

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS), Sivakasi

(Affiliated to Madural 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)

3.1. PROMOTION OF RESEARCH AND FACILITIES 3.1.1. RESEARCH FACILITIES AND RESEARCH POLICY

COUNCIL MINUTES

2015-2016

S.No.	Date	Details	Page Number
1.	20.06.2015	Sponsored Seminar/Workshop	3
2.	29.07.2015	Minor/Major Research Project	4-5
3.	12.02.2016	Norms for M.Phil. Guidance	11



No Custome Design and Robin-D Council Meeting . de . 17. Repuel Education le bilansian - alle H Controller of Examination -Date 20. 6.2015 2 super and separty conto Time - 9.30 - 10.30am Members present Venue : Seerelionija Room. 1 Osesinche Matters to be discussed: 2. M. Roly Sharan 3. D. Gut 1. gate access A Preny ٩. Ponenta' access 3 G. Walli 2 6 E.B Wakplanger the Repts. TIVP 3 superint * General instruction. In a the family of former contract Server and bods and members 402 2 COALL BALLS Sp. . 10 "Som of Roufit 17 8.87 -1 Tomil - Al The Phane 3 Hiton - VP 4. R. P. Radha 4 miltimities -B 5. Maples - 10 6 chandy & 7 Ectany - A 8 Camputantenese 1r ault-16 NUM 17 T. Palaneer 18 & Hojerward Committee (Regular) - KR. to Commune (SI)- H 19- Hij ayalakshin " ER.A - Which are - and in minuladingy - 38



THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR 15. Departments are asked to take a copy of UGC common corriculum and check whether our corriculum is equivalent to that of UGC atleast by 50%. WOMEN, SIVAKASL Minutes of the Council meeting held on 20.6.2015 at 9.30 a.m 16. Course completion certificate will be given to the final year students on the last L. The Principal instructed the H.O.De to submit the revised workload/time table to working day. Ramya on Monday. 17. The members of the Staff are advised not to undertake any trip, be it a pleasure trip' Study tour' industrial visit outside the state. They are further instructed not to participate in workshop' servinger outside the state without the permission of the 2. As the IQAC is getting ready with the Annual Quality Report, all the depart are asked to update their activities (from April to June) in NAAC2 intex by 24" If proposals sent for seminars / workahops are not sanctioned by the DCE/IDC as the case maybe. agencies/UGC, new proposals must be seen by July 31. Further, the principal maggests that each department should conduct a sponsored seminar/workshop 18. The utility of the Lab or the Staff room by the faculty after 5 p.m should be done with the knowledge of the Head of the Dept./Principal. The lab sizintants should hold the responsibility of locking the lab and handing over the kny after marges can be done in the duty list, if we wish, with the approval of the checking whether the power is switched offit: the water taps are closed properly. n.R.lyter principal. 5. Since the I CIA begins from 27th of July, the members of the faculty are expected to cover their portion on time. They must also salenit their work plan for the odd Principal Council Secretaries Hereafter college main gate will remain open in the morning from 3.15 to 9.20a.m. and evening from 3.15 to 4.15 p.m. On the days of ward meetings or any special meetings, line will be extended up to 5.15 p.m. 7. Fors payment: Free performs. Statests – Morning before purper(9.05 to 9.20a.m.) and hands break. Parents - 1.15 to 4.15 p.m. 8. Parents should not meet the faculty without the knowledge of the H.O.D. They can inform the H.O.D over phase (hmagis their daughter communications. It should be informed to the II and III year students during word Tutor-ward fist must be ready by 24th Jona Inter-ward to meeting between 3.0 and 10.30 a milee breaking session). At I fam. - viva voce to all M.phil statents, At It laam, – viva voce to all Maphii students, 20⁶ June - EAS-No control payter 11. 27th to 31⁶ July – A 5 day Training programme in government school teachers handling VI and VII classes Mrs. Stradeyi is incluring of this Training programme Planned to invite Mr. Garabharathi from Masheni for constelling measurements all students. 31° July CIA Test will be postponed to 1° Augest, as we have BEC exam and 31° July CIA. Test will be postponen un 1. Postgoro, an etc. interaction correcting programme in that day. 12. Alertas / Parents can be invited to have interaction with the students. Proper statute and a statute of the students and a statute of the students. recent should be maintained. The soft copy for all activities with photoes should be keep. be kept. 13. Department wise feedback for Convolling / Professional English should be submitted to the IQAC by 24th Jane. Specifications must be made regarding the importance & Bridge choice with ourse 'though the to be submitted on 25th Jane. 14. We can make me of the basinor Spects Training Eacility control for meetings and it must be recorded in the office.



