



**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

2018-2019



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

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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**

Agenda

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

Minutes

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

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

K. Neel - S. L.
IQAC Co-ordinator

J. Palaniveswari
Principal



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Members present	
1. Dr. T. Palaniceswari	T. Palaniceswari
2. Mrs. B. Theresita Mary Shanthi	B. Theresita Mary Shanthi
3. Mrs. S. Sathya	S. Sathya
4. Mrs. E. Ponnalar	E. Ponnalar
5. Mrs. R. Sudha Periakumar	R. Sudha Periakumar
6. C. Devi Aracka Vanisha	C. Devi Aracka Vanisha
7. B. SIVA PRIMA	B. Siva Prima
8. Dr. J. SOBHANA DEVI	J. Sobhana Devi, 4/7/18
9. Dr. K. P. RADHA	K. P. Radha, 4/7/18
10. Mrs. P. Stella Multha Rajam	P. Stella Multha Rajam, 4/7/18
11. Dr. Mrs. M. Kavitha	M. Kavitha, 4/7/18
12. Dr. A. MY DEEN BIBI	A. Mydeen Bibi, 4/7/18
13. Dr. B. Deepa	B. Deepa, 4/7/18
14. Dr. U. Umasadevi	U. Umasadevi, 4/7/18
15. Dr. S. VIJAYA KUMARI	S. Vijaya Kumari, 4/7/18
16. Dr. P. Prasanna Devi	P. Prasanna Devi, 4/7/18
17. Dr. S. Shailaja	S. Shailaja, 4/7/18
18. Dr. M. Muthugalakshmi	M. Muthugalakshmi, 4/7/18
19. K. Muthamill Selva	K. Muthamill Selva, 4/7/18

6.7.18. Received a letter from Director of Collegiate Education instructing the institution to apply for NAAC and NIRF.
Response was sent on 8.8.18 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.
P. Prasanna Devi
Staff-in-charge

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

Signature
Guest Speaker

J. Palaniamma
Principal

Members Present

	Name	Signature
1	M. Lakshmi Priya	M. Lakshmi
2	M. Murugeswari	M. Murugeswari
3	S. Lingammal	S. Lingammal
4	S. Bharathi	S. Bharathi
5	N. Banu Priya	N. Banu Priya
6	A. Santhi	A. Santhi
7	M. Geetha Devi	M. Geetha Devi
8	R. Jayalaxshmi	R. Jayalaxshmi
9	M. Kamatchi	M. Kamatchi



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10	S. Bhavani	S. Bhavani
11	G. Muthumari	G. Muthumari
12	K. Saranya Devi	G. 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. Rosalakshmi	C. Rosalakshmi
18	K. Poornima	K. Poornima
19	M. Helan Saralatha	M. Helan Saralatha
20	V. Rani Vimala Chandra	V. Rani Vimala Chandra
21	P. Petchiammal	P. Petchiammal
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. Sarany	P. Sarany
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. Tami Dechi	M. Tami Dechi
34	M. Jayanti	M. Jayanti
35	M. Anmalakshmi	M. Anmalakshmi
36	M. Karmukila	M. Karmukila
37	R. Nirmala	R. Nirmala
38	S. Dhruva	S. Dhruva
39	S. Chandra	S. Chandra
40	T. Parul	T. Parul
41	N. Thamaraseli	N. Thamaraseli
42	N. Maragatham	N. Maragatham
43	T. Kavitha	T. Kavitha
44	K. Annasoorani	K. Annasoorani
45	S. Kalaiseli	S. Kalaiseli
46	H. Shanthi	H. Shanthi



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47	J. SENTHIL KUMAR	SPK.
48	T. VIGNESH BABU	SB.
49	C. Rajafandian	SB.
50	R. Vymaran	R.I.
51	C. Chandramohan	Ch
52	M. SEM. HIDEANAKU	msem
53	D. SURESH RAJAKUMAR	DSJ
54	M. SELVARAJ	M. Selvaraj
55	P. SANTHUKUMARI	P. SANTHUKUMARI
56	M. Kalirajan	M. Kalirajan
57	S. Rajakannad	S. Rajakannad
58	R. Rameshramaniyam	R. Rameshramaniyam
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. SREERAMPRABU	S. SREERAMPRABU
66	K. Muneeswari	K. Muneeswari
67	J. Dorn Nandini	J. Dorn Nandini
68	K. Anubra	K. Anubra

10.8.18 Reply sent to U.G.C's letter requesting A&AR 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-Dragging 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 IQAC members at the Indoor stadium on 24.8.18 at.

