



**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

2019-2020

S.No.	Date	Details	Page Number
1.	08.07.2018	Seed Money	11
2.	09.03.2020	Research Ethics	33
3.	16.03.2020 & 17.03.2020	Internal Audit - Research Projects & Publications	35
4.	18.03.2020	External Audit - Suggestions by External Experts	38



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

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

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**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	Computer Science Lab
2.	Computer Science	Dr. D. Rajamani	
3.	Computer Applications & IT		
4.	Mathematics		Web Lab
5.	Physics	Dr. R. Sudha Periathai	
6.	Botany	Dr. A. Mydeen Bibi	
7.	Microbiology		
8.	Nutrition & Dietetics		New Lab
9.	Commerce	Dr. C. Devi Arpckia Vanitha	
10.	BBA	Dr. K.J. Sunmista	
11.	Costume Design & Fashion		
12.	English	Dr. B. Deepa	Info Lab
13.	Tamil	Mrs. R. Vjaya Priya	
14.	History		

S. An. (S. DEEPA) Dean, CDDC R. Sudha Periathai IQAC Co-ordinator M. Sathya IQAC Advisor T. Palaniammal 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
COA
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. Kadhiravan, 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. Kadhiravan,
Professor & Head,
Dept. of Psychology,
Periyar University, Salem.

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

R. Sudha Periathai
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 CDEC to HODs and a staff member of each department.

R. Sudha Kumar B. R. V. S. V. S.
IQAC coordinator Dean, CDEC IQAC, Adviser 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 Adviser 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. Sudha 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 *R. Sudha Periathai*
- Mrs. B. Theresita Mary Shanthi, Associate Professor of C.Sc *B. Theresita Mary Shanthi*
- Mrs. E. Ponnalar, Associate Professor of C.Sc *E. Ponnalar*
- Dr. P. Stella Muthu Rajam, Associate Professor of Economics *P. Stella Muthu Rajam*
- Dr. S. Petkanachi Selvam, Associate Professor of Mathematics *S. Petkanachi Selvam*
- Dr. B. Deepa, Assistant Professor of Botany *B. Deepa*
- Dr. C. Devi Arockia Vanitha, Assistant Professor of C.Sc *C. Devi Arockia Vanitha*
- 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. Uma Devi*
- Dr. A. Mydeen Bibi, Assistant Professor of Mathematics *A. Mydeen Bibi*



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R. Sudha Periam
IQAC Coordinator

V. Sathya
IQAC Advisor

J. Palaniam
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- Dr. R. Sudha Periathai, IQAC Co-ordinator *R. Sudha Periathai*
- Mrs. B. Theresita Mary Shanthi, Associate Professor of C.Sc *B. Theresita Mary Shanthi*
- 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. Deepa*
- Dr. C. Devi Arockia Vanitha, Assistant Professor of C.Sc *C. Devi Arockia Vanitha*
- 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*
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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
- * Employees' 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 (2nd 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 4th 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 Periaithai
IQAC Co-ordinator

S. Sathya
IQAC Advisor

J. Palanisami
Principal

Members Present

- Mrs. S. Sathya, IQAC Advisor & Associate Professor of C.Sc
- Dr. R. Sudha Periaithai, 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. Ranya, 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
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- Dr. A. Amutha, Assistant Professor of Physics

S. Sathya
R. Sudha
P. Stella - R. Rajam
S. Pethanachi Selvam
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- 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. 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
- Mrs. V. Ramya, Assistant Professor of History
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- Dr. A. Amutha, Assistant Professor of Physics

- *V.S. Thyaga*
- *R. Sudha*
- *P. Stella Muthu Rajam*
- *S. Pethanachi Selvam*
- *V.S.P.*
- *B. Deepa*
- *COAU*
- *B. Siva Priya*
- *R. Vijaya Priya*
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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. Palanisami Principal welcomed the gathering. Dr. C. Devi Arachia Vanitha, Dean of Academic Affairs introduced the Chief Guest, Dr. S. Pitchumani Angayarkanni, Associate Professor, Dept. of Computer Science, Lady Doak College, Madurai. The Resource Person elaborated her ideas and focused on the importance of Google for Education. Dr. R. Sudha Periakalai, 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. Geo-tagged 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 fixed 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 - 4th 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: I & V	Conference Hall