13. Difficultur Technology - on Conneil Meeting 14 Hirobiebyy- 252-29. 7. 15 15. reduction Decla- nex Costonne Designer Fashion & : 29 7 15 Bote 16. -Technology time : 9-45 - 10-45 am 17. Physical advertise - 0 18 Liknanian - wywww Venue : Secretary's Room. controller of Israninations - a Halters to be discussed. Depely contrillor of Franklins - 42 19 24 Ubilization of Funds for Sermans. Members Present: 20 E Ponin work thep I hver Lestures. 2. Miner/ Major Research Perjeck. 1 Desasirche 3 Availing TANT Support. 0 hu 1 h. Feedberk 3. R. Rajesou ai 5 Industry / Instructure - Internaction 4. Hi ayalakshmi. Dremination cells Yant. 1. C. Juta 1 T. Poleme My other M. R. ley King 8. hunder 4 SPU 9 R. P. Rolle Counse Secretaria Principal. 10 Q. Mak Hopis and Members h. 5. Pattanachi Silvama Tamed - V T. Bolany - Ser Tamed - V & Compuls Server 12 NUM 13 Brun 2. en Warmonal HAN Fry- 95 15 9. Common (Ray) - HA 15. Of datiabalish 29.4 15 Matheratio-15 16 M Rolly 10 Connors ERJthyse - mit 17 mujeunts 11. BBA- a chemistry -&- New 12 computer 2-7-11-19 COAL NO HAN 4100



THE STANDARD FIREWORKS RAJARATINAM COLLEGE FOR WOMEN, SIVAKASI, Minutes of the Crossel model on 10.7.15 at 0.65 at 0. Minutes of the Crossel model on 10.7.15 at 0.65 at 0. Minutes of the Crossel model on 10.7.15 at 0.65 at 0. Minutes of the Crossel model on 10.7.15 at 0.65 at 0. Minutes of the Crossel model on 10.7.15 at 0.65 at 0. Minutes of the Crossel model on 10.7.15 at 0.65 at 0. Distingtion of Planck for Sectionary Workshop' Count Incorners: Distingtion of Planck for Sectionary Workshop' Count Incorners: Distingtion of the Counce of the Sectionary Workshop' Count Incorners: Distingtion of the Counce of the Sectionary Workshop' Count Incorners: Distingtion of the Counce of the Sectionary Workshop' Count Incorners: Distingtion of the Counce of the Sectionary Workshop' Count Incorners: Distingtion of the Counce of the Sectionary Help. Minutes for Information of the Sectionary Help. Distingtion of the Sectionary Workshop' Count Information Sectionary Help. Distingtion of the Sectionary Help. Minutes for Information of the Sectionary Help. Distingtion of the Sectionary Help. Prove Sectionary Help. </td <td> H.O.Ds should inform the next serier while taking leave. The C.I. form must be submitted along with the work edjustment silp duly signed by the next serier. If the C.D. and innore: (QAC, Prace Education, Women Stadion) termuge manings, everybody involved should alread the meeting. If not, they must depute some one in their place. Lo.Da are advised to should are more responsibilities. The next senior is instructed to meaning first are advised to should be more approxibilities. The next senior is instructed to meaning the work meeting. They can direct the words to write a feedback about the meeting along the work meeting. They can direct the words to write a feedback about the meeting and drop it in the suggestion box. They need next write their same, but must mention the class. Dates no the Remembered: M⁶ Teax will be held on 4th August. M⁶ Teax will be held on 5th August. Ma Teax will be held on 5th August. Ma Stad Will be held on 5th August. Ma Stad Will be fixed on 5th September. </td>	 H.O.Ds should inform the next serier while taking leave. The C.I. form must be submitted along with the work edjustment silp duly signed by the next serier. If the C.D. and innore: (QAC, Prace Education, Women Stadion) termuge manings, everybody involved should alread the meeting. If not, they must depute some one in their place. Lo.Da are advised to should are more responsibilities. The next senior is instructed to meaning first are advised to should be more approxibilities. The next senior is instructed to meaning the work meeting. They can direct the words to write a feedback about the meeting along the work meeting. They can direct the words to write a feedback about the meeting and drop it in the suggestion box. They need next write their same, but must mention the class. Dates no the Remembered: M⁶ Teax will be held on 4th August. M⁶ Teax will be held on 5th August. Ma Teax will be held on 5th August. Ma Stad Will be held on 5th August. Ma Stad Will be fixed on 5th September.
 MOUs must be removed, if the period je over: Educational tripe/industrial visits car_Unsigned hun once in a year. Alumane Meeting: Hensell, two banks mesos (one for UG & one for PG) can be arranged by each deperment. Phone markers and address must be collected from them and hunded over to the Alumane Cell. Resourced Manamas can be invised during the NAAC visit. Final preducts mest and the termed at Alumane Meet. MEMAET cowching: In the IV sementer, instead of core Election, UGC NET syltatus will be included in the syltabulation of the gaper comparison of the down in the evening classes. General: 	M. Ruby Labora Council Recretaries
 Studiestis should be motivated to appear for BEC exam. BEC Exam takes place on 11¹⁰ July, this year. Departments should not organize any activity during test works. 	



