



**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

2017-2018

S.No.	Date	Details	Page Number
1.	21.12.2017	Publications and Projects	14
2.	28.02.2018	Research Projects	17



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

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College with Potential for Excellence by UGC and Mentor Institution under UGC PARAMARSH)

Council Meeting

A Council meeting will be held on 14.06.17 at 3.00 PM in the conference hall.

Agenda

- * Golden Jubilee celebration
- * Any other

S.R.
PRINCIPAL

S.R. Hanthi
Council Secretaries

HObS & Members

1. English - I	14. Microbiology - S.S. Per
2. Tamil - <i>MSD</i>	15. Costume design - <i>S.R. Hanthi</i>
3. History - <i>VP</i>	16. Physical Educa - <i>S.R. Hanthi</i>
4. Mathematics - <i>S. Hanthi</i>	17. Librarian - <i>S.R. Hanthi</i>
5. Physics - <i>S.R. Hanthi</i>	
6. Chemistry - <i>M</i>	
7. Botany - <i>AA</i>	
8. Comp. Sc - <i>V</i>	
9. Commerce (CO) - <i>VP</i>	
10. Commerce (CS) - <i>VP</i>	
11. Business Admin - <i>S</i>	
12. Comp. Appln - <i>S</i>	
13. Nutrition & Dietetics - <i>AA</i>	

Members Present

1. <i>S. Hanthi</i>	10. N. Muthu - <i>Y.S.</i>
2. <i>S. Rajasekar</i>	11. <i>VP</i>
3. <i>S</i>	12. <i>VP</i>
4. <i>S. Hanthi</i>	13. <i>VP</i>
5. <i>S. Jayalakshi</i>	14. <i>M. Subramani</i>
6. <i>T. Palaniamani</i>	15. Bot - <i>AA</i>
7. <i>S</i>	16. Nid - <i>AA</i>
8. <i>S. S. Per</i>	17. <i>VP</i>
9. <i>S. S. Per</i>	18. <i>S</i>

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Minutes of the council meeting

Council meeting was held on 14.06.17 at 3.00 PM at the conference Hall. General deliberations and Golden Jubilee Celebration were discussed as per agenda.

Principal instructed the HObS to insist the members of the staff

- > To be punctual to the class.
- > To sign in the register maintained at the gate when they leave or enter inside the campus during the working hours.
- > Not to permit any personal couriers to the department.
- > To avoid online goods purchase inside the campus.

Important dates

◆ Orientation programme for 1 year UG students	- 16.06.17
◆ Bridge course for 1 year UG students	- 17.06.17 & 19.06.17
◆ Counselling programme for 2 year UG students	- 17.06.17
◆ Placement Training programme for III year UG students	- 16.06.17 & 17.06.17
◆ Meeting on Sexual Harassment for the students	- 20.06.17

Golden Jubilee Celebration

◆ Swarni Omkaramani's Discourse	- 21.06.17
◆ Golden Jubilee Run	- 28.06.17
◆ Dr. (Mrs) Jayaramani Balakrishnan's Speech	- 28.06.17
◆ Budget Proposal Submission	- 01.07.17

S.R. Hanthi
Council Secretaries

S.R.
PRINCIPAL



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Council Meeting

A Council meeting will be held
On 20.06.17 at 9.45 AM in the Secretary
Room.

Agenda:

& Budget
Plan of Dept wise activity for
Golden Jubilee Celebration

Council Secretaries PRINCIPAL

Sto's & Members

1. English - J	11. Business - B
2. Tamil - vS	12. Comp Apps - O
3. History - M	13. Nutritional Dietetics - P
4. Mathematics - S	14. Microbiology - S.S.
5. Physics - P	15. Costume Design - D.P.
6. Chemistry - H	16. Phy. Edu - C
7. Botany - P	17. Librarian - M
8. Comp. Sci - J	18. E. Pottanarachi selvan
9. Commerce (R) - P	19. J. Pottanarachi selvan
10. Commerce (S) - H	

Members Present -

1. R. Sasi
2. K. Rajeswar
3. H. Jayalakshmi
4. S. Harsh
5. T. Palanivel
6. S. S.
7. S. S.
8. H. Muthu
9. V. P.
10. S. S.
11. E. Pottanarachi selvan
12. S. S.
13. S. S.
14. S. S.
15. E. Pottanarachi selvan
16. M. S.
17. H. S.
18. S.



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Minutes of the Council Meeting

Council meeting was held on 20.06.17 at 9.45am at the Secretary Room.

Dr. (Mrs.) K.Rajeswari, Coordinator of the four days Golden Jubilee Celebrations oriented the HODs about the events to be conducted during the month of November in the college campus. The celebration dates and the hall allotment schedule is given as follows

Date	Auditorium	Conference Hall	Techno Lab	Seminar Hall	Multipurpose Hall
21.11.17	English	Physics	Tamil	---	Maths
22.11.17	Comm (R)	Comp Sci	History	Nutrition & Dietetics	Chemistry
23.11.17	Comm (SF)	Comp Applns. & IT	Business Admin	Costume Design & Fashion	Botany & Microbiology
24.11.17	Faculty Programme (Teaching & Non-Teaching)	---	---	---	---

Instructions for November Day Celebration

- Theme of the programme to be fixed.
- Management members Senior HODs are to be invited for inaugural function.
- Prominent speakers to be invited for the morning session.
- To confirm the eminent speakers on or before first week of October 2017.
- PowerPoint Presentation highlighting the department advancement and achievements to be projected.
- Sponsorship can be collected only from outsiders and alumni and not from current students.
- Alumni activity can be included.
- The competitions and cultural are to be conducted for students and alumni.
- Agenda and Budget of the activity should be submitted on 01.07.17
- Attendance for faculty and students is compulsory on that day.
- Lunch can be arranged for staff and students on the respective date.
- Lunch will be provided for Teaching and Non-Teaching staff on 24.11.17.
- Staff members and student volunteers will be nominated to keep the campus clean.

The HOD's are asked to submit the report (Soft and Hard Copy) highlighting all the activities being carried out in the department during the Golden Jubilee year and submit to IQAC cell for confirmation during the month of March 2018.


Council Secretaries


PRINCIPAL



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Council Meeting

A Council meeting will be held on 17.7.17 at 2.30 PM in the Secretary room.

