



**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)**

7.1. Institutional Values and Social  
Responsibilities

7.1.10. Code of Conduct

**MONITORING COMMITTEES**



**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)

## **CONTENT**

<b>Sl.No</b>	<b>Particulars</b>	<b>Pg.No</b>
1.	Discipline Committee	1
2.	Anti-Ragging Committee	14
3.	Internal Complaint Committee	33
4.	Employee Grievance Cell	36



**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)

**DISCIPLINE COMMITTEE**



**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)

**DISCIPLINE COMMITTEE**

**2019-2020**

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

**DISCIPLINE COMMITTEE MEETING**

Date: 31.01.2020

Time: 10.30 a.m.

The discipline committee meeting was held on 31.01.2020 at 10.30 a.m. at the Secretary room.

It was resolved to instruct the following points to the students.

**Minutes:**

1. Resolved to instruct the students to maintain discipline on Sports Day (01.02.2020).
2. Resolved to instruct the students to follow the dress code.
3. Disciplinary action will be taken against the students those who do not obey the College rules.
4. During celebrations students should follow the College rules and regulations.

**Signature**

- |  |                             |
|--|-----------------------------|
| 1. Dr. (Mrs.) T. Palaneeswari, Principal                                   | - T. Palaneeswari           |
| 2. Dr. (Mrs.) S. Vijayakumari, Physical Directress                         | - S. Vijayakumari           |
| 3. Mrs. M. Sowthamani, Associate Professor of Chemistry                    | - M. Sowthamani             |
| 4. Dr. (Mrs.) S. Sivadevi, Associate Professor of Physics                  | - S. Sivadevi               |
| 5. Mrs. B. Theresita Mary Shanthi, Associate Professor of Computer Science | - B. Theresita Mary Shanthi |
| 6. Dr. (Mrs.) K. Muthamil Selvi, Associate Professor of English            | - K. Muthamil Selvi         |
| 7. Dr. (Mrs.) N. Rajathilagam, Assistant Professor of Commerce             | - N. Rajathilagam           |
| 7. Dr. (Mrs.) M. Kavitha, Assistant Professor of History                   | - M. Kavitha                |
| 8. Dr. (Mrs.) M. Padmapriya, Assistant Professor of Tamil                  | - M. Padmapriya             |
| 9. Mrs. N. Banumathi, Assistant Professor of English                       | - N. Banumathi              |



**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)

**DISCIPLINE COMMITTEE**

**2019-2020**

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

**DISCIPLINE COMMITTEE MEETING**

Date: 02.12.2019

Time: 10.30 a.m.

The discipline committee meeting was held on 02.12.2019 at 10.30 a.m. at the Secretary room.

It was resolved to instruct the following points to the students.

**Minutes:**

1. Students should be punctual to their classes.
2. Resolved to send the latecomers to the library for 1 hour.
3. Students should not roam inside the campus during class hours.
4. Students are not permitted to bring mobile phones.
5. Resolved not to allow the students to wear Jeans and Leggins.
6. Students should follow the proper dress code.
7. Students should wear ID cards.
8. Disciplinary action will be taken against the students those who do not obey the College rules.
9. During celebrations students should follow the College rules and regulations.
10. Resolved to instruct the students regarding ragging committee and its functions.
11. Resolved to instruct the students to wear Uniform sarees on ethnic wear day.

**Signature**

1. Dr. (Mrs.) T. Palaneeswari, Principal - T. Palaneeswari
2. Dr. (Mrs.) S. Vijayakumari, Physical Directress - S. Vijayakumari
3. Mrs. M. Sowthamani, Associate Professor of Chemistry - M. Sowthamani
4. Dr. (Mrs.) S. Sivadevi, Associate Professor of Physics - S. Sivadevi
5. Mrs. B. Theresita Mary Shanthi, Associate Professor of Computer Science - B. Theresita Mary Shanthi
6. Dr. (Mrs.) K. Muthamil Selvi, Associate Professor of English - K. Muthamil Selvi
7. Dr. (Mrs.) N. Rajathilagam, Assistant Professor of Commerce - N. Rajathilagam
7. Dr. (Mrs.) M. Kavitha, Assistant Professor of History - M. Kavitha
8. Dr. (Mrs.) M. Padmapriya, Assistant Professor of Tamil - M. Padmapriya
9. Mrs. N. Banumathi, Assistant Professor of English - N. Banumathi



**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)

**DISCIPLINE COMMITTEE**

**2019-2020**

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

**DISCIPLINE COMMITTEE MEETING**

Date: 07.08.2019

Time: 10.30 a.m.

The discipline committee meeting was held on 07.08.2019 at 10.30 a.m. at the Secretary room.

It was resolved to instruct the following points to the students.

**Minutes:**

1. Resolved to instruct the students to maintain discipline on fine arts days (08 & 09.08.2019).
2. Resolved to instruct the students to follow the dress code.
3. Disciplinary action will be taken against the students those who do not obey the College rules.
4. During celebrations students should follow the College rules and regulations.

**Signature**

- |  |                             |
|--|-----------------------------|
| 1. Dr. (Mrs.) T. Palaneeswari, Principal                                   | - T. Palaneeswari           |
| 2. Dr. (Mrs.) S. Vijayakumari, Physical Directress                         | - S. Vijayakumari           |
| 3. Mrs. M. Sowthamani, Associate Professor of Chemistry                    | - M. Sowthamani             |
| 4. Dr. (Mrs.) S. Sivadevi, Associate Professor of Physics                  | - S. Sivadevi               |
| 5. Mrs. B. Theresita Mary Shanthi, Associate Professor of Computer Science | - B. Theresita Mary Shanthi |
| 6. Dr. (Mrs.) K. Muthamil Selvi, Associate Professor of English            | - K. Muthamil Selvi         |
| 7. Dr. (Mrs.) N. Rajathilagam, Assistant Professor of Commerce             | - N. Rajathilagam           |
| 7. Dr. (Mrs.) M. Kavitha, Assistant Professor of History                   | - M. Kavitha                |
| 8. Dr. (Mrs.) M. Padmapriya, Assistant Professor of Tamil                  | - M. Padmapriya             |
| 9. Mrs. N. Banumathi, Assistant Professor of English                       | - N. Banumathi              |





**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)

**DISCIPLINE COMMITTEE**

**2019-2020**

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

**DISCIPLINE COMMITTEE MEETING**

Date: 17.06.2019

Time: 11.30 a.m.

The discipline committee meeting was held on 17.06.2019 at 11.30 a.m. at the Secretary room.

It was resolved to instruct the following points to the students.

**Minutes:**

1. Students should be punctual to their classes.
2. Resolved to send the latecomers to the library for 1 hour.
3. Students should not roam inside the campus during class hours.
4. Students are not permitted to bring mobile phones.
5. Resolved not to allow the students to wear Jeans and Leggings.
6. Students should follow the proper dress code.
7. Students should wear ID cards.
8. Disciplinary action will be taken against the students those who do not obey the College rules.
9. During celebrations students should follow the College rules and regulations.
10. Resolved to instruct the students regarding ragging committee and its functions.
11. Resolved to instruct the students to wear Uniform sarees on ethnic wear day.

**Signature**

1. Dr. (Mrs.) T. Palaneeswari, Principal - *T. Palaneeswari*
2. Dr. (Mrs.) S. Vijayakumari, Physical Directress - *S. Vijayakumari*
3. Mrs. M. Sowthamani, Associate Professor of Chemistry - *M. Sowthamani*
4. Dr. (Mrs.) S. Sivadevi, Associate Professor of Physics - *S. Sivadevi*
5. Mrs. B. Theresita Mary Shanthi, Associate Professor of Computer Science - *B. Theresita Mary Shanthi*
6. Dr. (Mrs.) K. Muthamil Selvi, Associate Professor of English - *K. Muthamil Selvi*
7. Dr. (Mrs.) N. Rajathilagam, Assistant Professor of Commerce - *N. Rajathilagam*
7. Dr. (Mrs.) M. Kavitha, Assistant Professor of History - *M. Kavitha*
8. Dr. (Mrs.) M. Padmapriya, Assistant Professor of Tamil - *M. Padmapriya*
9. Mrs. N. Banumathi, Assistant Professor of English - *N. Banumathi*



**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)

**DISCIPLINE COMMITTEE**

**2019-2020**

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

**DISCIPLINE COMMITTEE MEETING**

Date: 01.02.2019

Time: 10.30 a.m.