Controller of Dramination - P Councis Herbing 19. Deputy controller of Locanindian -10.10-15 24-Special Anulter -1 9.454.00- 10.454.00 Parti in - Co-conditiona Time : Sernetary's Room. YEAUE 1. Pear Eduction - M.M. M. Ruby Dhaveman fry L women Skolis - HAS. Stella Huthunoja Ajenda 2. Hit. SattiyaBoma @ - MAN S. HRENAKHE S. Ha- Sola 1. Common Subject code. Suberonjeni 118-1-EVS 3 2. Last working day for Altidenti X 4. Compulier _ Mrs. Rinche vonite Que staff planning for the next semaling 3. Libnery Responsing for the next Semicilia. G. 10 - MAR. Lo the sulk 5. 6. Safesia - MAS. Sivephilya by UCC - NOT/ SET Conching. Job oriented - Mps. Cokila. @ Anyother 5 7-Countes counce Scorebar. R 15. (Dan Principal. 1 Dessile he 16 un Ohio. Had's and Members. 14 unquint 2. He ayalakshm. 18. C. alin L'nglish - & 11. BBA --3 Raphilan 19. 6 Lathiabana Temil - word 12. Compolin Applica 4 T. Palapernai 20. E.Ponmaler 13. Information Techn Hixtory - De 5 21. A.Leen Se M. Sank Matter matin -14. Nubrition V 6 D. P. Gerte S. S. 8 Physics NO 14 Hierahidogy - 582-23. B. Vall 7. NO. Noch Robert Champley Gratt 25 NUM Contempolar Service of 17 Physical & duration -16. Calone Designer Ma R. P. Radha_ 35- 8-4 Farham Tocharloyy -1 S Pettanach about Commune (Reg)-be 18 Librarian - P S. Lathe Ri M. Mardal Commente (SF)_4 12 B Sina Kinga Ref de 14



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THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASL (An Autonomous Institution Re-Accredited with A' GRADE by NAAC College with Potential for Excellence by USC) **Council Meeting**

Minutes of the Council Meeting held on 10.10.15

Codes for Common Subjects

- to Due to the introduction of new programmes like B.Se. Mathi with Computer Applications, M.A. History, M.Com (HRD) in this year 2015 and to maintain uniformity in coding, codes for some common courses like Part-L NMEL NMEIL PG Elective II & III and all Part-IV papers have been changed.
 - For Example: The NME paper 14PMT2E is changed as 14PMT2E/15PMT2E.
- For those who joined in June 2014/June 2015 and later All the HOO's and Part-IV Co-ordinators should submit the syllabus of the above pape = CI with the new code, to Dr. M. Jayakkshmi (CDDC) on or before 19.10.15. In all CIA Test Question Papers, the new code should be given.

Last working day for students and staff

- 4 Last working day for students -26th October 2015.
- 4 Last working day for staff . 27[#] October 2015.
- Planning for the Next Semester (Even)

