



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)

E-mail: rrc1973@gmail.com website: www.rrc.ac.in Phone: 04563 - 222767 Fax: 04563 - 226467

INTERNAL QUALITY ASSURANCE CELL

COMMITTEE MEMBERS – 2023 - 2024

Chairperson

Dr. D. Venkateswaran – Principal

Co-ordinator

Dr. P.R. Suganya – Assistant Professor of English.

Management Representative

Dr. S. Singaraj – Secretary, College Governing Council.

Nominee from Employer

Sri. K.G. Prakash – President, College Governing Council.

Senior Teachers

Mr. N. Ramesh	-	Head, Department of Chemistry.
Dr. M. Kanagasabapathy	-	Assistant Professor of Chemistry.
Dr. Vasudheva Raja Latha	-	Librarian.
Mr. A. Gnanavelayutham	-	Head, Department of Commerce (CA).
Dr. D. Manjula	-	Assistant Professor of Commerce.
Dr. B. Kandasamy	-	Assistant Professor of History.
Ms. A. Bhuvaneshwari	-	Assistant Professor of Commerce.
Mr. M. Vishnusankar	-	Assistant Professor of Mathematics.
Mrs. M. Maheswari	-	Assistant Professor of Mathematics.
Dr. M. Lakshmi	-	Assistant Professor of Business Administration.
Mr. S.S. Ravichandran	-	Office Superintendent.

Nominee from Alumni

Dr. S. Muthukrishnan – President, Alumni Association.

Nominee from Industrialists/Local Society/Stakeholders

Mr. K.R. Dharmakrishna Raja	-	Industrialist.
Mr. P. S. Srengan	-	Local Society.
Sri. K.S. Jeganatha Raja	-	Stakeholder.

Nominee from Students

Ms. M. Gayathri,	-	II M.Com.
Ms. S. Sahasrashree	-	II B.Sc., Physics.
Mr. S. Hariharan	-	I B.Sc., Chemistry

D. Venkateswar

PRINCIPAL
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



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INTERNAL QUALITY ASSURANCE CELL

Circular

Date: 01.06.2023

A meeting of IQAC for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) is scheduled on 05.06.2023 at 3.00 p.m.

Venue - Principal's chamber

Agenda

1. Submission of AQAR 2021-2022
2. Composition of IQAC members 2023-2024
3. Orientation Programme (SIP) for the first year students
4. Continuation of Zero hour in accordance with NEP 2020
5. Policy making document for all clubs and committees and updating the website
6. ERP to be used for teacher's classroom activity (instead of academic diary)
7. Department wise Criteria in charge list to be submitted.
8. Preparation and documentation of AQAR 2022-2023 by the end of July 30, 2023.
9. Circulation of feedback link for teachers, alumni and employer
10. Publication of book chapters / books with ISBN, ISSN
11. Any other matter

Coordinator IQAC
Co-ordinator

Internal Quality Assurance Cell
Rajapalayam Rajus' College
Rajapalayam.

Chairperson / Principal

PRINCIPAL,
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.

IQAC Members

- | | |
|---------------------------|-------------------------|
| 1. Mr. N. Ramesh | 7. Ms. A. Bhuvaneshwari |
| 2. Dr. M. Kanagasabapathy | 8. Mr. M. Vithasankar |
| 3. Dr. Vamdevakaja Sathya | 9. Dr. M. Lakshmi |
| 4. Mr. A. Anandakrishnan | 10. Mr. S. S. Sankar |
| 5. Dr. D. Manjula | 11. Ms. M. Maheshwari |
| 6. Dr. B. Kandasamy | |

Minutes of the Meeting

Minutes of the first meeting with the IQAC team held on 01.06.2023 at the Principal's chamber.

Agenda 1 :

Submission of AQAR 2021-2022

It was decided to submit the AQAR 2021-2022 by the end of June 2022.

Agenda 2 :

Composition of IQAC members 2023-2024.

The IQAC members for 2023-2024 were nominated and welcomed for the first meeting with the consent of the Management and the chairperson.

Agenda 3 :

Orientation Programme (SIP)

Students Induction Programme is to be organised as per the plan with Dr. C. Ramakrishnan, Head, Associate Professor of English, as the convener.