The discipline committee meeting was held on 01.02.2019 at 10.30 a.m. at the Secretary room.

It was resolved to instruct the following points to the students.

**Minutes:**

1. Students should maintain discipline on Sports Day, College Day and Farewell Day.
2. During celebrations students should follow the College rules and regulations.
3. Students should follow the proper dress code.
4. Resolved to instruction the students to wear ID cards during celebrations.

**Signature**

1. Dr. (Mrs.) T. Palaneeswari, Principal - T. Palaneeswari
2. Dr. (Mrs.) S. Vijayakumari, Physical Directress - S. Vijayakumari
3. Mrs. M. Sowthamani, Associate Professor of Chemistry - M. Sowthamani
4. Dr. (Mrs.) S. Sivadevi, Associate Professor of Physics - S. Sivadevi
5. Mrs. B. Theresita Mary Shanthi, Associate Professor of Computer Science - B. Theresita Mary Shanthi
6. Dr. (Mrs.) K. Muthamil Selvi, Associate Professor of English - K. Muthamil Selvi
7. Dr. (Mrs.) M. Kavitha, Assistant Professor of History - M. Kavitha
8. Dr. (Mrs.) M. Padmapriya, Assistant Professor of Tamil - M. Padmapriya
9. Mrs. N. Banumathi, Assistant Professor of English - N. Banumathi





**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)

**DISCIPLINE COMMITTEE**

**2018-2019**

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

**DISCIPLINE COMMITTEE MEETING**

Date: 30.11.2018

Time: 11.30 a.m.

The discipline committee meeting was held on 30.11.2018 at 11.30 a.m. at the Secretary room.

It was resolved to instruct the following points to the students.

**Minutes:**

1. Students should be punctual to their classes.
2. Students have to be instructed to maintain silence during prayer and meditation.
3. Students should go to the next classes within 3 minutes.
4. Students are not permitted to bring mobile phones.
5. Students should follow the proper dress code.
6. Resolved to instruct all the disciplinary points to the students during ward meeting.
7. Disciplinary action will be taken against the students those who do not obey the College rules.
8. During celebrations students should follow the College rules and regulations.

**Signature**

1. Dr. (Mrs.) T. Palaneeswari, Principal - *T. Palaneeswari*
2. Dr. (Mrs.) S. Vijayakumari, Physical Directress - *S. Vijayakumari*
3. Mrs. M. Sowthamani, Associate Professor of Chemistry - *M. Sowthamani*
4. Dr. (Mrs.) S. Sivadevi, Associate Professor of Physics - *S. Sivadevi*
5. Mrs. B. Theresita Mary Shanthi, Associate Professor of Computer Science - *B. Theresita Mary Shanthi*
6. Dr. (Mrs.) K. Muthamil Selvi, Associate Professor of English - *K. Muthamil Selvi*
7. Dr. (Mrs.) M. Kavitha, Assistant Professor of History - *M. Kavitha*
8. Dr. (Mrs.) M. Padmapriya, Assistant Professor of Tamil - *M. Padmapriya*
9. Mrs. N. Banumathi, Assistant Professor of English - *N. Banumathi*



**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)

**DISCIPLINE COMMITTEE**

**2018-2019**

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

**DISCIPLINE COMMITTEE MEETING**

Date: 18.06.2018

Time: 11.30 a.m.

The discipline committee meeting was held on 18.06.2018 at 11.30 a.m. at the Secretary room.

It was resolved to instruct the following points to the students.

**Minutes:**

1. Students should be punctual to their classes.
2. Resolved to send the latecomers to the library for 1 hour.
3. Students should not roam inside the campus during class hours.
4. Students are not permitted to bring mobile phones.
5. Resolved not to allow the students to wear Jeans and Leggins.
6. Students should follow the proper dress code.
7. Students should wear ID cards.
8. Disciplinary action will be taken against the students those who do not obey the College rules.
9. During celebrations students should follow the College rules and regulations.
10. Resolved to instruct the students regarding ragging committee and its functions.

**Signature**

1. Dr. (Mrs.) T. Palaneeswari, Principal - T. Palaneeswari
2. Dr. (Mrs.) S. Vijayakumari, Physical Directress - S. Vijayakumari
3. Mrs. M. Sowthamani, Associate Professor of Chemistry - M. Sowthamani
4. Dr. (Mrs.) S. Sivadevi, Associate Professor of Physics - S. Sivadevi
5. Mrs. B. Theresita Mary Shanthi, Associate Professor of Computer Science - B. Theresita Mary Shanthi
6. Dr. (Mrs.) K. Muthamil Selvi, Associate Professor of English - K. Muthamil Selvi
7. Dr. (Mrs.) M. Kavitha, Assistant Professor of History - M. Kavitha
8. Dr. (Mrs.) M. Padmapriya, Assistant Professor of Tamil - M. Padmapriya
9. Mrs. N. Banumathi, Assistant Professor of English - N. Banumathi



**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)

**DISCIPLINE COMMITTEE**

**2017-2018**

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

**DISCIPLINE COMMITTEE MEETING**

Date : 10.01.18

Time : 11.30a.m

The Discipline Committee meeting was held on 10.01.18 at 11.30 am at Secretary room.

It was resolved to instruct the following points to the students.

**Minutes:**

1. Students should maintain discipline on Sports Day, College Day, Students Pongal and Farewell Day.
2. During Celebrations students should follow the College rules and regulations.
3. Students should follow the proper dress code.
4. Students are not permitted to bring mobile phones.
5. Students should wear ID cards.
6. Disciplinary action will be taken against the students those who do not obey the college rules.

**Signature**

1. Dr.(Mrs.) D.Sasirekha Principal *Dsasirekha*
2. Dr.(Mrs.) S.Vijayakumari, Physical Directress *S. Vijayakumari*
3. Mrs.M.Sowthamani, Associate Professor of Chemistry *M. Sowthamani*
4. Dr.(Mrs.) K.Muthamil Selvi, Associate Professor of English *K. Muthamil Selvi*
5. Mrs.V.Ranya, Assistant Professor of History *V.Ranya*
6. Dr.(Mrs) B.Ponni, Assistant Professor of Tamil *B. Ponni*
7. Dr. (Mrs.) M.Kavitha, Assistant Professor of History *M. Kavitha*
8. Dr.(Mrs.) M.Padmapriya, Assistant Professor of Tamil *M. Padmapriya*
9. Mrs.N.Banumathi, Assistant professor of English *N. Banumathi*



**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)

**DISCIPLINE COMMITTEE**

**2017-2018**

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

**DISCIPLINE COMMITTEE MEETING**

Date : 17.06.17

Time : 11.30a.m

The Discipline Committee meeting was held on 17.06.17 at 11.30 am at Secretary room.

It was resolved to instruct the following points to the students.

**Minutes:**

1. Students should be punctual to their classes.
2. Resolved to send the latecomers to the library for 1 hour.
3. Students should not roam inside the campus during class hours.
4. Students are not permitted to bring mobile phones.
5. Resolved not to allow the students to wear jeans and leggings.
6. Students should follow the proper dress code.
7. Students should wear ID cards.
8. Disciplinary action will be taken against the students those who do not obey the college rules.
9. During celebrations students should follow the college rules and regulations.
10. Resolved to instruct the students regarding the Discipline committee and its functions.

