



**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**

**2018-2019**

<b>S.No.</b>	<b>Date</b>	<b>Details</b>	<b>Page Number</b>
1.	25.07.2018	MoU	4
2.	04.09.2018	Promotion of Research	6-7
3.	04.10.2018	Research Related Workshop	10
4.	19.03.2019	Research Committee	18
5.	30.03.2019	External Audit - Research	20



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23-7-18

Council Meeting

A Council meeting will be held on  
25-7-2018 at 9.45 am in the Secretary room.

Agenda

- \* Students discipline
- \* Autonomy / CPE fund utilization
- \* Public Address System
- \* Ward meeting timings
- \* Floor mapping & Attendance
- \* Any other.

Council Secretaries

Principal

HODs and Members

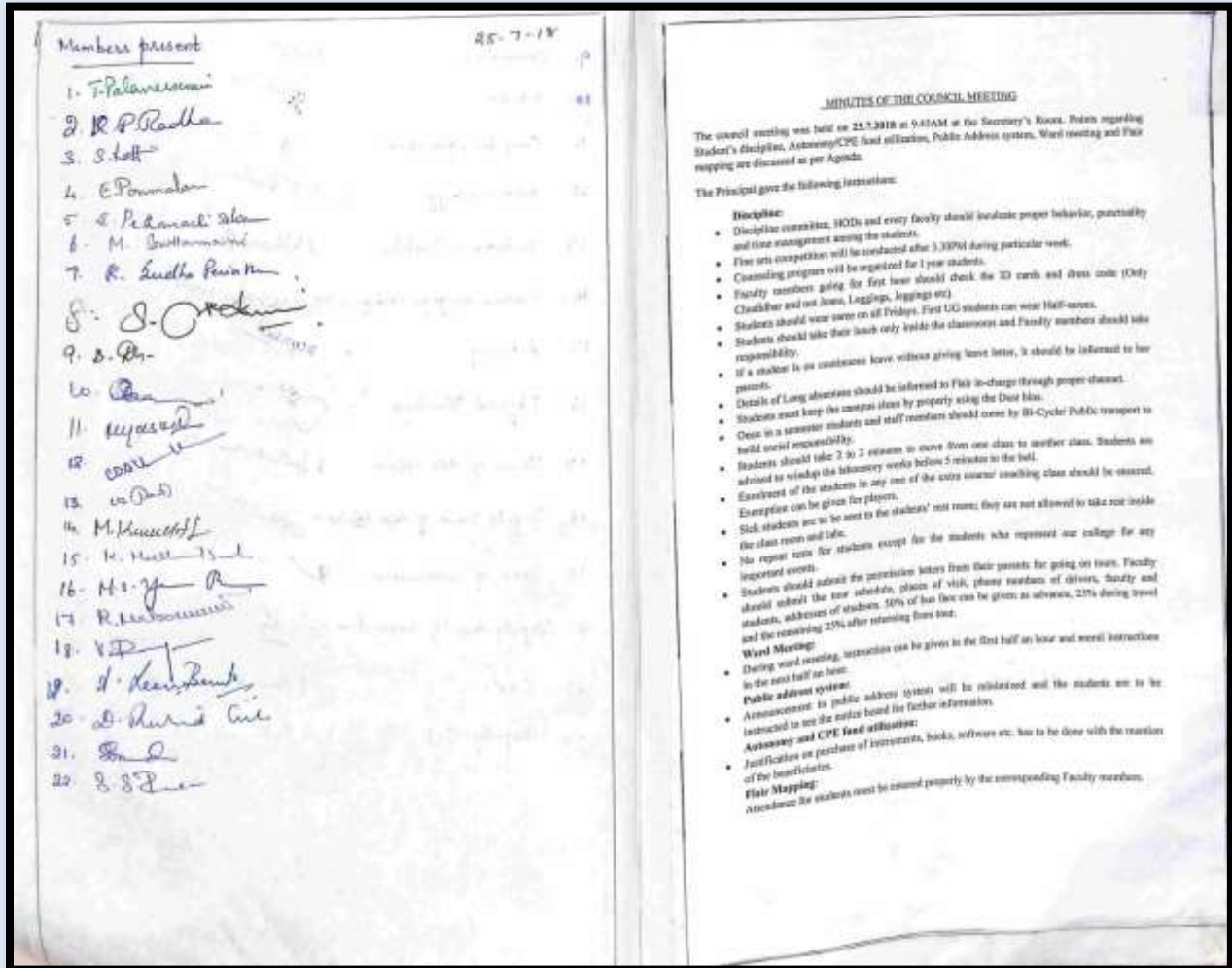
1. Tamil	- V.B.A
2. English	- M. Meel - P.S. A.
3. History	- V.P.
4. Mathematics	- D. Richard C. C.
5. Physics	- P. P.
6. Chemistry	- M. Indurami
7. Botany	- B. R.
8. Computer Science	- P. P.