Agenda 4 :

Zero hour

It has been resolved to continue the zeroth hour in order to carryover the activities and plans ensuring the quality enhancement and sustenance of capacity and skill enhancement programmes.

Agenda 5 :

Policy-making.

It has been resolved to frame policies for each club and committees and cells with its vision, mission and objectives and to upload in the website by the coordinators concerned.

Agenda No: 6.

Updation of ERP.

Along with the Teacher's academic diary maintenance, it has been decided to update the Enterprise Resource Planning with Teacher's classroom activity.

Agenda No: 7.

Departmental Criteria In-charges.

It has been decided to allot a member for each criteria department wise to collect, arrange and upload the data to the concerned email IDs.

Agenda No: 8

AQAR 2022-2023.

It was decided to prepare and document the activities of the academic year 2022-2023. And also to collect the data for AQAR preparation.

Agenda No: 9

Feedback Forms.

The feedback links for teachers, alumni and employers are to be filled up and send the submitted link to the mail ID for analysis.

Agenda No: 10

Publication of ISBN books/Book Chapters.

It has been resolved to publish books with ISBN and book chapters by all the staff members to improve the research activities.

Any other matter:

It has been discussed to prepare the Plan of Action for the academic year 2023-2024 by all the departments and submit to the Principal. With all these matters and resolutions the meeting ended with the IQAC's co-ordinator's vote of thanks. The following members were present and resolutions were passed.

Mr. N. Ramesh N.

Dr. M. Kanagasabapathy

Dr. Vandana Raja Lakshmi

Mr. A. Gnanavelayutham

Dr. D. Manjula

Dr. B. Kandasamy

Ms. A. Bhuvaneshwari

Mr. M. Vishnukumar

Dr. M. Lakshmi

Mr. S. S. Rameshchandra

Mrs. M. Maheshwari

Co-ordinator

Co-ordinator

Internal Quality Assurance Cell

Rajapalayam Rajus' College

Rajapalayam.

Principal.

PRINCIPAL,

RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



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Website: www.rrc.ac.in, Email: Iqac@rrc.ac.in



INTERNAL QUALITY ASSURANCE CELL (IQAC)

08.06.2023

Circular

Employer Feedback on Curriculum

IQAC has planned to conduct **Employer Feedback on Curriculum** for the academic year (2022 – 2023). In this regard the President, the Secretary and members of the College Governing Council are requested to give their feedback on the curriculum.

Employer Feedback on Curriculum – <https://forms.gle/yFxr45hQ894wXi5A>

P. R. Iyengar
Co-ordinator

Co-ordinator

**Internal Quality Assurance Cell
Rajapalayam Rajus' College
Rajapalayam.**

Copy to:

1. **Sri. K.G.Prakash**, President, College Governing Council.
2. **Dr. S.Singaraj**, Secretary, College Governing Council.
3. **Sri. K.R.Dharmakrishna Raja**, Member, College Governing Council.
4. **Sri. N.S.Ramakrishnan**, Member, College Governing Council.
5. **Dr. S.Subramanian** Member, College Governing Council.
6. **Sri. P.S.Srirengan**, Member, College Governing Council.
7. **Sri. K.S.Jaganatha Raja**, Member, College Governing Council.
8. **Dr. D.Venkateswaran**, Ex-officio Member, College Governing Council.

D. Venkateswamy
Chairperson / Principal
PRINCIPAL,
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



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Internal Quality Assurance Cell

C I R C U L A R

Date: 21.06.2023

The Students Induction Programme for the first year students will be organised for three days commencing from 26.06.2023 to 28.06.2023. The Schedule for the programme is as follows:

Day	Session	All I Year
26.06.2023	Forenoon	Institutional Orientation
	Afternoon	Mentor Mentee
27.06.2023	Forenoon	Departmental Orientation
	Afternoon	Bridge Course
28.06.2023	Forenoon	Guest Lecture
	Afternoon	College Local Visit

To

Vice-Principal

Self-Finance Co-coordinator

HODs

History

B.Com (C.A.)

Mathematics (PG)

Convener

Commerce

B.Com (S.F.)

