



**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)**

**3.1. PROMOTION OF RESEARCH  
AND FACILITIES**

**3.1.1. RESEARCH FACILITIES AND  
RESEARCH POLICY**

## **IQAC MINUTES**

**2016-2017**

<b>S.No.</b>	<b>Date</b>	<b>Details</b>	<b>Page Number</b>
1.	22.07.2016.	Regulation for M.Phil. and Ph.D. Programmes	5-6
2.	05.08.2016.	Research Quality	11
3.	02.09.2016.	Guidelines for Research Guides and Project Investigators	14
4.	18.02.2017.	Instructions regarding M.Phil. and Ph.D. Admission	18



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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

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

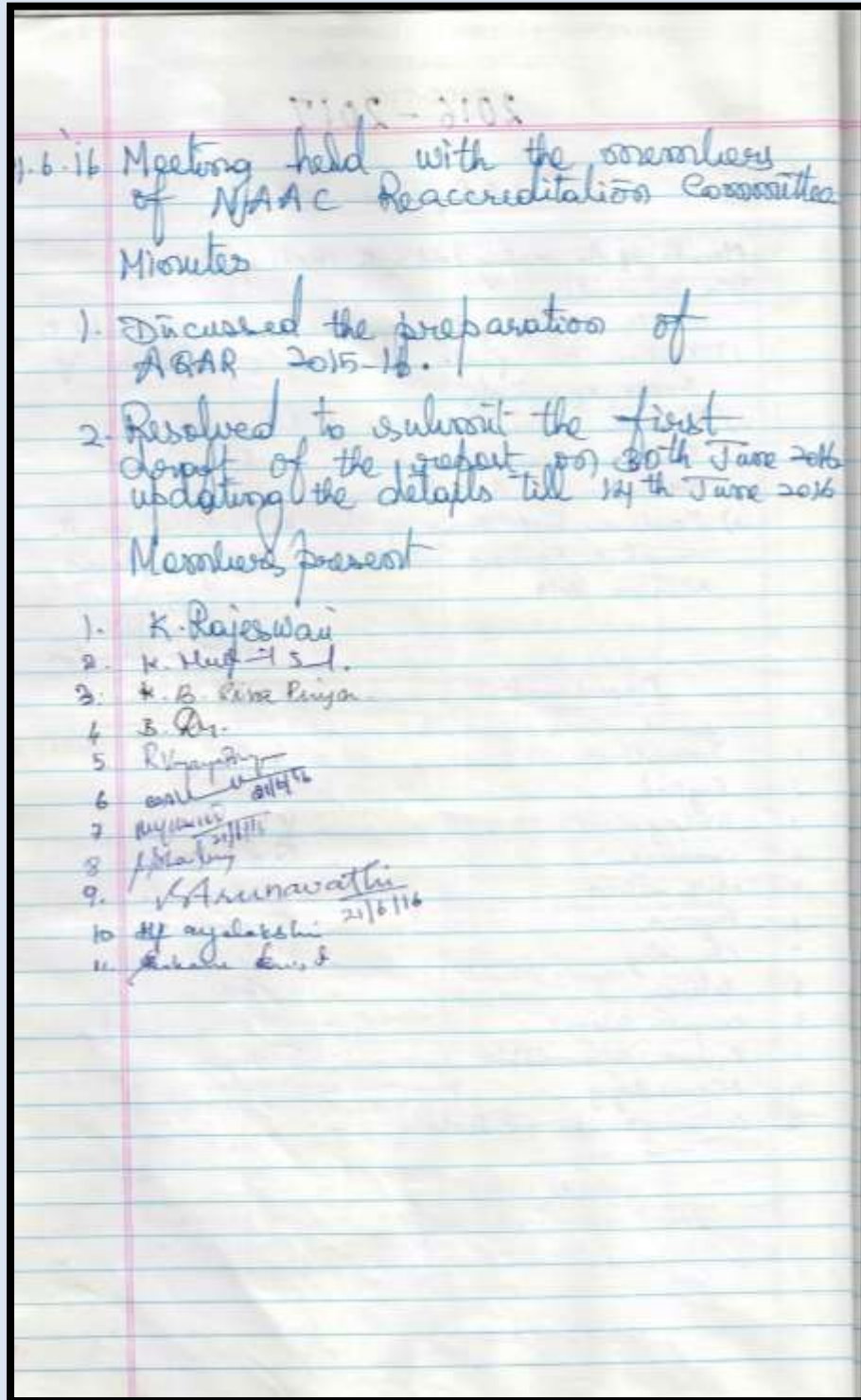
R. Rajakumar  
SAAC Co-ordinator

<u>Department</u>	<u>HOD Signature</u>
1. Tamil	- M. J. J.
2. English	- S. J.
3. History	- V. P.
4. Commerce	- R. Rajakumar
5. Mathematics	- S. M. M.
6. Physics	- S. M.
7. Chemistry	- M. S. S.
8. Botany	- S. M.
9. Computer Science	- K. S. S.
10. Business Administration	- T. P.
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 (Ugc) Standards and Procedure for award of M.Phil / Ph.D Degree Regulation 2016 on 22.7.16 at 9.45 a.m in the IAC Room.

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

- 1) Dept of Tamil M. D. S.
- 2) Dept of English S. S. S.
- 3) Dept of Commerce D. Rajeswari
- 4) Dept of Physics M. S. S.
- 5) Dept of Chemistry M. S. S.

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 Bessita Leena Bessita

IV Deans of Academic Affairs

- 9) Dr. T. Palaniveswari T. Palaniveswari
- 10) Dr. Arockia Vanitha Arockia Vanitha

V Controller of Examinations