**Signature**

1. Dr.(Mrs.) D.Sasirekha Principal *D.Sasirekha*
2. Dr.(Mrs.) S.Vijayakumari, Physical Directress *S. Vijayakumari*
3. Mrs.M.Sowthamani, Associate Professor of Chemistry *M. Sowthamani*
4. Dr.(Mrs.) K.Muthamil Selvi, Associate Professor of English *K. Muthamil Selvi*
5. Mrs.V.Ramya, Assistant Professor of History *V.Ramya*
6. Dr.(Mrs) B.Ponni, Assistant Professor of Tamil *B. Ponni*
7. Dr. (Mrs.) M.Kavitha, Assistant Professor of History *M. Kavitha*
8. Dr.(Mrs.) M.Padmapriya, Assistant Professor of Tamil *M. Padmapriya*
9. Mrs.N.Banumathi, Assistant professor of English *N. Banumathi*



**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)

**DISCIPLINE COMMITTEE**

**2016-2017**

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI.

DISCIPLINE COMMITTEE MEETING

Date :16.06.16

Time : 11.30a.m

The Discipline Committee meeting was held on 16.06.16 at 11.30 am at Secretary room.

It was resolved to instruct the following points to the students.

Minutes:

- 1) Students should be punctual to their classes.
- 2) Resolved to send the latecomers to the library for 1 hour
- 3) Students should not roam inside the campus during class hours.
- 4) Students are not permitted to bring mobile phones.
- 5) Resolved not to allow the students to wear jeans and leggings.
- 6) Students should follow the proper dress code.
- 7) Students should wear ID cards.
- 8) Disciplinary action will be taken against the students those who do not obey the college rules.
- 9) During celebrations students should follow the college rules and regulations.
- 10) Resolved to instruct the students regarding the Discipline committee and its functions.

Signature

1. Dr.(Mrs.) D Sasirekha Principal *D Sasirekha*
2. Dr.(Mrs.) S.Vijayakumari, Physical Directress *S. Vijayakumari*
3. Mrs.M.Sowthamani, Associate Professor of Chemistry *M. Sowthamani*
4. Dr.(Mrs.) K.Muthamil Selvi, Associate Professor of English *K. Muthamil Selvi*
5. Mrs.V.Ramya, Assistant Professor of History *V. Ramya*
6. Dr.(Mrs) B.Penni, Assistant Professor of Tamil *B. Penni*
7. Dr. (Mrs.) M. Kavitha, Assistant Professor of History *M. Kavitha*
8. Dr.(Mrs.) M.Padmajaya, Assistant Professor of Tamil *M. Padmajaya*
9. Mrs. N. Banumathi, Assistant professor of English *N. Banumathi*





**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)

**DISCIPLINE COMMITTEE**

**2015-2016**

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

**DISCIPLINE COMMITTEE MEETING**

Date : 11.01.16

Time : 11.30a.m

The Discipline Committee meeting was held on 11.01.16 at 11.30 am at Secretary  
room.

It was resolved to instruct the following points to the students.

**Minutes:**

- 1) Students should maintain discipline on Sports Day, College Day, Students Pongal and Farewell Day.
- 2) During Celebrations students should follow the College rules and regulations.
- 3) Students should follow the proper dress code.
- 4) Students are not permitted to bring mobile phones.
- 5) Students should wear ID cards.
- 6) Disciplinary action will be taken against the students those who do not obey the college rules.

**Signature**

1. Dr.(Mrs.) D.Sasirekha Principal *D.Sasirekha*
2. Dr.(Mrs.) S.Vijayakumari, Physical Directress *S. Vijayakumari*
3. Mrs.M.Sowthamani, Associate Professor of Chemistry *M. Sowthamani*
4. Dr.(Mrs.) K.Mathamil Selvi, Associate Professor of English *K. Mathamil Selvi*
5. Mrs.V.Ramya, Assistant Professor of History *V. Ramya*
6. Dr.(Mrs) B.Ponni, Assistant Professor of Tamil *B. Ponni*
7. Dr. (Mrs.) M.Kavilha, Assistant Professor of History *M. Kavilha*
8. Dr.(Mrs.) M.Padmapriya, Assistant Professor of Tamil *M. Padmapriya*
9. Mrs.N.Banumathi, Assistant professor of English *N. Banumathi*





**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)

**DISCIPLINE COMMITTEE**

**2015-2016**

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

**DISCIPLINE COMMITTEE MEETING**

Date : 16.06.15

Time : 11.30a.m

The Discipline Committee meeting was held on 16.06.15 at 11.30 am at Secretary room.

It was resolved to instruct the following points to the students.

**Minutes:**

1. Students should be punctual to their classes.
2. Resolved to send the latecomers to the library for 1 hour.
3. Students should not roam inside the campus during class hours.
4. Students are not permitted to bring mobile phones.
5. Resolved not to allow the students to wear jeans and leggings.
6. Students should follow the proper dress code.
7. Students should wear ID cards.
8. Disciplinary action will be taken against the students those who do not obey the college rules.
9. During celebrations students should follow the college rules and regulations.
10. Resolved to instruct the students regarding the Discipline committee and its functions.

**Signature**

1. Dr.(Mrs.) D.Sasirekha Principal *D. Sasirekha*
2. Dr.(Mrs.) S.Vijayakumari, Physical Directress *S. Vijayakumari*
3. Mrs.M.Sowthamani, Associate Professor of Chemistry *M. Sowthamani*
4. Dr.(Mrs.) K.Muthamil Selvi, Associate Professor of English *K. Muthamil Selvi*
5. Mrs.V.Ramya, Assistant Professor of History *V. Ramya*
6. Dr.(Mrs) B.Ponni, Assistant Professor of Tamil *B. Ponni*
7. Dr. (Mrs.) M. Kavitha, Assistant Professor of History *M. Kavitha*
8. Dr.(Mrs.) M.Padmapriya, Assistant Professor of Tamil *M. Padmapriya*
9. Mrs.N.Banumathi, Assistant professor of English *N. Banumathi*



**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)

**ANTI-RAGGING COMMITTEE**



**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)

**ANTI-RAGGING COMMITTEE**

**2019-2020**

SFRC/Anti-Ragging/2019/16

24.07.2019

To

The Registrar i/c,  
Madurai Kamaraj University,  
Madurai.

Madam,

Sub: The Standard Fireworks Rajaratnam College for Women, Sivakasi –  
Non-Constitution of Anti-Ragging Committee in the Affiliated Colleges– Reg.

Ref: Your letter No.CDC-1/2019-2020, dated 15.07.2019.  
-----

We bring it to your kind notice that we have already constituted the Anti-Ragging Committee in our College with our Principal as the Chairman. This committee is functioning from 16<sup>th</sup> June, 2012. We have enclosed the details of the committee for the academic year 2019-20 for your reference.

Thank You,

Encl:

Anti-Ragging Committee Members list

*T. Palaniam*  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College for Women,  
SIVAKASI.