B. A. (Tamil)

Coordinator-IQAC

Co-ordinator
Internal Quality Assurance Cell
Rajapalayam Rajus' College
Rajapalayam,

Mathematics

B.Com (PA)

B.A. (English)

Physics

BBA

Chemistry

B.Sc (C.S.)

Principal/Chairperson

PRINCIPAL,
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM,



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Date: 12.06.2023

INTERNAL QUALITY ASSURANCE CELL

Circular

A meeting of IQAC for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) is scheduled on 13.06.2023 at 3.00 p.m.

Venue - Principal's chamber

Agenda

1. PDP for Non-teaching Staff
2. FDP for Teaching Faculty
3. International Yoga Day Celebration
4. Editing of AQAR 2021-2022
5. Certificate courses through SWAYAM, MOOCS, NPTEL
6. Any other matter.

P. R. L. Jeyaraj
Coordinator, IQAC

Internal Quality Assurance Cell
Rajapalayam Rajus' College
Rajapalayam.

D. Ve. Kateswary
Chairperson / Principal
PRINCIPAL,
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.

1. Mr. N. Ramesh N. *N. Ramesh*
2. Dr. M. Karagasabapathy *M. Karagasabapathy*
3. Dr. Vanidharaja Latha *Dr. Vanidharaja Latha*
4. Mr. A. Gnaneselayutham *A. Gnaneselayutham*
5. Dr. D. Manjula *Dr. D. Manjula*
6. Dr. B. Kandasamy *Dr. B. Kandasamy*

7. Ms. A. Bhuvaneshwari *A. Bhuvaneshwari*
8. Ms. M. Vishnusanakar *M. Vishnusanakar*
9. Dr. M. Lakshmi *Dr. M. Lakshmi*
10. Mr. S. S. Ravi Chandran *S. S. Ravi Chandran*
11. Mrs. H. Maheshwari *Mrs. H. Maheshwari*

Minutes of the Meeting

Minutes of the Second meeting with the IQAC members held on 12.06.2023 at the Principal's chamber.

The following members were present and the resolutions were made.

- | | |
|-----------------------------|------------------------------|
| 1. Mr. N. Ramesh N/R | 7. Mrs. A. Bhuvanawari R |
| 2. Dr. M. Karigasabapathy R | 8. Mr. M. Vishnucanaka RPS |
| 3. Dr. Vandana Raja R | 9. Dr. M. Lakshmi R |
| 4. Mr. A. Ganavelayutham R | 10. Mr. S. S. Ranichandran R |
| 5. Dr. D. Manjula R | 11. Mrs. M. Maheswari R |
| 6. Dr. B. Kandasamy R | |

Agenda No: 1

Professional Development Programme.

The Professional Development Programme for support staff was decided to be organized by the IQAC in the month of June for five days.

Agenda No: 2

Faculty Development Programme

A five-day faculty development programme for the teaching fraternity was resolved to be organized in the beginning of the academic year by the IQAC.

Agenda No: 3

International Yoga Day Celebration

It was resolved to celebrate the International Yoga Day on 21.06.2023 in collaboration with the Government Hospital, Rajapalayam.

Agenda No: 4.

Editing of AQAR 2021-2022.

It was resolved to carry over the correction and review of the same to be done before resubmission of AQAR 2021-2022.

Agenda No: 5

MOOCs Courses.

It was decided to encourage the students to enrol in the MOOCs certificate courses offered by NPTEL.

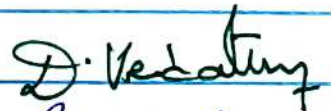
As there were no further matters for discussion the meeting ended with the vote of thanks.



Co-ordinator

Co-ordinator

Internal Quality Assurance Cell
Rajapalayam Rajus' College
Rajapalayam.



Principal

PRINCIPAL,

RAJAPALAYAM RAJUS' COLLEGE
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Date: 08.08.2023

INTERNAL QUALITY ASSURANCE CELL

Circular

A meeting of IQAC for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) is scheduled on 09.08.2023 at 3.00 p.m.

Agenda

1. FDP in collaboration with R&D and Library Science
2. Preparation of AQAR 2022-2023
3. Registration in SWAYAM online certificate courses
4. Internal Assessment Test
5. Annual Budget for 2023-2024
6. Any other matter.

