



**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**

**2016-2017**

<b>S.No.</b>	<b>Date</b>	<b>Details</b>	<b>Page Number</b>
1.	11.08.2016	Seed Money	5
2.	06.01.2017	M.Phil. Viva-Voce	9
3.	14.03.2017	Ph.D.Regulations	13



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Council Meeting		Members Present	
A Council meeting will be held on 23.7.16 at 9.45 a.m. in the Secretary's room.		1. <u>Dr. Rajarajan</u>	
Agenda:		2. <u>Dr. Rajarajan</u>	
1. Academic & Non-Academic activities		3. <u>H. Jayalakshmi</u>	
2. CSIR - UGC SET/NET Elective option		4. <u>Dr. S. S. Sankaranarayanan</u>	
3. Young women entrepreneur development cell		5. <u>S. Heenathir</u>	
4. Any other.		6. <u>M. Sankaranarayanan</u>	
Sub Principal Council Secretaries		7. <u>S. S. Sankaranarayanan</u>	
Principal		8. <u>S. S. Sankaranarayanan</u>	
HODs & Members:		9. <u>S. S. Sankaranarayanan</u>	
1. English		10. <u>M. Sankaranarayanan</u>	
2. Tamil		11. <u>Dr. S. S. Sankaranarayanan</u>	
3. History		12. <u>Dr. S. S. Sankaranarayanan</u>	
4. Mathematics		13. <u>Dr. S. S. Sankaranarayanan</u>	
5. Physics		14. <u>Dr. S. S. Sankaranarayanan</u>	
6. Chemistry		15. <u>Dr. S. S. Sankaranarayanan</u>	
7. Botany		16. <u>Dr. S. S. Sankaranarayanan</u>	
8. Computer Science		17. <u>Dr. S. S. Sankaranarayanan</u>	
9. Commerce (CR) VR		18. <u>Dr. S. S. Sankaranarayanan</u>	
10. Commerce (CIS) VR		19. <u>Dr. S. S. Sankaranarayanan</u>	
11. Business Administration		20. <u>Dr. S. S. Sankaranarayanan</u>	
12. Computer Application		21. <u>Dr. S. S. Sankaranarayanan</u>	
13. Nutrition & Dietetics		22. <u>Dr. S. S. Sankaranarayanan</u>	
14. Microbiology		23. <u>Dr. S. S. Sankaranarayanan</u>	
15. Costume Design & Fashioning		24. <u>Dr. S. S. Sankaranarayanan</u>	
16. Physical Education		25. <u>Dr. S. S. Sankaranarayanan</u>	
17. Librarian - Sugandhi		26. <u>Dr. S. S. Sankaranarayanan</u>	
18. Controller of Examination		27. <u>Dr. S. S. Sankaranarayanan</u>	
19. Deputy controller of Examination		28. <u>Dr. S. S. Sankaranarayanan</u>	



