

## Meeting – 1

### THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI. INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### Minutes of the IQAC Meeting held on 21.06.17 at 2.30 p.m. in the IQAC Room

A meeting was held with the members of the IQAC to discuss the mode of conduct of Internal and External Academic and Administrative Audit.

- ⇒ Resolved to have the AQAR team for checking the documentary evidences.
- ⇒ Resolved that Internal Academic and Administrative Audit will be done by the IQAC members.
- ⇒ Resolved to carry out the suggestions recommended by the NAAC Peer Team.
- ⇒ Resolved that the parameter for conduct of Internal and External AAA is to be based on the new Quality Indicator Framework which will be launched by NAAC during July 2017.

K. Muthu - 15-1  
IQAC Co-ordinator

  
Principal

#### Members:

Dr. K. Rajeswari	- K-R
Dr. Soundararaj Greetha	- [Signature]
Dr. M. Jayalaxshmi	- [Signature]
Mrs. S. Sathya	- [Signature]
Dr. T. Palaneeswari	- B
Mrs. E. Ponnalar	- [Signature]
Dr. M. Santhi	- [Signature]
Mrs. B. Theresita Mary Shanthi	- [Signature]
Dr. K. P. Radha	- [Signature]
Mrs. K. Muthamil Selvi	- [Signature]
Dr. P. Stella Muthu Rajam	- B
Dr. S. Peltanachi Selvam	- [Signature]
Dr. M. Kavitha	- [Signature]

## Meeting – 2

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI.

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the IQAC Meeting held on 08.08.17 at 2.30 p.m. in the Secretary's Room**

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The IQAC members approved the minutes of the meeting held on 08.08.17. The members of the committee discussed the outcome of the plan of action 2016-17 and the Plan of Action 2017-18. Dr. V. Venkatraman, Stakeholder of the college IQAC.

- To place grievance boxes against ragging one in the academic campus and one in the hostel.
- Suggested to conduct separate Faculty Development Programme for young faculty members. Senior members to share their rich experience to the young teachers.
- To give counseling sessions with professional counselor frequently to address the behavioural problems of the student.
- Appreciated the method of electing Students' Union members.
- To enhance entrepreneurial skills in a larger scale by
  - (i) forming student self help groups.
  - (ii) availing loan from DIC and Banks.
  - (iii) accounting part time skill jobs done by students under Placement Cell.
- To give awareness on GST to the public also.
- To increase the number of Major and Minor Research Projects.
- Suggested to publish an e-journal/Journal.
- To concentrate on academic and sensitize the students towards community issues before appearing for the 4<sup>th</sup> Cycle of accreditation.
- Suggested the Physics Department to have linkage with Anna University, Geo Centric Department and work on projects for solving crisis Management, which can be done as an area study under Autonomy.
- To identify the need of the society and run PG Diploma Courses in Disaster Management offered by the university.