Agenda:

1. Submission of Model Question paper
2. Tour & field visits
3. Golden Jubilee tournament
4. Any other

[Signature]
Council Secretaries

[Signature]
PRINCIPAL

Staff & Members

1. English - <i>[Signature]</i>	11. BBA - <i>[Signature]</i>
2. Tamil - <i>[Signature]</i>	12. Comp. Appas - <i>[Signature]</i>
3. History - <i>[Signature]</i>	13. Nutrition & Dietetics - <i>[Signature]</i>
4. Mathematics - <i>[Signature]</i>	14. Microbiology - <i>[Signature]</i>
5. Physics - <i>[Signature]</i>	15. Costume Design - <i>[Signature]</i>
6. Chemistry - <i>[Signature]</i>	16. Phy. Edu - <i>[Signature]</i>
7. Botany - <i>[Signature]</i>	17. Librarian - <i>[Signature]</i>
8. Comp. Sc - <i>[Signature]</i>	18. Man. & Personnel (COE) - <i>[Signature]</i>
9. Comm (A) - <i>[Signature]</i>	19. Man. & Personnel (COE) - <i>[Signature]</i>
10. Comm (B) - <i>[Signature]</i>	

3

Members Present:

1. *[Signature]*
2. *[Signature]*
3. *[Signature]*
4. T. Balasubramani
5. L. P. Balakrishnan
6. *[Signature]*
7. N. Muthusami Sathi.
8. V.P.
9. *[Signature]*
10. *[Signature]*
11. H. Anantharaman
12. S. S. R.
13. M. K. S. R.
14. H. S.
15. S. P. K. S.
16. E. P. S.
17. S. S.
18. *[Signature]*
19. *[Signature]*



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Minutes of the Council Meeting

The Council meeting was held on 17.07.17 at 2.30 pm at the Secretary Room and the following points were discussed:

Principal instructed the HODs to insist the members of the staff:

- To take attendance and put correct entry in Flair.
- To arrange for only one day tour and field visit within TamilNadu.
- To sign in the register kept in the office when they go out during working hours after getting proper permission.
- Not to take leave during Expressive Articulation Session and Ward meeting without getting prior permission.
- To be punctual to the class and to make proper arrangements while leaving the class during working hours.
- Not to misuse the internet facility.
- To know the personal and academic details of their ward.
- To report to Mrs. M.Kavitha, Deputy Warden when taking hostel students to participate in events outside the campus.

COE

Model Question paper and the practical exam questions are to be framed according to the format provided by the COE and submit the same within the stipulated time.

Golden Jubilee Celebration

- Inter-collegiate tournament will be conducted on August 9th 2017.
- Alumni meet is to be arranged during November day celebration by the individual departments.

General Instructions:

- Students having lack of attendance (< 45 days) in the current semester cannot proceed with the subsequent semesters without repeating and completing the missed semester.
- It is advised not to arrange any function/meeting during test week, general assembly, Expressive Articulation Session and ward meeting.
- It is insisted to prepare all the details in the department according to the requirements asked by the IQAC for autonomy visit.
- Course Teachers should encourage and take in-charge of the failures in the end semester examinations to clear the course in the forthcoming semester.
- It is instructed to contact Mr. T. VigneshBabu, System Admin for proper maintenance of UPS in the department and Mrs.F. Kingslin Mary Genova for maintenance of Audio Video Aids.
- News Reports should be elaborate with atleast some details of the message by the speakers.


Council Secretaries


PRINCIPAL
Dr. D. SASIREKA
PRINCIPAL
The Standard Fireworks Rajaratnam
College for Women,
SIVAKASI.



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Council Meeting

A Council meeting will be held on 5th Oct 2017 at 9.45 AM in the secretary room.

Agenda:

1. Nov. Celebrations
2. JAP on 6th Oct 2017
3. Dept. Extension Activity
4. CSR/ISR
5. Prayer & National Anthem
6. Students Participation
7. Any other

S. Manojkumar
Council Secretary

PRINCIPAL

Members Present

1. S. Manojkumar
2. S. Rajeswari
3. S. Manojkumar
4. S. Manojkumar
5. S. Manojkumar
6. S. Manojkumar
7. S. Manojkumar
8. S. Manojkumar
9. S. Manojkumar
10. S. Manojkumar
11. S. Manojkumar
12. S. Manojkumar
13. S. Manojkumar
14. S. Manojkumar
15. S. Manojkumar
16. S. Manojkumar
17. S. Manojkumar
18. S. Manojkumar

Dept's & Members

1. English - 1
2. Tamil - 1
3. History - 1
4. Mathematics - 1
5. Physics - 1
6. Chemistry - 1
7. Botany & Microbiology - 1
8. Comp. Sc. - 1
9. Comm. (C) - 1
10. Comm. (S) - 1
11. BBA - 1
12. Comp. App. - 1
13. Microbiology - 1
14. Costume Design - 1
15. Lib. Sci. - 1
16. Phys. Edu. - 1
17. Mus. & Therapies - 1
18. Mass Media - 1



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Minutes of the Council Meeting

Council meeting was held on 05.10.17 at 9.45 AM at the Secretary Room.

- Dr. (Mrs.) K.Rajeswari, Coordinator of the November day Celebrations oriented the HODs about Invitation design, events to be organized, alumni registration and cleanliness of the campus.
- Principal instructed the HODs to insist the members of the staff:
 - Faculty Development Programme on 06.10.17
 - To be within the campus at 9.15 AM.
 - Internal Term test timings – 9.30 AM – 10.30 AM (UG) and 1.30 PM – 3.30 PM (PG).
 - Programme Duration – 10.45 AM – 12.45 PM.
 - Stall by Self Help Group team from 05.10.17 – 07.10.17.
 - To motivate the economically backward students to empower as a Self Help Group.
 - Department should do extension activity by adopting a village for ten years.
 - Two staff members should be in-charge of the activity.
 - The needs and necessities should be analyzed and carried out using 2nd and 3rd year students.
 - Each Activity should be recorded, maintained in the dept and the copy to be hand over to the office.
 - To be aware of corporate Social Responsibility and Institution Social Responsibility.
 - Alumni and Student representatives should be initiated to involve in any dept meeting and BOS meeting and their contributions in the meeting should be recorded.
 - To prepare agenda and action taken report for every meeting arranged in the department.
 - To make all the students to sing prayer song and national anthem in all occasions except graduation day.

S. Manohar
Secretary
Council Secretaries

SR
PRINCIPAL
Dr. D. SASIREKA
PRINCIPAL
The Standard Fireworks Rajaratnam
College for Women,
SIVAKASI.



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Council Meeting

A Council meeting will be held on 9th Dec 2017 at 9.45 AM in the Secretary room.

Agenda:

1. Preparations for Autonomy visit
2. Report on Test in the department
3. Awards Committee & Results
4. Graduation Day.
5. Any other

S. Hanahli
Principal

S. Hanahli
Council Secretary

XCO's & Members

1. English - ✓	9. Comm (RD) - ✓
2. Tamil - ✓	10. Comm (ST) - ✓
3. History - ✓	11. BBA - ✓
4. Mathematics - ✓	12. Comp. Appn - ✓
5. Physics - ✓	13. Microbiology - ✓
6. Chemistry - ✓	14. Costume Design - ✓
7. Botany & Nutrition - ✓	15. Library - ✓
8. Comp. Sci - ✓	16. Phys. Edu - ✓
19. Co-ordinator (Mrs. S. Hanahli) - ✓	17. Dean & Member (M.A. Affairs) - ✓
20. Deputy Co-ordinator (Mrs. S. Hanahli) - ✓	18. Co-ordinator (M.A. Affairs) - ✓

