

Circulars & Minutes
(Action Taken Report)
2021 – 2022



RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM
 (A Linguistic Minority & Co-Educational Institution & Affiliated to Madurai Kamaraj University)
 (Re-Accredited with 'B++' (3rd Cycle) CGPA (2.93/4.00) by NAAC)
 Email Id: igacrrc1973@gmail.com, igac@rrc.ac.in Website: www.rrc.ac.in



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: IQAC/2021-2022/1

10.06.2021

Circular

The IQAC members are requested to attend online meeting (Google Meet) on **11.06.2021 at 10.00 AM** to discuss the following agenda. Google Meeting Link: <https://meet.google.com/rdm-cenr-hbd>

Agenda

1. To organize Professional / Faculty Development programme.
2. To organize faculty induction program/orientation program.
3. To discuss Quality Benchmark for NAAC – IV cycle – A draft for discussion on 7 criteria in NAAC (Revised Assessment and Accreditation (A&A) Framework).
4. Any other matters.

R. Jayaraj
 Chairperson / Principal i/c

Copy to:

1. The Vice-Principal.
2. Academic Coordinators (Arts, Science & Commerce/Management).
3. IQAC Members.

Minutes of the First meeting held on 10th June, 2021 in online**Mode: Google Meet****Time: 10.00 AM (IST)****Link:** <https://meet.google.com/rdm-centr-hbd>**The following members were present:**

1. Dr. R.Jaganath, Principal i/c
2. Mr. N.Ramesh, Vice-Principal.
3. Dr. E.L.Ramar, HOD, Commerce.
4. Dr. M.Kanagasabapathi, Assistant Professor.
5. Dr. C.Ramakrishnan, HOD, English.
6. Dr. S.David Laurence, HOD, Maths.
7. Dr. P.Suriakala, Coordinator for Science Courses.
8. Mr. P.R.Ramji, Controller of Examination.
9. Dr. G.Gowri, Coordinator for Extension Activities.
10. Mrs. S.Manjula Gayathri, Assistant Professor.
11. Dr. P.R. Suganya, Assistant Professor.
12. Dr. D.Manjula, Assistant Professor.
13. Mrs. S.Deepalakshmi, HOD, Computer Science (SF).
14. Mrs. R.Jayshree, Assistant Professor.
15. Dr. R.Bathridevanath, Assistant Professor.
16. Mr. R.Vishnushankar, IQAC Coordinator.

Items for Consideration:

Approval for the plan of Action and Action Taken Report of 2020-2021:

The Plan of Action and Action Taken Report of 2020-2021 were Circulated via email through IQAC office and the members have Confirmed the same.

Item No. 1: To Organize Professional / Faculty Development Programme.

It was proposed to conduct Professional/Faculty Development Programme [FDP] during this academic year 2021-2022.

Item No. 2: To Organize FIP / Orientation Programme

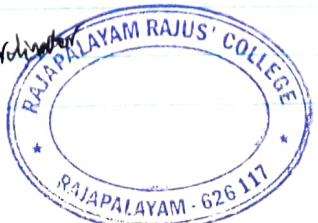
It was unanimously resolved to conduct faculty Induction Programme / Orientation Programme, Skill Development Programme for teaching and non-teaching staff.

Item No. 3: Quality Benchmark for NAAC - IV cycle.

As briefed and instructed by Dr. R. Jaganath., Principal i/c, to adopt Quality Benchmark for NAAC - IV cycle - A draft for discussion on 7 Criteria in NAAC [RAAF].

There being no other point to discuss, the meeting was concluded with vote of thanks.

Rishabh
IQAC, Coordinator
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



R. Jaganath
PRINCIPAL i/c
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.

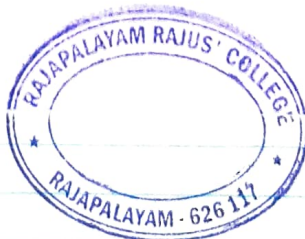
ACTION TAKEN REPORT

| Sl. No. | Suggestion | Action to be taken | Person Responsible | Target Date | Status |
|---------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|
| 1 | To Organize Professional / Faculty Development Programme. | Seven Days FDP on museum and art of work | PG Department & Research Centre in History & Government Museum, Tirunelveli | June 2021 | Completed |
| | | 7 - Day Professional Development Programme (PDP) on E-Content Development | IQAC Coordinator & IQAC Members | June 2021 | Completed |
| | | One Week National Level Virtual Yoga Programme on the Celebrations of 7 th International Yoga Day | Extension Cell Coordinator, IQAC Coordinator & Members | June 2021 | Completed |
| | | Seven Days International FDP on "Covid-19" and General Health Awareness" | Department of Physical Education in association with Physical Education Foundation of India (PEFI), Tamil Nadu Chapter, Recognized by Ministry of Youth Affairs and Sports and IQAC Coordinator & Members | July 2021 | Completed |
| | | Five Day FDP on 'R' for Mathematics | Department of Mathematics and IQAC | July 2021 | Completed |
| | | 6 Day National Level Faculty Development | PG Department & Research Centre in | | |

| | | | | | |
|----|------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| | | Program on Investor Awareness on Stock Market | Commerce and IQAC | August 2021 | Completed |
| | | 5 Days National Workshop on Innovation & Research and in Academic Institutions | Patrician College Institution's Innovation Council, Patrician IQAC & IIC, IQAC of Rajapalayam Rajus' College in association with Tamil Nadu Council of Science and Technology, Chennai | August 2021 | Completed |
| | | 5 Days Virtual Workshop on Wiki source and Mozilla Voice Donation | Department of Tamil (SF) and IQAC in association with Tamil Virtual Academy, Tamil Nadu | August 2021 | Completed |
| 2. | To Organize FIP / Orientation Programme. | 10 Day Faculty Development Programme for Non -Teaching Staff on Communicative Skills and ICT Skills | IQAC Coordinator & IQAC Members | July 2021 | Completed |
| 3. | Quality Benchmark for NAAC - IV Cycle. | Adoption of Quality Benchmark for NAAC - IV | IQAC & Members | August 2021 | On Progress |

Rishma
Co-ordinator,
IQAC

RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



R. Jayal
Chairperson / Principal f/c

PRINCIPAL i/c
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.


RAJAPALAYAMRAJUS' COLLEGE, RAJAPALAYAM

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: IQAC/2021-2022/2

17.08.2021

Circular

The IQAC Members are Requested to Attend a meeting at the Principal's Chamber on **18.08.2021 at 2.30PM** to discuss the following agenda.

Agenda

1. Academic Calendar – 2021 – 2022.
2. To Nominate Student representative in IQAC
3. To expedite the process of AQAR 2019 – 2020 in the NAAC Portal.
4. To Finalize Quality Benchmark for NAAC – IV cycle – A draft for discussion on 7 criteria in NAAC (Revised Assessment and Accreditation (A&A) Framework.
5. ISO Certification process.
6. Academic and Administrative Audit.
7. Any other matters.