- 11) Mrs. E. Ponnalar E. Ponnalar
- 12) Dr. Pethanathi Selvam Pethanathi Selvam

D. Rajeswari  
IAC Co-ordinator

S. S. S.  
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, Infilbnet.

**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.

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

Recd a copy of the  
minutes of the  
Research Cell - K. Rajeswari  
C.D.S.C - Rajeswari  
COE - Rajeswari  
Dean-Academic Affairs  
Dept of Commerce - K. Rajeswari  
English - K. Rajeswari  
Tamil - K. Rajeswari  
Chemistry - M. Rajeswari  
Physics - K. Rajeswari

  
Principal



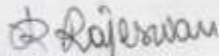
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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI.  
INTERNAL QUALITY ASSURANCE CELL (IQAC)  
There will be a meeting with IQAC Members & Special Invitees on  
01.08.2016 at 1.30 p.m. in the IQAC Room**





**Agenda**

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

  
**IQAC Co-ordinator**








  
**Principal**

**Senior Administrative Officers:**







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

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

**Teacher Representatives:**

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

**Special Invitees:**

1. ~~Dr. Arivudurai Santhi~~ ~~Member, Governing Body~~
2. Mrs. K. Muthamil Selvi, Assistant Professor of English 
3. Dr. J. Sobhana Devi, Assistant Professor of English 
4. Mrs. R. Vijaya Priya, Assistant Professor of Tamil 
5. Dr. B. Siva Priya 
6. Dr. S. Shailaja, Assistant Professor of Chemistry 
7. Dr. M. Yasmin, Librarian 