9. Commerce	- S. S. R.
10. BBA	- P. P.
11. Computer Application	- P. P.
12. Microbiology	- S. S. R.
13. Nutrition & Dietetics	- M. Indurami
14. Costume design & Fashion	- P. P.
15. Library	- P. P.
16. Physical Education	- P. P.
17. Dean of Aca. Affairs	- P. P.
18. Deputy Dean of Aca. Affairs	- P. P.
19. Dean of Curriculum	- P. P.
20. Deputy dean of curriculum	- P. P.
21. COE	- P. P.
22. Deputy COE	- P. P.



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**Other points:**

- Pickers cards will be issued by COE to all the departments for conducting Quiz and collecting feedback.
- Study material for Part IV NME courses should contain 40 to 45 pages.
- Staff members should take care in entering the internal marks, quiz and assignments.
- When faculty avail casual leave, classes must not be left free. Proper compensation has to be made.
- Outsiders can approach department only after getting permission card from the office.
- HODs should submit the plan of activities in the beginning of the semester and the action taken at the end of the semester to NAAC office.
- Every department should prepare SWOC for overcoming the weaknesses and facing the challenges.
- **Every department must renew their MOU within the stipulated time.**
- News report has to be given immediately on the day of the event.
- No meetings will be conducted on Fridays.
- All the HODs are asked to enroll 5 students in photography club so that the enrolled students take photos in all departmental activities.
- The opinion of 3 (if UG department)/5 (if PG department) prominent alumni must be submitted to Mrs.S.Latha, HOD of Commerce department within 10 days, to be included in Golden Jubilee souvenir.
- Ms.Victoria Glory, Advocate, a well-known speaker on women issues will be addressing the students and faculty during the valedictory function of the Golden Jubilee celebrations of our college.
- Innovative teaching methodology has to be implemented by using smart boards etc. Faculty can utilize TV and multimedia projectors of other departments by getting prior permission.
- Faculty members are asked to maintain index in all records.
- Faculty members are instructed to apply for SLET/NET, BEC and NPTEL Courses. Last date for enrolment in NPTEL courses is 31<sup>st</sup> July 2018.
- Faculty members are asked to apply for research projects and guide ship.
- On working days, faculty members are advised not to bring their children. Due to unavoidable circumstances, if they bring, they have to get the permission from the Principal and leave the child in crèche.
- Management has planned to install 200 surveillance systems in our campus.
- Management has planned to change the norms for felicitating staff for their journal publication.

  
  
