



**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)

2.3 Teaching-Learning process

2.3.3 Ratio of students to Mentor

**WARD MEETING CIRCULAR
(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,
College with Potential for Excellence by UGC and Mentor Institution under UGC PARAMARSH)

CIRCULAR

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



(Reaccredited with 'A' Grade by NAAC, College with Potential for Excellence by UGC and
Mentor Institution under UGC PARAMARSH Scheme)

SIVAKASI – 626 123

Affiliated to Madurai Kamaraj University, Madurai

WARD MEETING

Ward Meeting on 05.02.2020 between 3.00 p.m. and 3.30 p.m.

- ☆ Preparation for the II – Term Test.
- ☆ Students should not absent themselves during Term Test/Peer Teaching/Ward meeting.
- ☆ Students are instructed to write their register number in the term test.
- ☆ For Swachh Bharat Scheme Internship, NPTEL and SWAYAM courses TWO credits will be given as extra credits included in the Mark statement.
- ☆ Tutors are asked to orient their wards about College Profile (NAAC 4th Cycle).

STUDENTS SATISFACTION SURVEY (NACC)

1. The official e-mail id is created for all the final year UG, PG, M.Phil students and Ph.D scholars.
2. The tutors are asked to refer the [\nacc2\INBOX\Final year Mail id](#) and give the mail ID's to your wards.
3. Kindly instruct your wards to check that email-id regularly & insist them not to change the given password.
4. Mock survey will be conducted in the month of February and March, only for outgoing students.

☆ **Women Helpline**

- ✓ Nirbhaya helpline-103. It focuses on **protection of Women from sexual or sex- related offences.**
- ✓ **Women Helpline -181.** For domestic abuse.
- ✓ **Women Helpline- 1091.**

☆ **Instructions from the Controller of Examinations:**

- Students should be made aware of the course code and title of the arrear courses.
- Hall tickets will not be issued for those students who have not signed in the nominal roll.
- Students should fill the individual chalan for arrear courses.
- Students have to pay examination fee for the arrear courses both odd and even semesters in the COE office as per the schedule given below:
 - 12.02.2020 – III year UG & III MCA
 - 13.02.2020 – II year (UG & PG)
 - 14.02.2020 – I year (UG & PG)
- Final year students are instructed to take care while writing their names in Tamil and English in the Degree Certificate detail list.
- Students are instructed to listen to the announcements from COE office and receive the mark statements on time.

Manoj
3.2.20
Staff In-charge

[Signature]
Principal

COLLEGE PROFILE

"The Standard Fireworks Rajaratnam College for Women" was established in 1968.

VISION

- To be a premier institution offering quality higher education for aspiring rural women

MISSION

- "To help students grow strong with high ethical and moral caliber".
- To empower rural women with
 - ◆ Academic excellence
 - ◆ Communicative competence
 - ◆ Entrepreneurial skill
 - ◆ Eco-consciousness
 - ◆ Evolving technologies
- To promote research culture.
- To produce wholesome citizens to contribute towards nation building.
* We will provide individual attention, world-class quality of education and take care of character-building.

OBJECTIVES:

- ◆ ENRICHMENT WITH KNOWLEDGE
- ◆ EMPOWERMENT OF WOMEN

The institution seeks to nourish the spiritual, intellectual, physical and aesthetic values of the semi urban students.

- ◆ The tutors are asked to discuss about OBE,PEO, PO,PSO and CO.

SFRC MILESTONES

- | | |
|---|------------|
| ➤ NAAC Five star status | 15.05.2002 |
| ➤ Conferment of Autonomous status | 17.01.2005 |
| ➤ NAAC Reaccredited with "A" Grade
(CGPA 3.31) | 16.09.2008 |
| ➤ NAAC Reaccredited with "A" Grade
(CGPA 3.36) -3 rd cycle valid up to Feb 2021 | 21.02.2014 |
| ➤ College with Potential for Excellence | 16.09.2013 |
| ➤ Golden Jubilee year | 2017-2018 |
| ➤ Mentor Institution under UGC PARAMASH
(For Six-Mentee institutions) | 2019-2020 |

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),
(Affiliated to Madurai Kamaraj University, Re-Accredited with 'A' GRADE by NAAC &
College with Potential for Excellence by UGC)

SIVAKASI.

Ward Meeting on 17.10.19 between 2.45 p.m. and 3.30 p.m.

