



**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)

1.4. FEEDBACK SYSTEM

1.4.1. & 1.4.2. FEEDBACK PROCESS AND ANALYSIS

**MINUTES ON ACTION TAKEN REPORT
BY THE FEEDBACK COMMITTEE /
ASSOCIATION
2019-2020**



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MINUTES ON ACTION TAKEN REPORT BY FEEDBACK COMMITTEE

2019-2020

STAFF



The Standard Fireworks Rajaratnam College for Women (Autonomous), Sivakasi

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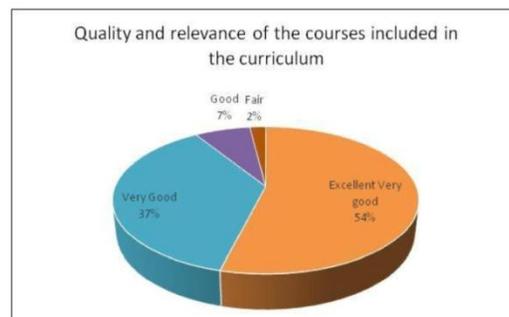
FEEDBACK COMMITTEE

REPORT ON FEEDBACK BY STAFF FOR THE YEAR 2019-20

The Standard Fireworks Rajaratnam College for Women, Sivakasi, collects Feedback Online through the college website using separate link and separate individual login ids for each stakeholder and the statistical analysis of the responses is automatically generated. Our Institution is committed to the highest standards of education and other provisions for its staff, and encourages staff to provide the Institute with thoughtful and constructive feedback. 143 Faculty from all the departments submitted their online feedback forms comprising of 15 questions.

The Faculty feedback survey aims to measure the level of faculty satisfaction with regards to working conditions, professional development and type of responsibilities undertaken at SFR College. The responses were received from the respondents on

1. Curriculum
2. Evaluation & Outcomes
3. Facilities / Administration



About 91% of staff members responded in a more positive manner on the quality and relevance of the courses included in the curriculum which facilitates in student's academic growth. The high positive response had been achieved by arranging deep discussions with all the faculty before framing the structure for curriculum. This also suggests that the faculty



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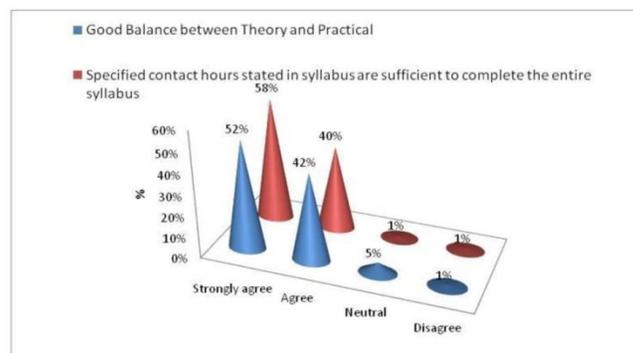
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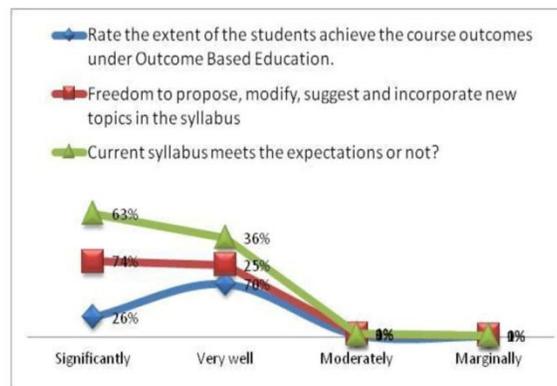
2019-2020

STAFF

showed interest in student welfare. Yet 9% of the faculty believed some skill development courses and business administration courses are to be introduced.



Around 52% of the staff members strongly agreed and 42% agreed that there exists a good balance between theory and practical in the syllabus. The success rate is achieved by periodical revision of the syllabus based upon the current trend. Almost all the staff members [98%] unanimously agreed that the specified time allocated for the syllabus is sufficient to complete the syllabus.