Members Present

S.No	Name and Designation	Signature
1.	Dr.(Mrs.) D. Sathya, Principal	D. Sathya
2.	Mrs. K. Mahalingam, Head, Dept. of English	K. Mahalingam
3.	Dr. (Mrs.) S. Hanahli, Head, Dept. of Tamil	S. Hanahli
4.	Mrs. S. Hanahli, Head, Dept. of Mathematics	S. Hanahli
5.	Dr. (Mrs.) S. Hanahli, Head, Dept. of Physics	S. Hanahli
6.	Mrs. A. Sathya, Head, Dept. of Chemistry	A. Sathya
7.	Dr. (Mrs.) M. Sathya, Head, Dept. of Botany Specialization in Plant Microbiology	M. Sathya
8.	Mrs. A. Sathya, Head, Dept. of Computer Science	A. Sathya
9.	Mrs. V. Sathya, Head, Dept. of History	V. Sathya
10.	Dr. (Mrs.) S. Hanahli, Head, Dept. of Commerce (Regular)	S. Hanahli
11.	Dr. (Mrs.) M. Sathya, Co-ordinator, Dept. of Commerce (RP)	M. Sathya
12.	Dr. (Mrs.) S. Hanahli, Co-ordinator, Dept. of Business Administration	S. Hanahli
13.	Mrs. A. Sathya, Head, Dept. of Computer Applications	A. Sathya
14.	Mrs. S. Sathya, Head, Dept. of Microbiology	S. Sathya
15.	Mrs. M. Mahalingam, Head, Dept. of Costume Design and Fashion	M. Mahalingam
16.	Dr. (Mrs.) M. Sathya, Co-ordinator, Dept. of Nutrition & Dietetics	M. Sathya
17.	Dr. (Mrs.) M. Sathya, Librarian	M. Sathya
18.	Dr. (Mrs.) S. Vijaya Kumar, Phy. Director	S. Vijaya Kumar
19.	Dr. (Mrs.) S. Hanahli, Dean of Curriculum	S. Hanahli
20.	Dr. (Mrs.) S. Hanahli, Dean of Academic Affairs	S. Hanahli
21.	Mrs. E. Sathya, Co-ordinator of Examinations	E. Sathya
22.	Dr. (Mrs.) S. Hanahli, Deputy Controller of Examinations	S. Hanahli



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Minutes of the Council Meeting

The Council meeting was held on *09.12.17 at 9.45 AM* at the Secretary Room and the following points were discussed:

The Principal instructed the HODs to insist the members of the staff:

- To hand over three CD copies of the highlights of the department PPT carried out in the November day celebration: one to be sent to the President, one to be sent to the Secretary and one for IQAC.
- To prepare Department magazine in color format.
- To develop Golden Jubilee Photo album.
- The department should hand over photos of the highlights of the activity in one or two pages to Souvenir Committee and elaborate information for college magazine preparation.
- Grand Celebrations will be conducted for 2 days. First day for I and II year students and the next day for final year students. Lunch will be provided.
- Test Week will be only for 5 days.
- Part IV papers will be conducted during class hours (1st hour).
- To complete I term test portion before Dec 20th 2017 as NSS camp is scheduled.
- To be trained to face the Autonomy Committee.
- To get feedback from students, alumnae and parents for syllabus revision.

CDDC

- To frame the syllabus for II, III year and certificate courses and submit on Feb 5th 2018 and the BOS meeting will be held on March.

COE

- Awards Meeting will be on Dec 30, 2017 and results published on the same date.

Important Dates

- 16th Dec 2017 – Council Meeting at 9.45 AM.
- 27th Dec 2017 – Department meeting between 2.30 PM – 3.30 PM.
- 30th Dec 2017 – Staff Meeting between 2.30 PM – 3.30 PM.
- I Term Test – 27th, 28th, 29th, 30th Dec 2017 & 2nd Jan 2018.
- Autonomy visit – 4th and 5th Jan 2018.
- JOC Term Tests – 8th Jan, 19th Feb, 19th Mar 2018.

