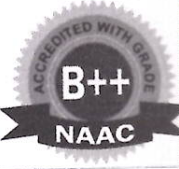


Circulars & Minutes
(Action Taken Report)
2020 – 2021



இராஜபாளையம் இராஜீக்கள் கல்லூரி, இராஜபாளையம்
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: iqacrrc1973@gmail.com, Website: www.rrc.ac.in



INTERNAL QUALITY ASSURANCE CELL (IQAC)

01.06.2020

Circular

The IQAC members of our college are requested to attend online meeting (Google Meet) on **02nd June, 2020 at 11.00 AM** to discuss the following agenda. Google Meeting Link: <https://meet.google.com/rdm-cenr-hbd>

Agenda

1. To organise Webinar, Faculty Development Programme, Staff Development Programme during this pandemic period.
2. To organise Faculty Induction Program/ Orientation Program.
3. IQAC Plan of Action for the year 2020 – 2021.
4. Any other matter brought forward by the members.

R. Senthil Kumar
 Co-ordinator
 IQAC

R. Jayaram
 Chairperson / Principal i/c

Copy to:

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

Minutes of the meeting held on 2nd June, 2020 in online

Mode: Google Meet

Time: 11.00 AM (IST)

Link: <https://meet.google.com/rdm-cenr-hbd>

Resolved to

1. It was proposed to Conduct the following Webinar, Faculty development programmes during the academic year 2020 - 2021.

* FDP on "Innovation, Incubation & Entrepreneurship".

* 7-Day Faculty Development Programme on Revised Accreditation Framework (RAF) of NAAC - A Paradigm Shift for Strategic Enhancement of Higher Education in India.

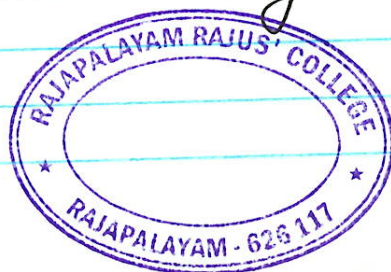
* 5 Day FDP on "Innovative Strategies in Emerging Technologies".

* 7 Day National Level FDP on Historical Research.

* 5 Day Faculty Development Programme on Lifestyle of Tamilian in Australia.

2. It was proposed to orient the newly inducted faculty members on the Teaching and Learning Process
3. It was analysed the Viability of existing programmes and to introduce need based new programmes.
4. Student Satisfaction Survey to be carried out.

Rishabh
Co-ordinator
IBAC
02.06.2020
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



R. Jayaraj
PRINCIPAL
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.

RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM
INTERNAL QUALITY ASSURANCE CELL MEMBERS

Attendance (2nd June, 2020)

Mode: Google Meet

Time: 11.00 AM (IST)

Link: <https://meet.google.com/rdm-cenr-hbd>

Chairperson

Dr. R.Jaganath – *Principal i/c*

Senior Administrative Officers

Mr. N.Ramesh – *Vice – Principal*

Dr. M.Kanagasabapathy, Assistant Professor and

Coordinator – Research & Development Cell (R&D)

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

Management Representative

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

Nominee from Employers

Sri. M.A. Thirupathi raja – *President, College Governing Council.*

Senior Teachers

Dr. S.David Laurence, *Assistant Professor & Head, Department of Mathematics*

Dr. G.Gowri, *Assistant Professor & Coordinator – Extension Activities*

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

Mrs. S.Manjula Gayathri, *Assistant Professor*

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

Dr. D.Manjula, *Assistant Professor & Assistant Coordinator, R&D Cell*

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

Mrs. R.Jayshree, *Assistant Professor*

Dr. R. Bathridevanathan, *Assistant Professor*

Coordinator of the IQAC

Mr. R. Vishnushankar – *Assistant Professor*

ACTION TAKEN REPORT

Sl. No.	Suggestion	Action to be taken	Person Responsible	Target Date	Status
1	Conduct of Faculty Development Programme and Webinar	FDP on “Innovation, Incubation & Entrepreneurship”	IQAC Coordinator, IQAC Members and PG Department & Research Centre in Commerce	June 2020	Completed
		7 – Day Faculty Development Programme on Revised Accreditation Framework (RAF) of NAAC – A Paradigm Shift for Strategic Enhancement of Higher Education in India	IQAC Coordinator & IQAC Members	June 2020	Completed
		7 Day National Level FDP on Historical Research	PG Department & Research Centre in History in Association with Aran International E-Journal of Tamil Research	June 2020	Completed
		5 Day Faculty Development Programme on Lifestyle of Tamilian in Australia	Department of Tamil in Association with Australian Tamil Development Association	July 2020	Completed

		5 Day FDP on "Innovative Strategies Emerging Technologies in	PG Department of Computer Science	July 2020	Completed
2.	Introduce need based new programmes.	Applied to Madurai Kamaraj University for getting affiliation to start B.Com (Professional Accounting)	Secretary & Principal	July 2020	Completed
3.	Student Orientation Programme	First year students	IQAC & Academic Coordinators.	September 2020	Completed
4.	Staff Development Programme for Non- Teaching Staff	Staff Development Programme for Non-Teaching Staff on Communicative Skills	IQAC Coordinator and Team Members	November 2020	Completed

Rishu
Co-ordinator,
IQAC

P. Jayaram
Chairperson / Principal i/c



RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM
(A Linguistic Minority Co-Educational Institution, Affiliated to Madurai Kamaraj University)
(Re-Accredited (3rd Cycle) with "B++" Grade (CGPA 2.93/4.00) by NAAC)

Internal Quality Assurance Cell (IQAC)

Ref: IQAC/2019 – 2020/COVID – 19/1

22.06.2020

Circular

The Head of the Departments and Coordinators of Extension Activities are requested to furnish particulars of programmes (*E-Quiz, FDP/SDP, Online Courses, Webinar and Refresher Courses etc.*) organised and details of participation by our faculty members during this COVID – 19 Lockdown period (*Date: 24.03.2020 to till date*). In this regard, kindly send the details in the given format on or before *03.07.2020 (Friday)*.

Rishanku
22.06.2020
(R.Vishnushankar)
IQAC – Coordinator

N. Jaganath
(R.Jaganath)
Principal i/c

Copy To:

1. All HOD's.
2. Academic Coordinators (Arts, Science & Commerce/Management)
3. Extension Activities Coordinators.

24.03.2020 to till Date.

RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM (A Linguistic Minority Co-Educational Institution, Affiliated to Madurai Kamaraj University) (Re-Accredited (3 rd Cycle) with "B++" Grade (CGPA 2.93/4.00) by NAAC) Internal Quality Assurance Cell (IQAC)							
Name of the Department:							
S.No.	Date	Name of the Event	Invitation Link (Poster)	Participants details (Google Form Link)	Sample Certificate Link (Pdf file)	Feedback Link (Google Form Link)	Webinar Video Link /YouTube Link
1							
2							
3							
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Head of the Department

Principal i/c



RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM

(A Linguistic Minority Co-Educational Institution, Affiliated to Madurai Kamaraj University)
(Re-Accredited with 'B' Grade (3rd Cycle) CGPA 2.93 / 4.00 by NAAC)

Internal Quality Assurance Cell (IQAC)

Date: 31-07-2020

The HODs, Academic Staff Council members and IQAC members are requested to attend the meeting to be held on **1st August 2020** at **10.00 AM** via online - Google meet platform. The link for meeting: <https://meet.google.com/ivf-woku-jsn>

Agenda

- Admission for UG first year.
- Starting date of next Academic Year 2020-21.
- Online Classes.
- Time Table Schedule for university April 2020 examination.
- Academic Calendar 2020.
- Any other matters.

Mr. R.Vishnushankar
Coordinator – IQAC

Lt. Dr.R.Jaganath
Principal i/c

Academic Staff Council members

1. Dr.V.Venkatraman, HOD, History
2. Dr.E.L.Ramar, HOD, Commerce
3. Dr.M.Kanagasabapathi, HOD i/c, Chemistry
4. Dr.C.Ramakrishnan, HOD, English
5. Dr.S.David Laurence, HOD, Maths
6. Dr.V.Kalavathi, HOD, Tamil
7. Mr.A.V.Ganavelayutham, HOD, Commerce C.A (SF)
8. Dr.R.A.Jayakumar, HOD, Commerce (SF)
9. Dr.S.K.Kannan, HOD, BBA (SF)
10. Dr.T.Marudhanayagam, HOD, English (SF)
11. Mrs.Deepalakshmi, HOD, Computer Science (SF)
12. Mrs.M.Kavitha, HOD, Maths (SF)
13. Dr.K.Kandasamy pandiyan, HOD, Tamil (SF)

Special Invitees

1. Dr.M.Muruganandham, Coordinator for Admission
2. Dr.P.Suriakala, Coordinator for Science Courses
3. Dr.L.Muthukumar, Physical Director
4. Dr.Srinivasagan, Coordinator for Men's Hostel
5. Mrs.Latha Vasudeva Raja, Librarian
6. Mr.P.R.Ramji, Controller of Examination *P.R.Ramji*
7. Dr.G.Gowri, Coordinator for Extension Activities
8. Mr.R.Jeganathan, Office Superintendent *Jeganathan*

Copy to

IQAC members

Meeting of Internal Quality Assurance Cell

Minutes of the 2nd meeting held on 1st August, 2020 in online

Mode: Google Meet

Time: 10.00 AM (IST)

Link: <https://meet.google.com/ivf-woku-jsn>

The following members were present:

1. Dr.R.Jaganath, Principal i/c
2. Dr.D.Venkatwaran, HOD i/c, History
3. Dr.E.L.Ramar, HOD, Commerce
4. Dr.M.Kanagasabapathi, HOD i/c, Chemistry
5. Dr.C.Ramakrishnan, HOD, English
6. Dr.S.David Laurence, HOD, Maths
7. Dr.V.Kalavathi, HOD, Tamil
8. Mr.A.V.Ganavelayutham, HOD, Commerce C.A (SF)
9. Dr.R.A.Jayakumar, HOD, Commerce (SF)
10. Dr.S.K.Kannan, HOD, BBA (SF)
11. Dr.T.Marudhanayagam, HOD, English (SF)
12. Mrs.Deepalakshmi, HOD, Computer Science (SF)
13. Mrs.M.Kavitha, HOD, Maths (SF)
14. Dr.K.Kandasamy pandiyan, HOD, Tamil (SF)
15. Dr.M.Muruganandham, Coordinator for Admission
16. Dr.P.Suriakala, Coordinator for Science Courses
17. Dr.L.Muthukumar, Physical Director
18. Dr.Srinivasagan, Coordinator for Men's Hostel
19. Mrs.Latha Vasudeva Raja, Librarian
20. Mr.P.R.Ramji, Controller of Examination *P.R.Ramji*
21. Dr.G.Gowri, Coordinator for Extension Activities
22. Mrs. S.Manjula Gayathri, Assistant Professor
23. Dr. P.R. Suganya, Assistant Professor
24. Dr. D.Manjula, Assistant Professor
25. Mrs. R.Jayshree, Assistant Professor
26. Dr. R.Bathridevanath, Assistant Professor
27. Mr.R.Jeganathan, Office Superintendent *R.Jeganathan*
28. Mr.R.Vishnushankar, IQAC Coordinator

Items for Consideration.

Approval of the minutes of first meeting of IQAC held on 2nd June, 2020

The minutes of the meetings were Circulated via email through IQAC Office and the members have Confirmed the Same.

Item No. 1: Admission for UG First year.

As briefed and instructed by Dr. R. Jaganath, Principal i/c, to expedite the admission process for the UG first year for the academic year 2020-2021.

Item No. 2: Starting date of Academic year 2020-2021.

It was Unanimously resolved to start Online classes for Second and third year of UG programme and Second year of PG Programme from 10th August 2020.

The Subject allotment and time table for the Second and third year of UG programmes (including NME) and Second year of PG programmes (including NME) on or before 07-08-2020.

The classes for first year of UG programme shall be commenced from 17th August, 2020.

Item No. 3: Online classes

It was resolved to Conduct online classes for the academic year 2020-2021 by using any one

of the Online platform (Microsoft Team, Cisco Webex, Zoom and Google Meet).

Item NO. 4: Timetable Schedule for University April 2020 Examination.

Principal announced that the University April 2020 Examination to be conducted in the month of September 2020 in accordance with Madurai Kamaraj University, Madurai.

Item NO. 5: Academic Calendar and Plan of Action.

It was unanimously resolved to prepare an academic calendar details by taking into consideration the activities of the department and common functions of the College. The head of the department would be asked to submit the plan of action for the academic year 2020-2021 with the budget estimation after discussion in the department meeting.

