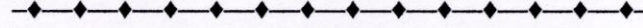


Meeting - 1

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: 31.07.2020

Agenda:

- To constitute **Students Grievance Redressal Committee - Covid 19 - Pandemic Cell**

Minutes of the Internal Quality Assurance Cell held on 31.07.2020



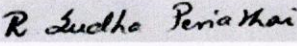

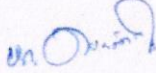


- It was decided to establish a Students Grievance Redressal Committee a cell to address and resolve the academic grievances of the students with the following members.

The Members are:

1. Dr. T. Palaneeswari, The Principal
2. Mrs. S. Sathya, IQAC Director
3. Dr. R. SudhaPeriathai, IQAC Coordinator
4. Dr. B. Deepa, Dean: CDDC
5. Dr. C. Devi Arockia Vanitha, Dean of Academic Affairs
6. Mrs. B. Theresita Mary Shanthi, Advisor: Student Services
7. Dr. B. Ponni, Dean of Student Services
8. Dr. S. Sivadevi, Semester Monitoring Cell Advisor
9. Dr. K. Muthamil Selvi, Counselling Cell
10. Mrs. E. Ponmalar, Controller of Examinations
11. Dr. M. Murugalakshmi, Deputy Controller of Examinations

T. Palaneeswari
Principal

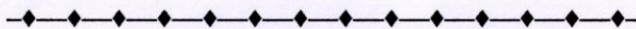
Members Present:

S.No.	Members	e - Signature
1.	Dr. T. Palaneeswari Principal	
2.	Mrs. S. Sathya IQAC Director	
3.	Dr. R. SudhaPeriathai IQAC Coordinator	
4.	Dr. B. Deepa Dean: CDDC	B. B. - (B. DEEPA)
5.	Dr. C. Devi Arockia Vanitha Dean of Academic Affairs	
6.	Mrs. B. Theresita Mary Shanthi Advisor: Student Services	B. Theresita Mary Shanthi.
7.	Dr. B. Ponni Dean of Student Services	
8.	Dr. S. Sivadevi Semester Monitoring Cell Advisor	
9.	Dr. K. Muthamil Selvi Counselling Cell	K. Muthamil Selvi
10.	Mrs. E. Ponmalar Controller of Examinations	E. Ponmalar
11.	Dr. M. Murugalakshmi Deputy Controller of Examinations	

Meeting - 2

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: 01.08.2020

Agenda:

- ♦ To discuss the mark calculation procedure as per TN GO(D) No.111 dated 27.7.2020 for promoting candidates of I UG, II UG, I PG and II MCA programmes.
- ♦ To organise a Faculty Development Programme on "Learning to Teach and Assess Online".
- ♦ To conduct ice breaking/counselling sessions for the students.
- ♦ To discuss on conduct of online classes for the current II UG, III UG and II PG students.

Minutes of the Internal Quality Assurance Cell and Students Grievance Redressal

Committee Meeting held on 01.08.2020

- ❖ It was resolved to establish a **Standard Operating Procedure (SOP)** for implementing the procedures for promoting the students of I UG, II UG, I PG and II MCA from the academic year 2019-20 as per TN GO(D) No 111 dated 27.7.2020 and declare the results of End Semester Examinations, April 2020.
- ❖ It was planned to organise a Faculty Development Program on "Learning to Teach and Assess Online" on 3rd August by IQAC, E-content Development Cell and Controller of Examinations as per the following schedule:

Resource Person	Topic
Mrs. S. Sathya, IQAC Director	Pen Tablet Usage and Copyright issues
Mrs. E. Ponmalar, Controller of Examinations	Mastering Assessment
Dr. C. Devi Arockia Vanitha, Assistant Professor of Computer Science	Interactive Online Classroom
Dr. A. Bamini, Assistant Professor of Computer Application	Interactive White Board Software for Teaching
Mrs. S. Vasanthi, Assistant Professor of Computer Science	Google Meet Scheduling.

- ❖ It was proposed to conduct ice breaking/counselling sessions for the students at the department level in order to get rid of their stress from Covid-19 pandemic situation on 4th August 2020.

