told that Term Test II for the I UG and I PG students would commence from 16.11.20 and Term Test III for all the UG and PG students from 30.11.20.
2. The course teachers were asked to consult with the faculty of their department and prepare a plan for conducting and evaluating Practical Examinations through online mode for 100 marks; comprising 40 marks for Internal & 60 marks for External for 2017 Batch Students and 50 marks for Internal & 50 marks for External for 2020 Batch Students.
3. The Internal Components for evaluation may be Presentation in Record Note & Regular Continuous Assessment during classes and the External Components may be Skill Test, Model Test and Viva Voce.
4. Evaluation for Practical Examinations should be completed on or before 30.11.20. All the evidence regarding evaluation should be maintained in the google drive for further references by COE.
5. The staff members were advised to take extra classes for I PG and I UG in order to complete their portions.
6. All the course teachers were asked to get ready with their marks for Quiz, Seminar and Assignment for all the courses being offered during this semester.
7. Arrear Examinations, which are referred as Supplementary/Special Examinations, April 2020, could be conducted during November 2020 through online mode.
8. Students [2008 Batch onwards] are permitted to write their Arrear Exam now. The examinations will commence from 9.11.2020.
9. The students who had already paid the Arrear Fees during April 2020 need not pay any fees to write their Arrear Exam and students who have not paid the fees are now permitted to pay their fees at the COE Office from November 2nd, 3rd and 4th 2020.
10. All the faculty were informed to complete the syllabus within the first week of December 2020. The End Semester Examination may commence from 10th December 2020.
11. Uploading Syllabus in Flair should be done with utmost care and the faculty members were instructed to check all the components of the course content.
12. Staff members were asked to collect the names of Student Representatives of their department for coordinating the activities of Social Entrepreneurship, Swachhta & Rural Engagement Cell, Ministry of Education, Government of India.

[Signatures]

Council Secretaries

T. Palavesoni
Principal

Members present:

Name	Designation	E-Signature
Dr.T.Palaveswari	Principal	<i>T. Palavesoni</i>
Dr. (Mrs.) K. Muthamiselvi	Associate Professor & Head, Department of English	<i>K. Muthamiselvi</i>
Dr. (Mrs.) B. Ponn	Assistant Professor & Head, Department of Tamil	<i>B. Ponn</i>
Mrs. D. ResulindGnanakumari	Associate Professor & Head, Department of Mathematics	<i>[Redacted]</i>
Dr. (Mrs.) S. Sivadevi	Associate Professor & Head, Department of Physics	<i>[Redacted]</i>
Mrs. M. Sowthamani	Associate Professor & Head, Department of Chemistry	<i>M. Sowthamani</i>
Dr. (Mrs.) B. Deepa	Assistant Professor & Head, Department of Botany	<i>[Redacted]</i>
Mrs. A. Leena Benita	Associate Professor & Head, Department of Computer Science	<i>A. Leena Benita</i>
Mrs. V. Ramya	Assistant Professor & Head, Department of History	<i>[Redacted]</i>
Dr. (Mrs.) N. Rajathilagan	Assistant Professor & Head, Department of Commerce	<i>N. Rajathilagan</i>
Dr. (Mrs.) M. Yasmin	Librarian	<i>[Redacted]</i>
Dr. (Mrs.) S. Vijayakumari	Physical Directress SG	<i>[Redacted]</i>
Dr. (Mrs.) A. Bamini	Assistant Professor & Head, Department of Computer Applications	<i>[Redacted]</i>
Mrs. P. Precilla	Assistant Professor & Head, Department of Information Technology	<i>[Redacted]</i>
Dr. (Ms.) M.S. YasmeenBeevi	Assistant Professor & Head, Department of Business Administration	<i>[Redacted]</i>