/cm/anti-agg./et./3

*Sent Courier  
24-7-19*  
**COURIER POST**  
*24-7-19*



**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)

**ANTI-RAGGING COMMITTEE**

**2019-2020**

**Format for Periodical Report on Anti Ragging Measures taken by the  
Educational Institutions**

1. Name of the Educational Institutions : The Standard Fireworks Rajaratnam  
College For Women, Sivakasi  
2. Place : Sivakasi  
3. District : Virudhunagar

1	Whether Anti Ragging Committee formed and details of members of the committee and whether students are included in the committee.	Yes, The list is attached separately
2	No. of cases reported	NIL
3	Action taken on the complaints.	NIL
4	Whether FIR filed and details thereof.	NIL
5	Whether bill boards and boardings on Anti Ragging and details of members of committee are displayed.	Yes
6	Whether the under taking from parents and students have been obtained	Yes
7	Whether website address and phone numbers of committee members are printed in the ID Cards of students for registering complaints.	Yes
8	Action taken to create awareness about penal Provisions against Ragging.	Yes. Periodical rapport with the students to identify specific problems faced by students traveling by bus, two wheelers and walk will be monitored by the Anti-Ragging Committee.
9	Whether Hostel or Provided for Fresh students	Yes
10	Details of conduct of committee meetings and Minutes thereof.	On 24.08.2018, the committee meeting was held and the following minutes were taken, • Periodical rapport with the students to identify specific problems faced by students traveling by bus, two wheelers and walk will be monitored by the Anti-Ragging Committee. • The Students identity card have the following details printed on the reverse side. ii) <a href="http://www.antiragging.in">www.antiragging.in</a> Toll free no. (1800-180-5522) • Contact Phone Number's of the members of the committee have been posted on the institution website.
11	Seminar on "Bullying Vs Cyber Bullying: Awareness and Prevention"	On 30.08.2019 – Chief Guest Dr. E. Eramalap Periyar, Assistant Professor, Department of Criminology & Criminal Justice, Manonmaniam Sundaramar University, Tirunelveli-627 012.

Sivakasi,  
14.10.2019.

*T. Palanisami*  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College for Women,  
SIVAKASI.



**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)

**ANTI-RAGGING COMMITTEE**

**2019-2020**

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

**Details of members of College level Anti Ragging Committee.**

S. No.	Name of the Member	Designation	Mobile No.
1.	Dr.(Mrs.)T.Palanceswari	Principal	9443120389
2.	Dr.K.Muthamil Selvi	Associate Professor of English	9488001034
3.	Dr.M.Padma Priya	Assistant Professor of Tamil	8610025124
4.	Dr.M.Kavitha	Assistant Professor of History	9944864473
5.	Dr.V.S.Shakila	Assistant Professor of English	9566652222
6.	Mrs.K.Amutha	Office Superintendent	9786623389
7.	Mrs.M.Malaiarasi	Sub-Inspector of Police, East Police Station, Sivakasi.	9597320444
8.	Ms.G.Priya	NGO – “People’s Watch”, Madurai.	9629205863
9.	Mr.Vasanth	Daily Thanthi Reporter, Sivakasi.	9841024885
10.	Mrs.M.Kamatchi	M/o.S.Janani, II B.Com (A)	9600874788
11.	Mrs.M.Jeyanthi	M/o. M.Abica Jebaruby, II B.Com (A)	9443254836
12.	Ms.R.Madhumitha	I B.Sc. I.T.	9788736159
13.	Ms.T.Bhavatharini	I M.A English	8903661906

*T. Palanceswari*

**PRINCIPAL  
PRINCIPAL**

**The Standard Fireworks  
Rajaratnam College for Women,  
SIVAKASI.**

*kar*



**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)

**ANTI-RAGGING COMMITTEE**

**2018-2019**

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

Mrs.A.Aruna, B.Sc.,  
Secretary  
Phone No: 04562-220389  
Fax : 04562-226695



Dr.(Mrs.)T.Palaneswari, M.Com.,M.Phil.,Ph.D.  
Principal  
E-mail : [sfrc@sfrcollege.edu.in](mailto:sfrc@sfrcollege.edu.in)  
Website: [www.sfrcollege.edu.in](http://www.sfrcollege.edu.in)

---

**Proforma – I**  
(Rc.No.22354/Q1/2018, dated 11.12.2018)

S. No.	Name of the Colleges			Date of Proceedings in which the Anti Ragging Committee Constituted (Copy to be enclosed with the composition of it's members)	Date of the Minutes of the last meeting held by the Anti Ragging Committee (Copy to be enclosed)
	Government	Government Aided	Self Financing		
1	-	Government Aided College	-	06-08-2018	24.08.2018

*T.Palaneswari*  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College  
for Women,  
SIVAKASI.





**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)

**ANTI-RAGGING COMMITTEE**

**2018-2019**

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

Mrs.A.Aruna, B.Sc.,  
Secretary  
Phone No: 04562-220389  
Fax : 04562-226695



Dr.(Mrs.)T.Palaneeswari, M.Com.,M.Phil.,Ph.D.  
Principal  
E-mail : [sfrc@sfrcollege.edu.in](mailto:sfrc@sfrcollege.edu.in)  
Website: [www.sfrcollege.edu.in](http://www.sfrcollege.edu.in)

SFRC/Anti-Ragging/2018/258

13.12.2018

To

The Joint Director of Collegiate Education,  
Madurai Region,  
Madurai.

Dear Sir,

*Sub:* Anti-Ragging – Action Taken Report – Reg.  
*Ref:* Your Letter R.C.No.13013/A5/2018, dated 12.12.2018.

\* \* \* \* \*

The details have already been sent to your Office in the Letter No.SFRC/Anti-Ragging/2018/245, dated 22.11.2018. Again we have enclosed the same Report for your kind perusal.

Thanking You,

*T. Palaneeswari*  
PRINCIPAL  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College  
for Women,  
SIVAKASI.

/ccm/os/anti-ragg./35



**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)

**ANTI-RAGGING COMMITTEE**

**2018-2019**

6.08.18.

SFRC/Anti-Ragging/2018/01

To

The Joint Director of Collegiate Education,  
Madurai Region,  
Madurai.

Dear Sir,

*Sub:* Anti-Ragging – Action Taken Report – Reg.

*Ref:* Your Letter No.22354/6041/2018, dated 11.07.2018

\*\*\*\*\*

Herewith we enclose Report on Anti-Ragging Measures taken by our college  
for your kind information.

Thanking You,

*M. N. S. S.*  
Co-ordinator

*[Signature]*  
PRINCIPAL



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

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

**ANTI-RAGGING COMMITTEE**

**2018-2019**

**Format for Periodical Report on Anti Ragging Measures taken by the  
Educational Institutions**

1. Name of the Educational Institutions : The Standard Fireworks Rajaratnam  
College For Women, Sivakasi
2. Place : Sivakasi
3. District : Virudhunagar

1	Whether Anti Ragging Committee formed and details of members of the committee and whether students are included in the committee.	Yes, The list is attached separately
2	No. of cases reported	NIL
3	Action taken on the complaints.	NIL
4	Whether FIR filed and details thereof.	NIL
5	Whether bill boards and boardings on Anti Ragging and details of members of committee are displayed.	Yes
6	Whether the under taking from parents and students have been obtained	Yes
7	Whether website address and phone numbers of committee members are printed in the ID Cards of students for registering complaints.	Yes
8	Action taken to create awareness about penal Provisions against Ragging.	Yes. Periodical rapport with the students to identify specific problems faced by students traveling by bus, two wheelers and walk will be monitored by the Anti-Ragging Committee.
9	Whether Hostel or Provided for Fresh students	Yes
10	Details of conduct of committee meetings and Minutes thereof.	On 24.08.2018, the committee meeting was held and the following minutes were taken, <ul style="list-style-type: none"><li>• Periodical rapport with the students to identify specific problems faced by students traveling by bus, two wheelers and walk will be monitored by the Anti-Ragging Committee.</li><li>• The Students identity card have the following details printed on the reverse side.<ul style="list-style-type: none"><li>i) <a href="http://www.antiragging">www.antiragging</a> ii) Toll free no. (1800-180-5522)</li></ul></li><li>• Contact Phone Number's of the members of the committee have been posted on the institution website.</li></ul>

*T. Palaniswami*  
**PRINCIPAL**  
**PRINCIPAL**  
The Standard Fireworks  
Rajaratnam College  
for Women,  
SIVAKASI.



**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)

**ANTI-RAGGING COMMITTEE**

**2018-2019**

Details of members of College level Anti Ragging Committee.

