



**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)**

**6.5 Internal Quality Assurance System**

**6.5.3 Quality assurance initiatives of the  
institution**

## **REGULAR MEETINGS OF IQAC MINUTES**



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
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**2019-2020**



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
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4.6.19

A workshop on "Quality Enhancement through Outcome based Curriculum" was organised by IQAC and CDDC as per the following schedule

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

*Re-accredited with 'A GRADE' by NAAC, College with Potential for Excellence by UGC*

**Internal Quality Assurance Cell & Curriculum Design and  
Development Cell**

**Workshop on Quality Enhancement through Outcome Based Curriculum**

**Date: 04.06.2019**

There will be a general meeting with the Principal regarding **Outcome Based Education** at 10.00 a.m. in the Conference Hall. The meeting will be followed by a workshop as per the schedule:

S.No.	Name of the Dept.	Speakers	Venue
1.	Chemistry	Mrs. S. Sathya Dr. D. Rajamani	Computer Science Lab
2.	Computer Science		
3.	Computer Applications & IT		
4.	Mathematics	Dr. R. Sudha Periathal Dr. A. Mydeen Bibi	Web Lab
5.	Physics		
6.	Botany		
7.	Microbiology		
8.	Nutrition & Dietetics	Dr. C. Devi Arockia Vanitha Dr. K.J. Sunmista	New Lab
9.	Commerce		
10.	BBA		
11.	Costume Design & Fashion	Dr. B. Deepa Mrs. R. Vijaya Priya	Info Lab
12.	English		
13.	Tamil		
14.	History		

*S. Ar.*  
(S. BEEM)  
Dean, CDDC

*R. Sudha Periathal*  
IQAC Co-ordinator

*V. Thy.*  
IQAC Advisor

*T. Palaniswami*  
Principal



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**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 Periaithai*  
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 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*  
*V. S. Thy*  
*R. Sudha Periaithai*  
*B. Deepa*  
*C. Devi Arockia Vanitha*  
*S. Shailaja*  
*K. J. Sunmista*  
*A. Padma Priya*  
*M. Kavitha*  
*S. Pavithra*



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14.6.19  
On 14.6.19, IQAC conducted a Faculty Development Programme on "Psychology for Teacher Effectiveness". Dr. S. Kadiravan, Professor and Head, Department of Psychology, Periyar University, Salem addressed the faculty members on the essential qualities and characteristics required for teaching profession. He insisted on the significance of the need based education for GEN2 students.

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI  
INTERNAL QUALITY ASSURANCE CELL (IQAC)  
**Faculty Development Programme**  
on  
**"Psychology for Teacher Effectiveness"**

Date: 14.06.19      Venue: Conference Hall      Time: 10.00 a.m.

AGENDA

Prayer

Welcome Address : Dr. R. Sudha Periathai  
IQAC Co-ordinator, SFR College

Presidential Address : Dr. T. Palaneeswari  
Principal, SFR College

Chief Guest's Address : Dr. S. Kadiravan,  
Professor & Head,  
Dept. of Psychology,  
Periyar University, Salem.

Vote of Thanks : Dr. M. Kavitha  
Staff Club Secretary, SFR College

*R. Sudha Perithai*  
IQAC Co-Ordinator

*M. Kavitha*  
IQAC Advisor

*T. Palaneeswari*  
Principal





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24.6.19

On 24.6.19, a demo on calculating the weight percentage of each CO to PO using Excel sheet was conducted by IQAC and CQCC to HODs and a staff member of each department.

R. Sudha Kumar      S. P.      V. S.      V. S.  
IQAC coordinator      Dean, CQCC      IQAC, Advisor      Principal

25.6.19

On 25.6.19, IQAC members planned to invite Dr. R. Deepalakshmi, Professor, Department of Computer Science, Vellammal College of Engineering and Technology to have a discussion on validating the operational guidelines for the implementation of OBE.

R. Sudha Kumar      V. S.      J. Palanisami  
IQAC Co-ordinator      IQAC Advisor      Principal



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**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 Perinai*  
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 Perinai, IQAC Co-ordinator
- Mrs. E. Ponnalar, 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 Perinai*  
*E. Ponnalar*  
*B. Deepa*  
*CDDC*  
*R. Vijaya Priya*  
*K.J. Sunmista*

29.6.19

On 29.6.19, a workshop on "OBE Assessment Tools and Methods" was conducted by IQAC and CDDC. Mrs. S. Sathya, Associate Professor of Computer Science and IQAC Advisor oriented the faculty members regarding the assessment tools and methods of Outcome Based Education. She focused on the importance of OBE for assessment. She stressed on the importance of innovative teaching and the assessment methods for the learners' benefit.

*R. Sudha Perinai*  
IQAC coordinator

Dean, CDDC

*T. Palaneeswari*  
Principal



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**Internal Quality Assurance Cell**

The members of IQAC met on 03.07.2019 and discussed about the process and the administrative system to ensure the attainment of PEOs of all Programmes and it is resolved to have a **Academic Attainment Committee** to monitor the academic attainment of the programmes of our college and it is constituted with the following members.

1. Mrs. B. Theresita Mary Shanthi, Associate Professor of Computer Science
2. Mrs. E. Ponmalar, Associate Professor of Computer Science
3. Dr. (Mrs.)S. Shailaja, Assistant Professor of Chemistry
4. Dr. (Mrs.)A. Bamini, Assistant Professor of Computer Applications
5. Mrs. M. Sathya, Assistant Professor of English
6. Mrs. N. Akila, Assistant Professor of Mathematics

**Functions of Academic Attainment Committee:**

- Monitors the attainment of PO and PEOs.
- Evaluates program effectiveness and proposes necessary changes.
- Prepares periodic reports records on programme activities, progress, status or to other special reports for management of key stake holders.
- Interact with students, faculty and heads of departments and other stake holders in facilitating PEO's.
- Analyses results of Particular course and recommends the Head of the Department to take appropriate action.
- Liaise with students, faculty, program coordinator and Head of the Department to determine priorities and policies.
- Meets at least once in 3 months with IQAC to review the program and submits report.

It is also resolved to constitute **Programme Assessment Committee** at the department level with head of the department and a senior faculty to monitor and review the activities of each year in a Programme independently with course coordinators.

**Functions of Programme Assessment Committee:**

- Schedules the work plan of each Programme in accordance with specifications of PEOs and POs.
- Oversees daily operation and coordinates activities of programme with appropriate policies, procedures and specifications given by HOD.
- Coordinates and supervises the department faculty teaching the particular course in a semester.
- Responsible for assessment of the Course Outcomes.
- Recommend and facilitate workshops, faculty development programs, meetings or conferences to meet the Course Outcomes.
- Collects the CO Attainments from the Course teachers, identifies curricular gap in each course and recommends to conduct co-curricular activities.
- Consolidates the CO attainment of the respective year along with curricular gaps reported by course coordinators and submit to Academic Attainment Committee.

*R. Sushila Perish*  
IQAC Coordinator

*V. Sathya*  
IQAC Advisor

*S. Palaniam*  
Principal





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**Members Present:**

- Mrs. S. Sathya, IQAC Advisor *S. Sathya*
- Dr. R. Sudha Periathai, IQAC Co-ordinator
- Mrs. B. Theresita Mary Shanthi, Associate Professor of C.Sc
- Mrs. E. Ponmalar, Associate Professor of C.Sc
- 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. S. Shailaja, Assistant Professor of Chemistry
- 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

- *S. Sathya*
- *R. Sudha Periathai*
- *B. Theresita Mary Shanthi*
- *E. Ponmalar*
- *P. Stella Muthu Rajam*
- *S. Pethanachi Selvam*
- *B. Deepa*
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*R. Sudha Periam*  
IQAC Coordinator

*V. Sathya*  
IQAC Advisor

*J. Palaniam*  
Principal



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- Mrs. S. Sathya, IQAC Advisor *S. Sathya*
- Dr. R. Sudha Periathai, IQAC Co-ordinator *R. Sudha Periathai*
- Mrs. B. Theresita Mary Shanthi, Associate Professor of C.Sc *B. Theresita*
- Mrs. E. Ponmalar, Associate Professor of C.Sc *E. Ponmalar*
- Dr. P. Stella Muthu Rajam, Associate Professor of Economics *P. Stella Muthu Rajam*
- Dr. S. Pethanachi Selvam, Associate Professor of Mathematics *S. Pethanachi Selvam*
- Dr. B. Deepa, Assistant Professor of Botany *B. D.*
- Dr. C. Devi Arockia Vanitha, Assistant Professor of C.Sc *CDALL*
- Dr. B. Siva Priya, Assistant Professor of English *B. Siva Priya*
- Mrs. R. Vijaya Priya, Assistant Professor of Tamil *R. Vijaya Priya*
- Dr. S. Shailaja, Assistant Professor of Chemistry *S. Shailaja*
- Dr. D. Rajamani, Assistant Professor of Chemistry *D. Rajamani*
- Dr. K.J. Sunmista, Assistant Professor of Commerce *K. J. Sunmista*
- Dr. U. Uma Devi, Assistant Professor of Botany *U. U. Devi*
- Dr. A. Mydeen Bibi, Assistant Professor of Mathematics *A. Mydeen Bibi*





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8.7.19:

The IGAC members had a meeting on 8.7.19 to discuss the following:

- \* Updation of Institutional Website
- \* Employers' feedback
- \* Policy for granting seed money for research
- \* Registration of Alumnae Association
- \* Energy Audit

26.8.19:

A proposal for the approval of our college as Institution under UGC 'Paramarsh' for Mentoring NAAC Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education was submitted on 26.8.19.

29.8.19:

AQAR for the academic year 2018-2019 was uploaded on 29.8.19.

3.9.19:

A meeting was conducted for the IGAC members on 3.9.19 to discuss the following:

- \* Alumnae Association Registration
- \* format for criterion wise data collection.

6.9.19: Our college was approved as Mentor Institution under UGC 'Paramarsh' for Mentoring NAAC Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education.

10.9.19: The members of the IGAC committee discussed the format required for criterionwise data collection regarding S&R preparation (2<sup>nd</sup> cycle)



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17.9.19

IQAC along with Academic Affairs Cell and Website Committee planned to organise a workshop on "Google Classroom". The procedure to be followed during the workshop were discussed with the staff-in-charge of respective departments.

**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI,  
INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**There will be a meeting with IQAC Members on 19.09.19 at 2.30 p.m. in the  
IQAC Room**

The IQAC members had a meeting on 19.09.19 and discussed the SSR Preparation for NAAC Reaccreditation 4<sup>th</sup> Cycle.

**Agenda**

- SSR Preparation
- Alumnae Association Registration
- Academic Audit
- Green Audit
- Energy Audit

**Suggestions**

- To prepare criterion wise data collection format based on Data Templates and Standard Operating Procedures as prescribed by NAAC.
- To collect evidences as hard copy for the data given by the departments.

*R. Sudha Periyathai*  
IQAC Co-ordinator

*V. Thyagarajan*  
IQAC Advisor

*T. Palanisami*  
Principal

**Members Present**

- Mrs. S. Sathya, IQAC Advisor & Associate Professor of C.Sc
- Dr. R. Sudha Periyathai, IQAC Co-ordinator & Asst. Prof. of Physics
- Dr. P. Stella Muthu Rajam, Associate Professor of Economics
- Dr. S. Pethanaachi 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. S. Shaifaja, Assistant Professor of Chemistry
- Dr. U. Uma Devi, Assistant Professor of Botany
- Dr. A. Mydeen Bibi, Assistant Professor of Mathematics
- Dr. D. Rajamani, Assistant Professor of Chemistry
- Dr. K.J. Sunmista, Assistant Professor of Commerce
- Dr. A. Amutha, Assistant Professor of Physics

*V. Thyagarajan*  
*R. Sudha Periyathai*  
*S. Pethanaachi Selvam*  
*V. Thyagarajan*  
*S. R.*  
*COA*  
*A. Siva Priya*  
*R. Vijaya Priya*  
*S. Shaifaja*  
*U. Uma Devi*  
*A. Mydeen Bibi*  
*D. Rajamani*  
*K. J. Sunmista*  
*A. Amutha*





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NAAC Reaccreditation 4<sup>th</sup> Cycle.

**Agenda**

- SSR Preparation
- Alumnae Association Registration
- Academic Audit
- Green Audit
- Energy Audit

**Suggestions**

- To prepare criterion wise data collection format based on Data Templates and  
Standard Operating Procedures as prescribed by NAAC.
- To collect evidences as hard copy for the data given by the departments.

*R. Sudha Periyathai*  
IQAC Co-ordinator

*V.S. Thyaga*  
IQAC Advisor

*T. Palavesi*  
Principal

**Members Present**

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- Dr. K.J. Sunmista, Assistant Professor of Commerce
- Dr. A. Amutha, Assistant Professor of Physics

- *V.S. Thyaga*
- *R. Sudha*
- *P. Stella Muthu Rajam*
- *S. Pethanachi Selvam*
- *V.P.*
- *B. Deepa*
- *COAU*
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21.09.19 - Time: 2.30 p.m - 4.30 p.m.

IQAC along with Academic Affairs Cell and College Website Cell organised a Faculty Development Programme on "Google for Education" in the conference hall. Dr. P. Lakshmi, Principal welcomed the gathering. Dr. C. Devi Aruchia Vanitha, Dean of Academic Affairs introduced the chief guest, Dr. S. Pitchumani Angayarkanni, Associate Professor, Dept. of Computer Science, Lady Doak College, Haldwani. The Resource Person elaborated her ideas and focused on the importance of Google for Education. Dr. R. Sudha Parvathi, IQAC Coordinator proposed the Vote of Thanks.

5.10.19

IQAC members had a meeting on 5.10.19 to carry out the following:

- \* Data format should not be changed
- \* Data to be collected with evidences.
- \* Meeting to be convened for criterion-wise staff-in-charge of the departments regarding data collection.
- \* Details to be collected for placement from UG batch 2016-2019 and PG batch 2017-2019 and for Higher Studies 2018-2019 batch.

2.12.19

IQAC members planned to collect data from departments before January 6, 2020. Geotagged photos with students should be submitted for classes taken using ICT facilities.

13.12.19

The schedule for the criterion-wise



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discussion to the respective staff-in-charge  
of all the departments is held as follows:

Date	Time	Venue	Criterion
19.12.19	1.30-3.30	Conference Hall	I, III, VI, VII
20.12.19	2.30-3.30		II, V

19.12.19 & 20.12.19

Discussion on Criterion-wise data collection:

**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN,  
SIVAKASI.**

**Internal Quality Assurance Cell**

**NAAC Reaccreditation - 4<sup>th</sup> Cycle - SSR Preparation**

**CIRCULAR - 17.12.2019**

All the HODs along with the staff-in-charge of the respective Criterion are asked to attend the meeting regarding Criterion-wise data collection as per the following schedule:

Date	Time	Criteria	Venue
19.12.19	1.30 - 2.30 p.m.	Criterion: I & VI	Conference Hall
19.12.19	2.30 - 3.30 p.m.	Criterion: III & VII	Conference Hall
20.12.19	2.30 - 3.30 p.m.	Criterion: II & V	Conference Hall

*J. Sudha Anand*  
Co-ordinator

*V. S. Vijaya*  
Advisor

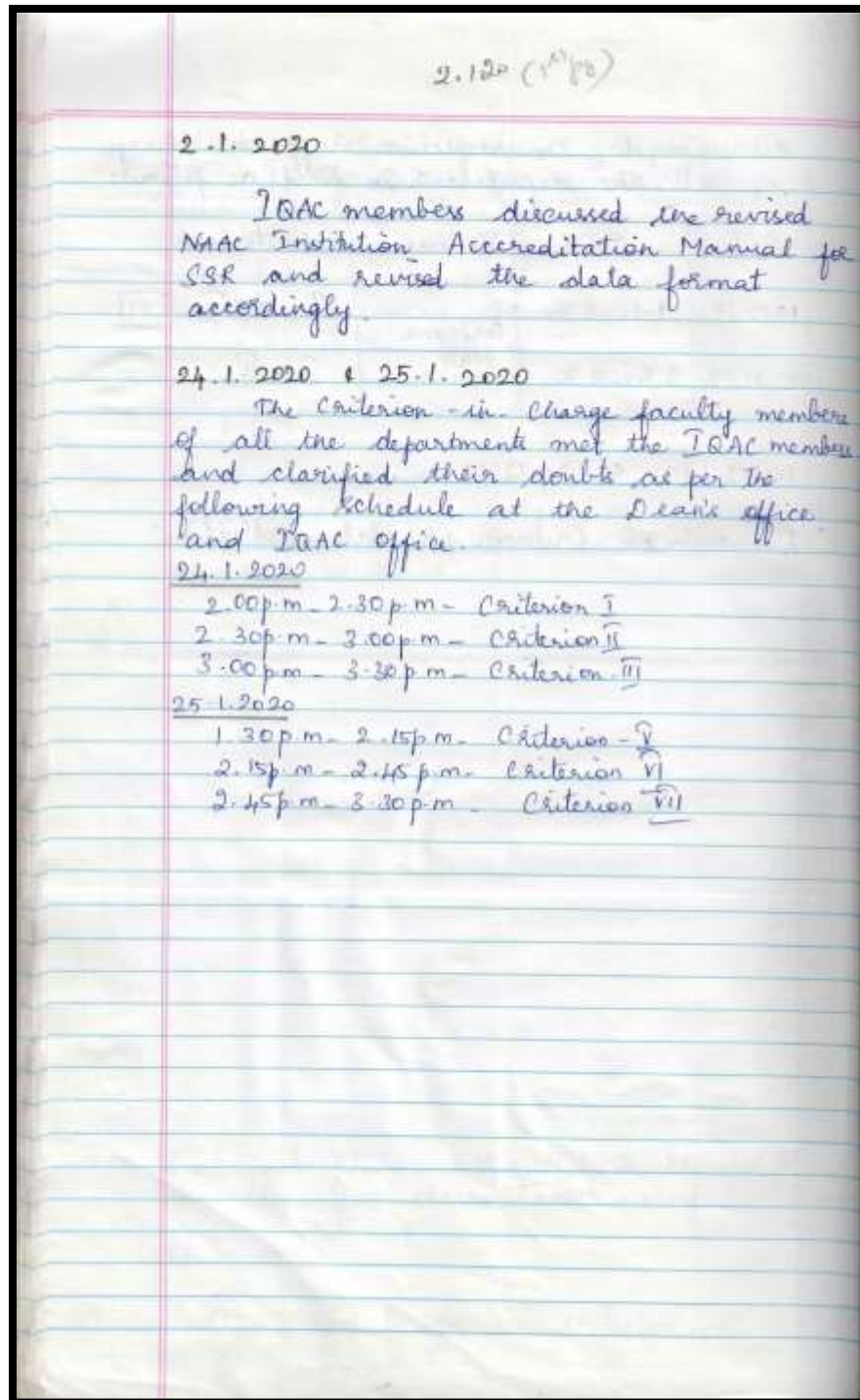
*P. Palanisami*  
Principal





**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
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**Internal Quality Assurance Cell**

**Date: 02.01.2020**

**Time: 1.45 p.m.**

**Venue: IQAC Room**

**Agenda:** To discuss the revised manual for SSR preparation.

**Minutes of the Internal Quality Assurance Cell meeting held on 02.01.2020**

IQAC members discussed the revised NAAC Institutional Accreditation Manual, December 2019 for SSR preparation and revised the data format accordingly.

*R. Sudha Periathai*

**IQAC Co-ordinator**

*Sathya*

**IQAC Advisor**

*T. Palaneeswari*

**Principal**

**Members Present:**

S.No.	Members	e - Signature
1.	Dr. T. Palaneeswari, Principal	<i>T. Palaneeswari</i>
2.	Mrs. S. Sathya, IQAC Advisor	<i>Sathya</i>
3.	Dr. R. Sudha Periathai, IQAC Co-ordinator	<i>R. Sudha Periathai</i>
4.	Dr. P. Stella Muthurajam, Associate Professor of Economics	<i>P. Stella Muthurajam</i>
5.	Dr. S. Pethanachi Selvam, Associate Professor of Mathematics	<i>S. Pethanachi Selvam</i>
6.	Dr. C. Devi Arockia Vanitha, Assistant Professor of Computer Science	<i>C. Devi Arockia Vanitha</i>
7.	Dr. B. Deepa, Assistant Professor of Botany	<i>B. Deepa</i>
8.	Dr. B. Siva Priya, Assistant Professor of English	<i>B. Siva Priya</i>
9.	Mrs. V. Ramya, Assistant Professor of History	<i>V. Ramya</i>





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<b>S.No.</b>	<b>Members</b>	<b>e - Signature</b>
10.	Mrs. R. Vijayapriya, Assistant Professor of Tamil	
11.	Dr. S. Shailaja, Assistant Professor of Chemistry	
12.	Dr. U. Uma Devi, Assistant Professor of Botany	
13.	Dr. A. Mydeen Bibi, Assistant Professor of Mathematics	
14.	Dr. D. Rajamani, Assistant Professor of Chemistry	
15.	Dr. K.J. Sunmista, Assistant Professor of Commerce	
16.	Dr. A. Amutha, Assistant Professor of Physics	



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**Internal Quality Assurance Cell**

**Date: 03.01.2020**

**Time: 2.30 p.m.**

**Venue: IQAC Room**

**Agenda:** Constitution of UGC PARAMARSH scheme Standing Committee

**Minutes of the Internal Quality Assurance Cell Meeting held on 03.01.2020**

- Under UGC PARAMARSH scheme for mentoring NAAC Accreditation Aspirant Institutions, an approval letter stating the release of an amount of Rs.15,00,000 as first installment for the year 2019-2020 was received on 3.1.2020.
- It was decided to form a Standing Committee with the following members:

Dr. T. Palaneeswari	-	Chair Person
Dr. K. Rajeswari	-	Accreditation Ambassador
Mrs. S. Sathya	-	IQAC Advisor
Dr. R. Sudha Periathai	-	IQAC Co-ordinator

**External Members:**

1. Dr. K. Balakrishnan, Professor, Madurai Kamaraj University, Madurai.
2. Dr. V. Venkataraman, Principal, Rajapalayam Rajus' College, Rajapalayam
3. Mrs. G. Sathyabama, Former Associate Professor of Geography, S.F.R.College for Women, Sivakasi.

**Members:**

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

*R. Sudha Periathai*  
IQAC Co-ordinator

*Sathya*  
IQAC Advisor

*J. Palaneeswari*  
Principal



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**Members Present:**

S.No.	Members	e - Signature
1.	Dr. T. Palaneeswari, Principal	<i>T. Palaneeswari</i>
2.	Mrs. S. Sathya, IQAC Advisor	<i>Sathya</i>
3.	Dr. R. Sudha Periathai, IQAC Co-ordinator	<i>R. Sudha Periathai</i>
4.	Dr. P. Stella Muthurajam, Associate Professor of Economics	<i>P. Stella muthurajam</i>
5.	Dr. S. Pethanachi Selvam, Associate Professor of Mathematics	<i>S. Pethanachi Selvam</i>
6.	Dr. C. Devi Arockia Vanitha, Assistant Professor of Computer Science	<i>C. Devi Arockia Vanitha</i>
7.	Dr. B. Deepa, Assistant Professor of Botany	<i>B. Deepa</i>
8.	Dr. B. Siva Priya, Assistant Professor of English	<i>B. Siva Priya</i>
9.	Mrs. V. Ramya, Assistant Professor of History	<i>V. Ramya</i>
10.	Mrs. R. Vijayapriya, Assistant Professor of Tamil	<i>R. Vijayapriya</i>
11.	Dr. S. Shailaja, Assistant Professor of Chemistry	<i>S. Shailaja</i>
12.	Dr. U. Uma Devi, Assistant Professor of Botany	<i>U. Uma Devi</i>
13.	Dr. A. Mydeen Bibi, Assistant Professor of Mathematics	<i>A. Mydeen Bibi</i>
14.	Dr. D. Rajamani, Assistant Professor of Chemistry	<i>D. Rajamani</i>
15.	Dr. K.J. Sunmista, Assistant Professor of Commerce	<i>K.J. Sunmista</i>
16.	Dr. A. Amutha, Assistant Professor of Physics	<i>A. Amutha</i>





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**Internal Quality Assurance Cell**

**Date: 20.01.2020**

**Venue: IQAC Room**

**Agenda:**

- Plan for Mentorship programme
- Orientation Programme for Mentee Institutions

**Minutes of the Internal Quality Assurance Cell Meeting held on 03.01.2020**

- The committee members discussed the plan to visit the Mentee institutions.
- It was decided to conduct a Orientation Programme for mentee institutions on "NAAC Accreditation Process and Criterionwise Data Analysis" along with Dr. K. Rajeswari, Accreditation Ambassador.