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Dr.(Mrs.)F.SweetlyJoy Christy	Assistant Professor & Head, Department of Professional Accounting	<i>F. Sweetly Joy Christy</i>
Mrs.V.Meemakshi	Assistant Professor & Head, Department of Commerce (CA-SF)	<i>V. Meemakshi</i>
Dr. (Mrs.) V. VishnuPriya	Assistant Professor & Head, Department of Commerce (General-SF)	<i>V. Vishnu Priya</i>
Dr. (Mrs.) S.SubhaRanjani	Assistant Professor & Head, Department of Microbiology	<i>S. Subha Ranjani</i>
Mrs.K.Jansi Rani	Assistant Professor & Head, Department of Nutrition & Dietetics	<i>K. Jansi Rani</i>
Mrs.R.Narmatha	Assistant Professor & Head, Costume Design and Fashion	<i>R. Narmatha</i>
Mrs.S.Sathya	Director, IQAC	<i>S. Sathya</i>
Mrs. E. Ponnalar	Controller of Examinations	<i>E. Ponnalar</i>
Dr. (Mrs.) D. Rajamani	Deputy Controller of Examinations	<i>D. Rajamani</i>
Dr. (Mrs.) R. SuthaPeriathai	Coordinator, IQAC	<i>R. Sutha Periathai</i>
Dr. (Mrs.) C. Devi ArockiaVanitha	Dean, Academic Affairs	<i>C. Devi Arockia Vanitha</i>
Mrs. R. VijayaPriya	Deputy Dean, Academic Affairs	<i>R. Vijaya Priya</i>
Dr. (Mrs.) K.J. Sumista	Deputy Dean, CDDC	<i>K. J. Sumista</i>
Dr. (Mrs.) P. Stella Muthurajam	Special Invitee	<i>P. Stella Muthurajam</i>
Dr. (Mrs.) B. Sivapriya	Special Invitee	<i>B. Sivapriya</i>
Dr. (Ms.) U. Umadevi	Special Invitee	<i>U. Umadevi</i>
Dr. (Mrs.) S. Shalaja	Special Invitee	<i>S. Shalaja</i>

Council Meeting-5 14.12.2020

There will be Council meeting on 14.12.2020 Monday between 12.00 - 1.00 p.m in the Secretary Room.

Agenda
 - Uploading of question papers & Marks
 - Course Exit survey
 - NAAC work
 - Any other

N. Deepa *N. Deepa* V. Meemakshi *V. Meemakshi*
 Signature of Council Secretaries Signature of Principal *B.*

HOD's and members

1. Tamil *VP*
2. English *VP*
3. History *VP*
4. Maths
5. Physics *VP*
6. Chemistry
7. Botany - *B.P.*
8. Computer science
9. Commerce (R)
10. Commerce (SF)
11. Commerce (CA) SF *V. Vishnu Priya & V. Meemakshi*
12. Commerce (PA)
13. B. B. A *VP*
14. Computer Applications *VP*
15. I. T
16. Microbiology *S. Sathya*
17. Nutrition & Dietetics *K. Jansi Rani*
18. Costume Design & Fashion *R. Narmatha*



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19. library
20. Physical Education V. S. D. S.
21. Dean of Academic affairs
22. Deputy Dean of Academic affairs
23. Dean of Curriculum
24. Deputy Dean of Curriculum - K. J. Gummish
25. Controller of Examination
26. Deputy CoE
27. IATC adviser
28. IATC Co-ordinator
29. IATC joint Co-ordinator
30. Dean of Research

Members Present:

1. T. Palaniveshi
2. S. S. S.
3. M. M.
4. S. S.
5. M. S. Y.
6. P. P. S.
7. K. J. Gummish
8. V. V. S.
9. B. B. S.
10. N. N. S.
11. V. V. S.
12. D. D. S.
13. S. S.
14. S. S.

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (An Autonomous)
Affiliated to Madurai Kamaraj University, Re-accredited with 'A' Grade by NAAC, College with
Potential for Excellence by UGC, Mentor Institution under UGC's PARAMARSH Scheme,
Sivakasi.