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<b>Minutes of the council meeting</b> The first council meeting for the academic year 2016-17 was held on 23.7.16 at 9.45am in the secretary's room. Academic, non academic activities, CSIR-UGC SET/NET Eligible option and YWED Cell activities were discussed as per agenda.	<ul style="list-style-type: none"><li>• Surface embellishments</li><li>• Doll making</li><li>• Painting</li><li>• Hand works</li></ul>																														
<b>Academic Activities</b> Resolved to adhere to the following: <b>Utilization of funds for seminars/work shop/guest lecture.</b> <ul style="list-style-type: none"><li>◆ Department activities must be pre planned. Funds allotted to organize seminar /work shop/guest lectures and to purchase equipments/books should be exhausted before the month of September or at the end of the odd semester.</li><li>◆ To avoid Departmental activities/meetings on Fridays and Test weeks.</li><li>◆ Bills and Accounts must be maintained properly. Settlement of Accounts should be completed in the college office by the end of the semester.</li></ul>	Fee structure for a each course Rs. 1500/- A certificate will be issued to the students. <b>CSIR-UGC NET Prelims</b> <ul style="list-style-type: none"><li>◆ Resolved that each department to have a question bank of 750 questions. Questions must be taken from 'B' and 'C' sections of the previous year question papers. In each question the month and year must be mentioned within parenthesis. Answer must be entered at the end of each multiple choice question. Equal number of questions in each unit is not mandatory, but preferable.</li><li>◆ Last date for question bank submission to COE: 17.08.2016.</li></ul>																														
<b>Purchase of library books:</b> <ul style="list-style-type: none"><li>◆ Decided to purchase new text books which are not available in the library. Adding the already available books will not be accepted.</li></ul>	<p><i>[Signature]</i> Council secretaries</p> <p><i>[Signature]</i> Principal</p> <p>It was Resolved to conform the minutes of Previous meeting held on 23.7.16 and the action was taken by the faculty as per the suggestions given by the Council members.</p> <p><b>AGRS &amp; members.</b></p> <table border="0"><tr><td>1. English</td><td>16. Physical Education</td></tr><tr><td>2. Tamil</td><td>17. Librarian</td></tr><tr><td>3. History</td><td>18. Controller of Examinations</td></tr><tr><td>4. Mathematics</td><td>19. Deputy Controller of Examinations</td></tr><tr><td>5. Physics</td><td></td></tr><tr><td>6. Chemistry</td><td></td></tr><tr><td>7. Botany</td><td></td></tr><tr><td>8. Computer science</td><td></td></tr><tr><td>9. Commerce CR, HR</td><td></td></tr><tr><td>10. Commerce (S), HR</td><td></td></tr><tr><td>11. Business Administration</td><td></td></tr><tr><td>12. Computer Application</td><td></td></tr><tr><td>13. Nutrition &amp; Dietetics</td><td></td></tr><tr><td>14. Microbiology &amp; S. Res</td><td></td></tr><tr><td>15. Costume Design &amp; Fashion</td><td></td></tr></table>	1. English	16. Physical Education	2. Tamil	17. Librarian	3. History	18. Controller of Examinations	4. Mathematics	19. Deputy Controller of Examinations	5. Physics		6. Chemistry		7. Botany		8. Computer science		9. Commerce CR, HR		10. Commerce (S), HR		11. Business Administration		12. Computer Application		13. Nutrition & Dietetics		14. Microbiology & S. Res		15. Costume Design & Fashion	
1. English	16. Physical Education																														
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<b>Alumni Meet</b> <ul style="list-style-type: none"><li>◆ Atleast three batch meets to be arranged by each department in the present academic year.</li><li>◆ Renowned Alumni to be invited for department activities.</li><li>◆ Revised bio data of the students to be collected and renowned Parents to be invited for guest lecture for any department.</li></ul>																															
<b>Non Academic activities</b>																															
<b>Department Tour</b> <ul style="list-style-type: none"><li>◆ Tours may be organized for a day or two.</li><li>◆ BOD's are responsible for tour arrangement, good quality of food and water.</li><li>◆ Booking of TAMIL buses for departments to be done only through College office.</li><li>◆ Students' tour account to be settled immediately after the tour.</li></ul>																															
All the college buses will leave the college campus by 5 pm / 5.15 pm.																															
<b>YWEDC</b> To plan for effective utilization of CPE grant Under II phase, YWED & Skill Development Cell is to initiate 4 different courses now in a trial, each with a duration of one month.																															



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There will be a Council Meeting  
on 11.8.16 at 9.45 am in the Secretary's room.

Matters to be discussed :

- \* Confirmation & Approval of minutes of Previous meeting
- \* Confirmation & report on Action taken.
  - \* Faculty development programme - on preparing proposals.
- \* Centenary celebration of our college Founder
- \* Golden Jubilee celebration of the College
- \* Discussion on
  - (i) Recommendations of Governing Body
  - (ii) Recommendations of IQAC
- \* Promoting young women Entrepreneur development programme.
- \* Any other

*S. S. Raju*  
Council Secretary

*S. S. Raju*  
Principal.