Council Secretaries

  
PRINCIPAL



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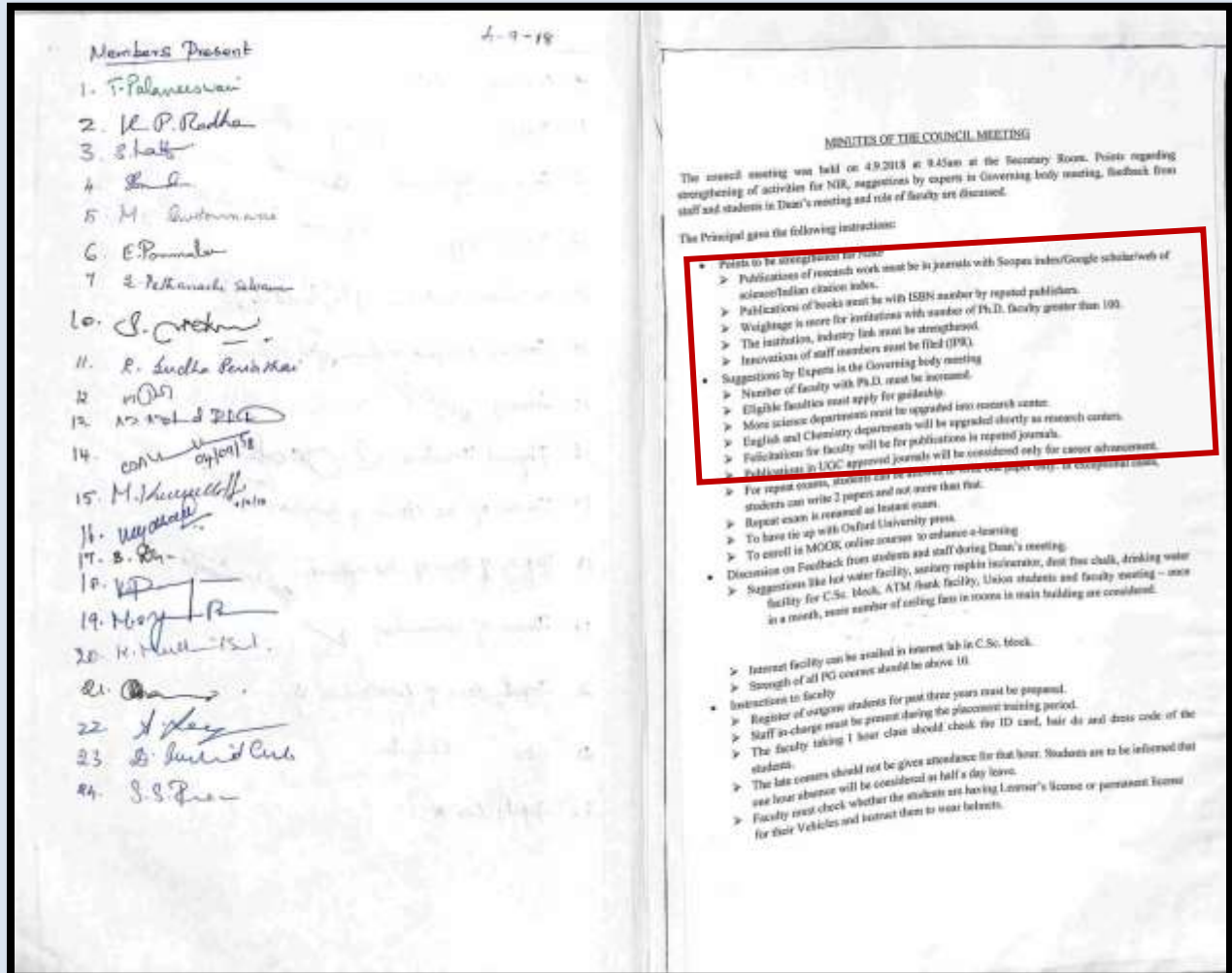
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3-7-18	
<u>Council Meeting</u>	
A Council meeting will be held on 4-7-18 at 9.45 am in the Secretary room.	
<u>Agenda</u>	
* Suggestions from staff & students at Dean's meeting.	
* Suggestions by experts of Governing body meeting	
* Student's Discipline	
* Notice board updation	
* Any other	
<u>Council Secretaries</u> S.S. Ravi	<u>Principal</u> P
<u>Heads and Members</u>	
1. Tamil	in. Dind
2. English	
3. History	V. D.
4. Mathematics	S. Ravi
5. Physics	P. D.
6. Chemistry	M. Suresh
7. Botany	S. D.
8. Computer Science	S. D.
9. Commerce class	
10. BBA	M. G.
11. Computer Applications	S. D.
12. Microbiology	S. S. Ravi
13. Nutrition & Dietetics	M. K. Suresh
14. Costume design & Fashion	P. D.
15. Library	S. D.
16. Physical Director	P. D.
17. Dean of Aca. Affairs	P. D.
18. Deputy of Dean of Aca. Affairs	S. D.
19. Dean of Curriculum	P. D.
20. Deputy dean of Curriculum	S. D.
21. COE	P. D.
22. Deputy COE	P. D.



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- Role of faculty.
  - Two-wheeler commuters should wear helmet.
  - Faculty should initiate plastic free campus.
  - Faculty are advised to use stainless steel water bottles instead of plastic bottles.
  - Faculty should not take mobile phones to class rooms.
  - Atleast 50% of faculty from each department must attend the common meetings.
  - Faculty are asked to monitor fees payment of the students.
  - Faculty should see that no stickers to be pasted on the walls of class rooms and seminar halls.
  - Faculty should not misguide the students regarding dress code.
  - From next year onwards, all the faculty and students must ~~present~~ observe independence day and republic day.
  - Heads of SF departments must use 'Head in charge' instead of 'Head'.
  - CPE purchase must be completed by October, so that it is reviewed by expert Committee nominated by UGC by the end of November and UC before the end of December
  - ~~During Industrial visit and tour, faculty must wear saree.~~
- Appreciations by the management
  - International conference by Chemistry department
  - Four faculty members of Tamil department who will present paper in Kandy.
  - Notice board display

  
Council Secretaries

  
Principal



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①  
1-10-18

Council Meeting

A Council meeting will be held on 4-10-18  
at 9.45am in the Secretary Room.

Agenda

- Faculty development Programme
- Student organized fairs & exhibition
- Faculty exchange programme
- Release of Journals
- Syllabus 2017 for III UG Programme
- Online feedback
- General rules to the students
- Last working day for Staff & Students
- Any other