Almost 96% of the staff expressed that students will achieve the assigned course outcomes after completing the course. This is achieved by improving the quality of the



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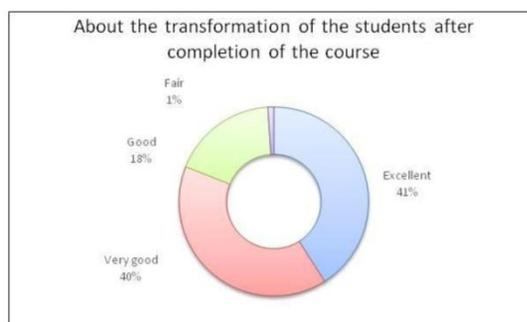
MINUTES ON ACTION TAKEN REPORT BY FEEDBACK COMMITTEE

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relationship between teacher and students. Students will be exposed more towards relevant outcome-based activities without affecting class hours.

Also, nearly 99% of the staff members agreed there is fully & reasonable freedom available to propose, modify, suggest and incorporate new topics in the syllabus and also the current syllabus meets the expectations of the students fully in terms of values, knowledge, attitude, analytical skills, relevance and practical orientation to real life situations.



Almost 81% of staff members gave affirmative response towards the transformation of the students after the completion of their respective courses. It reveals the ability of the curriculum & institution towards moulding students during their programme period.



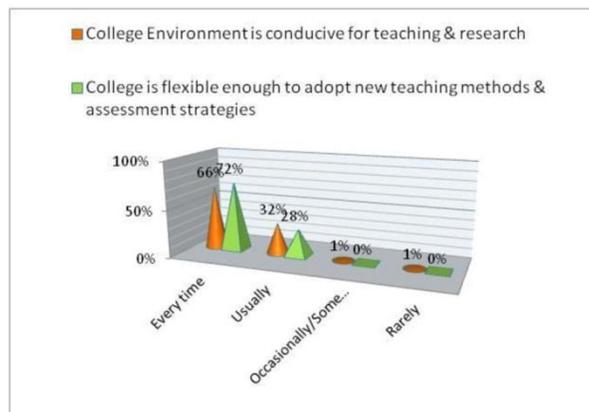
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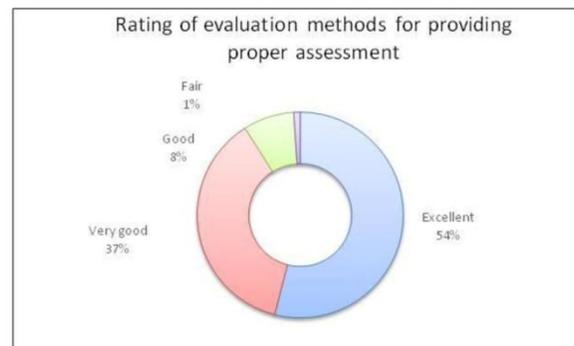
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Almost 98% of staff members agreed that the college environment is conducive for teaching and research. Also, ALL the staff members [100%] rated that the college is flexible enough to adopt new teaching methods & assessment strategies. New techniques and good lab practises adopted by the institution with good support from teachers increased the overall quality of teaching-learning process.



Nearly 91% of staff members rated the existing evaluation methods as optimistic and opined that the evaluation methods provide proper assessment. The best evaluation method with proper assessment enhances the chances of achieving the goals and objectives.



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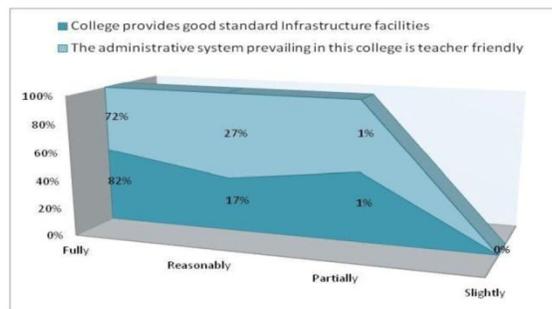
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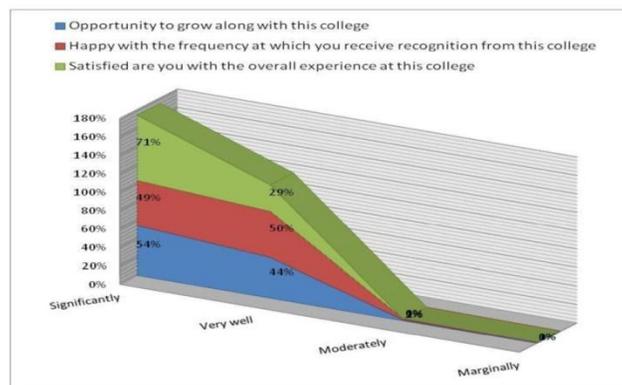
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Every staff member, almost 99%, expressed good about the infrastructure facilities provided by the administration and agreed that the administrative system prevailing in this college is teacher friendly. A good college infrastructure with good spaces makes it a good place for the students to study. The adequate educational spaces for the students would always yield empirical well-being of students in college.