HODs & members

1. English
2. Tamil
3. History
4. Mathematics
5. Physics
6. Chemistry
7. Botany
8. Computer Science
9. Commerce (C)

10. Commerce (CST)
11. Business Administration
12. Computer Applications
13. Nutrition & Dietetics
14. Microbiology
15. Costume Design & Draping
16. Physical Education
17. Librarian
18. Controller of Examination
19. Deputy controller of Examination

Members Present

1. *S. S. Raju*
2. *S. Rajeswar*
3. *H. Rajalakshmi*
4. *S. S. Raju*
5. *M. S. Raju*
6. *M. S. Raju*
7. *E. Ponnambal*
8. *M. S. Raju*
9. *S. S. Raju*
10. *S. S. Raju*
11. *S. S. Raju*
12. *S. S. Raju*
13. *S. S. Raju*
14. *S. S. Raju*
15. *S. S. Raju*
16. *M. S. Raju*
17. *T. Palaniam*



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**Minutes of the council meeting**

Council meeting was held on 11.08.16 at 9.45 am at the secretary's room. Academic activities, centenary celebration of our college founder, Golden Jubilee celebration of the college were discussed as per agenda.

**Academic Activities**

**Resolved to adhere to the following:**

- Science Departments should apply for DST and SERB projects at the earliest.
- PG & M.Phil students are asked to apply their project proposal to the Management along with a Abstract. Selected projects will be allocated with seed money from the Management. It should be published in a Reputed Journal within the academic year 2017-2018.
- Internet should be accessed only for the Research work.
- We are planning to submit a proposal for the extension of Autonomy, so all the departments are asked to update their activities up to November 2016.
- HOD's are responsible for the results. Failures must be identified and special coaching must be given by the course Teachers and make them to clear all the papers.
- Department association activities, BOS meetings and other activities must be recorded with a index page for easy verification.

**Usage of Projectors:**

Projectors installed in the class rooms must be handled carefully. It is instructed not to adjust the wall mount projectors in any case. One day orientation programme is to be arranged for the faculty in-charge and the Lab assistant of each department for maintaining the projectors and UPS.

**Usage of Library Books:**

If there is any damage in the bar code of the department Library book, it should be immediately replaced with new bar code from the general Library.

Faculty orientation programme is to be organized by the Librarian regarding the Journal citation index.

The Management has suggested to publish all the academic activities in the news papers by inviting the reporters for the event.

- TMB bank ATM centre and an extension counter is to be installed near the southern Gate.
- Visitors are asked to get entry pass to meet the concerned person and it must be duly signed and returned to the security while leaving the campus.
- Staff members must be very punctual to the class and must have control over the class.

**Tour:**

- The students should get permission from the parents.
- The staff in charge should meet the Deputy Warden in-person and get permission for taking the hostellers outside the college on college days.

**Centenary celebration of our college Founder**

- It has been decided to have a year long celebration of the centenary of our founder's Birth day. Celebration starts with an inaugural function and extends for a year with various competitions like seminar/symposium/intercollegiate seminar /paper presentation. The prize winners will be felicitated with a cash prize sponsored by our Management. A committee is to be constituted for the purpose.
- CPE II phase grant has been sanctioned for our esteemed Institution. Principal congratulated each and every faculty for their contribution.
- An expert counselor may be appointed for students counselling.