W. The re-opening of the college for shaff 25[®] November 2015

- It The re-opening of the college for students . 27th November 2015
- 4 Ga 25th November 2015 staff meeting will be conducted for 1 hour.
- 9 On 25.11.15, after staff meeting, the IQAC and Research Cell is organizing one and workshop on 1100 March 200 Kell and Research Cell is organizing on staff. workshop on "OGC NET/SET Exam Paper I". The Principal institute that all the SF call should attend the workshop.
- sheadd attend the workshop. A detailed circular will be sent from Research Cell regarding the above workshop. regarding the above workshop. ⁴ It was also insisted that all the SF matt should get qualified in UCC NET/SET fisher at working their just or fair frame.
- ontinas their jub or far farther appointments.
- V For all hearly tenis terminensis, Consistents, Attendance resistence on the Extra Credit Courses / Certificant Consistence, Attendance resistence on the Courses of Courses / Certificant Courses (Courses) (Courses) / Certificant (Courses) / C Consistents, Attendance register will be kept in the office from November '15 environment The respective ocusion trachers should be kept in the office from November '15 environment automation The respective course trachers should sign in the office from November will be paid to them. For characteristics will be paid to them. For chemes during holidays, magintar. Based on that remained in Ba Principal to get the removements during holidays, requirements slip can be substituted. the Principal to get the remanenation
- 8 The Workload and Time Table for the next semicuter should be submitted of 2^{7} 10 12 The and members can mark with the cl The staff members can start with the classes on 27th Inventor '15 mell.

UGC NET/SET Cuaching

- It has been resolved that, the UGC NET/SET syllabus can be introduced as PG Elective IV paper from 2015 PG Batch onwards.
- th The HOD's should submit the above syllabus on or before 19^{th} October 2015 to Dr. M. Jayalakshmi (CDDC).

Any Other

- ^{dy} Test papers should not be kept in the department or lab. On every test day, the papers should be taken from the office and the rest of the papers should be returned on that day itself.
- ⁴ Depending on the nature of the subject, the staff members can be leatent in collecting the Answer Scripts. If necessary binsk time can be utilized
- The staff members should institute the height students to workout extra assignments, etc. They can also motivate the students to attend BEC course.
- & The maff can give guidelines to stadents especially first year students in preparation of the subject from the exam point of view.
- the There should not be any fors collection by departments. If needed prior permission should be obtained from the Principal.
- * Tour should not be arranged during even semester.
- ^b During Practical Examination, Alternative Question should not be given to the students. In case of mecessity, the respective students will be evaluated only for 40 marks.
- the Regarding Academic Audit for papers handlaid by store than one staff, only one staff thould be assigned for mulit (Remaneration can be shared).

Council Secretaries

Pencipal



Council Marting. Members present : 1) Disasilehe 2. 2. Juta Date 79.1.2016 3. G. Vall : 9-4500 to 10-450.00. Time & A. Law Ros VENNE : Secretary's Room 5. E.Ponnale 6-12-Agenda 4 OPALL 8. Un Open Students' Pongal. 9. augurni 10. F. Swayn Lycher 2. Study circle Meeting. 3. Sports Day 11. O. Crock 4 College Day 12 NUSTS 5. Convocation Day. 13 SSR 14 & Pekanach selve 6. Accounts dettlement. IT /aut 7 My other. 16 R. P. Radha 17. T. Palance council Secretaries 18. A Rajosio an Principal. 19.8 Hoas and Members E-fill. 12 Computer Applicati Tand word 3 History 19 13 Suffinition Technology GY 4 Mutematics + 14 Nutrition K 5 Ryna 2 metetics 6 che matrice 15 Micro bealogy 3.5.8 + Complex seen for 16 Costume Dose Feel A commerce (Riff 17 Report Hinder 15 Commence (S.F.) W 18 Librarian @ 11 B.B.A. 19 Contaller of Es 20 Depty controller of



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THE STANDARD FREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASL

- Minutes of the Council mosting held on 3,1,2016 at 3,45 am in the Secretary's Recett
- 1. The Principal instructed the members of the staff not to sit in the class and talk to firm statums infront of them. They should stand and teach and just must have control our the students. They must speak only in English.
- 2. Birthday calebrations are strictly forbidden inside the campon. 3. Suggestion from the Awards Committee Marting:
 - It has been suggested by the Awards committee to conduct First Aid /Dissolar examplement courses for the students. The Principal proposes to conduct these courses for ILU.G maderns in the beginning of the next academic year. 1 day -First Ald-Physical Dimension
- II Day Disaster Management Botany & History Departments.
- 4. Workshops/Shirt turns courses (Full day programmes) can be conducted shiring the variation. Regular hence should be fully utilized for our curricularn.
- 5. Studiers/Staff may be mativated to undergo course on counselling/ Psycho therapy 6. Photographers should not be allowed inside the campos except for ID Cards/Pengal edistration/key solar reajor functions. Mrs.P.Karthika Devi,Dept.of English will be incharge of photography shift. Training will be given to the students to take photos of the Department activitios.
- 7. There will be a discussive by Mari Virishkamurda from Ramskrishna Mission on 19^6 January Boss 9.4 hats to 10.4 hars. Test time table will be followed.
- 8. Pub/27th 2016 Sports Day Chief gassi, Ex-Principal of V.M.C.A College of Physical Education, Cheman
 - Whe will address the staff in the morning.