Around 99% of staff members are accepting the fact that they are satisfied with the overall experience in the college. Also, they confirm that they have more ways to grow happily along with the college. Recognition and rewards are excellent ways to incentivize the employees to grow with the organization and this is justified by almost 100% of the faculty. This clearly shows how the institution encourages the growth of every one's and always offers the environment for advancement.



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Overall Feedback analysis

The various charts present the different views expressed by present staff in regard to their perception of quality in an educational institution. **More than 90%** faculty are **satisfied** with their jobs. The quality of education depends on the overall academic environment of the institution, a well-furnished and stocked library, Necessary computer facilities, and **well-equipped** labs. The output (**95%**) indicates the facilities available are **good** enough. The quality education could come only if there were quality teachers who are good communicators. The output (>**85%**) shows a very good environment for teaching and the progress of the teachers.

Olanchel
Co-ordinator
(Feedback Committee)

V. S. Thy
IQAC
Director

T. Palavesi
PRINCIPAL
PRINCIPAL
The Standard Fireworks
Rajaratnam College
for Women,
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1.4. FEEDBACK SYSTEM

1.4.1. & 1.4.2. FEEDBACK PROCESS AND ANALYSIS

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Minutes on Action Taken Report for the Feedback from Faculty – August 2018

Feedback from faculty was collected from 155 Faculty from all the Departments during the Odd Semester of the Academic Year 2018-19. The extracts from the feedback are:

- Curriculum – Core, NME and Elective - Good
Faculty from Department of Chemistry opined that at least 3 choices should be given for PG Electives. They expect the enrollment of more number of science students in the NME course offered by them.
- Examination and evaluation – Term Test, End Semester Exam and Result Analysis – Good
Faculty from Department of Chemistry stated that 2 marks Questions can be introduced in Section A instead of 1 mark questions.
- Part V –Good. Develops Team Spirit, self confidence, leadership and discipline
- Infra structure facility – Excellent
- Fine arts –Good
- Remedial coaching –Slow Learners are benefited by remedial coaching
- Certificate and extra credit courses –Good
- Appreciations
 - * Golden jubilee celebration
 - * Continuous power supply
 - * Mineral water facility
 - * Road facility
 - * Stalls by the stores
 - * SF – pay revision
 - * EAS classes
 - * Changes in the dress code of the students
 - * Construction of Bank counter and Golden Jubilee Arch
 - * Fourth Saturday holiday

Suggestion	Action Taken
SF faculty requested for Medical Leave	Will discuss with the management
SF faculty requested common re –opening during the month of June. Their presence is necessary for admission.	Their presence is necessary for admission



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2018-2019

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One more stairs in MCA block.	Already it is approved and the construction is under Progress.
Drinking water facility for students in Computer Science Block.	Steps will be taken to provide the facilities at the earliest.
Need dust free chalks	
Sanitary napkin buster in staff toilet.	
Dept. of Botany – Need wooden arm chairs for the staff	
Hot water facility during winter	Staff can get it at any time from the canteen
Need Internet connection to one more system	Members of the staff can use internet lab at any time.
Teaching Faculty should speak in English within the campus.	It is insisted repeatedly.

R. Sudha Devi
Dean of Academic Affairs

T. Palavesani
Principal

PRINCIPAL
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Minutes on Action Taken Report for the Feedback from Faculty – January 2019

Feedback from faculty was collected from 155 Faculty from all the Departments during the Odd Semester of the Academic Year 2018-19. The extracts from the feedback are:

- Curriculum – Good
- Examination and evaluation – Evaluation of end semester exam – appropriate, the same time table for end semester practical may be followed.
- Part V – Good
- Infra structure facility – Excellent
- Fine arts – Good
- Remedial coaching – Slow learners achievers are benefited by remedial coaching
- Certificate and extra credit courses – Good

Appreciations

All the departments thanked the management and principal for the continuous power supply, Mineral water facilities and infra structure.