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

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

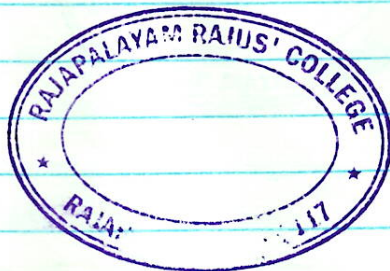


P. Jayanath
PRINCIPAL
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.

ACTION TAKEN REPORT

Sl. No.	Suggestion	Action to be taken	Person Responsible	Target Date	Status
1	Admission for UG First year	Expedite the admission process for the UG first year for the academic year 2020 – 2021.	Admission Committee	August 2020	Completed
2.	Starting date of Academic year 2020 – 2021.	Second Year & Third Year UG Programme and second year of PG Programme. First year of UG Programme.	Head of the Departments	10 th August, 2020 17 th August, 2020	Completed
3.	Time Table Schedule for University April 2020 Examination	UG & PG University April 2020 Examination to be conducted in the month of September 2020.	Internal Examination Committee and Head of the Departments	16 th September 2020 to 24 th September, 2020	Completed
4.	Academic Calendar	Preparation of Academic Calendar	IQAC Coordinator and Team Members	August 2020	Completed

Dr. Ishwara
Co-ordinator, IQAC
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



R. Arunachal
PRINCIPAL
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM

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Internal Quality Assurance Cell

Date: 31-07-2020

EXTENTION ACTIVITIES MEETING

Extension Activities member are asked to participate in the meeting to be held on 2nd August 2020 at 05.00 PM via online - Google meet platform. I have attached the link. <https://meet.google.com/ivf-woku-jsn>

Agenda

- Responding NSS/NCC and other extension required data to the MKU/NCC Unit/Govt.
- Briefing the responsibility of New NSS PO's and NCC ANO
- Independence Day Celebration
- Any other matter

Dr.G.Gowri
Coordinator
Extension Activities

Mr.R.Vishnushankar
Coordinator – IQAC

Dr.Lt.R.Jaganath
Principal i/c

Following Extension Activities members are asked to join

Dr.L.Muthukumar, Physical Director
Dr.D.Ebi James, NSS PO
Dr.B.Kandasamy, NSS PO
Mrs.Ramalakshmi, NSS PO
Dr.R.A.Jayakumar, NSS PO
Dr.K.Kandasampandian, NSS PO
Dr.Raja (New PO)
Mr.Ramkumar (New PO)
Mrs.Suganya (New PO)
Mrs.Vinitha (New PO)
Mr.R.Shakthivel (New NCC ANO)
Dr.A.Surendran, RRC
Mr.P.R.Ramji, Nature Club

Special Invitees

Dr.R.Ramaraj, Liaison Officer
Mr.R.Jeganathan, Office Superintendent

(Signature)

Meeting of Internal Quality Assurance Cell

Minutes of the 3rdrd meeting held on 2nd August, 2020 ~~in~~ online

Mode: Google Meet

Time: 05.00 PM (IST)

Link: <https://meet.google.com/ivf-woku-jsn>

The following members were present:

1. Dr.R.Jaganath, Principal i/c
2. Dr.L.Muthukumar, Physical Director
3. Dr.D.Ebi James, NSS PO
4. Dr.B.Kandasamy, NSS PO
5. Mrs.Ramalakshmi, NSS PO
6. Dr.R.A.Jayakumar, NSS PO
7. Dr.K.Kandasampandian, NSS PO
8. Dr.Raja (New PO)
9. Mr.Ramkumar (New PO)
10. Mrs.Suganya (New PO)
11. Mrs.Vinitha (New PO)
12. Mr.R.Shakthivel (New NCC ANO)
13. Dr.A.Surendran, RRC
14. Mr.P.R.Ramji, Nature Club
15. Dr.R.Ramaraj, Liaison Officer
16. Mr.R.Jeganathan, Office Superintendent *Ryathu*
17. Mr.R.Vishnushankar, IQAC Coordinator

Items for Consideration:

Approval of the minutes of Second meeting of IBAC held on 01st August, 2020

The minutes of the meeting were Circulated via email through IBAC office and the members have confirmed the same.

Item No: 1 Preparation of Database for NSS/NCC/YRC/RRC and other extension activities.

As briefed and instructed by Dr. R. Jaganath, Principal i/c, to expedite the process of preparation of Database for NSS/NCC/YRC/RRC for the academic year 2020 - 2021.

Item NO 2: Induction of New Programme officer for NSS and New ANO for NCC.

As briefed and instructed by Dr. R. Jaganath, Principal i/c on induction of New NSS Programme officers and New NCC ANO for the academic year 2020 - 2021. The following teaching staffs are:

1. Dr. M. Raja (New NSS PO)
2. Mr. A. Ramkumar (New NSS PO)
3. Mrs. P. R. Suganya (New NSS PO)
4. Mrs. R. Vinitha (New NSS PO)
5. Mr. R. Shakthivel (New NCC ANO)

Item NO 3: 74th Independence Day Celebration.

It was unanimously resolved to celebrate 74th Independence Day celebration by inviting chief guest as the president, Rotary Club of Rajapalayam Central, Rajapalayam by following all health safety measures such as wearing mask, personal hygiene, social distancing etc. in view of the Covid-19 pandemic situation.

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

Lishu
Co-ordinator, I & A
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



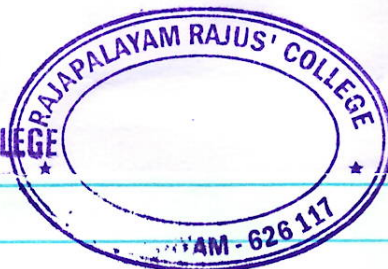
A. Jayaraj
PRINCIPAL i/c
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.

ACTION TAKEN REPORT

Sl. No.	Suggestion	Action to be taken	Person Responsible	Target Date	Status
1	Preparation of Database for NSS/NCC/YR C/RRC and other extension activities.	Expedite the process of preparation of Database for NSS/NCC/YRC/RRC and other extension activities in this academic year 2020 - 2021.	NSS PO's, NCC ANO, RRC PO, YRC Programme officer	August 2020	Completed
2.	74 th Independence Day Celebration	To celebrate 74 th Independence Day Celebration by inviting chief guest as the President, Rotary Club of Rajapalayam Central, Rajapalayam by following all health safety measures such as wearing mask, personal hygiene, social distancing etc. in view of the Covid-19 Pandemic situation.	College Core Committee	15 th August 2020	Completed

Rishwan
Co-ordinator,
IQAC

RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



R. Anand
Chairperson / Principal i/c
PRINCIPAL
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



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



INTERNAL QUALITY ASSURANCE CELL (IQAC)

03.10.2020

Circular

The IQAC members of our college are requested to attend the meeting on 5th October, 2020 at 11.00 AM in the Principal's Chamber to discuss the following agenda.

Agenda

1. To expedite the Annual Quality Assurance Report for the Academic year 2018-2019 and 2019-2020 in NAAC Portal.
2. To collect and analyse feedback from Students, Teachers, Employers, Alumni and Parents.
3. To collect and analyse Student Satisfaction Survey (SSS) for the Academic year 2018-2019 and 2019-2020
4. Any other matters.

Dinsham
 IQAC, Coordinator

R. Jayaraj
 Chairperson / Principal i/c

Copy to:

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

Meeting of Internal Quality Assurance Cell
Minutes of the 4th meeting held on 5th October, 2020

Venue: *Principal's Chamber*

Time: 11.00 AM (IST)

The following members were present:

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

Items for consideration

Approval of the minutes of third meeting of IQAC held on 02nd August, 2020 Online.

The minutes of the meeting were circulated through IQAC office and the members have confirmed the same.

Item No 1: To expedite process of the Annual Quality Assurance Report for the Academic year 2018-2019.