Minutes of the Council Meeting : 14-12-2020

1. The approval for internal question papers, quiz, assignment, practical has to be done only by the Head of the Departments.
2. The question papers for I, II and III term tests have to get the approval from the semester monitoring cell along with the HOD.
3. The faculty members should not pass any negative comments on the work nature mainly related to OBE attainment. Great efforts were taken by the concerned team of staff members for its perfection.
4. The uploading of question paper and marks for the current semester has to be done immediately within the stipulated period.
5. The casual leave should not be exhausted unnecessarily. For genuine reason, staff members are permitted to take leave by getting prior permission from the Principal.
6. Students have to complete the course exit survey in the flair itself. Course Teachers are asked to inform them to do the work immediately through the whatsapp group.
7. Information about the current position of the passed out students has to be collected. If they are pursuing higher studies, their ID cards or Bonafide certificates from that institution has to be collected for evidence. If they are working in other organisation, collect their ID card or appointment letter
8. Evaluative report of the department has to be updated for 5 years. The format is available in the NAAC 2 inbox.
9. Uploading Marks for all courses in 2019-20, both odd and even semester, it is the responsibility of the course teacher to check their course attainment by verifying the report. If the report is not there, the course teacher has to re-upload the content again in the flair.
10. Each department has to submit the report with status and remarks regarding uploading of marks for all courses in 2019-20, both odd and even semester.
11. For the current semester, uploading of practical marks should cover all COs.



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22.12.2020

Council Meeting - 6

There will be a Council meeting on 22.12.2020 Tuesday between 10.30 - 11.30 AM in Secretary room.

Agenda

- Christmas Holidays
- Workload & Time Table
- Vacation
- Re-opening date
- Any other

M. Rajalakshmi
Signature of Council Secretaries

Signature of Principal

HOD's and Members

1. Tamil
2. English
3. History
4. Maths
5. Physics
6. Chemistry
7. Botany
8. Computer Science
9. Commerce (R)
10. Commerce (SF) V.V. R.
11. Commerce (CA) S. V. Sreenakshi
12. Commerce (PT) F. S. R.
13. BBA
14. Computer Applications
15. I.T
16. Microbiology S.S.R.

12. The end semester examination commences from 16.12.2020 through online mode only.

13. The Web Lab in which 55 systems has been provided to the faculty members to conduct the End Semester Examination through online mode.

14. From the COE, it is instructed that a Nodal Officer is responsible for invigilation and evaluating the answer scripts of End Semester Examination.

15. If the Nodal Officers are having two papers on the same session, they can exchange their duty with proper notification to the COE through HOD.

16. As per the guidelines of COE, the course teachers are asked to instruct the students to use only plain A4 size paper for the End Semester Examination.

