

Meeting - 1

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

There will be a meeting with IQAC Members on 04.07.18 at 2.30 p.m. in the
Secretary's Room

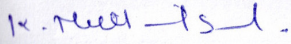
Agenda

- Submission of AQAR 2017-2018
- Revised guidelines of AQAR 2018-2019
- Student Satisfaction Survey

Minutes

A meeting was held with the IQAC members regarding completion and submission of the AQAR 2017-18.

- Resolved to send a circular to the HOD's to update criterion wise details till 30th June 2018.
- Completed report to be submitted on 10th July 2018.
- Discussed regarding framing questionnaire for student satisfaction survey.
- Suggested to furnish and utilize the E-content lab facility.


IQAC Co-ordinator


Principal

Members Present

1.	Dr. T. Palaniveswari	T. Palaniveswari
2.	Mrs. B. Theresita Mary Shanthi	B. Theresita Mary Shanthi
3.	Mrs. S. Sathya.	S. Sathya.
4.	Mrs. E. Ponnalar.	E. Ponnalar.
5.	Mrs. R. Sudha Periakumari	R. Sudha Periakumari
6.	C. DEVI AROCKIA VANITHA	C. DEVI AROCKIA VANITHA
7.	B. SIVA PRIYA	B. Siva Priya
8.	Dr. J. SOBHANA DEVI	J. Sobhana Devi, 4/7/18
9.	Dr. K. PRADHA	K. Pradha 4/7/18
10.	Mrs. P. Stella Mathu Rajam	P. Stella Mathu Rajam
11.	Dr. Mrs. M. Kavitha	M. Kavitha 4/7/18
12.	Dr. A. MYDEEN BIBI	A. Mydeen Bibi 4/7/18
13.	Dr. B. Deepa	B. Deepa
14.	Dr. U. Uma Devi	U. Uma Devi
15.	Dr. S. VIJAYA KUMARI	S. Vijaya Kumari
16.	Dr. P. Prasanna Devi	P. Prasanna Devi
17.	Dr. S. Shailaja	S. Shailaja
18.	Dr. M. Muthugalakshmi	M. Muthugalakshmi
19.	K. Muthamil Selvi	K. Muthamil Selvi

Meeting - 2

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 04.09.18 at 11.00 a.m. in the Secretary's Room

The IQAC members approved the minutes of the meeting held on 04.09.18. The members discussed the Action Taken for the year 2017-18 and the Plan of Action for the academic year 2018-19. Dr. V. Venkatraman, Principal Rajus' College, Mrs. C. Anuja Chandramouly, Author, Member from Local Society and Mrs. Mano Jagatheeswari, Alumni were present.


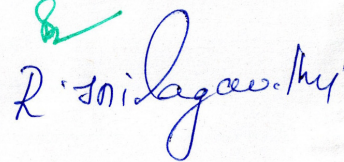
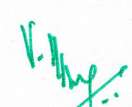
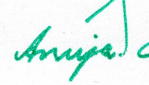
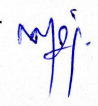
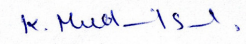


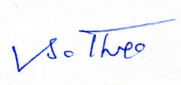

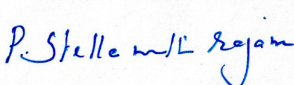

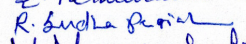



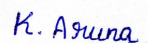
Following are the appreciations and suggestions:

- To start Diploma / Certificate Courses in counseling.
- To conduct workshops on "Disaster Management" for NCC Cadets & NSS Volunteers.
- To arrange for workshops with the help of Toast Masters' Club to improve communication skills.
- To apply for Minor Research Project from various funding agencies.
- Discussed the list of reputed journals and funding agencies.
- To concentrate on the specific areas of importance regarding weightage, when applying for NIRF.
- To give more coverage to the Institution through College Website, using Hashtags, etc.
- To start journals by various departments.
- To author books and get them published.
- To update staff profile in the college website.