S. No.	Name of the Member	Designation	Mobile No.
1.	Dr.(Mrs.)T.Palaneeswari	Principal	9443120389
2.	Mrs.K.Muthamil Selvi	Associate Professor of English	9488001034
3.	Dr.M.Padma Priya	Assistant Professor of Tamil	8610025124
4.	Dr.M.Kavitha	Assistant Professor of History	9944864473
5.	Dr.V.S.Shakita	Assistant Professor of English	9566652222
6.	Mrs.K.Amutha	Office Superintendent	9786623389
7.	Mrs.M.Malaiarasi	Sub-Inspector of Police, East Police Station, Sivakasi.	9597320444
8.	Ms.G.Priya	NGO – “People’s Watch”, Madurai.	9629205863
9.	Mr.Vasanth	Daily Thanthi Reporter, Sivakasi.	9841024885
10.	Mrs.R.Jeyalakshmi	M/o. R.Sowmiya, II M.Sc., (Maths)	9843154543
11.	Mrs.M.Jeyanthi	M/o. M.Abica Jebaruby, I B.Com (A)	9443254836
12.	Ms.R.Madhumitha	I B.Sc. I.T.	9788736159
13.	Ms.V.Divya	II M.A English	9585195778

*T. Palaneeswari*  
PRINCIPAL  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College  
for Women,  
SIVAKASI.



**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)

**ANTI-RAGGING COMMITTEE**

**2018-2019**

SFRC/ICC /2018/1070 தாள்: 22.06.2018

பெறுந்

கல்லூரிக் கல்வி இணை இயக்குநர்,  
மதுரை மாநகரம்,  
பாலம் எல்லை ரோடு,  
சென்னை,  
மதுரை - 02.

அன்பர்,

பொருள்: கல்லூரிக் கல்வித் துறை - அரசு உதவி பெறும் கல்லூரி -  
தி. என்.என்.ஆர். மகளிர் கல்லூரி, சிவகாசி - மகளிர் நகரம் - தரிமுத்து  
சாலை நகர இயக்குநரகம் - பணிநிபந்தனை இத்தரிக் பெண்கள்  
எதிர்கொள்ளும் பாலியல் வன்மொழிவை புணர்ச்சி குறித்து எடுக்க  
வேண்டிய நடவடிக்கை - தெரிவிக்க.

பரிந்துரை: கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் கடிதம்  
ந.க.எண் 6182/அடி2018, தாள் 22.06.2018.

பரிந்துரை: கேட்டுள்ளபடி இக்கல்லூரியில் பணி புரியும் ஆசிரியர் மற்றும்  
பணியாளர்களுக்கு எதிரான பாலியல் வன்மொழிவைகளை தடுக்கும் பொருட்டு குறை  
திகடும் குழு (Internal Complaints Committee) அமைக்கப்பட்டுள்ளது. இதனை  
புணர்ச்சி குழு ஏற்படுத்துவது என்பதை தங்களுக்கு தெரிவித்துக் கொள்கிறேன். மேலும்,  
இவ்வீரங்களை மின்னஞ்சல் வழியாகவும் தங்களுக்கு அனுப்புகின்றது அனுப்பி  
வைக்கப்பட்டுள்ளது என்பதையும் தெரிவித்துக்கொள்கிறேன்.

குறை திகடும் குழு உறுப்பினர்கள்

Presiding Officer	முனைவர் (திருமதி) ச. விஜயகுமாரி, உ.நகரணி இயக்குநர்
Faculty Members	திருமதி. க. தாமரை செல்வி, வேலாயுதம் துறை முனைவர் (திருமதி) என். கிருஷ்ணா, மணிகுண்டம் துறை
Non-Teaching Faculty	திருமதி. டி. ஜெயலக்ஷ்மி, உ.நகரணி திருமதி. மு. பாண்டியா, கண்காணிப்பு
NGO Member	திருமதி. ஆர். குகாவிசா, வழக்கறிஞர்

நன்றி,

தங்கனி உ.வாழ்குமாரி,

முதல்வர்  
கல்வியியல் பரீட்சை  
இந்திமம் மகளிர் கல்  
சிவகாசி.

/content/doc/units/26

**COURIER POST**  
2018  
22/6/18



**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)

**ANTI-RAGGING COMMITTEE**

**2017-2018**

SFRC/Anti-Ragging/2017/04

31.07.2017

To

The Joint Director of Collegiate Education,  
Madurai Region,  
Madurai.

Dear Sir,

*Sub:* Anti-Ragging – Action Taken Report – Reg.

*Ref:* Your Letter No.5666/5/2017, dated 21.07.2017

\*\*\*\*\*

Herewith we enclose Report on Anti-Ragging Measures taken by our college  
for your kind information.

Thanking You,

*S. Vijaya Kumari*  
Co-ordinator

S. VIJAYA KUMARI  
Phys. Ed. Director

PRINCIPAL

*SR*  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College for Women,  
SIVAKASI.

DESPATCHED  
By  
1.8.17.





**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)

**ANTI-RAGGING COMMITTEE**

**2016-2017**

1. Name of the Educational Institutions : The Standard Fireworks Rajaratnam  
College For Women, Sivakasi
2. Place : Sivakasi
3. District : Virudhunagar

4	Whether Anti Ragging Committee formed and details of members of the committee and whether students are included in the committee.	Yes, The list is attached separately
5	No. of cases reported	NIL
6	Action taken on the complaints.	NIL
7	Whether FIR filed and details thereof.	NIL
8	Whether bill boards and hoardings on Anti Ragging and details of members of committee are displayed.	Yes
9	Whether the under taking from parents and students have been obtained	Yes
13.	Whether website address and phone numbers of committee members are printed in the ID Cards of students for registering complaints.	Yes
14.	Action taken to create awareness about penal Provisions against Ragging.	Periodical rapport with the students to identify specific problems faced by students traveling by bus, two wheelers and walk will be monitored by the Anti-Ragging Committee.
15.	Details of conduct of committee meetings and Minutes thereof.	On 16.06.2017 , the committee meeting was held and the following minutes were taken, <ul style="list-style-type: none"><li>• Periodical rapport with the students to identify specific problems faced by students traveling by bus, two wheelers and walk will be monitored by the Anti-Ragging Committee.</li><li>• The Students identity card have the following details printed on the reverse side. T. <a href="http://www.antiragging">www.antiragging</a> ii) Toll free no. (1800-180-5522)</li><li>• Contact Phone Number's of the members of the committee have been posted on the institution website.</li></ul>

  
Co-ordinator

  
PRINCIPAL  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College for Women,  
SIVAKASI.



**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)

**ANTI-RAGGING COMMITTEE**

**2016-2017**

3. Details of members of college level Anti Ragging Committee.

S. No.	Name of the Member	Designation	Mobile No.
1	Dr.(Mrs.)D.Sasireka	Principal	9443120389
2	Dr.(Mrs.)S.Vijayakumari	Physical Directress (Co-ordinator)	9443743909
3	Mrs.J.Arun Nandini	Office Manager (Non-Teaching Staff)	9786686389
4	Ms.G.Priya	NGO – “People’s Watch”, Madurai.	9629205863
5	Mr.P.Karthikeyan	Dhinakaran Reporter, Sivakasi.	9865133342
6	Mrs.M.Malaiarasi	Sub-Inspector of Police, East Police Station, Sivakasi.	9597320444
7	Mrs.R.Jeyalakshmi	M/o. R.Sowmiya, IM.Sc., (Maths)	9843154543
8	Ms.K.Nirmala Devi	II M.Com	7538802523
9	Ms.S.Divya	I MA English	9585195778

  
Co-ordinator

  
PRINCIPAL  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College for Women,  
SIVAKASI.





**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)

**ANTI-RAGGING COMMITTEE**

**2016-2017**

SFRC/Anti-Ragging/2016/09

22.06.2016

To

The Director of Collegiate Education,  
Chennai – 600 006.