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

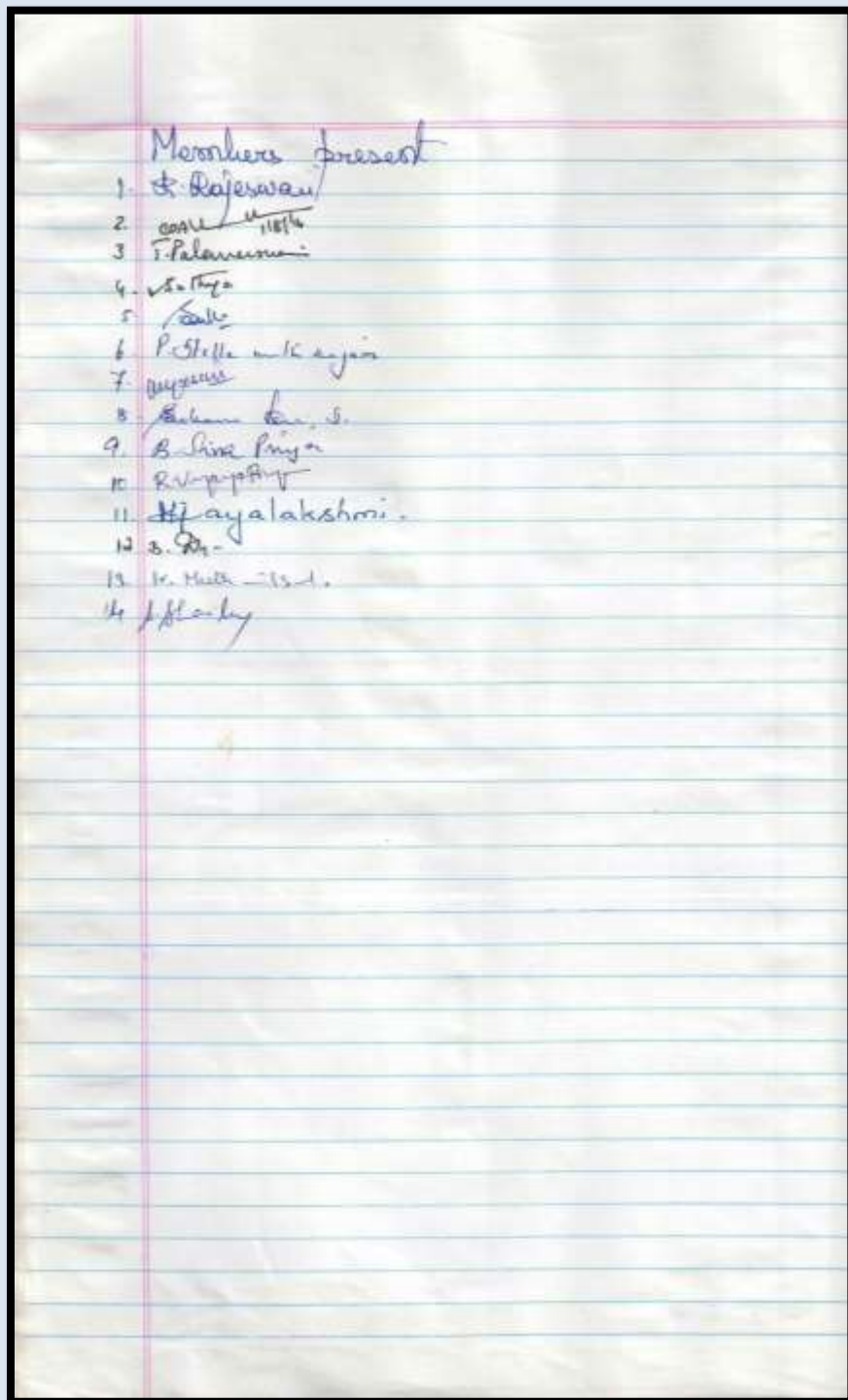
  
Principal





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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

**Dr. K. Rajeswari**  
IQAC Co-ordinator

**SR**  
Principal

**Chair Person** - Dr. D. Sasireka, Principal

**Management Member** - Mrs. Thilagavathy Ravindran, President

**Nominees from Employers/  
Industrialists/Stakeholders** - 1. Mrs. Aruna Ashok, Secretary A-A.  
2. Dr. S. Arivazhagan, Principal,  
Mepeco 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. Soundararaj Geetha, Associate Professor of English
3. Dr. T. Palaneeswari, Associate Professor of Commerce
4. Mrs. S. Sathya, Associate Professor of Computer Science
5. Mrs. E. Ponnalar, Associate Professor of C.Sc