K. Renukesh, IQAC Co-ordinator

T. Palanivel
Principal

Members Present

- ☛ Dr. T. Palaneeswari, Chair Person - 
- ☛ Mrs. Thilagavathy Ravindran, Management Member - 
- ☛ Mrs. Aruna Ashok, Nominees from Employer - -
- ☛ Dr. V. Venkatraman,
Nominees from Industrialists/Stakeholders - 
- ☛ Mrs. C. Anuja Chandramouly
Nominee from Local Society - 
- ☛ Mrs. Mano Jagatheeswari,
Alumni Nominee - 
- ☛ Mrs. K. Muthamil Selvi, Coordinator of the IQAC - 
- ☛ Dr. K.P. Radha, Associate Professor of Physics - 
- ☛ Mrs. B. Theresita Mary Shanthi, Associate Professor of C.Sc - 
- ☛ Mrs. S. Sathya, Associate Professor of C.Sc - 
- ☛ Mrs. E. Ponmalar, Associate Professor of C.Sc - 
- ☛ Mrs. P. Stella Muthu Rajam, Associate Professor of Economics - 
- ☛ Dr. S. Pethanachi Selvam, Associate Professor of Mathematics - 
- ☛ Mrs. R. Sudha Periakhal, Assistant Professor of Physics - 
- ☛ Dr. M. Murugalakshmi, Assistant Professor of Chemistry - 
- ☛ Dr. M. Kavitha, Assistant Professor of History - 
- ☛ Mrs. K. Amutha, Superintendent
(Senior Administrative Official) - 
- ☛ K. Aruna, I M.A English
Student Nominee - 

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 11.04.19 & 12.04.19 by the Experts:

- ♦ Dr. A.A. Magesan, Associate Professor & Head, Dept. of Commerce, V.H.N.S.N. College, Virudhunagar.
- ♦ Dr. R. Palaniappan, Associate Professor of Computer Science, Controller of Examinations, V.H.N.S.N. College, Virudhunagar.
- ♦ Dr. N. Prithivikumaran, Associate Professor & Head, Dean - Research, Dept. of Physics, V.H.N.S.N. College, Virudhunagar.
- ♦ Dr. R. Selvam, Associate Professor & Head, Dept. of English, Dean - Arts, V.H.N.S.N. College, Virudhunagar.
- ♦ Dr. D. Kathiresan, Associate Professor, Dept. of Botany, Saraswathi Narayanan College, Madurai.
- ♦ Dr. K. Jegatheesan, Assistant Professor of Botany, Centre for Research and PG Studies in Botany and Dept. of Biotechnology, Thiagarajar College, Madurai.

Visited all the Departments, Library, Office and office of COE and examined the documents and records maintained.

Appreciations:

- Regular conduct of Expressive Articulation Sessions on various topics and events is found to be excellent.
- E-Content development and usage of SFR Learning Management System is appreciated.
- Participation of the students in skill development programmes and conferences are appreciated.
- Adequate staff with automated system in office is remarkable.
- Digital photo printing as YWED course and consultancy services.
- Participation of students and their achievement as state level top 1% achievers in National Graduate Physics Examination is appreciated.
- MoU with Arasan Ganesan Polytechnic for Job Oriented Course (JOC-Domestic Appliance) is appreciated.
- Certificate course in Cheminformatics, Entrepreneur Development Programmes for students and Self sHelp Group women and Staff exchange programmes are appreciated.
- Encouragement given to students to take up NPTEL course & BEC Examination.
- Books authored by the staff members of Department of Tamil are included as text books of other colleges.

Suggestions:

- Wi-Fi access for effective utilization of SFR Learning Management System within the Campus may be strengthened.
- Students' Personal Record book should have all the records inclusive of Term Test marks, External marks, Results, Attendance, Part-V course details along with the personal details.
- Research output needs to be quantified.
- Steps to become research center can be taken from Dept. of Mathematics & History.
- Separate Courses for fast achievers and slow achievers shall be included in the Curriculum.
- Self-learning courses can be included in the curriculum for enhancing fast achievers.
- Knowledge-level testing for the students at the entry level shall be conducted.
- Feedback templates and questionnaire may be filed along with analysis of feedback reports.
- More Faculty Development Programmes can be organized by the departments.
- A regular Certificate course on GST and Insurance will make the students professionals in the respective field.
- More initiative may be taken to publish articles in peer review journals.
- Feedback from employers may be received.
- Usage of LED lamps should be increased for energy conservation.
- Programme specific outcome and course specific outcome should be framed.
- Ready Reckoner has to be set ready in COE Office.
- Publication of results within 10 days after the date of last exam.
- Moderation of Grace Mark can be raised from 1 mark in the End Semester Examinations.
- Streamlining data gathering process can be implemented in the College Office.