As briefed and instructed by Dr. R. Jaganath, Principal Vc, to expedite process of the AQAR 2018-2019 for the academic year 2018-2019.

Item No 2: To collect and analyse feedback from Students, Teachers, Employers, Alumni and Parents.

As briefed and instructed by Mr. R. Vishnushanker, IQAC Coordinator, to collect and analyse feedback from Students, teachers, employer, alumni and parents.

Item No 3: To collect and analyse the Student Satisfaction Survey (SSS) - 2018-2019 through Google forms.

Item No 4: To Conduct Ten days staff development programme for Non-Teaching Staff:

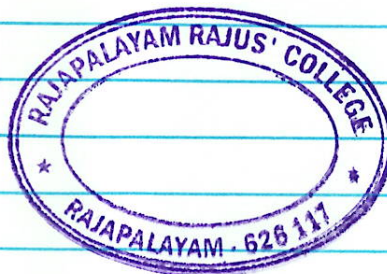
It was resolved to organise Ten days Staff development programme for Non-Teaching Staff on Communicative Skills in month of November 2020.

Item No 5: Initiated to Entrepreneurship Development Cell (EDC) and RED Cell:

It was resolved to start Entrepreneurship Development Cell (EDC) and Rural Entrepreneurship Development Cell (RED) in association with Mahatma Gandhi National Council of Rural Education, Department of Higher Education, Ministry of Education, and Government of India.

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

Prishkumar
Co-ordinator
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



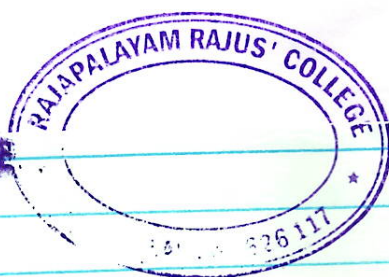
R. Jayaraj
PRINCIPAL i/c
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.

ACTION TAKEN REPORT

Sl. No.	Suggestion	Action to be taken	Person Responsible	Target Date	Status
1.	Uploading of AQAR - 2018 - 2019	Expedite the process to upload the AQAR - 2018 - 2019.	IQAC Coordinator and Team Members	28 th October 2020	Completed
2.	Feedback on Students, Teachers, Employer, Alumni and Parents	Collect and Analyse the Feedback on Students, Teachers, Employer, Alumni and Parents on curriculum.	IQAC Coordinator and Team Members	25 th October 2020	Completed
3.	Student Satisfaction Survey (SSS)	Conducted Student Satisfaction Survey - 2018 - 2019	IQAC Coordinator and Team Members	25 th October 2020	Completed
4.	Ten days staff development programme for Non-Teaching staff	Ten days Staff Development Programme for Non-Teaching Staff on Communicative Skills	IQAC Coordinator and Team Members	03 rd November to 13 th November 2020	Completed
5.	Entrepreneurship Development Cell (EDC) and Rural Entrepreneurship Development Cell (RED)	Initiated EDC Cell and RED Cell in our Institution to promote Entrepreneurial Activities.	Principal	16 th September 2020 & 14 th October 2020	Completed

Rishu
Co-ordinator,
IQAC

RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



N. Jayaraj
Chairperson / Principal i/c

PRINCIPAL i/c
RAJAPALAYAM RAJUS' COLLEGE,
RAJAPALAYAM.



இராஜபாளையம் இராஜீக்கள் கல்லூரி, இராஜபாளையம்
RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM

(A Linguistic Minority Co-Educational Institution, Affiliated to Madurai Kamaraj University)

(Re-Accredited with 'B++' Grade (3rd Cycle) CGPA 2.93 / 4.00 by NAAC)

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



Internal Quality Assurance Cell (IQAC)

Mr. R.Vishnushankar,

Coordinator - IQAC,

Rajapalayam Rajus' College, Rajapalayam.

26.10.2020

Permission Letter

To

The Secretary,
 Rajapalayam Rajus' College,
 Rajapalayam.

Through

The Principal,
 Rajapalayam Rajus' College,
 Rajapalayam.

Respected Sir,

SUB: To organize *Staff Development Programme for Non-Teaching Staff on Communicative Skills* – Reg.

IQAC has planned to organize ten days Staff Development Programme for Non-Teaching Staff on Communicative Skills from **03.11.2020 and 13.11.2020 (Time 3.30 PM to 4.30 PM)** at SMART HALL. 30 Non-Teaching Staff are going to attend the SDP from 03.11.2020 to 13.11.2020 by following all health safety measures such as wearing mask, personal hygiene, social distancing, etc in view of the Covid-19 Pandemic situation. **Dr. C.Ramakrishnan**, Head & Assistant Professor of English, **Dr. M.Muruganantham**, Assistant Professor of English, **Dr. P.R.Suganya**, Assistant Professor of English and **Mrs. Vasudeva raja latha**, Librarian will conduct Staff Development Programme for Non-Teaching Staff.

In this regard, kindly give us permission to organize Staff Development Programme for Non-Teaching Staff on Communicative Skills.

Thanking you

Rajapalayam

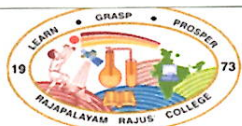
26.10.2020

Yours Faithfully,

R. Vishnushankar
 (R.VISHNUSHANKAR)

*Forwarded to
 secretary
 R. Jay.*

Phone Off: 04563 – 226467, 222767, Website: www.rrc.ac.in Email id: iqacrrc1973@gmail.com



RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM
(A Linguistic Minority Co-Educational Institution, Affiliated to Madurai Kamaraj University)
(Re-Accredited with 'B⁺⁺' Grade (3rd Cycle) CGPA 2.93 / 4.00 by NAAC)

Internal Quality Assurance Cell (IQAC)

Circular

Ref. No.: RRC/IQAC/2020-21/2

24.12.2020

Dear Sir/Madam,

Warm Greetings, on 28.10.2020, we have successfully uploaded the AQAR 2018-19 in NAAC HEI Portal. As we already discussed for implementation of the Plan of action and benchmarks for the fourth cycle of NAAC assessment and accreditation process and preparation of AQAR.

In this regard a meeting is schedule with the Head of the institution to finalise the benchmark for each criteria and kindly check your email dated 29.10.2020 and give your valuable suggestions to implement the same and to prepare a quality benchmarks for each criteria's.

The schedule of the meeting as follows.