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

**Teacher Representatives:**

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

**Special Invitees:**

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

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

1. R. Dharini, IIB.Sc. C.Sc. R. Dharini
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.

*S. Rajaswari*  
IQAC Co-ordinator 5.8.16

*D. Babiraha*  
Principal



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**Members Present**

- |   |                                    |
|---|------------------------------------|
| ☉ Dr. D. Sasireka, Chair Person   | - <i>Dr. Sasireka</i>              |
| ☉ Mrs. Thilagavathy Ravindran, Management Member                              | - <i>R. Thilagavathy</i>           |
| ☉ Mrs. Aruna Ashok, Nominees from Employer                                    | - <i>A. Aruna</i>                  |
| ☉ Dr. S. Arivazagan,<br>Nominees from Industrialists/Stakeholders             | - <i>S. Arivazagan</i>             |
| ☉ Dr. A. Arivudai Nambi (UGC Nominee)<br>Special Invitee                      | - <i>A. Arivudai Nambi</i>         |
| ☉ Dr. K. Rajeswari, Coordinator of the IQAC                                   | - <i>K. Rajeswari</i>              |
| ☉ Dr. M. Jayalakshmi, Senior Administrative Officer                           | - <i>M. Jayalakshmi</i>            |
| ☉ Dr. Soundararaj Geetha, Senior Administrative Officer                       | - <i>S. Geetha</i>                 |
| ☉ Dr. T. Palaneeswari, Senior Administrative Officer                          | - <i>T. Palaneeswari</i>           |
| ☉ Mrs. S. Sathya, Senior Administrative Officer                               | - <i>S. Sathya</i>                 |
| ☉ Mrs. E. Ponmalar, Senior Administrative Officer                             | - <i>E. Ponmalar</i>               |
| ☉ Mrs. G. Santha, Senior Administrative Official                              | - <i>G. Santha</i>                 |
| ☉ Dr. M. Santhi, Teacher Representative                                       | - <i>M. Santhi</i>                 |
| ☉ Mrs. B. Theresita Mary Shanthi, Teacher Representative                      | - <i>B. Theresita Mary Shanthi</i> |
| ☉ Mrs. P. Stella Muthu Rajam, Teacher Representative                          | - <i>P. Stella Muthu Rajam</i>     |
| ☉ Dr. S. Pethanachi Selvam, Teacher Representative                            | - <i>S. Pethanachi Selvam</i>      |
| ☉ Mrs. C. Devi Arockia Vanitha, Teacher Representative                        | - <i>C. Devi Arockia Vanitha</i>   |
| ☉ Dr. M. Murugalakshmi, Teacher Representative                                | - <i>M. Murugalakshmi</i>          |
| ☉ Dr. M. Padma Priya, Teacher Representative                                  | - <i>M. Padma Priya</i>            |
| ☉ Dr. M. Kavitha, Teacher Representative                                      | - <i>M. Kavitha</i>                |
| ☉ Mrs. K. Muthamil Selvi, Special Invitee                                     | - <i>K. Muthamil Selvi</i>         |
| ☉ Dr. J. Sobhana Devi, Special Invitee  | - <i>J. Sobhana Devi</i>           |
| ☉ Mrs. R. Vijaya Priya, Special Invitee                                       | - <i>R. Vijaya Priya</i>           |
| ☉ Dr. B. Siva Priya, Special Invitee  | - <i>B. Siva Priya</i>             |
| ☉ Dr. S. Shailaja, Special Invitee  | - <i>S. Shailaja</i>               |
| ☉ Dr. M. Yasmin, Special Invitee  | - <i>M. Yasmin</i>                 |
| • Mrs. B. Deepa, "<br>Nominees from the local society, students & Alumni      | - <i>B. Deepa</i>                  |
| 1. R. Dharini, III B.Sc. C.Sc.  | - <i>R. Dharini</i>                |
| 2. Mrs. M. Mercy Prabha (Alumni)<br>Director, OM Shanmuga Builders, Sivakasi. | -                                  |



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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) Non stipends 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. Ponni ✓  
Dr. M. Adina Priya

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

Principal Investigator : Dr. R. Sengavalli ✓

Dr. Rajeswari  
IRAC Co-ordinator

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



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- 14.9.16 Communication received dated 31.8.16 from TANSCHF to promote research Institute under the scheme 'Student Mission Project'.
- Action taken  
The scheme is applicable only to Government Constituent Colleges. The same matter is ~~verified~~ confirmed with TANSCHF, Chennai on 21.9.16
- 8.8.16 Mail sent to NAAC, recommending two delegates Dr. Siva Devi & Mrs. Ponnampal to participate in 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>#</sup> Mrs. K. Mulharani Devi & Mrs. Sudha Perialtha participated the NAAC sponsored National level Workshop on 'Role of National Skills Qualification Framework (NSQF) in Designing the Curriculum' at VJNSN College, Villupuram.