Disham
17/8/2021
Coordinator, IQAC

R. Jayaraj
Chairperson/Principali/c
Jay

Copy to:

1. The Vice-Principal.
2. Academic Coordinators (Arts, Science & Commerce/Management).

Meeting of Internal Quality Assurance Cell
Minutes of the Second meeting held on 18th August, 2021 at the
Principal Chamber's

INTERNAL QUALITY ASSURANCE CELL

COMMITTEEMEMBERS -2021-2022

Chairperson

Dr.R.Jaganath- *Principal i/c*

Senior Administrative Officers

Mr.N.Ramesh-Vice- *Principal* *N.R.*

Dr. M.Kanagasabapathy, Assistant Professor and *Coordinator - Research Committee.* *M.K.*

Dr. C.Ramakrishnan, *Head, Department of English & Academic Coordinator - Arts* *C.R.*

Mr.R.Jaganathan, *Office Superintendent* *R.J.*

Senior Teachers

Dr. S.DavidLaurence, *Assistant Professor & Head, Department of Mathematics* *S.D.*

Dr. G.Gowri, *Assistant Professor & Coordinator - Extension* *G.G.*

Activities Mr.P.R.Ramji, *Assistant Professor & Controller of* *P.R.*

Examinations Mrs.S.Manjula Gayathri, *Assistant Professor* *S.M.*

Dr.P.R.Suganya, *Assistant Professor* *P.R.*

Dr. D.Manjula, *Assistant Professor & Deputy Coordinator, Research Committee.* *D.M.*

Mrs.S.Deepalakshmi, *Assistant Professor & Head, Department of Computer Science* *S.D.*

Mrs.R.Jayshree, *Assistant Professor* *R.J.*

Dr.R.Bathridevanath, *Assistant Professor* *R.B.*

Management Representative

Sri.P.R.Vijayahavan- *Secretary, College Governing Council.*

Nominee from Employers

Sri.M.A. Thirupathiraja- *President, College Governing Council.*

Nominee from Alumni

Mr.D.Ravisankar - *President, Alumni Association*

Nominee from Industrialists/Local Society/Stakeholders

Sri.K.N.Ramasubramaniam - *Industrialist*

Mr.G.Sankaranarayanan- *Local Society*

Sri.K.Ganesa raja- *Stakeholder*

Nominee from Students

Coordinator of the IQAC

Mr.R.Vishnushankar - *Assistant Professor* *R.V.*

Items for Consideration:

Approval of the minutes of first meeting of IQAC held on 10th June, 2021 at 10.00 AM in online.

The Minutes of the meetings were circulated through IQAC office and the members have confirmed the same.

Item No. 1: Academic Calendar: 2021-2022

It was Proposed to conduct professional / Faculty Development Programme (FDP) during this academic year 2021-2022, and finalise Academic Calendar.

Item No. 2: Nomination of Student Representative for IQAC

It was unanimously resolved to Nominate of one ~~un~~ students as Student Representative for IQAC

Item No 3: Expedite the Process of AQAR 2019-2020.

As briefed and instructed by Dr. R. Jaganath, Principal i/c, to complete the Process of AQAR 2019-2020 on or before 25-08-2021 and upload the same in NAAC Portal on 30-08-2021

Item No 4: Finalisation of Quality Benchmark for NAAC - IV cycle.

As briefed and instructed by Dr. R. Jaganath, Principal i/c, to finalise Quality Benchmark for NAAC IV Cycle - A draft for discussion on 7 criterion in NAAC (Revised Assessment and Accreditation) (A+K) Framework.

Item No 5: ISO Certification Process and Academic and Administrative Audit:

It was Proposed to conduct ISO Certification process in the month of January, 2022 and A&A Audit in the month of May, 2022.

There being ~~no~~ other point to discuss, the meeting was concluded with vote of thanks.

Rishu
Co-ordinator, IQAC
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



P. Jayaram
PRINCIPAL
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.

ACTION TAKEN REPORT

| Sl. No. | Suggestion | Action to be taken | Person Responsible | Target Date | Status |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------|----------------|
| 1. | Academic Calendar 2021 - 2022 | Framed with emphasis on 90 + 90 working days in each of two Semesters 2021 - 2022. | IQAC Coordinator & IQAC Members | August 2021 | Completed |
| 2. | Nomination of Student Representative for IQAC | One UG and PG Student nominated respectively for IQAC - 2020 - 2021 1. Selvi. Banupriya. S - II M.Sc CS 2. Selvan. Balaji -II B.Sc Physics | IQAC & Members | August 2021 | Completed |
| 3. | Submission of AQAR - 2019 - 2020 | Successfully upload the AQAR - 2019 - 2020 in the NAAC Portal | IQAC Coordinator & IQAC Members | 30 th August, 2021 | Completed |
| 4. | Quality Benchmark for NAAC - IV Cycle - A draft for discussion on 7 Criterion in NAAC (Revised Assessment and Accreditation) (A & A) Framework | Implementation of Quality Benchmark for NAAC - IV Cycle. | All Stakeholders | May 2022 | In progression |
| 5. | ISO Certification and AAA Audit | Expedite the process of ISO Certification and AAA Audit. | IQAC & Members | May 2022 | In progression |

[Signature]
Co-ordinator,
IQAC

RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



[Signature]
Chairperson / Principal / c

PRINCIPAL *[Signature]*
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: IQAC/2021-2022/4

19.08.2021

Circular

This is to bring to your kind notice that the office of IQAC has planned to complete the process of AQAR – 2019 – 2020 on or before 26.08.2021. In this regard the head of the departments are requested to furnish the Department particulars (2019-2020) to the concerned criterion heads on or before **24.08.2021**.

CRITERION HEADS

1. Ms. S.Deepalakshmi – Criterion I
2. Dr. S.David Laurence – Criterion - II
3. Dr. D.Manjula – Criterion III
4. Dr. G.Gowri – Criterion III (a)
5. Mr. P.R.Ramji – Criterion IV
6. Dr. P.R.Suganya – Criterion V
7. Dr. C.Ramakrishnan – Criterion VI
8. Mrs. S.Manjula Gayathri – Criterion VII

Rinidhara
19.08.2021
Coordinator, IQAC

N.P.Ram
Chairperson / Principal i/c
for

Copy to HOD's:

1. History – *WW*
2. Commerce – *for ASU*
3. Physics – *for ASU*
4. Mathematics – *for ASU*
5. Chemistry – *N.P.Ram*
6. Commerce (SF) – *for ASU*
7. Commerce with Computer Application (SF) – *for ASU*
8. Computer Science (SF) – *for ASU*
9. Business Administration (SF) – *for ASU*
10. Tamil (SF) – *for ASU*
11. English (SF) – *for ASU*
12. Mathematics (SF) – *for ASU*
13. Economics – *for ASU*
14. Physical Education – *for ASU*



இராஜபாளையம் இராஜீக்கள் கல்லூரி, இராஜபாளையம்
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

01.09.2021

Circular

Employer Feedback on Curriculum

IQAC has planned to conduct **Employer Feedback on Curriculum** for the academic year (2020 – 2021). In this regard the Secretary, the President and members, college governing council are requested to give your feedback on curriculum (2020 – 2021).

Employer Feedback on Curriculum – <https://forms.gle/Yi4r3emjrTF3t6P97>

Rishitha
 Co-ordinator
 IQAC
 01/09/2021

R. Thiyasa
 Chairperson / Principal i/c
 B

Copy to:

1. **Sri. P.R.Vijayarahavan**, Secretary – College Governing Council
2. **Sri. A.Thirupathi Raja**, President – College Governing Council
3. **Sri. K.N.Ramasubramania Raja**, Member – College Governing Council.
4. **Sri. V.N.Vijayan**, Member – College Governing Council.
5. **Sri. K.Ganesa Raja**, Member – College Governing Council.
6. **Sri. T.B.Kumarasamy Raja**, Member – College Governing Council.



