



**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)

**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



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Council Meeting.

Date : 20.6.2015
Time : 9.30 - 10.30am.
Venue : Secretary's Room.

Matters to be discussed:

1. Gate access
2. Parents' access
3. Work plan for the Depts.
4. General instructions.
a) R. S. S. & P. S. S. Secretaries.
b) Heads and members

Principal.

1. English - P
2. Tamil - H
3. History - V.P.
4. Mathematics - B
5. Physics - H
6. Chemistry - H
7. Botany - H
8. Computer Science - H
9. Commerce (English) - H
10. Commerce (S.S.) - H
11. B.A. - H
12. Computer Applications - H
13. Information Technology - H
14. Microbiology - S.S.
15. Nutrition and Dietetics - H
16. Costume Design and Fashion - H
17. Physical Education - H
18. Librarian - H
19. Controller of Examinations - H
20. Deputy and Deputy Controller of Examinations - H

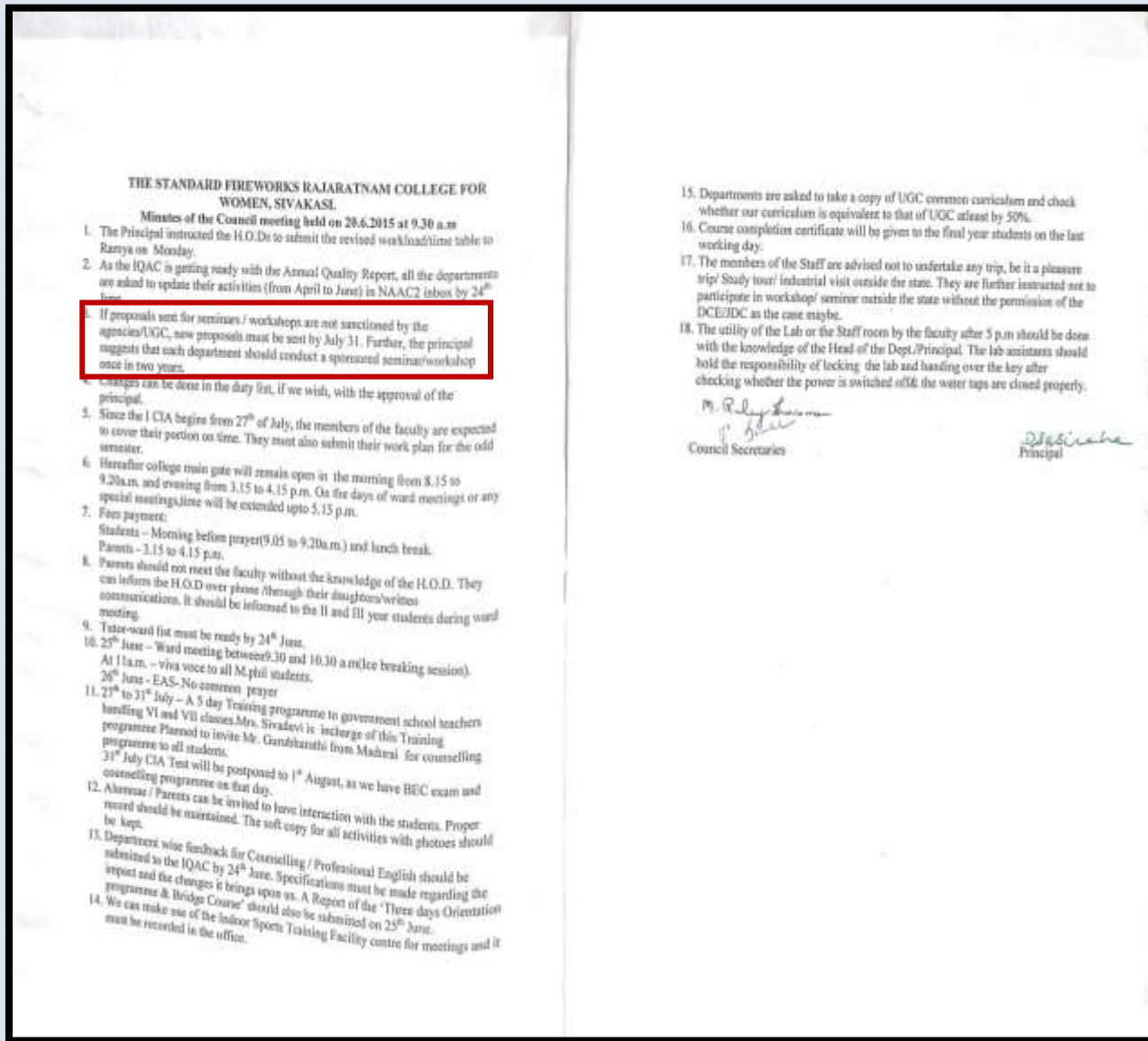
Members present:

1. S. S. S. S.
2. R. S. S. S.
3. P. S. S. S.
4. H. S. S. S.
5. G. S. S. S.
6. E. S. S. S.
7. V. P. S. S.
8. S. S. S. S.
9. S. S. S. S.
10. S. S. S. S.
11. S. S. S. S.
12. S. S. S. S.
13. S. S. S. S.
14. R. P. Redha
15. S. S. S. S.
16. S. S. S. S.
17. T. Palaniam
18. S. S. S. S.
19. H. S. S. S.
20. S. S. S. S.



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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR
WOMEN, SIVAKASI.**
Minutes of the Council meeting held on 20.7.15 at 9.15 a.m.

1. Minor / major research projects:
➤ It must be applied only through an IIS.
➤ We must upload it 20 days ahead of the due date.

2. Utilisation of Funds for Seminar/ Workshop/ Guest lectures:
➤ Funds allotted to register seminar/ workshop/ guest lectures and to purchase equipments/ books should be exhausted as early as possible.
➤ If the books are not to our expectation, we need not buy.
➤ 20% discount is compulsory.

3. Availing TAMT Support:
➤ Booking TAMT boxes for departments should be done only through the office.
➤ Mrs. Vazhuvendal can be approached for any help.
➤ Staff / Student should not talk unnecessarily to the drivers or the conductors.

4. Feedback:
➤ Feedbacks will be done through online. Before feedback, students must be instructed well.
➤ Work plan, coverage of portion for the three term tests must be informed to the students properly.
➤ Teachers should discuss with their students work plan sincerely.

3. Industry/ Institution interaction:
➤ Each department should have a MOU with an industry / institution or a university at least for a period of three years.
➤ The MOUs must be renewed in the SAAC 2 inbox.
➤ MOUs must be renewed, if the period is over.
➤ Educational trips/ industrial visits can be arranged but once in a year.

6. Alumni Meeting:
➤ Hereafter Alumni meet will not be held on Oct 2.
➤ Instead, two batch meets (one for UG & one for PG) can be arranged by each department.
➤ Phone numbers and address must be collected from them and handed over to the Alumni Cell.
➤ Renowned alumnus can be invited during the NAAC visit.
➤ Fresh graduates meet can be termed as Alumni Meet.

7. NET/SET coaching:
➤ In the IV semester, instead of core Elective, UGC NET syllabus will be included in the syllabus.
➤ This paper consists of 10 units (5 faculty will handle the paper)
➤ Paper I-coaching will be done in the evening classes.

General:

1. Students should be motivated to appear for BEC exam. BEC Exam takes place on 11th July, this year.
2. Departments should not organise any activity during test weeks.

3. H.O.Ds should inform the next senior while taking leave. The C.I. form must be submitted along with the work adjustment slip duly signed by the next senior.
4. If the Co-ordinators (IQAC, Peace Education, Women Studies) arrange meetings, everybody involved should attend the meeting. If not, they must deputee some one in their place.
5. H.O.Ds are advised to shoulder more responsibilities. The next senior is instructed to attend meeting in the absence of the H.O.D.
6. Tutors are asked to discuss with their wards about the impact of Mr. Jegan's meeting during the ward meeting. They can direct the wards to write a feedback about the meeting and drop it in the suggestion box. They need not write their name, but must mention the class.