11. Hrs - 12.15
23.8.18
IQAC 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 staircase in MCA Block and glass panel for protection along the staircase.



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Members Present.	
1.	Principal.
2.	I Q AC Co-ordinator - K. Huel - U.I.
3.	College Union Incharge Faculty members.
4.	Union staff in charge - Jayanthi
4.	T. Agasthya Ambika - CDS & English
5.	M. Venugopalakshmi - History
6.	S. SELVALAKSHMI - Physics - Sathya
7.	S. PAATHI - MATHS - Anitha
8.	R. VASANTHI - computer science - Ruvitha
9.	C. THAMARAIKELI - Chemistry - Almasath
10.	A. Josephine Stella - Commerce (Corp.) - Anitha

UNION MEMBERS	
1.	G. Deepa (President)
2.	G. Nivetha. (Vice - President)
3.	S. Deepa Lakshmi (Secretary)
4.	P. Krishnaveni (Joint - Secretary)
5.	S. Divya Barathi
6.	M. Anutha
7.	S. Nithya Sri
8.	T. Murugalakshmi
9.	G. Yamini Rathna
10.	K. Kalai Selvi
11.	M.J. Mathumitha
12.	M.D. Fein Rose
13.	T. Keethana Asha
14.	S. Harini



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27.8.18.	On-line 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 of Arts & Science, 3) Rajalakshmi College of Arts and Science, 4) Govt. Art College, Sundarai 5) Govt. Arts & Science College, Kailpalli.
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

K. Muthamil Selvi
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. Anuja Chandramouly (Local Society) Author, Sivakasi. 2. K. Aruna, I M.A English 3. Mrs. Mano Jagatheeswari, Alumni, Thiruthangal, Sivakasi.	<i>Anuja.c</i> <i>Mano</i>
Senior Administrative Official	-	Mrs. K. Amutha, Superintendent	<i>KA</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. Ponnalar, 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 Periatthai, Assistant Professor of Physics *R. Sudha Periatthai*
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. P. S. S. S.
IQAC Co-ordinator

J. Palanivel
Principal



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Members Present

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



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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. Uma Devi
IQAC Co-ordinator

A.K. Maheswaran
25.10.18
Speaker

J. Palanivendy
Principal

Members Present

Name	Signature
1. K. Poikodi	K. Poikodi
2. M. Banu Priya	M. Banu Priya
3. S. Bharathi	S. Bharathi
4. N. Maheswari	N. Maheswari
5. C. Rimalakshmi	Rima
6. S. Selvakumari	S. Selvakumari
7. P. Sarany	P. Sarany
8. D. Vasanthi	Vasanthi
9. T. Kavitha	T. Kavitha
10. K. Annapoornani	K. Annapoornani
11. M. Kamatchi	M. Kamatchi
12. S. Lingamal	S. Lingamal



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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. Gowri	C. Gowri
20.	T. Palaniammal	T. Palaniammal
21.	N. Mariaswari	N. Mariaswari
22.	N. Maragatham	N. Maragatham
23.	L. Tracy Rosemary	L. Tracy Rosemary
24.	K. Dina Pandi	K. Dina Pandi
25.	E. Maruthan	E. Maruthan
26.	A. Karuppasamy	A. Karuppasamy
27.	V. Karthikeyan	V. Karthikeyan
28.	K. Karpagovathi	K. Karpagovathi
29.	M. BABU	M. BABU
30.	N. SIVA KUMAR	N. SIVA KUMAR
31.	S. Sridharan	S. Sridharan
32.	S. Srinivasan	S. Srinivasan
33.	R. Sarani	R. Sarani
34.	K. Sri Devi	K. Sri Devi
35.	S. Shreya	S. Shreya
36.	M. Annelakshmi	M. Annelakshmi
37.	K. Subbulakshmi	K. Subbulakshmi
38.	K. Mimi Priya	K. Mimi Priya
39.	R. Sivendran	R. Sivendran
40.	M. Kannukula	M. Kannukula
41.	M. Jeyanthi	M. Jeyanthi
42.	K. Nardhini Devi	K. Nardhini Devi
43.	M. Tamilselvi	M. Tamilselvi
44.	S. Raja Kannadhi	S. Raja Kannadhi
45.	R. Ramabramanian	R. Ramabramanian



