



**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)

6.1 Institutional Vision and Leadership

6.1.1 Vision and Mission

MINUTES OF IQAC MEETING

2017-2018



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),
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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 A&AR preparation Committee on 20/6/17 at 2.45 pm in the TRAC office.

Agenda:

1. Discussion on completion of A&AR
2. Discussion on Internal Academic Audit Report.

Members:

- | | | | |
|------------------------------|------|------------------------------|------|
| 1. Dr. K. Rajeswari | - KR | 8. Mrs. R. Vijaya Priya | - RV |
| 2. Dr. M. Jayalakshmi | - H | 9. Dr. C. Devi Arakia Vanita | - DV |
| 3. Dr. S. Sathya | - S | 10. Mrs. B. Deepa | - B |
| 4. Mrs. K. Muthamill Selvi | - S | 11. Dr. B. Siva priya | - S |
| 5. Dr. K.P. Radha | - R | 12. Dr. P. Prasanna Devi | - P |
| 6. Dr. P. Stella Muthurajain | - S | 13. Dr. S. Shailaja | - S |
| 7. Dr. J. Sobhana Devi | - V | 14. Mrs. V. Lalithambigai | - V |
| | | 15. M. yasmin | - MY |



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
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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 15th June 2017.
- Completed report to be submitted on 7th July 2017.
- Resolved to form an Academic and Administrative Audit Committee.

K. Muthuseli
IQAC Co-ordinator


Principal

21/06/17 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. Sundararaj Geetha	- J
3. Dr. M. Jayalaxshmi	- HJ
4. Mrs. S. Sathya	- VS
5. Dr. T. Palaniveswari	- B
6. Mrs. E. Ponnalar	- R
7. Dr. M. Santhi	- R
8. Mrs. B. Theresita Mary Shanthy	- Jm
9. Dr. K. P. Radha	- J
10. Mrs. K. Muthamil Selvi	- J
11. Dr. P. Stella Muthu Rajasoo	- B
12. Dr. S. Peltamachi Selvam	-
13. Dr. M. Kavitha	- Ms
14. Mrs. J. Anandha	-



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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.

K. Muthu - 13-1
IQAC Co-ordinator


Principal

Prospectus & 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 Prospectus & Application Form

1. Dept of Commerce
2. Dept of Tamil ^{vs D. Ind}
3. Dept of English ^{W. Muthu - 13-1}
4. Dept of Chemistry ^(Dr. Shanthy)
5. Dept of Physics ^{Dr.}
6. Dean Academic Affairs &
7. Dean - Curriculum ^{Dr.}
8. Controller of Examinations ^{Dr.}



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Circular.

There will be a meeting with the elected Union Members and I.A.C. members at the Principal's Office on 18.4.17 from 3.30 p.m. onwards.

K. V. S. - 15.1

I.A.C. - ^{18.4.17}Coordinator - Minutes

The Principal congratulated the newly selected Union Representatives and asked for their suggestions in bringing about innovations and betterment of the available facilities.

Student representatives made the following requests and added some suggestions.

- i) wanted a combined EAS class once per Semester.
- ii) wanted to celebrate the Teachers' Day with all the faculty members.
- iii) wanted ATM facility and additional toilets.
- iv) in need of a uniform for the Union members.

* Principal asked them to come out with a plan for conducting combined EAS.

* Resolved to celebrate the Teachers' Day with all the faculty members.

* Principal briefed about the proposed plan for construction of A.T.M., T.M.B. branch building, Extension of H.C.A. and Administrative Block, revamping the Hood Court, maintaining a Botanical garden and Extension of Canteen Kitchen.

* Principal informed about the Golden Jubilee Celebrations ^{during November} and the Grand Celebration for two days in the next Semester.

* Principal advised them regarding discipline, consumption of water and energy, clean camp.



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and permitted them to have a uniform.

Members Present

- | | | |
|----------------------------|---|-------------------------|
| 1. Principal | - | <u>Dasirehe</u> |
| 2. IQAC Advisor | - | <u>Rajeswan</u> |
| 3. IQAC Co-ordinator | - | K. Muthu |
| 4. College Union - Faculty | - | |
| 1) J. Valiamayal | - | J. Valiamayal |
| 2. V. MUTHULAKSHMI | - | V. Muthulakshmi |
| 3. M. PADMAKALA | - | M. Padmakala |
| 4) P. Kavithika @ Nandhini | - | P. Kavithika @ Nandhini |
| 5. C. Thangarajchelvi | - | C. Thangarajchelvi |
| 6. M. MANJUNATHI | - | M. Manjuna |
| 7. J. MAHARAJAM | - | J. Mahara |
| 8. T. Anithyaambiga | - | T. Anithya |
| 9. S. SELVARAKSHMI | - | S. Selvarakshmi |
| 10. S. DARLING SELVI | - | S. Darling |
| 11. P. PRESCILLA | - | P. Prescilla |
| 12. R. KALAYANI | - | R. Kalayani |
| 13. A. Josephina Stella | - | A. Josephina |