Dates to be Remembered:

- 28th Test will be held on 4th August.
- 30th - Holiday
- 30th Test will be held on 5th August.
- EAS will be held on 6th August.
- 31st July & 3rd August, there will be a general meeting during the Zero hour.
- II-term test will be from 3rd September.

M. Ruby Sharma
Council Secretaries

Shanmuga
Principal



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Council Meeting
10.10.15

Time : 9.45 a.m. – 10.45 a.m.
Venue : Secretary's Room.

Ajenda:

1. Common Subject code.
2. Last working day for students & staff
3. Planning for the next Semester & Resourcing for the next Semester.
4. UCC - NET/SET Coaching.
5. Any other.

Principal

Head and Members:

1. English - J	11. BBA -
2. Tamil - WDP	12. Computer Applications
3. History - S	13. Information Technology
4. Mathematics -	14. Nutrition & Dietetics -
5. Physics - M	15. Microbiology - S S R
6. Chemistry - G. V. S.	16. Costume Design & Fashion Technology - M. P. S.
7. Botany - K	17. Physical Education -
8. Computer Science - H	18. Librarian - J
9. Commerce (Reg) - H	
10. Commerce (SF) - H	

19. Controller of Examinations - P
20. Deputy Controller of Examinations - P

Special Invites:
Part II - Co-ordinators:

1. PGC Education - Mrs. M. Ruby Dhasanone
2. Women Studies - Mrs. Stella Muthusujan
Mrs. Sathya Soma
3. EVS - Mrs. S. Manokshi & Hamathi
Suba Ranjani & S. P. S.
4. Computer Librarian - Mrs. Anuradha Govt
5. S. I. C. - Mrs. Latha S. L.
6. Soft Skills - Mrs. Sivapriya
7. Job oriented Courses - Mrs. Anila

1. D. S. S. S.	15. P. S. S.
2. M. S. S.	16. S. S. S.
3. S. S. S.	17. S. S. S.
4. S. S. S.	18. S. S. S.
5. S. S. S.	19. S. S. S.
6. S. S. S.	20. S. S. S.
7. S. S. S.	21. S. S. S.
8. S. S. S.	22. S. S. S.
9. S. S. S.	23. S. S. S.
10. S. S. S.	24. S. S. S.
11. S. S. S.	25. S. S. S.



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Council Meeting

Minutes of the Council Meeting held on 10.10.15

Codes for Common Subjects

- Due to the introduction of new programmes like B.Sc. Maths 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-I, NMEI, NMEIL, PG Elective II & III and all Part-IV papers have been changed.
- For Example:** The NMEI paper 14PMT2E is changed as 14PMT2E/15PMT2E.
- For those who joined in June 2014/June 2015 and later.
- All the HOD's and Part-IV Co-ordinators should submit the syllabus of the above papers with the new code, to Dr. M. Jayalakshmi (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

- Last working day for students - 26th October 2015.
- Last working day for staff - 27th October 2015.

Planning for the Next Semester (Even)

- The re-opening of the college for staff - 25th November 2015
- The re-opening of the college for students - 23rd November 2015
- On 25th November 2015 staff meeting will be conducted for 1 hour.
- On 25.11.15, after staff meeting, the IQAC and Research Cell is organizing one day workshop on "UGC NET/SET Exam Paper I". The Principal insisted that all the SF staff should attend the workshop. A detailed circular will be sent from Research Cell regarding the above workshop.
- It was also insisted that all the SF staff should get qualified in UGC NET/SET Exam to continue their job or for further appointments.
- For all hourly basis remunerative courses (like Extra Credit Courses / Certificate Courses etc.) Attendance register will be kept in the office from November '15 onwards. The respective course teachers should sign in the register. Based on that remuneration will be paid to them. For classes during holidays, requirements slip can be submitted to the Principal to get the remuneration.
- The Workload and Time Table for the next semester should be submitted on 27.10.15. The staff members can start with the classes on 27th November '15 itself.

