

## Meeting - 1

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (Autonomous),  
(Affiliated to Madurai Kamaraj University, Re-accredited with "A+" Grade by NAAC,  
College with Potential for Excellence by UGC & Mentor Institution under UGC PARAMARSH)  
SIVAKASI.



### Internal Quality Assurance Cell

Date: 08.06.2023

Time: 2.00 p.m.

Venue: Principal's office

### MINUTES

A meeting was held to finalise the number of working days in the College Academic Handbook for the academic year 2023-2024.

#### Members Present:

IQAC Advisor

- V. S. Thy.

IQAC Assistant Co-ordinator

- B. Siva Prasad

Coordinator, Semester Monitoring  
and Evaluation Cell

-

Controller of Examinations

- D. Rajamani

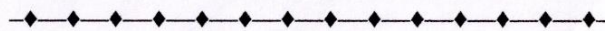
Deputy Controller of Examination

- R. Vasanth

R. Senthil Perich  
Principal

## Meeting - 2

THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (Autonomous),  
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### Internal Quality Assurance Cell

**Date: 11.07.2023**

**Time: 10.00 a.m.**

**Venue: IQAC Office**

#### **Agenda:**

- ◆ Internal Academic Audit for 2022-2023.
- ◆ Benchmarks for each criterion.

#### **Minutes of the Internal Quality Assurance Cell meeting held on 11.07.2023**

It was decided to

- Conduct the Internal Academic Audit in the departments from 27.07.2023 to 02.08.2023.
- Inform the Departments to prepare the files as per following guidelines:
  - ◆ Sign MoUs with a minimum of two companies for a period of three years for students' internship.
  - ◆ Association file should include details regarding Inauguration and Valediction, Seminars, Guest lectures, Commemorative days (Two events - an event per semester) and Competitions conducted within the department.
  - ◆ Staff Achievements file should include Staff Member as Reviewer, BoS Member, Resource Person, Award Winner, Research Advisory Committee Member and Achiever in NPTEL Courses.
  - ◆ Files on Placement, Higher Education, NGO/Institutional Scholarships and Competitive Examinations appeared and qualified should be maintained.
  - ◆ Files on Intercollegiate, Intra-collegiate and FDPs should be maintained separately.
  - ◆ Students Feedback Reports File should include a consolidated report on curriculum, teaching & learning, infrastructure, examination and evaluation and Action Taken Report.
- Prepare the Action Taken Report for the benchmarks of each criteria.
- Conduct IQAC meeting during the first hour of every Wednesday.

*COAU*  
*11/07/23*  
IQAC Co-ordinator

*V. Sathy*  
IQAC Advisor

*R. Suelho Perich*  
Principal

**Members Present:**

1. Dr. C. Devi Arockia Vanitha, Associate Professor of Computer Science *CDAV*
2. Dr. B. Siva Priya, Associate Professor of English *B. Siva Priya*
3. Dr. B. Deepa, Associate Professor of Botany *B. D.*
4. Dr. R. Vijayapriya, Assistant Professor of Tamil *R. Vijayapriya*
5. Dr. D. Rajamani, Assistant Professor of Chemistry *D. Rajamani*
6. Dr. S. Shailaja, Assistant Professor of Chemistry *S. Shailaja*
7. Dr. K.J. Sunmista, Assistant Professor of Commerce *K.J. Sunmista*
8. Dr. R. Malini Devi, Associate Professor of Mathematics *R. Malini Devi*
9. Dr. B. Ponni, Associate Professor of Tamil *B. Ponni*
10. Dr. U. Uma Devi, Assistant Professor of Botany *U. Uma Devi*
11. Dr. A. Mydeen Bibi, Assistant Professor of Mathematics *A. Mydeen Bibi*
12. Dr. A. Amutha, Assistant Professor of Physics *A. Amutha*
13. Dr. S. Sobana, Assistant Professor of English
14. Dr. P. Santhi, Assistant Professor of Mathematics *P. Santhi*
15. Dr. S. Selvalakshmi, Assistant Professor of Physics *S. Selvalakshmi*

## Meeting - 3

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### Internal Quality Assurance Cell

Date: 23.08.2023

Time: 10.00 a.m.

Venue: IQAC Office


#### Agenda:

- ◆ Discussion on preparation of Annual Quality Assurance Report (2022-2023) and Internal Academic Audit reports.

#### Minutes of the Internal Quality Assurance Cell meeting held on 23.08.2023

Decided to



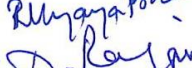

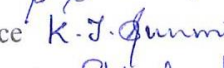
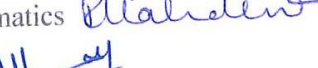




- ◆ Highlight the important activities of the departments in the Internal Academic Audit Report and submit the final softcopy on 28.08.2023, Monday.
- ◆ Data for Annual Quality Assurance Report preparation should cover from June 1, 2022 to May 31, 2023.
- ◆ Commence the data collection for QnM and QIM of each criteria for the AQAR report with ease.
- ◆ Conduct External Academic Audit during the II Term Test. A panel of External Committee members for the conduct of the audit was fixed.
- ◆ Organise a Faculty Development Programme under IQAC on September 5, 2023 for all the faculty members.
- ◆ Allot duties to the IQAC Members for the conduct of the audit and FDP.