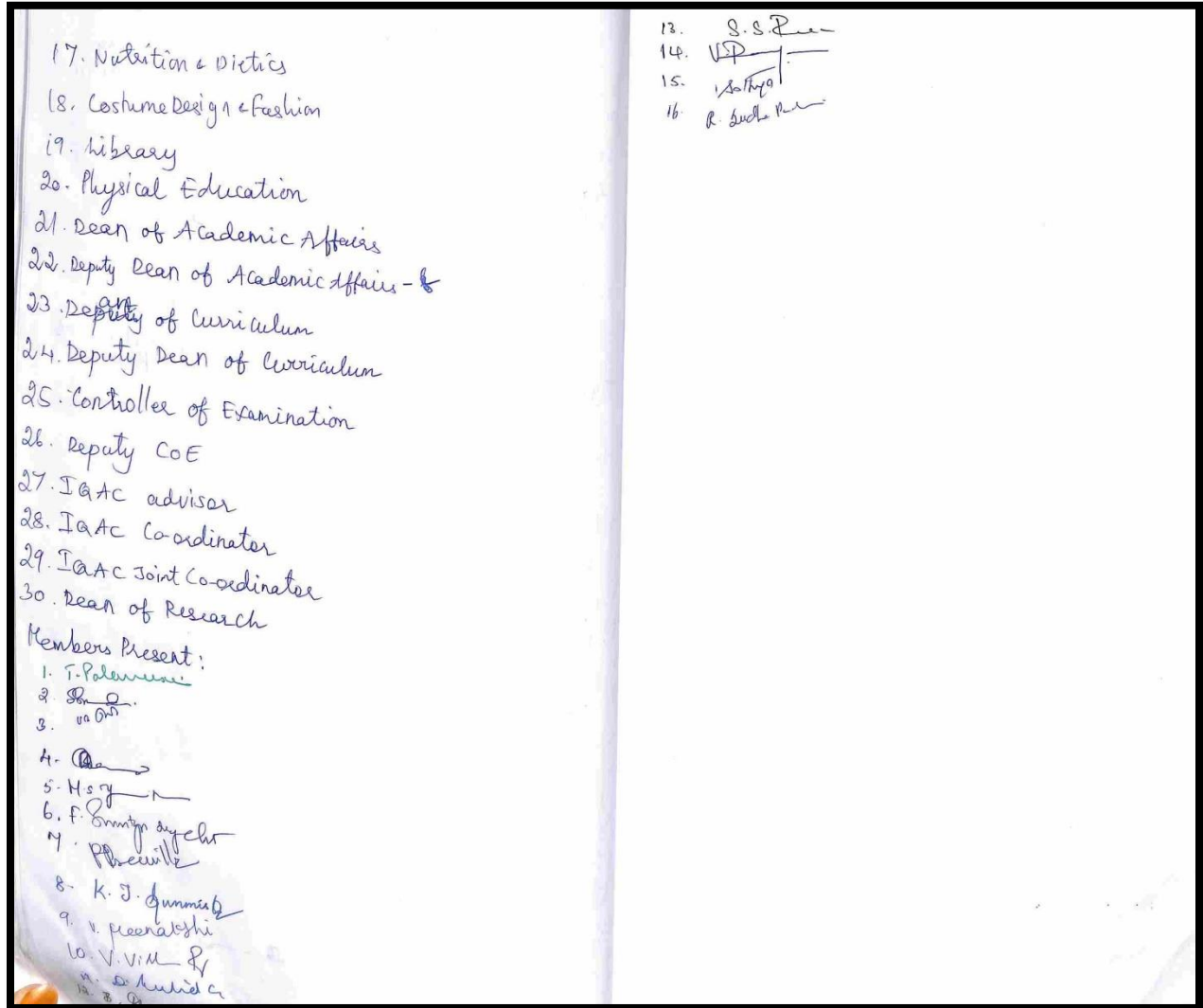
M. Rajalakshmi
V. S. S. R.
Council Secretaries

PRINCIPAL



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),
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THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI (An Autonomous)
Affiliated to Madurai Kamaraj University, Re-accredited with 'A' Grade by NAAC, College with Potential for Excellence by UGC, Mentor Institution under UGC PARAMARSH

Minutes of the Council Meeting : 22.12.20

1. Faculty were informed that 24.12.20 to 27.12.20 would be declared as Christmas Holidays and 31.12.20 to 3.01.21 would be declared as Vacation Holidays.
2. The staff members were asked to commence classes for the Even Semester through Online and Offline from January 4.01.21 onwards. Adequate net facility would be arranged to all the departments for conducting online classes.
3. Staff members were informed to utilize the Lecture Capturing System effectively.
4. Head of the Departments were asked to submit the Workload and Time Table for the Even Semester(2020-21) on or before 30.12.20.
5. The course teachers were asked to complete the Mark Entry for Internal Assessment and check the Course Exit Survey by students for their respective courses on or before 23.12.20.
6. Discussed the possibility for conducting JOC/SE and Practical classes for students in the college premises.