S.D. S.S.P.  
Council Secretaries

Principal

HODs and Members

1. Tamil *V.P.*
2. English *K. M. S.*
3. History *V.P.*
4. Mathematics *A. R.*
5. Physics *S.*





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<p>6. Chemistry ✓</p> <p>7. Botany ✓</p> <p>8. Computer Science ✓</p> <p>9. Commerce &amp; Math ✓</p> <p>10. BBA ✓</p> <p>11. Computer Applications ✓</p> <p>12. Microbiology ✓</p> <p>13. Nutrition &amp; Dietetics - M. V. ✓</p> <p>14. Costume design &amp; fashion ✓</p> <p>15. Library ✓</p> <p>16. Physical Director ✓</p> <p>17. Dean of Academic affairs ✓</p> <p>18. Deputy dean of Acad. Affairs ✓</p> <p>19. Dean of curriculum ✓</p> <p>20. Deputy Dean of curriculum ✓</p> <p>21. COE ✓</p> <p>22. Deputy COE ✓</p>	<p>Members present</p> <p>4-10-18</p> <ol style="list-style-type: none"><li>1. T. Palanisami</li><li>2. ✓</li><li>3. ✓</li><li>4. ✓</li><li>5. ✓</li><li>6. ✓</li><li>7. ✓</li><li>8. ✓</li><li>9. ✓</li><li>10. ✓</li><li>11. ✓</li><li>12. ✓</li><li>13. ✓</li><li>14. ✓</li><li>15. ✓</li><li>16. ✓</li><li>17. ✓</li><li>18. ✓</li><li>19. ✓</li><li>20. ✓</li><li>21. ✓</li><li>22. ✓</li></ol>
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MINUTES OF THE COUNCIL MEETING

The council meeting was held on 4.10.2018 at 9.45am at the Secretary Room. Points regarding Faculty development program, faculty exchange programme, Release of college Journal, Student organised fairs and exhibition, general rules to the students, syllabus 2017 for III UG programmes, online feedback, and last working day for staff and students.

The Principal gives the following instructions:

- ◆ Last day for
  - Mark entry - 11.10.2018
  - CIA verification - 17.10.2018
- ◆ Last working day for
  - Students - 21.10.2018
  - Staff - 25.10.2018
- ◆ College closing date for students is 30.11.2018. Motivational programme by Mr.Jagan has been arranged on that day. For faculty, the closing date is on 29.10.2018 if a meeting is arranged on that day.
- ◆ Clean green day is on 18.10.2018 - Staff and students have to see that our campus is vehicle free on that day. They can come by walk, bicycle or auto and buses.
- ◆ Diwali year day is on 01.10.2018.
- ◆ Pongal holidays are from 18.10.2018 to 21.10.2018
- ◆ Plan to have Faculty exchange program between two colleges for new subjects
- ◆ COE and SOAC are going to conduct faculty development program on quality teaching and research.
- ◆ Department of Commerce is going to conduct National level workshop on Research tools and matrix for publications
- ◆ Department of Botany and IQAC are going to conduct National seminar on Intellectual Property Rights (IPR).
- ◆ Department of English has initiated 'one day - one word' program, winner name to be chosen after departmental level. At the end of the year a competition will be conducted and first 3 students will be given prizes.
- ◆ Departments and various units are asked to publish their activities in the college website.
- ◆ It is decided to work for the possibility of releasing our college Journals.
- ◆ The students must be encouraged to organize fairs and exhibitions.
- ◆ Under CPE grant, 20 industrial machines for jute bag making under YWED schemes have been purchased and one flaking unit has to be installed and the faculty can make use of them.
- ◆ Faculty members are asked to claim the amount for extra courses they are handling at the end of every month.
- ◆ Faculty members are advised not to use harsh words to the students.
- ◆ Students are to be instructed to pay Respectful teaching fees at least before the mid of the semester.
- ◆ Xerox copy of general rules to be observed by the students will be given during ward meeting. The students should sign stating that they will follow the rules and regulations of the college and the undertakings by the students have to be filed class wise.

- ◆ During ward meeting, faculty members are asked to insist the students not to ask or compel to play songs in the college bus.
- ◆ Faculty members are asked to complete all the activities before Pongal and submit the bills with justification report.
- ◆ Faculty members are asked to go through new API for career advancement. (Can offer Whatsapp communication - Appendix III - These tables related to teaching, other activities and research)
- ◆ Qualification approval (including SF faculty) also have to be got according to UGC requirement.
- ◆ Faculty members are asked to work for III UG syllabus revision.
- ◆ 49 students are placed in English Academy and received offer letters. Faculty members are asked to instruct the students to listen for announcements related to skill development and placement related activities.

*[Signature]*

Council Secretaries

*[Signature]*  
PRINCIPAL



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3-1-19

Council Meeting

A Council meeting will be held on 8-1-2019  
at 9:45 am in the Secretary Room.