- Well equipped lab facilities – Computer Science and Botany Departments
- Construction of bank counter and Golden Jubilee Arch – Computer Application, Botany Departments.
- Introducing of smoke free environment for one day – Computer Application Department.
- Introduction of DSC.
- Installation of 'Napi Burn' is appreciated by Commerce Department.

Suggestion	Action Taken
Drinking water facilities for students in Computer Science Block	Steps have been to install mineral water facilities in consultation with work supervisor.
Faculty from Chemistry Department asked for a separate I M.Sc. chemistry class room instead of lab	Will be considered
Equal allotment of invigilation for Regular and SF faculty.	Informed COE to allot invigilation duties equally to the Regular and SF staff
Two labs for Sewing and Mannequin for Costume Design Department.	Will be considered



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Two more computers and one system with internet connection and AC language Lab by English Department.	Will be considered
Mathematics Department - Timings for Remedial can be changed for 3.45 to 4.30 pm instead of 3.45 to 4.45 pm for easy commutation	Let the timings be 3.40 to 4.40 pm
Commerce Department - Duties for Governing Body and Academic Council can be allotted for SF faculties also.	Duties will be allotted during the forthcoming years.
Stalls can be installed on both fine arts days.	Planned to give platform to ED Cell members to exhibit and sale their own products on Entrepreneur Day
Department of Chemistry - Library hour for PG students	PG students can make use of the library after 3.30 pm
Department of Chemistry - Pongal celebration for all students	No change
Thirukkural can be read in the prayer instead of Thought for the day – Botany Department	It will be carried out
Department of Botany - Wooden arm chairs for the staff	Will be considered
BBA Department - Medical Leave for SF faculty	Will be represented to Management

R. Sudha Periam
Dean of Academic Affairs

T. Palavesoni
Principal
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Minutes on Action Taken Report for the Feedback from Faculty – 31-07-2017

Feedback from faculty was collected from 161 staff members from all the Departments during the Odd Semester of the Academic Year 2016-17 on Curriculum, Examination & Evaluation, Teaching & Learning, Part V Programmes, Infrastructure & Support Facilities, Fine Arts, Remedial Coaching and Certificate Programmes. Dean of CDDC, Dean of Academic Affairs, Co-ordinator of IQAC, Principal and Management decided the final plan of action to resolve the Suggestions and Grievances represented by the faculty.

Appreciations:

- Curriculum, Examination, Evaluation, Part V Programmes are good
- Almost all Departments appreciated the excellent infrastructure, continuous power supply and Mineral water facilities
- Department of Botany and Computer Applications thanked for sanctioning second and fourth Saturday holidays.
- Addition of Citizen Consumer Club under Part V and introduction of YWED was appreciated by Department of Commerce [SF]
- Department of Commerce [R] thanked for the support given to the faculty to do research in an effective way.
- Department of History, Chemistry and Botany appreciated that Remedial coaching increased the pass percentage.

Suggestion	Action Taken
Faculty from Department of English suggested to have two term tests instead of three tests	Majority of Departments prefer three term tests, so that students can progress well in their academic performance.
Faculty from Department of English requested for Digital Language Lab for students.	Department of English is asked to take necessary initiative steps to install digital language lab.

T. Palavesu
Dean of Academic Affairs

D. Sasi
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Minutes on Action Taken Report for the Feedback from Faculty – 15-03-2018

Feedback from faculty was collected from 161 staff members from all the Departments on Curriculum, Examination & Evaluation, Teaching & Learning, Part V Programmes, Infrastructure & Support Facilities, Fine Arts, Remedial Coaching and Certificate Programmes. Dean of CDDC, Dean of Academic Affairs, Co-ordinator of IQAC, Principal and Management decided the final plan of action to resolve the Suggestions and Grievances represented by the faculty.