*R. Sudha Periaikani*  
IQAC Co-ordinator

*Sathya*  
IQAC Advisor

*T. Palaneeswari*  
Principal

**Members Present:**

S.No.	Members	e - Signature
1.	Dr. T. Palaneeswari, Principal	<i>T. Palaneeswari</i>
2.	Mrs. S. Sathya, IQAC Advisor	<i>Sathya</i>
3.	Dr. R. Sudha Periaikani, IQAC Co-ordinator	<i>R. Sudha Periaikani</i>
4.	Dr. P. Stella Muthurajam, Associate Professor of Economics	<i>P. Stella Muthurajam</i>
5.	Dr. S. Pethanachi Selvam, Associate Professor of Mathematics	<i>S. Pethanachi Selvam</i>
6.	Dr. C. Devi Arockia Vanitha, Assistant Professor of Computer Science	<i>C. Devi Arockia Vanitha</i>
7.	Dr. B. Deepa, Assistant Professor of Botany	<i>B. Deepa</i>



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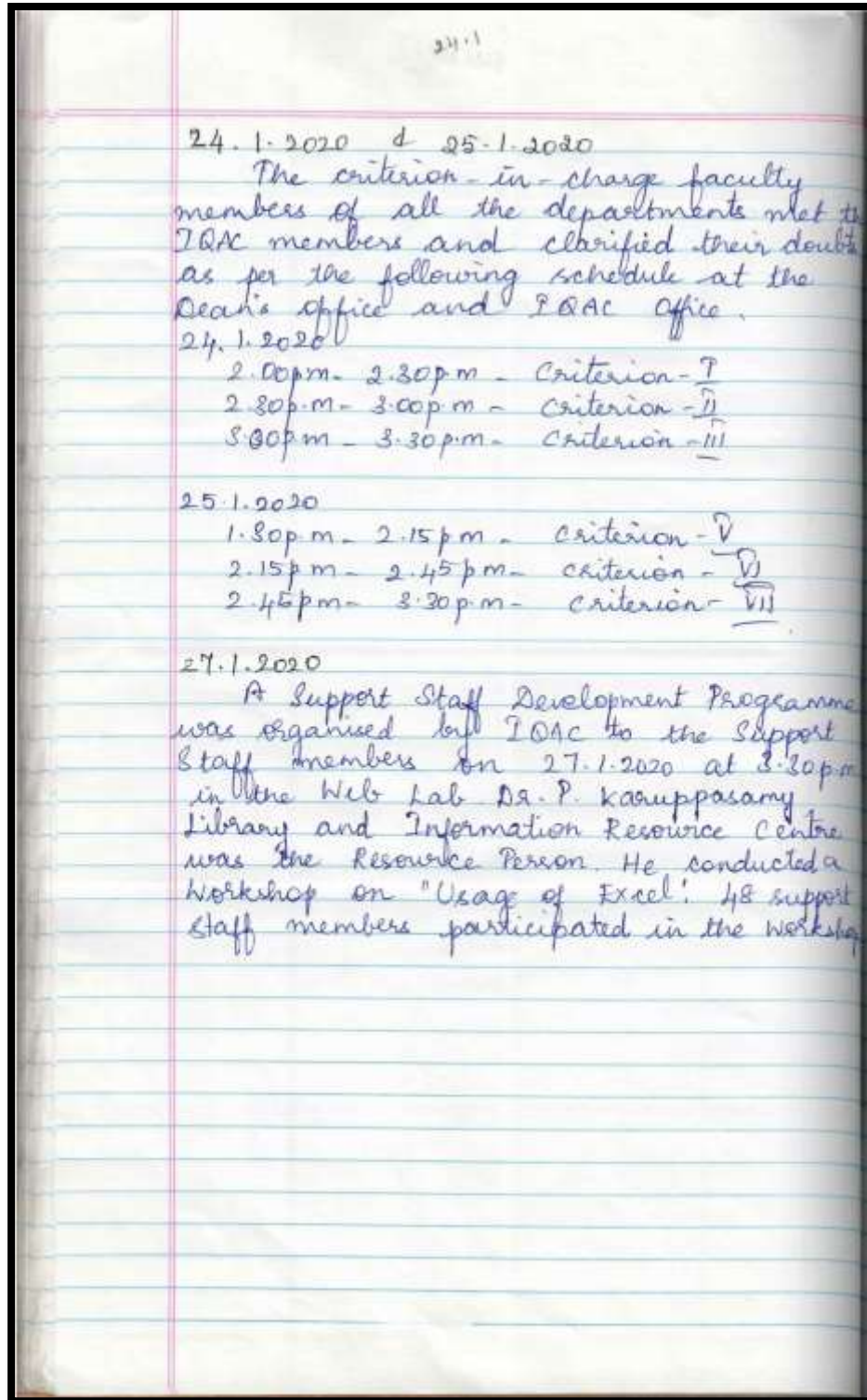
S.No.	Members	e - Signature
8.	Dr. B. Siva Priya, Assistant Professor of English	<i>B. Siva Priya</i>
9.	Mrs. V. Ramya, Assistant Professor of History	<i>VP</i>
10.	Mrs. R. Vijayapriya, Assistant Professor of Tamil	<i>R. Vijayapriya</i>
11.	Dr. S. Shailaja, Assistant Professor of Chemistry	<i>S. Shailaja</i>
12.	Dr. U. Uma Devi, Assistant Professor of Botany	<i>U. Uma Devi</i>
13.	Dr. A. Mydeen Bibi, Assistant Professor of Mathematics	<i>A. Mydeen Bibi</i>
14.	Dr. D. Rajamani, Assistant Professor of Chemistry	<i>D. Rajamani</i>
15.	Dr. K.J. Sunmista, Assistant Professor of Commerce	<i>K.J. Sunmista</i>
16.	Dr. A. Amutha, Assistant Professor of Physics	<i>A. Amutha</i>





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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI.  
INTERNAL QUALITY ASSURANCE CELL (IQAC)  
Support Staff Development Programme**

**Programme** : Workshop on "Usage of Excel"  
**Date and time** : 27.01.2020, 3.30 p.m  
**Venue** : Web Lab  
**Resource Person** : Dr. P. Karuppasamy, Library & Information Resource Centre

**Members Present**

S.No.	Name	Signature
1.	K. Annasoodani	K. Annasoodani
2.	S. Liggammal	S. Liggammal
3.	M. MURUGESWARI	M. Murugeswari
4.	M. Brindha	M. Brindha
5.	T. Kavitha	T. Kavitha
6.	M. BANU	M. Banu
7.	B. PORKODI	B. Porkodi
8.	S. Ramathilagam	S. Ramathilagam
9.	K.R. Seenivasan	K.R. Seenivasan
10.	P. KARUTHAMUTHU	P. Karuthamuthu
11.	A.R. SARATHAKUMAR.	A.R. Sarathakumar
12.	G. Selvakumari	G. Selvakumari
13.	C. PADMA JOTHI.	C. Padma Jothi
14.	G. YOGAPREYA	G. Yogapreya
15.	G. RAJESHWARI	G. Rajeswari
16.	S. MAHALAKSHMI	S. Mahalakshmi
17.	G. NUTHUMARI	G. Nuthumari
18.	P. PETCHIAMMAL	P. Petchiammal
19.	R. Jayalakshmi	R. Jayalakshmi
20.	M. Geetha Devi	M. Geetha Devi
21.	A. Manikandan	A. Manikandan
22.	M. Kamatchi	M. Kamatchi



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S.No.	Name	Signature
23.	K. Muneeswari	K. Muneeswari
24.	S. Bhavathi	S. Bhavathi
25.	K. Lakshmi	K. Lakshmi
26.	C. Remalekshmi	C. Remalekshmi
27.	K. Anubha	K. Anubha
28.	S. Arun Nandini	
29.	K. Rama Priya	K. Rama Priya
30.	S. Dhanya	S. Dhanya
31.	M. Jeyanthi	M. Jeyanthi
32.	M. Shanti	M. Shanti
33.	P. Bhavani	P. Bhavani
34.	K. SHANTHI	K. Shanti
35.	S. selvamona	S. Selvamona
36.	R. Meethu Pandeeswari	R. Meethu Pandeeswari
37.	P. Saranya	P. Saranya
38.	M. Nandulak Shri	M. Nandulak Shri
39.	R. Haragatha	R. Haragatha
40.	K. Jayachitra	K. Jayachitra
41.	M. Rama Priya	M. Rama Priya
42.	A. Santhi	A. Santhi
43.	Jo Jansi Rani	Jo Jansi Rani
44.	R. Paritha	R. Paritha
45.	A. Mahesh Anup	A. Mahesh Anup
46.	S. Ramapithai	S. Ramapithai
47.	T. Vignesh Babu	T. Vignesh Babu
48.	S. SURESH PRASAD	S. Suresh Prasad
49.		
50.		

*V. Sathy*  
IQAC Advisor

*T. Palavesi*  
Principal





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**Internal Quality Assurance Cell**

**Date: 31.01.2020**

**Venue: IQAC Room**

**Agenda:**

To prepare a budget under various items to be utilized under UGC Paramarsh scheme.

**Minutes of the Internal Quality Assurance Cell meeting held on 31.01.2020**

Two of our IQAC members, Dr. B. Deepa, Assistant Professor of Botany and Dr. C. Devi Arockia Vanitha, Assistant Professor of Computer Science were appointed as finance committee members. Based on the amount allocated under various items by UGC under PARAMARSH scheme, a budget was proposed to utilize the fund as per the UGC guidelines for TA/DA dated 8<sup>th</sup> January 2018.

<b>Name of the Item</b>	<b>Amount</b>
Fellowship for Ambassador	Rs.31,000/-per month
Workshop (sitting fee)	Principal - Rs.2000 IQAC Members/Others - Rs.1500
TA	Rs.1200 No TA for Local (<20 Km.) For >20Km, Rs. 20/Km
DA	Principal/ Associate Prof. - Rs.1200 IQAC Members/Others - Rs.800
Honorarium to Experts	Rs.1000/-session
Honorarium to Director	Rs.8000/-month
Engagement of Project staff (3)	Rs.8333/-month (3000+3000+2333)

*R. Sutha Periakmai*  
IQAC Co-ordinator

*Satya*  
IQAC Advisor

*T. Palavesoni*  
Principal



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**Members Present:**

S.No.	Members	e - Signature
1.	Dr. T. Palaneeswari, Principal	T. Palaneeswari
2.	Mrs. S. Sathya, IQAC Advisor	Sathya
3.	Dr. R. Sudha Periathai, IQAC Co-ordinator	R Sudha Periathai
4.	Dr. C. Devi Arockia Vanitha, Assistant Professor of Computer Science	
5.	Dr. B. Deepa, Assistant Professor of Botany	B. B. - (B. DEEPA)
6.	Mrs. K. Muneeswari, Lab Assistant	K. Muneeswari
7.	Mrs. M. Murugeswari, Junior Assistant	M. Murugeswari





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**Internal Quality Assurance Cell**

**Date: 03.02.2020**

**Venue: IQAC Room**

**Agenda:**

- Plan for conducting a meeting for Mentee institutions.
- To pay a visit to the Mentee institutions.

**Minutes of the Internal Quality Assurance Cell Meeting held on 03.02.2020**

- Planned to conduct a meeting on "NAAC Accreditation Framework and Criterionwise Data Analysis" under UGC Paramarsh for Mentoring NAAC Accreditation Aspirant Institutions on 10.2.2020 at 10.00 a.m. in the Virtual lab.
- IQAC members prepared a data format for all the criteria to collect the institutional status of the Mentee institutions.
- Discussed the programme schedule for the meeting.
- Duties were allotted to the IQAC members.
- Under UGC PARAMARSH, it was also decided to conduct meetings by the IQAC members and the PARAMARSH scheme Ambassador on the topic, "Orientation on Accreditation Process" to the Mentee institutions as per the following schedule:

Date	Name of the Institution	Resource Person (IQAC members)
14.02.2020	Madurai Kamaraj University Constituent Model Arts and Science College, Thirumangalam.	Dr. K. Rajeswari, Accreditation Ambassador Mrs. S. Sathya, IQAC Advisor Dr. R. Sudha Periathai, IQAC Co-ordinator
26.02.2020	Madurai Kamaraj University Constituent College, Vedachendur.	Dr. K. Rajeswari, Accreditation Ambassador Dr. B. Siva Priya, Assistant Professor of English Dr. D. Rajamani, Assistant Professor of Chemistry
28.02.2020	Pannaikadu Veerammal Paramasivam College, Dindigul.	Dr. K. Rajeswari, Accreditation Ambassador Dr. K.J. Sunmista, Assistant Professor of Commerce Dr. S. Shailaja, Assistant Professor of Chemistry Dr. A Amutha, Assistant Professor of Physics
07.03.2020	S.M.S.College of Arts and Science, Sivakasi.	Dr. K. Rajeswari, Accreditation Ambassador Dr. C. Devi Arockia Vanitha, Assistant Professor of Computer Science Dr. A. Mydeen Beevi, Assistant Professor of Mathematics

  
IQAC Advisor

  
Principal



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**Members Present:**

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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)  
Support Staff Development Programme**

**Programme** : Workshop on “KEEP GO; KEEP GROW”  
**Date and time** : 12.02.2020, 2.00 p.m  
**Venue** : Conference Hall  
**Resource Person** : Mr. Somnath Babu, M.Sc (Psy), MBA, Director-Operations,  
Shree Mediks, Sivakasi.

**Members Present**

S.No.	Name	Signature
1.	M. Kamatchi	M. Kamatchi
2.	A. Santhe	A. Santhe
3.	M. Murugeswari	M. Murugeswari
4.	S. Liggamall	S. Liggamall
5.	K. Muneeswari	K. Muneeswari
6.	S. Bhavani	S. Bhavani
7.	S. Ramathilagam	S. Ramathilagam
8.	H. Banu Priya	H. Banu Priya
9.	S. Bharathi	S. Bharathi
10.	K. Porakodi	K. Porakodi
11.	M. Helan Saradha	M. Helan
12.	A. Nana Bini	A. Nana Bini
13.	N. Maheswari	N. Maheswari
14.	R. Jayalakshmi	R. Jayalakshmi
15.	M. Guruvu Suvai	M. Guruvu Suvai
16.	S. Selvameena	S. Selvameena
17.	M. BANU	M. Banu
18.	Ms. Lalshmi	Ms. Lalshmi
19.	K. Jayachitra	K. Jayachitra
20.	M. Brindha	M. Brindha
21.	R. Mangatham	R. Mangatham





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S.No.	Name	Signature
22.	K. Rama Priya	K. Rama
23.	M. Muthukrishni	m. muthukrishni
24.	N. Thamaraselvi	N. Thamaraselvi
25.	Gi Petchjammal	G. Petch
26.	K. SHANTHI	K. S.
27.	R. Muthu Pandeeswari	R. Muthu Pandeeswari
28.	T. Kavitha	T. Kavitha
29.	K. Annapoornani	K. Annapoornani
30.	i. Janel	i. Janel
31.	R. KUMARESAN	R. K.
32.	P. KARUPPASAMY	P. Karuppasamy
33.	P. Senthil Kumar	P. Senthil Kumar
34.	C. Chandramohan	C. Ch
35.	M. SELVANT	M. Selvan
36.	N. KACERAJAN	N. Kacerajan
37.	B. Sivan, kuga velli	B. S.
38.	K. Kannaki	K. K.
39.	H. Selta	H. S.
40.	T. Palaniammal	T. P.
41.	C. Geetha	C. Geetha
42.	A. Mahesh Anup	A. Mahesh Anup
43.	S. Selvakumari	S. Selvakumari
44.	P. Saranya	P. Saranya
45.	Ja Jansi Ravi	Ja Jansi Ravi
46.	R. Parithi	R. Parithi
47.	S. Kalai selvi	S. Kalai Selvi
48.	M. Gnanalakshmi	M. Gnanalakshmi
49.	R. Nirmala	R. Nirmala
50.	M. Kannukila	M. Kannukila
51.	M. Poojari	M. Poojari
52.	K. NACHI AMMAL	K. NACHI AMMAL





**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
SIVAKASI – 626 123.**

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College with Potential for Excellence by UGC and Mentor Institution under UGC PARAMARSH)

S.No.	Name	Signature
53.	M. Showrika	M. Showrika
54.	N. Mani Suglani	N. Mani Suglani
55.	K. Murugeswari	K. Murugeswari
56.	G. SARAVANAN.	G. Saravanan
57.	V. Karthikeyan	V. Karthikeyan
58.	A. Manikandan	A. Manikandan
59.	S. SAGERAM PRASITH	S. Sageram Prasith
60.	J. Senathi Kumari	J. Senathi Kumari
61.	M. Tejithi	M. Tejithi
62.	S. Divya	S. Divya
63.	M. Annalakshmi	M. Annalakshmi
64.	K. Amutha	K. Amutha
65.	J. Anus Nandini	J. Anus Nandini
66.	S. Ramapillai	S. Ramapillai
67.	R.G. Raja	R.G. Raja
68.	T. Vignesh Babu	T. Vignesh Babu
69.	B. Prabha	B. Prabha
	R. Sucha Perinthi	T. Palaniveshi
	IQAC Co-ordinator	Principal
	IQAC Advisor	



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10.2.2020

A meeting was arranged for the mentee institutions under UGC Paramarsh scheme on "NAAC Accreditation Framework and Criterionwise Data Analysis" on 10.2.2020. Faculty members from Mentee institutions participated in the meeting.

12.2.2020

TQAC organised a workshop on "Keep Go, Keep Grow" for the support staff on 12.2.2020 at 2.00pm in the Conference Hall. Mr. Somnath Balan, M.Sc (Psy), M.B.A, Director Operations, Shree Medics, Sivakasi was the resource person. 69 support staff members participated in the programme.

24.2.2020

A Faculty Development Programme - Orientation on "NAAC Reaccreditation Process" was arranged in 2 batches for the faculty members. 165 faculty members participated in the programme.

9.3.2020

TQAC and Research cell organised a Faculty Development Programme on 9.3.2020 at Conference Hall. Dr. L. Radha, Librarian, Thiagaraja Engineering College, Madurai addressed the faculty members on the topic "Research Ethics". Ms. S. Gomathi Padma Thilaga, Patent Consultant / Regd. Patent Agent, Women Scientist - C (KIRAN - IPR, DST), Tirupathi delivered a lecture on the topic "Intellectual Property Rights". 165 faculty members participated in the programme.



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Excellence by UGC and Mentor Institution under UGC Paramarsh)

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
INTERNAL ACADEMIC AUDIT REPORT**

The Internal Quality Assurance Cell (IQAC) conducted an Internal Academic Audit on 16.03.2020 and 17.03.2020. The members of IQAC analysed the activities and achievements of the departments based on the Academic Audit Questionnaire and audited the overall maintenance of records/files/registers and documentary evidences in the departments.

**APPRECIATIONS:**

- Interdisciplinary Collaborative Activities carried out by the department of BBA with IT are applauded.
- Patents obtained by Dr. U. Umadevi, Department of Botany is a remarkable achievement.
- Usage of ICT facilities and the preparation of Video lessons by the faculty members of all the departments are highly commendable.
- Paper presentation by the faculty members of the departments of English, Tamil, History and Physical Education at International Conferences held abroad is appreciable.
- Regular Conduct of Cluster of College Programmes by the departments of Maths and Physics is noteworthy.
- Conduct of Fashion Expo to exhibit the latent talents of the students of the department of Costume design and Fashion is laudable.
- Students have brought laurels to the college by their enthusiastic participation and winning in Intercollegiate and Intra collegiate competitions.
- Departments' contribution towards extension activities are to be appreciated.
- Quiz Club established by the Department of English needs a special mention.
- Inorder to emphasis the need and the importance of eco-friendly atmosphere, Inter departmental and Intradepartmental competitions on Eco-Consciousness are regularly conducted.
- In order to promote the holistic development of the students, the department of Chemistry honours the Best Outgoing Student of its department every year.





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- It is highly appreciated that Departments of Chemistry and English are upgraded as Research Centres.

**SUGGESTIONS:**

- A good number of research projects can be undertaken by the faculty members through funding agencies.
- It is always to be noted that research papers and articles should be published in journals especially in Scopus or web of Science.

*R. Luchha Periakmai*

**IQAC Co-ordinator**

*V. Sathya*

**IQAC Advisor**

*T. Palavesani*

**Principal**





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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Academic & Administrative Audit 2019-2020**

**REPORT**

**Date of Visit: 18.03.20**

**Audited by:**

- 1. Mr.R.Jaganathan,**  
IQAC Coordinator,  
Associate Professor and Head,  
Department of Mathematics(UG),  
A.N.J.A.College  
Sivakasi
- 2. Dr.M.Selvakumar,**  
Deputy Dean of Academic Affairs and Research,  
Assistant Professor and Head,  
Department of Commerce(PG),  
A.N.J.A.College  
Sivakasi

The following are the observations from the Academic and Administrative Audit based on the reports submitted by The Standard Fireworks Rajaratnam College for Women, Sivakasi for the academic year 2019-20.

**Appreciations:**

1. The College has been selected as a mentor institution under UGC PARAMARSH Scheme and UGC has sanctioned Rs.30 lakhs for this scheme.
2. It is noteworthy that the institution had received grant from DST- FIST.
3. It is highly appreciable that IQAC developed an OBE model following the parameters suggested by UGC and implemented the Outcome Based Education in the year 2019-20.
4. Workshops were organized in groups for staff members and external examiners and exposed various parameters of SFRC- OBE.
5. A good number of SFRCians were qualified NET/SET and completed online NPTEL courses.
6. The attainment of students are monitored by the Academic Attainment Committee and submitted to the IQAC.



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7. Videos and e-contents developed by the staff are uploaded in the YouTube Channel SFRC CONNECT.
8. Staff members were attending and presenting research papers regularly including International seminars organized outside India.
9. A good number of Research articles and Books were published by the faculty.
10. The initiative of Young Women Entrepreneur Development Cell (YWED) and 6 Start Ups by the Standardpreneur cell are unique to the institution and it deserves appreciation for its all possible steps taken to improve entrepreneurial development.
11. Faculty members and students brought many laurels to the institution for their services and achievements.
12. Receiving 3 patents by the staff from an institution from a rural backdrop is a great achievement.
13. The establishment of Audio Visual Centre, Green Matte Studio and Lecture Capturing System adds to the ICT enabled teaching and learning process
14. The efforts of the management to constantly improve the infrastructure to meet its growing needs are noteworthy.
15. A linkage with the Institute of Language Management, Bangalore to instill self-confidence in the students to communicate effectively is appreciable.
16. Expressive Articulation Sessions conducted twice in a month to improve the oratory and other individual skills among students deserves appreciation.
17. Budget proposal and allotment of funds on various heads were properly done for the financial year 2019-20.
18. Certificate of Appreciation was bestowed on the college for creating the eco-conscious awareness under "One Student One Tree" initiative by the AICTE (All India Council for Technical Education), New Delhi.
19. The Certificate of World Record by the Noble World Records for the World's Largest Human Tree Formation consisting of 966 participants is laudable.
20. The contribution of students and staff in extension and outreach activities is appreciable.

**Suggestions:**

1. The format followed in presenting the feedback from students, staff and research scholars in the Dean's meeting which is placed in the Governing Body is not proper. Feedback discussed in the IQAC obtained in a five point scale and analysed with the graphs with the Action Taken Report shall be placed in the Governing Body.
2. More number of placements may be arranged for students. Graduate Outcome shall be projected.
3. Students' strength in some SF courses are seen with lot of fluctuations over the years. Steps may be taken to maintain the maximum allotted strength.



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4. Steps have to be taken to increase the number of Ph.d Scholars.
5. Number of Research Guides shall be increased.
6. All PG departments shall be promoted as Research Departments.
7. Faculty shall be encouraged to publish the articles in Scopus and UGC care listed journals only.
8. Proper guidance shall be given to faculty to get more funded research projects
9. To facilitate inter-disciplinary and collaborative Researches, a suitable environment may be created.