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30.11.18 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 Multi purpose 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. Prasanna Devi
B. Siva Priya
Staff-in-charge

IQAC-Co-ordinator

Mr. Abraham Selwin
Assistant General Manager,
SBI, Sivakasi

J. Palaveswari
Principal

Members Present

Name	Signature
1. J. Senthil Kumar	J.K.
2. G. SARAVANAN	G.S.
3. A. MANIKANDAN	A. Mani
4. R. Muthu Pandeeswari	R. Muthu Pandeeswari
5. A. Santhi	A. Santhi
6. M. Kamatchi	M. Kamatchi
7. S. Lingammat	S. Lingammat
8. M. Murugeswari	M. Murugeswari
9. M. Lakshmi Priya	M. Lakshmi Priya
10. K. Annapoornani	K. Annapoornani
11. T. Leewitha	T. Leewitha
12. J. Rama Priya	J. Rama Priya
13. K. Murugeswari	K. Murugeswari
14. N. Maricewari	N. Maricewari
15. N. Maragathan	N. Maragathan



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	Ms
16. M. Shobha	Ms
17. S. Kala Selvi	S. Kala Selvi
18. N. Maheswari	N. Maheswari
19. M. Gnanalakshmi	M. Gnanalakshmi
20. B. Shanmuga Valli	B. Shanmuga Valli
21. S. Chandra	S. Chandra
22. K. R. Sreenivasan	K. R. Sreenivasan
23. P. Kasutha Smitra	P. Kasutha Smitra
24. M. Kalirajan	M. Kalirajan
25. P. Senthil Kumari	P. Senthil Kumari
26. D. SURESH RAJAKUMAR	D. Suresh Rajakumar
27. P. KARUPPASAMI	P. Karuppasami
28. C. Chandramohan	C. Chandramohan
29. M. Jeyanthi	M. Jeyanthi
30. M. Kannu Kila	M. Kannu Kila
31. R. Nidhi	R. Nidhi
32. K. Nandhini Devi	K. Nandhini Devi
33. S. Sathakumari	S. Sathakumari
34. P. Saranya	P. Saranya
35. J. Jansi Rani	J. Jansi Rani
36. P. Paritha	P. Paritha
37. M. Muthulakshmi	M. Muthulakshmi
38. P. Petchiammal	P. Petchiammal
39. R. Shopia	R. Shopia
40. A. Mahesh Anupriya	A. Mahesh Anupriya
41. R. G. RAJA	R. G. RAJA
42. R. KUMARESAN	R. Kumaresan
43. V. Rani Vimalachandha	V. Rani
44. P. Bharani	P. Bharani
45. G. Mathyari	G. Mathyari
46. V. Jaini Selvi	V. Jaini Selvi
47. M. Banu Parvathi	M. Banu Parvathi
48. K. Poxkodi	K. Poxkodi
49. S. Bharathi	S. Bharathi
50. C. Ramalakshmi	C. Ramalakshmi
51. C. Padma Jothi	C. Padma Jothi
52. M. Sathya Devi	M. Sathya Devi
53. E-MARYTHAN	E.M



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54	Sivakumar	Shirley
55	K. Muneeswari	K. Muneeswari
56	L. Kishor Jay	L. Kishor Jay
57	M. Latha	M. Latha
58	S. Srinivasan	S. Srinivasan
59	K. Muneeswari	K. Muneeswari
60	R. Jayalakshmi	R. Jayalakshmi
61	M. Guzevika Ferozi	M. Guzevika Ferozi



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Circular.