  
IQAC Co-ordinator

  
IQAC Advisor

  
Principal

#### Members Present:

1. Dr. C. Devi Arockia Vanitha, Associate Professor of Computer Science 
2. Dr. B. Siva Priya, Associate Professor of English 
3. Dr. R. Vijayapriya, Assistant Professor of Tamil 
4. Dr. D. Rajamani, Assistant Professor of Chemistry 
5. Dr. S. Shailaja, Assistant Professor of Chemistry 
6. Dr. K.J. Sunmista, Assistant Professor of Commerce 
7. Dr. R. Malini Devi, Associate Professor of Mathematics 
8. Dr. U. Umadevi, Assistant Professor of Botany 
9. Dr. A. Mydeen Bibi, Assistant Professor of Mathematics 
10. Dr. S. Sobana, Assistant Professor of English 

## Meeting - 4

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### Internal Quality Assurance Cell

Date: 11.10.2023

Time: 10.00 a.m.

Venue: IQAC Office

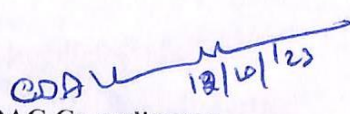
#### Agenda:

- ◆ Preparing Proposals for Funding Agencies by IQAC
- ◆ Status of Criteria for AQAR 2022-2023

#### Minutes of the Internal Quality Assurance Cell meeting held on 11.10.2023

Decided to

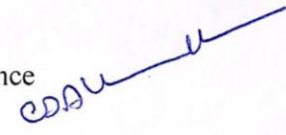
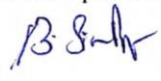

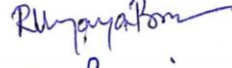
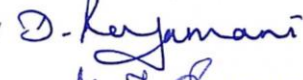
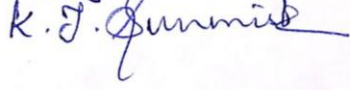
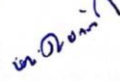

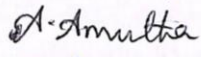
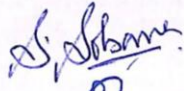

- ◆ Prepare proposals through funding agencies to conduct seminars/workshops/conferences by IQAC.
- ◆ Conduct Research Cell meeting on 13.10.2023.
- ◆ Insist the departments to sign atleast two MoUs with local industries for students' internship at College level through IIIC.
- ◆ Motivate faculty members to enrol for life time membership in professional bodies of their respective discipline.
- ◆ Carry out the preparation for AQAR 2022-2023 regularly and complete it on or before December 2023.
- ◆ Issue official order for regular college duties through Academic Affairs
- ◆ Raise the enrolment of students in various free Online Certificate courses other than NPTEL.
- ◆ Conduct extension activities not only to schools but also to the society.
- ◆ Organise Faculty Development Programmes through departments
- ◆ Insist students to subscribe for SFRC Connect, a YouTube channel.

  
IQAC Co-ordinator

  
IQAC Advisor

  
Principal

**Members Present:**

1. Dr. C. Devi Arockia Vanitha, Associate Professor of Computer Science 
2. Dr. B. Siva Priya, Associate Professor of English 
3. Dr. B. Deepa, Associate Professor of Botany 
4. Dr. R. Vijayapriya, Assistant Professor of Tamil 
5. Dr. D. Rajamani, Assistant Professor of Chemistry 
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7. Dr. B. Ponni, Associate Professor of Tamil 
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11. Dr. S. Selvalakshmi, Assistant Professor of Physics 

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### Internal Quality Assurance Cell

Date: 06.12.2023

Time: 10.00 a.m.

Venue: IQAC Office

#### Agenda:

- ◆ Outcome for the previous year's Plan of Action (2022-2023).
- ◆ Plan of Action for this academic year (2023-2024).

#### Minutes of the Internal Quality Assurance Cell meeting held on 06.12.2023

Decided to

- ◆ Meet the concerned coordinators in person and insist to formulate and execute the plan of action for this academic year.
- ◆ Update the activities of the Departments and cells on the College Website.
- ◆ Implement a blended mode of learning for Add-on Courses and Part-IV courses.
- ◆ Insist the Departments and Cells in planning the activities such as International / National Conferences / Seminars / Workshops, Intra collegiate programme, etc., along with the budget requirements for the next academic year and get the approval of the Principal at the end of this academic year.
- ◆ Install a transformer in the institution for power stabilization.

CPAU  
07/12/23  
IQAC Co-ordinator

Sathyo  
7/12/23  
IQAC Advisor

R. Sudeha Perich  
Principal

#### Members Present:

1. Dr. C. Devi Arockia Vanitha, Associate Professor of Computer Science
2. Dr. B. Siva Priya, Associate Professor of English
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8. Dr. B. Ponni, Associate Professor of Tamil *m09*
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### Internal Quality Assurance Cell

Date: 03.04.2024

Time: 10.00 a.m.

Venue: IQAC Office


#### Agenda:

- ◆ Internal Academic Audit- 2023-2024
- ◆ Plan of Action for the academic year 2024-2025
- ◆ Benchmarks for the year 2022-2023

#### Minutes of the Internal Quality Assurance Cell meeting held on 03.04.2024

Decided to

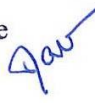



- ◆ Insist the departments to submit the completed soft copy of the Academic Audit report for the year 2023-2024 in the folder \\naac2\INBOX\IQAC-Academic Audit 2023-2024 on or before 13<sup>th</sup> April, 2024.
- ◆ Remind the departments and cells to place the soft copy of the Plan of Action and proposed budget for the year 2024-2025 in the folder \\naac2\INBOX\Plan of Action-2024-2025 and submit the hardcopy of the same to the IQAC office on or before 13<sup>th</sup> April 2024.
- ◆ Prepare the benchmarks attained for the year 2022-2023 based on the current AQAR.

  
IQAC Co-ordinator

  
IQAC Advisor

  
Principal

#### Members Present:

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15. Dr. S. Selvalakshmi, Assistant Professor of Physics *S. Selvalakshmi*