Sl. No.	Criterion Heads	Data & Time	Signature
1.	Mrs. S.Deepalakshmi – Criterion I	28.12.2020 (11.00 AM to 12.30 PM)	
2.	Dr. D.Manjula – Criterion III	28.12.2020 (2.30 PM to 4.00 PM)	
3.	Dr. M.Kanagasabapathy – Criterion – III		
4.	Dr. G.Gowri – Criterion III (a)		
5.	Mr. P.R.Ramji – Criterion IV	29.12.2020 (11.00 AM to 12.30 PM)	
6.	Dr. P.R.Suganya – Criterion V	29.12.2020 (2.30 PM to 4.00 PM)	
7.	Dr. C.Ramakrishnan – Criterion VI	30.12.2020 (11.00 AM to 12.30 PM)	
8.	Mrs. S.Manjula Gayathri – Criterion – VII	30.12.2020 (2.30 PM to 4.00 PM)	

R.VISHNUSHANKAR
Coordinator

Dr. R.JAGANATH
Principal i/c



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RAJAPALAYAM – 626117

INTERNAL QUALITY ASSURANCE CELL (IQAC)

19.01.2021

Circular

IQAC members of our college are requested to attend the meeting to be held on **22nd January, 2021** at 11.00 AM at Principal chamber. To discuss the following agenda.

Agenda

1. To Discuss on construction of Archaeological museum at our college.
2. To summarize the process of consolidation of mentor-mentee for the academic year 2020 – 2021.
3. To initiate Institution's Innovation council (IIC) and NISP.
4. To Participate in NIRF Ranking – 2021.
5. To enhance the Internet Bandwidth in our institution.
6. To complete the construction of 100-bedded sports hostel.

Rishu
 19.01.2021
 Co-ordinator, IQAC

R. Jayaraj
 Chairperson / Principal i/c

Copy to:

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

Meeting of Internal Quality Assurance Cell
Minutes of the 5th meeting held on 22nd January, 2021

Venue: *Principal's Chamber*

Time: 11.00 AM (IST)

The following members were present:

1. Dr.R.Jaganath, Principal i/c *R. Jaganath*
2. Mr. N.Ramesh, Vice-Principal *N.Ramesh*
3. Dr.M.Kanagasabapathy Assistant Professor and Coordinator – Research Committee *Dr. M. Kanagasabapathy*
4. Dr.C.Ramakrishnan, HOD & Academic Coordinator – Arts *Dr. C. Ramakrishnan*
5. Dr.S.David Laurence, HOD, Maths *Dr. S. David Laurence*
6. Mrs.Deepalakshmi, HOD, Computer Science (SF) *Mrs. Deepalakshmi*
7. Dr.P.Suriakala, Coordinator for Science Courses *Dr. P. Suriakala*
8. Mr.P.R.Ramji, Controller of Examination *P. R. Ramji*
9. Dr.G.Gowri, Coordinator for Extension Activities *Dr. G. Gowri*
10. Mrs. S.Manjula Gayathri, Assistant Professor *S. Manjula Gayathri*
11. Dr. P.R. Suganya, Assistant Professor *P. R. Suganya*
12. Dr. D.Manjula, Assistant Professor *D. Manjula*
13. Mrs. R.Jayshree, Assistant Professor *R. Jayshree*
14. Dr. R.Bathridevanath, Assistant Professor *Dr. R. Bathridevanath*
15. Mr.R.Jeganathan, Office Superintendent *R. Jeganathan*
16. Mr.R.Vishnushankar, IQAC Coordinator *R. Vishnushankar*
17. Selvi. J.Supraja – III B.Com (R)
18. Selvan. M.Hariprasath – II M.A (History)

Items for Consideration:

Approval of the minutes of Fourth meeting of IBAC held on 5th October, 2020.

The minutes of the meeting were circulated through IBAC office and the members have Confirmed the Same.

Item No 1: To discuss on Construction of Archaeological museum at our college.

It was resolved to recommend the College Governing Council on Construction of Archaeological museum at our College.

Item No 2: To Consolidate the report on mentor-mentee for the academic year 2020-2021

As briefed and instructed by Dr. R. Jaganath, Principal i/c, to Consolidate the report on mentor-mentee for the academic year 2020-2021

Item No 3: To initiate Institution's Innovation Council (IIC) and National Innovation and Start-up policy (NISIP)

It was resolved to initiated Institutions' Innovation Council (IIC) and National Innovation and Startup policy (NISIP) at our College.

Item No 4: To participate in NIRF Ranking -2021:

It was resolved to Collect all data related to NIRF ranking -2021 and upload the same in NIRF portal.

Item No: 5 To enhance the internet Bandwidth in our institution.

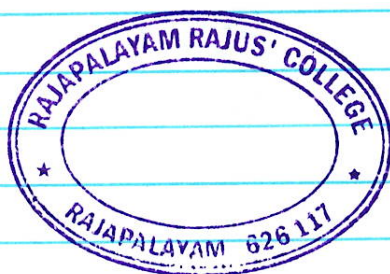
It was resolved to recommend the College Governing Council to enhance the Speed of Internet Bandwidth to 36 Megabits per second.

Item No 6: To Complete the Construction of 100-bedded Sports hostel.

It was resolved to accelerate the Completion of UGC Sponsored 100-bedded Sports hostel in this academic year 2020-2021.

There being no other points to discuss, the meeting was concluded with Vote of Thanks.

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



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

ACTION TAKEN REPORT

Sl. No.	Suggestion	Action to be taken	Person Responsible	Target Date	Status
1.	Construction of Archaeological museum at our college premises	Bhoomi Pooja was performed on 01.02.2021 for construction of Archaeological Museum at our college premises with sponsor from family members of Late Sri.N.R.Alaguraja, Theni.	The Secretary, and College Governing Council Members	August 2021	Completed
2.	Consolidate the report on mentor-mentee	Student Mentoring System (SMS) was implemented to enhance the teacher-student relationship.	IQAC Coordinator and Team Members	March 2021	Completed
3.	Initiate Institution's Innovation Council (IIC)	Institution's Innovation Council was formally launched on 18.02.2021.	Dr.M.Kanaga sabapathy, President, IIC	February 2021	Completed
4.	Participate in NIRF Ranking – 2021	To collect all data related to NIRF Ranking – 2021 and upload DCF in NIRF portal on 19.02.2021	Dr.S.David Laurence, NIRF Coordinator and Committee Members	February 2021	Completed
5.	To enhance the Internet Bandwidth in our institution	Leased line Bandwidth with 36 Megabits per second	The Secretary and College Governing Council Members	February 2021	Completed
6.	To accelerate the completion of 100-bedded Sports Hostel	UGC Sponsored 100-bedded Sports Hostel was completed and Inaugurated on 24.02.2021	The Secretary and College Governing Council Members	February 2021	Completed

Rishu
Co-ordinator,
IQAC

RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



R. Jayaram
Chairperson/Principal i/c

PRINCIPAL i/c
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

05.02.2021

Circular

IQAC has planned to conduct *Student Satisfaction Survey (SSS)* – 2019 – 2020 for present UG second and third year students, PG second year students and also for UG and PG outgoing batch (April 2020). In this regard head of the department are requested to share the *Student Satisfaction Survey (SSS)* – 2019 – 2020 link and encourage the students to participate in this survey.