**Expert Committee**

1. **Mr. R. Jaganathan,**  
IQAC Coordinator,  
Associate Professor and Head,  
Department of Mathematics (UG),  
A.N.J.A.College  
Sivakasi
2. **Dr. M. Selvakumar,**  
Deputy Dean of Academic Affairs and Research,  
Assistant Professor and Head,  
Department of Commerce (PG),  
A.N.J.A.College  
Sivakasi

**Signature**

  
**Prof.R.JAGANATHAN, M.Sc.,M.Phil.,**  
**Co-Ordinator**  
**Internal Quality Assurance Cell**  
**Ayya Nadar Janaki Ammal College(Autonomous)**  
**SIVAKASI-626 124**

  
**Dr.M.SELVAKUMAR**  
Head  
PG and Research Dept.of Commerce  
Ayya Nadar Janaki Ammal College  
Sivakasi





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**Internal Quality Assurance Cell**

**Date: 07.05.2020**

**Agenda:**

- Presentation of report on the activities carried out by the institution though online mode during the lockdown period.
- To frame the general instructions for conducting the III Term Test and the rules for the valuation of exam papers.

**Minutes of the Internal Quality Assurance Cell held on 07.05.2020**

- In the Staff meeting, Mrs. S. Sathya, Advisor, IQAC presented a detailed report on the activities carried out by the institution though online mode during the lockdown period.
- It was planned to prepare a format for reporting the activities carried out by each staff.
- It was proposed to form groups of students classwise through whatsApp/Google Classroom/SFR LMS ([www.sfrmlearning.org](http://www.sfrmlearning.org))/Email/ GoogleMeet/Zoom to communicate with students.
- Due to the pandemic situation, it was planned to conduct the III term test from May 18<sup>th</sup> to May 23<sup>rd</sup> through online mode like LMS, Google Classroom, WhatsApp group, Email, etc., and there won't be any test for part IV papers. The time duration for the UG courses is two hours (Test-1 hour; To upload-1 hour.) and for the PG courses is three hours (Test-2 hours; To upload-1 hour.).

*R. Sutha Periakthai*  
IQAC Co-ordinator

*Sathya*  
IQAC Advisor

*T. Palanivesan*  
Principal





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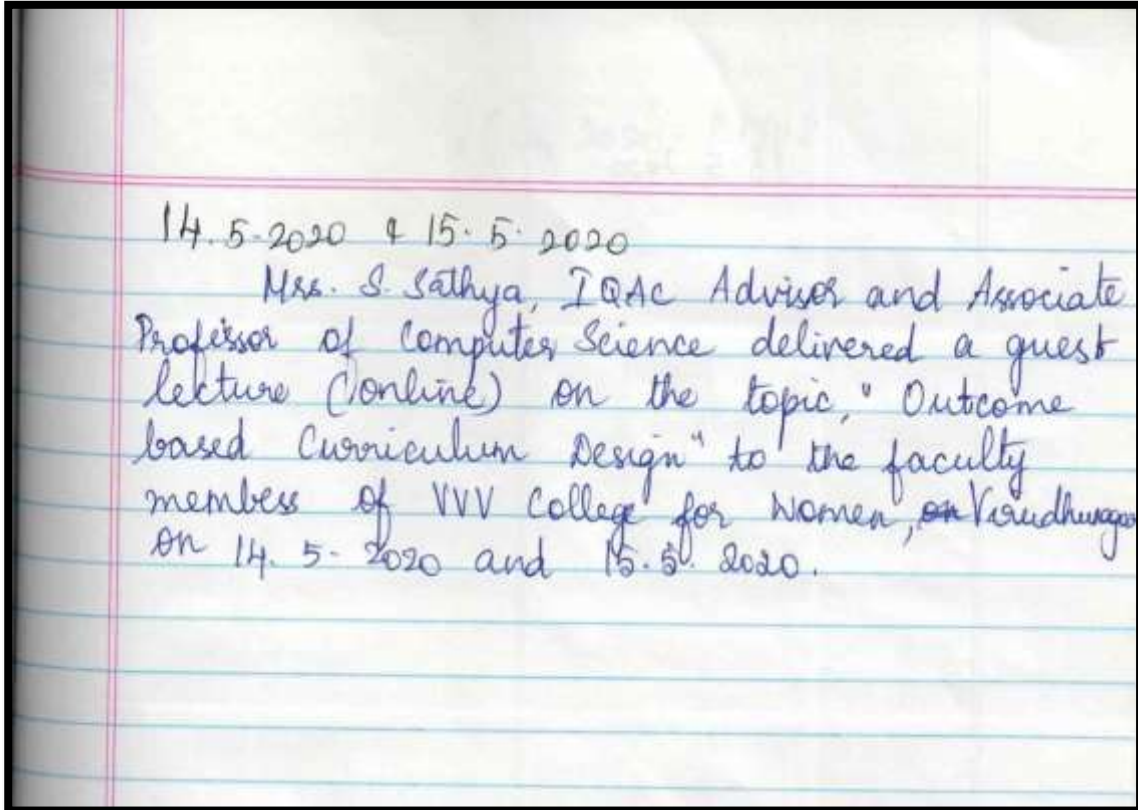
**Members Present:**

S.No.	Members	e - Signature
1.	Dr. T. Palaneeswari, Principal	T. Palaneeswari
2.	Mrs. S. Sathya, IQAC Advisor	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. 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 Bibi, Assistant Professor of Mathematics	A. Mydeen Bibi
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



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**Internal Quality Assurance Cell**

**Date: 18.05.2020**

**Agenda:** To plan for conducting a series of webinars and a Faculty development program for  
Mentee Institutions.

**Minutes of the Internal Quality Assurance Cell held on 18.05.2020**

- It was planned to conduct a series of webinars from 25.05.2020 to 29.05.2020 for Mentee Institutions under PARAMARSH on SSR preparation as per the following schedule.

Date	Criteria	Moderator	Welcome Address	Speakers
25.5.2020	I	Dr. D. Rajamani	Dr. K. Rajeswari Accreditation Ambassador	Dr. B .Deepa Dr. A. Amutha
26.5.2020	II	Dr. U. Umadevi	Mrs. S. Sathya IQAC Advisor	Dr. S. Pethanachi Selvam Dr. C. Devi Arockia Vanitha
27.5.2020	III	Dr. C. Devi Arockia Vanitha	Dr. R. Sudha Periathai IQAC Co-ordinator	Dr. P. Stella Muthu Rajam Mrs. R. Vijaya Priya
28.5.2020	IV & V	Dr. A. Mydeen Bibi	Dr. S. Pethanachi Selvam IQAC Member	Dr. D .Rajamani Dr. R. Sudha Periathai Dr. U. Umadevi Dr. A. Mydeen Bibi
29.5.2020	VI & VII	Dr. B. Deepa	Dr. P. Stella Muthu Rajam IQAC Member	Dr. K.J. Sunmista Dr. B. Siva Priya Mrs. V. Ramya Dr. S. Shailaja

- It was decided to organise a Faculty development program for Mentee Institutions on 29.05.2020 on "NAAC Accreditation Process: Dos and Don'ts".
- Duties were allotted to the IQAC members for both the programmes.
- It was discussed to display posters, charts, add on course, PO's, PSO's and activities of various cells inside the college campus.
- It was suggested to insist the Departments to post their invitations regarding the conduct of webinars in Faculty WhatsApp group.
- To conduct a Council meeting to discuss the last date for the submission of syllabus passed in the Board of Studies.

*R. Sudha Perintha*  
IQAC Co-ordinator

*Sathya*  
IQAC Advisor

*T. Palaniselvi*  
Principal





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**Members Present:**

S.No.	Members	e - Signature
1.	Dr. T. Palaneeswari, Principal	T. Palaneeswari
2.	Mrs. S. Sathya, IQAC Advisor	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 Bibi, Assistant Professor of Mathematics	A. Mydeen Bibi
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





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1.6.2020  
Mrs. S. Sathya, IQAC Director and Associate Professor of Computer Science, delivered a guest lecture (Online) on the topic "OBE Assessment Tools and Methods" to the faculty members of V.V.V. College for Women, Vaidhyanagar, 1.6.2020.

4.6.2020  
Guidance was provided in the submission of DBT STAR COLLEGE proposal under the Department of Science and Technology New Delhi on 4.6.2020.

8.6.2020 & 9.6.2020  
Mrs. S. Sathya, IQAC Director & Associate Professor of Computer Science delivered a guest lecture (Online) on the topic "Outcome based Education" to the faculty members of V.H.N.S.N. College, Vaidhyanagar on 8.6.2020 & 9.6.2020.

30.6.2020 - 4.7.2020:  
Dr. T. Palancesswari, Principal, Dr. R. Sathi Periathai, IQAC Co-ordinator, Dr. B. Liva Praya, Mrs. V. Ramya, S. Shailaja, A. Mydeen Beervi, and A. Amutha, IQAC members participated in an Online Faculty Development Programme on "Inclusive Procedures and Processes in Assessment and Accreditation by NAAC" from 30.6.2020 to 4.7.2020 Organized by the Internal Quality Assurance Cell of St. Joseph's College (Autonomous), Trichy.

17.7.2020:  
Mrs. S. Sathya, IQAC Director delivered a guest lecture (Online) on the topic, "Outcome based Assessment Strategies" to the faculty members of V.H.N.S.N. College Vaidhyanagar on 17.7.2020.



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**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

*F. Palaneeswari*  
Principal



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**Members Present:**

S.No.	Members	e - Signature
1.	Dr. T. Palaneeswari Principal	T. Palaneeswari
2.	Mrs. S. Sathya IQAC Director	Sathya
3.	Dr. R. SudhaPeriathai IQAC Coordinator	R Sudha Periathai
4.	Dr. B. Deepa Dean: CDDC	B. B. - (B. DEEPA)
5.	Dr. C. Devi Arockia Vanitha Dean of Academic Affairs	Dr. C. Devi Arockia Vanitha
6.	Mrs. B. Theresita Mary Shanthi Advisor: Student Services	B. Theresita Mary Shanthi
7.	Dr. B. Ponni Dean of Student Services	Dr. B. Ponni
8.	Dr. S. Sivadevi Semester Monitoring Cell Advisor	S. Sivadevi
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	M. Murugalakshmi





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**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 3<sup>rd</sup> August by IQAC, E-content Development Cell and Controller of Examinations as per the following schedule:

<b>Resource Person</b>	<b>Topic</b>
Mrs. S. Sathya, IQAC Director	Pen Tablet Usage and Copyright issues
Mrs. E. Ponnmalar, 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 4<sup>th</sup> August 2020.



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❖ It was planned to conduct online classes for the current II UG, III UG and II PG students from 5<sup>th</sup> 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 Periaikhai*  
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 Periaikhai IQAC Coordinator	<i>R. Sudha Periaikhai</i>
4.	Dr. B. Deepa Dean: CDDC	<i>B. Deepa</i>
5.	Dr. C. Devi Arockia Vanitha Dean of Academic Affairs	<i>C. Devi Arockia Vanitha</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>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>



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**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of the On-line Meeting held on 11<sup>th</sup> September 2020**

The Internal Quality Assurance Cell organized an Online meet for the faculty members on "Flair ERMS- Import of Internal Questions and Internal Marks" on 11<sup>th</sup> September at 3.30 p.m. Mrs. S.Sathya, IQAC Advisor demonstrated the procedure in importing the question paper and marks for all internal assessment components in ERMS.

The following resolutions were made-

- Semester monitoring cell will have to monitor the Question paper import and mark import in Flair ERMS.
- The specific regulations for 2017 and 2020 syllabi should be adhered to.
- Specific Excel templates featuring Outcome Based Education designed by IQAC should be used by the course teachers.
- Relevant excel templates should be used for theory/practical courses for UG/PG programme.
- Importing question paper and marks for Part-IV courses are to be monitored by Part-IV Coordinators.
- HODs are in charge of checking and approving the question papers imported by the course teachers.
- Due dates for Question paper import and mark entry import are to be abide by.

*R. Sindha P*  
IQAC Coordinator

*V. S. Thyo*  
IQAC Advisor

*T. Palavesu*  
Principal  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College  
for Women,  
SIVAKASI





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12.10.2020

On 12.10.20, Mrs. S. Sathya, IQAC Director gave a demo on uploading the syllabi 2017 and 2020 in the cloud KRMS to the faculty members on 12.10.2020 at 6.30 p.m through Google Meet.

16.10.2020

A meeting was organised for the Heads of the Departments and Syllabus in-charge faculty members on 16.10.2020 through Google meet at 5.00pm. Mrs. S. Sathya IQAC Director explained elaborately on course approval and uploading of graduate attributes.



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

*R. Senthil Perumal*  
IQAC Co-ordinator

*V.S. Thyo*  
IQAC Director

*T. Palaniveshi*  
Principal



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**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





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
**IQAC & SEMESTER MONITORING CELL**

On December 8, 2020 a demo on Rubric uploading and mark entry for 2019-2020 ODD semester's Internal exam was organized through Google meet for the faculty members by IQAC & Semester Monitoring cell. The demo was given by Dr.S.Kalai selvi, Assistant Professor of Mathematics & Coordinator of Semester Monitoring cell and Mrs.D.Ganga devi, Assistant Professor of Computer Applications. All the Semester Monitoring cell members accompanied by one staff member from their respective department got benefited through this meeting.



  
Semester Monitoring Cell  
Staff-in-charge

  
IQAC  
Coordinator

  
IQAC  
Director

  
Principal  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College  
for Women,  
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**2018-2019**



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**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**

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**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 30<sup>th</sup> June 2018.
- ⇒ Completed report to be submitted on 10<sup>th</sup> July 2018.
- ⇒ Discussed regarding framing questionnaire for student satisfaction survey.
- ⇒ Suggested to furnish and utilize the E-content lab facility.

*K. Thelvi - S. L.*  
IQAC Co-ordinator

*J. Palaniswami*  
Principal





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Members present	
1. Dr. T. Palaniveswari	T. Palaniveswari
2. Mrs. B. Theresita Mary Shanthi	Mrs. B. Theresita Mary Shanthi
3. Mrs. S. Sathya	S. Sathya
4. Mrs. E. Ponnalar	E. Ponnalar
5. Mrs. R. Sudha Periakka	R. Sudha Periakka
6. C. Devi Apocwa Vanisra	C. Devi Apocwa Vanisra
7. B. SIVA PRIYA	B. SIVA PRIYA
8. Dr. J. SOBHANA DEVI	Dr. J. SOBHANA DEVI
9. Dr. K. PRADHA	Dr. K. PRADHA
10. Mrs. P. Stella Mukta Rajam	P. Stella Mukta Rajam
11. Dr. M. M. Kavitha	Dr. M. M. Kavitha
12. Dr. A. MY DEEN BIBI	Dr. A. MY DEEN BIBI
13. Dr. B. Deepa	Dr. B. Deepa
14. Dr. U. Urmadevi	Dr. U. Urmadevi
15. Dr. S. VIJAYA KUMARI	Dr. S. VIJAYA KUMARI
16. Dr. Prasanna Devi	Dr. Prasanna Devi
17. Dr. S. Shanilaja	Dr. S. Shanilaja
18. Dr. M. Nuthgalakshmi	Dr. M. Nuthgalakshmi
19. K. Muthamill Selva	K. Muthamill Selva

6.7.18: Received a letter from Director of Collegiate Education instructing the institution to apply for NAAC and NIRF.  
Response was sent on 28.6.18 intimating that our institution is already participating in NAAC and NIRF.

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27/18 The Standard Fireworks Rajaratnam College for Women, Sivakasi  
Internal Quality Assurance Cell (IQAC)

A Support Staff Development Programme was organised by IQAC on 12.7.2018 between 10.00 a.m and 11.30 a.m at the Techno Lab. Mrs. K. Amultha, Office Superintendent welcomed the gathering. Mr. S. N. N. Sivapiran, ICI International Trainer addressed the Support Staff on "People Management". The Guest speaker stressed on the importance of being patient, friendly and humane for effective people management. The session was very lively and interactive. Dr. J. Arun Nandini, Office Manager proposed the vote of thanks.

B. Siva Priya  
12.7.18  
Prasanna Devi  
Staff-in-charge

K. Muri - S. I.  
IQAC Co-ordinator

S. N. N. Sivapiran  
Guest Speaker

J. Palaniamma  
Principal

Members Present

Name	Signature
1. M. Lakshmi Priya	M. Lakshmi
2. M. Harugeswari	M. Harugeswari
3. S. Lingamnel	S. Lingamnel
4. S. Bharathi	S. Bharathi
5. N. Bani Priya	N. Bani Priya
6. A. Santhi	A. Santhi
7. M. Geetha Rani	M. Geetha Rani
8. R. Jayalishmi	R. Jayalishmi
9. M. Kamatchi	M. Kamatchi





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10	S. Bhavani	S. Bhavani
11	G. Mathumathi	G. Mathumathi
12	K. Saranya devi	K. Saranya
13	G. Rajeshwari	G. Rajeshwari
14	M. CHITRA DEVI	M. Chitra Devi
15	C PADMA JOTHI	C. Padma Jothi
16	K.R. Seenivasan	K.R. Seenivasan
17	C. Ramalakshmi	C. Ramalakshmi
18	K. Poornima	K. Poornima
19	M. Helen Saranya	M. Helen Saranya
20	V. Rani Himala chandha	V. Rani Himala chandha
21	P. Arthimma	P. Arthimma
22	S. Selvamona	S. Selvamona
23	K. SHANTHI	K. Shanti
24	M. Muthulakshmi	M. Muthulakshmi
25	A. Vani Devi	A. Vani Devi
26	R. Paritha	R. Paritha
27	P. Saranya	P. Saranya
28	M. Jansi Bai	M. Jansi Bai
29	B. Selvakumari	B. Selvakumari
30	K. Jayachitra	K. Jayachitra
31	M. RAJA MALAR	M. Raja Malalar
32	K. Nandini Devi	K. Nandini Devi
33	M. Tamila Devi	M. Tamila Devi
34	M. Jayanthi	M. Jayanthi
35	M. Anmalakshmi	M. Anmalakshmi
36	M. Karumukila	M. Karumukila
37	R. Nirmala	R. Nirmala
38	S. Dhruva	S. Dhruva
39	S. Chandra	S. Chandra
40	P. Jansi	P. Jansi
41	N. Thamaraseli	N. Thamaraseli
42	N. Managattam	N. Managattam
43	T. Kavitha	T. Kavitha
44	K. Annapasani	K. Annapasani
45	S. Kalaiseli	S. Kalaiseli
46	H. Hanthi	H. Hanthi





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47	J. SENTHIL KUMAR	SB
48	T. VIGNESH BABU	SB
49	C. Rajafandian	SB
50	R. Nymarasan	RI
51	C. Chandramohan	Ch
52	M. Senthil Kumar	m se
53	D. SURESH RAJAKUMAR	RS
54	H. SELVARAJ	si. Selvaraj
55	P. Senthil Kumar	P. Senthil
56	M. Kalirajan	M. Kalirajan
57	S. Rajakannad	S. Rajakannad
58	R. Ramasubramanian	R. Ramasubramanian
59	P. KARUPPASAMY	P. Karuppasamy
60	P. KARUPPASAMY	P. Karuppasamy
61	A. R. Sarath Kumar	A. R. Sarath Kumar
62	G. SARAVANAN	G. Saravanan
63	A. MANIKANDAN	A. Manikandan
64	R. G. RASA	R. G. RASA
65	S. SRIRAMMOHAN	S. Sriramohan
66	K. Muneeswari	K. Muneeswari
67	J. Divya Nandini	J. Divya Nandini
68	K. Anubha	K. Anubha

10.8.18 Reply sent to U.G.C's letter requesting AAR documentary evidences and statement of financial assistance for the past four years + 2014-15 to 2017-18, along with audited statement.

20.8.18 One Staff member from Anti-Doping Cell, attended Collector's Meeting at Virudhunagar on 20.8.18, at 4.30 p.m.



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Circular.

There will be a meeting with the elected Union Members, Union Incharge staff members and I@AC members at the Indoor stadium on 21.8.18 at.

11. Hrs - 12.15  
23.8.18  
I@AC Co-ordinator.

Minutes of the Meeting.

Principal met the elected Union Representatives and asked them to be involved in maintaining the Standard of the college and discipline of the students. Dress code is to be followed strictly, otherwise severe punishment should be given.

She was concerned about the early marriage and elopement of students and asked the friends to take positive steps to avoid such incidents.

It was resolved to convene small group meetings, (department wise) addressed by the elected representatives to know more about the students' satisfaction and grievances and moreover to interact freely with students.

The students representatives made the following requests.

- 1) more number of NCC volunteers to be involved during assemblies.
- 2) To ply separate bus during field visits so that the evening trip is not delayed.
- 3) Wanted more number of dustbins, fans in classroom.
- 4) Extension of two-wheeler parking lot.
- 5) One more stair case in HCA Block and glass panel for protection along the staircase.



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Members Present	
1.	Principal.
2.	I.D.P.E. Coordinator - K. Meel - 1st.
3.	College Union Incharge Faculty members.
4.	Union staff in charge - (conjunctive)
1.	T. Agasthya Lakshmi - CDSF
5.	M. Venkatesh Lakshmi - History
6.	S. SIVAKANISHI - Physics
7.	S. PAATHI - Maths
8.	R. VASANTHI - computer science
9.	C. THAMARACHELVI - Chemistry
10.	A. Josephina - Commerce (Coop.)

UNION MEMBERS	
1.	G. Deepa (President)
2.	G. Nivetha (Vice-President)
3.	G. Deepa Lakshmi (Secretary)
4.	P. Krishnaveni (Joint-Secretary)
5.	S. Divya Barathi
6.	M. Anurtha
7.	S. Nithya Sri
8.	T. Hirugalakshmi
9.	G. Yamini Raghava
10.	K. Kalai Selvi
11.	M. J. Mathurajitha
12.	M. D. Fein Rose
13.	T. Kirthana Ansha
14.	S. Harini





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27.8.18	Online entry regarding 'Swachh Campus' Ranking was submitted to AISHE, MHRD on 27.8.18.
28.8.18	Mail was sent to MHRD, Deputy Director, regarding correction in the name of the college, in MHRD Portal.
29.9.18	Reply sent to NAAC, Bengaluru, regarding the mentor institution identifying and providing list of non-accredited institutions.
9.10.18	Anti-Ragging Compliance request form was submitted to UGC-MHRD on 9.10.18.
27.2.19	Letter sent to 5 Colleges under PARAMARSH Scheme 1) Sri Balakrishna College of Arts & Science, 2) S.M.S College & Arts & Science, 3) Rajalakshmi College of Arts and Science, 4) Govt. Art College, Sivandai 5) Govt. Arts & Science College, Kailgalli.
1.3.19.	Letter sent to U.G.C. informing the colleges chosen under PARAMARSH scheme.