இராஜபாளையம் இராஜீக்கள் கல்லூரி, இராஜபாளையம்
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

14.09.2021

Circular

Teachers Feedback on Curriculum

This is to bring to your kind notice that the office of IQAC has planned to conduct **Teachers Feedback on Curriculum** for the academic year (2020 – 2021). In this regard faculty members are requested to give your feedback on curriculum (2020 – 2021) on or before 19th September 2021.

Teachers Feedback on Curriculum – <https://forms.gle/NUCB9iKmg9r4DtfL9>

Rishu
 Co-ordinator
 IQAC
 14/09/2021

P. Thyagaraj
 Chairperson / Principal i/c

To

All faculty members (Regular, Self-Finance & PTA Teaching Staff)

RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM

Subject: Teachers Feedback on Curriculum -

Date: 14.09.2021

TEACHING STAFF - AIDED

| ENGLISH | HISTORY | COMMERCE | MATHS | PHYSICS | CHEMISTRY |
|---------|---------|----------|-----------|---------|-----------|
| CR | RJ | ELR | SDL | SSS | NR |
| MM | VV | AS | RRL | KSR | MKS |
| PRS | DV | RVS | MVS | MR | GS |
| CPS | KR | GG | KLP | PS | TU |
| | DEJ | SMG | MMH | SK | RA. |
| | BK | DM | | | |
| TAMIL | RJS | RV | ECONOMICS | LIBRARY | PHY. EDU |
| VK | SL | RR | SCN | VL | LM |
| SS | RS | AB | | | |
| | PRR | RS | | | |

TEACHING STAFF - SELF - FINANCE

| ENGLISH | BBA | COMMERCE | CA | COMP. SCI | TAMIL |
|---------|-------|----------|------------------|-----------|-------|
| TM | SKK | RAJ | AGV | SD | KKP |
| TUP | ML | AM | LP | DJ | PR |
| BM | RR | NRU | ARK | MGK | CM |
| MSU | PSI | AG | TB | DS | KVD |
| KKV | RG | SJ | MUM - Mooliy | BMI | DG |
| KM | | RMG | AAS - A. Srip | AN | RGA |
| PVD | MATHS | LR | SRS - S. R. Srip | VSK | RPV |
| MJ | MK | RSB | VGK | | LKD |
| NS | RMG | MMS | VC | | |
| GK | MML | TK | PHYSICS | CHEMISTRY | |
| | RSD | AAK | VJL | RAK | |
| | MS | | | | |
| | RRL | | | | |
| | LBR | | | | |

KG.S

D. Lakshmi
Co-ordinator, IQAC
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



R. Jayaraj
PRINCIPAL i/c
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: IQAC/2021-2022/3

05.10.2021

Circular

The IQAC members of our college are requested to attend the meeting on **06.10.2021** at 4.00 PM in the Principal's Chamber to discuss the following agenda.

Agenda

1. To collect and submit AQAR 2020 - 2021 by online.
2. To organize NAAC sponsored workshop/conference in this academic year 2021 - 2022.
3. To organize orientation program for self-finance faculty members.
4. To review plan of action for the academic year 2021 - 2022.
5. Any other matters.

P. S. Srinivasan
 Co-ordinator
 IQAC

D. Venkateswar
 Chairperson/Principal i/c

To

Dr. K.Sivaramamoorthy, Vice Principal *KS*

Dr. M.Kanagasabapathy, IQAC Core Committee *MS*

Mr. R.Vishnushankar - IQAC Core Committee *Rishankar*

Mrs. S.Deepalakshmi, Head, Criterion I *SD*

Dr. Dr.A.Muthulakshmi, Head, Criterion II *AM*

Dr. D.Manjula, Head, Criterion III 'A'

Dr. G.Gowri, Head, Criterion III 'B' *GG*

Mr. P.R.Ramji, Head, Criterion IV *PR*

Dr. P.R. Suganya, Head, Criterion V *PR*

Dr. C.Ramakrishnan, Head, Criterion VI *CR*

Mrs. S.Manjula Gayathri, Head, Criterion VII

**Minutes of the Third meeting held on 06th October, 2021 at the
Principal Chamber's**

Venue: Principal Chamber's

Time: 04.00 PM (IST)

The following members were present:

1. Dr. D.Venkateswaran, Principal i/c.
2. Dr. K.Sivaramamoorthy, Vice-Principal.
3. Dr. P.Suriakala, IQAC Co-ordinator.
4. Dr. M.Kanagasabapathi, Assistant Professor of Chemistry.
5. Dr. C.Ramakrishnan, HOD, English.
6. Mr. R.Vishnushankar, Assistant Professor of Commerce.
7. Dr. G.Gowri, Assistant Professor of Commerce.
8. Mrs. S.Manjula Gayathri, Assistant Professor of Commerce.
9. Dr. P.R. Suganya, Assistant Professor of English.
10. Dr. D.Manjula, Assistant Professor of Commerce.
11. Mr. P.R.Ramji, Assistant Professor of History.
12. Mrs. S.Deepalakshmi, HOD, Computer Science (SF).
13. Dr. A.Muthu Lakshmi, Assistant Professor of Commerce (SF).

Items for Consideration

Approval of the minutes of Second Meeting of IQAC held on 18th August, 2021 at 2.30 Pm in the Principal Chambers. The minutes of the meeting were circulated and the members have confirmed the same.

Item No. 1: To collect and Submit the ABAR 2020-2021

As briefed and instructed by D. Venkateswaran, Principal VC to collect and upload the ABAR details in NAAC Portal.

Item NO. 2: To Organise NAAC Sponsored Workshop/Conference.

It was unanimously resolved to organize NAAC Sponsored Workshop / Conference in the academic year 2021-2022.

Item No. 3: To Organize FIP / Orientation Programme for self-finance faculty members.

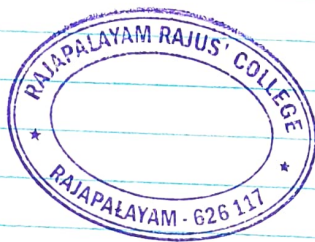
It was unanimously resolved to conduct faculty Induction Programme / Orientation Programme for self-finance faculty members.

Item No. 4: To review the Plan of action 2021-2022

As briefed and instructed by Dr. P. Suriakala, IQAC Co-ordinator to review the Plan of action for the academic year 2021-2022.

There being no other point to discuss,
the meeting was concluded with vote of thanks.

P. Srinivas
CO-ordinator, IETAC
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



D. Venkatesh
PRINCIPAL ITC
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.

ACTION TAKEN REPORT

| Sl. No. | Suggestion | Action to be taken | Person Responsible | Target Date | Status |
|---------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------|-------------|
| 1. | Collection and Uploading of AQAR 2020 - 2021 in the NAAC Portal | Expedite the process of uploading of AQAR 2020 - 2021 | IQAC Coordinator & Members | April 2022 | Completed |
| 2. | To organize NAAC Sponsored Workshop / Conference | Organize Special Talk on Quality in Higher Education on 24 th December, 2021 Dr.S.Thamarai selvi, Vice - Chancellor, Thiruvalluvar University, Vellore | IQAC Coordinator & Members | December 2021 | Completed |
| 3. | To Organize FIP / Orientation Programme. | Six Days Faculty Induction Programme (FIP) for Teaching staff was successfully organised. | IQAC Coordinator & Members | February 2022 | Completed |
| 4. | Review the plan of action 2020 - 2021 | Implementation of plan of action for the year 2020 - 2021 | IQAC Coordinator & Members | 2021 - 2022 | Progression |

P. S.

Co-ordinator,
IQACRAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.