- | | | |
|-----------------------------|---|-----------------|
| 5. College Union - Students | - | |
| 1) H. Dhanalakshmi | - | H. Dhanalakshmi |
| 2) C.P. Akshaya | - | C.P. Akshaya |
| 3) R. Gowthi | - | R. Gowthi |
| 4) R. Vani | - | R. Vani |
| 5) P. Kowsalya | - | P. Kowsalya |
| 6) V. R. Shadivi | - | V. R. Shadivi |
| 7) G. Hema | - | G. Hema |
| 8) V. Mallika | - | V. Mallika |



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9	H. Vinothini	Linathing
10	M. A. Wahibath Subaida	Jahula
4	S. Veera Lakshmi	S. Veeralakshmi
12	P. Anitha	Anitha
13	A. Kulkarny	Kulkarny
14	S. Ponrejoja	S. Ponrejoja
15	G. Kalai Selvi	G. Kalai Selvi
16	M. Raji @ Dhanya	Dhanya

31.12.17 Institutional Swachhta Ranking was submitted online to MHRD site. Dr. Shobana, Mrs. Sularajini & Mrs. Ganes 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 Co-ordinate 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 4th Cycle
- Discussion on YWED.

K. N. Sathya
IQAC Co-ordinator

SR
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 2. Dr. V. Venkatraman, Principal, Rajapalayam Rajus' College, Rajapalayam.	<i>A. Aruna</i> <i>V. Venkatraman</i> <i>RSB</i>
Nominees from the local society, students & Alumni	-	1. Mrs. C. Anuja Chandramouly (Local Society) Author, Sivakasi. 2. R. Mercy Priyadarshini, I.M.A 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>S</i>

IQAC Members:

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



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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 4th 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. Meethi S.S.
IQAC Co-ordinator

D. Sasi
Principal



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Members Present

- | | |
|--|------------------------------------|
| ☉ Dr. D. Sasireka, Chair Person | - <i>Sasireka</i> |
| ☉ Mrs. Thilagavathy Ravindran, Management Member | - <i>R. Thilagavathy</i> |
| ☉ Mrs. Aruna Ashok, Nominees from Employer | - <i>A. Aruna</i> |
| ☉ Dr. V. Venkatraman,
Nominees from Industrialists/Stakeholders | - <i>V. Venkatraman</i> |
| ☉ Mrs. C. Anuja Chandramouly
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
(Senior Administrative Official) | - <i>K. Amutha</i> |
| ☉ R. Mercy Priyadarshini, I M.A English
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 2nd 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-ordinator 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	
2. Mrs. K. Muthamilselvi	
3. Dr. S. Vijaya Kumari	
4. Dr. M. Padma Priya	
5. Dr. M. Kavitha	
6. Ms. S. Selvalakshmi	
7. Ms. Raj@Divya	

28/08/17 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.
4.10.17	Received a communication from Director of Colleague Office, Chennai regarding particular of colleges eligible to be accredited for NAAC - Profoma VII & VIII.
4.10.17	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 - Prof. 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. Koodalingam, RSDCE, 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 rd cycle] for re-issuing extending the validity for 7 yrs. The Original Certificate was sent to NAAC by Speed Post on the same day.
25.11.17	A Faculty Development Programmed 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 – 4th Cycle Quality Assurance Initiatives.

K. Meetha - IS A.
IQAC Co-ordinator

SR
Principal

Heads of the Department

1. Tamil - *on Duty*
2. English - *K. Meetha - IS A.*
3. History - *V.P.*
4. Commerce (Aided) - *S. Rajeswari*
5. Mathematics - *S. Meenal*
6. Physics - *S. S.*
7. Chemistry - *M. Guttamani*
8. Botany - *S. S.*
9. Computer Science - *deebant*
10. Business Administration - *T. Palaniswami*
11. Computer Applications - *?*
12. Information Technology - *?*
13. Commerce (SF) - *for F. Sanyal*
14. Microbiology - *S. S. P. S.*
15. Nutrition & Dietetics - *For M. K. Senthil*
16. Costume Design & Fashion - *For K. D. Senthil*



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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 6th 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 10th 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.