- ❖ It was planned to conduct online classes for the current II UG, III UG and II PG students from 5th August, 2020 with the following guidelines:
 - ♦ Online classes to be conducted for five days from Monday to Friday (4 classes /day) with working hours from 10.00 a.m. to 1.15 p.m. from August 5, 2020
 - ♦ Assessment based on CO is to be conducted for all the papers on Saturday.
 - ♦ Proper dress code and time management has to be followed by both faculty and students.
 - ♦ The students should enter the Google meet using their college email id only.
 - ♦ Google classroom should be created for each course.
 - ♦ Attendance is compulsory.
 - ♦ Weekly Report regarding the syllabus covered and activities given has to be sent to the Head of the Department.
 - ♦ Heads of the Departments have to submit the weekly Attendance sheet of their department to the Principal.

R Sudha Periathai
IQAC Co-ordinator

Sathya
IQAC Director

T. Palaneeswari
Principal

Members Present:

S.No.	Members	e - Signature
1.	Dr. T. Palaneeswari Principal	<i>T. Palaneeswari</i>
2.	Mrs. S. Sathya IQAC Director	<i>Sathya</i>
3.	Dr. R. Sudha Periathai IQAC Coordinator	<i>R. Sudha Periathai</i>
4.	Dr. B. Deepa Dean: CDDC	<i>B. Deepa</i> (B. DEEPA)
5.	Dr. C. Devi Arockia Vanitha Dean of Academic Affairs	<i>CDAA</i>
6.	Mrs. B. Theresita Mary Shanthi Advisor: Student Services	<i>B. Theresita Mary Shanthi</i>
7.	Dr. B. Ponni Dean of Student Services	<i>Dr. B. Ponni</i>
8.	Dr. S. Sivadevi Semester Monitoring Cell Advisor	<i>S. Sivadevi</i>
9.	Dr. K. Muthamil Selvi Counselling Cell	<i>K. Muthamil Selvi</i>
10.	Mrs. E. Ponmalar Controller of Examinations	<i>E. Ponmalar</i>
11.	Dr. M. Murugalakshmi Deputy Controller of Examinations	<i>M. Murugalakshmi</i>

Meeting - 3

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

(Affiliated to Madurai Kamaraj University, Re-accredited with "A" Grade by NAAC,
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Internal Quality Assurance Cell

Date: 08.12.2020

Venue: IQAC Room

Agenda:

- To discuss on the criterion wise evidences to be collected.

Minutes of the Internal Quality Assurance Cell Meeting held on 08.12.2020

- ❖ It is discussed to collect the nature/ details of evidences for all the criteria.

Criteria	Nature/ Details
Criterion I	<ul style="list-style-type: none">• Syllabus 2014, 2017 & 2020• BOS Minutes• Programme Schemes for 2017 & 2020• Course Approval letter after 2014-2015
Criterion II	<ul style="list-style-type: none">• Work plan from 2015 onwards• Constructive Alignment for the year 2019-2020 & 2020-2021• Ph.D., Certificates, Guideship approval letter, Bridge Course, Remedial coaching, ICT register
Criterion III	<ul style="list-style-type: none">• Activity Report of Workshops/ Seminars• MoU with institution and industry• Outreach and extension activity report
Criterion IV	<ul style="list-style-type: none">• Posters
Criterion V	<ul style="list-style-type: none">• Career Counselling Programs/ Competitions/workshops/ seminars organised• Alumni Association Meetings• Students Progression reports, evidences.
Criterion VI	<ul style="list-style-type: none">• Self Appraisal of Teaching and Non-Teaching• Department Minutes• FDP attended
Criterion VII	<ul style="list-style-type: none">• Activities related to Waste management, gender, green initiatives - Evidences and Report.

R. Sudha Priya
IQAC Co-ordinator

V. S. Thyo
IQAC Director

P. Palaniveshi
Principal

Members Present:

1. Dr. T. Palaneeswari, Principal - T. Palaneeswari
2. Mrs. S. Sathya, IQAC Director - S. Sathya
3. Dr. R. Sudha Periathai, IQAC Co-ordinator - R. Sudha Periathai
4. Dr. P. Stella Muthurajam,
Associate Professor of Economics - P. Stella Muthurajam
5. Dr. S. Pethanachi Selvam,
Associate Professor of Mathematics - S. Pethanachi Selvam
6. Dr. C. Devi Arockia Vanitha,
Assistant Professor of Computer Science - C. Devi Arockia Vanitha
7. Dr. B. Deepa, Assistant Professor of Botany - B. Deepa
8. Dr. B. Siva Priya, Assistant Professor of English - B. Siva Priya
9. Mrs. V. Ramya, Assistant Professor of History - V. Ramya
10. Mrs. R. Vijayapriya, Assistant Professor of Tamil - R. Vijayapriya
11. Dr. S. Shailaja, Assistant Professor of Chemistry - S. Shailaja
12. Dr. U. Uma Devi, Assistant Professor of Botany - U. Uma Devi
13. Dr. A. Mydeen Beevi,
Assistant Professor of Mathematics - A. Mydeen Beevi
14. Dr. D. Rajamani, Assistant Professor of Chemistry - D. Rajamani
15. Dr. K.J. Sunmista,
Assistant Professor of Commerce - K.J. Sunmista
16. Dr. A. Amutha, Assistant Professor of Physics - A. Amutha

Meeting - 4

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

(Affiliated to Madurai Kamaraj University, Re-accredited with "A" Grade by NAAC,
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Internal Quality Assurance Cell

Date: 09.02.2021

Time: 1.45 p.m.

Venue: IQAC Room

Agenda: To discuss the progression in the SSR preparation.

Minutes of the Internal Quality Assurance Cell meeting held on 09.02.2021

It was decided to

- ◆ Complete the Qualitative Metrics.
- ◆ Check the naming and order of file name and folder name.
- ◆ Complete the evidences as per the Standard Operating Procedure.
- ◆ Add Criterionwise tab in website.

R. Sudeha Peria
IQAC Co-ordinator

S. Thya
IQAC Director

T. Palanisami
Principal

Members Present:

1. Dr. P. Stella Muthurajam, Associate Professor of Economics *P. Stella Muthurajam*
2. Dr. S. Pethanachi Selvam, Associate Professor of Mathematics *S. Pethanachi Selvam*
3. Dr. C. Devi Arockia Vanitha, Assistant Professor of Computer Science *COAU*
4. Dr. B. Deepa, Assistant Professor of Botany *B. Dr.*
5. Dr. B. Siva Priya, Assistant Professor of English *B. Siva Priya*
6. Mrs. V. Ramya, Assistant Professor of History *V. P.*
7. Mrs. R. Vijayapriya, Assistant Professor of Tamil *R. Vijayapriya*
8. Dr. S. Shailaja, Assistant Professor of Chemistry *S. Shailaja*
9. Dr. U. Uma Devi, Assistant Professor of Botany *U. U.*
10. Dr. A. Mydeen Beevi, Assistant Professor of Mathematics *A. Mydeen Beevi*
11. Dr. D. Rajamani, Assistant Professor of Chemistry *D. Rajamani*
12. Dr. K.J. Sunmista, Assistant Professor of Commerce *K. J. Sunmista*
13. Dr. A. Amutha, Assistant Professor of Physics *A. Amutha*

Meeting - 5

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

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Internal Quality Assurance Cell

Date: 19.02.2021

Time: 1.45 p.m.

Venue: IQAC Room

Agenda: To discuss the Qualitative Metrics with the Principal and IQAC Director

Minutes of the Internal Quality Assurance Cell meeting held on 19.02.2021

It was planned to

- ◆ conduct a Criterionwise presentation on Qualitative Metrics by the respective IQAC members in the presence of Principal and IQAC Director from 22.02.2021 to 27.02.2021 between 1.45 p.m. and 5.00 p.m. at the Secretary Room.

R. Swatha Periam
IQAC Co-ordinator

S. Thya
IQAC Director

T. Palaniasai
Principal

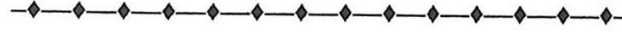
Members Present:

1. Dr. P. Stella Muthurajam, Associate Professor of Economics *P. Stella Muthurajam*
2. Dr. S. Pethanachi Selvam, Associate Professor of Mathematics *S. Pethanachi Selvam*
3. Dr. C. Devi Arockia Vanitha, Assistant Professor of Computer Science *COAU*
4. Dr. B. Deepa, Assistant Professor of Botany *B. Deepa*
5. Dr. B. Siva Priya, Assistant Professor of English *B. Siva Priya*
6. Mrs. V. Ramya, Assistant Professor of History *V. Ramya*
7. Mrs. R. Vijayapriya, Assistant Professor of Tamil *R. Vijayapriya*
8. Dr. S. Shailaja, Assistant Professor of Chemistry *S. Shailaja*
9. Dr. U. Uma Devi, Assistant Professor of Botany *U. Uma Devi*
10. Dr. A. Mydeen Beevi, Assistant Professor of Mathematics *A. Mydeen Beevi*
11. Dr. D. Rajamani, Assistant Professor of Chemistry *D. Rajamani*
12. Dr. K.J. Sunmista, Assistant Professor of Commerce *K.J. Sunmista*
13. Dr. A. Amutha, Assistant Professor of Physics *A. Amutha*

Meeting - 6

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

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Internal Quality Assurance Cell

Date: 22.02.2021 to 27.02.2021

Time: 1.45 p.m. - 5.00 p.m.

Venue: Secretary Room

Agenda: Criterionwise Qualitative Metrics presentation and discussion

Minutes of the Internal Quality Assurance Cell meeting held from 22.02.2021 to 27.02.2021

The respective criterion-in charge IQAC members had an elaborate presentation on Qualitative Metrics

The Principal and the IQAC Director gave their suggestions for the betterment of Qualitative metrics.

R. Sudha Perich
IQAC Co-ordinator

S. Thy
IQAC Director

T. Palavesi
Principal

Members Present:

1. Dr. P. Stella Muthurajam, Associate Professor of Economics *P. Stella Muthurajam*
2. Dr. S. Pethanachi Selvam, Associate Professor of Mathematics *S. Pethanachi Selvam*
3. Dr. C. Devi Arockia Vanitha, Assistant Professor of Computer Science *CDAV*
4. Dr. B. Deepa, Assistant Professor of Botany *B. Deepa*
5. Dr. B. Siva Priya, Assistant Professor of English *B. Siva Priya*
6. Mrs. V. Ramya, Assistant Professor of History *V. Ramya*
7. Mrs. R. Vijayapriya, Assistant Professor of Tamil *R. Vijayapriya*
8. Dr. S. Shailaja, Assistant Professor of Chemistry *S. Shailaja*
9. Dr. U. Uma Devi, Assistant Professor of Botany *U. Uma Devi*
10. Dr. A. Mydeen Beevi, Assistant Professor of Mathematics *A. Mydeen Beevi*
11. Dr. D. Rajamani, Assistant Professor of Chemistry *D. Rajamani*
12. Dr. K.J. Sunmista, Assistant Professor of Commerce *K.J. Sunmista*
13. Dr. A. Amutha, Assistant Professor of Physics *A. Amutha*

Meeting - 7

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

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Internal Quality Assurance Cell

Date: 01.03.2021

Time: 2.00 p.m. - 3.00 p.m.

Venue: IQAC Room

Agenda: Discussion on Qualitative Metrics and Quantitative Metrics with evidences

Minutes of the Internal Quality Assurance Cell meeting held on 01.03.2021

It was planned to

- ◆ discuss the Criterionwise Qualitative Metrics and the evidences collected and compiled so far for the Quantitative Metric with the IQAC Director.
- ◆ conduct a presentation on Criterionwise Quantitative metrics in the presence of the Principal and IQAC Director on 6.3.2021 at the Secretary room.

R. Stella Peria
IQAC Co-ordinator

S. Thya
IQAC Director

T. Palanivel
Principal

Members Present:

1. Dr. P. Stella Muthurajam, Associate Professor of Economics *P. Stella Muthurajam*
2. Dr. S. Pethanachi Selvam, Associate Professor of Mathematics *S. Pethanachi Selvam*
3. Dr. C. Devi Arockia Vanitha, Assistant Professor of Computer Science *CDAV*
4. Dr. B. Deepa, Assistant Professor of Botany *B. Dr.*
5. Dr. B. Siva Priya, Assistant Professor of English *B. Siva Priya*
6. Mrs. V. Ramya, Assistant Professor of History *V. Ramya*
7. Mrs. R.V. Ijayapriya, Assistant Professor of Tamil *R. V. Ijayapriya*
8. Dr. S. Shailaja, Assistant Professor of Chemistry *S. Shailaja*
9. Dr. U. Uma Devi, Assistant Professor of Botany *U. Uma Devi*
10. Dr. A. Mydeen Beevi, Assistant Professor of Mathematics *A. Mydeen Beevi*
11. Dr. D. Rajamani, Assistant Professor of Chemistry *D. Rajamani*
12. Dr. K.J. Sunmista, Assistant Professor of Commerce *K. J. Sunmista*
13. Dr. A. Amutha, Assistant Professor of Physics *A. Amutha*

Meeting - 8

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

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Internal Quality Assurance Cell

Date: 06.03.2021

Time: 10.00 a.m. - 3.00 p.m.