R. Sudha Periakani

IQAC Co-ordinator

Academic Audit Committee Members

1. Dr. A.A. Magesan,
Associate Professor & Head,
Dept. of Commerce,
V.H.N.S.N. College, Virudhunagar.

T. Palaniselvan

Principal

PRINCIPAL

The Standard Fireworks

Rajaratnam College

for Women,

SIVAKASI

A. Magesan

2. Dr. R. Palaniappan,
Associate Professor of Computer Science,
Controller of Examinations,
V.H.N.S.N. College, Virudhunagar.
3. Dr. N. Prithivikumaran,
Associate Professor & Head,
Dean - Research, Dept. of Physics,
V.H.N.S.N. College, Virudhunagar.
4. Dr. R. Selvam,
Associate Professor & Head,
Department of English,
Dean – Arts, V.H.N.S.N. College,
Virudhunagar.
5. Dr. D. Kathiresan,
Associate Professor,
Department of Botany,
Saraswathi Narayanan College, Madurai.
6. Dr. K. Jegatheesan,
Assistant Professor of Botany,
Centre for Research and PG Studies in
Botany and Dept. of Biotechnology,
Thiagarajar College, Madurai.

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Meeting - 4

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

Minutes of the meeting held on 29.04.19

Venue: IQAC Office

Time: 10.00 a.m. to 3.30 p.m.

The members of the IQAC Committee discussed the SSR preparation for NAAC Re-Accreditation (4th Cycle).

Agenda

- SSR Preparation Criterion wise – I, II, VII.
- Plan for the next academic year 2019-2020.

Suggestions

- To formulate Outcome Based Education properly and frame the guidelines of OBE.
- To state the methods for measuring the levels of attainment of students in the OBE guidelines.
- To analyse the feedback and upload the Action Taken Report on the website.
- To introduce courses for slow learners and advanced learners after assessing the learning levels of students for the syllabi 2020-21 onwards.
- To automate the Exam Management System (EMS) fully.
- To formulate the research policy for adoption and upload it on website.

R. Sudha Periahan
IQAC Co-ordinator

T. Palaveswari
Principal

Members Present

- Mrs. S. Sathya, IQAC Advisor & Associate Professor of C.Sc
- Dr. R. Sudha Periahan, IQAC Co-ordinator & Asst. Prof. of Physics
- Dr. P. Stella Muthu Rajam, Associate Professor of Economics
- Dr. S. Pethanachi Selvam, Associate Professor of Mathematics
- Mrs. V. Ramya, Assistant Professor of History
- Dr. B. Deepa, Assistant Professor of Botany
- Dr. C. Devi Arockia Vanitha, Assistant Professor of C.Sc
- Dr. B. Siva Priya, Assistant Professor of English
- Mrs. R. Vijaya Priya, Assistant Professor of Tamil
- Dr. D. Rajamani, Assistant Professor of Chemistry
- Dr. K.J. Sunmista, Assistant Professor of Commerce
- Dr. U. Uma Devi, Assistant Professor of Botany

Dr. A. Padma Priya, Assistant Professor of English

- ✓ S. Sathya
- R. Sudha Periahan
- P. Stella Muthu Rajam
26/04/19.
- S. Pethanachi Selvam
- V.P.
- B. Deepa
- CDAU
29/04/19
- B. Siva Priya
- R. Vijaya Priya
- D. Rajamani
- K.J. Sunmista
- U. Uma Devi
- A.P.

Meeting - 5

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting held on 30.04.19

Venue: IQAC Office

Time: 10.00 a.m. to 3.30 p.m.

The members of the IQAC Committee discussed the SSR preparation for NAAC Re-Accreditation (4th Cycle).

Agenda

- SSR Preparation Criterion wise – III, IV, V, VI
- Plan for the next academic year 2019-2020.