Dear Sir,

**Sub:** Anti-Ragging – Action Taken Report – Reg.

**Ref:** Your Letter No.22354/ஊயி/2016, dated 10.06.2016.

\*\*\*\*\*

Herewith we enclosed Report on Anti-Ragging Measures taken by our college  
for your kind information.

Thanking You,

  
Coordinator  
Physical Director  
The Standard Fireworks Rajaratnam  
College for Women, Sivakasi.

  
PRINCIPAL  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College for Women,  
SIVAKASI.

**DESPATCHED**  
22.06.16  
22.6.16



**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)

**ANTI-RAGGING COMMITTEE**

**2016-2017**

1. Details of members of college level Anti Ragging Committee.

S. No.	Name of the Member	Designation	Mobile No.
1.	Dr.(Mrs.)D.Sasireka	Principal	9443120389
2.	Dr.(Mrs.)S.Vijayakumari	Physical Directress (Co-ordinator)	9443743909
3.	Mrs.J.Arun Nandini	Office Manager (Non-Teaching Staff)	9786686389
4.	Ms.G.Priya	NGO – “People’s Watch”, Madurai.	9629205863
5.	Mr.P.Karthikeyan	Dhinakaran Reporter, Sivakasi.	9865133342
6.	Mrs.M.Malaiarasi	Sub-Inspector of Police, East Police Station, Sivakasi.	9597320444
7.	Mr.M.Selvaraj	F/o. S.Kodesswari, IIB.Sc., (Phy)	9789666199
8.	Ms.M.Ponlavanya	II M.Sc., Maths	9842989118
9.	Ms.M.Samyuktha	I M.Com.,	8940982696

  
Co-ordinator

  
PRINCIPAL  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College for Women,  
SIVAKASI.





**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)

**ANTI-RAGGING COMMITTEE**

**2015-2016**

**SFR College, SIVAKASI.**  
Letter No : 59  
Date : 25.6.15

சல்லூரிக் கல்வி இயக்குநர்

பெறுநர்  
அனைத்து மண்டல கல்வி இணை இயக்குநர்கள்.

22 JUN 2015

அனுப்பநர்  
முனைவர் (திரு) மு.தேவதாஸ்  
எம்.எஸ்.ஸி.எம்.பி.பி.எச்.டி.எப்.பி.எஸ்,  
கல்லூரிக் கல்வி இயக்குநர்.(மு. கூ.பொ)  
சென்னை - 600 006.

பெறுநர்  
அனைத்து மண்டல கல்வி இணை இயக்குநர்கள்.

5658

ந.க.எண், 22354 / க்யூ1/2015 நாள்: 18.06.2015

அய்யா / அம்மையர்,

பொருள்: கல்லூரிக் கல்வித் துறை - அரசு / அரசு உதவி பெறும் மற்றும்  
சுயநிதி கல்லூரிகளில் பகடிவதை (Ragging) 2015-16ம்  
கல்வியாண்டில் நடைபெறா வண்ணம் - உச்சநீதிமன்ற மனு எண்.  
887 / 2009 தீர்ப்பின்படி அறிவுரை வழங்குதல் - சார்பு.

பார்வை: 1. அரசு கடித எண் 17228/ஜி1/2012-12, நாள் 10.5.2013  
2. தமிழ்நாடு பகடிவதை (Ragging) தடைச் சட்டம் 1997.

கல்லூரி மாணவர்களிடையே (Ragging) பகடிவதை நடக்காதவாறு ஏற்கனவே உச்சநீதிமன்ற  
வழிகாட்டு நெறிமுறைகளில் கூறியுள்ளவற்றை கருத்தில் கொண்டு செயல்பட சென்ற ஆண்டு அறிவுரை  
வழங்கியது போல இக்கல்வியாண்டிலும் (2015-16) தங்கள் ஆளுகைகளுக்குட்பட்ட அரசு / அரசு உதவி பெறும்  
/ மற்றும் சுயநிதி கல்லூரி முதல்வர்களுக்கு / செயலர்களுக்கு கீழ்க்கண்டவாறு நடவடிக்கை மேற்கொள்ள  
அறிவுறுத்தப்பட்டுக் கொள்ளப்படுகிறது.

ராகிங் கொடுமை நடைபெறுவதற்கு முன்பே முன் எச்சரிக்கை நடவடிக்கை எடுக்கவும், ராகிங் பற்றி  
உடனடியாகப் புகார் செய்ய தேர்வாகியுள்ள உரிய ஆசிரியரின் பெயர் மற்றும் விலாசம் மற்றும் தொலைபேசி  
எண்களை அறிவிப்பு பலகையில் வைக்க வேண்டும். ராகிங் புகார் பெட்டி மற்றும் ராகிங் ஆலோசனைப்  
பெட்டியினை அமைத்து ராகிங் கொடுமையினை அறவே ஒழிக்க முன் ஏற்பாடுகளை கல்லூரி முதல்வர்,  
துறைத் தலைவர்களும் கூடி ஆலோசித்து உரிய நடவடிக்கைகளை மேற்கொள்ள வேண்டும்.

உச்ச நீதிமன்ற வழிகாட்டல் நகல் தக்க நடவடிக்கைக்காக இத்துடன் இணைத்து அனுப்பலாகிறது.  
மேலும், பகுடெல்லி, மனித வள மேம்பாட்டுத்துறையின் 10.4.2013 நாள்ிட்ட கடிதத்தின் நகலையும்  
நடவடிக்கையின் பொருட்டு அனுப்பிவைக்கிறேன். இப்பொருள் மீது எடுக்கப்பட்ட நடவடிக்கைகள் குறித்து  
அந்த அந்த கல்லூரி முதல்வர்கள் இயக்குநர் அலுவலகத்திற்கு இத்துடன் இணைக்கப்பட்டுள்ள படிவத்தில்  
அறிக்கை அனுப்பமாறு தெரிவிக்கலாகிறது.

இக்கடிதத்தைப் பெற்று கொண்டமைக்கான பெறல் ஏற்பினை உடன் அனுப்பி வைக்குமாறு  
கேட்டுக் கொள்ளலாகிறது.

இணைப்பு: ஒன்று.

கல்லூரிக் கல்வி இயக்குநர் (கூ.மு.பொ)





**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)

**ANTI-RAGGING COMMITTEE**

**2015-2016**

SFRC/Anti-Ragging/2015/07

23.07.2015

To

The Joint Director of Collegiate Education,  
Madurai Region,  
Madurai.

Dear Sir,

*Sub:* Anti-Ragging – Action Taken Report – Reg.

*Ref:* No.22354/கூட்டி/2015, dated 18.06.2015.

\*\*\*\*\*

Herewith we enclosed Report on Anti-Ragging Measures taken by our college  
for your kind information.

Thanking You,

PRINCIPAL

Co-ordinator



**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)

**ANTI-RAGGING COMMITTEE**

**2015-2016**

**Action Taken Report**

1. The College has formed the Anti-Ragging Committee with the following members.

S. No.	Name of the Member	Designation
1.	Dr.(Mrs.)D.Sasireka	Principal
2.	Dr.(Mrs.)S.Vijayakumari	Physical Directress (Co-ordinator)
3.	Mrs.J.Arun Nandini	Office Manager (Non-Teaching Staff)
4.	Ms.G.Priya	NGO – "People's Watch", Madurai.
5.	Mr.P.Karthikeyan	Dhinakaran Reporter, Sivakasi.
6.	Mrs.M.Malaiarasi	Sub-Inspector of Police, East Police Station, Sivakasi.
7.	Mr.M.Selvaraj	F/o. S.Kodesswari, II B.Sc., (Phy)
8.	Mrs.N.Banumathi	Asst. Professor, Dept. of English
9.	Ms.R.Kalaiarasi	Asst.Professor, Dept. of Human Rights
10.	Ms.R.Sujarekha	III B.Sc., (I.T)
11.	Ms.M.Sobana	III M.C.A.