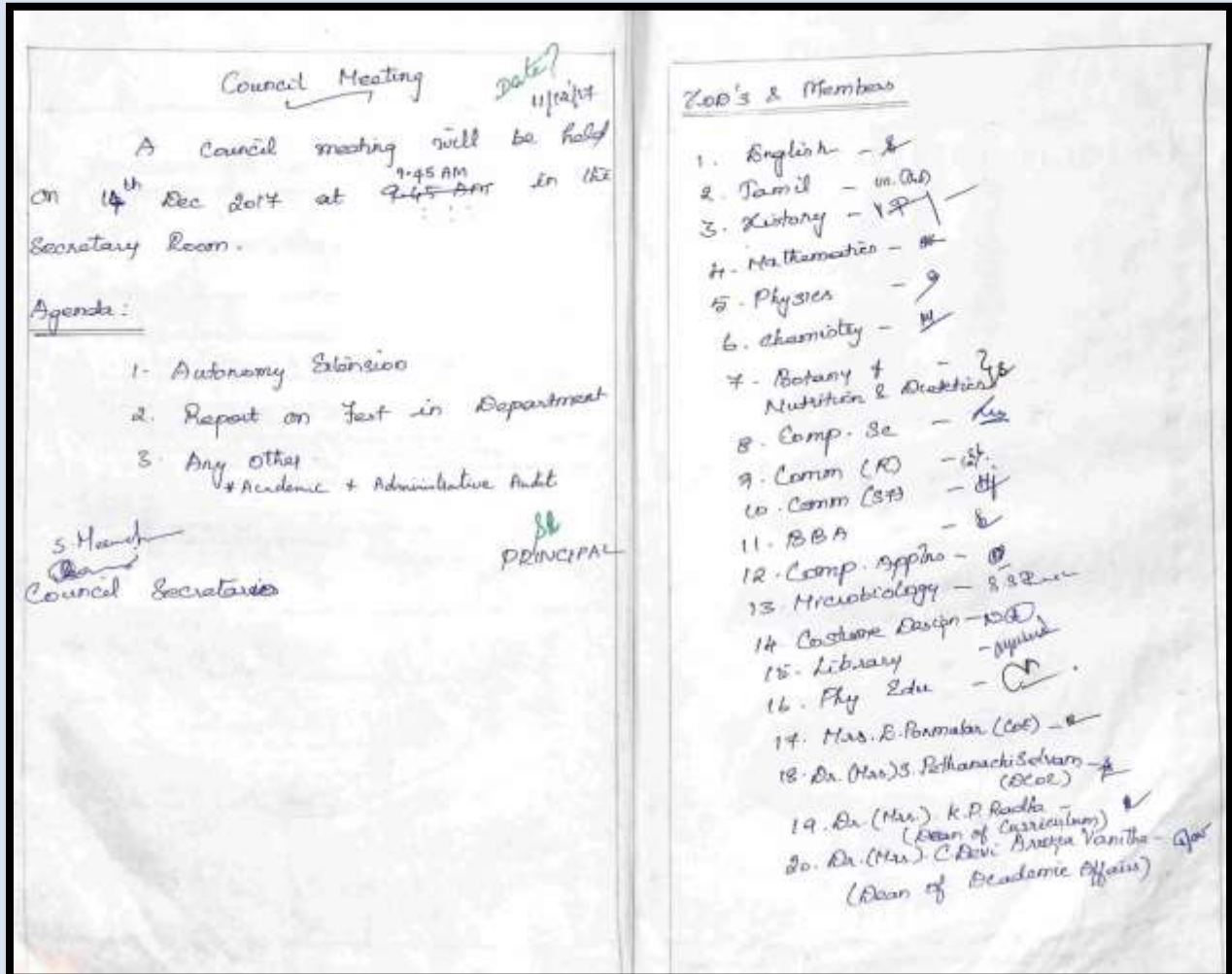
S. Hemalatha
Council Secretaries

D. Srinivasan
PRINCIPAL



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Members Present

S.No	Name and Designation	Signature
1.	Dr.(Mrs.) D.Sivirika, Principal	<i>[Signature]</i>
2.	Mrs. K.Mahesh Selvi, Head, Dept. of English	<i>[Signature]</i>
3.	Dr. (Mrs.) S.Poon, Head, Dept. of Tamil	<i>[Signature]</i>
4.	Mrs.S.Monikali Head, Dept. of Mathematics	<i>[Signature]</i>
5.	Dr. (Mrs.) S.Sivadas Head, Dept. of Physics	<i>[Signature]</i>
6.	Mrs.M.Sowtharani Head, Dept. of Chemistry	<i>[Signature]</i>
7.	Dr.(Mrs.) M.Sudha Head, Dept. of Botany Specialisation in Plant Biotechnology	<i>[Signature]</i>
8.	Mrs.A.Laxmi Sunda Head, Dept. of Computer Science	<i>[Signature]</i>
9.	Mrs.V.Rajya Head, Dept. of History	<i>[Signature]</i>
10.	Dr.(Mrs.) K. Rajeswari Head, Dept. of Commerce (Regular)	<i>[Signature]</i>
11.	Dr.(Mrs.) M.Lakshmi Coordinator, Dept. of Commerce (SP)	<i>[Signature]</i>
12.	Dr.(Mrs.) T.Palaveswari Coordinator, Dept. of Business Administration	<i>[Signature]</i>
13.	Mrs. A. Harini, Head, Dept. of Computer Applications	<i>[Signature]</i>
14.	Mrs. S. Sakthi Rajani Head, Dept. of Microbiology	<i>[Signature]</i>
15.	Mrs. M. Madhuralakshmi Head, Dept. of Costume Design and Fashion	<i>[Signature]</i>
16.	Dr.(Mrs.) M.Sudha Coordinator, Dept. of Nutrition & Dietetics	<i>[Signature]</i>
17.	Dr.(Mrs.) M. Yashini, Librarian	<i>[Signature]</i>
18.	Dr.(Mrs.) S. Vijaya Kumari, Physiotherapist	<i>[Signature]</i>
19.	Dr.(Mrs.) E.P.Radhika, Dean of Convalescence	<i>[Signature]</i>
20.	Mrs. (Mrs.) Devi Arathi Varaha Head of Academic Affairs	<i>[Signature]</i>
21.	Mrs. E.Ponmalar, Coordinator of Examinations	<i>[Signature]</i>
22.	Dr. (Mrs.) S.Pothaswari Selvan, Deputy Controller of Examinations	Absent
23.	Mrs. C. Subramani M/PA Co-ordinator	<i>[Signature]</i>
24.	Mrs. S. Sridharani (M/PA-2) B. T. M. - 2nd	<i>[Signature]</i>
	S. S. Sridharani	<i>[Signature]</i>
	P. Stella Lakshmi Rajan	<i>[Signature]</i>

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Minutes of the Council Meeting

The Council meeting was held on 14.12.17 at 9.45 AM at the Secretary Room and the following points were discussed:

The Principal informed about the date of visit by the following External Experts for the Academic & Administrative Audit.

- Experts :
 - Dr V.Venkatarman, M.A., M.T.M., M.Phil, Ph.D.,
Principal,
Rajapalayam Rajas College,
Rajapalayam
 - Dr.S.David Amirtharajan, M.Com., MBA, M.L., BCS, M.Phil, Ph.D.,
Principal,
Arignar Anna College,
Krisbnagiri.

The Principal instructed the HODs to insist the members of the staff:

- To get ready with the documents for the Academic & Administrative Audit.
- To complete the Department profile by Dec 15th 2017.
- To submit the Report on the Fest for the department on or before 26th Dec 2017.

S. Harini
Council Secretaries

SB
PRINCIPAL



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Council Meeting	
18/12/19	Date
A council meeting will be held on Dec 21 st 2019 at 10.45 AM in the Secretary Room.	
<u>Agenda</u>	
1. To discuss on the Academic Audit visit.	
2. Preparation for Extension of Autonomy.	
3. Staff & Students Orientation.	
4. Any other.	
S. Hanu Council Secretary	M PRINCIPAL

KOD's & Members	
1. English	- S
2. Tamil	- M
3. History	- V.P.
4. Mathematics	- M
5. Physics	-
6. Chemistry	- M
7. Botany & Nutrition & Biotech	- S
8. Comp. Sc	- M
9. Comm (R)	- M
10. Comm (ST)	- M
11. BIZ	- M
12. Comp Appln	- M
13. Microbiology	- S & P
14. Costume Design	- M
15. Library	- M
16. Phy. Edu	- M
17. CoE	- M
18. DCE	- M
19. Dr. (Mrs) C.P. Redha	- Absent
20. Dr. (Mrs) C. Devi Anandha Varitha	- Sp
21. Mrs. C. Gokulamani	- S
22. Mrs. Shalaya	- M
23. Mrs. B. Theresita Mary Shanthi	- M
24. Mrs. S. Sathya	- M
25. Dr. (Mrs) P. Stella Mathu Rajam	- M



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

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College with Potential for Excellence by UGC and Mentor Institution under UGC PARAMARSH)