UGC NET/SET Coaching

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

Any Other

- 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.
- Depending on the nature of the subject, the staff members can be lenient in collecting the Answer Scripts. If necessary break time can be utilized.
- The staff members should motivate the bright students to workout extra assignments, etc. They can also motivate the students to attend BEC course.
- The staff can give guidelines to students especially first year students in preparation of the subject from the exam point of view.
- There should not be any fees collection by departments. If needed prior permission should be obtained from the Principal.
- Tour should not be arranged during even semester.
- During Practical Examination, Alternative Question should not be given to the students. In case of necessity, the respective students will be evaluated only for 40 marks.
- Regarding Academic Audit for papers handled by more than one staff, only one staff should be assigned for audit (Remuneration can be shared).

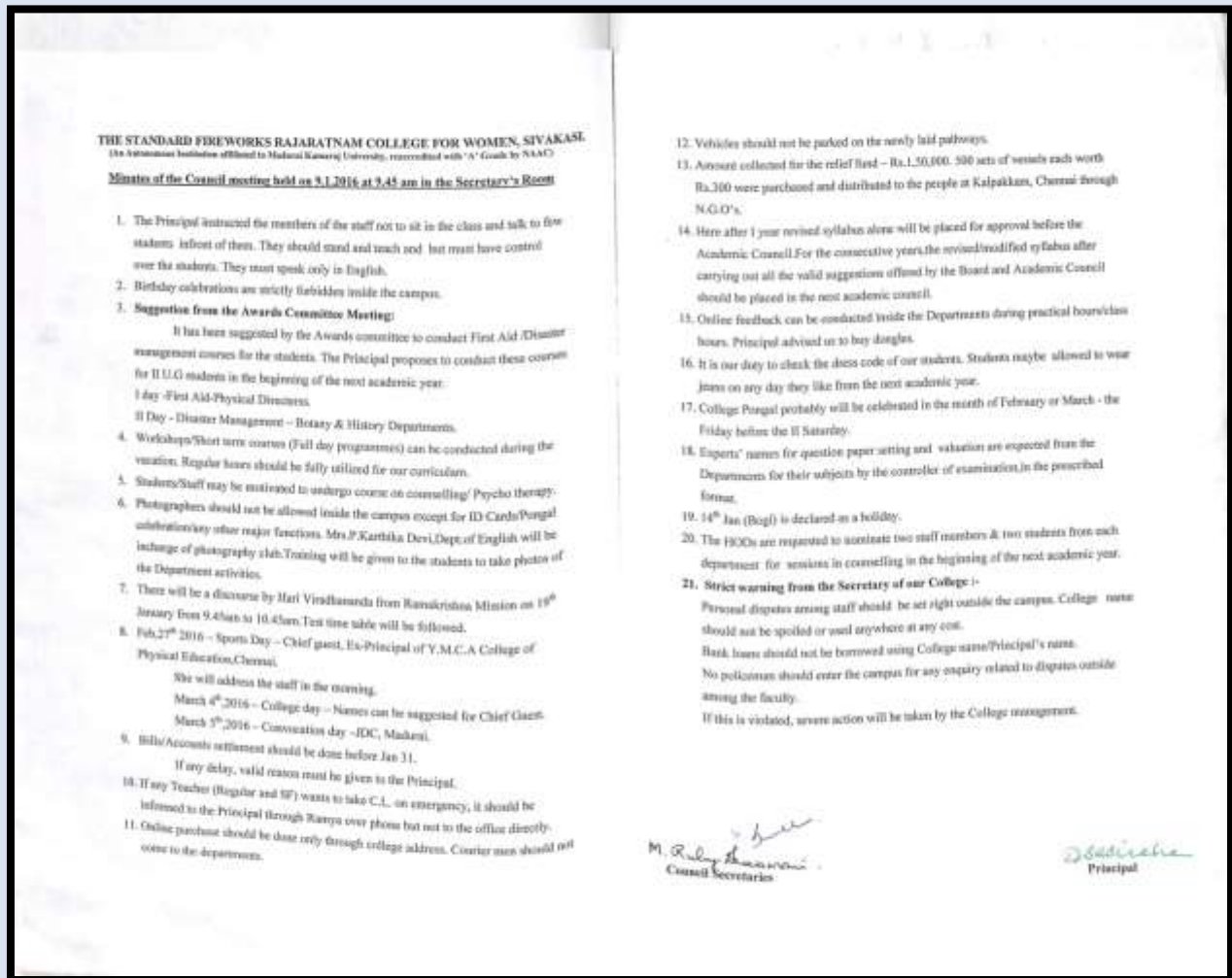
[Signature]
Council Secretaries

[Signature]
Principal



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Council Meeting

Date : 12.2.16.
Time : 9.45am to 10.45a.m.
Venue : Secretary's Room.
Matters to be discussed :

1. Tuta-wood system.
2. Squad to monitor end semester examination.
3. National Rating
4. M. Phil guidance.
5. Any other matters brought up by Council Secretaries and Members.

Principal.

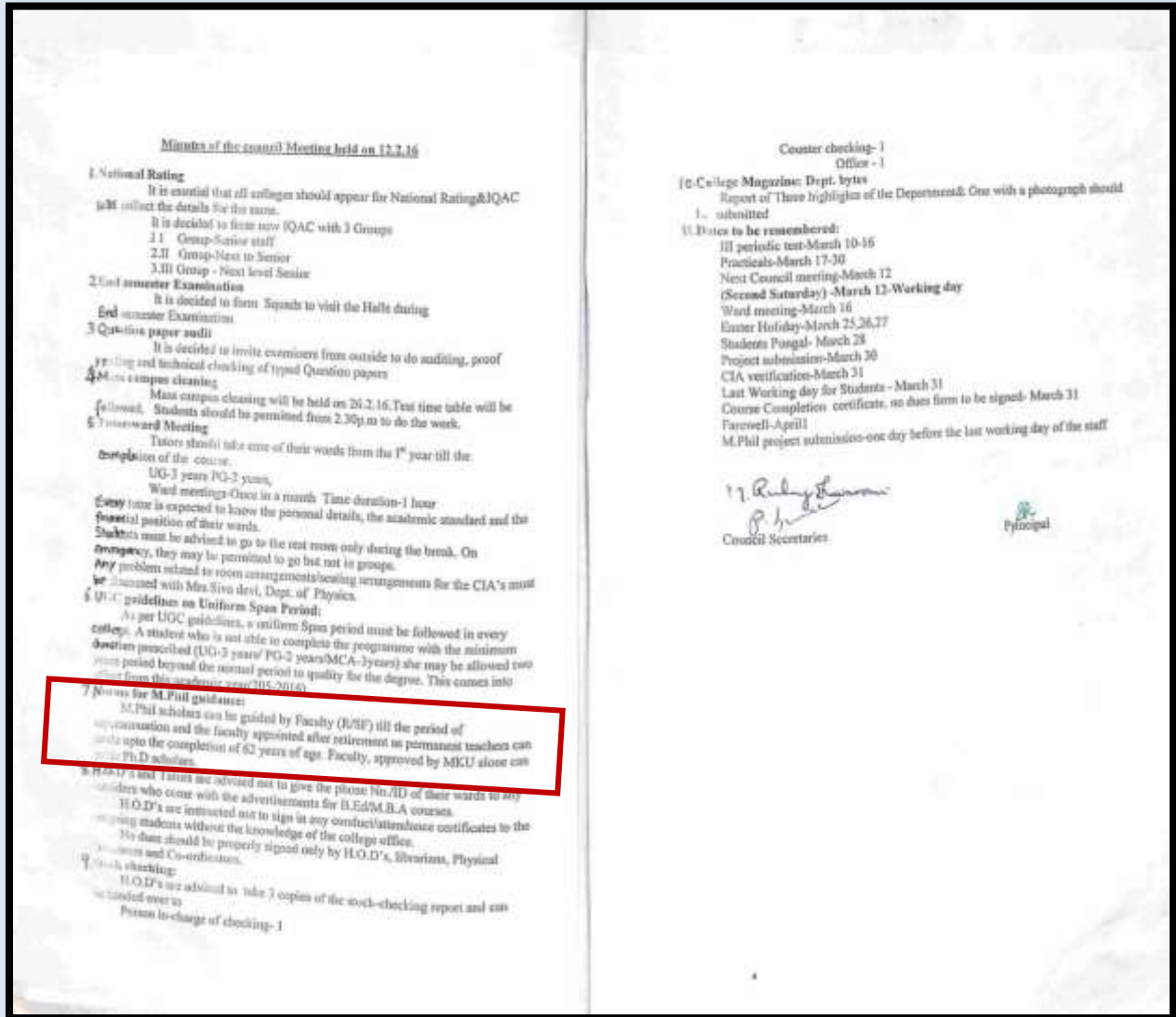
1. English	15. Microbiology SS2
2. Tamil	16. Costume Design & Fashion
3. History VP	17. Physical Education
4. Mathematics	18. Librarian
5. Physics	19. Controller of Examinations
6. Chemistry	20. Deputy Controller of Examinations
7. Botany	
8. Computer Science	
9. Commerce (CA)	
10. Commerce (CF)	
11. Business Administration	
12. Computer Application	
13. Information Technology	
14. Nutrition & Dietetics	