Venue: Secretary Room

Agenda: Discussion on Criterionwise Quantitative Metrics-Excel Data files

Minutes of the Internal Quality Assurance Cell meeting held on 06.03.2021

- ◆ The IQAC members presented their Criterionwise Quantitative Metrics-Excel Data files.
- ◆ The Principal and the IQAC Director put forth their valuable suggestions for the required Quantitative metrics.

R. Sudha Periah
IQAC Co-ordinator

S. Thyo
IQAC Director

T. Palanivesi
Principal

Members Present:

1. Dr. P. Stella Muthurajam, Associate Professor of Economics *P. Stella Muthurajam*
2. Dr. S. Pethanachi Selvam, Associate Professor of Mathematics *S. Pethanachi Selvam*
3. Dr. C. Devi Arockia Vanitha, Assistant Professor of Computer Science *COAU*
4. Dr. B. Deepa, Assistant Professor of Botany *B. D.*
5. Dr. B. Siva Priya, Assistant Professor of English *B. Siva Priya*
6. Mrs. V. Ramya, Assistant Professor of History *V. Ramya*
7. Mrs. R. Vijayapriya, Assistant Professor of Tamil *R. Vijayapriya*
8. Dr. S. Shailaja, Assistant Professor of Chemistry *S. Shailaja*
9. Dr. U. Uma Devi, Assistant Professor of Botany *U. Uma Devi*
10. Dr. A. Mydeen Beevi, Assistant Professor of Mathematics *A. Mydeen Beevi*
11. Dr. D. Rajamani, Assistant Professor of Chemistry *D. Rajamani*
12. Dr. K.J. Sunmista, Assistant Professor of Commerce *K.J. Sunmista*
13. Dr. A. Amutha, Assistant Professor of Physics *A. Amutha*

Meeting - 9

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

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Internal Quality Assurance Cell

Date: 15.03.2021

Time: 2.00 p.m.-3.00 p.m.

Venue: IQAC Room

Agenda:

- ◆ Review of all Criteria (QnM)
- ◆ Dates for the submission of IIQA and SSR

Minutes of the Internal Quality Assurance Cell meeting held on 15.03.2021

- ◆ The IQAC Director reviewed the Quantitative metrics in all the criteria with the IQAC members.
- ◆ It was decided to submit the Institutional Information for Quality Assessment (IIQA) on 18.3.2021.
- ◆ It was planned to submit the Self Study Report in the first week of May.

R. Stella Periah
IQAC Co-ordinator

S. Thya
IQAC Director

T. Palanivesari
Principal

Members Present:

1. Dr. P. Stella Muthurajam, Associate Professor of Economics *P. Stella Muthurajam*
2. Dr. S. Pethanachi Selvam, Associate Professor of Mathematics *S. Pethanachi Selvam*
3. Dr. C. Devi Arockia Vanitha, Assistant Professor of Computer Science *CDAV*
4. Dr. B. Deepa, Assistant Professor of Botany *B. Dr.*
5. Dr. B. Siva Priya, Assistant Professor of English *B. Siva Priya*
6. Mrs. V. Ramya, Assistant Professor of History *V. Ramya*
7. Mrs. R. Vijayapriya, Assistant Professor of Tamil *R. Vijayapriya*
8. Dr. S. Shailaja, Assistant Professor of Chemistry *S. Shailaja*
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10. Dr. A. Mydeen Beevi, Assistant Professor of Mathematics *A. Mydeen Beevi*
11. Dr. D. Rajamani, Assistant Professor of Chemistry *D. Rajamani*
12. Dr. K.J. Sunmista, Assistant Professor of Commerce *K. J. Sunmista*
13. Dr. A. Amutha, Assistant Professor of Physics *A. Amutha*