

Meeting - 1

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (Autonomous),
SIVAKASI.

(Affiliated to Madurai Kamaraj University, Re-accredited with "A+" Grade by NAAC,
College with Potential for Excellence by UGC & Mentor Institution under UGC PARAMARSH)

Internal Quality Assurance Cell

Date: 06.06.2022

Time: 1.30 p.m.

Venue: IQAC Office

Agenda: Academic Administrative Audit for the academic year 2021-2022

Minutes of the Internal Quality Assurance Cell meeting held on 06.06.2022

The following points were discussed:

- ◆ Preparation of Academic Administrative Audit for the academic year 2021-2022.
- ◆ Collection of criterionwise data with evidences for AQAR 2021-2022.
- ◆ Inclusion of Part-2 component regarding National Education Policy 2020.

R. Sudha Periah
IQAC Co-ordinator

T. Palanivel
Principal

Members Present:

1. Dr. C. Devi Arockia Vanitha, Assistant Professor of Computer Science *CDAV*
2. Dr. B. Deepa, Assistant Professor of Botany *B. D.*
3. Dr. B. Siva Priya, Assistant Professor of English *B. Siva Priya*
4. Dr. R. Vijayapriya, Assistant Professor of Tamil *R. Vijayapriya*
5. Dr. S. Shailaja, Assistant Professor of Chemistry *S. Shailaja*
6. Dr. U. Uma Devi, Assistant Professor of Botany *U. U.*
7. Dr. A. Mydeen Bibi, Assistant Professor of Mathematics *A. Mydeen Bibi*
8. Dr. D. Rajamani, Assistant Professor of Chemistry *D. Rajamani*
9. Dr. K.J. Sunmista, Assistant Professor of Commerce *K.J. Sunmista*
10. Dr. A. Amutha, Assistant Professor of Physics *A. Amutha*
11. Dr. P. Santhi, Assistant Professor of Mathematics *P. Santhi*
12. Dr. S. Sobana, Assistant Professor of English *S. Sobana*
13. Dr. S. Selvalakshmi, Assistant Professor of Physics *S. Selvalakshmi*

Meeting – 2

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Internal Quality Assurance Cell

Date: 04.08.2022

Time: 10.45 a.m.

Venue: Principal's Office

A team of members comprising officials from Internal Quality Assurance Cell, Curriculum Design and Development Cell, Academic Affairs Cell and Office of the Controller of Examinations discussed on the upcoming syllabus revision 2023-2024. The following points were discussed:

- ◆ Registration for Academic bank of Credits (ABC)
- ◆ Syllabus framing based on National Educational Policy (NEP)
- ◆ To give minimum five exit outcomes for I UG, II UG and III UG separately
- ◆ Part I and Part II syllabi to be framed in three streams- Arts, Science and Commerce

Members Present:

1. Dr. T. Palaneeswari, Principal *T. Palaneeswari*
2. Mrs. S. Sathya, IQAC Advisor *S. Sathya*
3. Mrs. E. Ponmalar Controller of Examinations *E. Ponmalar*
4. Dr. R. Sudha Periathai, IQAC Co-ordinator *R. Sudha Periathai*
5. Dr. D. Rajamani, Deputy Controller of Examinations *D. Rajamani*
6. Dr. B. Deepa, Assistant Professor of Botany *B. Deepa*
7. Dr. R. Vijaya Priya, Deputy Dean of Academic Affairs *R. Vijaya Priya*

Meeting – 3

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Internal Quality Assurance Cell

Date: 06.08.2022

Time: 10.45 a.m.

Venue: Principal's Office

Agenda:

- ◆ Academic Calendar 2022-2023.

Minutes of the Internal Quality Assurance Cell meeting held 06.08.2022

The Internal Quality Assurance Cell along with Principal, Semester Monitoring Cell coordinator and Controller of Examinations discussed and finalized the dates for Sports Day, College Day, Expressive Articulation Session, Ward meeting, Fine Arts, conduct of Term Tests, Project Submission and End Semester Theory/ Practical Examinations.