Agenda

- \* Question papers audit
- \* YWED Courses
- \* Installation of Smart class rooms
- \* Felicitation for publications
- \* Student's pongal
- \* Any other

S.S.P. ✓  
Council Secretaries

Principal ✓

HODs and Members

1. Tamil	✓
2. English	✓
3. History	✓
4. Mathematics	✓
5. Physics	✓
6. Chemistry	✓
7. Botany	✓



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8.2.19	
8. Computer Science	da
9. Commerce	sf
10. BBA	sf
11. Computer Applications	sf
12. Microbiology	S.S.Pa-
13. Nutrition & Dietetics	sf
14. Costume design & fashion	sf
15. Library work	
16. Physical Director	On -
17. Dean of Academic Affairs	R. Senthil
18. Deputy Dean of Acad. Affairs	Qor
19. Dean of Curriculum	✓
20. Deputy of Dean of Curriculum	
21. COE	→
22. Deputy COE	→

Members present	
1. T. Palanisami	
2. S. Senthil	
3. H. Senthil	
4. S. Senthil	
5. S. Senthil	
6. E. Ponnambal	
7. S. P. Senthil	
8. S. Senthil	
9. S. Senthil	
10. S. Senthil	
11. S. Senthil	
12. S. Senthil	
13. S. Senthil	
14. S. Senthil	
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16. S. Senthil	
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18. S. Senthil	
19. S. Senthil	
20. S. Senthil	
21. S. Senthil	



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**MINUTES OF THE COUNCIL MEETING**

The council meeting was held on 8.1.2019 at 9.45am at the Secretary Room. Points regarding important dates and events, NBF, examinations & evaluation and YWED courses are discussed.

**NBF**

- In teaching and learning criteria the number of students admitted and number of drop-outs has to be properly noted. It is insisted to fill up the sanctioned strength otherwise the extra seats have to be surrendered to the University.
- The faculties who are at the stage of completion of their PGD are asked to complete at the earliest.
- Faculties are asked to publish their research findings in the journals indexed in SCOPUS, ISI, and India Citation Index (ICI). Number of publications along with the citation will be considered for ranking.
- The details of absence regarding higher studies and placements have to be updated every year.

**Examination and Evaluation**

- During question paper audit, the course teacher must carefully audit the questions and its scheme of valuation properly.
- Out of syllabus questions will be appropriately mentioned in the scheme of valuation with the knowledge of COE or Deputy COE.
- In section B question, if both the options (a & b) are out of syllabus, 75% of the marks and for one either A or B option is out of syllabus, 50% of the marks will be given to the students those who attended the exam.
- Course teachers have to motivate and motivate the students who failed in End semester examination due to their internal marks.
- Teachers should record their work about the span period of programme completion during every ward meeting.

**YWED Courses**

- Every UG student must complete any one of the YWED courses to be conducted during their semester vacation.
- It is required to complete any two certificate courses and 2 skill based courses or three certificate courses and 2 skill courses along with one YWED course during their course period.
- Exemptions may be given to the students those who are in Remedial coaching.
- PG students must complete 2 certificate course and one skill based course during their course period.

**General Instructions**

- Smart boards and projector will be installed soon in five departments. Demo classes will be conducted on usage of smart boards. It is instructed to use its compatible device to operate the smart boards.
- LCD projectors (self control) have to be operated only using Remote control and not manually.

During college day the staff members will be felicitated under following criteria:

- ✓ Publication of research articles in indexed journals and UGC approved journals
- ✓ Book publications
- ✓ Awards obtained in state/National/International levels
- ✓ Ph.D awarded/produced
- ✓ Patents obtained
- ✓ Gold/Tepper in NPTEL courses
- ✓ 100% attendance
- ✓ 25 years of service completion

Every faculty must maintain an individual log book to update their activities like participation/presentation papers in seminars and conferences, contributions to the students, department, college, achievements and future plan.


Entrepreneur day will be celebrated to encourage the student entrepreneur to exhibit their own creations.


Appreciated the staff exchange program was initiated by Department of Chemistry by MOU with AI College, Sivakasi and Ambika College, Madurai.

Each department is asked to produce an innovative product and make their students to become an entrepreneur.

**Dates to remember**

January 26, 2019	-	Republic Day celebration & PTA meeting
February 1, 2019	-	Opening ceremony of Golden Jubilee Arch
February 2, 2019	-	Sports Day celebration
February 7, 2019	-	College Day celebration
February 8, 2019	-	Governing Body Meeting
February 13, 2019	-	Item test commences