J. Senthil Kumar
Co-ordinator

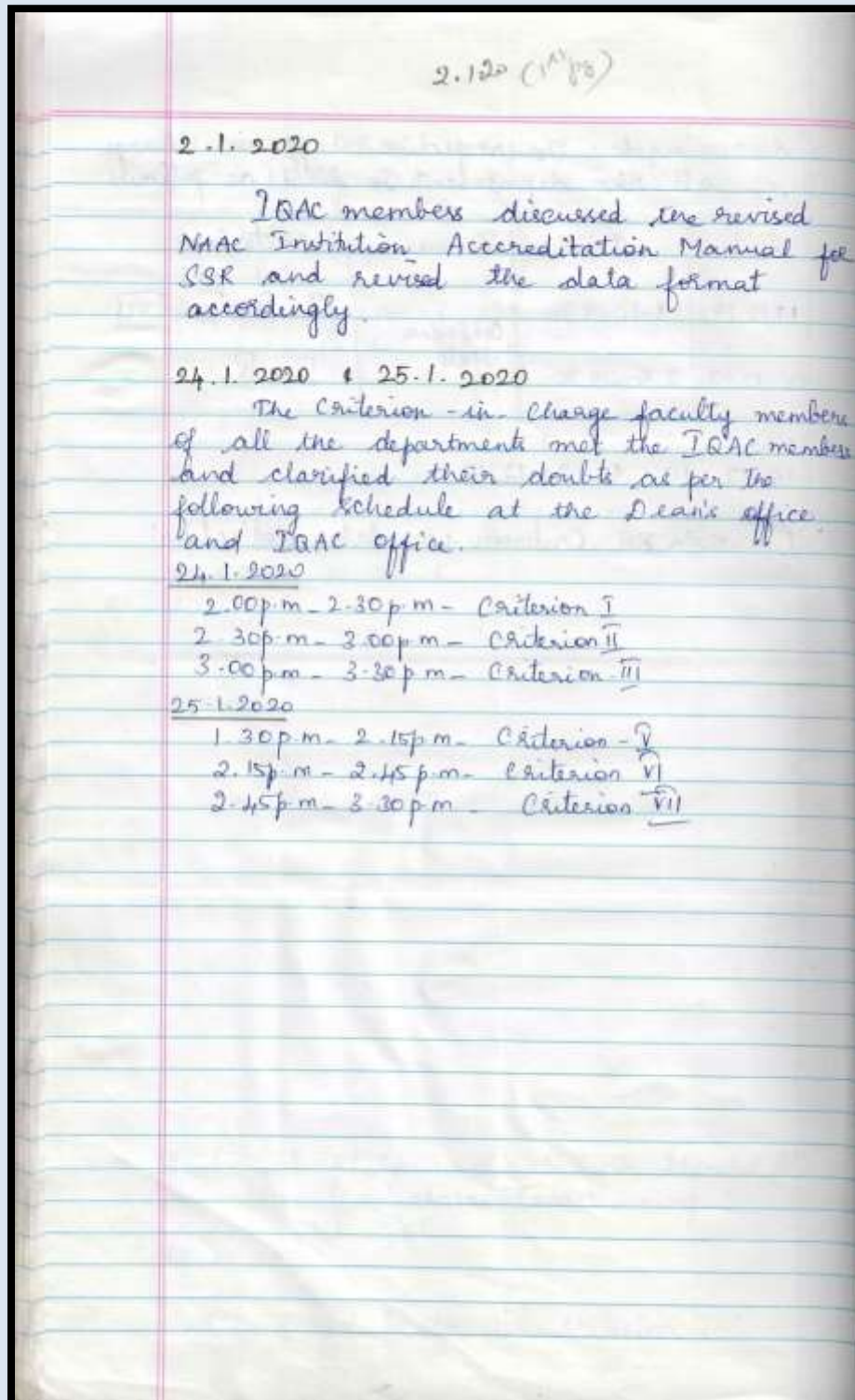
V. Sathya
Advisor

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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 Periaimai

IQAC Co-ordinator

Sathya

IQAC Advisor

T. Palaneeswari

Principal


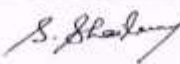

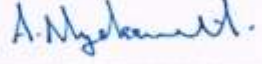



Members Present:

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 Periaimai, IQAC Co-ordinator	<i>R. Sudha Periaimai</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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S.No.	Members	e - Signature
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

T. 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>

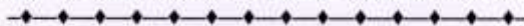


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Internal Quality Assurance Cell

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 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>



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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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24-1

24.1.2020 & 25.1.2020
The criterion-in-charge faculty members of all the departments met the IOAC members and clarified their doubts as per the following schedule at the Dean's office and IOAC office.