 - March 4th 2016 College day Names can be suggested for Chief Gazet-March 5th,2016 - Convocation day -JDC, Madarai,
- 9. Bills/Accounts settlement should be done helow Jan 31. If any delay, valid reason must be given to the Principal,
- 10. If any Teacher (Regular and $\mathrm{W})$ wants to take C.L. on entergency, it should be informed to the Principal through Ramya over phone but not to the officer directly 11. Onding particular should be done only through relays and through contrast and the done only through relays address. Courigr mass should the

- 12. Vehicles should not be parked on the newly laid pathways.
- 13. Anyour collected for the relief listd Ra.1.50,000, 500 arts of vestals each worth Ra.300 were purchased and distributed to the people at Kalpakkans, Chennai Boough N.G.O's.
- 14. Here after 1 year revised syllabus alone will be placed for approval before the Academic Council For the connective years the revised/modified syllabus after carrying out all the valid suggestions offend by the Board and Azademic Council should be placed in the next academic council.
- 15. Online feedback can be conducted weide the Departments during practical bours/class hours. Principal advised on to buy daughts.
- 16. It is our doty to check the does code of our students. Students maybe allowed to war jeens on any day they like from the text academic year.
- 17. College Pongal probably will be celebrated in the month of February or March the Friday before the II Saturday-
- 18. Experts' names for question paper setting and valuation are expected from the Departments for their subjects by the controller of examination.)n the prescribed
- 19. 14th Jan (Bogl) is declared as a holiday-
- 20. The HODs are respected to accelerate two stuff members & two students from each department for semiant in courselling in the highning of the next academic year.
- 21. Strict warning from the Secretary of our College i-Personal dispetes among staff should be set right outside the campus. College name thould not be spoiled or werd anywhere at any cost.
 - Hank bases about not be borrowed using College same/Principal's name. No policitmen should enter the compass for any enquiry related to dispates outside

among the faculty. If this is violated, aroune action will be taken by the College management.

Malyt

Disadirehe Principal



Council Meeting 1. Desasinen 2. m. R. ly & Date : 12. 2.16. 3. Gvdle Time 6 & Pettonali selven :9.45am to 10.45a.m 5. A. Lean Benili Venue : Secretary's Room. Matters to be discussed 6 NUM 7. KD 8. H. Hull -Is. . to Tuta-wood system 9. E. R. -2. Squad to monita and sample examination. 18-Legeneer 3 National Rating P. US Chall 12 00AU 10/10 A M. Ril guidance 13 8.5. F-+ 5/4/4 5 Any other manley Stranger 14. Quaristelli Hops and Manhors 15. 0.1 12/2/16 English @ 15 Microbiology SS& 2. Tamil ve 16 S. Heening G. 16 . Costume Design & Batiogh 17. R. P. Redle 12/2/16 3. Hatty VP 17 Physical Education of 4. Matternatics & 18. T. Palaneer 18. Librarian - 18 19. A Rajeswan 5. Pepeus the 20 . Aty dyalakshin 19 . Controller of Examination 6. chemistry 8 20 Deputy controller of Botany 84 Examin - Complete Science . He communer (R) A 10 Equinary plan (25) Bit 12 compiler Application de 15 Defermation Secturelogy or 20 14 Mutation & Diebotics of