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1/12/16 Communication received from Holy Cross college regard  
for International Conference on "Innovation in Research  
and Pedagogy" displayed in IAAC notice Board &  
a copy given to Research cell.

3/12/16 Communication received from the Viscontary Memorial  
Christian College, Marthandam.

Action Taken: Displayed in IAAC Notice Board  
from 9.12.16 to 14.12.16  
A copy given to Research centre in Commis

7/12/16 A communication received from Umic Sivakasi, Sivakasi  
eng. college, Dindigul.

Action Taken:  
Displayed in IAAC staff notice - Board  
from 9.12.16 to 17.12.16

30/1/17 Received the communication and from V.H.M.S.N. College for  
Rajiv Gandhi National Institute of Youth Development (RGNIYD).  
Instructed to Mrs. Malini, Dept of Mathematics (Sc/ST student)

30/1/17 Received the communication from AJ college for IAAC National  
seminar <sup>(16 & 17 February 2017)</sup> and informed the following staff members to attend the  
seminar.  
Mrs. A. Leena Beeta, C.Sc  
Mrs. C. Govilamani, Chemistry  
Mrs. K. Muthumathi Selvi, English  
Mrs. B. Deepa, Botany

12.1.17 Submitted online DCF-11 on 12<sup>th</sup> Jan 17  
& uploaded DCF-11 on 13<sup>th</sup> Jan 17  
for AISHE portal  
for Mrs. P. Stella Muthukajapp & Mrs. S. Shalaja participate  
in the NAAC sponsored National level workshop  
on "Teaching, Learning and Evaluation in Higher Education  
- A Current Scenario" at ~~the~~ Sri Kalidhara  
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.

*K. Rajeswari*  
IQAC Co-ordinator

*D. Sasineha*  
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 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 - 1 mark (Arts & Commerce students)  
– 2 mark (Science students)

	<b>Academic</b>	<b>Non-academic</b>
• 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**.

*K. Rajeswari*  
IQAC Co-ordinator

*D. Sasineha*  
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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16<sup>th</sup> 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. Sahana Devi

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

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

"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.

Dept - Tamil, English, Physics, Chemistry, Commerce



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Received the copy of Communicates

Dept. of Tamil - 08/08/17  
    ↳ English - S. Jothi  
    ↳ Commerce - K. Rajeswari  
    ↳ Physics - S. L. S.  
    ↳ Chemistry - M. Anuradha  
C.D.C - H. Jayalalitha

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

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

24.2.17 Communication dated 23<sup>rd</sup> March 2017 received from NAAC Bangalore informing that our institution may come for Assessment and Accreditation under 1<sup>st</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 *fg*
2. Dr. M. Jayalakshmi *HI*
3. Mrs. S. Sathya *vs*
4. Dr. T. Palaneeswari *R*
5. Mrs. E. Ponmalar *ER*
6. Dr. M. Santhi *v*
7. Mrs. B. Theresita Mary Shanthi *Jms*
8. Mrs. P. Stella Muthu Rajam *R*
9. Dr. S. Pethanachi Selvam *PS*
10. Dr. M. Kavitha *ME*
11. Mrs. G. Santha *Sp*
12. R. Dharini, IIB.Sc. C.Sc. *RR*
13. Dr. K. Rajeswari *R*
14. Mrs. K. Muthamit Selvi *R*
15. Dr. K. P. Radha -

*Rajeswari*  
IQAC Co-ordinator  
18-4-17

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

*[Signature]*  
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 POSC  
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 & Rajeswari  
Dr. T. Palanivesan & Palanivesan





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