24.1.2020
2.00pm - 2.30pm - Criterion - I
2.30pm - 3.00pm - Criterion - II
3.00pm - 3.30pm - Criterion - III

25.1.2020
1.30pm - 2.15pm - Criterion - V
2.15pm - 2.45pm - Criterion - VI
2.45pm - 3.30pm - Criterion - VII

27.1.2020
A Support Staff Development Programme was organised by IOAC to the Support Staff members on 27.1.2020 at 3.30pm in the Web Lab. Dr. P. Karuppasamy Library and Information Resource Centre was the Resource Person. He conducted a workshop on "Usage of Excel". 48 support staff members participated in the workshop.



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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. Annapoorani	K. Annapoorani
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. PORKADI	B. Porkadi
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.	S. Selvakumari	S. 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. Guruvu Aswani	M. Guruvu Aswani
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. Ramya
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. Nandhini Devi	M. Nandhini Devi
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 8th January 2018.

Name of the Item	Amount
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 Periakai
IQAC Co-ordinator

Satya
IQAC Advisor

T. Palavesoni
Principal



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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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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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**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN, SIVAKASI.
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. M. Murgeswari	M. M. Murgeswari
4.	S. Lingam	S. Lingam
5.	K. Muneeswari	K. Muneeswari
6.	S. Bhavani	S. Bhavani
7.	S. Ramathi Jagam	S. Ramathilaga
8.	M. Banu Priya	M. Banu Priya
9.	S. Bhavathi	S. Bhavathi
10.	K. Porakodi	K. Porakodi
11.	M. Helan Saradha	M. Helan
12.	A. Hansa Bini	A. Hansa
13.	N. Maheswari	N. Maheswari
14.	R. Jayalakshmi	R. Jayalakshmi
15.	M. Guruvu Eswari	M. Guruvu Eswari
16.	S. Selvamena	S. Selvamena
17.	M. BANU	M. Banu
18.	M. Lalashmi	M. Lalashmi
19.	K. Tejuchitra	K. Tejuchitra
20.	M. Brindha	M. Brindha
21.	R. Mangalamma	R. Mangalamma



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S.No.	Name	Signature
22.	K. Rama Priya	K. Rama
23.	M. Muthukrishni	m. muthukrishni
24.	N. Thirumala Selvi	N. Thirumala Selvi
25.	G. Petchiyammal	G. Petch
26.	K. SHANTHI	K. S. J.
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. S.
32.	P. KARUPPASAMY	P. Karuppa
33.	P. Senthil Kumari	P. Senthil Kumari
34.	C. Chandramohan	C. Ch.
35.	M. SELVENDI	M. Selvendy
36.	N. KACERAJAN	N. Kacerajan
37.	B. Shanmuga velli	B. S.
38.	K. Kannaki	K. K.
39.	M. Shalini	M. Sh.
40.	T. Palaniammal	T. P.
41.	C. Geetha	C. Geetha
42.	A. Mahesh Anup	A. Mahesh
43.	S. Selvakumari	S. Selva
44.	P. Saranya	P. Saranya
45.	Jeejansi Ravi	J. 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. Kannaki	M. Kannaki
51.	M. Poojari	M. Poojari
52.	K. NACHI AMMAL	K. N. A.



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S.No.	Name	Signature
53.	M. Showrika	M. Showrika
54.	N. Mani es. lani	N. Mani es. lani
55.	K. Murugeswari	K. Murugeswari
56.	G. SARAVANAN.	G. Sar...
57.	V. Kartheeswaran	V. K.
58.	A. Manikandan	A. Mani.
59.	S. SURESH PRASAD	S. Suresh
60.	J. Senthil Kumar.	J. Senthil Kumar

61. M. Tejshri
62. S. Dhanya
63. M. Annalakshmi
64. K. Amutha
65. J. Anus Nandini.
66. S. Ramapilelai.
67. R.G. Raja
68. T. Vignesh Babu
69. B. Prabodi
- M. Tejshri
S. Dhanya
M. A
K. Amutha
J. Anus Nandini.
S. Ramapilelai.
R.G. Raja
T. Vignesh Babu
B. Prabodi

R. Sudeha Perintha
IQAC Co-ordinator

IQAC Advisor

T. Palaniveshi
Principal



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),
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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.
- In order to emphasize 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. Sudha Periakai

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 through 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 through 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)/Email/ GoogleMeet/Zoom to communicate with students.
- Due to the pandemic situation, it was planned to conduct the III term test from May 18th to May 23rd 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. Sathya Periakmai
IQAC Co-ordinator