Minutes of the granet? Meeting held on 12.2.16 Couster checking-7 Office - I 1.National Rating (C.Cuilege Magazine: Dept. bytes Report of Three highlights of the Departments: One with a photograph should It is essential that all unlight should appear for National Rating&JQAC Jobf suffact the details for the name 1- utbinitted In the other the others by the mine.
 In the declude to form more IQAC with 3 Groups
 3.1 Genup-Section stuff
 2.11 Group-Next to Section
 3.13 Group-Next Test Section
 2.5.63 annexter Examination tex to be remembered: 10 periodic tent-Mendi 10-16 Prateiaels-March 17-36 Next Courell meeting-March 12 (Second Saturday) -March 12-Warking day Wast meeting-March 13-Warking day U.Dutes to be remembered: (Second Staturday) -March 15-Warking usp Ward meeting-March 16 Enter Holiday-March 25,26,27 Students Pongal-March 28 Project subhelastins-March 30 CIA venifications-March 31 Last Warking day for Students - March 31 Dourse Completion: certificate, no data from to be signed- March 31 Dourse Completion: certificate, no data from to be signed- March 31 It is decided to form Separate to visit the Halle during. End summary Examination bet sensence transmission 3 Question paper addi II in decided to invite exeminent from outside to do suditing, pooof _yet_ling and technical closeling of upod Question papers PE-ting and memoral crossing at types (ausoin papers \$M on compare chaning Mass campus chaning will be held on 20.2.16. Test time table will be followed, Students should be permitted from 2.30p in to do the week. 5.7 increased Moeting Personal, Standards should be permained strong 2, Soptim to no too wares.
 Transnoward Meeting
 Taking should be a strong of their words from the 1st year till the
 Description of the course.
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 Weak meeting often is a roundy Time detailors-1 hear
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Council Meeting. 1 DERsiche Date : 12. 3. 16. 2. P. June Time: 9.45 am to 10.45 a.m. 3. Af agalaks to Venue : Secretings Room. N. R. Rojewau Mutters to be discussed: 5- J. Palance 6 H Eanth 1. Instructions reguling Students' Pergel on Dr. 3. 70 7. R. P. Radhe 2. Lost workingday for the Teaching Faculty 8. S. Ord 3. Local Poryal Holiday T. VP 4. M. Phil project submission 5. Work band & Time table . p. S. Justice IL m. Q. D. 6. S.F. Vacancies 12 NUM 12. B. Song M. R. Ly Surger Council Searcharies the southern Shipel-15 Wyperes 16. S. Pathamarti selva H.o. D.S and Members 17 SSR 15. Microbiology. 858 1 Employ 2 Tarril 18 16. Costume Designe & COAL VILIA" 17 E Bunder 3. History VSP 4 Matternation 17. Physical Education (2.5 5 Physics Not 18. Librarian way 6. Chemistry 7 Bolany p 17. Controller growinshipe 8. compilar Science 12 to septy controller of a 9. Commence CRD the to Commerce (SF) # 11. Burney Administration & 12 Computer Application Qu 13 Deformation Rectinedrog QV In talention & Dratation



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Minutes of the Council Meeting held on 12.3.16

1. Important Dates ;

Students Pongal -28th March.

(Statue work will be over by then. President , Secretary and other members of the Management may participate in the Pongal celebrations)

- U.G & P.G Project Submission 30th March.
- CIA Verification & last working day for students-31st March.
- Student Farewell-1st April.
- Local Pongal Holiday 11th April. (Exam will take place as usual)
- Internal Academic Audit by IQAC 12th & 13th April.
- M. Phil Project Submission 18th April.
- Last Working day for Teaching Faculty & submission of Time table and workload -20th April. •
- Staff Farwell F.N of 20th April.
- 2. S.F Vacancies to be reported to Mrs .J. ArunNandhini ,the Office Manager
- 3. Service Registers must be Verified and updated annually by the Teaching Faculty. 4. Library checking -a new format is being followed now. If the barcode is worn out or
- missing in the books available in the Department, it must be replaced immediately. UGC SET / NET -Each Department must collect 5 years question papers and work out 5.
- the answers. A minimum of 150 questions and answers must be prepared per unit. 6. A separate formet will be prepared and supplied to avail O.D from the college or
- Admission committee for the academic year, 2016-17 Dr. Ms.Geetha Soundararaj. Dept.of English, Mrs.M.Uma Rani, Dept.of commerce (R), Ms.U.Uma Devi, Dept. of
- Dept .wise meeting with the President and Secretary will take place at the beginning of the next anademic the next academic year 2016-17.Date may be as per the convenience of the President and Secretary.
- Proposals for the extention of autonomy will be sent at the end of Dec. 2016. The Review Committee manufacture and the review. Committee may visit us during Feb/March,2017.

10. The Management places on record their appreciation and congratulation for the

- contribution of each and every Teaching Faculty towards the successful conduct of the Sports Day, Graduation Day and College Day, 11. The Principal appreciates Mrs. Kingslin Mary Genova ,Dept. of Physics for all the
- sincere efforts she has taken to install the multimedia projector in every department. M.Q. L. Secretaries (7

Descinal Principal PENCIPAL The Starte of the Works Rejutation of the tor Woman, Sixoniat.