N. Rajathilap
Council Secretaries V. Mananathi

Principal

Council Meeting 7

There will be a Council Meeting on 29.12.20, Tuesday between 10.45 - 11.45 am in Secretary room.

Agenda

1. Timetable
2. JOC and Practical classes
3. online / offline classes
4. Dry run.

N. Rajathilap - Vice-Chairman
Council Secretaries

Principal

Head's and members

1. Tamil
2. English
3. Maths
4. Physics
5. Chemistry
6. Botany
7. Computer Science
8. History
9. Commerce (R)
10. Librarian
11. Physical Director
12. Computer Applications
13. Information Technology
14. BBA
15. B.Com (CA) P. Srinivasan
16. B.Com (CA) S. V. Venkatesh
17. B.Com (CA) S. V. Mananathi
18. Microbiology S. S. Prasad
19. Nutrition & Dietetics



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- 20) IQAC Director ✓
- 21) IQAC Co-ordinator ✓
- 22) Controller of examination E.Pamalar
- 23) Deputy Controller of examination D. Rajamani
- 24) Dean, Academic Affairs ✓
- 25) Deputy Dean, Academic Affairs ✓
- 26) Dean, CBDC ✓
- 27) Deputy Dean, CBDC ✓
- 28) Special Invitee ✓

Members Present

1. P. Palaniveshi
2. J. Keena Bano
3. J. Jeyam
4. V. Vinu ✓
5. S. S. P. ✓
6. Ms. J. ✓
7. K. J. G. ✓
8. D. K. ✓
9. P. Stella ✓
10. ✓
11. ✓
12. ✓
13. ✓
14. ✓
15. B. Sivalinge
16. ✓
17. ✓
18. ✓
19. ✓
20. ✓

21. M. ✓
22. S. ✓
23. ✓
24. ✓
25. ✓
26. ✓
27. ✓
28. ✓
29. ✓
30. ✓



**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 - 8

A Council meeting will be held on
22.01.21 at 10.45 am in the Conference Hall

Agenda:

1. To discuss about offline classes for
final year UG and PG students
2. Any other

N. Rajatulap
Council Secretaries

PRINCIPAL

HODs and Members

1. Tamil
2. English
3. Maths
4. Physics
5. Chemistry
6. Botany
7. Computer Science
8. History
9. Commerce
10. Librarian
11. Physical Director
12. Computer Applications
13. Information Technology
14. BBA
15. B.Com (PA)
16. B.Com (A) SF
17. B.Com (B) SF
18. Microbiology
19. Nutrition and Dietetics
20. Costume Design

Minutes of the Council Meeting : 29-12-2020

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN.(An Autonomous)
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Sivakasi.

1. Staff members are asked to commence the classes for even semester through online mode from 4.1.2021 onwards.
2. Except Pre -school Education, all the JO/SE courses should be conducted through off-line mode on shift basis.
3. Gate pass system has to be followed to monitor the students and to ensure that they leave the campus sharply within 15 minutes after their classes.
4. Regular JOC classes start From 11th January 2021 onwards
5. For UG and PG project, faculty can meet their students in the campus after getting prior approval from HOD and Principal.
6. Decided to allot Two hours for Computer Literacy, NME, Value Education & Gender studies and Four hours for Part I and Part II courses.
7. The LCS classes can be taken from 10.00 a.m to 3.30 p.m as scheduled by the department.
8. The faculty members are asked to complete their evaluation for End Semester Examination on or before 30.12.2020.
9. The course teachers are asked to conduct quizzes before term tests , assignments after term tests and complete seminar by students before term test III. The marks allotted for quiz and assignment are as follows:
 - i. For each quiz- 20 marks
 - ii. For each assignment- 10 marks
 - iii. For seminar- 10 marks