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

Agenda.

Discussion on the letter received
about a Research Supervisor.

K. Muthu - I. I.
IQAC Coordinator.

T. Palavesari
Principal.

1. WAF
2. A. S. S. S.
3. S. S. S.
4. S. S. S.
5. R. S. S.
6. S. S. S.
7. S. S. S.
8. P. S. S.
9. V. S. S.
10. S. S. S.
11. S. S. S.
12. B. S. S.
13. S. S. S.
14. S. S. S.
15. S. Petkanachi 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 Principal.
* A 15 point code of Ethics for Research



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Supervisors was formed.

- * A copy of the same was handed over to the individual Supervisors.

All Research Supervisors attended the Meeting.
The Principal discussed with them regarding the content of the letter.

H. Neel - I.S.I.
IQAC coordinator.

T. Palaniaswari
Principal.

Members Present :-

- 1) M.O.A
- 2) H. Borjais
- 3) S. J. J. J.
- 4) S. J. J. J.
- 5) R. J. J. J.
- 6) S. Pettanachi Selvam
- 7) S. J. J. J.
- 8) M. J. J. J.
- 9) V. J. J. J.
- 10) T. Palaniaswari
- 11) R. J. J. J.



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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 : sfrc@sfrcollege.edu.in
Website : 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.

/ccm/os/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 IQAC 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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17.3.19 Criticism wise formats for AQAR and nature of works were discussed.

25.3.19 Criticism 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. Prithivikumar, 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. Sudehi Prasad
IQAC Co-ordinator

T. Palaniveswari
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. Palaniveswari

**Principal
PRINCIPAL
The Standard Fireworks
Rajaratnam College
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SIVAKASI**

A.A. Magesan



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2. Dr. R. Palaniappan,
Associate Professor of Computer Science,
Controller of Examinations,
V.H.N.S.N. College, Virudhunagar.

R. Palaniappan

3. Dr. N. Prithivikumar,
Associate Professor & Head,
Dean - Research, Dept. of Physics,
V.H.N.S.N. College, Virudhunagar.

N. Prithivikumar

4. Dr. R. Selvam,
Associate Professor & Head,
Department of English,
Dean – Arts, V.H.N.S.N. College,
Virudhunagar.

R. Selvam

5. Dr. D. Kathiresan,
Associate Professor,
Department of Botany,
Saraswathi Narayanan College, Madurai.

D. Kathiresan

6. Dr. K. Jegatheesan,
Assistant Professor of Botany,
Centre for Research and PG Studies in
Botany and Dept. of Biotechnology,
Thiagarajar College, Madurai.

K. Jegatheesan



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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 (4th Cycle).

Agenda

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

Suggestions

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

R. Sudha Peria
IQAC Co-ordinator

T. Palavesan
Principal

Members Present

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

Dr. A. Padma Priya Assistant Professor of English

- *V. S. Thy*
- *R. Sudha Periaithai*
- *P. Stella Muthu Rajam*
26/04/19
- *S. Pethanachi Selvam*
- *VP*
- *B. Deepa*
- *CDAC*
29/04/19
- *B. Siva Priya*
- *R. Vijaya Priya*
- *D. Rajamani*
- *K. J. Sunmista*
- *U. Uma Devi*
- *AP*



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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 (4th Cycle).

Agenda

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

Suggestions

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

R. Sudha Perianth
IQAC Co-ordinator

T. Palaveswari
Principal

Members Present

- Mrs. S. Sathya, IQAC Advisor & Associate Professor of C.Sc
- Dr. R. Sudha Periathai, 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 Perianth*
- *P. Stella Muthu Rajam*
- *E. Pethanachi Selvam*
- *B. Deepa*
- *COA U 30/04/19*
- *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*
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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI.
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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

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

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

R. Sudha Periathai
IQAC Co-ordinator

S. Sathya
IQAC Advisor

T. Palaniswami
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
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- 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. Dr.
COA
B. Siva Priya
R. Vijaya Priya
D. Rajamani
K. J. Sunmista
U. Uma Devi
A. Mydeen Bibi
A. Padma Priya
J. Jeeva Priya