<u>Members Present</u>		
S.No	Name and Designation	Signature
1.	Dr.(Mrs.) D.Srinika, Principal	<i>[Signature]</i>
2.	Mrs. K.Madhani Selvi, Head, Dept. of English	<i>[Signature]</i>
3.	Dr. (Mrs.) B.Pandi, Head, Dept. of Tamil	<i>[Signature]</i>
4.	Mrs.S.Murali, Head, Dept. of Mathematics	<i>[Signature]</i>
5.	Dr. (Mrs.) S.Sivakshi, Head, Dept. of Physics	<i>[Signature]</i>
6.	Mrs.M.Sowdhamini, Head, Dept. of Chemistry	<i>[Signature]</i>
7.	Dr.(Mrs.) M.Sunil, Head, Dept. of Botany Specialization in Plant Biotechnology	<i>[Signature]</i>
8.	Mrs.A.Lena Renu, Head, Dept. of Computer Science	<i>[Signature]</i>
9.	Mrs.V.Rajya, Head, Dept. of History	<i>[Signature]</i>
10.	Dr.(Mrs.) K. Rajeswari, Head, Dept. of Commerce (Regular)	<i>[Signature]</i>
11.	Dr.(Mrs.) M.Jayalakshmi, Coordinator, Dept. of Commerce (SP)	<i>[Signature]</i>
12.	Dr.(Mrs.) T.Palaveswari, Coordinator, Dept. of Business Administration	<i>[Signature]</i>
13.	Mrs. A. Basini, Head, Dept. of Computer Applications	<i>[Signature]</i>
14.	Mrs. S. Sabha Rajan, Head, Dept. of Microbiology	<i>[Signature]</i>
15.	Mrs. M. Mahamed Rihana Nazeem, Head, Dept. of Costume Design and Fashion	<i>[Signature]</i>
16.	Dr.(Mrs.) M.Sathi, Coordinator, Dept. of Nutrition & Dietetics	<i>[Signature]</i>
17.	Dr.(Mrs.) M.Yamini, Librarian	<i>[Signature]</i>
18.	Dr.(Mrs.) S. Vijaya Kumari, Phy.Director	<i>[Signature]</i>
19.	Dr.(Mrs.) K.P.Rajini, Dean of Curriculum	<i>[Signature]</i>
20.	Dr. (Mrs.) C.Devi Aravinda Varaha, Deputy Dean of Academic Affairs	<i>[Signature]</i>
21.	Mrs.E.Pennalar, Controller of Examinations	<i>[Signature]</i>
22.	Dr. (Mrs.) S.Padmanicki Selvam, Deputy Controller of Examinations	<i>[Signature]</i>
23.	Mrs. B.Thanuja Mary Shanil, Post V Coordinator	<i>[Signature]</i>
24.	Mrs. C.Gokulnath, JOC Coordinator	<i>[Signature]</i>
25.	Mrs. S. Sudha, Member, IQAC	<i>[Signature]</i>
26.	Dr. (Mrs.) P. Sathi Mahu Rajan, Member, IQAC	<i>[Signature]</i>
27.	Dr. (Mrs.) S. Shalaja, Member, IQAC	<i>[Signature]</i>


THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI
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Minutes of the Council Meeting

The Council meeting was held on 22.12.17 at 08.45 AM at the Secretary Room and the following points were discussed:

The Principal instructed the HODs to insist the execution of the staff:

- To get ready for the Extension of Autonomous visit.
- To focus about the Certification issued for the students from rural area, first generation learners and their achievements.
- To project the Add on courses, Elective courses, Non Major Elective courses, job related courses offered by the department and the beneficiaries of the course during the Autonomous committee visit.
- To highlight the use of ICT tools (PPT, Video, Mind map...) along with traditional Chalk-Board method for teaching.
- To inform about the optimal utilization of internet resources by the students inside the campus.
- To orient the students about the accreditation status of the institution and train them to be disciplined and to concentrate when the peer team visit the campus.
- To display explicitly the scheme of solution of the term tests in the department or class room notice board.
- To complete the syllabus according to the framed work plan.
- To adjust and compensate the classes when they go for leave.
- To qualify in NEESET exams.
- To create awareness among the students about the Self-Help Groups offered in the campus.
- To insist about the YWED courses offered to the 3 year students.
- To offer any one YWED course in the department. The syllabus to be framed for the course and the experts can be invited for teaching to impart skills to the students. The course can be conducted for six days during the month of November and May after the final semester examinations. The students will be trained according to the course.
- Annual publication should be done by the faculty with the full name of the institution.
- In annual report, the students are given personal concerning during visit meeting. From building, Yoga, Meditation and Spirituality.
- To train the UGC students to undergo visit project.


S. Harshini
 Council Secretaries


PRINCIPAL



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),
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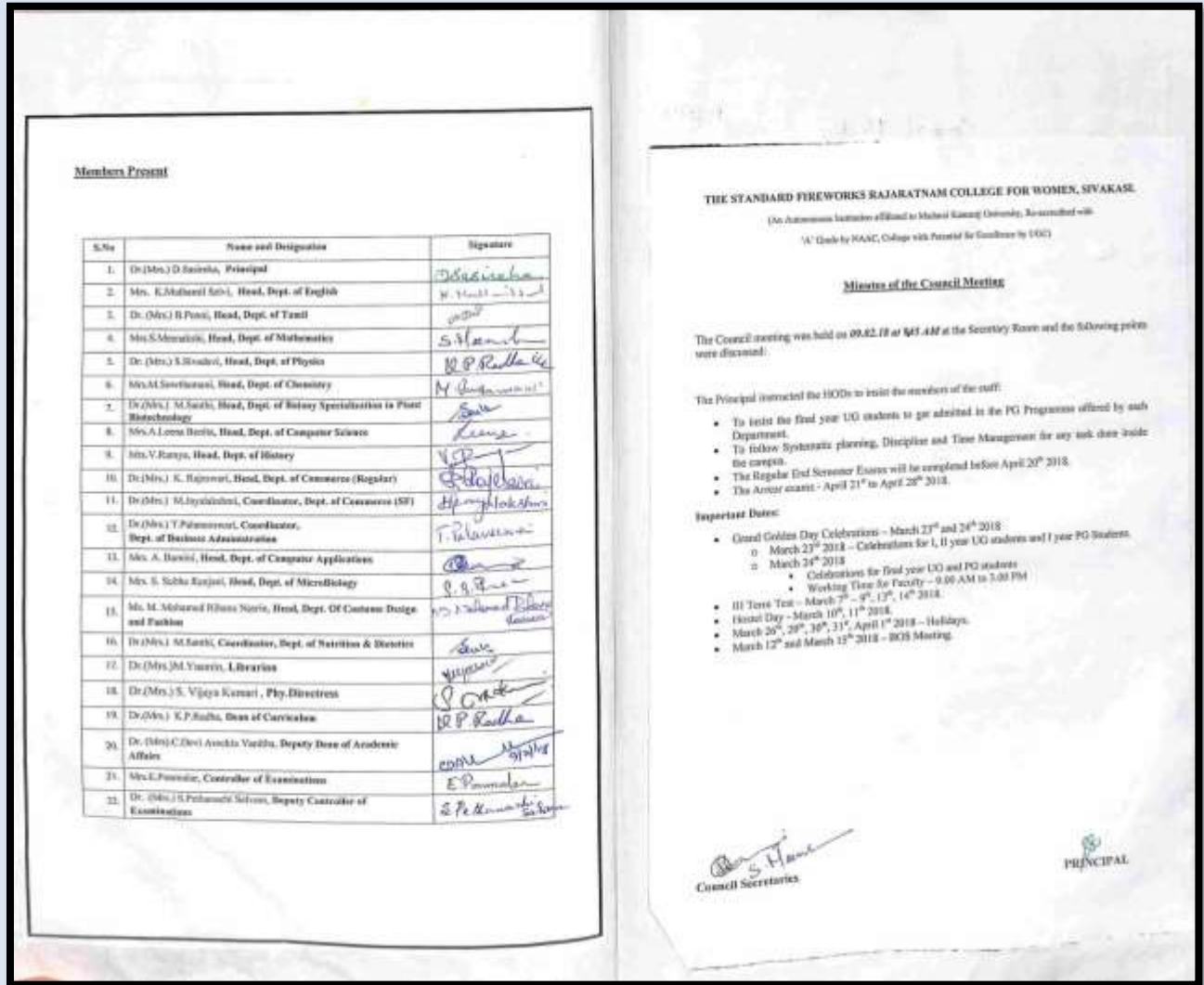
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<u>Council Meeting</u>		<u>Date</u>
A Council meeting will be held on Feb 9 th 2018 at 9.45 AM in the Secretary room.		5/2/18
<u>Agenda:</u>		
* College Day		
* Any Other		
Council Secretaries		SRI PRINCIPAL
<u>Head's & Members</u>		
1.	English - N. P. S. S. S. S.	
2.	Tamil - M. D. S.	
3.	History - V. P. S.	
4.	Mathematics - S. S. S.	
5.	Physics - R. S.	
6.	Chemistry - M. S. S.	
7.	Biology & Nutrition & Diagnostics - S. S.	
8.	Comp Sc - S. S.	
9.	Comm (R) - V. P.	
10.	Comm (S) - S. S.	
11.	BBA - S.	
12.	Comp Appln - S.	
13.	Microbiology - S. S. S.	
14.	Costume Design - S. S. S.	
15.	Library - S. S.	
16.	Phy. Edu - S. S. S.	
17.	COF - S. S. S.	
18.	DCOL - S. S. S.	
19.	Dean of Curriculum - U. P. S.	
20.	Deputy Dean of Academic Affairs - S. S. S.	4/2/18