N. Rajatulap
Council Secretaries

T. Palaniasami
Principal



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21. I.A.A.C Director	
22. I.A.A.C Coordinator B	
23. Controller of examination E.Ponnalar	
24. Deputy Controller of examination D. Rajamani	
25. Dean, Academic Affairs Qar	
26. Deputy Dean, Academic Affairs Ruyyapom	
27. Dean C.D.C, S.P.	
28. Deputy Dean, C.D.C - K.J. Gunith	
29. Special Invites.	
<u>Members Present</u>	
1. T. Palanisami	
2. A. K. R. S.	
3. D. Michael C.	
4. P. Praveilla	
5. V.P.	
6. S. R.	
7. K. M. S. S.	
8. E. Ponnalar	
9. R. Suetta Periah	
10. L. Narmatha	
11. S. S. P.	
12. V. S. S.	
13. M. S.	
14. J. S.	
15. K. J. Gunith	
16. D. Rajamani	
17. S. R.	
18. M. S.	
19. V. S. S.	
20. F. Smitra ay Chit	
21. B. Sivakanya	
22. C.D.C	
23. Ruyyapom	
24. U.S.P.	
25. C.D.C	
26. H. Sreedammari	
27. V. Sreedammari	



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THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, (An Autonomous)
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Sivakasi.

Minutes of the Council Meeting: 22.01.21

1. It was informed that classes for final year UG and PG students would commence in the college premises from 25.01.2021 onwards.
2. Tutors of respective departments were asked to collect the details from their ward students regarding Hostel and Bus facility.
3. Hostel facility would be provided to the students from 1st February onwards.
4. All the JO/SE courses would be conducted for 5 hours in a single batch at college premises.
5. HoDs were asked to orient the students on COVID issue on 22-01-2021.
6. 26th and 28th January 2021 would be declared as holidays.
7. Staff members have to complete the attendance in the flair on or before 31-01-2021.
8. As per the instruction from Controller of examinations, staff members were asked to check the proforma very carefully.
9. Final year UG and PG class representatives were asked to collect the details from the Controller of examinations for convocation.
10. The course teachers were asked to conduct quizzes before term tests, assignments before term tests and complete seminar by PG students before term test III. The marks allotted for quiz and assignment are as follows:
 - i. For each quiz- 20 marks
 - ii. For each assignment- 10 marks
 - iii. For seminar- 10 marks

N. Rajatambal
Council Secretary/Secretary

Council Meeting - 9

A Council Meeting will be held on 3.02.21 at 2PM in the Secretary Room.

Agenda

1. To discuss about offline classes for I VC, II VC and I PA Students
2. CIA & LCS classes
3. IARC work
4. Any other.

PRINCIPAL

HoDs and Members

1. Tamil ✓
2. English ✓
3. Maths ✓
4. Physics ✓
5. Chemistry ✓
6. Botany ✓
7. Computer Science ✓
8. History ✓
9. Commerce ✓
10. Librarian ✓
11. Physical Director ✓
12. Computer Applications ✓
13. Information Technology ✓
14. BBA ✓
15. B.Com (PA) ✓
16. B.Com (V) SF ✓
17. B.Com (B) SF ✓
18. Microbiology ✓
19. Nutrition and Dietetics ✓
20. Costume Design and Fashion & Textiles ✓
21. IARC Director ✓
22. IARC Co-ordinator ✓
23. Controller to examination ✓



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- 25) Dean & DDC B.P.P.
- 26) Deputy Dean & DDC
- 27) Special Invited. W.K.

Members Present

1. T. Palaniasami
2. D. Arun & Co
3. R. Vignayakumari
4. M. S. G.
5. P. Senthil
6. A. Kum. Sathy
7. S.S.
8. B. S.
9. S. S. P.
10. N. K.
11. J. S.
12. S. S. S.
13. V. S.
14. B. S. S.
15. B. S.
16. W.A.U. 03/02/21
17. V. V. S. 03/02/21
18. V. S. S.
19. S. S.
20. S. S.
21. R. S. S.
22. S. S.
23. S. S.
24. S. S.
25. D. Rajamani
26. E. P. S.
27. M. S. S.