S. R. L. Jeyaraj
Coordinator, IQAC
Co-ordinator

Internal Quality Assurance Cell
Rajapalayam Rajus' College
Rajapalayam.

D. Venkateswamy
Chairperson / Principal

PRINCIPAL,
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.

1. Mr. N. Ramesh N
2. Dr. M. Kanagasakapathy
3. Dr. V. Subudaya Raju Sathya
4. Mr. A. Gnanavelayutham
5. Dr. D. Manjula
6. Dr. B. Kandasamy

7. Mr. A. Bhuvaneshwari
8. Mr. M. Vishnusaikar
9. Dr. M. Lakshmi
10. Mr. S. S. Ravichandran
11. Mrs. M. Maheshwari

Minutes of the Meeting

Minutes of the third meeting with the IQAC team held on 09.08.2023 at 3:00pm @ the Principal's chamber.

The following members were present and the resolutions were passed.

1. Mr. N. Ramesh NTR
2. Dr. M. Karagasubapathy
3. Dr. Vandevakaja Petha
4. Mr. A. Govarajayutham
5. Dr. D. Manjula
6. Dr. B. Sadasamy
7. Mrs. A. Bhuvaneshwari
8. Mr. M. Vishnusankar
9. Dr. M. Lakshmi
10. Mr. S. S. Parichandran
11. Mrs. M. Maheshwari

Agenda Item No: 1.

As a part of the career development programme an FDP for five days in collaboration with Research and Development Cell and the Department of Library Science was planned to organize at the end of the odd semester.

Agenda Item No: 2.

It was decided to hasten the preparation of files and documents for AQAR 2022-2023. The members of the IQAC team are to be given flexibility in arrangements of classes for the process to be continued.

Agenda Item No: 3

It was resolved to encourage the students of all the Departments to get registered in Mooc courses and complete the same for their academic pursuits.

Agenda Item No: 4

It was decided to conduct the Internal Test I in the mid of August 2023. Question papers setting and submission to be

formulated at the stipulated time.

Item No : 5

As a part of the academic activities, all the Departments are enforced to submit their plan of action and the annual budget for the odd and even semesters by the end of the month.

As there were no other matters for discussion, the meeting came to a close by with the vote of thanks.

P. R. Iyer

CO-ordinator - IQAC
Co-ordinator

Internal Quality Assurance Cell
Rajapalayam Rajus' College
Rajapalayam.

D. Venkatesh

PRINCIPAL

PRINCIPAL,
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.



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Date: 04.09.2023

INTERNAL QUALITY ASSURANCE CELL

Circular

A meeting is scheduled on 07.09.2023 at 3.00 p.m. at the Principal's Chamber.
All the members of the IQAC are asked to attend the same.

Agenda

1. Internal Academic Audit of AQAR 2022-2023
2. To initiate the file preparation from the year 2019-till date
3. Green, Environment and Energy Audit
4. Any other matter.

P. R. J. J. J.
Coordinator IQAC

Internal Quality Assurance Cell
Rajapalayam Rajus' College
Rajapalayam.

D. Venkateswamy
Chairperson / Principal

PRINCIPAL,
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.

1. Mr. N. Ramesh N.R.
2. Dr. M. Kanagasabapathy M.
3. Dr. Vandevakaja Lakshmi A.
4. Mr. A. Ganavelayutham A.
5. Dr. D. Manjula Shrinath A.
6. Dr. B. Kandasamy D.

7. Mrs. A. Bhuvaneshwari - A.
8. Ms. M. Vishnukanthar. M.R.
9. Dr. M. Lakshmi A.
10. Mr. S. S. Ravichandran A.
11. Mrs. M. Maheshwari. A.

Minutes of the Meeting

Minutes of the fourth meeting held on 07.09.2023 at 3:00 p.m. @ the Principal's chamber.