  
Council secretaries

  
Principal





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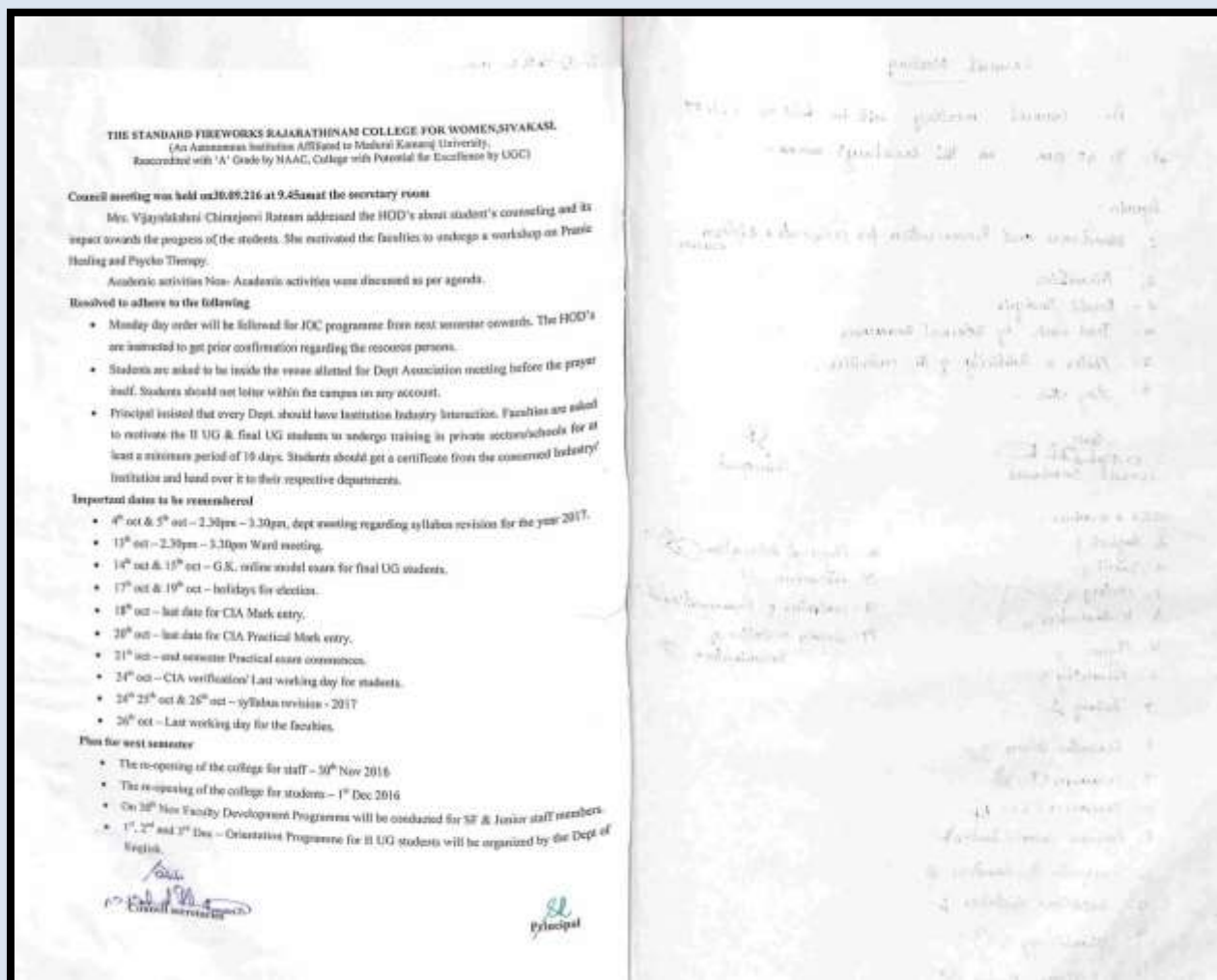
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Council Meeting	
A council meeting will be held on 30.9.16 at 9.45 am in the Secretary's room.	
Agenda:	
1. End semester exam time table	2. Last working day
3. Election Holidays	4. College Reopening
5. Any other	
<u>Secretary</u> Council Secretary	<u>SR</u> Principal
HODs & members.	
1. English	13. Nutrition & Dietetics
2. Tamil	14. Microbiology
3. History	15. Costume Design
4. Mathematics	16. Physical Education
5. Physics	17. Library
6. Chemistry	18. Controller of Examinations
7. Botany	19. Deputy Controller of Examinations
8. Computer Science	
9. Commerce Regular	
10. Commerce C&T	
11. Business Administration	
12. Computer Applications	