- ☆ Performance in the III Term Test and preparation for the **End Semester Examinations.**
- ☆ Students should be made aware of the minimum required pass marks in the term test. **UG – 14/25; PG & M.Phil – 16/25.** For End Semester Examination the minimum pass mark for **UG is 26 and for PG 34.**
- ☆ The tutors are instructed to make aware of their wards about the End Semester Examinations schedule for practical and theory.
- ☆ Dates, Sessions and Subject Code for the End Semester Examinations should be noted down carefully and correctly.
- ☆ Students should be in the Examination hall at 9.45 a.m. for the morning session and at 1.45 p.m. for the afternoon session.
- ☆ Students should bring their Hall-ticket and ID card to both theory and practical examinations. Students who have forgotten to bring the hall-ticket should pay a fine of ₹ 100/- and enter their names, major, subject code of the paper of that day in the register kept in the COE Office before entering the Examination hall to get the duplicate Hall Ticket.
- ☆ Students should enter their correct register number in the answer scripts.
- ☆ The question pattern for current students is based on OBE. For arrear ~~papers~~, old question pattern is followed.
- ☆ Students who commit Mal-practice in the examinations are not permitted to write the examination.
- ☆ Students who want to study in the college campus during the study holidays should get prior permission from the principal through tutor and HOD.
- ☆ Students who do not have practical examinations should not wander inside the college campus during the working hours.
- ☆ Students are strictly instructed to listen to the announcements made carefully.
- ☆ Students should take care of their belongings during examinations.
- ☆ The tutors are asked to record the activities of the students in the profile regularly and update them.
- ☆ Tutors are asked to instruct the students about outcome based education including the CO's and K's with anyone of the model question paper.
- ☆ Tutors are asked to explain the course exit survey of each course and online feedback system of stake holders.
- ☆ All UG, PG, M.Phil students and Ph.D scholars are must have e-mail id and check regularly.

J. Shanmugasundaram
S. Michael

T. Palavesu

**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (Autonomous)
SIVAKASI.**

(Re-Accredited with 'A' GRADE by NAAC, College with Potential for Excellence by UGC)

Ward Meeting on 17.09.19 between 3.00p.m. and 3.30 p.m.

- ☆ The tutors are asked to discuss the students' performance in the Term Test I & II and to advise the slow learners to perform well in the III Term Test to get pass marks in the internal.
- ☆ Course teachers are asked to give small slip test / definitions / small questions during the class hours to enhance the performance of the students.
- ☆ There will be **no retest** for the students at any cost.
- ☆ Students are asked to submit their records/assignments in time before the commencement of III Term Test and are asked to complete their practical works for internal assessment.
- ☆ Students' attendance should be insisted. If a student discontinues her studies during the semester, she would be able to continue her studies only in the next academic year.
- ☆ Students should be made aware End Semester Examination aggregate marks **UG-40 marks, PG/M.Phil - 50 marks.**
- ☆ Students must be asked to get their mark statements for all the certificate programmes conducted during April 2019 from COE Office without fail.
- ☆ Students have to check initial, spelling and make note of their register numbers in the nominal roll and hall tickets and to ensure their correctness.
- ☆ Ask the students to refer the notice board for the practical examination schedule.
- ☆ Students should bring their Hall-ticket and ID card to the End Semester Examination (Theory & Practical). Students who have forgotten to bring ID should pay ₹ 30/- and ₹ 100/- for hall-ticket as penalty and enter their names, major, subject code of the paper of that day in the register kept in the COE Office before entering the Examination hall to get the duplicate Hall Ticket.
- ☆ Students are instructed to put the subdivisions a/b along with question number in the answer script.
- ☆ As per the UGC guidelines, if there is a charge of malpractice on a student, she should be sent out of the examination hall and given chance during next semester only. The courses, she has already appeared during that semester will not be valued.
- ☆ As per the UGC norms if any student discontinues her study or does not clear the arrears a grace period of 2 years only will be given for both UG and PG students to complete their course.
- ☆ Students are strictly instructed to listen to the announcements made regarding placement, and scholarship.
- ☆ The tutors are asked to record the activities of the students regularly to update the profile of their wards.
- ☆ Tutors are asked to instruct the students about outcome based education including the Co's and K's with anyone of the Model question paper.
- ☆ Tutors are asked to explain the desired learning and innovation Pedagogies present in the outcome based education.
- ☆ Note: Insist about the outcomes and different K level attainment of the student by using anyone of the Model question.

S. D. S.
Staff In-charge

T. Palameswari
Principal

**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (Autonomous)
SIVAKASI.**

(Re-Accredited with 'A' GRADE by NAAC, College with Potential for Excellence by UGC)

WARD MEETING

Ward Meeting on 17.08.19 between 2.45 p.m. and 3.30 p.m.

- ☆ The tutors are advised to counsel their wards regarding their problems like personal, financial and academic and take necessary steps especially for the frequent absentees.
- ☆ Performance in the I Term Test and preparation for II Term Test.
- ☆ There should be no absentees for the Expressive Articulation Session and Ward Meeting.
- ☆ The tutors are asked to check their wards attendance in COP programmes / Extra Credit Course/ Certificate Course offered in the college and also in Remedial Coaching classes.
- ☆ Students should be made aware of the minimum required pass marks in the Internal. **UG – 14/25; PG & M.Phil – 16/25.** There will be **no retest** for the students at any cost.
- ☆ Final year students those who are interested can enroll their names for Certificate Programme on Basic accounting and accounting practices for employment opportunities in the Commerce Department (R).
- ☆ Tutors are asked to motivate their wards to join the Readers Club and make use of the Smart TV kept in the library.
- ☆ Tutors are asked to make their wards (atleast 5 to 10 students) to enroll in the **NPTEL online courses**. Tutors can become mentors if they enroll in NPTEL online courses and they can get a certificate.
- ☆ Outgoing students should be motivated to appear in the competitive examinations like NET, SET, CSIR, TNPSC, Banking Services, Civil Services, etc.
- ☆ Students are asked to pay their exam fees within the due date.
- ☆ Tutors are asked to verify the final year students about NAD registration. User ID and password can be created by the students during library hour.
- ☆ Tutors are asked to instruct the students about outcome based education including the CO's and K's with anyone of the model question paper.
- ☆ Tutors are asked to explain the desired learning and innovation pedagogies present in the outcome based education.