  
Council Secretary

  
Principal



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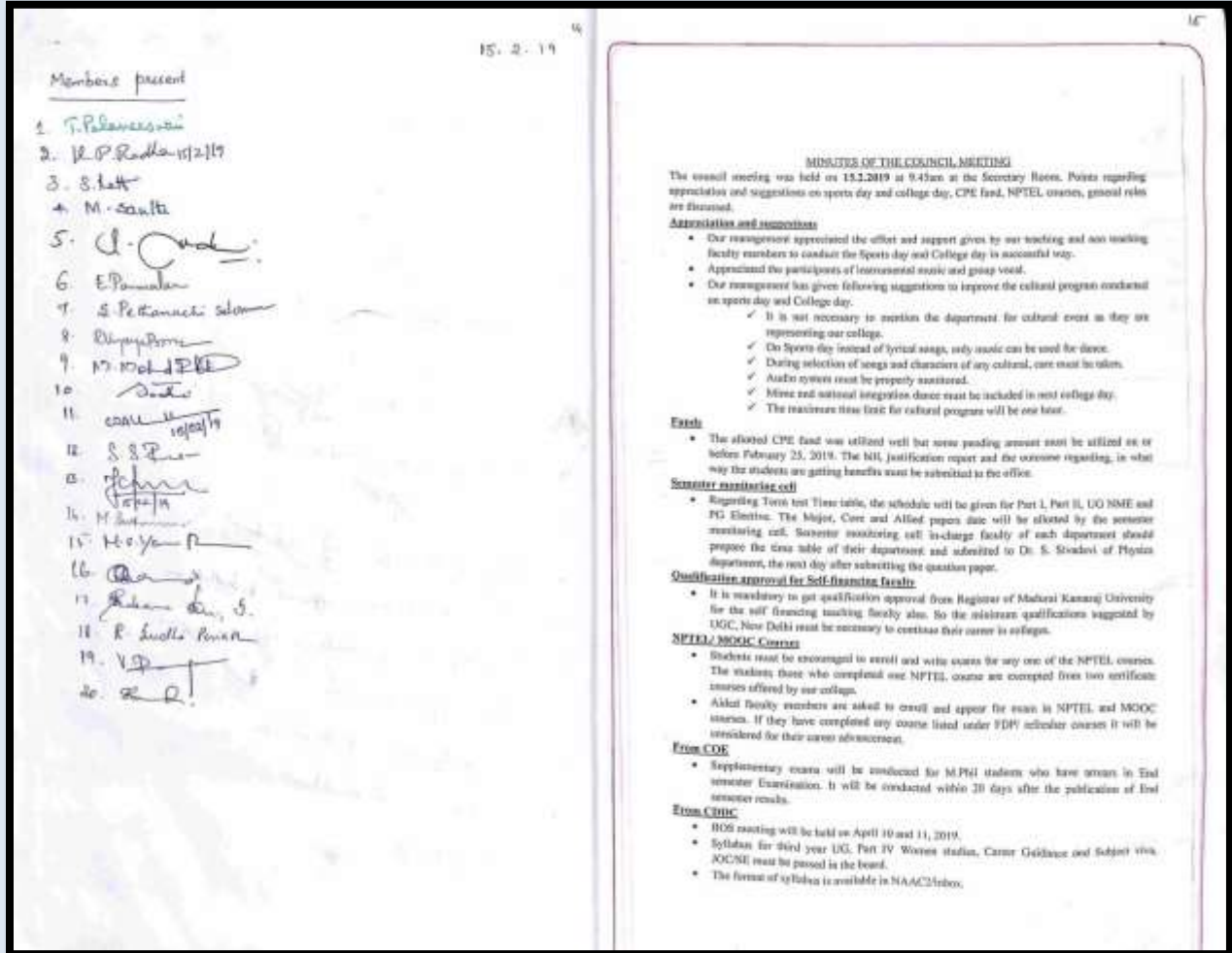
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11	11
<p style="text-align: center;"><u>Council meeting</u></p> <p>A Council meeting will be held on 15.2.19 at 9.45 am in the Secretary Room.</p> <p><u>Agenda:</u></p> <ul style="list-style-type: none"><li>* Time table for term test</li><li>* Extend of Internal timings</li><li>* Faculty development programme</li><li>* Any matter brought by CDDC</li><li>* Any matter brought by COE</li><li>* General Instructions</li><li>* Any other.</li></ul> <p style="text-align: center;"><u>Principal</u></p> <p><u>Council Secretaries</u></p> <p><u>Heads and Members</u></p> <ol style="list-style-type: none"><li>1. Tamil - <u>W. S. S. S. S.</u></li><li>2. English - <u>M. S. S. S.</u></li><li>3. History - <u>V. S. S.</u></li><li>4. Mathematics - <u>S. S. S. S.</u></li><li>5. Physics - <u>S. S. S.</u></li></ol>	<ol style="list-style-type: none"><li>6. Chemistry - <u>M.</u></li><li>7. Botany - <u>S. S.</u></li><li>8. Computer Science - <u>T. S.</u></li><li>9. Commerce - <u>S. S. S.</u></li><li>10. BBA - <u>S. S.</u></li><li>11. Computer Applications - <u>S. S.</u></li><li>12. Microbiology - <u>S. S. S.</u></li><li>13. Nutrition &amp; Dietetics - <u>S. S. S.</u></li><li>14. Costume design &amp; fashion - <u>S. S.</u></li><li>15. Library - <u>S. S. S.</u></li><li>16. Physical Director - <u>S. S. S.</u></li><li>17. Dean of Academic affairs - <u>S. S. S.</u></li><li>18. Deputy Dean of Academic affairs - <u>S. S. S.</u></li><li>19. Dean of curriculum - <u>S. S.</u></li><li>20. Deputy Dean of curriculum - <u>S. S.</u></li><li>21. COE - <u>E. S. S.</u></li><li>22. Deputy COE - <u>S. S.</u></li></ol>