Members present:

1. Mr. N. Ramesh N
2. Dr. H. Karagasabapathy
3. Dr. Varadaraaja
4. Mr. A. Gnanavelayutham
5. Dr. D. Manjula
6. Dr. B. Kandasamy
7. Mrs. A. Bhuvaneshwari
8. Mr. M. Vishnusankar
9. Dr. M. Lakshmi
10. Mr. S.S. Ravichandran
11. Mrs. M. Maheshwari

Resolutions Passed:

Agenda Item No: 1

It was resolved to conduct AAA of 2022-2023 for both academic and Administrative and Extension activities on 19.09.2023 and 27.09.2023 respectively.

Agenda Item No: 2

It was decided to update the data regularly and also to prepare the files from 2015 to till date so that the Departments may be ready for the AAA visit appropriately.

Agenda Item No: 3.

It was resolved to conduct the Green, Environment and Energy audits ^{with} by the consent of the management by the external agencies.

Any other matter:

It was resolved to prepare the files and other documents related to AQAR 2022-2023 at the earliest.

The meeting ended with the vote of thanks.

D. Venkatesh
PRINCIPAL



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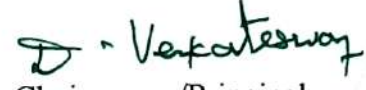
INTERNAL QUALITY ASSURANCE CELL

07.09.2023

Circular

As a pre-requisite for NAAC Re-accreditation, the IQAC plans to conduct the Academic and Administrative Audit for this year also and the Committee constituted for this purpose plans to visit the Departments on 19.09.2023. Henceforth, it is requested to document the files from the year 2019 to till date as per the DVV (Data Verification and Validation).


Coordinator
Internal Quality Assurance Cell
Rajapalayam Rajus' College
Rajapalayam.


Chairperson/Principal
PRINCIPAL,
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.

To

Vice-Principal 

Self-Finance Co-coordinator 

HODs

History 

Commerce 

Mathematics 

Physics 

Chemistry 

B.Com (C.A.) 

B.Com (S.F.) 

B.Com (PA) 

BBA 

B.Sc (C.S.) 

Mathematics (PG) 

B. A. (Tamil) 

B.A. (English) 



RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM

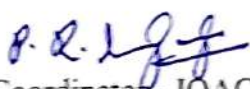
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INTERNAL QUALITY ASSURANCE CELL

12.09.2023

Circular

As a pre-requisite for NAAC Re-accreditation, the IQAC plans to conduct the Academic and Administrative Audit for the extension cells/committees/clubs. The coordinators of the various cells, clubs and committees are requested to submit the files / registers from the year 2019 to till date on 27.09.2023 at the IQAC Office.


Coordinator - IQAC
Co-ordinator
Internal Quality Assurance Cell
Rajapalayam Rajus' College


Chairperson/Principal
PRINCIPAL,
RAJAPALAYAM RAJUS' COL
RAJAPALAYAM,

SL. NO.	COMMITTEES, CELLS & CLUBS	CO-ORDINATORS
1	Internal Quality Assurance Cell	Dr. P. R. Suganya
2	Internal Complaints Committee (Woman)	Dr. V. Kalavathi
3	Anti-Ragging Committee	Dr. S. Chidambaranathan
4	SC/ST Cell	Dr. S. David Laurence
5	Minority Cell	Dr. D. Ebi James
6	Students' Grievance Cell	Dr. T. Uma Sankareswari
7	Academic Staff Council	Dr. S. David Laurence
8	Research & Development Cell	Dr. D. Manjula
9	Placement Cell	Dr. M. Raja
10	Examination Committee	Mr. N. Ramesh
11	Institution Innovation Council	Mr. A. Surendran
12	Entrepreneurship Development Cell	Mr. A. Surendran