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Council Meeting	
A council meeting will be held on 6.1.19 at 9.45 am in the secretary's room.	
Agenda:	
1. Attendance and Remuneration for certificate & diploma courses.	
2. Bionomics	
3. Result Analysis	
4. Feed back by internal examiners	
5. Photos & publicity of the activities.	
6. Any other.	
13.12.18 Council Secretary	Principal
Members & members:	
1. English	16. Physical Education
2. Tamil	17. Librarian
3. History	18. Controller of Examinations
4. Mathematics	19. Deputy controller of Examinations
5. Physics	
6. Chemistry	
7. Botany	
8. Computer Science	
9. Commerce (R)	
10. Commerce (G)	
11. Business Administration	
12. Computer Applications	
13. Nutrition & Dietetics	
14. Microbiology	
15. Costume Design	
Members Present	
1. D. Srinivasan	
2. S. Rajeswar	
3. S. S. S.	
4. H. Jayalakshmi	
5. S. S. S.	
6. H. Srinivasan	
7. S. V. S. S.	
8. 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. S. S. S.	
18. S. S. S.	
19. S. S. S.	





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**Council Meeting**

Council Meeting was held on 6.1.2017 at 9.45 a.m.

Attendance and Remuneration for certificate and Diploma courses, Usage of Biometrics result analysis, feed back by External examiners, publicity of the college activities were discussed as per Agenda.

Resolved to adhere to the following:

**Attendance and Remuneration for certificate and Diploma courses:**

The faculty members who are handling certificate, diploma, and Extra credit courses are asked to give their attendance through biometrics. Students' attendance must be entered in the flair on the day itself. Remuneration claim form must be submitted in the office after the completion of the course or one day before the last working day.

**Feedback from the external examiners - subject / M.Phil viva :**

External examiners had suggested to improve the communication skills of the students to make good oral presentation. The members of the faculty are asked to train the students to answer in the class. Review of each chapter has to be given after its completion. Principal informed the members of the faculty to select certain topics in the curriculum and a pre-scheduled model viva-voce has to be conducted. Two faculty in each department can be entrusted to conduct model viva. Each session can be allocated with 20 students and enough time should be given for them to discuss the questions.

For M.Phil students open viva-voce may be conducted, so that other students may be given the chance to know the subject in-depth.

**Centenary celebration of our college Founder:**

Centenary year celebration of our Founder and the Golden Jubilee of the College may be conducted with periodic activities in the Academic year 2017-2018. A committee is to be framed for this celebration.

It was planned to organize inter college sports meet, by conducting any 1 or 2 outdoor games by inviting the women colleges affiliated to M.K. University. Each department is insisted to plan to conduct Academic Competitions / Seminars / Workshops / Guest Lectures by inviting eminent women achievers. Regarding this programme, discussion on the plan, schedule and expected budget must be held with the Jubilee committee in the month of April 2017.

**Any other:**

Students should write their name as per the #2 record in all the academic records. Spelling mistakes in the name should be checked properly along with their initials when the minimal roll is issued from the Controller Office.

Students should specify the question number and sub division in the answer sheet correctly.

The study materials from the foreign author books may be prepared in a simple format so that the learners can score good marks in the examinations. The students may be divided and insisted to prepare the same.

The staff members are asked to check the course code and title of the papers according to the syllabus while entering in the flair. The members of the faculty must motivate the students to clear the arrears papers within the stipulated time. If any student discontinues her studies and does not clear arrears a grace period of 2 years only will be given for both UG & PG students, to complete their course. This is as per UGC norms.