Appreciations:

- Need based syllabus is very useful for competitive exams and higher studies
- Infrastructure facility, continuous power supply and Mineral water facilities in the college premises are highly commendable.
- Department of Business Administration and Commerce [R] thanked the Management and Principal for the salary revision.
- Department of Computer Science appreciated the idea of Stalls by Co-operative stores.
- General Knowledge and Career Guidance Programme are highly useful for the career development.

Suggestion	Action Taken
Once in a month, major-wise association activity can be arranged for students	Department may arrange activities after 3.30 p.m. according to their convenience
Summative Invigilation may be reduced to the staff members who have completed 15 years of service under SF stream.	Faculty may exchange mutually
Separate On Duty may be considered for Part V staff members especially for NSS	Necessary action will be taken after obtaining the opinion from the Part V Coordinator
For SF Faculty those who are not having admission duty, the re-opening date may be considered as per regular faculty	It will be discussed later
Faculty suggested to have Two Term Tests instead of three tests	Majority of the Departments preferred to have Three Term Tests, so that students can progress well in their academic performance



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Hot drinking water facility can be provided	Those who need can get it from the canteen
Additional net connection may be given to one more computer for department having more than 10 faculty members	Faculty can avail internet facility in Information Resource Centre
Need Intercom facility in Xerox centre	Permitted to install the intercom facility at Xerox Centre and Binding Section

T. Palavesai
Dean of Academic Affairs

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2016-2017**



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Minutes on Action Taken Report for the Feedback from Faculty – 29-07-2016

During the Odd Semester of the Academic Year 2016-17, Feedback from faculty was collected from 156 staff members from all the Departments on Curriculum, Examination, Evaluation, Part V, Infrastructure Facility, Fine Arts, Remedial Coaching and Certificate Programmes. Dean of CDDC, Dean of Academic Affairs, Co-ordinator of IQAC, Principal and Management decided the redressal action to redress the Suggestions and Grievances represented by the faculty.

Appreciations:

- All the Departments thanked the Management for laying paver block road within the campus.
- Department of Commerce [R] appreciated the Planned and systematic operation of the entire administration.
- All the Departments appreciated the infrastructure facilities available in the lab
- Department of Physics and Botany appreciated the usage of Science Instrumentation Centre
- Department of Nutrition and Dietetics thanked for college bus arrangement to Sankaran Kovil and Aruppukkottai.
- Department of Commerce [SF] appreciated the support given by the Management for research activities
- Department of Mathematics appreciated the well equipped computer labs and computer facilities in the departments
- Department of Microbiology, Chemistry, Commerce, Mathematics and Botany – appreciated the introduction of CSIR – NET Prelims as an elective paper is helpful to clear JRF and lectureship exams

Suggestion	Action Taken
Faculty from Department of English, Tamil and Botany requested for half working day on Saturday	As per the schedule working days are framed. Not possible
Department of Physics suggested to introduce project for II UG as per MKU curriculum instead of Practicals	It can be carried out during syllabus revision in the year 2017
Faculty of Department of Mathematics suggested to have slight modification in the courses Analysis and Statistics for PG	It can be carried out during syllabus revision in the year 2017



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2016-2017

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Department of MCA requested for a permanent classroom	Sanctioned
Department of Microbiology requested for a permanent classroom	Room No. 40 is allocated for Microbiology
Department of English requested for a Digital Language Lab	Awaiting second installment of CPE Grant
Department of Botany and Commerce [R] suggested that end semester practical exam and COP exam may be conducted after students' last working day.	Under consideration
Department of Commerce [R] suggested to have Department Activities in one of the EASs	Department activities can be carried out in the EAS session only once.

J. Palavesalai
Dean of Academic Affairs

D. Sasiela
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Minutes on Action Taken Report for the Feedback from Faculty - 16-02-2017

Feedback from faculty was collected from 156 staff members from all the Departments on Curriculum, Examination & Evaluation, Part V Programmes, Infrastructure & Support Facilities, Fine Arts, Remedial Coaching and Certificate Programmes. Dean of CDDC, Dean of Academic Affairs, Co-ordinator of IQAC, Principal and Management decided the final course of action to redress the Suggestions and Grievances represented by the faculty.