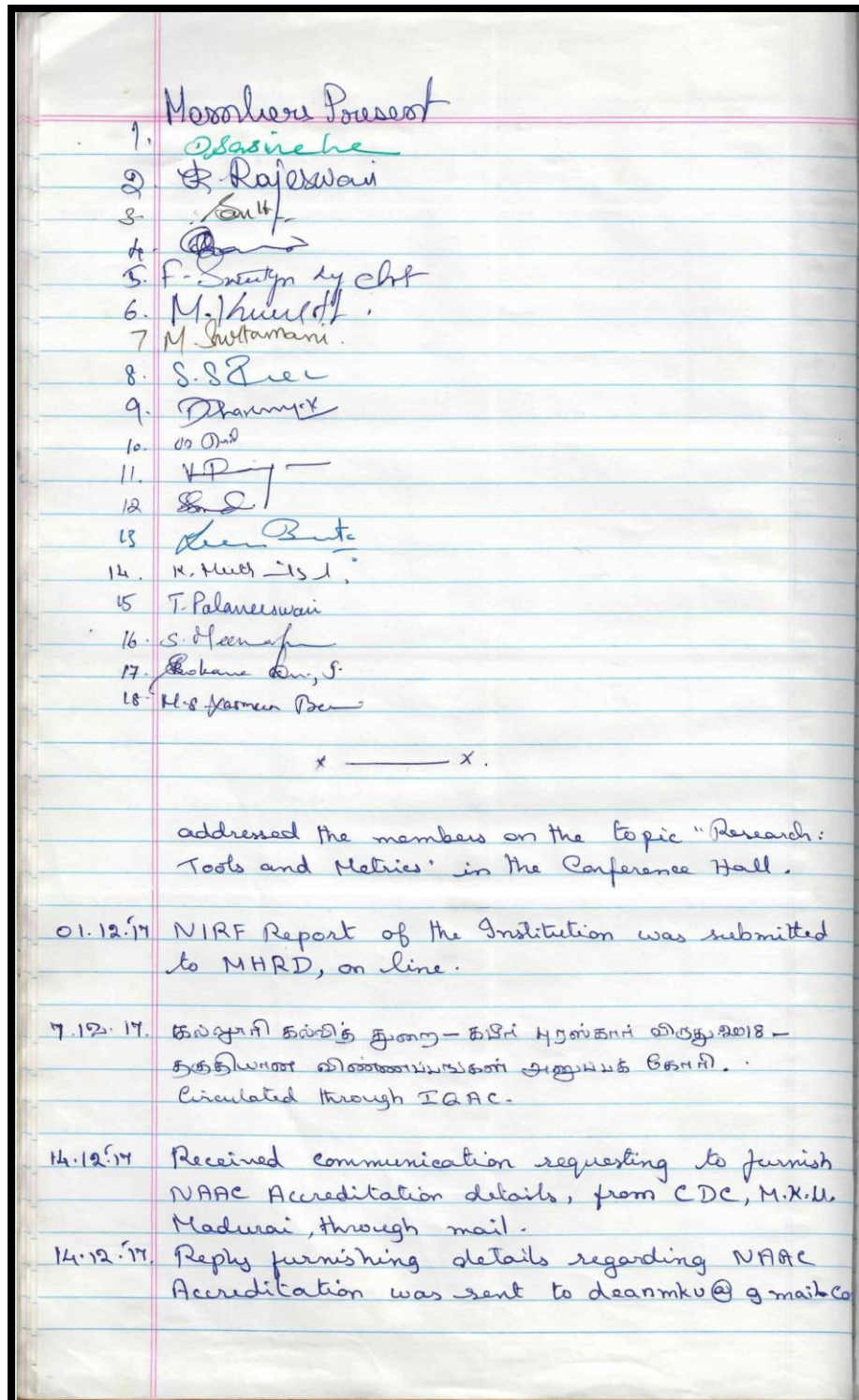
J. Meethi - 15-1
IQAC Co-ordinator

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. Palaneiswari
Dean of Academic Affairs

V. Venkatesh
16.12.17
IQAC Co-ordinator

S. David Amirtha Rajan
Principal 16/12/17

Academic Audit Committee

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

S. David Amirtha Rajan

V. Venkatesh
16/12/17



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

7.5.18.	A meeting was conducted with the Dean, Academic Affairs, Controller of Examinations and Part V Co-ordinator at the IQAC Office on 7.5.18 at 10.00 a.m regarding Swachh Bharat Summer Internship Programme, and resolved to offer the same to the students during the month of May 2018.
	Members Present.
1)	Dr. T. Palaneswari, Dean. T. Palaneswari
2)	Mrs. E. Pannalar, C.O.E. E. Pannalar
3)	Mrs. B. Theresita Mary Shanthi, Part V Co-ordinator - ✓
4)	Mrs. K. Heelhamil Selvi - IQAC Co-ordinator - K. Heelhamil Selvi