D. Venkatesh

Chairperson / Principal i/c

PRINCIPAL i/c
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



இராஜபாளையம் இராஜீக்கள்கல்வூரி, இராஜபாளையம்
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

21.10.2021

Circular

Students Feedback on Curriculum

IQAC has planned to conduct *Students Feedback on Curriculum* for the academic year (2020 – 2021). In this regard Head of the Departments are requested to share the *Students Feedback on Curriculum* link and encourage the students to participate in the feedback process to present All UG Second & Third Year Students, All PG Second Year Students and Out-Going UG and PG Students (April 2021 pass out).

Students Feedback on Curriculum – 2020-2021 – <https://forms.gle/YD87SCPFZGdnV8iJA>

P. Siva
 21/10/2021
 Co-ordinator
 IQAC

J. Venkateswari
 Chairperson / Principal i/c

Note: All UG Second, Third Year Students, All PG Second Year Students and Out-Going UG and PG Students (April 2021 pass out)

RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM

Subject: Students' feedback on Curriculum.

Date: 21.10.2021.

TEACHING STAFF - AIDED

| ENGLISH | HISTORY | COMMERCE | MATHS | PHYSICS | CHEMISTRY |
|---------|---------|----------|-----------|---------|-----------|
| CR | RJ | ELR | SDL | SSS | NR |
| MM | VV | AS | RRL | KSR | MKS |
| PRS | DV | RVS | MVS | MR | GS |
| CPS | KR | GG | KLP | PS | TU |
| | DEJ | SMG | MMH | SK | |
| | BK | DM | | | |
| TAMIL | RHS | RV | ECONOMICS | LIBRARY | PHY. EDU |
| VK | SL | RR | SCN | VL | LM |
| SS | RS | AB | | | |
| | PRR | RS | | | |

TEACHING STAFF - SELF - FINANCE

| ENGLISH | BBA | COMMERCE | CA | COMP. SCI | TAMIL |
|---------|-------|----------|-----|-----------|-----------|
| TM | SKK | RAJ | AGV | SD | KKP |
| TUP | ML | AM | LP | DJ | PR |
| BM | RR | NRU | ARK | MGK | CM |
| MSU | PSI | AG | TB | DS | KVD |
| KGS | RG | SJ | MUM | BMI | DG |
| KM | | RMG | AAS | AN | RGA |
| PVD | MATHS | LR | SRS | VSK | RPV |
| MJ | MK | RSB | VGK | | LKD |
| NS | RMG | MMS | VC | | |
| GK | MML | | TK | PHYSICS | CHEMISTRY |
| | RSD | | AAK | VJL | RAK |
| | MS | | | | |
| | RRL | | | | |
| | LBR | | | | |

P. S. S.
Jr. In-charge, Co-ordinator
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



D. Venkatesh
PRINCIPAL i/c
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



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 Website: www.rrc.ac.in, Email: iqacrrc1973@gmail.com

INTERNAL QUALITY ASSURANCE CELL (IQAC)

29.10.2021

Circular

IQAC has planned to conduct *Student Satisfaction Survey (SSS) – 2020 – 2021* for present UG second and third year students, PG second year students and also for UG and PG Outgoing batch (April 2021). In this regard head of the department are requested to share the *Student Satisfaction Survey (SSS) – 2020 – 2021* link and encourage the students to participate in this survey.

Student Satisfaction Survey (SSS) 2020 – 2021 - <https://forms.gle/o3Nn6yzEZnCc5Zge7>

P. Su.
 Co-ordinator, IQAC

D. Venkateswari
 Chairperson / Principal i/c

Copy to HOD's:

1. History – *VVVV*
2. Commerce – *ELR*
3. Physics –
4. Mathematics – *[Signature]*
5. Chemistry – *Nivan*
6. Commerce (SF) – *ELR*
7. Commerce with Computer Application (SF) – *[Signature]*
8. Computer Science (SF) – *[Signature]*
9. Business Administration (SF) – *[Signature]*
10. Tamil (SF) – *[Signature]*
11. English (SF) – *[Signature]*
12. Mathematics (SF) – *[Signature]*
13. Commerce (Professional Accounting) (SF) – *[Signature]*



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RAJAPALAYAM - 626117

AQAR - 2020 - 2021

1 NOV 2021

Dear Sir/Madam,

We have attached the Google form link of AQAR - 2020 - 2021. In this regard, kindly complete the AQAR - 2020 - 2021 with Excel file and PDF file (Scanned copy) on or before 20.11.2021. For further clarification contact corresponding Criterion heads.

- Criteria - I : <https://forms.gle/XjmX1rJngKq11A2S7>
 (Mrs. S.Deepalakshmi - Assistant Professor & Head)
- Criteria - II : <https://forms.gle/8YE6CphBjQGRsWom7>
 (Dr. A.Muthulakshmi - Assistant Professor)
- Criteria - III & III (A) } : <https://forms.gle/yyBjKbVxkFxdJXG59>
 (Dr. G.Gowri & Dr. D.Manjula - Assistant Professor)
- Criteria - V : <https://forms.gle/6ZWu11eqdhPCD7Y67>
 (Dr. P.R.Suganya - Assistant Professor)
- Criteria - VI : <https://forms.gle/fCNE9ey2a3fYqTQq7>
 (Dr. C.Ramakrishnan - Assistant Professor & Head)

**Note: Kindly download the Excel Sheet using the links and upload the filled Excel sheet with its proof (in PDF file)*

P. Sur
 IQAC, Coordinator

RAJAPALAYAM RAJUS' COLLEGE
 RAJAPALAYAM.

D. Velupillai
 Principal i/c / Chairperson

PRINCIPAL i/c
 RAJAPALAYAM RAJUS' COLLEGE
 RAJAPALAYAM.

RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM

Subject: AQAR - 2020-2021.

Date: 01.11.2021.

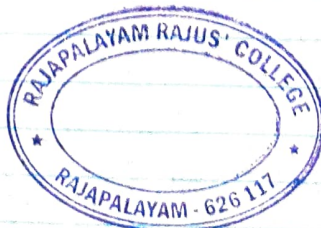
TEACHING STAFF - AIDED

| ENGLISH | HISTORY | COMMERCE | MATHS | PHYSICS | CHEMISTRY |
|--------------|----------------|----------------|----------------|--------------|----------------|
| CR <i>R</i> | RJ | ELR <i>SR</i> | SDL <i>SR</i> | SSS | NR <i>NR</i> |
| MM <i>mm</i> | VV <i>V</i> | AS <i>AS</i> | RRL <i>R</i> | KSR | MKS <i>MKS</i> |
| PRS | DV | RVS <i>RVS</i> | MVS <i>MVS</i> | MR | GS <i>GS</i> |
| CPS | KR <i>KR</i> | GG <i>GG</i> | KLP <i>KLP</i> | PS <i>PS</i> | TU |
| | DEJ <i>DEJ</i> | SMG <i>SMG</i> | MMH <i>MMH</i> | SK <i>SK</i> | |
| | BK <i>BK</i> | DM <i>DM</i> | | | |
| TAMIL | RJS | RV | ECONOMICS | LIBRARY | PHY. EDU |
| VK <i>VK</i> | SL <i>SL</i> | RR <i>RR</i> | SCN | VL <i>VL</i> | LM |
| SS | RS <i>RS</i> | AB | | | |
| | PRR <i>PRR</i> | RS <i>RS</i> | | | |