Suggestions

- To establish a centre for Innovation and Incubation.
- To conduct Industry – Academia innovative practices by the Science Departments.
- To state the code of ethics to check malpractices and plagiarism in research for PG & M.Phil students.
- To frame policy for providing consultancy services.
- To enhance the Wi-Fi facility with a bandwidth of 100 MBPS.
- To register the Alumni Association.

R. Sudha Periaithai
IQAC Co-ordinator

T. Palaniswami
Principal

Members Present

- Mrs. S. Sathya, IQAC Advisor & Associate Professor of C.Sc
- Dr. R. Sudha Periaithai, IQAC Co-ordinator & Asst. Prof. of Physics
- Dr. P. Stella Muthu Rajam, Associate Professor of Economics
- Dr. S. Pethanachi Selvam, Associate Professor of Mathematics
- Dr. B. Deepa, Assistant Professor of Botany
- Dr. C. Devi Arockia Vanitha, Assistant Professor of C.Sc
- Dr. B. Siva Priya, Assistant Professor of English
- Mrs. R. Vijaya Priya, Assistant Professor of Tamil
- Dr. D. Rajamani, Assistant Professor of Chemistry
- Dr. K.J. Sunmista, Assistant Professor of Commerce
- Dr. U. Uma Devi, Assistant Professor of Botany

Dr. A. Padma Priya, Assistant Professor of English

V.S. Thy
- *R. Sudha Periaithai*
- *P. Stella Muthu Rajam*
- *S. Pethanachi Selvam*
- *B. Deepa*
- *COAU 30/04/19*
- *B. Siva Priya*
- *R. Vijaya Priya*
- *D. Rajamani*
- *K.J. Sunmista*
- *U. Uma Devi*
- *A.P.*

Meeting - 6

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 14.05.19 at 2.00 p.m. in the Secretary Room

IQAC organized a meeting with the Principal, Dean of Curriculum Design and Controller of Examinations on 14.05.19, Tuesday and discussed the following:

- Implementation of Outcome Based Education in curriculum from 2019-2020 onwards.
- Setting of question paper for Term Tests and End Semester Examinations according to OBE guidelines.
- Forming Academic Attainment Committee.
- Organising a workshop on Outcome Based Education to the faculty members on 04.06.19.
- Passing the OBE guidelines in the Academic Council Meeting to be held on 13.06.19.

Sathya

IQAC Advisor

T. Palaneeswari

Principal

Members Present

- Dr. T. Palaneeswari, Principal
- Mrs. S. Sathya, IQAC Advisor
- Mrs. A. Leena Benita, Associate Professor of C.Sc
- Mrs. E. Ponmalar, Controller of Examinations
- Dr. B. Deepa, Assistant Professor of Botany
- Dr. C. Devi Arockia Vanitha, Assistant Professor of C.Sc
- Dr. B. Siva Priya, Assistant Professor of English
- Dr. J. Jeeva Priya, Assistant Professor of Commerce

- *T. Palaneeswari*
- *Sathya*
- *Leena*
- *E. Ponmalar*
- *B. Deepa*
- *C. Devi Arockia Vanitha*
- *B. Siva Priya*
- *J. Jeeva Priya*

Meeting - 7

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

Minutes of the IQAC Meeting held on 24.05.19 at 10.00 a.m. in the IQAC Office

The members of IQAC had a meeting on 24.05.19, Friday.

- Discussion on the framework of OBE and to implement it in the curriculum in the academic year 2019-2020.
- Presentation of the PowerPoint show by Mrs. S. Sathya, IQAC Advisor to train the faculty in the workshop on "Quality Enhancement through Outcome Based Curriculum" on 04.06.19.
- Planned to conduct the workshop in 4 halls with the 4 speakers: Mrs. S. Sathya, Dr. B. Deepa, Dr. R. Sudha.Periathai & Dr. C. Devi Arockia Vanitha.