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

**There will be a meeting with IQAC Members on 04.09.18 at 11.00 a.m. in the  
Secretary's Room**

**Agenda**

- Plan of Action 2017-2018 and Action Taken
- Plan of Action 2018-2019
- NIRF
- Other Funding Agencies

*T. Palaneeswari*  
IQAC Co-ordinator

*T. Palaneeswari*  
Principal

Chair Person	-	Dr. T. Palaneeswari, Principal	<i>T. Palaneeswari</i>
Management Member	-	Mrs. Thilagavathy Ravindran, President	<i>R. Thilagavathy</i>
Nominees from Employers/ Industrialists/Stakeholders	-	1. Mrs. Aruna Ashok, Secretary 2. Dr. V. Venkatraman, Principal, Rajapalayam Rajus' College, Rajapalayam.	<i>V. Venkatraman</i>
Nominees from the local society, students & Alumni	-	1. Mrs. C. Amuja Chandramouly (Local Society) Author, Sivakasi. 2. K. Aruna, I M.A English 3. Mrs. Mano Jagatheeswari, Alumni, Thiruthangal, Sivakasi.	<i>Amuja.c</i> <i>Mano</i>
Senior Administrative Official	-	Mrs. K. Amutha, Superintendent	<i>K. Amutha</i>
Coordinator of the IQAC	-	Mrs. K. Muthamil Selvi, Associate Professor of English	<i>K. Muthamil Selvi</i>

**IQAC Members:**

1. Dr. K.P. Radha, Associate Professor of Physics *K.P. Radha*
2. Mrs. B. Theresita Mary Shanthi, Associate Professor of C.Sc *B. Theresita Mary Shanthi*
1. Mrs. S. Sathya, Associate Professor of Computer Science *S. Sathya*
2. Mrs. E. Ponmalar, Associate Professor of C.Sc
3. Mrs. P. Stella Muthu Rajam, Associate Professor of Economics *P. Stella Muthu Rajam*
4. Dr. S. Pethanachi Selvam, Associate Professor of Mathematics *S. Pethanachi Selvam*
5. Mrs. R. Sudha Periatthui, Assistant Professor of Physics *R. Sudha Periatthui*
6. Dr. M. Murugalakshmi, Assistant Professor of Chemistry *M. Murugalakshmi*
7. Dr. M. Kavitha, Assistant Professor of History *M. Kavitha*



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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. Senthil Kumar*  
IQAC Co-ordinator

*T. Palaniammai*  
Principal




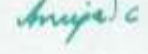



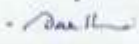
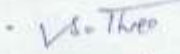

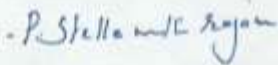
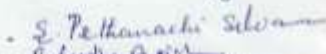



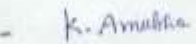
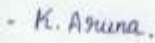




**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
SIVAKASI – 626 123.**

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

Members Present

- |  |  |
|--|--|
| ☛ Dr. T. Palaneeswari, Chair Person                                  | -    |
| ☛ Mrs. Thilagavathy Ravindran, Management Member                     | -    |
| ☛ Mrs. Aruna Ashok, Nominees from Employer                           | -  |
| ☛ Dr. V. Venkatraman,<br>Nominees from Industrialists/Stakeholders   | -   |
| ☛ Mrs. C. Anuja Chandramouly<br>Nominee from Local Society           | -    |
| ☛ Mrs. Mano Jagatheeswari,<br>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. Ponnalar, 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 Periakal, Assistant Professor of Physics               | -  |
| Dr. M. Manjalarajam, Assistant Professor of Chemistry                | -  |
| ☛ Dr. M. Kavitha, Assistant Professor of History                     | -  |
| ☛ Mrs. K. Amutha, Superintendent<br>(Senior Administrative Official) | -  |
| ☛ K. Aruna, I.M.A English<br>Student Nominee                         | -  |



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25/10/18

The Standard Fireworks Rajaratnam College for Women, Sivakasi  
Internal Quality Assurance Cell (IQAC)

An Awareness Programme on ESI was organised by IQAC for the Support Staff on 25.10.18 between 2.00pm and 3.00pm. Mr. A.K. Maheswaran, BSO, ESI, Madurai, addressed the support staff on the cash benefits and medical benefits to employees and dependants. He created an awareness on various beneficial policies. The support staff clarified their doubts with the speaker.

P. Prasanna Devi 25.10.18  
Staff-in-charge

K. Mahalingam  
IQAC Co-ordinator

A.K. Maheswaran  
25.10.18  
Speaker

T. Palanisami  
Principal

Members Present

Name	Signature
1. K. Pothodi	K. Pothodi
2. M. Bani Priya	M. Bani Priya
3. S. Bharathi	S. Bharathi
4. K. Maheswari	K. Maheswari
5. C. Ramalakshmi	C. Ramalakshmi
6. S. Selvakumari	S. Selvakumari
7. P. Saranya	P. Saranya
8. D. Vasanthi	D. Vasanthi
9. T. Kavitha	T. Kavitha
10. K. Annapoornani	K. Annapoornani
11. M. Kamatchi	M. Kamatchi
12. S. Lingam	S. Lingam



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	Name	Signature
13	M. Lakshmi Priya	M. Lakshmi Priya
14	M. Shanthi	M. Shanthi
15	S. Kalai Selvi	S. Kalai Selvi
16	M. Gnanalakshmi	M. Gnanalakshmi
17	P. Bhavani	P. Bhavani
18	B. Shanmugaveli	B. Shanmugaveli
19	C. Gani	C. Gani
20	T. Palaniammal	T. Palaniammal
21	N. Mariaswari	N. Mariaswari
22	N. Manjatha	N. Manjatha
23	L. Thy. Ramesh	L. Thy. Ramesh
24	K. Srini Ramesh	K. Srini Ramesh
25	E. Maruthan	E. Maruthan
26	A. Karuprasam	A. Karuprasam
27	V. Karthikeyan	V. Karthikeyan
28	J. Kalpana Devi	J. Kalpana Devi
29	Mr. BABU	Mr. BABU
30	N. Siva Kumar	N. Siva Kumar
31	S. Sindhu	S. Sindhu
32	S. Sindhu	S. Sindhu
33	R. Sankar	R. Sankar
34	K. Sri Rani	K. Sri Rani
35	S. Shreya	S. Shreya
36	M. Analakshmi	M. Analakshmi
37	K. Subbalakshmi	K. Subbalakshmi
38	K. Mini Priya	K. Mini Priya
39	R. Nivandha	R. Nivandha
40	M. Karunika	M. Karunika
41	M. Jayanthi	M. Jayanthi
42	K. Nandhini Devi	K. Nandhini Devi
43	M. Tini Debi	M. Tini Debi
44	S. Raja Kanchan	S. Raja Kanchan
45	R. Ramabrammian	R. Ramabrammian





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20.11.18 The Standard Fireworks Rajaratnam College for Women,  
Internal Quality Assurance Cell (IQAC) Sivakasi  
SUPPORT STAFF AWARENESS PROGRAMME

An Awareness Programme on 'Bank Loans' was  
organised by IQAC for the Support Staff on 30.11.18  
between 11.00 a.m and 12.00 p.m in the Multipurpose  
Hall. Mr. Abraham Selwin, Assistant General Manager,  
SBI, Sivakasi and officials from State Bank of  
India, Sivakasi addressed the gathering. They  
elaborated on the various schemes and loans offered  
by The State Bank of India.

P. Rama Devi  
B. Siva Prasad  
Staff-in-charge

I.Q.A.C. Co-ordinator

Speaker  
Mr. ABRAHAM SELWIN  
Assistant General Manager,  
SBI, Sivakasi

T. Balasubramanian  
Principal

Members Present

Name	Signature
1. J. Senthil Kumar	J.K.
2. G. SERRUVANAN	G.S.
3. A. MANIKANDAN	A.M.
4. R. Murthu Pandeeswari	R. Murthu Pandeeswari
5. A. Santha	A.S.
6. M. Kamatchi	M. Kamatchi
7. S. Loganath	S. Loganath
8. M. H. Wigneswari	M. H. Wigneswari
9. M. Lakshmi Priya	M. Lakshmi Priya
10. K. Annapoornani	K.A.
11. T. K. witha	T.K.
12. J. Rama Prasad	J. Rama Prasad
13. K. Wigneswari	K. Wigneswari
14. N. Parvathiswari	N. Parvathiswari
15. N. Manojkumar	N.M.



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No	Name	No	Name
16	H. H. H. H.		
17	S. Kala Selvi		S. Kala Selvi
18	N. Maheswari		N. Maheswari
19	M. Gnanalakshmi		M. Gnanalakshmi
20	B. Shanmuga Valli		B. Shanmugavel
21	S. Chandra		S. Chandra
22	K. R. Saravanan		K. R. Saravanan
23	P. Karuthamuthu		P. Karuthu
24	M. Kalirajan		M. Kalirajan
25	P. Sentil Kumari		P. Sentil Kumari
26	D. SURESH RIZAKUMAR		D. SURESH RIZAKUMAR
27	P. KARUPPASANI		P. KARUPPASANI
28	C. Chanchamohan		C. Chanchamohan
29	M. Jeyanthi		M. Jeyanthi
30	M. Kannu Kala		M. Kannu Kala
31	R. Nidhi		R. Nidhi
32	K. Nandhini Devi		K. Nandhini Devi
33	S. Chakravani		S. Chakravani
34	P. Saranya		P. Saranya
35	J. Jansi Rani		J. Jansi Rani
36	P. Parvathi		P. Parvathi
37	M. Muthulakshmi		M. Muthulakshmi
38	P. Petchiammal		P. Petchiammal
39	R. Shobha		R. Shobha
40	A. Mahesh Anujs		A. Mahesh Anujs
41	R. G. RAJA		R. G. RAJA
42	R. KUMARASAN		R. KUMARASAN
43	V. Rani Vimalachandra		V. Rani Vimalachandra
44	P. Praveen		P. Praveen
45	G. Mathamani		G. Mathamani
46	S. Sindhu		S. Sindhu
47	M. Ban Prinja		M. Ban Prinja
48	K. Poorkodi		K. Poorkodi
49	S. Bharathi		S. Bharathi
50	C. Ramalakshmi		C. Ramalakshmi
51	C. Padma Jothi		C. Padma Jothi
52	H. Sivasani		H. Sivasani
53	E-MARYATHAN		E-MARYATHAN



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54	Sivakumar	Shrikanth
55	K. Mangalamba	K. Mangalamba
56	K. Kilmadigan	K. Kilmadigan
57	M. 2014	M. 2014
58	S. Srinivasan	S. Srinivasan
59	K. Munneswari	K. Munneswari
60	R. Lakshmi	R. Lakshmi
61	M. Gunasakshi	M. Gunasakshi





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Circular.

There will be a meeting for the  
Research Supervisors with the Principal  
on Wednesday, 19<sup>th</sup> December 2018.

Agenda.

Discussion on the letter received  
about a Research Supervisor.

K. Subb. S. J.  
I.G.A.C. Coordinator.

T. Palavesari  
Principal.

1. 10/12
2. 11/12/18
3. S. Jagan
4. Sujitha
5. R. Chitra
6. S. Shalini
7. M. Manjula
8. P. Prasad
9. V. L. M.
10. P. Prasad
11. Rohan S. S.
12. B. Siva Praga
13. S. S. S.
14. S. S. S.
15. S. Lakshmi Selvam

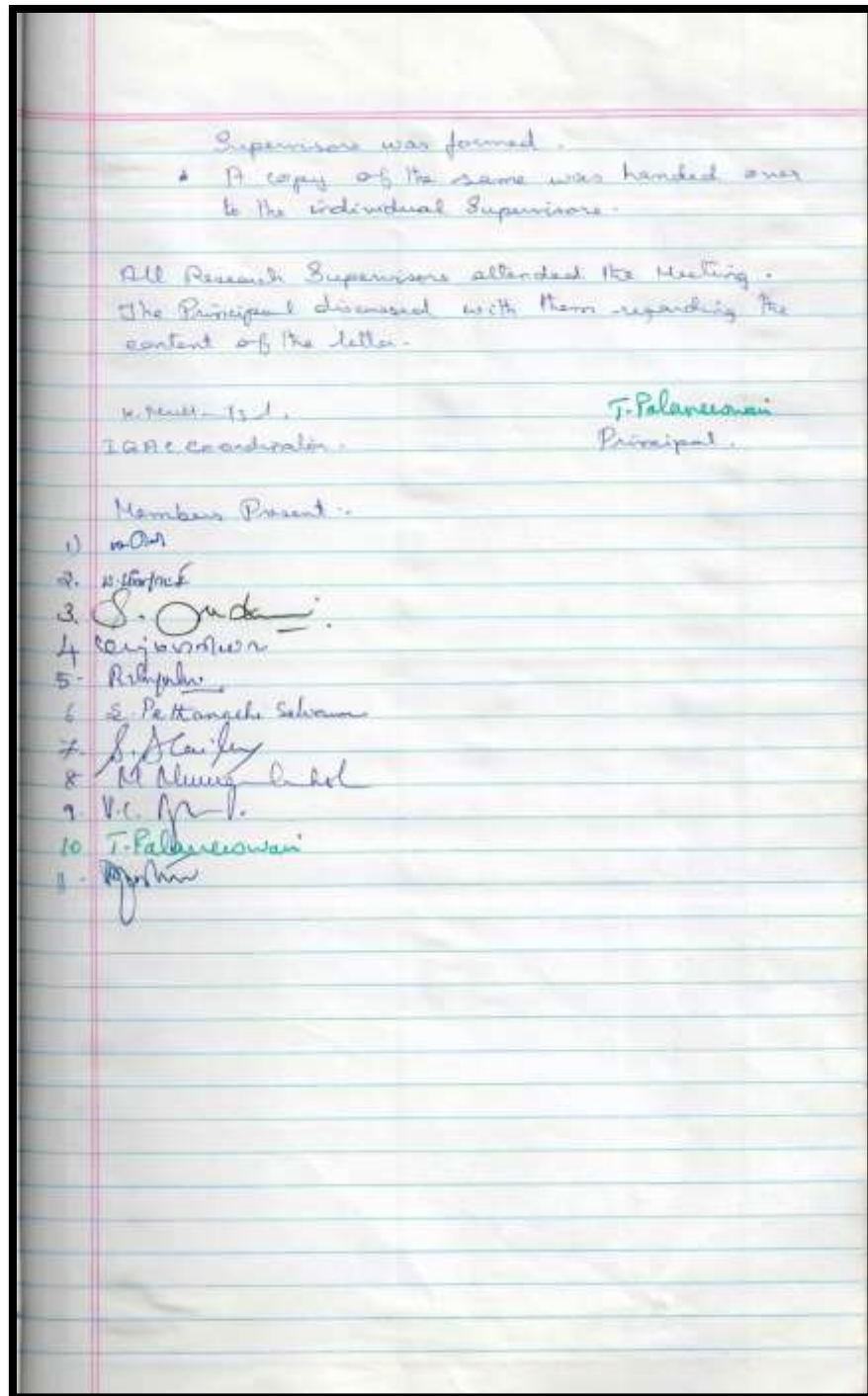
Minutes of the Meeting.

Based on the complaint letter received  
against Research Supervisors, the President and  
Secretary has informed the Principal to deal  
with the issue. A meeting was convened by the Prin.  
\* A 15 point code of Ethics for Research



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Affiliated to Madurai Kamaraj University  
Reaccredited with 'A' Grade by NAAC & College with Potential for Excellence by UGC

Mrs.A.Aruna, B.Sc.,  
Secretary  
Phone No: 04562-220389  
Fax : 04562-226695



Dr.(Mrs.)T.Palaneeswari, M.Com., M.Phil., Ph.D.  
Principal  
E-mail : [sfr@sfrcollege.edu.in](mailto:sfr@sfrcollege.edu.in)  
Website : [www.sfrcollege.edu.in](http://www.sfrcollege.edu.in)

**ETHICS FOR RESEARCH SUPERVISORS**

**The Research Supervisor:**

- 1) is expected to carry out high quality academic research.
- 2) ought to provide quality supervision.
- 3) should spend quality time and discuss the progress of the work periodically.
- 4) has to be a role model to the scholars.
- 5) can access the date / work of the scholars with prior permission from them and duly acknowledge it.
- 6) is bound to willingly share her academic competence to the scholars.
- 7) should cultivate and establish mutual respect for the scholars.
- 8) has to maintain a professional distance from the scholars.
- 9) should not offend the scholars using her academic knowledge.
- 10) is expected to listen to personal circumstances, feel empathy and encourage the scholars during the course of the Research work.
- 11) should not act or say words that may offend the scholar's dignity or humiliate them or provoke them.
- 12) should bring to the notice of the authorities if something undesirable occurs between her and the scholars.
- 13) can consider continuing with the scholars in the above situation or can conclude the relationship through proper channel.
- 14) should not ask for any personal favour / monetary benefit / gift in any form from the scholars.
- 15) has to face the consequences if found guilty.

/com/ss/pri.od/let./4

*T. Palaneeswari*  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College for Women,  
SIVAKASI.





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18.3.19. New members of IRAC were introduced.

SSR & AQAR Preparation Team

- Criterion I : Dr. B. Deepa & Dr. A. Amutha
- Criterion II : Dr. C. Devi Arockia Vanitha & Dr. S. Pethanachi Selvam
- Criterion III : Dr. P. Stella Muthu Rajam & Mrs. R. Vijaya Priya
- Criterion IV : Dr. R. Sudha Periathai & Dr. D. Rajamani
- Criterion V : Dr. U. Uma Devi & Dr. A. Mydeen Bibi
- Criterion VI : Dr. B. Siva Priya & Dr. K.J. Sunmista
- Criterion VII : Mrs. V. Ramya & Dr. S. Shailaja

Language Correction for Report: Mrs. V. Lalithambigai & Dr. A. Padma Priya

*T. Palanivesan*  
Principal



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19.3.19 Criteria wise formats for AQAR and nature of works were discussed.

25.3.19 Criteria wise data formats to be collected from Departments were discussed and finalised.

29.3.19 Internal audit to be conducted by IQAC members were discussed.

External audit to be conducted by Expert Committee were discussed.

The Expert Committee Members will visit the departments as per the following schedule on 11.04.2019 & 12.04.2019:

Department	Date	Time	Name of the Expert
Microbiology	11.04.19	1.30 – 2.15 p.m.	Dr. K. Jegatheesan, Assistant Professor of Botany, Centre for Research and PG Studies in Botany and Dept. of Biotechnology, Thiagarajar College, Madurai.
Costume Design & Fashion		2.15 – 3.00 p.m.	
Botany	11.04.19	1.30 – 2.15 p.m.	Dr. D. Kathiresan, Associate Professor, Department of Botany, Saraswathi Narayanan College, Madurai – 625 022.
Nutrition & Dietetics		2.15 – 3.00 p.m.	
English	12.04.19	10.00 – 10.45 a.m.	Dr. R. Selvam, Associate Professor & Head, Department of English, Dean – Arts, V.H.N.S.N. College, Virudhunagar.
Tamil		11.00 – 11.45 a.m.	
History		11.50 – 12.30 p.m.	
Physics	12.04.19	10.00 – 10.45 a.m.	Dr. N. Prithvikumaran, Associate Professor & Head, Dean - Research, Dept. of Physics, V.H.N.S.N. College, Virudhunagar.
Chemistry		11.00 – 11.45 a.m.	
Mathematics		11.50 – 12.30 p.m.	
Computer Science	12.04.19	10.00 – 10.45 a.m.	Dr. R. Palaniappan, Associate Professor of Computer Science, Controller of Examinations, V.H.N.S.N. College, Virudhunagar.
Computer Applications & IT		11.00 – 11.45 a.m.	
COE Office		11.50 – 12.30 p.m.	
Commerce	12.04.19	10.00 – 10.45 a.m.	Dr. A.A. Magesan, Associate Professor & Head, Dept. of Commerce, V.H.N.S.N. College, Virudhunagar.
BBA		11.00 – 11.45 a.m.	
Office		11.50 – 12.30 p.m.	
Library	12.04.19	12.30 p.m.	All the members

*R. Sushila Perumal*  
IQAC Co-ordinator

*T. Palaniappan*  
Principal



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**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.





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**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 Periakai*  
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.

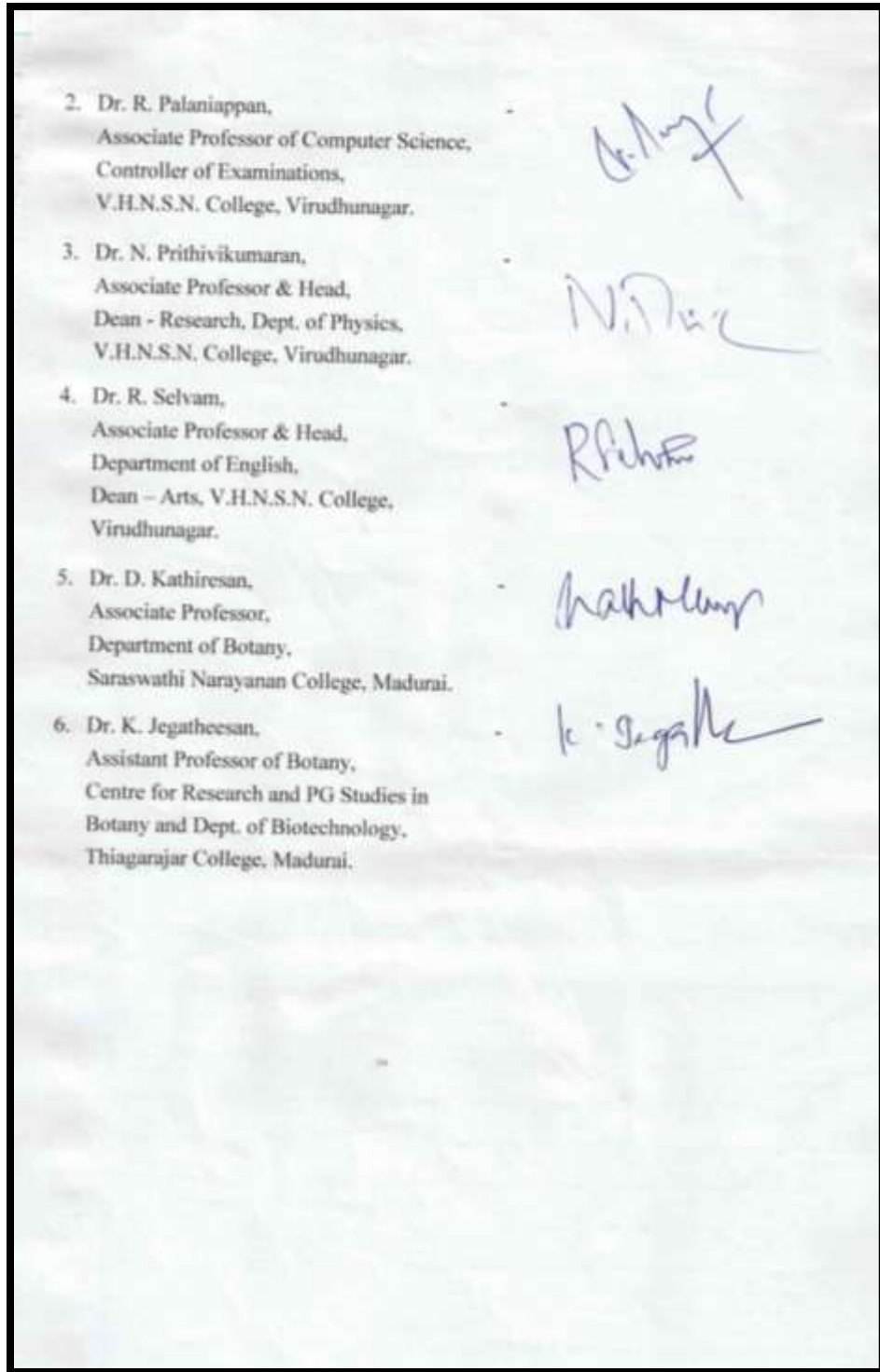
*T. Palaniasami*  
Principal  
PRINCIPAL  
The Standard Fireworks  
Rajaratnam College  
for Women,  
SIVAKASI

*A. Magesan*



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**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 (4<sup>th</sup> 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 Perin*  
**IQAC Co-ordinator**

*T. Palaniasami*  
**Principal**

**Members Present**

- Mrs. S. Sathya, IQAC Advisor & Associate Professor of C.Sc
- Dr. R. Sudha Periatthai, 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. Sumista, 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 Perin*
- *P. Stella Muthu Rajam*  
*24/04/19*
- *S. Pethanachi Selvam*
- *VP*
- *B. Deepa*
- *COAC*  
*29/04/19*
- *S. Siva Priya*
- *R. Vijaya Priya*
- *D. Rajamani*
- *K. J. Sumista*
- *U. Uma Devi*
- *Dr*





**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
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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 (4<sup>th</sup> 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 Periyath*  
IQAC Co-ordinator

*T. Palaniswami*  
Principal

**Members Present**

- Mrs. S. Sathya, IQAC Advisor & Associate Professor of C.Sc
- Dr. R. Sudha Periyath, 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 Periyath*  
*Stella Muthu Rajam*  
*E. Pethanachi Selvam*  
*B. Deepa*  
*CDAC 11/04/19*  
*B. Siva Priya*  
*R. Vijaya Priya*  
*D. Rajamani*  
*K. J. Sunmista*  
*U. Uma Devi*  
*A. Padma Priya*



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**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.

*S. 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*  
*S. Sathya*  
*Leena*  
*E. Ponmalar*  
*B. Deepa*  
*COAU*  
*B. Siva Priya*  
*J. Jeeva Priya*



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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 Periathai*  
IQAC Co-ordinator

*S. Sathya*  
IQAC Advisor

*T. Palanisami*  
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 Periathai*  
*S. Pethanachi Selvam*  
*B. Deepa*  
*C. Devi Arockia Vanitha*  
*B. Siva Priya*  
*R. Vijaya Priya*  
*D. Rajamani*  
*K. J. Sunmista*  
*U. Uma Devi*  
*A. Mydeen Bibi*  
*A. Padma Priya*  
*J. Jeeva Priya*





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**2017-2018**



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2017 - 2018.