TEACHING STAFF - SELF - FINANCE

| ENGLISH | BBA | COMMERCE | CA | COMP. SCI | TAMIL |
|---------------------------|----------------|----------------|----------------|----------------|----------------|
| TM <i>TM</i> | SKK | RAJ | AGV <i>AGV</i> | SD <i>SD</i> | KKP <i>KKP</i> |
| TUP <i>TUP</i> | ML <i>ML</i> | AM <i>AM</i> | LP | DJ <i>DJ</i> | PR <i>PR</i> |
| BM <i>BM</i> | RR <i>RR</i> | NRU <i>NRU</i> | ARK <i>ARK</i> | MGK <i>MGK</i> | CM <i>CM</i> |
| MSU | PSI <i>PSI</i> | AG <i>AG</i> | TB <i>TB</i> | DS <i>DS</i> | KVD <i>KVD</i> |
| KKV <i>KKV</i> | RG <i>RG</i> | SJ <i>SJ</i> | MUM <i>MUM</i> | BMI | DG <i>DG</i> |
| KM <i>KM</i> | | RMP <i>RMP</i> | AAS <i>AAS</i> | AN <i>AN</i> | RGA <i>RGA</i> |
| PVD <i>PVD</i> | MATHS | LR <i>LR</i> | SRS <i>SRS</i> | VSK <i>VSK</i> | RPV <i>RPV</i> |
| MJ <i>MJ</i> | MK <i>MK</i> | RSB <i>RSB</i> | VGK <i>VGK</i> | | LKD |
| NS <i>NS</i> | RMG <i>RMG</i> | MMS | VC <i>VC</i> | | |
| GK <i>GK</i> | MML <i>MML</i> | | TK <i>TK</i> | PHYSICS | CHEMISTRY |
| | RSD | | AAK <i>AAK</i> | VJL <i>VJL</i> | RAK |
| | MS <i>MS</i> | | SK <i>SK</i> | | |
| | RRL | | SRP <i>SRP</i> | | |
| | LBR | | | | |

P. S.
 IQAC, Co-ordinator
 RAJAPALAYAM RAJUS' COLLEGE
 RAJAPALAYAM.



D. Venkateswara
 PRINCIPAL i/c
 RAJAPALAYAM RAJUS' COLLEGE
 RAJAPALAYAM.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

17.11.2021

Circular

IQAC members of our college are requested to attend the meeting to be held on **18th November, 2021** at 3.00 PM in the Principal's Chamber to discuss the following agenda.

Agenda

1. Planning of Golden Jubilee Year Celebration.
2. To review the progress of the Annual Quality Assurance Report 2020-2021.
3. Introduction of Student Mentoring System (SMS) and Teacher's Academic diary.
4. Plan of Action for the even semester 2021 - 2022.
5. To organise Faculty Development Programme for Self-Finance teachers and Non-teaching staff.
6. Implementation of Benchmarks for the NAAC 4th Cycle accreditation process.
7. To organise NAAC Sponsored Seminar / Conference / Workshop.
8. Energy Audit, Environment Audit, ISO Certification process.
9. Any other matter.

P. Su
 Co-ordinator, IQAC

D. Venkateswar
 Chairperson / Principal i/c

Copy to:

1. The Vice-Principal. *BS*
2. IQAC Members.

IQAC Members

1. Dr.M.Kanagasabapathy, Assistant Professor of Chemistry. *see*
2. Dr.C.Ramakrishnan, HOD of English. *G*
3. Mr.R.Vishnusankar, Assistant Professor. *Rishnu*
4. Dr.Vasudeva Raja Latha, Librarian. *VJR*
5. Mr.P.R.Ramji, Assistant Professor of History. *P.R.Ramji*
6. Dr.G.Gowri, Co-ordinator for Extension Activities. *GG*
7. Mrs.S.Manjula Gayathri, Assistant Professor of Commerce. *sm*
8. Dr.P.R.Suganya, Assistant Professor of English. *P.R.Suganya*
9. Dr.D.Majula, Assistant Professor of Commerce. *DM*
10. Mrs.S.Deepalakshmi, HOD, Computer Science. *SD*
11. Dr.A.Muthulakshmi, Assistant Professor of Commerce. *AM*
12. Mr.S.S.Ravichandran, Office. *SS*
13. Mr.S.Seetharaman, Office. *SSeetharaman*

Meeting of Internal Quality Assurance Cell

Minutes of the 4th Meeting held on 18th Nov, 2021 at the Principal Chamber

Time: 3.00 PM (IST)

Item for Consideration:

Approval of the minutes of Third Meeting of IQAC held on 06th October, 2021 at 9.30 PM. The Minutes of the meetings were circulated through IQAC office and the members have confirmed the same.

Item No 1: Planning of Golden Jubilee Year Celebration

As briefed and instructed by Dr. D. Venkateswaran, Principal i/c, to prepare a plan of action for Golden Jubilee Year Celebration in the academic year 2022-2023.

Item No 2: Review the Progress of the AQAR 2020-2021

As briefed and instructed by Dr. P. Surinkala, IQAC Coordinator to expedite the process to complete the AQAR 2020-2021 and Upload the same in the NAAC Portal.

Item No 3: Introduction of Student Mentoring System (SMS) and Teacher's Academic diary.

As briefed and instructed by Dr. D. Venkateswaran, Principal i/c, to introduce the Student Mentoring System (SMS) (Mentor and Mentee) and Teacher's

Academic diary in the academic year
2021-2022.

Item No 4: To organize Faculty Development Programme for Self-Finance teachers and Non-Teaching Staff.

It was unanimously resolved to organize Faculty Development Programme (FDP) for Self-Finance teachers and Non-teaching Staff.

Item No 5: Energy Audit, Environment Audit and ISO Certification.

It was proposed to conduct Energy Audit, Environment Audit and ISO 9001 Certification Process in the month of April 2022.

There being no other point to discuss, the meeting was concluded with Vote of thanks.

ACTION TAKEN REPORT

| Sl. No. | Suggestion | Action to be taken | Person Responsible | Target Date | Status |
|---------|-------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------|---------------------------------|----------------|
| 1. | Planning of Golden Jubilee Celebration | Finalise plan of action for Golden Jubilee Celebration | IQAC Coordinator & Members | 2022 - 2023 | Completed |
| 2. | Collection and Uploading of AQAR 2020 - 2021 | Expedite the process of uploading of AQAR - 2020 - 2021 | IQAC & Members | April 2022 | Completed |
| 3. | Introduction of SMS and Teacher's Academic diary | Implementation of Student Mentoring System (SMS) and Teacher's Academic Diary | IQAC Coordinator & Members | 15 th November, 2021 | Completed |
| 4. | Faculty Development Programme | Six Days Faculty Induction (FIP) for teaching staff was organised | IQAC Coordinator & Members | February 2022 | Completed |
| 5. | Energy Audit, Environment Audit and ISO Certification | Proposed to conduct Energy Audit, Environment Audit and ISO Certification | IQAC Coordinator & Members | April 2022 | In progression |

P. S.

Co-ordinator,
IQAC

RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



D. Venkatesh

Chairperson / Principal i/c

PRINCIPAL i/c

RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.

RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM

Subject:

Teachers Academic Diary

Date:

03/03/2022

TEACHING STAFF - AIDED

| ENGLISH | HISTORY | COMMERCE | MATHS | PHYSICS | CHEMISTRY |
|---------|---------|----------|-------|---------|-----------|
| CR ✓ | RJ ✓ | ELR ✓ | SDL ✓ | SSS ✓ | NR ✓ |
| MM ✓ | VV ✓ | AS ✓ | RRL ✓ | KSR ✓ | MKS ✓ |
| PRS ✓ | DV ✓ | RVS ✓ | MVS ✓ | MR ✓ | GS ✓ |
| CPS ✓ | KR ✓ | GG ✓ | KLP ✓ | PS ✓ | TU ✓ |
| | DEJ ✓ | SMG ✓ | MMH ✓ | SK ✓ | |
| | BK ✓ | DM ✓ | | | |
| TAMIL | HISTORY | COMMERCE | MATHS | PHYSICS | CHEMISTRY |
| VK ✓ | SL ✓ | RR ✓ | SCN ✓ | VL ✓ | LM ✓ |
| SS ✓ | RS ✓ | AB ✓ | | | |
| | PRR ✓ | RS ✓ | | | |

TEACHING STAFF - SELF - FINANCE

| ENGLISH | BBA | COMMERCE | CA | COMP. SCI | TAMIL |
|---------|-------|----------|---------------|-----------|-----------|
| TM ✓ | SKK ✓ | RAJ ✓ | AGV ✓ | SD ✓ | KKP ✓ |
| TUP ✓ | ML ✓ | AM ✓ | LP ✓ | DJ ✓ | PR ✓ |
| BM ✓ | RR ✓ | NRU ✓ | ARK ✓ | MGK ✓ | CM ✓ |
| MSU ✓ | PSI ✓ | AG ✓ | TB ✓ | DS ✓ | KVD ✓ |
| CGS ✓ | RG ✓ | SJ ✓ | MUM - M. M. ✓ | BMI ✓ | DG ✓ |
| KM ✓ | JV ✓ | RMG ✓ | AAS - A. S. ✓ | AN ✓ | RGA ✓ |
| PVD ✓ | MATHS | LR ✓ | SRS - S. R. ✓ | VSK ✓ | RPV ✓ |
| MJ ✓ | MK ✓ | RSB ✓ | VGK ✓ | | LKD ✓ |
| NS ✓ | RMG ✓ | MMS ✓ | VC ✓ | | |
| GK ✓ | MML ✓ | MP ✓ | TK ✓ | PHYSICS | CHEMISTRY |
| PC ✓ | RSD ✓ | | AAK ✓ | VJL ✓ | RAK ✓ |
| | MS ✓ | | RS ✓ | SD ✓ | |
| | RR ✓ | | SX ✓ | | |
| | EBR ✓ | | | | |



இராஜபாளையம் இராஜீக்கள் கல்லூரி, இராஜபாளையம்
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 Website: www.rjc.ac.in, Email: iqacrcc1973@gmail.com

INTERNAL QUALITY ASSURANCE CELL (IQAC)

22.12.2021

Circular

IQAC has planned to conduct a special talk on **"Quality in Higher Education"** by **Prof. Dr. S.Thamari selvi**, Vice-Chancellor, Thiruvalluvar University, Tamil Nadu on **24.12.2021** at 2.00 P.M in the Smart Hall. In this regard faculty members are requested to attend the programme.

P. S.
 Co-ordinator
 IQAC

D. Venkateswamy
 Principal i/c
 IQAC

RAJAPALAYAM RAJUS' COLLEGE

A Linguistic Minority Co-educational Institution
Re-Accredited with "B++" Grade by NAAC
Rajapalayam -626117, Tamilnadu, India.



Special Talk on

"Holistic Approach for Quality Higher Education"
by



Dr. S. THAMARAI SELVI

Vice Chancellor

Thiruvalluvar University

24th December 2021

Venue: Smart Room

Sri.N.R.Krishnamoorthy Raja
President

Dr. S.Singaraj
Secretary

Dr. D.Venkateswaran
Principal

Organised by
Internal Quality Assurance Cell



RAJAPALAYAM RAJUS' COLLEGE

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Rajapalayam -626117, Tamilnadu, India.



Programme

Date: 24.12.2021 **Time: 02.00 P.M** **Venue: Smart Room**

PRAYER

- Welcome Address** : Dr. D. Venkateswaran, *Principal i/c*
- Introduction of the Director** : Dr.P.R.Suganya,
Assistant Professor of English
- Felicitation Address** : Dr. K.R.Viswanathan, M.E., Ph.D.,
Director,
N.A.Ramachandra Raja Educational Institutions
- Introduction of the Chief Guest** : Dr.C.Ramakrishnan
Assistant Professor of English
- Honoring the Chief Guest** : Sri.N.R.Krishnamoorthy Raja,*President*

Dr. S.Singaraj,*Secretary*
- Special Talk** : Dr. S. Thamarai Selvi
Vice Chancellor, Thiruvalluvar University
- Topic** : **“Holistic Approach for Quality Higher Education”**
- Vote of Thanks** : Dr.P.Suriakala, *IQAC Co-ordinator*

Organised by
Internal Quality Assurance Cell

RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM

Subject: Special Talk on Holistic Approach for Quality Higher Education - Teaching Staff - Aided Date: 24.12.2021

| ENGLISH | HISTORY | COMMERCE | MATHS | PHYSICS | CHEMISTRY |
|---------|---------|----------|-----------|---------|-----------|
| CR | RJ | ELR | SDL | SSS | NR |
| MM | VV | AS | RRL | KSR | MKS |
| PRS | DV | RVS | MVS | MR | GS |
| CPS | KR | GG | KLP | PS | TU |
| | DEJ | SMG | MMH | SK | |
| | BK | DM | | | |
| TAMIL | RJS | RV | ECONOMICS | LIBRARY | PHY. EDU |
| VK | SL | RR | SCN | VL | LM |
| SS | RS | AB | | | |
| | PRR | RS | | | |

TEACHING STAFF - SELF - FINANCE

| ENGLISH | BBA | COMMERCE | CA | COMP. SCI | TAMIL |
|---------|-------|----------|-----|-----------|-----------|
| TM | SKK | RAJ | AGV | SD | KKP |
| TUP | ML | AM | LP | DJ | PR |
| BM | RR | NRU | ARK | MGK | CM |
| MSU | PSI | AG | TB | DS | KVD |
| KKV | RG | SJ | MUM | BMI | DG |
| KM | | RMG | AAS | AN | RGA |
| PVD | MATHS | LR | SRS | VSK | RPV |
| MJ | MK | RSB | VGK | | |
| NS | RMG | MMS | VC | | |
| GK | MML | AK | TK | PHYSICS | CHEMISTRY |
| RS | RSD | MR | AAK | VJL | RAK |
| | MS | | | | |
| | RRL | | | | |
| | LBR | | | | |

KGS



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

25.01.2022

Circular

Alumni Feedback on Curriculum

IQAC has planned to conduct **Alumni Feedback on Curriculum** for the academic year (2020 – 2021). In this regard alumni of our institution are requested to give your feedback on curriculum (2020 – 2021).