2. The students have been informed about the Anti-Ragging committee in the general assembly. On 18.06.2014 they were instructed to approach the members of this committee whenever they encounter any problem.
3. Periodical rapport with the students to identify specific problems faced by students traveling by bus, two wheelers and walk will be monitored by the Anti-Ragging Committee.
4. The students identity card have the following details printed on the reverse side.
- [www.antiragging](http://www.antiragging)
  - Toll free no. (1800-180-5522)
5. Contact Phone Number's of the members of the Anti-Ragging Committee have been posted on the institution website.
- Its our pleasure to inform you that the College has not so far faced any such problems.

  
Co-ordinator

  
PRINCIPAL  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College  
For Women  
SIVAKASI



**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)

## INTERNAL COMPLAINT COMMITTEE



**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)

**INTERNAL COMPLAINT COMMITTEE**

**2019-2020**

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

**MINUTES OF THE INTERNAL COMPLAINT COMMITTEE**

(2019-2020)

Meeting of the Internal Complaint committee was held on 01.07.2019 at  
10.00am at secretary room

**Minutes**

- Resolved to instruct the students regarding internal complaint committee and its functions .
- Students should come forward to express about the Sexual Harassment at the college.
- Complaints regarding sexual harassment will be taken an account immediately and it will be solved.
- No sexual harassment complaints were received for this academic year . A friendly relationship exists in the campus.

**Members**

1. Dr.S.VijayaKumari, Physical Directress *S. Vijaya Kumari*
2. Mrs.C.Thamarai chelvi, Dept.Of Chemistry *Thamarai Chelvi*
3. Dr.S.Grahalakshmi, Dept. of Commerce
4. Mrs.R.Jeyalakshmi , Assistant *R. Jeyalakshmi*
5. Mrs.M.Banupriya, Accountant *M. Banupriya*
6. Mrs.R.Gogapriya , Lawyer *R. Gogapriya*

The Aim of the internal Complaint Committee is to explain " Sexual Harassment at  
Work place (Prevention, Prohibition and Redressal ) Act 2013".

- No sexual harassment complaints were received for this academic year . A friendly relationship exists in the campus.

*T. Palavesi*  
PRINCIPAL  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College  
for Women,  
SIVAKASI



**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)

**INTERNAL COMPLAINT COMMITTEE**

**2019-2020**

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

**MINUTES OF THE INTERNAL COMPLAINT COMMITTEE**

(2018-2019)

The Internal Complaint committee was Constituted after receiving  
the letter from the Director of Collegiate Education, Chennai dated 22.06.2018.

**The Members Of Internal Complaint Committee are :**

Presiding Officer : Dr.S.VijayaKumari, Physical Directress *Soodi*  
Faculty Members : Mrs.C.Thamarai chelvi, Dept.Of Chemistry *Chelvi*  
Dr.S.Grahalakshmi, Dept. of Commerce  
Non- Teaching Faculty : Mrs.R.Jeyalakshmi , Assistant *R*  
Mrs.M.Banupriya, Accountant *B*  
NGO Member : Mrs.R.Gogapriya , Lawyer *U*

The Aim of the internal Complaint Committee is to explain " Sexual  
Harassment at Work place (Prevention, Prohibition and Redressal ) Act 2013".

- No sexual harassment complaints were received for this academic  
year . A friendly relationship exists in the campus.

*Soodi*  
Presiding Officer

*T. Balasubramanian*  
PRINCIPAL  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College  
for Women,  
SIVAKASI



**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)

**EMPLOYEE GRIEVANCE CELL**





**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)

**EMPLOYEE GRIEVANCE CELL**

**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)

**EMPLOYEE GRIEVANCES CELL REPORT 2019-2020**

S.NO	NAME OF THE EMPLOYEE	REASON FOR MEMO	MEMO RESPONSE DATE	REASON GIVEN BY THE EMPLOYEE
1.	K. Marimuthu (Gardener)	Oral instructions given	04.09.2019	Apologised and assured not to repeat this again
2.	K. Marimuthu (Gardener)	Taking Casual Leave without Information for 8 Days (05.01.2020 – 12.01.2020)	12.01.2020	Apologised and assured not to repeat this again
3.	K. Marimuthu (Gardener)	Oral instructions given	14.01.2020	Apologised and assured not to repeat this again
4.	K. Marimuthu (Gardener)	Oral instructions given	18.02.2020	Apologised and assured not to repeat this again

*P. S. S. S. S.*  
STAFF - INCHARGE

*T. Palanivesi*  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College  
for Women,  
SIVAKASI







**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)

**EMPLOYEE GRIEVANCE CELL  
2019-2020**

அளபுயலர் :

தி. லாரி குதீஷ்  
கேரட்டல் கார்டர்  
எம். எப். ஆர். லக்ஷ்மி கர்ஷாமி  
சிவகாசி.

மையலர் : உயர் திரு கர்ஷாமி ததயலர் அவர்கள்  
எம். எப். ஆர். லக்ஷ்மி கர்ஷாமி  
சிவகாசி.

வாதி : உயர் திரு கர்ஷாமி குதீஷ் அவர்கள்  
எம். எப். ஆர். லக்ஷ்மி கர்ஷாமி  
சிவகாசி.

மேலும் 10-திப்பர் இரிய அம்மா.

நான் பல சூறை இன் அறிவிப்பு மின்னடி அடுப்பு அடுத்த  
- க்குமன். எந்த இன் அறிவிப்பு மின்னடி அடுப்பு அடுத்த இடத்தில்  
மீண்டும் தினி உடும் காரணங்கள் இன் அறிவிப்பு மின்னடி அடுப்பு  
அடுக்க மட்டிலும், அப்படி இன் அறிவிப்பு மின்னடி அடுக்க  
மீண்டும் சும்பாநிவ்வர அடுப்பு க்கு சூய்க் தகராசிக் கருண்.  
என்பதற்கு மிகவும் மனச்சுடும் உட்க்கக் தகராசிக் கருண்.  
மீட்டி மின்னடி.

சிவகாசி.  
14.1.2020.

இப்படி க்கு  
மீட்டி உட்க்குமன்  
தி. லக்ஷ்மி

தி. லக்ஷ்மி  
மேலும்  
உட்க்குமன்  
இரண்டிமன் மனச்சி க் கருண்  
சிவகாசி.

தி. லக்ஷ்மி  
மேலும்  
உட்க்குமன்  
இரண்டிமன் மனச்சி க் கருண்  
சிவகாசி.



**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)

**EMPLOYEE GRIEVANCE CELL  
2019-2020**

கேள்வி-  
என். எப். ஆர். டீபர்ஸ் கல்யாணி  
சிவகாசி.

வினா:  
உயர் தி. இ. கல்யாணி நியமனம் அவர்கள்  
என். எப். ஆர். டீபர்ஸ் கல்யாணி  
சிவகாசி.

விடை:  
உயர் தி. இ. கல்யாணி நியமனம் அவர்கள்  
என். எப். ஆர். டீபர்ஸ் கல்யாணி  
சிவகாசி.

வினா:  
மேலும் மதிப்பிற்குரிய அன்பர்.  
நான் பல குறைவுகள் அந்நிய மன்றி அறிய எடுத்துள்ளேன்.  
எனது குறைவு அந்நிய மன்றி அறிய எடுத்துள்ளேன். மன்றி உடலில்.  
மேலும் இனி அறிய உடலில் மன்றி குறைவு அறிய எடுத்துள்ளேன்.  
அறிய எடுத்துள்ளேன். உடலில் குறைவு அறிய எடுத்துள்ளேன்.  
அறிய எடுத்துள்ளேன். மன்றி மன்றி அறிய எடுத்துள்ளேன்.  
அறிய எடுத்துள்ளேன். மன்றி மன்றி அறிய எடுத்துள்ளேன்.  
அறிய எடுத்துள்ளேன். மன்றி மன்றி அறிய எடுத்துள்ளேன்.