Student Satisfaction Survey (SSS) - <https://forms.gle/NDPyC8BYPTnq6Au7A>

Prithvi
 05/02/2021
 Co-ordinator, IQAC

R. Jayaraj
 Chairperson / Principal i/c
gms

Copy to HOD's:

1. History – *Q*
2. Commerce – *ER*
3. Physics – *Q*
4. Mathematics – *Q*
5. Chemistry – *NT*
6. Commerce (SF) – *Q*
7. Commerce with Computer Application (SF) – *Q*
8. Computer Science (SF) – *Q*
9. Business Administration (SF) – *Q*
10. Tamil (SF) – *Q*
11. English (SF) – *Q*
12. Mathematics (SF) – *Q*



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: IQAC/2020-21/5

01.03.2021

Circular

The IQAC members of our college are requested to attend the meeting on **06th March, 2021** at 2.30 PM in the IQAC office to discuss the following agenda.

Agenda

1. To expedite the Annual Quality Assurance Report for the Academic year 2019-2020 at NAAC Portal.
2. To collect and analyse feedback from Students, Teachers, Employers and Alumni.
3. To collect and analyse Student Satisfaction Survey (SSS) for the Academic year 2019-2020.
4. To discuss on a draft of Quality Benchmarks for NAAC – IV (A Master plan to improve quality) on 7 criterions in NAAC (Revised assessment and accreditation (A&A) Framework.
5. Any other matters.

R. Jayaraj
 01/03/2021
 Co-ordinator
 IQAC

R. Jayaraj
 Chairperson / Principal i/c

Copy to:

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

INTERNAL QUALITY ASSURANCE CELL**COMMITTEE MEMBERS – 2020-2021****Chairperson**

Dr. R.Jaganath – *Principal i/c*

Senior Administrative Officers

Mr. N.Ramesh – *Vice – Principal* NR

Dr. M.Kanagasabapathy, Assistant Professor and Coordinator – *Research Committee* MK

Dr. C.Ramakrishnan, Head, Department of English & Academic Coordinator – *Arts* CR

Mr. R.Jaganathan, Office Superintendent RJ

Senior Teachers

Dr.S.David Laurence, Assistant Professor & Head, Department of Mathematics DL

Dr. G.Gowri, Assistant Professor & Coordinator – *Extension Activities* GG

Mr. P.R.Ramji, Assistant Professor & Controller of Examinations P.R.Ramji

Mrs. S.Manjula Gayathri, Assistant Professor SMG

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

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

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

Mrs. R.Jayshree, Assistant Professor RJ

Dr. R.Bathridevanath, Assistant Professor RB

Management Representative

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

Nominee from Employers

Sri. M.A. Thirupathi raja – *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

Selvi. J.Supraja – *III B.Com (R)*

Selvan. M.Hariprasath – *II M.A (History)*

Coordinator of the IQAC

Mr. R.Vishnushankar – *Assistant Professor* RV

Meeting of Internal Quality Assurance Cell

Minutes of 6th meeting held on 6th March, 2021

Venue:- Principal's Chamber

Time: 2.30pm (IST)

The following members were present:-

- 1) Dr. R. Jagannath - Principal i/c. R. Jagannath
- 2) Mr. N. Ramesh - Vice-Principal. N. Ramesh
- 3) Dr. M. Kanagasabapathi - Assistant Professor & Coordinator - Research Committee. M. Kanagasabapathi
- 4) Dr. C. Ramakrishnan - HOD & Academic Coordinator - Arts. C. Ramakrishnan
- 5) Dr. S. David Lawrence - HOD, Maths. S. David Lawrence
- 6) Mrs. Deepalakshmi - HOD, Computer Science. Deepalakshmi
- 7) Dr. P. Suriakala - Coordinator for Sciences Courses. P. Suriakala
- 8) Mr. P. R. Ramji - Controller of Examination. P. R. Ramji
- 9) Dr. G. Gowri - Coordinator of Extension Activities. G. Gowri
- 10) Mrs. S. Manjula Gayathri - Assistant Professor. S. Manjula Gayathri
- 11) Dr. P. R. Suganya - Assistant Professor. P. R. Suganya
- 12) Dr. D. Manjula - Assistant Professor. D. Manjula
- 13) Mrs. R. Jayashree - Assistant Professor. R. Jayashree

14) Dr. R. Balaidevanam - Assistant Professor.

15) Mr. R. Jaganathan - Office Superintendent *Pyank*

16) Mr. R. VISHNUSHANKAR - IQAC Coordinator. *Prishum*

Items for Considerations:-

Approval of the Minutes of Fifth meeting of IQAC held on 22nd January, 2021.

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

Item No: 1 :- To expedite Process of the Annual Quality Assurance Report for the Academic year 2019-2020.

As briefed and instructed by Dr. R. Jaganathan, Principal to upload the AQAR 2019-2020 in NAAC portal.

Item No: 2 :- To collect and Analyse feedback from Students, Teachers, Employers & Alumni.

As briefed & instructed by Mr. R. Vishnushankar, IQAC Coordinator, to collect and Analyse feedback from Students, Teachers, employers and Alumni.

Item No: 3 :- To collect and Analyse the Student Satisfaction Survey (SSS) - 2019-2020.

It was resolved to collect and Analyse the SSS - 2019-2020 through Google forms.

Item No: 4 : To discuss on a draft of Quality Benchmarks for NAAC - Tu (A master plan to improve Quality) on 7 Criteria in NAAC (Revised Assessment and Accreditation (AAA) Framework)

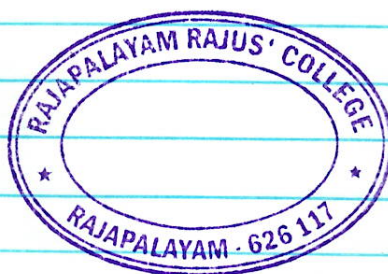
It was resolved to implement the Quality Benchmarks for NAAC - Tu (A master plan to improve Quality) on 7 Criteria in NAAC (Revised Assessment & Accreditation AAA framework from the Academic year 2021-2022

Item No: 5 : To render the support from Alumni to increase the infrastructure facilities.

It was resolved to complete the ^{Construction} ~~Contribution~~ of Alumni Association Auditorium (AAA).

~~Item No: 6~~ :- There being no other points to discuss, the Meeting was concluded with Vote of thanks.

P. S. Srinivas
Co-Ordinator, IQAC
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



R. Srinivas
PRINCIPAL *etc.*
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

30.03.2021

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 (2019 – 2020). In this regard faculty members are requested to give your feedback on curriculum (2019 – 2020) on or before 5th April 2021.

Teachers Feedback on Curriculum) – <https://forms.gle/MabT5g18QuYu3zdg7>

[Signature]
 Co-ordinator
 IQAC
[Red Stamp]

[Signature]
 Chairperson / Principal

To

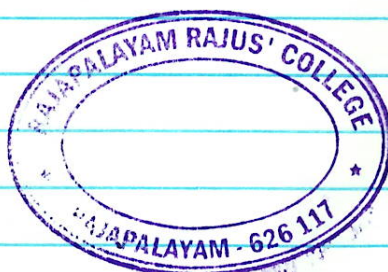
All faculty members (Regular, Self-Finance & PTA Staffs)

RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM

Subject: Teachers feedback on Curriculum - 2019-2020 Date: 30.08.2021.