Alumni Feedback on Curriculum – <https://forms.gle/ArGagNhNvQe89VEf7>

P. S.
 Co-ordinator
 IQAC

D. Vankateswary
 Chairperson / Principal i/c



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RAJAPALAYAM - 626117

INTERNAL QUALITY ASSURANCE CELL (IQAC)

01.02.2022

Circular

This is to bring to your kind notice that the IQAC members are requested to attend the meeting on **02.02.2022** at IQAC office (Time: **11.00 AM**) to discuss the following agenda.

Agenda

1. To review the process of AQAR 2020 - 2021.
2. To organize to Faculty Induction Programme for teaching staff.
3. To Sign MoU's with HEIs.
4. To organise NAAC sponsored seminar/conference.

P. S. S.
Co-ordinator, IQAC

D. Venkateswar
Chairperson / Principal i/c



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 RAJAPALAYAM – 626117

INTERNAL QUALITY ASSURANCE CELL (IQAC)

02.02.2022

Circular

This is to bring to your kind notice that the IQAC has planned to organise Six Days Faculty Induction Programme (FIP) for teaching staff members from 07.02.2022 to 12.02.2022 at Smart Hall. In this regard, teaching staff members are requested to attend the Faculty Induction Programme (FIP).

D. Venkateswamy
 Chairperson / Principal i/c



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 RAJAPALAYAM – 626117

INTERNAL QUALITY ASSURANCE CELL (IQAC)

08.12.2021

Circular

All the Committee / Cell / Council Coordinators are requested to attend the meeting at Principal chamber's on 11.12.2021 at 11.00 AM to discuss the activities.

P. S.
 Co-ordinator, IQAC

D. Venkateswamy
 Chairperson / Principal i/c



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 RAJAPALAYAM – 626117

INTERNAL QUALITY ASSURANCE CELL (IQAC)

02.02.2022

Circular

This is to bring to your kind notice that the IQAC has planned to organise Six Days Faculty Induction Programme (FIP) for teaching staff members from 07.02.2022 to 12.02.2022 at Smart Hall. In this regard, teaching staff members are requested to attend the Faculty Induction Programme (FIP).

D. Venkateswary
 Chairperson / Principal i/c



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 RAJAPALAYAM – 626117

INTERNAL QUALITY ASSURANCE CELL (IQAC)

08.12.2021

Circular

This is to bring to your kind notice that IQAC has planned to implement *Quality Benchmarks for NAAC 4th Cycle (A Master Action Plan to Improve Quality)*. In this regard all faculty members are requested to attend the meeting at Smart Hall on 11.12.2021 at 2.00 PM.

P. S.
 Co-ordinator, IQAC






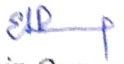








D. Venkateswary
 Chairperson / Principal i/c

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Internal Quality Assurance Cell (IQAC)

Committee / Cell / Council Coordinators - 2021 - 2022

| Sl. No. | Name of the Committee/Cell/Council | Name of the Coordinator |
|---------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Internal Complaint Committee | Dr.V.Kalavathi, Assistant Professor & Head Department of Tamil.  |
| 2. | Students' Grievance Redressal Cell | Dr. C.Ramakrishnan, Assistant Professor & Head, Department of English  |
| 3. | SC / ST Cell | Dr. S.David Laurence, Assistant Professor & Head, Department of Mathematics  |
| 4. | Minority Cell | Dr. D.Ebi James, Assistant Professor, PG Department & Research Centre in History  |
| 5. | Anti-Ragging Committee | Dr. R.A.Jeyakumar, Assistant Professor, Head Department Commerce(SF)  |
| 6. | Research & Development Cell | Dr. E.L.Ramar, Assistant Professor & Head PG Department & Research Centre in Commerce  |
| 7. | Placement Cell | Dr.V.Sivakumar, Assistant Professor, Department of Computer Science  |
| 8. | Institution's Innovation Council (IIC) | Mr.A.Surendran, Assistant Professor, PG Department & Research Centre in Commerce  |
| 9. | Entrepreneurship Development Cell (EDC) | Mr.A.Surendran, Assistant Professor, PG Department & Research Centre in Commerce  |
| 10. | National Cadet Corps (NCC) | Mr.R.Sakthivel, Assistant Professor, PG Department & Research Centre in History  Mrs.R.Ramalakshmi, Assistant Professor, Department of Mathematics  |
| 11. | National Service Scheme (NSS) (4 Boys & 2 Girls Units) | Dr.B.Kandasamy, Assistant Professor, PG Department & Research Centre in History  Dr. D.Ebi James, Assistant Professor, PG Department & Research Centre in History  |
| 12. | Youth Red Cross (YRC) | Dr. K.Kandasamy Pandian, Assistant Professor, & Head, Department of Tamil (SF)  |

| Sl. No. | Name of the Committee/Cell/Council | Name of the Coordinator |
|---------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 13. | Red Ribbon Club (RRC) | Mr.P.R.Ramji, Assistant Professor, PG Department & Research Centre in History <i>P.R. Ramji</i> |
| 14. | Blood Donors' Club | Dr. K.Kandasamy Pandian, Assistant Professor, Department of Tamil (SF) <i>K.K.</i> |
| 15. | Women Development Cell | Mrs.R.Jayshree, Assistant Professor, PG Department & Research Centre in History |
| 16. | Gender Sensitization Cell | Dr.V.Kalavathi, Assistant Professor & Head Department of Tamil. <i>V.K.</i> |
| 17. | Nature Club | Mr.P.R.Ramji, Assistant Professor, PG Department & Research Centre in History <i>P.R. Ramji</i> |
| 18. | Hostel Committee | Mr.R.Sakthivel, Assistant Professor, PG Department & Research Centre in History Deputy Warden-Men's Hostel |
| 19. | Fine - Arts Club | Dr.G.Gowri, Assistant Professor & Extension Activities - Coordinator, PG Department & Research Centre in Commerce <i>G.G.</i> |
| 20. | Rotract Club of RRC | Mr.M.Vishnusankar, Assistant Professor, Department of Mathematics. <i>M.V.</i> |

P. S.
Co-ordinator, IQAC
RAJAPALAYAM RAJUS' COLLEGE
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D. Venkatesh
PRINCIPAL i/c
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RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM
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 Re-Accredited with 'B++' (3rd Cycle) CGPA (2.93/4.00) by NAAC
RAJAPALAYAM - 626117

INTERNAL QUALITY ASSURANCE CELL (IQAC)

21.03.2022

Circular

IQAC members of our college are requested to attend the meeting to be held on **25th March, 2022** at 3.00 PM in the Secretary Chamber to discuss the following agenda.

Agenda

1. Purchasing / Upgrading / Refurbishing Computers.
2. Increasing number of Projectors / ICT enabled classrooms
3. Any other matter.

Co-ordinator, IQAC

Copy to: IQAC Members.



D. Venkatesh
Chairperson / Principal i/c
PRINCIPAL i/c
RAJAPALAYAM RAJUS' COLLEGE
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1. Dr. M.Kanagasabapathy, Assistant Professor of Chemistry.
2. Dr. C.Ramakrishnan, HOD of English.
3. Mr. R. Vishnushankar, Assistant Professor.
4. Dr. Vasudeva raja latha, Librarian.
5. Mr. P.R.Ramji, Assistant Professor of History.
6. Dr. G.Gowri, Coordinator for Extension Activities.
7. Mrs. S.Manjula Gayathri, Assistant Professor of Commerce.
8. Dr. P.R. Suganya, Assistant Professor of Commerce.
9. Dr. D.Manjula, Assistant Professor of Commerce.
10. Mrs. Deepalakshmi, HOD, Computer Science.
11. Dr. A.Muthulakshmi, Assistant Professor of Commerce.
12. Mr. R.Jeganathan, Office Superintendent.