Sathya
IQAC Advisor

T. Palanivesan
Principal



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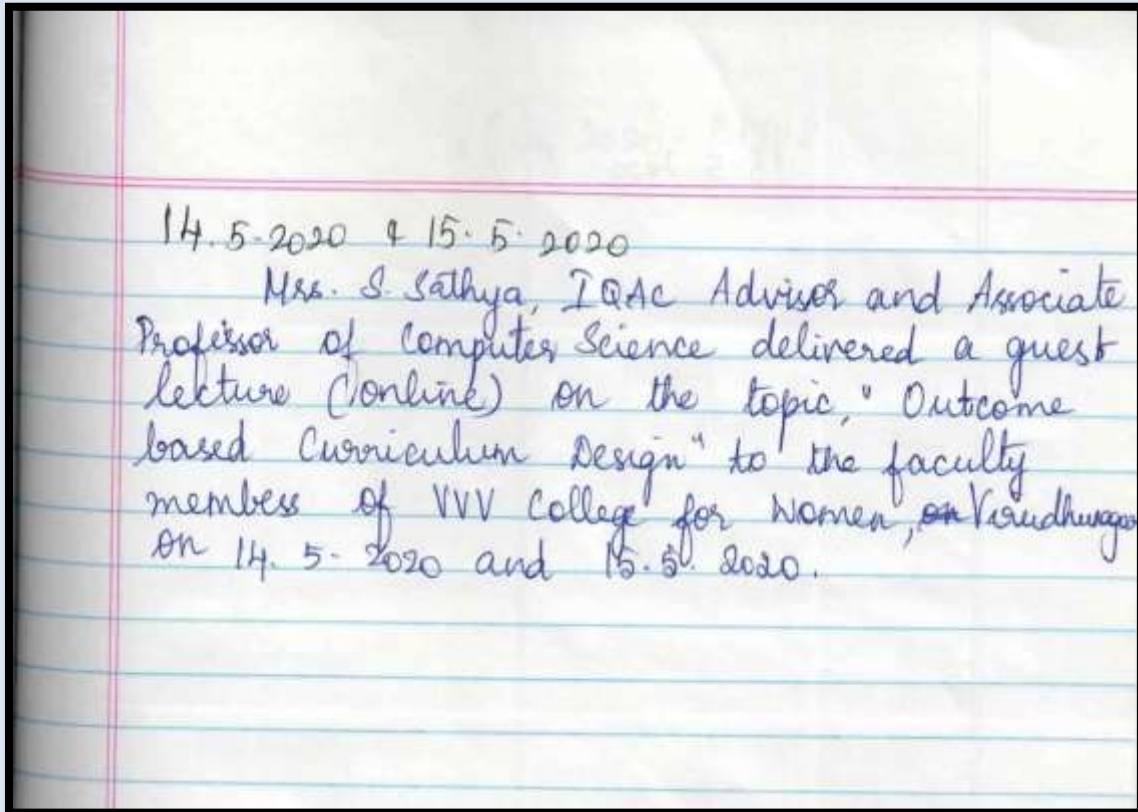
Members Present:

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. Palaniasami
Principal



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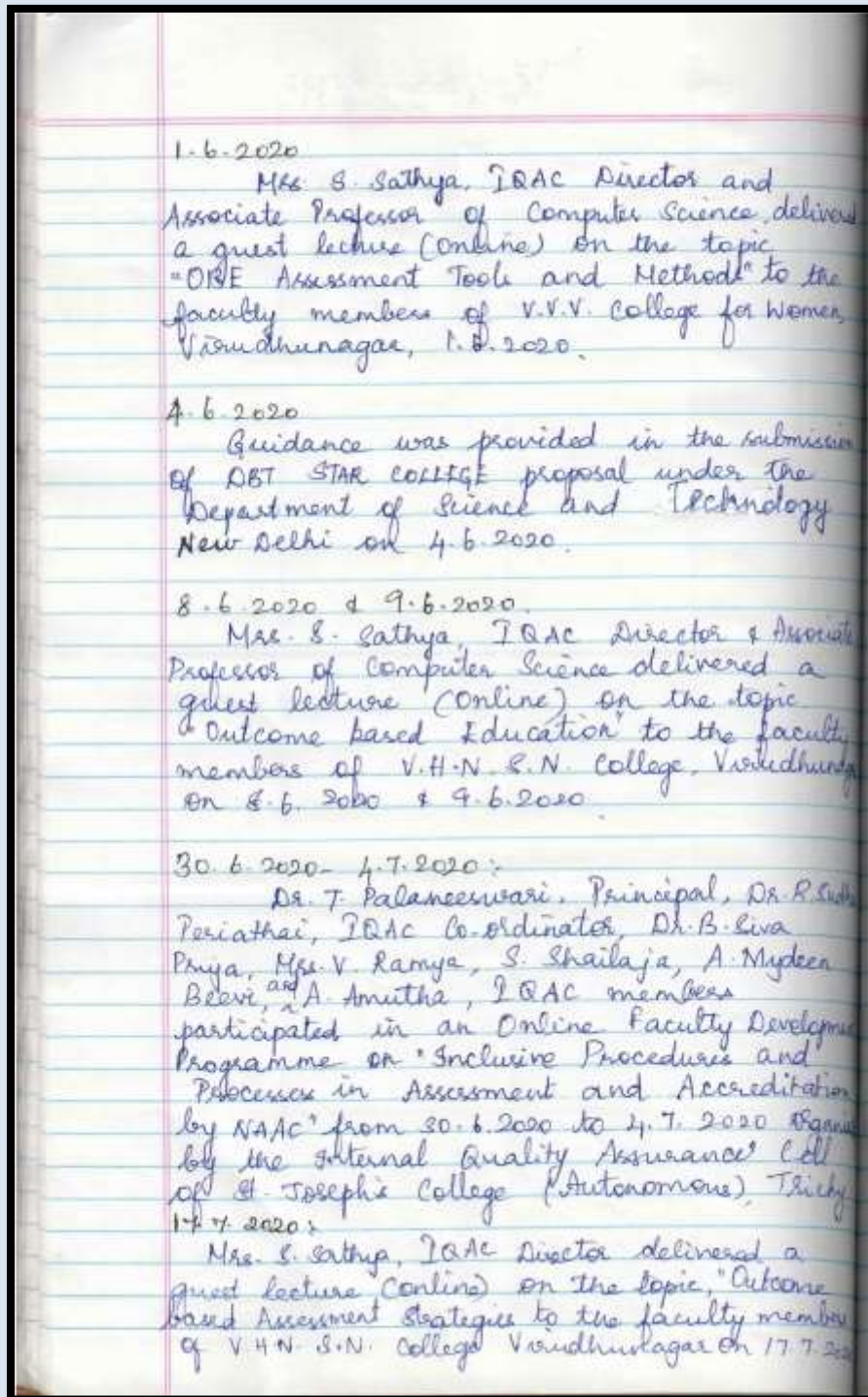
Members Present:

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
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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

T. Palaneeswari
Principal



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Members Present:

S.No.	Members	e - Signature
1.	Dr. T. Palaneeswari Principal	
2.	Mrs. S. Sathya IQAC Director	
3.	Dr. R. SudhaPeriathai IQAC Coordinator	
4.	Dr. B. Deepa Dean: CDDC	
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	



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

Resource Person	Topic
Mrs. S. Sathya, IQAC Director	Pen Tablet Usage and Copyright issues
Mrs. E. 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 4th 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 5th August, 2020 with the following guidelines:
- Online classes to be conducted for five days from Monday to Friday (4 classes /day) with working hours from 10.00 a.m. to 1.15 p.m. from August 5, 2020
 - Assessment based on CO is to be conducted for all the papers on Saturday.
 - Proper dress code and time management has to be followed by both faculty and students.
 - The students should enter the Google meet using their college email id only.
 - Google classroom should be created for each course.
 - Attendance is compulsory.
 - Weekly Report regarding the syllabus covered and activities given has to be sent to the Head of the Department.
 - Heads of the Departments have to submit the weekly Attendance sheet of their department to the Principal.

R. Sudha Periathai
IQAC Co-ordinator

Sathya
IQAC Director

T. Palaneeswari
Principal

Members Present:

S.No.	Members	e - Signature
1.	Dr. T. Palaneeswari Principal	<i>T. Palaneeswari</i>
2.	Mrs. S. Sathya IQAC Director	<i>Sathya</i>
3.	Dr. R. Sudha Periathai IQAC Coordinator	<i>R. Sudha Periathai</i>
4.	Dr. B. Deepa Dean: CDDC	<i>B. Deepa</i>
5.	Dr. C. Devi Arockia Vanitha Dean of Academic Affairs	<i>C. Devi Arockia Vanitha</i>
6.	Mrs. B. Theresa Mary Shanthi Advisor: Student Services	<i>B. Theresa 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 11th 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 11th 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. Sindhu
IQAC Coordinator

V. Thyo
IQAC Advisor

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

R. Sudeha Perin
IQAC Co-ordinator

V.S. Thyo
IQAC Director

T. Palanivesi
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

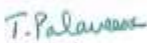
On December 8, 2020 a demo on Rubric uploading and mark entry for 2019-2020 ODD semester's Internal exam was organized through Google meet for the faculty members by IQAC & Semester Monitoring cell. The demo was given by Dr.S.Kalai selvi, Assistant Professor of Mathematics & Coordinator of Semester Monitoring 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
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