Members Present:

1. Dr. T. Palaneeswari, Principal *T. Palaneeswari*
2. Mrs. S. Sathya, IQAC Advisor *S. Sathya*
3. Mrs. E. Ponnalar Controller of Examinations *E. Ponnalar*
4. Dr. F. Kingslin Mary Genova, Semester Monitoring Cell Co-ordinator *F. Kingslin Mary Genova*
5. Dr. R. Sudha Periathai, IQAC Co-ordinator *R. Sudha Periathai*
6. Dr. D. Rajamani, Deputy Controller of Examinations *D. Rajamani*

Meeting – 4

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Internal Quality Assurance Cell

Date: 26.08.2022

Venue: IQAC Office

Agenda:

- ◆ Conduct of Internal Academic Audit in departments

Minutes of the Internal Quality Assurance Cell meeting held 26.08.2022

A meeting was conducted in the IQAC Office to discuss the Academic Audit Questionnaire and the visit to the departments.

R. Sudha Periam
IQAC Co-ordinator

J. Palanisami
Principal

Members Present:

1. Dr. C. Devi Arockia Vanitha, Assistant Professor of Computer Science *CDV*
2. Dr. B. Deepa, Assistant Professor of Botany *B. D.*
3. Dr. B. Siva Priya, Assistant Professor of English *B. Siva Priya*
4. Dr. R. Vijayapriya, Assistant Professor of Tamil *R. Vijayapriya*
5. Dr. S. Shailaja, Assistant Professor of Chemistry *S. Shailaja*
6. Dr. U. Uma Devi, Assistant Professor of Botany *U. U.*
7. Dr. A. Mydeen Bibi, Assistant Professor of Mathematics *A. Mydeen Bibi*
8. Dr. D. Rajamani, Assistant Professor of Chemistry *D. Rajamani*
9. Dr. K.J. Sunmista, Assistant Professor of Commerce *K. J. Sunmista*
10. Dr. A. Amutha, Assistant Professor of Physics *A. Amutha*
11. Dr. P. Santhi, Assistant Professor of Mathematics *P. Santhi*
12. Dr. S. Sobana, Assistant Professor of English *S. Sobana*
13. Dr. S. Selvalakshmi, Assistant Professor of Physics *S. Selvalakshmi*

Meeting – 5

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Internal Quality Assurance Cell

Date: 02.01.2023

Time: 3.40 p.m.

Venue: IQAC Office

Agenda: Conduct of External Academic Administrative Audit for the academic year 2021-2022.

Minutes of the Internal Quality Assurance Cell meeting held 02.01.2023

- ♦ It was planned to conduct External Academic Administrative Audit for the academic year 2021-2022 on 24.01.2023. Dr. N. Prithivikumaran, Associate Professor and Head, Department of Physics, Additional IQAC Co-ordinator, VHNSN College (Autonomous), Virudhunagar and Dr. S. Cinthana, Assistant Professor of English, IQAC Co-ordinator, VVV College for Women (Autonomous), Virudhunagar are the members of the Audit committee.
- ♦ Annual Quality Assurance Report for the academic year 2021-2022 has been planned to submit in the second week of February 2023.

R. Sudha Periam
IQAC Co-ordinator

J. Polakumar
Principal

Members Present:

1. Dr. B. Deepa, Assistant Professor of Botany *B. An.*
2. Dr. B. Siva Priya, Assistant Professor of English *B. Siva Priya*
3. Dr. R. Vijayapriya, Assistant Professor of Tamil *R. Vijayapriya*
4. Dr. S. Shailaja, Assistant Professor of Chemistry *S. Shailaja*
5. Dr. U. Uma Devi, Assistant Professor of Botany *U. Uma Devi*
6. Dr. A. Mydeen Bibi, Assistant Professor of Mathematics *A. Mydeen Bibi*
7. Dr. D. Rajamani, Assistant Professor of Chemistry *D. Rajamani*
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9. Dr. A. Amutha, Assistant Professor of Physics *A. Amutha*
10. Dr. P. Santhi, Assistant Professor of Mathematics *P. Santhi*
11. Dr. S. Sobana, Assistant Professor of English *S. Sobana*
12. Dr. S. Selvalakshmi, Assistant Professor of Physics *S. Selvalakshmi*

Meeting – 6

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Internal Quality Assurance Cell

Date: 01.02.2023

Time: 2.30 p.m.