Meeting of Internal Quality Assurance Cell.

Minutes of 5th meeting held on 28th March, 2022 at 3.00 pm in the Secretary Chamber to discuss the following agenda.

The following members were present:-

- 1) Dr. S. Singaraj - The Secretary, College Governing Council -
- 2) Dr. D. Venkateswaram - The principal-in-charge -
- 3) Dr. P. Susiakala. - IQAC, Coordinator -
- 4) Dr. M. Kanagasabapathy - Assistant Professor -
- 5) Dr. C. Ramakrishnan - Assistant Professor/Head -
- 6) Mr. S. Vishnu Shankar - Assistant Professor - In-charge
- 7) Dr. Vasudevvaraja Lakshmi - Librarian -
- 8) Mr. P. R. Ranjith - Assistant Professor -
- 9) Dr. G. Gowri - Coordinator of Extension Activities -
- 10) Mrs. S. Manjula Gayathri - Assistant Professor. -
- 11) Dr. P. R. Suganya - Assistant Professor -
- 12) Dr. D. Manjula - Assistant Professor -
- 13) Mrs. S. Deepalakshmi - Assistant Professor & Head -
- 14) Dr. A. Muthulakshmi - Assistant Professor
- 15) Mr. S. S. Ravichandran - office Superintendent -

Items of Considerations:

Approval of the minutes of 4th meeting of IQAC held on 18th November, 2021 at the Principal chamber.

The minutes of the meetings were circulated through IQAC office & the members have confirmed the same.

Item No:- 1: Purchasing / upgrading / refurbishing of Computers.

As briefed and instructed by Dr. D. Venkateswari, Principal-in-charge, to purchase of ~~computers~~ computers and upgrading of computers. It was unanimously resolved by all members present in the meeting.

Item No:- 2:- Increasing Number of Projectors) IET enabled classrooms.

It was unanimously resolved to purchase four Smart Android LED 4K Ultra HD (55 inches) TV and Ultra-short Throw Projector screens.

The College Governing Council approved these request and ordered to accomplish all these requirements as early as possible.

There being no other points to discuss, the meeting was concluded with vote of thanks.

P. S. S.
Co-ordinator, IQAC
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D. Venkateswari
PRINCIPAL i/c
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Plan of Action & Action Taken Report 2021 - 2022

| Plan of Action | Action Taken report |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To conduct Faculty Development Programmes and Webinars | Seven Faculty Development as well as Professional Development Programmes and Two workshops were organized for Teaching and Non-Teaching staff for the academic year 2021 - 2022. |
| To enhance the internet bandwidth. | Leased line bandwidth is improved from 35 to 36 MBPS. |
| Online feedback should be collected and analyzed from stakeholders and students. | Online Feedback was collected from Alumni, Teachers, Employer and Students to analyze the teaching-learning standards and to upgrade infrastructure facilities such as virtual classrooms, LCD projectors. |
| Orientation Program for Students | Orientation program was organized for all the first year students by virtual mode on 16.09.2021. |
| Implementing the best practice | Every day, in the first hour, one student from each class delivers on a topic for about 10 minutes, related to GK or in the subject category. |
| To enhance the utilization of INFLIBNET among students and extending the subscription for the academic year. | More than 1300 students and faculty use the e-Shodh Sindhu - N LIST under INFLIBNET (Ministry of Education) as well as registered in the NDLI Club Partner in National Digital Library of India. |
| Mentor - Mentee System | Student Mentoring System (SMS) was implemented to enhance the teacher-student relationship. |
| To render the support from Alumni to increase the infrastructure facilities | Construction of Alumni Association Auditorium was completed and final finishing works are going on and will be hand over to college on August 2022. |
| To conduct more number of Hybrid International, National and State level workshops, conference / Webinars sponsored by UGC, ICSSR, ICHR, TNSCST and other government agencies to enrich the curriculum. | TNSCST, Chennai sponsored Five days 'In-service training programme for School Teachers (Science Teachers)' was conducted. |
| Entering new MoU with Institutions and Organizations to promote research, entrepreneurial and co-curricular activities. and for exchange programmes | Following MoU's were signed in this academic year (Chronological order) Ramco Institute of Technology, Rajapalayam for enhancing research & development activities, exchange programmes. |
| Promoting entrepreneurial skills through IIC | Awarded 3.0/5 star rating by IIC, MoE, New Delhi. |
| To establish Incubation Centre to promote start-up cultures | Incubation Centre is established with the financial assistance from College Governing Council. Two students of Mr. C. Muthusubramanian, |

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>II. B.Com. (Regular) ventured a start-up company, 'Mayukai' – A handcrafted premium vegetable leather hand-bags. www.mayukaiindia.in, P.N. Sakthi Darshan, II. B.Com. (Regular) ventured 'Make my day' Event Management Programmes</p> <p>Mutual fund scheme for students is initiated by Mr. R. Vishnushankar, Coordinator, Incubation Centre by investing in NIFTY 100 stocks.</p> |
| To participate in Atal Ranking of Institutions on Innovation Achievements (ARIIA). | ARIIA report was submitted at ARIIA portal. |
| Submission of AQAR 2021 – 2022 | Online submission of AQAR in NAAC portal. |
| To conduct more carrier-oriented certificate courses for students | About 19 career oriented / technical certificate courses were conducted to increase the employability skills among the students in this academic year. |
| <p>Special coaching classes are planned to conduct for advanced and slow learners.</p> <p>Coaching classes for the students to get admission at top ranked institutes must be conducted.</p> | <ul style="list-style-type: none"> ✓ Overall pass percentage in University examinations is 96 %. ✓ Classes are conducted for NET exams. ✓ Coaching classes are conducted for TNPSC exams. ✓ Coaching classes for IIT-JAM for M.Sc. Physics and Chemistry admission, UGC-JRF for PhD admission were conducted for toppers. |
| Career Advancement Schemes (CAS) for Regular teaching staff | 28 regular faculty members successfully submitted CAS application form for promotion under career advancement schemes of the UGC for college teachers for various levels such as Senior Assistant Professor (Rs.6000 – Rs.7000), Selection Grade Assistant Professor (Rs.7000 – Rs.8000). |
| Participation in NIRF Ranking – 2022 | The Institution uploaded DCS data in NIRF portal on 09.02.2022 |
| Draft of Quality Benchmark for NAAC – IV (A Master Plan to improve quality) on 7 Criteria in NAAC (Revised Assessment and Accreditation (A&A) Framework | Implementation of Quality Benchmarks for NAAC – IV A Master Plan to improve quality) on 7 Criteria in NAAC (Revised Assessment and Accreditation (A&A) Framework |
| Upgrading ICT tools such as computers, software, copiers etc. | Rs. 14,27,822 was spent on upgradation of ICT tools in the campus. |

P. S.

CO-ordinator, I & A
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D. V. K. S. S. S.

PRINCIPAL
 RAJAPALAYAM RAJUS' COLLEGE
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