Appreciations:

- All the Departments thanked the Management and Principal for the continuous power supply and Mineral water facilities
- Planned and systematic operation of the entire administration is appreciated by the Department of Commerce (R) & Mathematics
- Department of English appreciated innovative Expressive Articulation Sessions
- Department of Computer Science and Information Technology expressed that New Auditorium is useful for conducting meetings. All the Faculty appreciated and thanked for the excellent infrastructure facilities and Eco-conscious campus
- Department of Botany thanked the Management and the Principal for providing Work Table with granite top
- Department of History, Department of Botany and BBA appreciated that Remedial Coaching increases the pass percentage of the students
- Addition of Citizen Consumer Club and Environmental Club in Part V was appreciated
- Department of Commerce (R) and Department of Botany appreciated that introduction of UGC NET Prelims for II PG students would be useful for many staff and to through SET Exam
- Certificate and Add-on Courses creates placement opportunities
- Department of Microbiology appreciated the introduction of Vermi composting Technology as a certificate course which would be helpful for the students to initiate entrepreneurial ventures

Suggestion	Action Taken
TMB Extension Cabin can be moved to a separate building	Steps are being taken



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Department of Commerce [SF] requested for Intercom facility in Xerox Centre and hot water for drinking	Permitted to install the intercom facility at Xerox centre and Binding section
Faculty Department of Chemistry suggested that more practical papers have to be included in the curriculum because placement in industries needs more practical knowledge.	Action can be taken during the Syllabus Revision 2017
Department of English – Separate Parking facilities for Staff	It will be considered soon
Two 60 Minutes per Hour class is required to complete the NME syllabus. The allotment of V Hour to NME in which announcement consumes 15 minutes, makes it difficult to complete the syllabus	It is instructed to allot Fourth Hour for NME instead of Fifth Hour

F. Palanivesan
Dean of Academic Affairs

D. Sasireka
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for Women,
SIVAKASI



**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)

1.4. FEEDBACK SYSTEM

1.4.1. & 1.4.2. FEEDBACK PROCESS AND ANALYSIS

**MINUTES ON ACTION TAKEN REPORT
BY THE FEEDBACK COMMITTEE /
ASSOCIATION
2015-2016**



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2015-2016

STAFF



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Minutes on Action Taken Report for the Feedback from Faculty - 29-07-2015

Feedback from faculty was collected from 152 staff members from all the Departments on Curriculum, Examination, Evaluation, Part V, Infrastructure Facility, Fine Arts, Remedial Coaching and Certificate Programmes. Dean of CDDC, Dean of Academic Affairs, Co-ordinator of IQAC, Principal and Management decided the final plan of action to redress the Suggestions and Grievances represented by the faculty.

Appreciations:

- o Almost all the Departments appreciated infrastructure facilities and Morning Time schedule [9.25 a.m. to 9.40 a.m.]
- o Department of Chemistry appreciated the introduction of certificate course in Forensic Science and formation of Eco club
- o Department of Microbiology appreciated the new computers facility for capturing the images from microscope.
- o Department of Chemistry, Physics, Commerce [SF] and BBA appreciated the support given by the Management for research activities.
- o Department of History – The course 'Tourism' helps students from other Departments to appear for Competitive Examinations and to know historical importance of Tourism
- o Department of Commerce [SF] - First year students can prove their talents in Talent Show and Fine Arts Competition encourage the students to participate in more inter and intra collegiate competitions.

Suggestion	Action Taken
Department of Microbiology needs a convenient small class room for PG students	Under consideration
Department of Botany & Information Technology suggested that adequate study holidays can be given for students during examinations.	As per the schedule, Working Days are framed.
Department of Computer Applications faculty expressed that Lab Examinations may be conducted after 90 working days.	Considering the number of experiment, Lab examinations may be conducted after 75 working days.
Department of IT faculty - Need leave on 2 nd & 4 th Saturdays	As per the schedule, Working Days are framed.



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PG students may be exempted from enrollment in Certificate / Extra Credit Courses	All must undergo at least one Certificate / Extra Credit Courses
Department of Nutrition and Dietetics – Separate class room for III UG students	Under consideration
Costume Design and Fashion requested for Two Separate Test Labs	Under consideration
Commerce [SF] requested for Stone benches near watchmen shed for staff	Under consideration

T. Palavesi
Dean of Academic Affairs

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