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**General Instructions**

- First notes must be properly entered and the page number should be continued from II year syllabus.
- Instead of objectives, we must mention as Learning outcomes.
- One copy of the syllabus with front and back printed must be taken and it will be submitted to CDDE office on or before February 25, 2019 after getting correction from Dr. K.P. Radha, Dean of Curriculum.
- HODs must check the members of BOS.

**Disaster Events**

- FDP Programme will be on March 8, 2019. One senior faculty from regular department and one faculty from SF departments must take care of the discipline of the students on that day.
- Convocation day will be conducted in second week of April 2019.

**General Instructions**

- ✓ Faculty members are asked not to take mobile phones to their classes.
- ✓ They are insisted to use mobile phones only in the department not in the corridors or near admin block.
- ✓ Faculty members should put up their hair.
- ✓ As per the student's request "Dissem era thiruvand" will be delivered through public address system on alternate days along with notice facts & vocabulary building.
- ✓ The details of events organized by the departments will be given to Mrs. R. Vasanthi of Computer Science department to update in the website as upcoming events.
- ✓ Faculty members must update their personal details in our college website.
- ✓ HODs are asked to submit the workload and faculty requirement details to the office on or before March 16, 2019.
- ✓ Faculty members are asked to publish their research articles in the journal instead in SCOPUS, ISI etc., and they are insisted to check their citation index and h-index.
- ✓ Students must use our Science Instrumentation centre for their research.
- ✓ Secretary will meet all the faculty members during April, 2019.
- ✓ Faculty members must take care while setting questions for term test; they should not replicate the previous year questions.
- ✓ For the convenience of students, the interval timings will be extended to 10 minutes after the end of first hour.

**Time schedule**

9.45 am to 10.40 am	-	Class
10.40 am to 10.50 am	-	Break
10.50 am to 11.45 am	-	II hour
11.45 am to 12.45 pm	-	III hour
12.45 pm to 1.30 pm	-	Break
1.30 pm to 2.30 pm	-	IV hour
2.30 pm to 3.30 pm	-	V hour

*S.S.R.*  
Council Secretary

*[Signature]*  
Principal

**Council meeting**

A council meeting will be held on 19.3.19 at 9.45 am in the Secretary Room.

**Agenda**

- Preparation of NAAC report
- Admission 2019-20
- Last working day for Staff & Students
- Reopening day for Staff & Students
- Any other

*S.S.R.*  
Council Secretary

*[Signature]*  
Principal

**HODs and Members**

1. Tamil - *[Signature]*
2. English - *[Signature]*
3. History - *[Signature]*
4. Mathematics - *[Signature]*
5. Physics - *[Signature]*
6. Chemistry - *[Signature]*
7. Botany - *[Signature]*
8. Computer Science - *[Signature]*





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	Members Present
9. Commerce - S. S. P.	1. T. Palaniswami
10. BBA - H. S. P.	2. K. P. Radha
11. Computer Applications - S. S. P.	3. S. S. P.
12. Microbiology - S. S. P.	4. H. S. S. P.
13. Nutrition & Dietetics - S. S. P.	5. H. S. S. P.
14. Costume design & Fashion - S. S. P.	6. S. S. P.
15. Library - S. S. P.	7. S. S. P.
16. Physical Director - S. S. P.	8. R. S. S. P.
17. Dean of Academic Affairs - S. S. P.	9. S. S. P.
18. Deputy Dean of Acad. Affairs - S. S. P.	10. S. S. P.
19. Dean of Curriculum - S. S. P.	11. S. S. P.
20. Deputy Dean of Curriculum - S. S. P.	12. S. S. P.
21. COE - S. S. P.	13. S. S. P.
22. Deputy COE - S. S. P.	14. S. S. P.



**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)

**MINUTES OF THE COUNCIL MEETING**

The council meeting was held on 19.3.2019 at 9.45am at the Secretary Room. Points regarding Board of studies, convocation, and admission are discussed.

**Board of studies**

- Board of studies will be held on 10.4.2019 for arts and 11.4.2019 for science. HODs and faculty member must make prior arrangements on previous day itself.
- After BOS, every department must submit one copy of final corrected syllabus with both side printed to Mrs. M.Murugeswari in Dean Office on or before 15.4.19.
- Care must be taken to put page numbers and foot notes.