வினா:  
15.2.2020.

விடை:  
மன்றி மன்றி அறிய எடுத்துள்ளேன்.

வினா:  
மன்றி மன்றி அறிய எடுத்துள்ளேன்.

விடை:  
மன்றி மன்றி அறிய எடுத்துள்ளேன்.



**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)

**EMPLOYEE GRIEVANCE CELL**

**2018-2019**

**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN,  
SIVAKASI.**  
(An Autonomous Institution affiliated to Madurai Kamaraj University, Re-Accredited with  
'A' Grade by NAAC, College with Potential for Excellence by UGC)

**EMPLOYEE GRIEVANCES CELL REPORT 2018-2019**

No grievances during 2018-2019

*T. Palanisami*  
STAFF – INCHARGE

*T. Palanisami*  
PRINCIPAL  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College  
for Women,  
SIVAKASI





**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)

**EMPLOYEE GRIEVANCE CELL**

**2017-2018**

**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN,  
SIVAKASI.**  
(An Autonomous Institution affiliated to Madurai Kamaraj University, Re-Accredited with  
'A' Grade by NAAC, College with Potential for Excellence by UGC)  
**EMPLOYEE GRIEVANCES CELL REPORT 2017-2018**

No grievances during 2017-2018

*[Signature]*  
STAFF - INCHARGE

*[Signature]*  
PRINCIPAL  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College  
for Women,  
SIVAKASI



**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)

**EMPLOYEE GRIEVANCE CELL**

**2016-2017**

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN,  
SIVAKASI.  
(An Autonomous Institution affiliated to Madurai Kamaraj University, Re-Accredited with  
'A' Grade by NAAC, College with Potential for Excellence by UGC)

EMPLOYEE GRIEVANCES CELL REPORT 2016-2017

No grievances during 2016-2017

*[Signature]*  
STAFF - INCHARGE

*[Signature]*  
PRINCIPAL  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College  
for Women,  
SIVAKASI



**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)

**EMPLOYEE GRIEVANCE CELL**

**2015-2016**

**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN,  
SIVAKASI.**  
(An Autonomous Institution affiliated to Madurai Kamaraj University, Re-Accredited with  
'A' Grade by NAAC, College with Potential for Excellence by UGC)

**EMPLOYEE GRIEVANCES CELL REPORT - 2015-2016**

S.NO	NAME OF THE EMPLOYEE	MEMO RECEIVING DATE	REASON FOR MEMO	MEMO RESPONSE DATE	REASON GIVEN BY THE EMPLOYEE
1.	K.Marimuthu (Gardener)	10.12.2015	Taking Casual Leave without Information for 8 Days (01.12.2015 – 08.12.2015)	19.12.2015	Due to his health issue, unable to inform.
2.	K.Marimuthu (Gardener)	15.02.2016	Taking Casual Leave without Information for 5 Days (03.02.2016 – 07.02.2016)	27.02.2016	Due to his health issue, unable to inform
3.	K. Marimuthu (Gardener)	13.04.2016	From (07.04.2016 – 13.04.2016) didn't come to work without giving any information	13.04.2016	Due to his health issue, unable to inform

*Prasanna*  
STAFF - INCHARGE

*Disasicala*  
PRINCIPAL  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College  
for Women,  
SIVAKASI



**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)

**EMPLOYEE GRIEVANCE CELL**

**2015-2016**

SFRC/Establishment /2015-16/01

10.12.2015

திரு.கிமாரிமுத்து, தோட்டக்காரர், 01.12.2015 முதல் 08.12.2015 வரை  
8 நாட்கள் எவ்வித முன்னறிவிப்பு இல்லாமல் விடுப்பில் இருந்ததிற்கு 21.12.2015ம்  
தேதிக்குள் விளக்கம் கொடுக்கும்படி கேட்டுக் கொள்ளப்படுகிறார்.

சி - சிடுணர்.  
சு. செயலர்  
ஸ்டான்டர்டு பயர் ஒர்க்ஸ்,  
இராஜாத்தினம் மகளிர் கல்லூரி,  
சீலவகாசி.  
சி.மாரிமுத்து





**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)

**EMPLOYEE GRIEVANCE CELL**

**2015-2016**

SFRC/Establishment/2015-16/02

15.02.2016

திரு.கி.மாரிமுத்து தோட்டக்காரர், 28.01.2016 முதல் 02.02.2016 வரை தற்செயல் விடுப்பு  
விண்ணப்பித்திருந்தார். பின்னர் 03.02.2016 முதல் 07.02.2016 வரை 5 நாட்கள் எந்தவித  
முன்வறிவிப்பு இல்லாமல் விடுப்பில் இருந்ததற்கு 27.02.2016ம் தேதிக்குள் விளக்கம் கொடுக்கும்படி  
கேட்டுக்கொள்ளப்படுகிறார்.

சி. சி. ரெண்டா.  
செயலி  
ஸ்டான்டர்டு பவர் ஓரீக்ஸ்,  
ஜி.ஜி.ரத்தினம் மகளிர் கல்லூரி,  
சிவகாசி.

தி. மாரிமுத்து





**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)

**EMPLOYEE GRIEVANCE CELL**

**2015-2016**

பெறுநர்  
செயலர் அவர்கள்,  
எஸ்.எப்.ஆர்.மகளிர் கல்லூரி,  
சிவகாசி.

மதிப்பிற்குரிய அம்மா,

13.04.2016 தேதியிட்ட தங்களின் மெமோவை பெற்றுக் கொண்டேன். 07.04.2016 தேதி  
பிற்பகல் முதல் 13.04.2016 தேதி வரை நான் எவ்வித முன் அனுமதியும் பெறாமல் பணிக்கு  
வரவில்லை. எனக்கு உடல்நிலை சரியில்லாத காரணத்தால் பணிக்குவர இயலவில்லை. மேலும்  
நிர்வாகத்திற்கு தெரிவிக்கவில்லை. இது தவறான செயலாகும் இனி இதுபோன்ற தவறான  
செய்ய மாட்டேன் என உறுதி கூறி என மீது ஒழுங்கு நடவடிக்கை கைவிடவேண்டுகிறேன்.

தன்றி

தி.செனி ஆர்  
13.4.16





**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)

**EMPLOYEE GRIEVANCE CELL**

**2015-2016**

13.04.2016

SFRC/Establishment/2016/01

பெருநர்  
திரு.கிமாசிமுத்து,  
தோட்டக்காரர்,  
எஸ்.எப்.ஆர்.மகளிர் கல்லூரி,  
சிவகாசி.

**Memo**

தீர் 07.04.2016 தேதி பிற்பகல் முதல் 13.04.2016 தேதி வரை எவ்வித முன் அனுமதியும்  
பெறாமல் பணிக்கு வருளை தரவில்லை என உமது கவனத்திற்கு வந்துள்ளது. உமது மேற்படி செயல்  
சட்டப்படி குற்றச் செயலாக கருதப்படுகிறது.

மேற்கண்ட உமது செயலிற்கு உம்மீது துறைநீதியிலான ஒழுங்கு நடவடிக்கை ஏன் எடுக்க  
கூடாது என்பதற்கான உமது விளக்கத்தினை உடனடியாக தர வேண்டும். தவறும் பட்சம் உம்மீது  
ஒழுங்கு நடவடிக்கை தொடரும் என தெரிவிக்கப்படுகிறது.

சி. அருண்.  
செயலர்  
ஸ்டாண்டிங் பாயர் ஒர்டர்,  
இராஜாத்தினம் மகளிர் கல்லூரி,  
சிவகாசி.

வெள்ளையன் வி. லக்ஷ்மி  
13.4.16