R. Sudha Periaithai
IQAC Co-ordinator

S. Sathya
IQAC Advisor

T. Palaniasami
Principal

Members Present

- ♦ Mrs. S. Sathya, IQAC Advisor
- ♦ Dr. R. Sudha Periathai, IQAC Co-ordinator
- ♦ Dr. S. Pethanachi Selvam, Associate Professor of Mathematics
- ♦ Dr. B. Deepa, Assistant Professor of Botany
- ♦ Dr. C. Devi Arockia Vanitha, Assistant Professor of C.Sc
- ♦ Dr. B. Siva Priya, Assistant Professor of English
- ♦ Mrs. R. Vijaya Priya, Assistant Professor of Tamil
- ♦ Dr. D. Rajamani, Assistant Professor of Chemistry
- ♦ Dr. K.J. Sunmista, Assistant Professor of Commerce
- ♦ Dr. U. Uma Devi, Assistant Professor of Botany
- ♦ Dr. A. Mydeen Bibi, Assistant Professor of Mathematics
- ♦ Dr. A. Padma Priya, Assistant Professor of English
- ♦ Dr. J. Jeeva Priya, Assistant Professor of Commerce

- *S. Sathya*
- *R. Sudha Periaithai*
- *S. Pethanachi Selvam*
- *B. Deepa*
- *CDAV*
- *B. Siva Priya*
- *Vijaya Priya*
- *D. Rajamani*
- *K. J. Sunmista*
- *U. Uma Devi*
- *A. Mydeen Bibi*
- *A. Padma Priya*
- *J. Jeeva Priya*

Meeting - 8

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

Minutes of the IQAC Meeting held on 10.06.19 at 10.00 a.m. in the IQAC Office

On 10.06.19, the members of the IQAC participated in the preparation of the proposal for RUSA and discussed the following:

- (i) Budget for 2 Crores
- (ii) SWOT Analysis
- (iii) Requirements for Institutional Developmental Plan

and submitted the same in online portal.

R. Sudha Periaith
IQAC Co-ordinator

U. S. Thy
IQAC Advisor

T. Palaneeswari
Principal

Members Present

- ♦ Dr. T. Palaneeswari, Principal
- ♦ Mrs. S. Sathya, IQAC Advisor
- ♦ Dr. R. Sudha Periaithai, IQAC Co-ordinator
- ♦ Dr. B. Deepa, Assistant Professor of Botany
- ♦ Dr. C. Devi Arockia Vanitha, Assistant Professor of C.Sc
- ♦ Dr. S. Shailaja, Assistant Professor of Chemistry
- ♦ Dr. K.J. Sunmista, Assistant Professor of Commerce
- ♦ Dr. A. Padma Priya, Assistant Professor of English
- ♦ Dr. M. Kavitha, Assistant Professor of History
- ♦ Dr. S. Pavithra, Assistant Professor of Mathematics

- *T. Palaneeswari*
- *U. S. Thy*
- *R. Sudha Periaith*
- *B. Deepa*
- *C. Devi Arockia Vanitha*
- *S. Shailaja*
- *K. J. Sunmista*
- *A. Padma Priya*
- *M. Kavitha*
- *S. Pavithra*

Meeting - 9

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 26.06.19 at 2.00 p.m. in the IQAC Office

On 26.06.19, a meeting for validating the operational guidelines for the implementation of OBE was organised by IQAC and CDDC.

- Dr. R. Deepalakshmi, Professor, Department of Computer Science, Vellammal College of Engineering and Technology shared her views and ideas regarding the implementation of OBE.

R. Sudha Peria

IQAC Co-ordinator

V.S. Thy

IQAC Advisor

T. Palaneeswari

Principal

Members Present

- ♦ Dr. T. Palaneeswari, Principal
- ♦ Mrs. S. Sathya, IQAC Advisor
- ♦ Dr. R. Sudha Peria, IQAC Co-ordinator
- ♦ Mrs. E. Ponmalar, Controller of Examinations
- ♦ Dr. B. Deepa, Assistant Professor of Botany
- ♦ Dr. C. Devi Arockia Vanitha, Assistant Professor of C.Sc
- ♦ Mrs. R. Vijaya Priya, Assistant Professor of Tamil
- ♦ Dr. K.J. Sunmista, Assistant Professor of Commerce

- *T. Palaneeswari*
- *V.S. Thy*
- *R. Sudha Peria*
- *E. Ponmalar*
- *B. Deepa*
- *C. Devi Arockia Vanitha*
- *R. Vijaya Priya*
- *K. J. Sunmista*