TEACHING STAFF- AIDED					
ENGLISH	HISTORY	COMMERCE	MATHS	PHYSICS	CHEMISTRY
CR	DV	ELR	SDL	SSS	NR
MM	KR	AS	RRL	KSR	MKS
PRS	RJ	RVS	MVS	MR	GS
CPS	DEJ	GG	KLP	PS	TUS
	BK	SMG	MMH	SK	
TAMIL			ECONOMICS	LIBRARY	PHY.EDU
VK	RJS	DM	SCN	VL	LM
SS	SL	RV			
SS	RS	RR			
SS	PRR	AB			
		RS			
TEACHING STAFF- SELF-FINANCE					
ENGLISH	BBA	COMMERCE	CA	COMP.SCI	TAMIL
TM	SKK	RAJ	AGV	SD	KKP
TUP	ML	AM	LP	MGK	PR
BMI	RR	AG		DS	CM
MSU	AAK	MSR	ARK	BMI	SLA
KGS	PSI	RMG	TB	AN	DG
EM	MATHS	SJ	MUM	MKV	RGA
KM	MK	LR	RG	SP	KVD
RGA	DJ		VGK	VSK	PHY.EDU
PVD	MML		AAS		BA
BMT	RSD		GA		CHEMISTRY
RBD	RMG		SRS		RAK(PTA)
C.K	MS		TK		
	LPR		VC		
	RL				

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



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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

30.03.2021

Circular

Students Feedback on Curriculum

IQAC has planned to conduct *Students Feedback on Curriculum* for the academic year (2019 – 2020). 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 and All PG Second Year Students.

Students Feedback on Curriculum) – <https://forms.gle/Mm1SSDfhbuzoCBYRA>

[Signature]
 Co-ordinator
 IQAC

[Red Stamp]

[Signature]
 Chairperson / Principal etc.

Note: All UG Second and Third Year Students and All PG Second Year Students.



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Sl.No.	Regular Departments	
	Class	Signature
1	II B.A (History)	P.R. Jip
2	III B.A (History)	De
3	II B.Com (R)	Am
4	III B.Com (R)	As
5	II B.SC (Physics)	L
6	III B.SC (Physics)	L
7	II B.SC (Chemistry)	b
8	III B.SC (Chemistry)	b
9	II B.SC (Maths)	e
10	III B.SC (Maths)	e
11	II M.Com	for Am
12	II M.A (History)	dy

Sl.No.	Self-finance Departments	
	Class	Signature
1	II B.Com (SF) - 'A'	Dev
2	II B.Com (SF) - 'B'	Dev
3	III B.Com (SF) - 'A'	Dev
4	III B.Com (SF) - 'B'	Dev
5	II B.Com (CA) - 'A'	kg
6	II B.Com (CA) - 'B'	kg
7	III B.Com (CA) - 'A'	kg
8	III B.Com (CA) - 'B'	kg
9	II B.SC (Comp. Science)	Py
10	III B.SC (Comp. Science)	Py
11	II B.B.A	Kam
12	III B.B.A	Kam
13	II B.A (English)	P. hst
14	III B.A (English)	P. hst
15	II B.A (Tamil)	Nar
16	III B.A (Tamil)	h
17	II B.SC (Maths) - SF	NA
18	III B.SC (Maths) - SF	NA
19	II M.SC (Comp. Science)	Py
20	II M.Com (CA)	Am
21	II M.A (English)	P. hst
22	II M.Sc (Maths)	NA

Rishim
Co-ordinator, IQA
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



R. Jayaraj
PRINCIPAL
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.

ACTION TAKEN REPORT - For 6th Meeting held on 6th March, 2021

Sl. No.	Suggestion	Action to be taken	Person Responsible	Target Date	Status
1.	Uploading of AQAR – 2019 - 2020	Expedite the process to upload the AQAR – 2019 – 2020.	IQAC Coordinator and Team Members	30 th August 2021	Completed
2.	Feedback on Students, Teachers, Employer and Alumni	Collect and Analyse the Feedback on Students, Teachers, Employer and Alumni on curriculum.	IQAC Coordinator and Team Members	30 th March, 2021	Completed
3.	Student Satisfaction Survey (SSS)	Conducted Student Satisfaction Survey – 2019 – 2020	IQAC Coordinator and Team Members	30 th March 2021	Completed
4.	A draft of Quality Benchmarks for NAAC – IV (A Master Plan to improve quality) on 7 Criteria in NAAC (Revised Assessment and Accreditation (A&A) Framework	To implement the Quality Benchmarks for NAAC – IV (A Master Plan to improve quality) on 7 Criteria in NAAC (Revised Assessment and Accreditation (A&A) Framework	Heads of all departments and all teaching faculty	Academic Year 2021 – 2022	On-Progress
5.	Render the support from Alumni to increase the infrastructure facilities	To complete the construction of Alumni Association Auditorium (AAA). As on 31.03.2021 Rajapalayam Rajus' College Alumni Association, Alumni contributed Rs.17,95,974	The President, the Secretary, the Treasurer and all the Executive members	April 2022	On-Progress

Rishmi
Co-ordinator,
IQAC

RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



P. Jayaraj
Chairperson / Principal

PRINCIPAL
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: IQAC/2020-21/6

10.05.2021

Circular

The following staff members are requested to attend online meeting (Google Meet) on 11.05.2021 at 10.30 AM. Google Meeting Link: <https://meet.google.com/gwj-ifcg-mkc>

Agenda

Career Advancement Scheme (CAS) – Rs. 6000 to Rs.7000 Grade Pay.

R. Jayaraj
 Chairperson / Principal i/c

Copy to:

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

To Staff Members:

1. Dr. B.Kandasamy – History	8. Dr. P.Suriakala – Physics
2. Mr. R.Vishnushankar – Commerce	9. Dr. S.Kalavathy - Physics
3. Dr. G.Gowri – Commerce	10. Dr. T.Umasankaraswari – Chemistry
4. Mrs. S.Manjula Gayathri - Commerce	11. Mrs. R.Ramalakshmi - Mathematics
5. Dr. D.Manjula – Commerce	12. Dr. V.Kalathai – Tamil
6. Mrs. R.Vinitha - Commerce	13. Mrs. Vasudeva raja latha - Library
7. Dr. M.Raja – Physics	