19.6.17. Letter received from NAAC regarding eligibility for extended validity period of accreditation.

Action Taken:

Letters sent to Director, NAAC, and Dr. M.S. Shyam Sundar, Adviser, along with copies of earlier accreditation certificates.

19.6.17. A One Day Faculty Development Programme was organised in association with the Department of Botany on 14.6.17 at the Conference Hall for all the Faculty members of our College. Dr. R. Ganesan, Chairman, NFED addressed the faculty on the topic Entrepreneurship Development. A SWOT analysis of the faculty was made.

20/6/17

CIRCULAR

There will be a meeting with the members of ABAE preparation Committee on 20/6/17 at 2.45 PM in the IGAC office.

Agenda:

1. Discussion on completion of ABAE
2. Discussion on Internal Academic Audit Report

Members:

- |                             |      |                             |     |
|-----------------------------|------|-----------------------------|-----|
| 1. Dr. K. Rajeswari         | - KR | 8. Mrs. R. Vijaya Priya     | - R |
| 2. Dr. M. Jayalakshmi       | - H  | 9. Dr. C. Devi Arani Vartha | - P |
| 3. Dr. S. Sathya            | - S  | 10. Mrs. B. Deepa           | - D |
| 4. Mrs. K. Muthamit Selvi   | - S  | 11. Dr. B. Siva priya       | - S |
| 5. Dr. K.P. Radha           | - R  | 12. Dr. P. Prasanma Devi    | - P |
| 6. Dr. P. Stella Muthurajam | - V  | 13. Dr. S. Shailaja         | - S |
| 7. Dr. J. Sekhana Devi      | - V  | 14. Mrs. V. Lalitha Raju    | - V |
|                             |      | 15. M. yasmin               | - M |



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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI,  
INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Minutes of the IQAC Meeting held on 20.06.17 at 2.45 p.m. in the IQAC Room**

A meeting was held with the members of the AQAR Preparation Committee regarding completion and submission of the AQAR 2016-2017.

- Resolved to send a circular to the HODs to update Criterion wise details till 15<sup>th</sup> June 2017.
- Completed report to be submitted on 7<sup>th</sup> July 2017.
- Resolved to form an Academic and Administrative Audit Committee.

*P. Math*  
IQAC Co-ordinator

*P*  
Principal

20/06/17 There will be a meeting with IQAC Members on 21/06/17 at 2.30 p.m. in the IQAC office.

AGENDA:

1. Academic and Administrative Audit Internal
2. Academic and Administrative Audit External

Members:

1. Dr. K. Rajeswari	- KR
2. Dr. Sundarany Geetha	- G
3. Dr. M. Jayalaxshmi	- HJ
4. Mrs. S. Sathya	- S
5. Dr. T. Palaniswari	- B
6. Mrs. E. Ponnalar	- P
7. Dr. M. Santhi	- S
8. Mrs. B. Theresita Mary Shanthy	- T
9. Dr. K. P. Radha	- R
10. Mrs. K. Muthamill Selvi	- S
11. Dr. P. Stella Muthu Rajaram	- B
12. Dr. S. Pethamachi Selvam	- S
13. Dr. M. Kartha	- MS
14. Mrs. K. Arundha	-





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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.

*U. Shanthi*  
IQAC Co-ordinator

*Principal*  
Principal

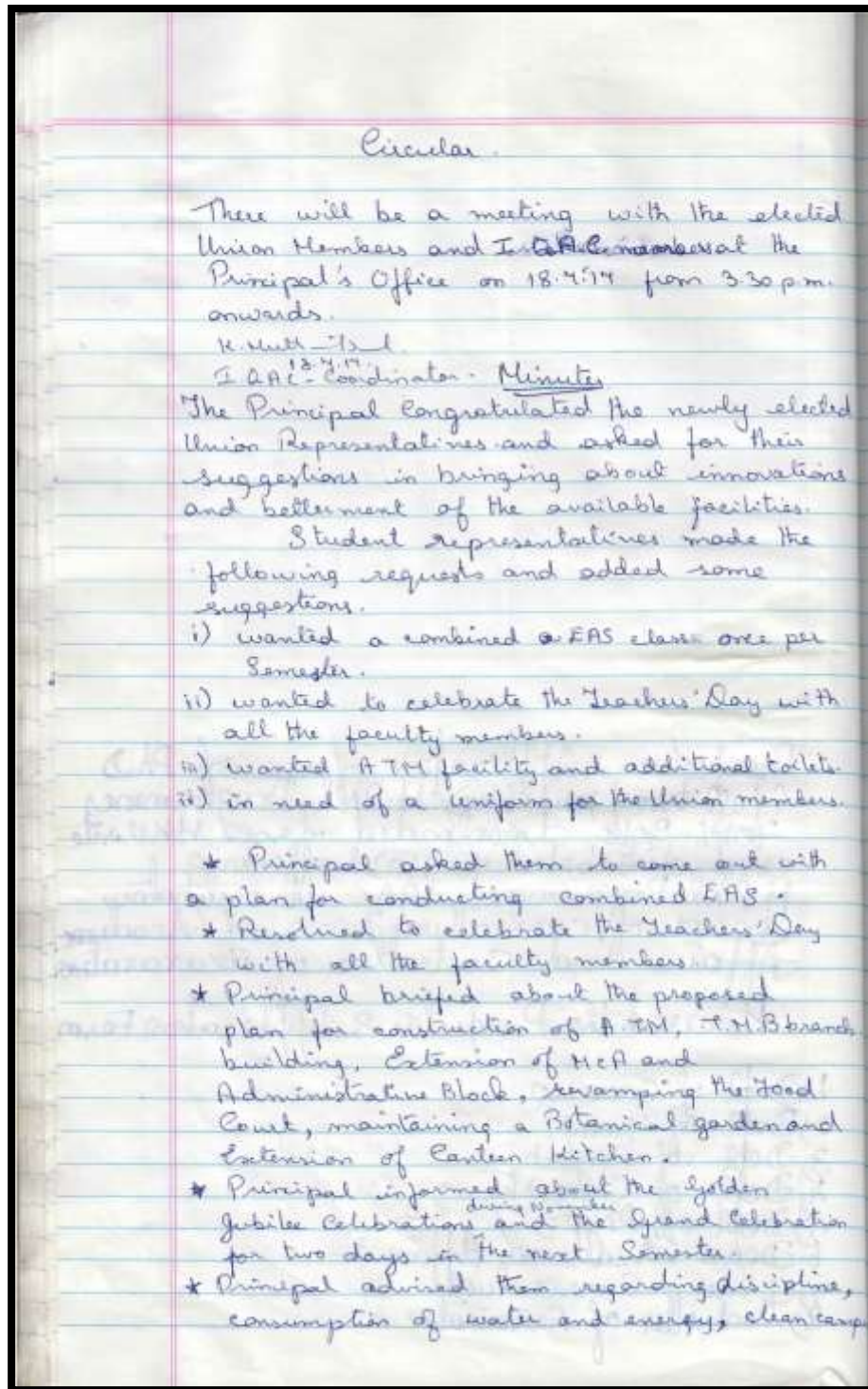
Prospective & Application forms of Ph.D  
(Full time / part-time) M.Phil Programmes  
2017-2018 downloaded from MKU site  
and distributed to HODs offering  
M.Phil Programmes, IQAC Co-ordinator,  
Deans of Curriculum, Dean of Academic  
Affairs and Controller of Examinations  
Received the Prospective & Application Form

1. Dept of Commerce
2. Dept of Tamil *u.s.h.*
3. Dept. of English *u.s.h.*
4. Dept. of Chemistry *(Dr. Shanthi)*
5. Dept. of Physics *u.s.h.*
6. Dean Academic Affairs &
7. Dean - Curriculum *u.s.h.*
8. Controller of Examinations *u.s.h.*



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and permitted them to have a Uniform.

### Members Present

1. Principal - Basireh
2. IQAC Advisor - Rajeswar
3. IQAC Co-ordinator - K. Muthu
4. College Union - Faculty:
  - 1) J. Valisayal - J. Valisayal
  - 2) V. MUTHULAKSHMI - V. Muthulakshmi
  - 3) M. PADMAKALA - M. Padmalak
  - 4) P. KARTHIGA @ NAMBUR - P. Karthika @ Nambur
  - 5) C. THANARAJCHELVI - C. Thanarajchelvi
  - 6) M. MANIMARAN - M. Manimaran
  - 7) J. KARAKASAMI - J. Karakasami
  - 8) T. JAYASINAMBI - T. Jayasambhi
  - 9) S. SELVARAKSHMI - S. Selvarakshmi
  - 10) S. DURLING SELVI - S. Durling Selvi
  - 11) P. PRESCILLA - P. Prescilla
  - 12) R. KALAVAN - R. Kalavan
  - 13) A. JOSEPHINA BRILLIA - A. Josephina Brillia

5. College Union - Students:
  - 1) H. DHANALAKSHMI - H. Dhanalakshmi
  - 2) C.P. AKSHAYA - C.P. Akshaya
  - 3) R. GROWSI - R. Growsi
  - 4) R. VANI - R. Vani
  - 5) P. KOUSALYA - P. Kousalya
  - 6) V. R. SHADHY - V. R. Shadhy
  - 7) G. HANNA - G. Hanna
  - 8) V. MALIKA - V. Malika





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9	H. Vinodhini	Srinathini
10	M.A. Katiyath of Subudra	Jahana
11	S. Veera Lakshmi	S. Vasuki
12	P. Anitha	Smitha
13	A. Mahalingam	K. Sampath
14	S. Ponraj	Shakti
15	Gr. Kalai Selvi	Gr. Kalai Selvi
16	M. Raji @ Dhivy	Usharini

31.12.17 Institutional Swachhta Ranking was submitted online to MHRD via Dr. Shalyana, Mrs. Subharajini & Ms. Geeta prepared the responses.

9.8.17 Online communication received from UGC to organise a Quiz Programme on the eve of 70th year of Independence and 75th year of Quit India Movement. Asked the Dept. of History to coordinate in organising the Quiz Programme.

5.8.17. A Faculty Development Programme was organised for the teaching faculty members on the topic "Teaching Skills: An Insight" by Dr. V. Venkatesan on 5-8-17 from 9.30 a.m. to 3.30 p.m.



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

There will be a meeting with IQAC Members on 08.08.17 at 2.30 p.m. in the  
Secretary's Room

**Agenda**

- Plan of Action and outcome 2016-2017
- Plan of Action 2017-2018
- Discussion for preparation of 4<sup>th</sup> Cycle
- Discussion on YWED.

H. Meek - 73 A.  
IQAC Co-ordinator

Principal

Chair Person	-	Dr. D. Sasireka, Principal	<i>D. Sasireka</i>
Management Member	-	Mrs. Thilagavathy Ravindran, President	<i>R. Thilagavathy</i>
Nominees from Employers/ Industrialists/Stakeholders	-	1. Mrs. Aruna Ashok, Secretary	<i>A. Aruna</i>
		2. Dr. V. Venkatraman, Principal, Rajapalayam Rajus' College, Rajapalayam	<i>V. Venkatraman</i>
Nominees from the local society, students & Alumni	-	1. Mrs. C. Anuja Chandramouly (Local Society) Author, Sivakasi.	
		2. R. Mercy Priyadharshini, I MA English	<i>R.M.</i>
Senior Administrative Official	-	Mrs. K. Amutha, Superintendent	<i>K. Amutha</i>
IQAC Advisor	-	Dr. K. Rajeswari, Associate Professor of Commerce	<i>K. Rajeswari</i>
Coordinator of the IQAC	-	Mrs. K. Muthamil Selvi, Associate Professor of English	<i>K. Muthamil Selvi</i>

**IQAC Members:**

1. Dr. M. Jayalakshmi, Associate Professor of Commerce *M. Jayalakshmi*
2. Mrs. S. Sathya, Associate Professor of Computer Science *S. Sathya*
3. Dr. T. Palaneeswari, Associate Professor of Commerce *T. Palaneeswari*
4. Mrs. E. Ponnalar, Associate Professor of C.Sc *E. Ponnalar*
5. Dr. M. Santhi, Associate Professor of Botany *M. Santhi*
6. Mrs. B. Theresita Mary Shanthi, Associate Professor of C.Sc *B. Theresita Mary Shanthi*
7. Dr. K.P. Radha, Associate Professor of Physics *K.P. Radha*
8. Mrs. P. Stella Muthu Rajam, Associate Professor of Economics *P. Stella Muthu Rajam*
9. Dr. S. Pethanachi Selvam, Associate Professor of Mathematics *S. Pethanachi Selvam*
10. Dr. M. Kavitha, Assistant Professor of History *M. Kavitha*



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**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**

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. Nisha -13-1  
IQAC Co-ordinator

D. Srinivasan  
Principal





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**Members Present**

- |  |                                     |
|--|-------------------------------------|
| ☉ Dr. D. Sasireka, Chair Person                                      | - <i>Sasireka</i>                   |
| ☉ Mrs. Thilagavathy Ravindran, Management Member                     | - <i>R. Sri Lagav. Thy.</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           | - <i>-</i>                          |
| ☉ 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                     | - <i>-</i>                          |
| ☉ 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>    |



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17.8.17 In the Staff Meeting held on 17.8.17 at the Conference Hall, Principal discussed the new guidelines in the Manual for Autonomous colleges for the 4<sup>th</sup> cycle and IQAC co-ordinator briefed the minutes of the IQAC governing body meeting.

21.8.17 A Meeting was held by the IQAC Advisor and IQAC co-ordinators with the Anti-Ragging Cell Members on 21.8.17 from 2.30 p.m onwards. The following were discussed:

- 1) Placing Anti-Ragging grievance boxes.
- 2) Painting Do's and Don'ts.
- 3) Painting Slogans against Ragging
- 4) Anti-Ragging Students submission form.

Members Present:

1. Dr. K. Rajeswari	Dr. Rajeswari
2. Mrs. K. MuthamilSelvi	M. Muthamil Selvi
3. Dr. B. Vijaya Kumari	B. Vijaya Kumari
4. Dr. M. Padma Priya	M. Padma Priya
5. Dr. M. Kavitha	M. Kavitha
6. Ms. S. Selvalakshmi	S. Selvalakshmi
7. Ms. Raj@Divya	Raj@Divya

2/09/17 Communication received from The American College, Madurai regarding "International Conference on Emerging Trends in Multidisciplinary Research" on 27, 28, 29, 30 December 2017. It was displayed in IQAC Notice Board.



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7.9.17 Communication received from D.C. regarding particulars of colleges eligible for NAAC. Furnished details through mail on 7.9.17.

31.8.17 Received a communication from D.C.'s office regarding creating awareness against playing Blue Whale game and after proper counselling given to students and creating awareness, a reply was sent to D.C.'s office on 19.9.2017.

4.9.17 Received a communication from Director of Collegiate Office, Chennai regarding particulars of colleges eligible to be accredited for NAAC - Partners VII & VIII

1.9.17 Registered for NIRF (required by MHRD) for the year 2018.

~~6.10.17~~

6.10.17 The Report furnishing details regarding colleges eligible to be accredited for NAAC - Part. VII & VIII was sent through mail on 6.10.17.

6.10.17 A Faculty Development Programme was organised for all the Teaching Faculty members. Dr. K. Moodalingam, RJDCE, Madurai Region addressed the faculty on the topic "Fostering Quality Teaching in Higher Education".

23.10.17 Received a communication from NAAC, asking for the Original Certificate of Accreditation [3<sup>rd</sup> cycle] for re-issuing extending the validity for 4 yrs. The Original Certificate was sent to NAAC by Speed Post on the same day.

25.11.17 A Faculty Development Programme was conducted for all the Teaching Faculty members. Dr. K. Ramasamy, Librarian,





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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI.  
INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
There will be a meeting with Heads of the Departments on 26.09.17 at 2.30 p.m.  
in the Secretary's Room

**Agenda**

- Registration of Alumni Association
- Faculty Development Programme
- NIRF Registration
- Golden Jubilee Celebration
- Alumnae Meet
- NAAC – 4<sup>th</sup> Cycle Quality Assurance Initiatives.

*K. Meethi S. J.*  
IQAC Co-ordinator

*SR*  
Principal

**Heads of the Department**

1. Tamil - *m. D.*
2. English - *K. Meethi S. J.*
3. History - *VP*
4. Commerce (Aided) - *K. Rajeswari*
5. Mathematics - *S. Michael*
6. Physics - *B. S.*
7. Chemistry - *M. Subramani*
8. Botany - *S. S.*
9. Computer Science - *deebant*
10. Business Administration - *T. Palaniswami*
11. Computer Applications - *J. S.*
12. Information Technology - *J. S.*
13. Commerce (SF) - *for F. Sampathkumar*
14. Microbiology - *S. S. P. S.*
15. Nutrition & Dietetics - *For M. S. S.*
16. Costume Design & Fashion - *for K. S. S.*



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

**There will be a meeting with Heads of the Departments on 26.09.17 at 2.30 p.m.  
in the Secretary's Room**

A meeting was held with the Heads of the Department and the following discussions were made:

- Resolved to register the Alumnae Association of the college under Society Registration Act.
- Resolved to frame the objectives of the Alumnae Association and to frame Memorandum and By-laws of the Association.
- Resolved to instruct the HODs were instructed to show involvement in gathering the alumnae.
- Resolved to conduct a Faculty Development Programme on 6<sup>th</sup> October 2017. Dr. K. Koodalingam, JDCE, Madurai will address the faculty members on "Fostering Quality Teaching in Higher Education".
- Resolved to register for NIRF. A team to be formed to proceed with the activities. Team Members: Mrs. R. Sudha Periathai, Dr. C. Devi Arockia Vanitha, Dr. S. Shailaja.
- Resolved that the Action Taken Report for the previous Golden Jubilee Celebration Meeting to be submitted on or before 10<sup>th</sup> October 2017.
- Resolved to conduct Golden Jubilee Celebration competitions before the last working day of the Odd Semester.
- Resolved to give wide publicity for Golden Jubilee Celebration through local channels and news papers in all regions.
- Resolved to prepare Golden Jubilee Celebration Invitation.
- Resolved to involve all students to sing College Prayer Song, Tamzhil Thai Valzhthu and National Anthem.

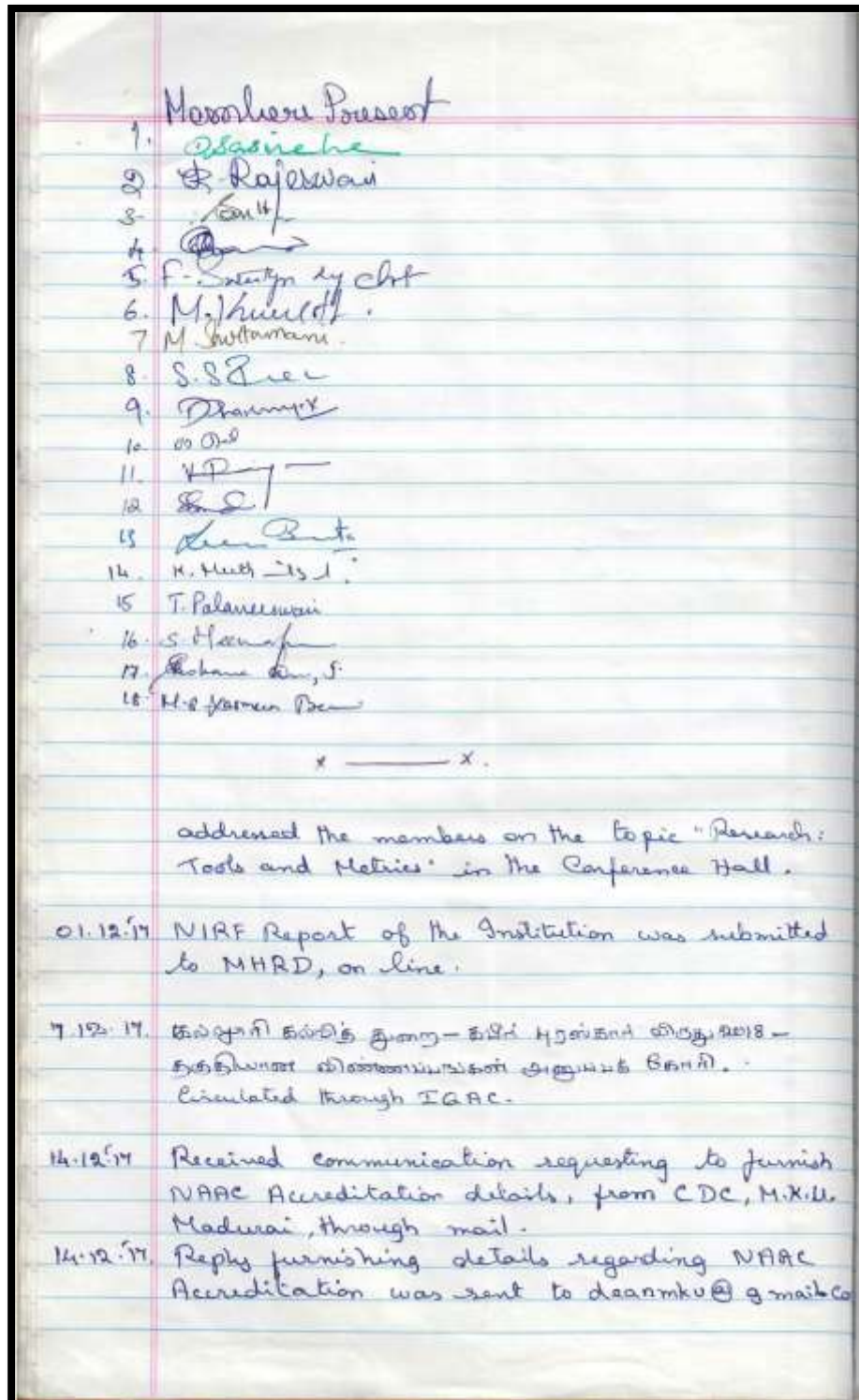
*K. Meetha - 75-1*  
IQAC Co-ordinator

*SR*  
Principal



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**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. Palaneeswami*  
Dean of Academic Affairs

*V. Heel*  
16.12.17  
IQAC Co-ordinator

*S. Sathya*  
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.

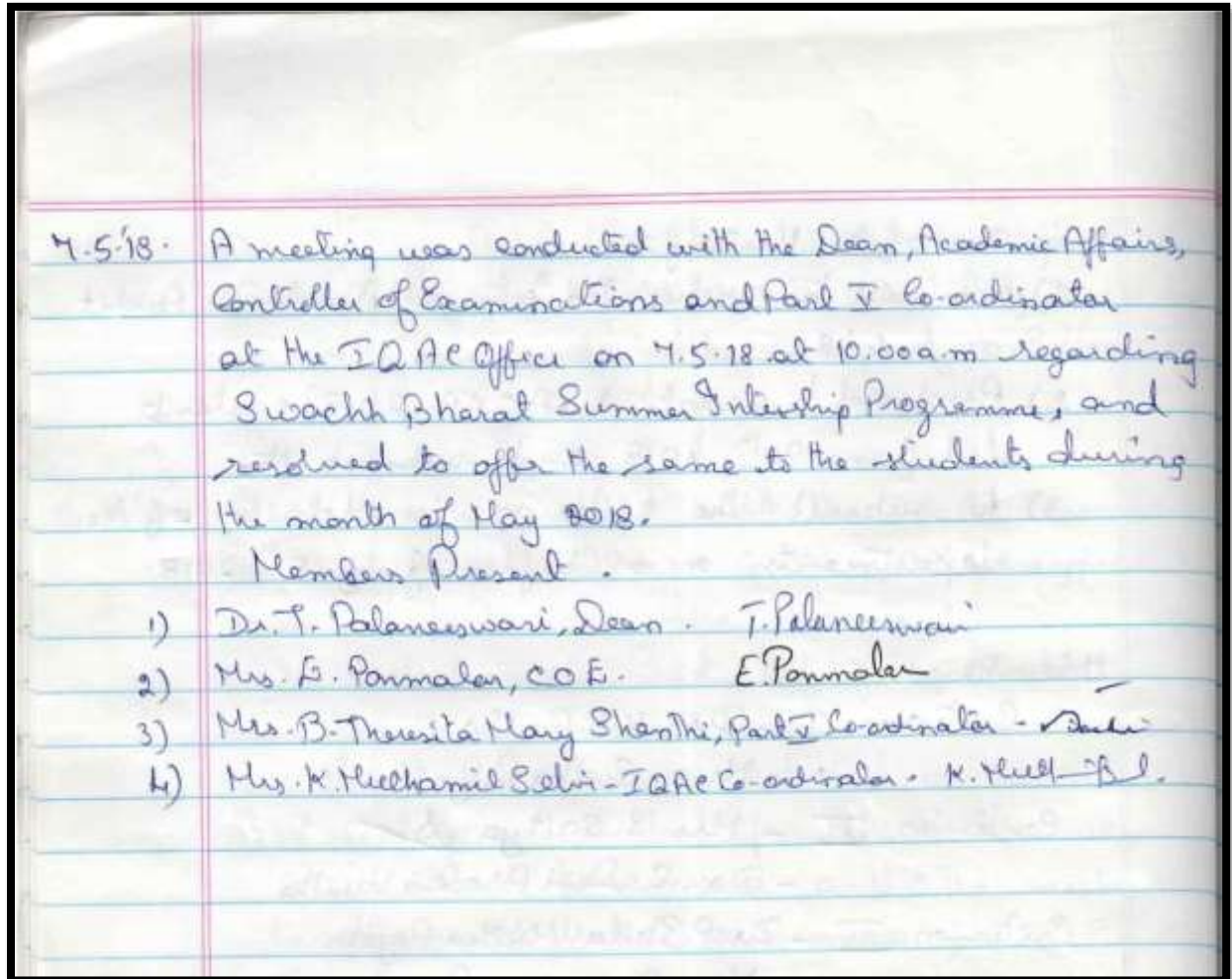
*S. Sathya*

*V. Heel*



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**2016-2017**





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2016 - 2017

15/06/16

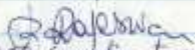
Text & Reference Books

- Minutes of the meeting held with Heads of Depts.