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Members Present

S.No	Name and Designation	Signature
1.	Dr.(Mrs.) D. Suresha, Principal	<i>[Signature]</i>
2.	Mrs. K.Maheshwari Devi, Head, Dept. of English	<i>[Signature]</i>
3.	Dr. (Mrs.) B.Pooja, Head, Dept. of Tamil	<i>[Signature]</i>
4.	Mrs.S.Murugesu, Head, Dept. of Mathematics	<i>[Signature]</i>
5.	Dr. (Mrs.) S.Bhaskari, Head, Dept. of Physics	<i>[Signature]</i>
6.	Mrs.M.Sureshwarani, Head, Dept. of Chemistry	<i>[Signature]</i>
7.	Dr.(Mrs.) M.Sathi, Head, Dept. of Botany Specialization in Plant Biotechnology	<i>[Signature]</i>
8.	Mrs.A.Lena Devi, Head, Dept. of Computer Science	<i>[Signature]</i>
9.	Mrs.V.Ramya, Head, Dept. of History	<i>[Signature]</i>
10.	Dr.(Mrs.) K. Rajeswari, Head, Dept. of Commerce (Regular)	<i>[Signature]</i>
11.	Dr.(Mrs.) R.Jayalakshmi, Coordinator, Dept. of Co-curricular (SS)	<i>[Signature]</i>
12.	Dr.(Mrs.) T.Palmareswari, Coordinator, Dept. of Distance Administration	<i>[Signature]</i>
13.	Mrs. A. David, Head, Dept. of Computer Applications	<i>[Signature]</i>
14.	Mrs. S. Subha Rajani, Head, Dept. of Microbiology	<i>[Signature]</i>
15.	Mrs. M. Maheshwari Ramesh Nair, Head, Dept. of Costume Design and Fashion	<i>[Signature]</i>
16.	Dr.(Mrs.) M.Sathi, Coordinator, Dept. of Nutrition & Dietetics	<i>[Signature]</i>
17.	Dr.(Mrs.) M. Yashini, Librarian	<i>[Signature]</i>
18.	Dr.(Mrs.) S. Vijaya Kumari, Phy. Directress	<i>[Signature]</i>
19.	Dr.(Mrs.) K.P.Rajha, Dean of Curriculum	<i>[Signature]</i>
20.	Dr. (Mrs.) C.Devi Arundha Varaha, Deputy Dean of Academic Affairs	<i>[Signature]</i>
21.	Mrs.L.Poojari, Controller of Examination	<i>[Signature]</i>
22.	Dr. (Mrs.) S.Palmareswari Selvam, Deputy Controller of Examination	<i>[Signature]</i>

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Minutes of the Council Meeting

The Council meeting was held on 09.02.18 at 04:30 PM at the Secretary Room and the following points were discussed.

The Principal instructed the HODs to insist the members of the staff:

- To insist the first year UG students to get admitted in the PG Programmes offered by each Department.
- To follow Systematic planning, Discipline and Time Management for any task done inside the campus.
- The Regular End Semester Exams will be completed before April 20th 2018.
- The Answer sheets - April 21st to April 28th 2018.

Important Dates:

- Grand Golden Day Celebrations – March 23rd and 24th 2018
 - o March 23rd 2018 – Celebrations for I, II year UG students and I year PG students.
 - o March 24th 2018
 - Celebrations for first year UG and PG students
 - Working Time for Faculty – 9.00 AM to 3.00 PM
- III Term Test – March 2nd – 9th, 12th, 14th 2018.
- Hostel Day – March 10th, 11th 2018.
- March 20th, 29th, 30th, 31st, April 1st 2018 – Holidays.
- March 12th and March 15th 2018 – BOS Meeting.

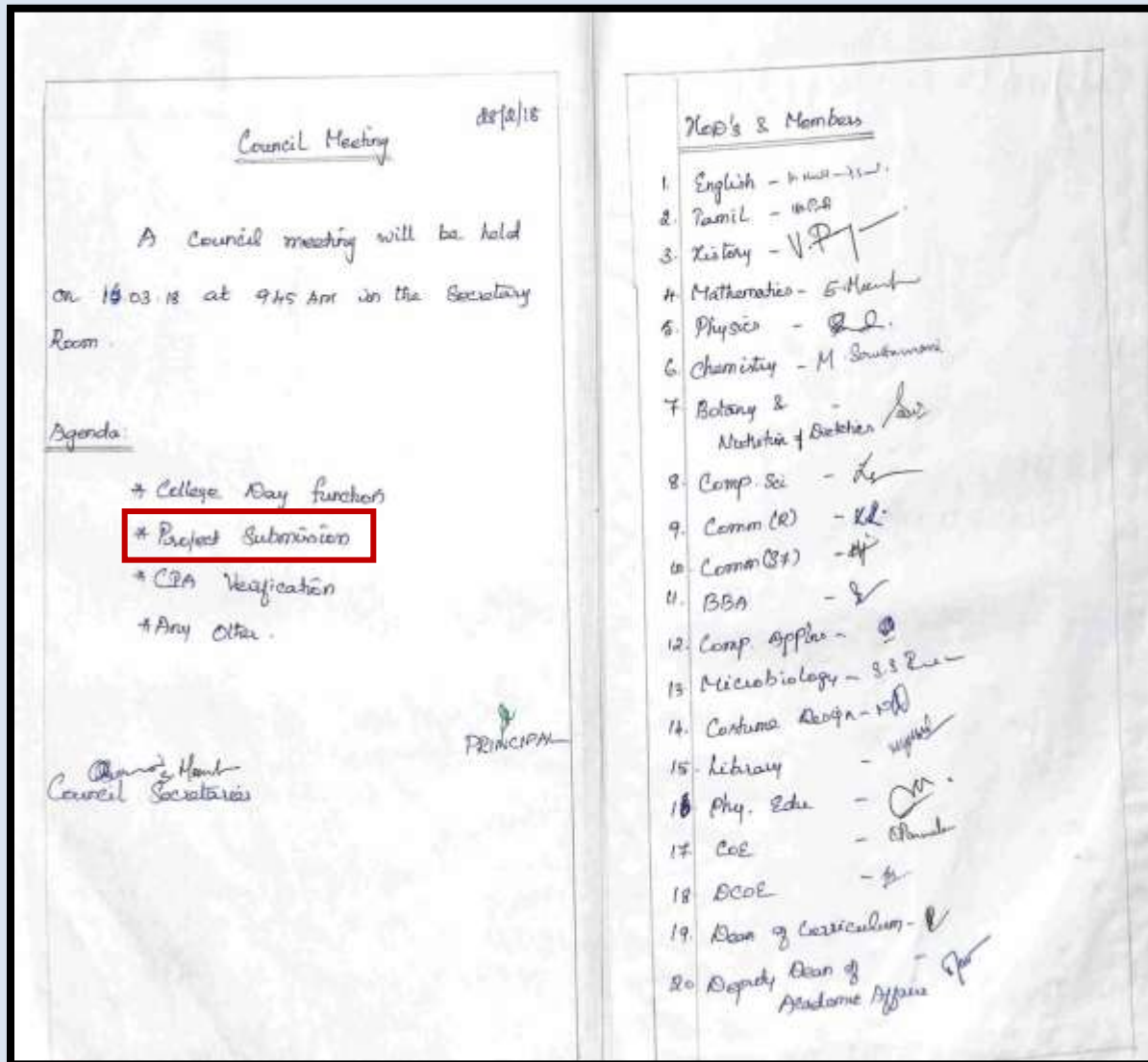
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Council Secretaries