Note: Insist about the course out comes and different K level attainment of the student by using anyone of the model question.

Staff In-charge
Staff In-charge

T. Palavesan
Principal

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, (Autonomous)

(Re-Accredited with 'A' GRADE by NAAC College with Potential for Excellence by UGC)

SIVAKASI.

WARD MEETING

Ward Meeting on 16.07.2019 between 3.00 p.m. and 3.30 p.m.

- ☆ The tutors are asked to check their wards enrollment in COP programmes/ Extra Credit Course/ Certificate Course offered in the college and also their attendance in Remedial Coaching classes.
- ☆ The tutors are asked to get student's profile from OM for I UG and I PG and update their profile for others.
- ☆ The tutors are advised to counsel their wards regarding their problems like personal, financial and academic and take necessary steps.
- ☆ Students should be advised to prepare well for I-Term Test. There should be no absentees during the test week.
- ☆ The students are asked to refer to the notice board for the I-Term Test Timetable and class room allotment. They are expected to be inside the class room before the 1st bell itself. Answer sheets should be properly used and not to be wasted.
- ☆ Students should be made aware of the minimum required pass marks in the term test. **UG – 14/25; PG & M.Phil – 16/25.**
- ☆ They should avoid malpractice. If found out, severe punishment will be given.
- ☆ They should save **water** and electricity.
- ☆ Punctuality and silence should be maintained during the Morning Prayer.
- ☆ They should behave properly and maintain discipline during the educational tours / industrial training / field visits and in the college bus.
- ☆ Students should listen to the announcements made carefully and they should not leave the class room while the announcements are going on. Staff should take care of it.
- ☆ Leave should be taken for genuine reasons with prior permission and leave letters should be submitted on time and it should be dropped in the letter box kept in front of the college office duly signed by the Tutor and HOD.
- ☆ The tutors and HODs are instructed to check the content of the leave letter or any letter forwarded by them to avoid mistakes.
- ☆ There should be no absentees for the Expressive Articulation Session.
- ☆ There should be no movements of students during class hours.
- ☆ The students are advised to keep their vehicles in the allotted parking shed to them.

[Handwritten signature]
[Handwritten text]

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, (Autonomous)
(Re-Accredited with 'A' GRADE by NAAC College with Potential for Excellence by UGC)
SIVAKASL

WARD MEETING

Ward Meeting on 26.06.19 between 9.45 a.m. and 10.45 a.m.

- ☆ Highlight the departmental activities.
- ☆ Students are advised to give due respect to the staff members and to follow good mannerism.
- ☆ Students should be punctual and maintain silence during the Morning Prayer and inside the class rooms and are asked to behave properly inside the college campus.
- ☆ Mobile Phones are strictly prohibited. Students are not allowed to bring and keep their mobiles in their vehicles.No faculty should take responsibility for keeping the mobiles of the students.
- ☆ Surprise visit will be made by the flying squad to check the mobile phones.
- ☆ Tutors are asked to insist on strict dress code to their wards. Leggings are strictly prohibited.
- ☆ Students are asked to save water, electricity and use the dust bins properly.
- ☆ Carefully listen to the announcements made especially for **scholarships**.
- ☆ Parents can pay the fees from 10 a.m. to 12 p.m. and 2 to 3 p.m. in the office. Students can also pay their fees through online.
- ☆ Parents can meet the staff members/tutors after getting permission from the HOD through proper channels after 3.30 p.m.
- ☆ Students must converse in English inside the College Campus and are not supposed to bring more money except for purchase of books, etc.
- ☆ Students are asked to take care of their belongings.
- ☆ Enrollment of students in COP Programmes/Extra Credit Course/Certificate Course offered in the college.
- ☆ Remedial Coaching Classes for slow learners. Attendance is compulsory and the punishment will be severe for the absentees.
- ☆ Leave should be taken only for genuine reasons and are asked to submit the leave letter properly.
- ☆ No absentees for the Expressive Articulation Session and Term Tests.
- ☆ Motivation to participate in the Talent Show on 29th June 2019 by the freshers.
- ☆ Discuss the End Semester Examinations Results of the II & III year students in person.
- ☆ The faculty members are asked to get the Personal Record Book for I UG & I PG from OM in the office.
- ☆ Faculty should update the profile details of their wards. Tutors should be aware of the personal details, family details and economic background of their wards.
- ☆ Encourage the students to enroll in certificate course "Basic accounting and accounting practices" offered by the department of commerce (PA-SF) from in this academic year. Encourage the students, especially final year UG students as they can get job opportunities in local industries.


Staff In-charge


Principal