Item Discussed:

The Heads of the Departments were instructed to

- Utilise the funds allocated for purchase of books effectively.
- Purchase reference books of latest edition.
- Purchase reference books which are not available in the library.
- Purchase text books of recent edition for the innovative courses introduced during syllabus revision 2014.

  
IAC Co-ordinator

Department

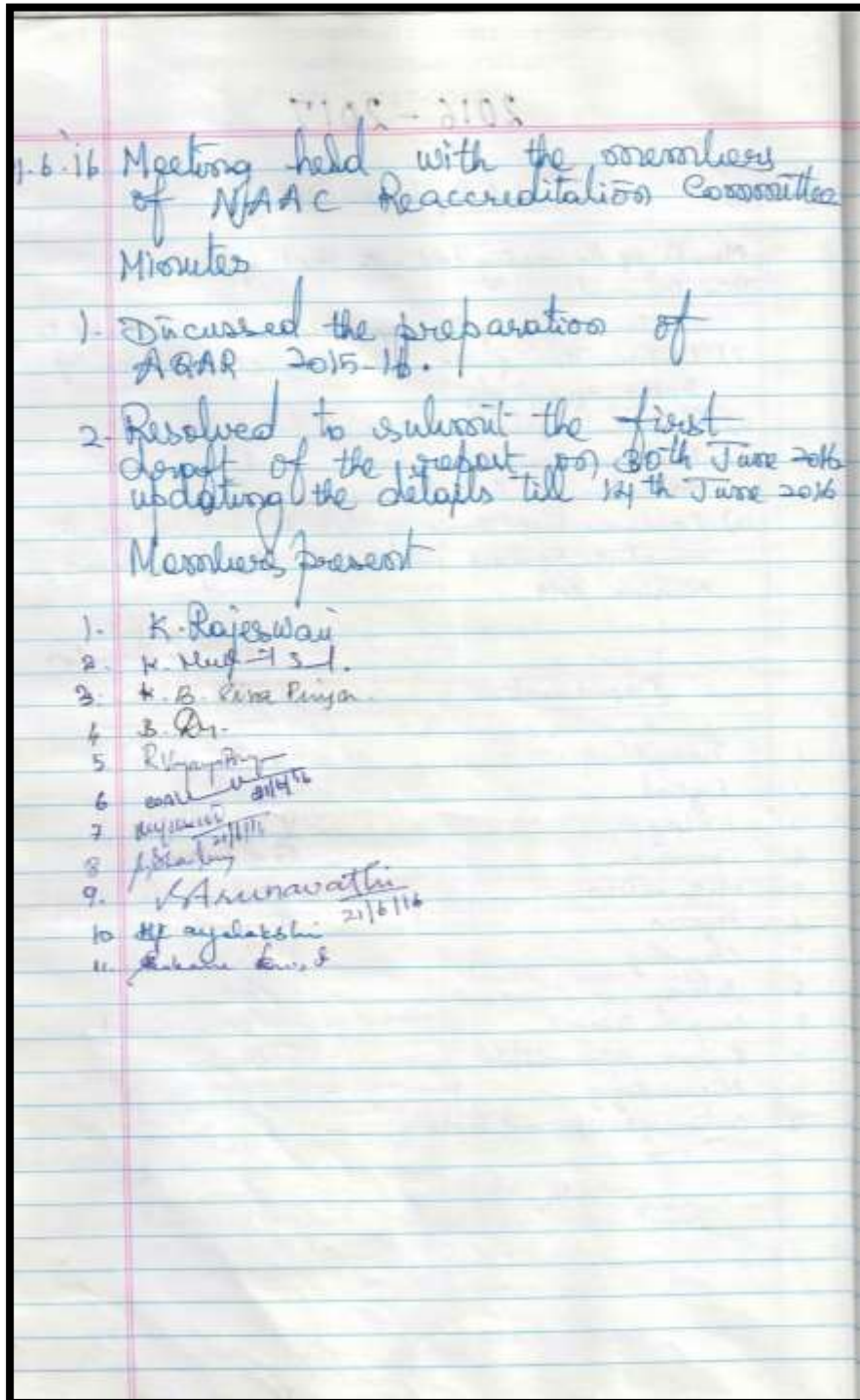
Head Signature

1. Tamil	- M. S. Siva
2. English	- S. S. Siva
3. History	- V. P. Siva
4. Commerce	- P. Rajarajan
5. Mathematics	- S. M. Siva
6. Physics	- S. S. Siva
7. Chemistry	- M. S. Siva
8. Botany	- S. S. Siva
9. Computer Science	- K. S. Siva
10. Business Administration	- T. Palani
11. Microbiology	-
12. Costume Design and Fashion	-



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There will be a meeting with the following invited members to discuss University Grants Commission Commission Standards and Procedure for award of M.Phil / Ph.D Degree Regulation 2016 on 02.4.16 at 9.45 am in the IGAC Room.

I. Departments offering M.Phil / Ph.D Programmes

1. Dept of Tamil *in Office*
2. Dept of English *S. Sathya*
3. Dept of Commerce *S. Rajeswari*
4. Dept of Physics
5. Dept of Chemistry *M. Suresh*

II. Research Cell Members

6. Mrs. K. J. Sumathi *K. J. Sumathi*

III. Deans of Curriculum

7. Dr. M. Jayalakshmi *M. Jayalakshmi*
8. Mrs. Leena Benita *Leena Benita*

IV. Deans of Academic Affairs

9. Dr. T. Balasubramanian *T. Balasubramanian*
10. Dr. Anockia Vanitha

V. Controller of Examinations

11. Mrs. E. Poomala *E. Poomala*
12. Dr. Petamathi Selvam *P. Petamathi Selvam*

*S. Rajeswari*  
IGAC Co-ordinator

*Basireddy*  
Principal





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**Minutes of the IQAC meeting held on 22<sup>nd</sup> July 2016 to discuss the  
University Grants Commission (Minimum Standards and Procedure for  
Award of M.Phil./Ph.D Degrees) Regulations, 2016**

A meeting was held with Heads of the Departments offering M.Phil programme, Deans of Academic Affairs, Deans of Curriculum Design and Development Cell, Controller of Examinations and members of Research Cell to discuss the Notification issued by UGC, New Delhi, dated 5<sup>th</sup> May, 2016 passed in the Official Gazette of India.

*Noted that most of the regulations notified by UGC are followed by the Research Departments offering M.Phil and Ph.D Programmes.*

**The following resolutions are passed:**

**1. Entrance Test**

- To conduct On-line Entrance Test for M.Phil programme for 100 marks. The syllabus of the Entrance Test shall be 50% from Research Methodology and 50% from Subjects specific to the programme.
- To conduct written entrance test for Ph.D programme for 100 marks. The syllabus of the Entrance Test shall be 50% from Research Methodology and 50% from Subjects specific to the programme.
- To conduct entrance test four times in a year for Ph.D aspirants by following the guidelines of Madurai Kamaraj University, Madurai. The written test in the Forenoon, will be followed by Viva-Voce in the afternoon. Experts from other institutions will be invited to consider whether:
  - a) The candidate possesses the competence for the proposed research.*
  - b) The research work can be suitably undertaken at the Institution/College.*
  - c) The proposed area of research can contribute to new/additional knowledge.*

**2. Procedure for admission**

- M.Phil/Ph.D programmes offered by the college will be advertised in Tamil national newspapers - Dinamalar and Dinathanthi, and in the English National daily 'The Hindu'.
- The college notice board, Department notice board and institutional website will display detailed information regarding the number of M.Phil/Ph.D seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates.
- To adhere to the admission norms of the Institution by keeping in view the guidelines/norms issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the Tamilnadu Government from time to time.

**3. Research Advisory Committee**

- To constitute a Research Advisory Committee, for each M.Phil. and Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. The Doctoral Committee of each department will be the members of this Committee. They will-



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- a) Review the research proposal and finalize the topic of research
- b) Guide the research scholar to develop the study design and methodology of research and identify the course(s) that she may have to do.
- c) Periodically review and assist in the progress of the research work.

- For M.Phil scholars, one meeting will be held in the odd semester to review the research proposal and finalize the topic of research and one or more meetings in the even semester to review the progress of the documentation of the research work.
- For Ph.D scholars once in six months, a meeting will be held to review the progress of the research work and report will be submitted to the Research Advisory Committee. A Pre-Submission Viva will be conducted in the Department before the Research Advisory Committee. It will be open to all faculty members and other research scholars.

**4. Course work**

- To continue the M.Phil/Ph.D Programme and submit the dissertation/Thesis, the research scholar has to obtain a minimum of 55% marks in the course work and submit the dissertation/Thesis.

**5. Declaration/Undertaking**

- An undertaking by the research scholar and a Certificate from the Research Supervisor stating that the research work is original and there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution will be submitted before the evaluation of dissertation/thesis.
- To check the originality of the research work and to detect plagiarism, the M.Phil and Ph.D scholars will use the softwares - URKUND and Turnitin recommended by UGC, Infibnet.

**6. Evaluation**

- The college has to adopt appropriate method so as to complete the entire process of M.Phil Dissertation within a period of six months from the date of submission of the dissertation.
- Within the above stipulated period, the M.Phil scholars have to publish their research work in books/ refereed journals.

The above said resolutions are placed before the Governing Body meeting to be held on 5<sup>th</sup> August 2016 for approval and recommendation.

*[Handwritten signatures and notes]*

**IQAC Co-ordinator**  
The Standard Fireworks Rajaratnam  
College for Women (Autonomous)  
Thiruthengal Road,  
SIVAKASI - 626 123.

*Read a copy of the*  
*original dissertation*  
*Research Cell - Sivakasi*  
*CDSC - Sivakasi*  
*COE - Sivakasi*  
*Down-Academic Affairs*  
*Dept of Courses - K.R.*  
*English - S.*  
*Tamil - V.*  
*Chemistry - M. Suresh*  
*Physics -*

**Principal**



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

**There will be a meeting with IQAC Members & Special Invitees on  
01.08.2016 at 1.30 p.m. in the IQAC Room**

**Agenda**

- AQAR 2015-2016 online submission.
- IQAC meeting to be held on 05.08.2016.
- Internal Academic Audit Report.

*Rajeshwan*  
**IQAC Co-ordinator**

*Basireha*  
**Principal**

**Senior Administrative Officers:**

1. Dr. M. Jayalakshmi, Associate Professor of Commerce *JL*
2. Dr. Soundararaj Geetha, Associate Professor of English *JG*
3. Dr. T. Palaneeswari, Associate Professor of Commerce
4. Mrs. S. Sathya, Associate Professor of Computer Science *S*
5. Mrs. E. Ponmalar, Associate Professor of C.Sc *E.Ponmalar*

**Senior Administrative Official** - Mrs. G. Santha, Superintendent

**Teacher Representatives:**

1. Dr. M. Santhi, Associate Professor of Botany *MS*
2. Mrs. B. Theresita Mary Shanthi, Associate Professor of C.Sc *BM*
3. Mrs. P. Stella Muthu Rajam, Assistant Professor of Economics *SR*
4. Dr. S. Pethanachi Selvam, Associate Professor of Mathematics *SP*
5. Mrs. C. Devi Arokia Vanitha, Assistant Professor of C.Sc *CAV*
6. Dr. M. Murugalakshmi, Assistant Professor of Chemistry
7. Dr. M. Padma Priya, Assistant Professor of Tamil *MP*
8. Dr. M. Kavitha, Assistant Professor of History *MK*

**Special Invitees:**

1. ~~Dr. Arivalagan~~ ~~Nominnee, Governing Body~~
2. Mrs. K. Muthamil Selvi, Assistant Professor of English *MS*
3. Dr. J. Sobhana Devi, Assistant Professor of English *JS*
4. Mrs. R. Vijaya Priya, Assistant Professor of Tamil *RV*
5. Dr. B. Siva Priya *BS*
6. Dr. S. Shailaja, Assistant Professor of Chemistry *SS*
7. Dr. M. Yasmin, Librarian *MY*





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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN,  
SIVAKASI.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting held on 01.08.16 at 1.30 p.m. in the IQAC Room**

- ⇒ Resolved to convene an IQAC meeting inviting the members of Local Community, Management, Industrialist, Nominee from Local Society and students, Senior Administrative Officers and Teacher Representatives on 05.08.2016 in the IQAC Room.
- ⇒ Resolved to get approval of the AQAR 2015-16 in the Governing Body Meeting.
- ⇒ Resolved to get approval of Minutes of the IQAC meeting held on 22<sup>nd</sup> July 2016 to discuss the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D Degrees) Regulations, 2016.
- ⇒ Discussed and finalized the agenda of the meeting to be held on 05.08.2016.
- ⇒ Resolved to discuss the Internal Academic Audit Report submitted by the Audit Committee members in the meeting to be held on 08.08.16.

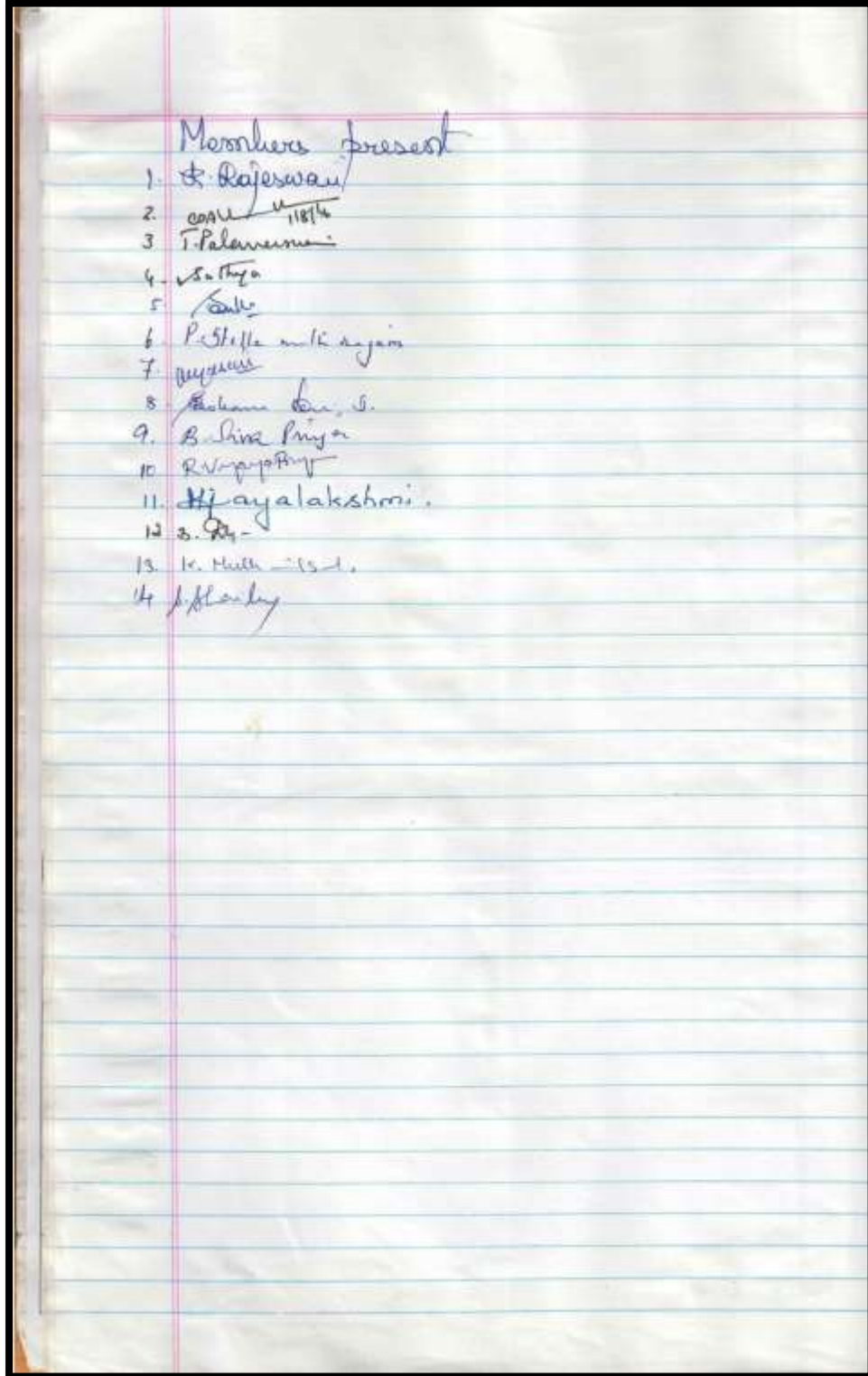
  
IQAC Co-ordinator

  
Principal



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

**There will be a meeting with IQAC Members on 05.08.16 at 10.30 a.m. in the  
IQAC Room**

**Agenda**

- Confirmation of the minutes of the IQAC meeting held on 14.12.2015.
- Action Taken Report
- AQAR 2015-2016 online submission.
- Discussion on Entrepreneurial Development Activities
- Discussion on Skill Development Activities
- Any Other

*[Signature]*  
IQAC Co-ordinator

*[Signature]*  
Principal

- Chair Person** - Dr. D. Sasireka, Principal
- Management Member** - Mrs. Thilagavathy Ravindran, President *[Signature]*
- Nominees from Employers/  
Industrialists/Stakeholders** - 1. Mrs. Aruna Ashok, Secretary *A-A*  
2. Dr. S. Arivazhagan, Principal,  
Mepeo Schlenk Engineering College, Sivakasi. *[Signature]*
- Coordinator of the IQAC** - Dr. K. Rajeswari, Associate Professor of Commerce *[Signature]*

**Senior Administrative Officers:**

1. Dr. M. Jayalakshmi, Associate Professor of Commerce *[Signature]*
2. Dr. Soundararaj Geetha, Associate Professor of English *[Signature]*
3. Dr. T. Palaneeswari, Associate Professor of Commerce *[Signature]*
4. Mrs. S. Sathya, Associate Professor of Computer Science *[Signature]*
5. Mrs. E. Ponmalar, Associate Professor of C.Se *[Signature]*

**Senior Administrative Official** - Mrs. G. Santha, Superintendent *[Signature]*

**Teacher Representatives:**

1. Dr. M. Santhi, Associate Professor of Botany *[Signature]*
2. Mrs. B. Theresita Mary Shanthi, Associate Professor of C.Se *[Signature]*
3. Mrs. P. Stella Muthu Rajam, Associate Professor of Economics *[Signature]*
4. Dr. S. Pethanachi Selvam, Associate Professor of Mathematics *[Signature]*
5. Mrs. C. Devi Arockia Vanitha, Assistant Professor of C.Se *[Signature]*
6. Dr. M. Murugalakshmi, Assistant Professor of Chemistry *[Signature]*
7. Dr. M. Padma Priya, Assistant Professor of Tamil *[Signature]*
8. Dr. M. Kavitha, Assistant Professor of History *[Signature]*

**Special Invitees:**

1. Dr. A. Arivudai Nambi, UGC Nominee, Governing Body *[Signature]*
2. Mrs. K. Muthamil Selvi, Associate Professor of English *[Signature]*
3. Dr. J. Sobhana Devi, Assistant Professor of English *[Signature]*
4. Mrs. R. Vijaya Priya, Assistant Professor of Tamil *[Signature]*
5. Dr. B. Siva Priya, Assistant Professor of English *[Signature]*
6. Dr. S. Shailaja, Assistant Professor of Chemistry *[Signature]*
7. Dr. M. Yasmin, Librarian *[Signature]*

**Nominees from the local society,  
students & Alumni**

1. R. Dharini, IIB.Sc. C.Se. *[Signature]*
2. Mrs. M. Mercy Prabha (Alumni)  
Director, OM Shanmuga Builders, Sivakasi.





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

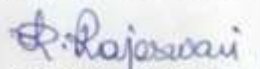
**Minutes of the IQAC Meeting held on 05.08.2016 at 10.30 a.m. in the Language Lab**

The Members of the Committee approved the minutes of the IQAC meeting held on 14.12.2015. The Members of the Committee discussed the follow-up activities- regarding suggestions placed in the meeting held on 17.03.2016. Dr. S. Arivazhagan, Member Representative of the College IQAC, and Dr. A. Arivudai Nambi (UGC Nominee), Special Invitee had the following appreciations and suggestions:

- The External Experts appreciated the total number of publications by the faculty in refereed journals.
- The Experts felt that the Mushroom Cultivation Course is a noteworthy Entrepreneurial Development activity.
- The "Budding Entrepreneur" Contest organized during Fine Arts Fiesta is worth mentioning.

**Suggestions:**

- The Librarian shall identify the impact factor of the Journals in which research articles of the faculty are published.
- The faculty can assess the quality of publications in terms of Science Citation Index (SCI)/ Scopus Index.
- The Department of Business Administration can do market analysis and identify possible scope for specific entrepreneurial activities that suits the geography of the region of based on which appropriate Entrepreneurial training can be provided.
- Industrial linkage can be established to carryout entrepreneurial activities.
- Success stories of the student trained as entrepreneurs from the institution can be recorded and disseminated.
- The students who aim to become entrepreneurs can be oriented to make a study on idea generation, nurture the ideas by assisting with a minimum grant from the institution and fix the time frame to implement the idea. This will cultivate entrepreneurial culture among the students.
- Industrialists from Multi National Companies can be invited to address the students during Annual Day Celebrations.