13	Parents Teachers' Association	Mr. M. Vishnu Sankar
14	National Cadets Corps	Mr. R. Sakthivel
15	National Service Scheme	UNIT NO. Dr. M. Prasanna 170 Dr. S. K. Kannan 172 Mr. M. Vishnu Sankar 171 Mr. Manimaran @Gopi 206 Mrs. R. Vinitha 173 Mrs. S. Sathya 235
16	Unnat Bharat Abhiyaan 2.0	Dr. M. Raja
17	National Institution Ranking Framework	Dr. G. Gowri
18	All India Survey on Higher Education	Mr. R. Vishnu Shankar
19	Youth Red Cross	Dr. R. Ramaraj
20	Red Ribbon Club	Mr. P. R. Ramji
21	Blood Donor's Club	Dr. G. Srinivasagan
22	Women Development Cell	Dr. T. Uma Sankareswari
23	Gender Sensitization Cell	Dr. V Kalavathi
24	Discipline Committee	Dr. C. Ramakrishnan
25	Nature Club	Mr. P.R. Ramji
26	Hostel Committee	Mr. R. Sakthivel, Dr. T. Uma Sankareswari
27	Fine Arts Club	Dr. B. SreeLakshmi
28	Enterprise Resource Planning (ROVAN)	Mr. M. Ganeshkumar
29	Atal Ranking of Institutions on Innovation Achievements	Dr. S. Kalavathy
30	Public Financial Management System	Mr. M. Vishnu Sankar
31	Staff Club	Dr. D. Ebi James
32	Counselling Cell-TAALIM	Mrs. R. Jeysree
33	Rotract Club	Mr. M. Vishnu Sankar
34	Youth Hostel Association	Dr. R. Ramaraj
35	Readers Forum	Dr. Vasudeva Raja Latha
36	Literary Forum	Dr. V. Kalavathi
37	Heritage Club	Dr. B. Kandasamy
38	Media Club	Ms. D. Saranya
39	Yuva Tourism Club	Dr. B. Kandasamy
40	Anti-Drugs Club	Dr. S. Chidambaranathan
41	Citizen Consumer Club	Dr. D. Ebi James
42	Electoral Literacy Club	Mr. M. Prasanna
43	UMIS-Nodal officer	Dr. M. Muruganandam
44	Maaperum Tamil Kanavu	Dr. S. Chidambaranathan
45	Ilayor Ilakkiya pasarai	Mrs. D. Geetha
46	Human Rights Cell	Ms. R. Sakthivel



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INTERNAL QUALITY ASSURANCE CELL

15.09.2023

Academic and Administrative Audit (AAA) (2023-2024)

As per the plan AAA (Academic and Administrative Audit) will be held on 19.09.2023. The Audit team may visit the Departments as per the time scheduled. It is a kind request to display all the files and a staff to be deputed during the visit respectively.

Looking forward to your kind cooperation and immeasurable tasks for the successful completion of the audit.

S.No	Department	Time
1	Department of Commerce	10.30 a.m. - 11.00 a.m.
2	Department of History	11.00 a.m. - 11.30 a.m.
3	Department of Chemistry	11.30 a.m. - 11.50 a.m.
4	Department of Mathematics (Regular & S.F.)	11.50 a.m. - 12.10 p.m.
5	Department of Physics	12.10 p.m. - 12.25 p.m.
6	Department of Computer Science	12.25 p.m. - 12.45 p.m.
7	Department of Commerce (C.A.)	12.45 p.m. - 1.05 p.m.
8	Department of Commerce (S.F.)	1.30 p.m. - 1.50 p.m.
9	Department of English (S.F.)	1.50 p.m. - 2.10 p.m.
10	Department of Tamil	2.10 p.m. - 2.30 p.m.
11	Department of B.B.A	2.30 p.m. - 2.50 p.m.
12	Department of B.Com (P.A)	3.05 p.m. - 3.30 p.m.


Coordinator, IQAC

Internal Quality Assurance Cell
Rajapalayam Rajus' College
Rajapalayam.


Principal

PRINCIPAL,
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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)

Date: 25.09.2023

INTERNAL QUALITY ASSURANCE CELL

Circular

It has been proposed to schedule a meeting for the IQAC team on 26.09.2023 at 12.05 p.m. The members of the team are requested to make the necessary arrangements in order to take part in the meeting at the IQAC Office.

Agenda

1. Qualitative Metrics file Preparation and documentation
2. Proposals for funding projects
3. Extension cells/clubs/committees files verification
4. Any other matter

P.R. Raju
Coordinator IQAC

Internal Quality Assurance Cell
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D. Venkateswamy
Chairperson / Principal

PRINCIPAL,
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1. Mr. N. Ramesh
2. Dr. M. Karagasabapathy
3. Dr. Vasudeva Raja
4. Mr. A. Gnanaivelayutham
5. Dr. D. Manjula
6. Dr. B. Kandasamy

7. Dr. A. Bhuvaneshwari
8. Mr. M. Vishnusankar
9. Dr. M. Lakshmi
10. Mr. S. S. Ravichandran
11. Mrs. M. Maheshwari

Minutes of the Meeting

Minutes of the fifth meeting held on 26.09.2023 at 12.05 p.m @ the IQAC Office.