Venue: IQAC Office

Agenda:

- ◆ Submission of AQAR for 2021-2022.

Minutes of the Internal Quality Assurance Cell meeting held on 01.02.2023

It was decided to

- ◆ Complete the Quantitative Metrics of all the Criteria on 06.02.2023.
- ◆ Submit the questions in Part A before 10.02.2023.
- ◆ Upload the completed AQAR for 2021-2022 on or before 15.02.2023.

R. Suelha Perich

IQAC Co-ordinator

J. Palaneswari
Principal

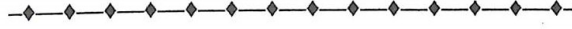
Members Present:

1. Dr. C. Devi Arockia Vanitha, Assistant Professor of Computer Science *qaw*
2. Dr. B. Deepa, Assistant Professor of Botany –
3. Dr. B. Siva Priya, Assistant Professor of English *B*
4. Dr. S. Shailaja, Assistant Professor of Chemistry *S. Shailaja*
5. Dr. U. Uma Devi, Assistant Professor of Botany *U. Uma Devi*
6. Dr. A. Mydeen Bibi, Assistant Professor of Mathematics *A. Mydeen Bibi*
7. Dr. D. Rajamani, Assistant Professor of Chemistry *D. Rajamani*
8. Dr. A. Amutha, Assistant Professor of Physics *A. Amutha*
9. Dr. P. Santhi, Assistant Professor of Mathematics *P. Santhi*
10. Dr. S. Sobana, Assistant Professor of English *S. Sobana*
11. Dr. S. Selvalakshmi, Assistant Professor of Physics –

Meeting – 7

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Internal Quality Assurance Cell

Date: 13.03.2023

Time: 11.50 a.m.

Venue: Secretary Room

Agenda:

- ◆ Discussion with the Heads of the Department regarding the Best Outgoing Student for the academic year 2022-2023.

Minutes of the Meeting held on 13.03.2023

It was decided to

- ❖ Adjudge the Best Outgoing Student for the Academic year 2022-2023 as per the Comprehensive Attainment entry in the FLAIR ERMS portal.
- ❖ Instruct the tutors to complete the entries of the students' participation properly and check with the respective certificates.
- ❖ Select the meritorious student as per the following criteria:
 - ◆ A minimum of 10 marks should be secured under the five categories - Skill Development through Value Added courses, Competitive Skills, Leadership and Managerial Skills, Creative Art and Sportsmanship and Empathy and Social Responsibility.
 - ◆ The Cumulative Attainment score and the Best performance in Academics (I -X Ranks in the class) will be considered.
 - ◆ Top scorers with first rank in the class will be awarded 50 marks, second rank will be awarded 45 marks and third rank will be awarded 40 marks respectively.
 - ◆ The Cumulative Attainment score of all the five categories and the marks obtained under Academic Performance will be the Grand total.
 - ◆ The highest scorer in the Grand Total will be awarded the Best Outgoing Student.
 - ◆ The following format is prescribed for the evaluation of the Best Outgoing Student:

Name of the Student	Skill Development through Value Added Courses	Competitive Skills	Leadership and Managerial Skills	Creative Art and Sportsmanship	Empathy and Social Responsibility	Cumulative Attainment Score	Academic Performance		Total
							Rank	Mark	

B. Sivalinja
IQAC Assistant Coordinator

V. Sothy
IQAC Advisor

T. Palanivel
Principal

Members Present:

1. Tamil - V² 0⁹
2. English - K. Suresh - 13-1.
3. English (SF) - Rohan D., S
4. History - V.P. -
5. Commerce (R) - -
6. Commerce (Gen)(SF) - K.J. Sumish
7. Commerce (CA)(SF) - v. p. n. alshi
8. Commerce (PA) - F. Smitra ay Chakraborty
9. Business Administration - M. S. -
10. Mathematics - } S. Pathanathi
11. Mathematics (CA) - } Selvam
12. Physics - K. S. Gopal may Anon
13. Chemistry - -
14. Botany - B. An - (B. DEEPA)
15. Computer Science - E. Ponnalar
16. Information Technology - P. P. -
17. Computer Applications - -
18. Microbiology - S. S. -
19. Nutrition & Dietetics - -
20. Costume Design & Fashion - -