  
IQAC Co-ordinator 5.8.16

  
Principal



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
SIVAKASI – 626 123.**

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

**Members Present**

- ☛ Dr. D. Sasireka, Chair Person
- ☛ Mrs. Thilagavathy Ravindran, Management Member
- ☛ Mrs. Aruna Ashok, Nominees from Employer
- ☛ Dr. S. Arivazhagan,  
Nominees from Industrialists/Stakeholders
- ☛ Dr. A. Arivudai Nambi (UGC Nominee)  
Special Invitee
- ☛ Dr. K. Rajeswari, Coordinator of the IQAC
- ☛ Dr. M. Jayalakshmi, Senior Administrative Officer
- ☛ Dr. Soundararaj Geetha, Senior Administrative Officer
- ☛ Dr. T. Palaneeswari, Senior Administrative Officer
- ☛ Mrs. S. Sathya, Senior Administrative Officer
- ☛ Mrs. E. Ponmalar, Senior Administrative Officer
- ☛ Mrs. G. Santha, Senior Administrative Official
- ☛ Dr. M. Santhi, Teacher Representative
- ☛ Mrs. B. Theresita Mary Shanthi, Teacher Representative
- ☛ Mrs. P. Stella Muthu Rajam, Teacher Representative
- ☛ Dr. S. Pethanachi Selvam, Teacher Representative
- ☛ Mrs. C. Devi Arockia Vanitha, Teacher Representative
- ☛ Dr. M. Murugalakshmi, Teacher Representative
- ☛ Dr. M. Padma Priya, Teacher Representative
- ☛ Dr. M. Kavitha, Teacher Representative
- ☛ Mrs. K. Muthamil Selvi, Special Invitee
- ☛ Dr. J. Sobhana Devi, Special Invitee
- ☛ Mrs. R. Vijaya Priya, Special Invitee
- ☛ Dr. B. Siva Priya, Special Invitee
- ☛ Dr. S. Shailaja, Special Invitee
- ☛ Dr. M. Yasmin, Special Invitee

**Nominees from the local society, students & Alumni**

1. R. Dharini, B.I B.Sc. C.Se.
2. Mrs. M. Mercy Prabha (Alumni)  
Director, OM Shanmuga Builders, Sivakasi.

- *Aspiche*
- *R. S. Jayanthi*
- *A. Aruna*
- *S. Aravindan*
- *A. Arivudai Nambi*
- *K. Rajeswari*
- *M. Jayalakshmi*
- *S. Geetha*
- *T. Palaneeswari*
- *S. Sathya*
- *E. Ponmalar*
- *G. Santha*
- *M. Santhi*
- *B. Theresita Mary Shanthi*
- *P. Stella Muthu Rajam*
- *S. Pethanachi Selvam*
- *C. Devi Arockia Vanitha*
- *M. Murugalakshmi*
- *M. Padma Priya*
- *M. Kavitha*
- *K. Muthamil Selvi*
- *J. Sobhana Devi*
- *R. Vijaya Priya*
- *B. Siva Priya*
- *S. Shailaja*
- *M. Yasmin*
- *R. Dharini*
- *M. Mercy Prabha*



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IRAC Meeting

A meeting will be held with Research Guides and Projects Investigators to discuss the norms to be followed by

- 1) Research Guides
- 2) Principal Investigators
- 3) Projects Fellows
- 4) Fulltime Scholars with fellowship
- 5) Nonstipends fulltime scholars

Date & Time : 02/09/16 @ 9.45 - 10.45 a.m.

Venue : IRAC Room

Research Guides : Dr. K. Rajeswari ✓  
Dr. M. Jayalakshmi ✓  
Dr. T. Palaniamani ✓  
Dr. B. Ponnai ✓  
Dr. M. Aruna Priya

Research cell Members : ~~Dr. K. J. Sumista~~  
Dr. K. J. Sumista ✓  
Mrs. N. Uma Sengari ✓

Principal Investigator : Dr. R. Sengavalli ✓

Dr. Rajeswari  
IRAC for <sup>30.8.16</sup> ~~orientation~~

Principal

Members present  
1. Dr. Rajeswari





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

**Minutes of the IQAC Meeting held on 02.09.16 at 9.45 a.m. in the IQAC Room**

A meeting was held with Research Guides and Projects Investigators on 02.09.16.

**Fellows/Awardees**

Resolved that

- ⊖ The Research Supervisor of full-time Ph.D scholars, who is in receipt of Research Fellowships from UGC/CIST/TNSCST etc., may be given remission of 2 hours in her work-load to enable her to spare time to guide such scholars.
- ⊖ The awardee (Full-time Ph.D scholar) may be allotted 8 hours of teaching work per week to handle UG/PG classes.
- ⊖ The Research Supervisor of the awardee can maintain a register to make entry of 2 hours of work-load allotted to guide the awardee. Like regular class adjustment the absence of guide allotted to awardee to be compensated by the supervisor and to be recorded.

**Research Fellows**

Resolved that

- ⊖ Research Fellows appointed by the Principal Investigators of Major/Minor Research Projects to assist the Research Supervisor may share the academic work of supervisors by assisting in invigilation work, marks entry, attendance, etc.

**Full-time Non-stipendiary scholars**

Resolved that

- ⊖ Research scholars may assist their research guide by taking class, doing invigilation, marks entry, attendance, etc.
- ⊖ The scholar can be entrusted with department or college work only after getting permission from the respective guide.

**General Points**

- ⊖ The scholars may supervise or handle class of the guide if she happens to attend any official meeting in the college.
- ⊖ If any problem is reported on scholars the guide is answerable.

  
IQAC Co-ordinator

  
Principal



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
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14.9.16 Communication received dated 31.8.16 from TANSCH to promote research aptitude under the scheme 'Student-Mission Project'.

Action taken

The scheme is applicable only to Government Constituent colleges. The same matter is ~~verified~~ confirmed with TANSCH, Chennai on 21.9.16

8.8.16 Mail sent to NAAC, recommending two delegates Dr. Siva Devi & Mrs. Ponnampal to participate for the Global Summit on Quality Higher Education.

31.8.16 An email received <sup>from NAAC</sup> expressing their inability to accommodate the faculty as delegates in the Global Summit.

14.9.16 Notification posted in MHRD website regarding NIRF India Rankings 2017, the second edition of annual exercise, was taken (print out) and discussed with Ponnampal.

Resolved to form a Committee and start preparatory work for 2016-17 and to register and upload the data as required by NIRF in the near future.

29.8.2016<sup>th</sup> Mrs. K. Mulharal Devi & Mrs. Sudha Perialtha participated the NAAC sponsored National level Workshop on Role of National Skills Qualification Framework (NSQF) in designing the Curriculum at VHNSN College, Villupuram.



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1/12/16	Communication received from Holy Cross college regarding participation in International Conference on "Innovation in Research and Pedagogy" displayed in IAAC notice Board & a copy given to Research cell.
2/12/16	Communication received from the Rosemary Memorial Christiana College, Marthandam.
	<u>Action Taken:</u> Displayed in IAAC Notice Board from 9.12.16 to 14.12.16. A copy given to Research Centre in Coimbatore.
7/12/16	A communication received from Vamsi Sankari, Government Eng. College, Dindur.
	<u>Action Taken:</u> Displayed in IAAC staff notice Board from 9.12.16 to 17.12.16.
30/1/17	Received the communication from V.H.V.S.N College for Rajiv Gandhi National Institute of Youth Development (RANIYD). Instructed to Mrs. Malini, Dept of Mathematics (SC/ST student).
30/1/17	Received the communication from AJ College for IAAC National seminar and informed the following staff members to attend the seminar. (16.1.17 February 2017) Mrs. A. L. Leena Benita, C.Sc Mrs. S. Subilamani, Chemistry Mrs. K. Matham Selvi, English Mrs. B. Deepa, Botany
12.1.17	Submitted notice DCF-11 on 12 <sup>th</sup> Jan 17 & uploaded DCF-IV on 13 <sup>th</sup> Jan 17 on AISHE portal.
31st Sept 2016	Mrs. P. Stella Nuthukajam & Mrs. S. Shalaja participated in the NAAC sponsored National level Seminars on "Teaching, Learning and Evaluation in Higher Education - A Current Scenario" at <del>the</del> Sri Kaliswari College, Sivakasi.





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

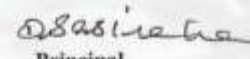
**Internal Quality Assurance Cell**

26.12.16.

**Circular to the Staff Members**

Kindly furnish the following details to be submitted to MHRD. The staff members are requested to submit two copies of the duly filled forms and submit same to the IQAC Office on or before **31.12.16**. The format is also available in \\NAAC2\inbox. A copy of the filled in form is to be submitted in \\NAAC2\inbox\Staff Information folder.

  
IQAC Co-ordinator

  
Principal

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

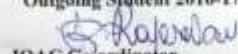
Minutes of the IQAC meeting held on 14<sup>th</sup> February 2017 to scrutinize the award of **Best Outgoing Student** for the academic year 2016-2017.

The members discussed the evaluation methods and resolved to make the following modifications:

- ⊙ Weightage can be given for placement.
- ⊙ Being sports persons are recognised and awarded in the Sports Day points need not be allotted for sports.
- ⊙ The points allotted for the participation/prizes won and cash awards are modified:
  - Participation Each Event – ½ mark (Arts & Commerce students)  
– 1 mark (Science students)
  - Prizes Each Event - 1mark (Arts & Commerce students)  
– 2 mark (Science students)

	Academic	Non-academic
• Cash Award less than ₹ 1000	– 2 marks each	1 mark each
• Cash Award upto ₹ 10000	– 3 marks each	2 marks each
• Cash Award above ₹ 10000	– 5 marks	3 marks each

- ⊙ Totally 10 students applied for the award. **J. SEJITHA, III BBA** is declared as the **Best Outgoing Student 2016-17**.

  
IQAC Co-ordinator

  
Principal

**Members Present:**

Dr. K. Rajeswari   
Dr. T. Palaneeswari   
Mrs. S. Sathya   
Dr. M. Santhi   
Mrs. E. Ponmalar   
Dr. P. Stella Muthu Rajam 



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16th Feb Participation and Presentation of  
2017 papers in the NAAC Sponsored Two Day  
National Seminar on "Curriculum  
Designing and Skill Based Education  
Opportunities and Challenges" organised  
by NAAC, A.N.J.A College, Sivakasi

Papers presented

1. Dr. K. Rajeswari  
& Dr. A. Sathana Devi

Title of the Paper:  
" Skill Development  
Schemes of UGC -  
A SWOT Analysis "

2. Dr. T. Palaneeswari  
& Dr. Devi Anockia Varsha

"Skill Based Education - A  
Contemporary Scenario"

3. Mrs. E. Ponnalar  
& Dr. Siva Praya

skill Based Education  
The Need of the Hour for  
Higher Education  
a sustainable livelihood

Participation

1. Mrs. Keema Begita, Head, Dept. of Comp. Sci.  
2. Mrs. Mulharam Selvi, Associate Prof. of English

18.2.17 Communication received from Madurai  
Kamaraj University regarding  
Implementation of UGC Minimum  
Standards and Procedure for Award  
of (M.Phil/Ph.D Degree) Regulation 2016.  
Action taken

The departments offering M.Phil/Ph.D  
were instructed not to proceed with  
the process of admission to M.Phil/  
Ph.D ~~for~~ courses for 2017-18 until  
further orders in this regard  
is received from MKU.

Depts - Tamil, English, Physics, Chemistry, Commerce





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Received the copy of Communicatos

Dept of Tamil - 08.02.17  
1) English - S. Jyoti  
2) Commerce - K. Rajeswari  
3) Physics - S. Balu  
4) Chemistry - M. Suresh Kumar  
CDDC - H. Jayalakshi

20/02/17. Communication received from Indian Academic Researchers Association, Tiruchirappalli regarding 'National Symposium and IARA Award Ceremony 2017'. It was displayed in Idac Notice board.

14.8.17 letter sent to NAAC, Bangalore, ~~requesting~~ asking for clarification of extension of validity of Accreditation period of III cycle of Accreditation.

21.2.17 Communication dated 23<sup>rd</sup> March 2017 received from NAAC Bangalore informing that - our institutions may come for Assessment and Accreditation under 4<sup>th</sup> cycle of Accreditation after 7 years.





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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN,  
SIVAKASI.**

**CIRCULAR**

**Internal Quality Assurance Cell**

There will be a meeting with IQAC Members on 19.04.2017 at 10.30 a.m. in  
the IQAC Office.

**Agenda:**

1. Nomination of new IQAC Co-ordinator
2. Preparation of AQAR 2017.
3. Discussion on Internal Academic Audit.

**Members**

1. Dr. Soundararaj Geetha *g*
  2. Dr. M. Jayalakshmi *JK*
  3. Mrs. S. Sathya *SS*
  4. Dr. T. Palaneeswari *P*
  5. Mrs. E. Ponmalar *EP*
  6. Dr. M. Santhi *S*
  7. Mrs. B. Theresita Mary Shanthi *TMS*
  8. Mrs. P. Stella Muthu Rajam *SMR*
  9. Dr. S. Pethanachi Selvam *SPS*
  10. Dr. M. Kavitha *MK*
  11. Mrs. G. Santha *GS*
  12. R. Dharini, IIB.Sc. C.Sc. *RD*
  13. Dr. K. Rajeswari *KR*
  14. Mrs. K. Muthamill Selvi *MS*
  15. Dr. K.P. Radha - *SR*
- Rajeswari*  
IQAC Co-ordinator  
18-4-17
- SR*  
PRINCIPAL



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI.  
INTERNAL QUALITY ASSURANCE CELL (IQAC)  
Minutes of the IQAC Meeting held on 19.04.17 at 10 a.m. in the IQAC Room**

- ⇒ Resolved to relieve Dr. K. Rajeswari and to appoint Mrs. K. Muthamil Selvi as IQAC Co-ordinator from April 2017 onwards.
- ⇒ Resolved to relieve Dr. M. Jayalakshmi and to appoint Dr. K.P. Radha as Curriculum Dean from the Academic year 2017-18.
- ⇒ Resolved that Dr. K. Rajeswari & Dr. M. Jayalakshmi resume their position as IQAC Advisor and Curriculum Advisor respectively.
- ⇒ Resolved to convene a meeting on June 15<sup>th</sup> 2017 with the Heads of the department.
  - To discuss the suggestions stated by the Internal Academic Audit Committee.
  - To plan activities for Golden Jubilee Celebration.
- ⇒ Resolved to update the AQAR 2017 contents till 30<sup>th</sup> June 2017 and inform the departments to submit in the first week of July 2017.

  
IQAC Co-ordinator  
19.4.17

  
Principal



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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN,  
SIVAKASI.**

**CIRCULAR**

**Internal Quality Assurance Cell**

There will be a meeting with the members of AQAR preparation Committee on  
20.04.2017 at 11.30 a.m. in the IQAC Office.

**Agenda:**

1. Preparation of AQAR 2017.
2. Discussion on Internal Academic Audit.

**Members**

Criterion I	-	Dr. M. Jayalakshmi <i>df</i> Dr. K.P. Radha <i>z</i>
Criterion II	-	Mrs. S. Sathya <i>df</i> Dr. C. Devi Arockia Vanitha <i>Qar</i>
Criterion III	-	Dr. P. Stella Muthu Rajam <i>L</i> Mrs. R. Vijaya Priya <i>df</i>
Criterion IV	-	Dr. J. Sobhana Devi <i>df</i> Dr. M. Yasmin <i>df</i>
Criterion V	-	Dr. M. Santhi <i>L</i> Mrs. B. Deepa <i>df</i>
Criterion VI	-	Dr. B. Siva Priya <i>df</i> Dr. P. Prasanna Devi <i>df</i>
Criterion VII	-	Dr. M. Murugalakshmi <i>df</i> Dr. S. Shailaja <i>df</i>
Report	-	Mrs. K. Muthamil Selvi <i>df</i> Mrs. V. Lalithambigai <i>df</i>

*SR*  
PRINCIPAL





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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI,  
INTERNAL QUALITY ASSURANCE CELL (IQAC)  
Minutes of the IQAC Meeting held on 20.04.17 at 10 a.m. in the IQAC Room**

- ⇒ The members were informed about the nomination of New IQAC Co-ordinator, Mrs. K. Muthamil Selvi.
- ⇒ Informed the members about the nomination of new members for the IQAC Committee members.
- ⇒ Informed about the extension of Assessment term under 4<sup>th</sup> Cycle of Accreditation for 7 years.
- ⇒ New Proposed Quality Indicator Framework: A Pilot Study was circulated with the members.
- ⇒ To discuss the Internal Academic Audit Report with the HODs.
- ⇒ Under Criterion III – Only articles published in the UGC listed journals to be accepted.
- ⇒ Criterion wise report to be updated till June 30<sup>th</sup> 2017 by the departments.
- ⇒ Completed report to be submitted on July 7<sup>th</sup> 2017.

  
IQAC Co-ordinator

  
Principal



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5.5.2017 Communication received from MHRD  
to fill Online Compliance of Anti-Ragging  
of our college on website.  
Action taken

7.6.17 Questions regarding Self Declaration  
for ensuring compliance of JGC  
Regulations on Ragging was discussed  
with Principal.  
Online filled in Self Declaration  
was submitted on 7.6.2017.  
Acknowledgement on compliance  
submission has been received  
on 7th June through college email id

7.6.17 Circular  
Internal Quality Assurance Cell.

There will be meeting with  
Anti Ragging Cell members to discuss  
the submission of Online filled in  
Self Declaration form of MHRD.  
on 7th June at 10 a.m.  
Minutes of the meeting held on  
7th June at 10 a.m in the Principal's  
Room.

- 1) Discussed the contents of Self Declaration  
of 7 and prepared the responses
- 2) Decided to submit online on  
the afternoon of 7th June 2017.

Members Present

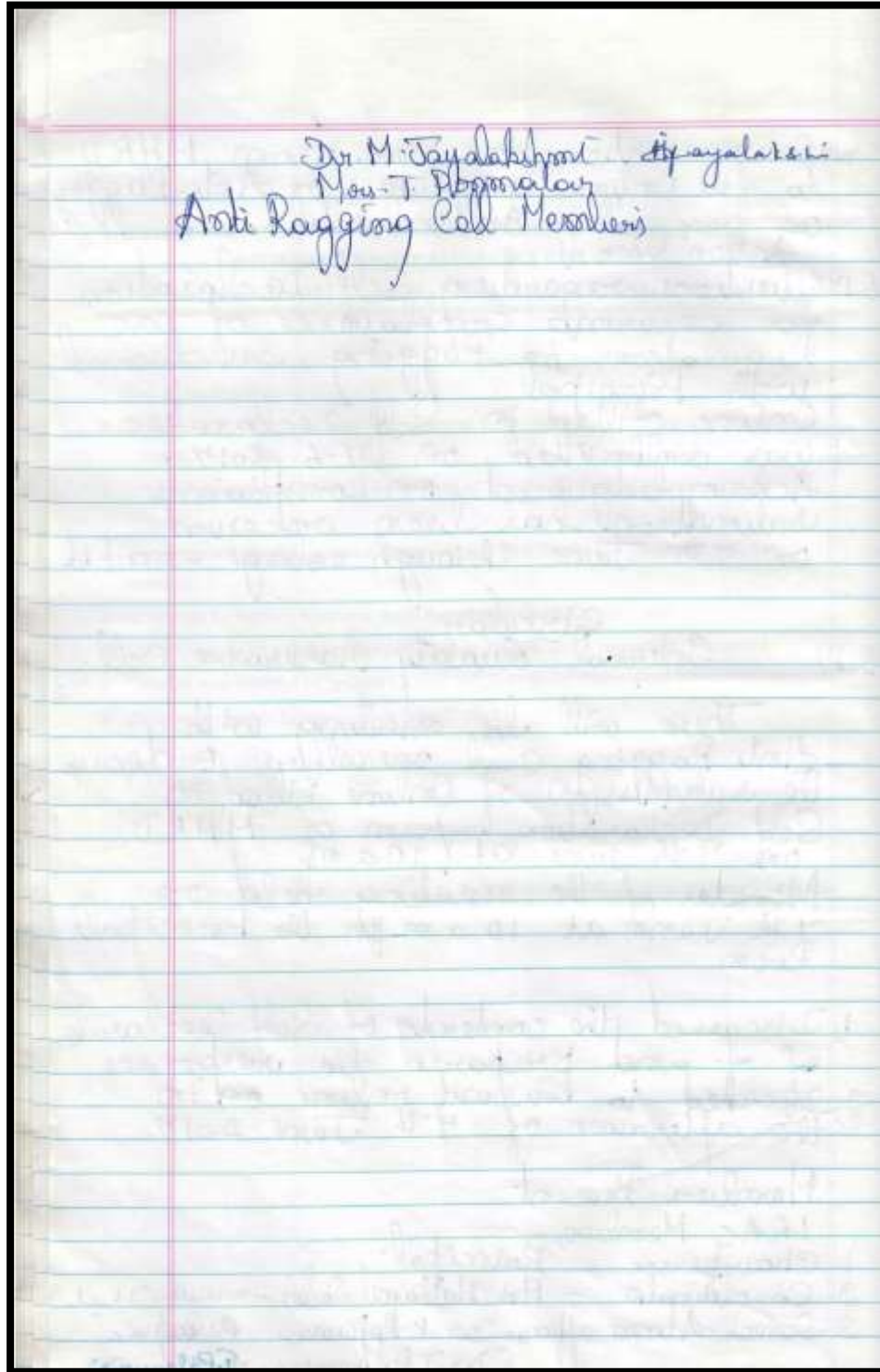
IQAC Members

- 1) Chairperson - Principal.
- 2) Co-ordinator - Mrs. Muthamil Selvi - H. No. 75-1
- 3) Senior Admin. officer - Dr. K. Rajeswari - B. Rajeswari  
Dr. T. Palanivesan - T. Palanivesan



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**2015-2016**



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
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2015-16

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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI.  
INTERNAL QUALITY ASSURANCE CELL (IQAC)  
Report of the IQAC Meeting held with Stakeholders**

A meeting was held with the parents' representatives on 18.06.15 at 11.30 a.m in the Indoor Sports Training Facility Centre. 19 parents actively participated in the meeting.

- The parents appreciated the efforts taken by the teachers to coach the students.
- The infrastructure facility available in the campus was highly commended.

**Suggestions**

- Lunch can be provided to the needy dayscholars on monthly payment basis.
- M.Phil (Mathematics) and B.Ed programmes can be introduced.
- NME/JOC registration can be made easier, as the students find it difficult to move to various departments for the enrollment during the lunch break.
- The students can be trained on Takewando.
- Awareness on the job opportunities for the Microbiology students can be given.
- A security can be appointed to control the crowd near the front gate of the college from 9.00 a.m. to 9.20 a.m. Speed breaks can be constructed.
- The college can start functioning from 9.45 a.m. as huge traffic is found in Sivakasi Town between 9 a.m to 9.30 a.m.

*K. Rajeswari*  
IQAC Co-ordinator

*D. Sathya*  
Principal

**Members Present:**

1. Dr. K. Rajeswari - *K. Rajeswari*
2. Dr. M. Jayalakshmi - *M. Jayalakshmi*
3. Mrs. S. Sathya - *S. Sathya*
4. Dr. T. Palaneeswari - *T. Palaneeswari*
5. Dr. P. Stella Muthu Rajam - *P. Stella Muthu Rajam*
6. Dr. N. Vijaya -
7. Ms. G. Sathyaabama - *G. Sathyaabama*







**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
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PAGE No: \_\_\_\_\_  
DATE: / /

Circular

There will be a meeting with the members of the IGAC in the Principal's Room on 29.6.15 at 9.30 a.m.

Agenda

1. Plan of action for the year 2015-16
2. Learning Management System
3. Submission of ABAR 2014-15
4. Best Practices of the institution
5. UGC - Common curriculum

Dr. Rajeswari  
IGAC Co-ordinator  
Members.