**End semester Examinations**

- Course teacher must core and make the end semester question paper.
- Senior faculty members with above 50 years of age are exempted from invigilation duty. The number of invigilation will be allotted based on year of experience.
- Extra invigilation can be offered to the willing faculty.

**Research committee**

- Two faculty from Department of Botany have got Ph.D guidship from Madurai Kamaraj University. Soon the department will be upgraded as Research department of Botany.
- English and Chemistry departments are upgraded as research departments from academic year 2019-2020.
- Research committee is to be constituted with Head of the institution, Head of the Research departments, Research guide of the Department and one external expert as members.
- Research advisory committee for each Research scholar must be formed with Supervisor as convener, Head of the department, one faculty from the research department, and one member associated by the university.
- Candidate must present her research findings before the Research advisory committee once in 6 months.

**IQAC**

- New IQAC team has formed to prepare AQAR of the current year and SSR for the next cycle of NAAC accreditation.
- Mrs. S. Sathya Associate Professor, Department of Computer Science will be the NAAC Advisor and Dr.R.Sathya Periyasul, Assistant Professor of Physics and Dr. B. Sivapriya Assistant Professor of English will be the co-ordinators of the newly constructed team.

**COP/Diploma Course**

- The details of the certificate course that are run during summer holidays must be submitted to Mrs. S.Vetrivel, Assistant Professor, Department of Mathematics.
- It is not mandatory for the Certificate course students to accept Advanced Diploma and they can join any course as per their wish.

**Admission 2019-2020**

- Admission steering committee meeting will be held on April 15, 2019.
- Admission of students for the next academic year will commence on the day of publication of Higher secondary examination results.
- Spot admission can be made for all the Self-financing courses.
- PG admission can be done before last working day of the students on the basis of the marks obtained up to 2<sup>nd</sup> semester.
- Minimum 10 students are to be admitted to run the Self financing Post graduate courses.
- Senior faculty must take care of the admission and it should not be completely handover to the junior faculty.
- Admission for Aided course must be done by aided faculty only.

**Others**

- Staff felicitation farewell function will be held on 20.4.2019. Faculty having an invigilation duty on that day can leave the college after the function.

**Dates to Remember**

BOS	-	10.4.2019 & 11.4.2019
Submission of Syllabus Copy	-	15.4.2019
Convocation day	-	22.4.2019
Staff Last working day	-	22.4.2019
Reopening for SF faculty	-	3.6.2019
Faculty development program	-	14.6.2019
Reopening date for students	-	17.6.2019

*S.S.P.*  
Council Secretaries

*T. Palaniappan*  
Principal



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<p style="text-align: center;"><u>Council Meeting</u></p> <p>Council meeting will be held on 30.3.2019 at 9.45 am at secretary's room.</p> <p>Agenda:</p> <ol style="list-style-type: none"><li>1. Academic and administrative procedure for internal &amp; external audit</li><li>2. Criterionwise data collection</li><li>3. Maintenance of data with evidence.</li></ol> <p><i>[Signature]</i> Council Secretary</p> <p><i>[Signature]</i> Principal</p>	<p style="text-align: center;"><u>30.3.19</u></p> <p>Members present</p> <ol style="list-style-type: none"><li>1. T. Palaniasami</li><li>2. A. Thyo</li><li>3. R. Suresh Babu</li><li>4. M. Senthil Kumar</li><li>5. N. Rajalingam</li><li>6. M. Shankar</li><li>7. <del>...</del></li><li>8. M. Arul Pragasam</li><li>9. S. S. Ram</li><li>10. John</li><li>11. <del>...</del></li><li>12. V. P. <del>...</del></li><li>13. M. <del>...</del></li><li>14. <del>...</del></li><li>15. H. <del>...</del></li><li>16. A. <del>...</del></li><li>17. <del>...</del></li><li>18. <del>...</del></li></ol>
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MINUTES OF THE COUNCIL MEETING

The council meeting is held on 30.3.2019 at 9.45am at the Secretary Room. Points regarding external academic audit and collection and maintenance of criterion wise data with evidence were discussed.

- External academic audit will be conducted on 11.4.2019 and 12.4.2019 as per the schedule.
- Records for two academic years 2017-2018 and 2018-2019 are to be given with evidence.
- Points to be highlighted are
  - Collaboration activities
  - Placement/Higher studies
  - Result analysis
  - students from other universities/states
  - department magazine
  - participation and success in exams like TNPSC
  - student-teacher ratio, demand ratio
  - faculty profile
  - infrastructure facilities
  - innovation in curriculum and employability
  - laboratory resources
  - patent right
  - publication of journals with index factor in Scopus, Web of science, ICI
  - publication of books with copyright
  - Workshop/seminar organized
  - awards and achievements of staff and students
  - Highlights of the department
  - SWOC analysis

The auditing report may be given as a handwritten copy or typed copy as per the suggestion given by the expert.

  
Council Secretaries

  
Principal