Members Present:

- | | |
|--|--|
| 1. Mr. N. Ramesh <i>N.R.</i>
2. Dr. M. Kanagasabapathy <i>Dr. M.K.</i>
3. Dr. Vandana Raja Lakshmi <i>Dr. V.R.L.</i>
4. Mr. A. Ganesarajayantham <i>Mr. A.G.</i>
5. Dr. D. Manjula <i>Dr. D.M.</i> | 6. Dr. B. Kandasamy <i>Dr. B.K.</i>
7. Dr. A. Bhuvaneshwari <i>Dr. A.B.</i>
8. Mr. M. Vishnueankar <i>Mr. M.V.</i>
9. Dr. M. Lakshmi <i>Dr. M.L.</i>
10. Mr. S. S. Ranichandran <i>Mr. S.S.R.</i>
11. Mrs. M. Maheshwari <i>Mrs. M.M.</i> |
|--|--|

Resolutions Passed:

Agenda Item No: 1

The criteria Heads were asked to prepare the Qualitative Metrics along with the Quantitative metrics at the earliest and also to do a random check.

Agenda Item No: 2

It has been resolved to apply for funded project by the staff members consecutively and to get assistance from Research and Development Cell for any queries.

Agenda Item No: 3

It has been resolved to conduct re-audit for academic and extension files on 29.11.2023 so as to confirm if the changes are effectively carried over.

Any other matter:

As there is no other matter for further discussion, the meeting ended with the word of Thanks

P.R.L.

Co-ordinator, IQAC
Co-ordinator

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Rajapalayam.

D. Venkatesh
PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL

27.11.2023

Academic and Administrative Audit (AAA) (2023-2024)

The AAA (Academic and Administrative Audit) will be held on 29.11.2023. The Audit team may visit the Departments as per the time scheduled. It is a kind request to display the files considering the suggestions and changes recommended during the previous audit and a staff to be deputed during the visit respectively.

Looking forward to your kind cooperation for the successful completion of the audit.

S.No	Department	Time
1	Department of Commerce	10.30 a.m. - 11.00 a.m.
2	Department of History	11.00 a.m. - 11.30 a.m.
3	Department of Chemistry	11.30 a.m. - 11.50 a.m.
4	Department of Mathematics (Regular & S.F.)	11.50 a.m. - 12.10 p.m.
5	Department of Physics	12.10 p.m. - 12.25 p.m.
6	Department of Computer Science	12.25 p.m. - 12.45 p.m.
7	Department of Commerce (C.A.)	12.45 p.m. - 1.05 p.m.
8	Department of Commerce (S.F.)	1.30 p.m. - 1.50 p.m.
9	Department of English (S.F.)	1.50 p.m. - 2.10 p.m.
10	Department of Tamil	2.10 p.m. - 2.30 p.m.
11	Department of B.B.A	2.30 p.m. - 2.50 p.m.
12	Department of B.Com (P.A)	3.05 p.m. - 3.30 p.m.
13	Departments of English & Tamil (Reg)	3.30 p.m. - 4.00 p.m.

Coordinator, IQAC
Co-ordinator

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Rajapalayam.

Principal
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Overall Report of Academic and Administrative Audit Committee

Academic Audit was conducted to review the mechanisms of the college for monitoring and strengthening the academic quality and standards. Maximum three Internal experts from various disciplines reviewed the departments and suggested their views. The commendable work of the department is highly appreciated by the Principal and Secretary. Head of the departments, coordinators and Staff were requested to implement the suggestions of the experts in their departments. This academic exercise was an immense help and fruitful endeavour to frame the best curriculum, teaching, learning and evaluation methodologies.