*K. Nuth 15.1.*  
IQAC Co-ordinator

*D. Sasine*  
Principal

**Members Present**

- |  |   |                                  |
|--|---|----------------------------------|
| ⇒ Dr. D. Sasireka, Chair Person                                      | - | <i>D. Sasireka</i>               |
| ⇒ Mrs. Thilagavathy Ravindran, Management Member                     | - | <i>R. Thilagavathy</i>           |
| ⇒ Mrs. Aruna Ashok, Nominees from Employer                           | - | <i>A. Aruna</i>                  |
| ⇒ Dr. V. Venkatraman,<br>Nominees from Industrialists/Stakeholders   | - | <i>V. Venkatraman</i>            |
| ⇒ Mrs. C. Anuja Chandramouly<br>Nominee from Local Society           | - | -                                |
| ⇒ Dr. K. Rajeswari, IQAC Advisor                                     | - | <i>K. Rajeswari</i>              |
| ⇒ Mrs. K. Muthamil Selvi, Coordinator of the IQAC                    | - | <i>K. Muthamil Selvi</i>         |
| ⇒ Dr. M. Jayalakshmi, Associate Professor of Commerce                | - | <i>M. Jayalakshmi</i>            |
| ⇒ Mrs. S. Sathya, Associate Professor of C.Sc                        | - | <i>S. Sathya</i>                 |
| ⇒ Dr. T. Palaneeswari, Associate Professor of Commerce               | - | <i>T. Palaneeswari</i>           |
| ⇒ Mrs. E. Ponnalar, Associate Professor of C.Sc                      | - | <i>E. Ponnalar</i>               |
| ⇒ Dr. M. Santhi, Associate Professor of Botany                       | - | <i>M. Santhi</i>                 |
| ⇒ Mrs. B. Theresita Mary Shanthi, Associate Professor of C.Sc        | - | <i>B. Theresita Mary Shanthi</i> |
| ⇒ Dr. K.P. Radha, Associate Professor of Physics                     | - | -                                |
| ⇒ Mrs. P. Stella Muthu Rajam, Associate Professor of Economics       | - | <i>P. Stella Muthu Rajam</i>     |
| ⇒ Dr. S. Pethanachi Selvam, Associate Professor of Mathematics       | - | <i>S. Pethanachi Selvam</i>      |
| ⇒ Dr. M. Kavitha, Assistant Professor of History                     | - | <i>M. Kavitha</i>                |
| ⇒ Mrs. K. Amutha, Superintendent<br>(Senior Administrative Official) | - | <i>K. Amutha</i>                 |
| ⇒ R. Mercy Priyadarshini, I M.A English<br>Student Nominee           | - | <i>R. Mercy Priyadarshini</i>    |

## Meeting – 3

**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI.  
INTERNAL QUALITY ASSURANCE CELL (IQAC)  
Minutes of the Academic & Administrative Audit**

**Report of the Academic & Administrative Audit done on 16.12.2017 by the Experts -  
Dr. S. David Amirtha Rajan, Principal, Arignar Anna College, Krishnagiri &  
Dr. V. Venkatraman, Principal, Rajapalayam Raju's College, Rajapalayam.**

Visited all the departments, library, hostel, office and office of COE and examined the documents and records maintained.

- ⇒ Industry specific experts and Parents can be included as additional members in the Board of Studies.
- ⇒ The detailed Scheme of evaluation for Question Papers of Term tests shall be displayed in the Notice Board for students' reference.
- ⇒ Mini Project shall be given to the students.
- ⇒ Suggested to sign MoU with reputed industries.
- ⇒ M.Phil Viva Voce Examination can be conducted online.
- ⇒ Wi-Fi access with Laptops must be provided to the students within the Campus.
- ⇒ To guide the students to get jobs in the Police Department by providing practices at the College level.
- ⇒ To create Self Help Groups among students and empower them.
- ⇒ To conduct Disaster Management and First Aid Programmes to YRC volunteers.
- ⇒ To involve NCC Cadets in Traffic Control Programme.
- ⇒ To create scientific knowledge and awareness at the adopted villages.
- ⇒ To promote Net Banking facilities & subscribe UGC channels in the hostel
- ⇒ To improve the Institutional Repositories in the library
- ⇒ Scrutinizing Committee may be constituted to scrutinize question papers of End Semester Examinations.
- ⇒ To consider flexibility in timings for online examinations incase of extra ordinary circumstance.

*T. Palaniswami*  
Dean of Academic Affairs

*V. Venkatraman*  
16.12.17  
IQAC Co-ordinator

*S. David Amirtha Rajan*  
Principal 16/12/17

### Academic Audit Committee

1. Dr. S. David Amirtha Rajan,  
Principal, Arignar Anna College,  
Krishnagiri – 635001.
2. Dr. V. Venkatraman,  
Principal, Rajapalayam Raju's College,  
Rajapalayam – 626117.

*S. David Amirtha Rajan*

*V. Venkatraman*  
16/12/17