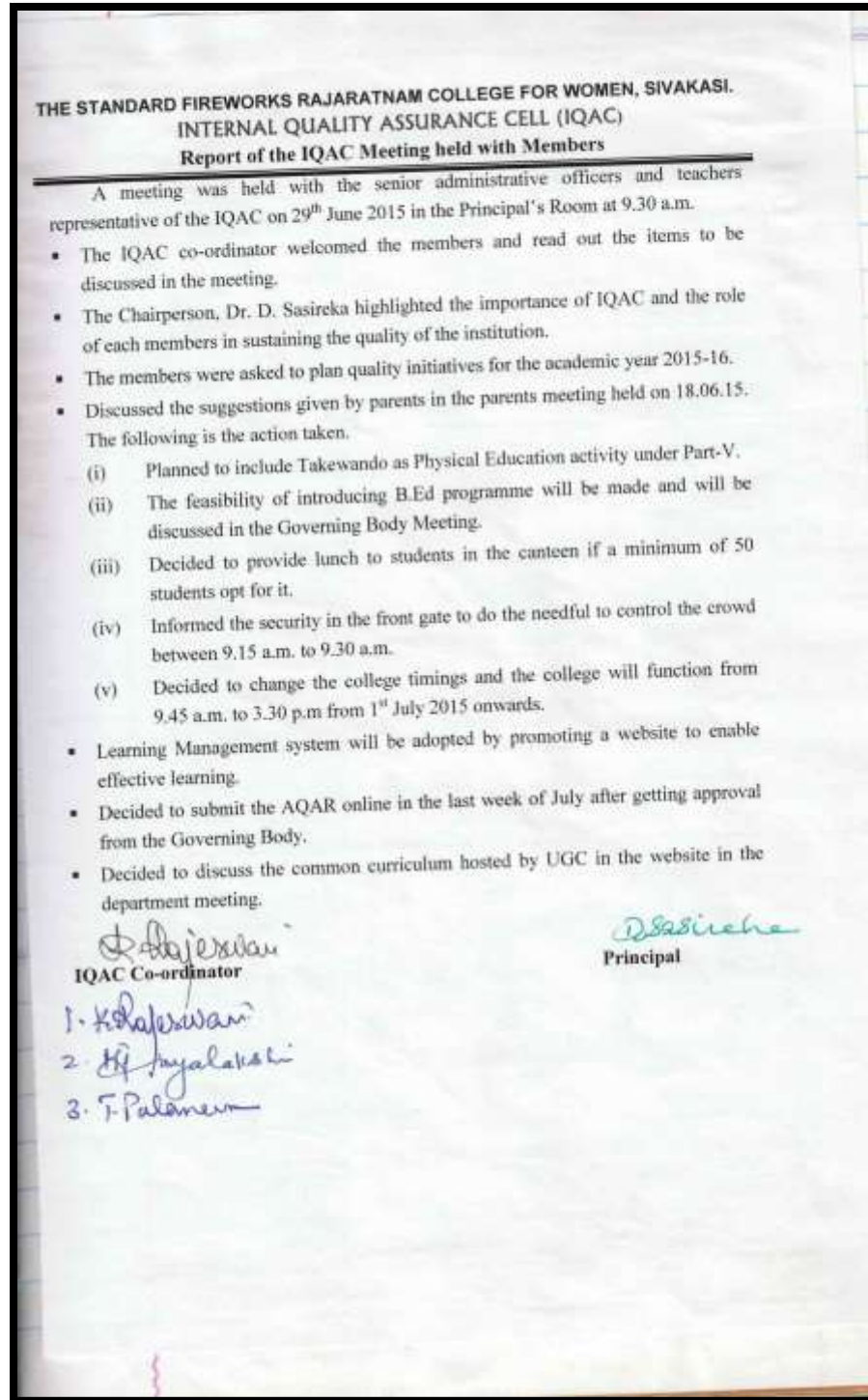
<sup>SR</sup>  
Principal

1. Dr. K. Rajeswari - ✓
2. Dr. M. Jayalaxmi - ✓
3. Mrs. S. Sathya - ✓
4. Dr. T. Palaniswari - ✓
5. Dr. P. Kangar - ✓
6. Dr. K.P. Radha - ✓
7. Dr. Soundararaj Geetha - ✓
8. Mrs. B. Theresita Mary Santhi -
9. Mrs. E. Ponnalan - E Ponnalan
10. Dr. P. Stella Mathu Rajam - P. Stella Mathu Rajam
11. Dr. M. Santhi - ✓
12. Mrs. C. Devi Arunima Vanitha - call 29/6/15
13. Dr. S. Pattanabhi Subram -



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
SIVAKASI – 626 123.**

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1. A meeting was held with the members of the AdAR preparation Committee at 2.15 pm in the IGAC office on 29<sup>th</sup> June 2015.

  - \* Read out the report of the IGAC meeting held in the afternoon of 29<sup>th</sup> June 2015.
  - \* Resolved to submit a brief report of AdAR 2014-15
  - \* Resolved to meet on 02.07.15 to discuss the details of the institution and IGAC activities.
2. A meeting was held with the members of AdAR preparation Committee at 2.15 pm in the IGAC office on 2<sup>nd</sup> July 2015.

  - (i) Discussed the Part-A content of the Annual Quality Assurance Report 2014-15
  - (ii) Discussed in Part-B Criterion II & III in Part-B
  - (iii) Decided to inform the office to maintain a separate register for visiting faculty.
3. A meeting was held with faculty members and Research Cell on 2<sup>nd</sup> July at 3.30 pm. Oriented the faculty to apply for research projects online.
4. A meeting was held with the members of AdAR preparation Committee at 2.15 pm in the IGAC office on 2<sup>nd</sup> July 2015.

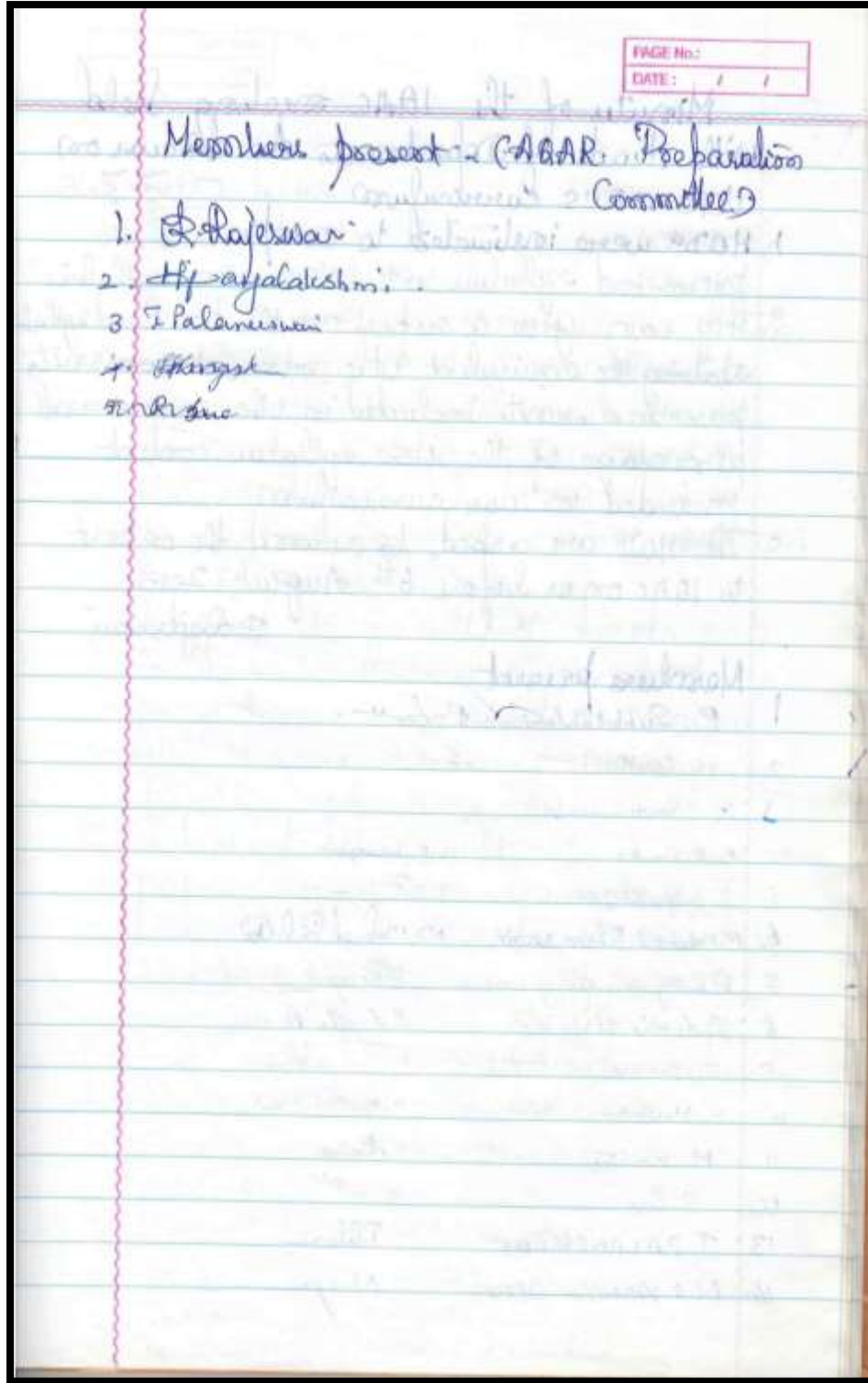
  - (i) Discussed Criterion - I & IV.
  - (ii) Decided to avoid repetition of items being entered in criterions.





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Minutes of the IBAC meeting held with Heads of Departments to discuss on UGC CBCS Curriculum held on 17.7.15

1. HODs were instructed to compare their prescribed syllabus with UGC CBCS syllabus
2. They can give a report on the compared syllabus relating the equivalent title, overmarks on units prescribed, units included in other courses and percentage of the UGC syllabus content included in our curriculum.
3. The HOD are asked to submit the report to IBAC on or before 6th August 2015.

R. Rajeswari

Members present

1. P. Subbulakshmi. P. Siva.
2. H. Santhi. Sant.
3. M. Govthamasi
4. B. P. Sucha. B. P. L. Man.
5. J. SubhaRanjani. S. R. P. Man.
6. M. Mohamed. Rihana. R. Man. M. Mohd. Pal. Man.
7. F. King's. Mary. Curran. F. King's.
8. R. Sudha. Peria. Man. R. Sudha. Peria.
9. E. Ponnambal. E. Ponnambal.
10. H. Muthamil. Selvi. H. Muthamil. Selvi.
11. M. Kavitha. M. Kavitha.
12. B. Poni. B. Poni.
13. T. PALANESWARI. T. Palan.
14. M. S. YASMEEN. B. Selvi. M. S. Y.



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Minutes of IBAC & Research Cell meeting held the faculty who are pursuing Ph.D. held on 10.8.15

1. Received the status report on the progress of their Ph.D work from 21 members & M.Phil work from 16 members.
2. Instructed staff members to start with the proceedings for Ph.D registration before 30th Nov. 2015
3. Motivated & Guided the faculty to appear for UGC - NET with JRF in December 2015.
4. Advised the faculty to participate in Refresher Course/Orientation programmes and also organised by Human Resource Development Centres of Universities.
5. Advised the faculty to present papers in UGC sponsored National level Seminars/Workshops

Members present

S. Rajeswari  
IBAC Co-ordinator

1. M. S. Lakshmi	7. M. Chinnadammil. G.
2. R. Lakshmi	8. S. Srinivas
3. S. Lakshmi	9. M. Kumari
4. P. Lakshmi	10. P. Lakshmi @ Name
5. S. Lakshmi	11. S. Lakshmi
6. M. Lakshmi	12. M. Lakshmi





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PAGE No.:	DATE:
13. A.P. Gnanapavan	24. M. Mahalingam
14. M. Anand	25. M. Mahalingam
15. J. Anandhi	26. S. Sankar
16. P. Anand	27. S. Sankar
17. V. Anand	28. S. Sankar
18. S. Anand	29. V. V. V. V.
19. D. Anand	30. B. Gnanapavan
20. L. Anand	31. S. Sankar
21. S. Anand	
22. P. Anand	
23. P. Anand	

27.10.2015

Minutes of the IQAC meeting held with Heads of Departments to discuss UGC NET/SET or CSIR syllabus to be offered as core <sup>Elective</sup> course in the II year PG programme.

1. Resolved to offer to PG students a Preliminary Course to enable the students to qualify themselves with UGC NET/SET or CSIR.
2. Resolved to name the course as NET Preliminary Commerce, CSIR Preliminary Computer Science and so on.
3. Resolved to divide the contents included in UGC NET or CSIR as 5 units and in the syllabus framed for the elective course.



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MEMBERS PRESENT		PAGE No: _____
1.	S. Rajeswari	DATE: / /
2.	M. Saritha	
3.	...	
4.	...	
5.	...	
6.	...	
7.	COALL 21/10/16	
8.	T. Palani	
9.	G. Pennmalar	
10.	...	
11.	H. Jayalakshmi	



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

**There will be a meeting with IQAC Members & Special Invitees on  
08.12.2015 at 2.30 p.m. in the Secretary Room**

**Agenda**

- AQAR 2014-2015 online submission.
- IQAC meeting to be held on 15.12.2015
- Discussion on Innovative Strategies to be implemented.
- Plan of Action for the year 2015-2016 – Criterion wise.
- Upgradation of Chemistry Department as a Research Centre.
- Upgradation of English Department as a Research Centre.
- Introduction of M.Phil Programme in Mathematics.
- Research Journals by English and Tamil Departments.
- Interdisciplinary Journal from the College

*S. Rajeswari*  
IQAC Co-ordinator

*SP*  
Principal

**Senior Administrative Officers:**

1. Dr. M. Jayalakshmi, Associate Professor of Commerce *HJ*
2. Dr. T. Palaneeswari, Associate Professor of Commerce *S*
3. Mrs. S. Sathya, Associate Professor of Computer Science *sb*
4. Mrs. K.P. Radha, Associate Professor of Physics
5. Mrs. E. Ponmalar, Associate Professor of Computer Science *E.Ponmalar*

**Teacher Representatives:**

1. Dr. M. Santhi, Associate Professor of Botany
2. Mrs. P. Stella Muthu Rajam, Assistant Professor of Economics *P. Stella Muthu Rajam*
3. Mrs. R. Sudha Periathai, Assistant Professor of Physics
4. Dr. J. Sobhana Devi, Assistant Professor of English *Sobhana Devi, J*
5. Mrs. C. Devi Arokia Vanitha, Assistant Professor of C.Sc *CDAL* *Devika*
6. Dr. M. Murugalakshmi, Assistant Professor of Chemistry
7. Mrs. R. Vijaya Priya, Assistant Professor of Tamil *R.Vijaya Priya*
8. Mrs. S.P. Nandhini, Assistant Professor of Mathematics

**Special Invitees:**

1. Dr.G. Valli, Associate Professor of Chemistry
2. Mrs. S. Meenakshi, Associate Professor of Mathematics
3. Dr. S. Pethanatchiselvam, Associate Professor of Mathematics *Dr. S. Pethanatchiselvam*
4. Mrs. K. Muthamilselvi, Assistant Professor of English *K. Muthamilselvi*
5. Dr. B. Ponni, Assistant Professor of Tamil *B. Ponni*
6. Mrs. Uma Sangari, Asst. Prof. of Chemistry *Mrs. Uma Sangari, Asst. Prof. of Chemistry*
7. Dr. K. J. Saravitha *Dr. K. J. Saravitha*
- 8.





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MEMBERS PRESENT

OFFICERS

Dr. Rajeswari

H. Jayalakshmi

T. Palaniam

M. Sathi

U. Thyo

R. Suman Devi

✓ E. Ponnambal

K. Nuth - 'S'.

P. S. Lakshmi

CALL TO ORDER

R. Vijayaraj

PAGE No: / /

DATE: / /



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
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08/12/15	Received the young Science Researcher Award communication handover to Mrs. V. UmaSomeni and it was circulated to 6 Science Departments.
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THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN,  
SIVAKASI.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 08.12.15 at 2.30 p.m. in the Secretary Room

- Resolved to convene an IQAC meeting inviting the members of Local Community, Management, Industrialist, Nominee from Local Society and students, Senior Administrative Officers and Teacher Representatives on 15.12.2015 in the IQAC Room.
- Resolved to discuss the innovative strategies to be implemented and to get approval of the AQAR 2014-15 in the Governing Body Meeting.
- Discussed and finalized the plan of action for the year 2015-16.
- Discussed with the HOD and senior faculty members in the upgradation of Chemistry and English Departments as Research Centres.
  - Dr. G. Valli, HOD of Chemistry is a recognized guide and two faculty members from the Department of Chemistry have submitted their proposal to Madurai Kamaraj University for Guideship. After getting approval for guideship from the University as research guides the Department of Chemistry would apply to Madurai Kamaraj University in the Academic year 2016-17 for the upgradation of their department as a Research Centre.
  - Two faculty members from the Department of English have planned to submit their proposal seeking guideship to Madurai Kamaraj University in January 2016. After getting approval for guideship from Madurai Kamaraj University, as research guides the Department of English would apply to MKU in the Academic year 2016-17 for the upgradation of their department as a Research Centre.
- The Department of English has planned to apply to the National Centre for ISSN, India for releasing a Research Journal in the Academic year 2016-17.
- The Department of Tamil is also taking an initiative to start a Research Journal.
- Releasing of Interdisciplinary Journal by Humanities was discussed and planned to start in 2017-18.

*S. Rajeswari*  
IQAC Co-ordinator 8.12.15

*S. Babineha*  
Principal



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

**There will be a meeting with IQAC Members on 14.12.2015 at 10.30 a.m. in  
the IQAC Room**

**Agenda**

- AQAR 2014-2015 online submission.
- Discussion on Best Practices of the Institution
- Plan of Action for the year 2015-2016 – Criterion wise.
- Any Other

*Rajawari*  
IQAC Co-ordinator 14.12.15

*Abasireka*  
Principal

- Chair Person** - Dr. D. Sasireka, Principal
- Management Member** - Mrs. Thilagavathy Ravindran, President
- Nominees from Employers/** - 1. Mrs. Aruna Ashok, Secretary
- Industrialists/Stakeholders** - 2. Dr. S. Arivazagan, Principal,  
Mepco Schlenk Engineering College, Sivakasi.
- Coordinator of the IQAC** - Dr. K. Rajeswari, Associate Professor of Commerce

**Senior Administrative Officers:**

1. Dr. M. Jayalakshmi, Associate Professor of Commerce
2. Dr. T. Palaneeswari, Associate Professor of Commerce
3. Mrs. S. Sathya, Associate Professor of Computer Science
4. Mrs. K.P. Radha, Associate Professor of Physics
5. Dr. P. Kanaga, Deputy Warden

**Senior Administrative Official** - Mrs. G. Santha, Superintendent

**Teacher Representatives:**

1. Dr. Soundararaj Geetha, Associate Professor of English
2. Dr. M. Santhi, Associate Professor of Botany
3. Mrs. B. Theresita Mary Shanthi, Associate Professor of C.Sc
4. Mrs. E. Ponmalar, Associate Professor of C.Sc
5. Mrs. P. Stella Muthu Rajam, Assistant Professor of Economics
6. Dr. S. Pethanachi Selvam, Associate Professor of Mathematics
7. Mrs. C. Devi Arokia Vanitha, Assistant Professor of C.Sc
8. Dr. M. Murugalakshmi, Assistant Professor of Chemistry

**Special Invitees:**

1. Mrs. K. Muthamil Selvi, Assistant Professor of English
2. Dr. J. Sobhana Devi, Assistant Professor of English
3. Mrs. R. Vijaya Priya, Assistant Professor of Tamil
4. Dr. B. Siva Priya
5. Dr. M. Yasmin, Librarian
6. Mrs. S.P. Nandhini, Assistant Professor of Mathematics

**Nominees from the local society,** - 1. R. Dharini, II B.Sc. C.Sc. R. Dharini  
**students & Alumni** 2. Mrs. M. Mercy Prabha (Alumni)  
Director, OM Shanmuga Builders, Sivakasi.





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**Members Present**

- ☉ Dr. D. Susireka, Chair Person - *S. Susireka*
  - ☉ Mrs. Thilagavathy Ravindran, Management Member - *R. Thilagavathy*
  - ☉ Mrs. Aruna Ashok, Nominees from Employer - *A. Aruna*
  - ☉ Dr. S. Arivazagan, Nominees from Industrialists/Stakeholders - *S. Arivazagan*
  - ☉ Dr. K. Rajeswari, Coordinator of the IQAC - *K. Rajeswari 14/12/15*
  - ☉ Dr. M. Jayalakshmi, Senior Administrative Officer - *M. Jayalakshmi*
  - ☉ Dr. T. Palaniam, Senior Administrative Officer - *T. Palaniam*
  - ☉ Mrs. S. Sathya, Senior Administrative Officer - *S. Sathya 14/12/15*
  - ☉ Mrs. K.P. Radha, Senior Administrative Officer - *K.P. Radha 14/12/15*
  - ☉ Dr. P. Kanaga, Senior Administrative Officer - *P. Kanaga 14/12/15*
  - ☉ Mrs. G. Santha, Senior Administrative Official - *G. Santha*
  - ☉ Dr. Soundararaj Geetha, Teacher Representative - *S. Geetha*
  - ☉ Dr. M. Santhi, Teacher Representative - *M. Santhi*
  - ☉ Mrs. B. Theresita Mary Shanthi, Teacher Representative - *B. Theresita*
  - ☉ Mrs. E. Ponmalar, Teacher Representative - *E. Ponmalar*
  - ☉ Mrs. P. Stella Muthu Rajam, Teacher Representative - *P. Stella Muthu Rajam*
  - ☉ Dr. S. Pethanachi Selvam, Teacher Representative - *S. Pethanachi Selvam*
  - ☉ Mrs. C. Devi Arokia Vanitha, Teacher Representative - *C. Devi Arokia Vanitha 14/12/15*
  - ☉ Dr. M. Murugalakshmi, Teacher Representative - *M. Murugalakshmi*
  - ☉ Mrs. K. Muthamil Selvi, Special Invitee - *K. Muthamil Selvi*
  - ☉ Dr. J. Sobhana Devi, Special Invitee - *J. Sobhana Devi*
  - ☉ Mrs. R. Vijaya Priya, Special Invitee - *R. Vijaya Priya*
  - ☉ Dr. B. Siva Priya, Special Invitee - *B. Siva Priya*
  - ☉ Dr. M. Yasmin, Special Invitee - *M. Yasmin*
  - ☉ Mrs. S.P. Nandhini, Special Invitee - *S.P. Nandhini*
- Nominees from the local society, students & Alumni**
1. R. Dharini, II B.Sc. C.Sc. - *R. Dharini*
  2. Mrs. M. Mercy Prabha (Alumni) Director, OM Shanmuga Builders, Sivakasi. - *M. Mercy Prabha*



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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI.  
INTERNAL QUALITY ASSURANCE CELL (IQAC)  
Minutes of the IQAC Meeting held on 14.12.2015 at 10.30 a.m. in the IQAC Room**

The Members of the Committee shared the proposed plan of action for the academic year 2015-2016. Discussed the follow-up activities- regarding suggestions placed in the meeting held on 05.08.2014. Dr. S. Arivazhan, Member Representative of the College IQAC, had the following suggestions:

- Enrollment in BEC Programme can be increased.
- Targets can be fixed for each department quantitatively.
- IQAC has to set specific targets to be achieved during the academic year for each department.
- The faculty members of Science Departments can assess the impact factor of publications – Citation index, H index and Scopus.
- The Science Departments can apply for projects to funding agencies - DIT/DST/DSIR.
- The number of Major Research Projects has to be increased.

Proposed to analyse the growth of the individual Departments criterion-wise for three consecutive years – 2013-14, 2014-15 and 2015-16.

*S. Rajeswari*  
IQAC Co-ordinator  
14.12.15

**IQAC Co-ordinator,  
The Standard Fireworks Rajaratnam  
College for Women, (Autonomous)  
Thiruthanevur  
SIVAKASI - 626 123.**

*S. Arivazhan*  
Principal 14/12/15

**PRINCIPAL  
The Standard Fire Works  
Rajaratnam College for Women,  
SIVAKASI.**



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
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22/10/15 Received the Communication from 'Bodhi Padhippagan' for  
'mishra's giri'. It was handover to Librarian, S Chandra

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

**Minutes of the IQAC Meeting held on 17.03.2016 at 10.30 a.m. in the IQAC Room**

The Members of the Committee discussed the Action Taken for the suggestion given  
by Dr. S. Arivazhah, Member Representative of the College IQAC.

S.No.	Suggestion	Action Taken
1.	Enrollment in BEC Programme can be increased	Orientation on BEC Programme was given in the month of February 2016 and Enrollment in the course has increased (84 for prelims course & 13 enrolled for Vantage course)
2.	Targets can be fixed for each department quantitatively.	Dept. wise target for the year 2016-17 is fixed by the IQAC based on the activities carried out in 2015-16.
3.	IQAC has to set specific targets to be achieved during the academic year for each department.	
4.	The Faculty members of Science Departments can assess the Impact factor of publications – Citation index, H index and Scopus.	The individual faculty was instructed to get assistance from the Librarian to assess the Impact factor of publications – Citation index, H-index and Scopus.
5.	The Science Departments can apply for projects to funding agencies - DIT/DST/DSIR.	<ul style="list-style-type: none"><li>The Dept. of Botany &amp; Computer Science applied to DSIR for a project on "Rural Women Empowerment". The proposal was not considered as the Ministry approved the proposals submitted by Engineering colleges only.</li><li>Science departments have been approved ₹ 90,000/- by TNSCST and they organized a Quality Enhancement Programme for Secondary Grade Teachers</li></ul>
6.	The number of Major Research Projects has to be increased.	Major Research Projects already applied to UGC in 2014 has not yet been approved. Waiting for notification from UGC and Other funding agencies.

*S. Rajeswar*  
IQAC Co-ordinator

*SR*  
Principal





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Members present -

1. S. Rajswari
2. T. Palaniswami
3. Hiyalakshmi.
4. Sathyo
5. K. Muthaiah Smt.
6. ~~Call~~
7. R. Rajapathy
8. S. Sankarajey
9. ~~W. Smt.~~
10. S. Smt. S.
11. B. Siva Panya
12. R. Rajapathy
13. P. Stella Smt. Rajani
14. B. Smt.
15. Smt.
16. Smt.
17. Smt.