Students are instructed to come personally to the college and adhere to the college timings. Late comers will not be allowed to attend the first hour class and they will be marked as absent for that hour. Students must move fast from one block to the other during the class hours and they should have their lunch within the class room only.

All the academic activities and the settlement of accounts must be completed on or before 31<sup>st</sup> January 2017.

There will be an External Academic audit in the month of April 2017 as per the plan of IQAC and Dean of Academic Affairs.

Press Reporters can be invited for the department activities and it should be published in the Journals/newspapers along with the photos on the day of the activity itself.

Sd/-  
Council Secretary

Sd/-  
Principal



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Council meeting	
There will be council Meeting on 14.2.17 at 9.45 am. in the Secretary's room.	
Agenda:	
1. Discipline during VOC classes	2. Career Upgradation
3. Alumnae meet	4. Any other:
<u>Smt.</u> Council Secretaries	<u>JK</u> Principal
HODs & members.	
1. English	16. Physical Education
2. Tamil	17. Librarian
3. History	18. Controller of Examination
4. Mathematics	19. Deputy Controller of Examination
5. Physics	20. K. Rajeswari
6. Chemistry	
7. Botany	
8. Computer Science	
9. Commerce (CR)	
10. Commerce (CIS)	
11. Business Administration	
12. Computer Applications	
13. Nutrition & Dietetics	
14. Microbiology	
15. Costume design	
Members Present	
1. Chairperson:	
2. K. Rajeswari	
3. H. Santhi	
4. M. Mohd. J. D.	
5. M. Subramanian	
6. S. Sridhar	
7. Chairperson	
8. S. Sridhar	
9. R. Sridhar	
10. S. Sridhar	
11. S. Sridhar	
12. S. Sridhar	
13. E. Sridhar	
14. S. Sridhar	
15. S. Sridhar	
16. S. Sridhar	
17. T. Sridhar	
18. S. Sridhar	



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**Minutes of the Council Meeting held on 14.02.17 at 9.45 am in the Secretary's room**

1. Our college has been sanctioned Rs. 1.25 crore for Phase II – CPE. It is to be noted that the establishment of Science Instrumentation centre was appreciated.
  - (i) Entrepreneurial/ Skill development centre will be strengthened under CPE grant.
  - (ii) Co – Ordinator of Depts. may consult with the Principal regarding the course that may be introduced and the related finance/budget.
  - (iii) Various courses like surface embellishment, dry cleaning, baking unit, hand works may be organized. The best group of entrepreneurs will be identified and awarded.
2. JOC - Monday day order- disciplines and sience should be maintained. If the students are going outside for JOC programmes, they should come back to the college only after 3.30 pm. The staff members are instructed to have control over the classes.
  - (i) JOC – III Term test 06.03.2017
  - (ii) JOC final semester practical exam: 13.03.2017
3. Alumni batch meet- both recent and earlier batches may be invited. In the year 2017-18, a common meet also will be organized.
4. Extension activity for school children/alumnae/ outside audience meetings should be held in the auditorium and not in the class room blocks.
5. **Career Advancement Scheme**

Career advancement scheme for the staff members should be worked out and the score to be maintained according to the UGC norms for the future promotions. Staff should submit their resumes to the IQAC office in the first week of April.
6. G.K content to be finalized by the co-Ordinator and the staff who handle the paper.
7. Online feedback must be made effective.
8. Project – UG/PG/M.Phil – Format given by COE in NAAC - Inbox should be followed.
9. Permission from the Principal to attend/ participate in the intercollegiate competitions should be got 2 or 3 days prior to the event.
10. A big kuthuvilakku is available in the college for special Occasions.
11. Staff members should maintain proper decorum and decent dress code.
12. Staff members should prepare for their classes sincerely and teach well in the class.
13. Minor/Major projects – assets to the Dept. should be recorded and maintained.
14. Best outgoing student J. Sejitha – III B.B.A
15. **BOS**
  - (i) Front page format is available in CDDC - Inbox
  - (ii) Skill based courses should have suitable employability objectives.
  - (iii) Change in address of BOS members should be given as hard copy to Mrs. M. Murugeswari (Office)
  - (iv) Syllabus 2017-18 – for justification follow the model given in CDDC - Inbox
  - (v) Syllabus submission to CDDC – 17.03.2017
  - (vi) BOS meeting Tentative date – 13.04.2017

Council Secretaries

Principal



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Council Meeting

There will be a Council Meeting on 14.3.17  
at 9.45 am in the Secretary's room.