[Signature]
PRINCIPAL



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S.No	Name and Designation	Signature
1.	Dr./Mrs. D. Sathya, Principal	<i>[Signature]</i>
2.	Mrs. K. Jadhavani Selvi, Head, Dept. of English	<i>[Signature]</i>
3.	Dr. (Mrs.) R. Ponnai, Head, Dept. of Tamil	<i>[Signature]</i>
4.	Mrs. S. Menakshi, Head, Dept. of Mathematics	<i>[Signature]</i>
5.	Dr. (Mrs.) S. Sivadas, Head, Dept. of Physics	<i>[Signature]</i>
6.	Mrs. M. Senthilakshmi, Head, Dept. of Chemistry	<i>[Signature]</i>
7.	Dr. (Mrs.) M. Sathi, Head & Coordinator, Dept. of Botany Specialization in Plant Biotechnology & Nutrition and Dietetics	<i>[Signature]</i>
8.	Mrs. A. Lotus Devi, Head, Dept. of Computer Science	<i>[Signature]</i>
9.	Mrs. V. Ramya, Head, Dept. of History	<i>[Signature]</i>
10.	Dr. (Mrs.) K. Rajivani, Head, Dept. of Commerce (Regular)	<i>[Signature]</i>
11.	Dr. (Mrs.) M. Rajalakshmi, Coordinator, Dept. of Commerce (SF)	<i>[Signature]</i>
12.	Dr. (Mrs.) T. Padmavathi, Coordinator, Dept. of Business Administration	<i>[Signature]</i>
13.	Dr. (Mrs.) A. Jeyanthi, Head, Dept. of Computer Applications	<i>[Signature]</i>
14.	Mrs. S. Sathya Rajani, Head, Dept. of Microbiology	<i>[Signature]</i>
15.	Mrs. M. Mohamed Rizka Maria, Head, Dept. Of Costume Design and Fashion	<i>[Signature]</i>
16.	Dr. (Mrs.) M. Yamma, Librarian	<i>[Signature]</i>
17.	Dr. (Mrs.) S. Vijaya Kuntal, Phy. Directress	<i>[Signature]</i>
18.	Dr. (Mrs.) K.P. Eshla, Dean of Co-curriculum	<i>[Signature]</i>
19.	Dr. (Mrs.) C. Devi Arundhi Varsha, Deputy Dean of Academic Affairs	<i>[Signature]</i>
20.	Mrs. E. Ponnalar, Controller of Examinations	<i>[Signature]</i>
21.	Dr. (Mrs.) S. Perumal Selvam, Deputy Controller of Examinations	<i>[Signature]</i>

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Minutes of the Council Meeting

The Council meeting was held on 16.03.18 at 9.45 AM at the Secretary Room and the following points were discussed:

The Principal instructed the HODs to insist the members of the staff

- To prepare and discuss the major aspects of activities for Autonomy visit.
- To have work dedication and take care of the slow learners and assure students to clear the courses within the stipulated duration.
- Not to relax during prayer.
- To take in-charge of their wards and be aware of their shortages of attendance.
- The department will be closed on March 21st and March 22nd 2018.
- The leave duration on March 23rd 2018, Pongal Day is from 9:45 AM – 1:00 PM and the students are advised not to bring mobile phones but only cards on that day.
- Graduation Day – April 17th 2018.

[Signature]
Council Secretaries

[Signature]
PRINCIPAL



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Council Meeting 28/3/18

A Council meeting will be held on 28.03.18 at 2.30 PM in the Secretary Room.

Agenda:

- * Autonomy Extension Visit
- * Any other

S. Manick
Council Secretary

S. Manick
PRINCIPAL

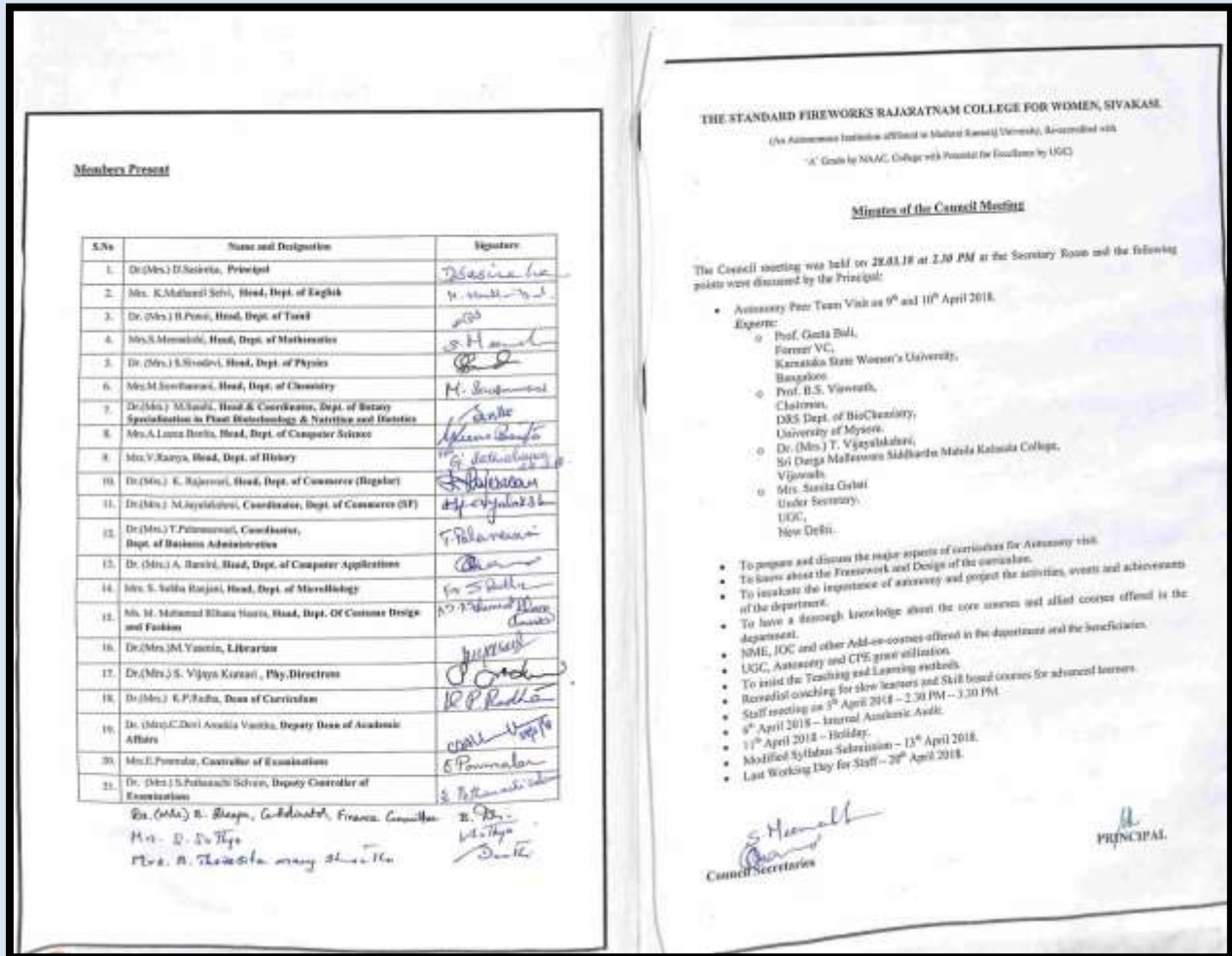
Key's & Members

1. English - K. N. Pillai - 45.1.
2. Tamil - V. S. S.
3. History - G. Sathyalakshmi - 20.3.18
4. Mathematics - S. Manick
5. Physics - S. Manick
6. Chemistry - M. Sathyanarayana
7. Botany & Nutrition & Dietetics - S. Manick
8. Comp. Sc - S. Manick
9. Comm (CR) - S. Manick
10. Comm (ST) - H. Jayalakshmi
11. BBA - T. Sathyanarayana
12. Comp. Apps - S. Manick
13. Microbiology - S. Manick
14. Costume Design - S. Manick
15. Library - S. Manick
16. Phy. Edu - S. Manick
17. CoE - S. Manick
18. DCOE - S. Manick
19. Dean of Curriculum - R. P. Reddy
20. Deputy Dean of Academic Affairs - S. Manick
21. Co-ordinator, Finance Committee - S. Manick
22. A. Sathyanarayana



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Members Present

S.No	Name and Designation	Signature
1.	Dr.(Mrs.) D.Sudeta, Principal	<i>[Signature]</i>
2.	Mrs. K.Maheshwari, Head, Dept. of English	<i>[Signature]</i>
3.	Dr. (Mrs.) D.Ponni, Head, Dept. of Tamil	<i>[Signature]</i>
4.	Mrs.S.Meenakshi, Head, Dept. of Mathematics	<i>[Signature]</i>
5.	Dr. (Mrs.) S.Sivadevi, Head, Dept. of Physics	<i>[Signature]</i>
6.	Mrs.M.Iyerarasi, Head, Dept. of Chemistry	<i>[Signature]</i>
7.	Dr.(Mrs.) M.Sudha, Head & Coordinator, Dept. of Botany Specialization in Plant Biotechnology & Nutrition and Dietetics	<i>[Signature]</i>
8.	Mrs.A.Laxmi Devi, Head, Dept. of Computer Science	<i>[Signature]</i>
9.	Mrs.V.Kanya, Head, Dept. of History	<i>[Signature]</i>
10.	Dr.(Mrs.) K. Rajeswari, Head, Dept. of Commerce (Regular)	<i>[Signature]</i>
11.	Dr.(Mrs.) M.Jayalalitha, Coordinator, Dept. of Commerce (DP)	<i>[Signature]</i>
12.	Dr.(Mrs.) T.Palmenandi, Coordinator, Dept. of Business Administration	<i>[Signature]</i>
13.	Dr. (Mrs.) A. Bharathi, Head, Dept. of Computer Applications	<i>[Signature]</i>
14.	Mrs. S. Sathya Rajani, Head, Dept. of Microbiology	<i>[Signature]</i>
15.	Mrs. M. Maheswari, Head, Dept. of Costume Design and Fashion	<i>[Signature]</i>
16.	Dr.(Mrs.) M.Yasmin, Librarian	<i>[Signature]</i>
17.	Dr.(Mrs.) S. Vijaya Kiran, Phy. Director	<i>[Signature]</i>
18.	Dr.(Mrs.) K.P.Radh, Dean of Curriculum	<i>[Signature]</i>
19.	Dr. (Mrs.) C.Devi Anandha Vasuki, Deputy Dean of Academic Affairs	<i>[Signature]</i>
20.	Mrs.E.Ponnamma, Controller of Examinations	<i>[Signature]</i>
21.	Dr. (Mrs.) S.Palmanchi Srinivas, Deputy Controller of Examinations	<i>[Signature]</i>

Dr. (Mrs.) B. Shyama, Co-ordinator, Finance Committee
Mrs. D. De Thy
Mrs. B. Thiruvethala, many other staff

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Minutes of the Council Meeting

The Council meeting was held on 28.03.18 at 2.30 PM at the Secretary Room and the following points were discussed by the Principal:

- Anniversary Fair Team Visit on 9th and 10th April 2018.
 - Experts:
 - o Prof. Gupta Boli, Former VC, Karnataka State Women's University, Bangalore.
 - o Prof. B.S. Viswanath, Chairman, DRS Dept. of BioChemistry, University of Mysore.
 - o Dr. (Mrs.) T. Vijayalakshari, Sri Durga Maheswari Siddhanta Mahila Kalamita College, Vijayawada.
 - o Mrs. Sushila Gubbi, Under Secretary, UGC, New Delhi.
- To prepare and discuss the major aspects of curriculum for Anniversary visit.
- To know about the Framework and Design of the curriculum.
- To emphasize the importance of anniversary and project the activities, events and achievements of the department.
- To have a thorough knowledge about the core courses and allied courses offered in the department.
- NME, IOC and other Add-on-courses offered in the departments and the beneficiaries.
- UGC, Anniversary and CPE grant utilization.
- To assist the Teaching and Learning methods.
- Remedial coaching for slow learners and Skill based courses for advanced learners.
- Staff meeting on 5th April 2018 - 2.30 PM - 3.30 PM.
- 6th April 2018 - Inaugural Academic Audit.
- 11th April 2018 - Holiday.
- Modified syllabus Submission - 13th April 2018.
- Last Working Day for Staff - 20th April 2018.

[Signature]
Council Secretaries

[Signature]
PRINCIPAL