1. S. Sathya
2. M. R. S. S. S.
3. S. Valli
4. S. P. S. S. S.
5. A. S. S. S. S.
6. N. S. S. S.
7. V. S. S. S.
8. K. S. S. S.
9. S. S. S.
10. S. S. S.
11. S. S. S.
12. S. S. S.
13. S. S. S.
14. S. S. S.
15. S. S. S.
16. S. S. S.
17. R. P. S. S.
18. T. S. S.
19. S. S. S.
20. S. S. S.



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Council Meeting.

Date : 12.3.16.
Time : 9.45 a.m to 10.45 a.m.
Venue : Secretary's Room.

Matters to be discussed:

1. Instructions regarding Student's Pongal on 28.3.16
2. Last working day for the Teaching Faculty.
3. Local Pongal Holiday.
4. M.Phil project submission
5. Work load & Time table.
6. S.F. Vacancies

M. R. Rajasekaran
Council Secretary

SR
Principal

H.O.Ds and Members

1. English
2. Tamil
3. History
4. Mathematics
5. Physics
6. Chemistry
7. Botany
8. Computer Science
9. Commerce (C) & I
10. Commerce (S.F)
11. Business Administration
12. Computer Application
13. Information Technology
14. Nutrition & Dietetics
15. Microbiology
16. Costume Design & Fashion
17. Physical Education
18. Librarian
19. Controller of Examinations
20. Deputy Controller of Examinations

1. Basirah
2. P. Jeyaraj
3. H. Rajalakshmi
4. R. Rajeswari
5. T. Palanivel
6. M. Sankar
7. R. P. Radha
8. S. Anand
9. V. P. ...
10. S. ...
11. M. ...
12. N. ...
13. R. Sange
14. ...
15. ...
16. S. P. ...
17. S. S. ...
18. ...
19. E. ...
20. ...



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Minutes of the Council Meeting held on 12.3.16

I. 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 Farewell – F.N of 20th April.
2. S.F Vacancies to be reported to Mrs J. ArunNandhini ,the Office Manager with in a week.
 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.
 5. UGC SET / NET -Each Department must collect 5 years question papers and work out the answers. A minimum of 150 questions and answers must be prepared per unit.
 6. A separate format will be prepared and supplied to avail O.D from the college or permission from the hostel.
 7. 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 Botany.
 8. Dept .wise meeting with the President and Secretary will take place at the beginning of the next academic year 2016-17.Date may be as per the convenience of the President and Secretary.
 9. Proposals for the extension of autonomy will be sent at the end of Dec,2016. 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. Sulekha
Council Secretaries

D. Srinivasan
Principal
PRINCIPAL
The Standard Fire Works
Rajaratnam College for Women,
Sivakasi.