Agenda:

- \* M.Phil + Ph.D Regulations
- \* BOS dates
- \* Publication of Research articles in Journals
- \* How to incorporate IPR in our syllabus?
- \* Project Submissions
- \* Last working Day for students + Staff
- \* Reopening Date - Academic year 2017-2018

Council Secretaries Principal

HODs + members:

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

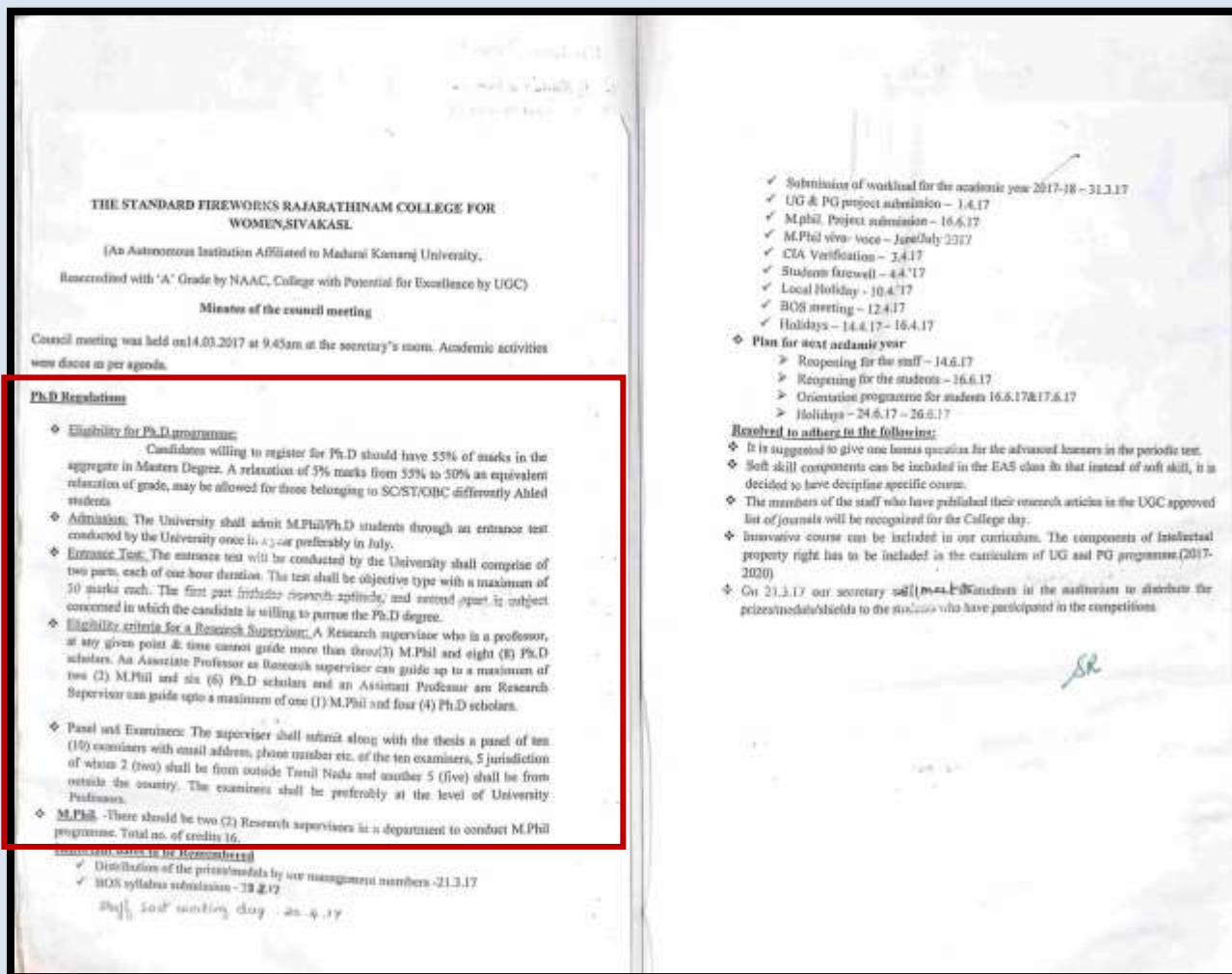
Members Present:

1. Basirah
2. Rajkumar
3. H. Jayalakshmi
4. K. S. S. S.
5. E. Ponnala
6. S. P. S. S.
7. S. S. S.
8. 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. S. S. S.
18. S. S. S.
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**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)





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Minutes of the Council meeting was held on 25.03.17 at 12.00 pm in the secretary's room

Principal gave a warm welcome to our President Tmt.Thilagavathy Ravindran and Secretary Tmt. Arana Ashok and members of the staff. President and Secretary addressed the HOD's about Golden Jubilee celebration of the college.

Proposed plan for Golden Jubilee celebration

It has been planned to celebrate one week Golden Jubilee Celebration of our college. The grand celebration starts with marathon race for our students. Another inaugural function will be held on in the month of June 2017. Dr.(Mrs.) Jayashree Bakirishnan will address our students. Golden Jubilee Celebration will be a one week celebration in the month of November with various competitions like Quiz/Poster presentation/Paper presentation etc. The prize winners (I prize & II prize) will be felicitated with a cash award or shield sponsored by our Management.

Golden Jubilee celebration week – allotted days and venues as follows

	Auditorium	Conferences hall	Multipurpose hall
1 <sup>st</sup> day	Commerce(R+SF)	History	Maths
2 <sup>nd</sup> day	English (R+SF)	B.B.A	Tamil
3 <sup>rd</sup> day	Comp.Sci & Comp.Appl.	Physics	Botany & Microbiology
4 <sup>th</sup> day	CD&F	Chemistry	Nutrition
5 <sup>th</sup> day	Staff and Retd. Staff programme		

For each and every day lunch will be provided to the concerned departments as per the prescheduled programme by the management.

Principal suggested to organize the department functions with power point presentation highlighting the departmental activities from the date of inception to till date. A speaker must be invited on that day to deliver a guest lecture. Competitions may be conducted in the afternoon. In month of November each dept. is expected to conduct two/three competitions for the students pertaining to their discipline. Retd. Members of the staff can be invited for the function.

Alumnae batch meet- recent and earlier batches should be invited for department meets. In the year 2017-18 a common alumnae meet will be organized.

Study circle - will organize 1 or 2 days discourse in the academic year 2017-18

Other academic discussions

Members of the staff who have availed minor/major research project should furnish in detail about the particulars in the format available in the office and update it for 2016-17.

Felicitations to the Retd. Staff

The HOD's are expected to collect and update the address of the Retd. members of the staff and hand over to the office through Principal for sending Golden Jubilee celebration invitation on or before June 15<sup>th</sup> 2017.

Important dates

Staff workload - 31.03.17

Staff farewell - 18.04.17 AM

Dept. account settlement - 20.04.17

Staff reopening June 14<sup>th</sup>

Workload and time table June 14<sup>th</sup> before 4 p.m

Students reopening June 16<sup>th</sup>

Inaugural function of Golden Jubilee celebration - June 2017

Golden Jubilee celebration - November 2017

College day - Jan/Feb 2018

  
Council Secretary

  
Principal