Meeting of Internal Quality Assurance Cell

Minutes of 7th Meeting held on 11.05.2021 online

Mode :- Google Meet

Time : 10.30 am

Link :- <https://meet.google.com/gwj-ifcg-mkc>

The following members were present:-

1. Dr. R. Jagannath - Principal *Dr. Jagannath*
2. Mr. N. Ramesh - Vice-Principal. *N.R.*
3. Dr. C. Ramakrishnan - Head, Department of English & Academic Coordinator - Arts. *X*
4. Dr. P. Suriakala - Assistant Professor & Academic Coordinator - Science *P.*
5. Dr. B. Kandasamy - Assistant Professor. *B.K.*
6. Mr. R. Vishnu Shankar - Assistant Professor & IQAC Coordinator - Right *R.V.S.*
7. Dr. G. Gowri - Assistant Professor & Extension Activities - Coordinator. *G.*
8. Mrs. S. Manjula Jayathri - Assistant Professor. *M.J.*
9. Dr. D. Manjula - Assistant Professor & Dy. Coordinator - Research Committee *D.M.*
10. Mrs. R. Vinitha - Assistant Professor. *V.*
11. Dr. M. Raja - Assistant Professor *M.R.*
12. Dr. S. Kalavathy - Assistant Professor. *S.K.*

13. Dr. T. Uma Sankarasubari - Assistant Professor. *RS*

14. Mrs. R. Ramalakshmi - Assistant Professor. *RS*

15. Dr. V. Kalithurai - Assistant Professor & Head, Department of Tamil (R). *RS*

16. Mrs. Vasudevaraja Latha - Assistant Professor, Department of Library. *RS*

17.

Items for Considerations:-

Approval of the Minutes of Sixth Meeting of IQAC circulated through e-mail, and the members have confirmed the same.

Item No: 1 :- Career Advancement Scheme (CAS) - Rs. 6000 - Rs. 7000 Grade pay.

As briefed and instructed by Dr. R. Jagannath, Principal-in-charge, Submission of filled application form for Promotion under Career Advancement Scheme of the VHC for college Teachers (Senior Assistant Professor, pay level 10 to 11 Rs. 6000 - Rs. 7000) Grade pay under CAS of VHC Regulation, 2018.

It includes Part - A :- General information and Academic Background.

Part - B :- Academic Performance Indicators (API)

a) Category I : Teaching

b) Category II : Involvement in the students related/ research activities.

There being No other points to discuss, the Meeting was concluded with Vote of Thanks!

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



R. Jagannath
PRINCIPAL
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



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(A Linguistic Minority Co-Educational Institution & Affiliated to Madurai Kamaraj University)
(Re-Accredited with 'B++' Grade CGPA 2.93 / 4.00 by NAAC)

RAJAPALAYAM - 626117

Plan of Action & Action Taken Report 2020 - 2021

Plan of Action	Action Taken report
To recommend the introduction of new UG Programme	B.Com (Professional Accounting) was introduced.
To conduct of Faculty Development Programme and Webinars	Six Faculty Development Programmes and Three webinars were organized for Teaching and Non-Teaching staff for the Academic year 2020 - 2021.
To enhance the internet bandwidth.	Leased line bandwidth with 36 MBPS was provided.
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.
Online classes for all UG and PG Programmes	Due to Pandemic situation in the academic year 2020 - 2021, Online Classes were initiated for all UG and PG programs using Google Meet and video tutorials in YouTube.
Orientation Programmes for Students	Orientation program was organized for all first year students on 05 th September 2020.
To complete the construction of UGC Sponsored 100-bedded sports hostel.	UGC Sponsored 100 - Bedded Sports Hostel construction was completed and inaugurated on 24.02.2021
To render the support from Alumni to increase the infrastructure facilities	Partial completion of construction of Alumni Association Auditorium and Rs.17,94,974 was contributed by Rajapalayam Rajus' College Alumni Association as on 31 st March 2021.
To extend the subscription for INFLIBNET.	The Institution is an active subscriber of e-Shodh Sindhu - N LIST under INFLIBNET (Ministry of Human Resource Development) as well as became the NDLI Club Partner in National Digital Library of India.
Coaching classes for the students to get admission at top ranked institutes must be conducted.	Coaching classes for IIT-JAM for M.Sc. Physics and Chemistry admission, UGC-JRF for Ph.D admission were conducted for toppers.
To conduct more carrier-oriented certificate courses for students	About 16 career oriented / technical certificate courses were conducted to increase the employability skills among the students in the academic year.
Submission of AQAR 2018 - 2019	Online submission of AQAR in NAAC portal and uploaded the same in the college website.
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 Benchmark for NAAC - IV A Master Plan to improve quality on 7 Criteria in NAAC (Revised Assessment and Accreditation (A&A) Framework



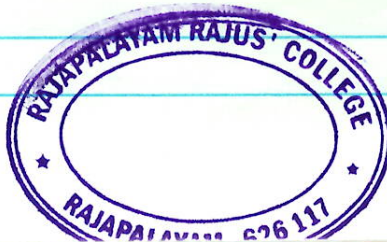
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Initiated Entrepreneurship Development Cell and Rural Entrepreneurship Development Cell (RED Cell)	EDC and RED Cell were initiated on 16 th September 2020 and 14 th October 2020 respectively to promote the entrepreneurial skills among the students. Mr.A.Surendran, Assistant Professor of Commerce is Coordinator of EDC and RED Cell.
Initiated Institution's Innovation Council (IIC)	<p>Institution's Innovation Council was launched on 18.02.2021. Dr.M.Kanagasabapathy, was President of IIC. Rajapalayam Rajus' College IIC conducted 13 IIC Calendar Activities, 5 MIC Driven Activities and 8 Self - Driven Activities for the academic year 2020 - 2021.</p> <p>Five Students participated in National RSM-HACKATHON-S-2021 Competition organized by Faculty of Information Technology, Rajarshri Shahu Mahavidyalaya (Autonomous), Latur on 12.07.2021 and won III prize with Cash award of Rs.5000 and Our institution nominated by MIC to conduct impact Lecture series.</p> <p>Our Institution secured 3.5 Star Rating in Institution's Innovation Council (2020 - 2021).</p>
Career Advancement Schemes (CAS) for Regular teaching staff	23 Regular faculty has 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) and Associate Professor (Rs.8000 - Rs.9000).
Participation in NIRF Ranking - 2021	The Institution uploaded DCS data in NIRF portal on 19.02.2021
Construction of Archaeological Museum at college premises	Construction of Archaeological Museum was completed and inaugurated on 06.08.2021
Mentor - Mentee System	Student Mentoring System (SMS) was implemented to enhance the teacher-student relationship.
Upgrading ICT tools such as computers, software, copiers etc.	Rs.3,17,315 was spent on upgradation of ICT tools in the campus.
Green Campus - Greenery Strategy in Campus	<p>Planted more than 89 saplings of deciduous trees, coniferous trees and fruits trees by covering a total area of 4046.86 sq. meters.</p> <p>Nature club organized more than 10 webinars to create awareness on environment for students, faculty members and public.</p> <p>Herbal garden is spread over 1500 sq. m of land and consists of exquisite collection of rare herbs, plants and trees.</p>

R. Srinivasan
Co-ordinator, IQAC
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



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