Observation

The College offers 11 programmes. The college has 102 well-qualified teaching faculty and 2068 students. The faculty-student ratio is 1:24. The suggestions for further improvement in the areas as per the committee's observations are as follows:

- To strengthen the Research projects
- To publish articles on UGC care listed journals
- To simulate collaborative activities
- To motivate and encourage the students to get qualified in the state/national examinations.

The feedback received from the extension cells and various other committees during the audit stated that though they had contributed their activities tremendously, there needs a proper documentation of the same in the systematic manner. In general, they are requested to update the website frequently along with the framework of the policies and plans to be executed every year.


Coordinator, IQAC

Co-ordinator
Internal Quality Assurance Cell
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Principal/Chairperson

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Date: 29.01.2024

INTERNAL QUALITY ASSURANCE CELL

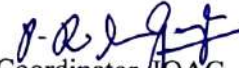
Circular

A meeting is scheduled on 30.01.2024 at 3.00 p.m. at the Principal's Chamber.

All the members of the IQAC are asked to attend the same.

Agenda

1. Workshop on 'Enterprise Resource Planning' for staff on 31.01.2024 and 01.02.2024.
2. A Motivational Programme by I.A.S., on 13.02.2024
3. National Science Day on 28.02.2024.
4. Academic and Administrative Audit.
5. Preparation of 2023-2024 files for SSR.
6. Initiating the process of IIQA.
7. Any other matter.


Coordinator IQAC
Co-ordinator

Internal Quality Assurance Cell
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Rajapalayam.


Chairperson / Principal

PRINCIPAL,
RAJAPALAYAM RAJUS' COLLEGE
RAJAPALAYAM.

1. Mr. N. Ramesh N
2. Dr. M. Karagasabapathy
3. Dr. Vandana Raja Sathe
4. Mr. S. Gnanavelayutham
5. Dr. D. Hargula
6. Dr. B. Kandasamy
7. Dr. A. Bhuvaneshwari

8. Mr. M. Vishnusankar
9. Dr. M. Lakshmi
10. Mr. S. S. Ranichandran
11. Mrs. M. Maheshwari

Minutes of the meeting.

Minutes of the sixth meeting held on 30.01.2024 at 3.00 p.m. @ the Principal's chamber.

Members Present:

- | | |
|------------------------------------|---------------------------------|
| 1. Mr. N. Ramesh N.D. | 6. Dr. B. Kandasamy D.D. |
| 2. Dr. M. Kangerabapathy D.D. | 7. Dr. A. Bhuvaneshwari - D.D. |
| 3. Dr. Vandevakrishna Raja Ratha Q | 8. Mr. M. Vishnusankar M.D. |
| 4. Mr. A. Gnaneselvanathan D.D. | 9. Dr. M. Lakshmi D.D. |
| 5. Dr. D. Manjula. D.D. | 10. Mr. S. S. Ranichandran C.D. |
| | 11. Mrs. H. Maheswari. D.D. |

Resolutions Passed:

Agenda Item No: 1

It has been resolved to organize a one-day workshop on 'Enterprise Resource Planning' for teaching faculty on 01.02.2024.

Agenda Item No: 2

It was decided to organize a motivational programme for the students by IQAC in association with Tamil Nadu Handloom Weavers' Co-operative Society Ltd with Dr. R. Arand Kumar I.A.S., and Dr. V.P. Jayaseelan I.A.S as the chief guests on 13.02.2024.

Agenda Item No: 3

It was decided to celebrate National Science Day on 28.02.2024 by IQAC in association with the Departments of Physics, Chemistry and Mathematics in the college.

Agenda Item No: 4

A resolution was passed to the Departments to be ready with the files and documentation process for the Audit at the end of May 2024.

Agenda Item No: 5

It was resolved to prepare files especially

by the criterion Heads for the Self-Study Report 2019-2024 as we are at the verge of the completion of the fourth cycle.

Agenda Item No: 6

It was decided to initiate the process of IQA as the first step to proceed for the Peer Team Visit.

Any other matter

It was decided to post the Student Satisfaction Survey (SSS) - 2023-2024, Students Feedback on Curriculum (2023-2024) and Feedback by the Faculty, Alumni and Employers in the respective whatsapp groups and encourage the stakeholders to participate in the feedback process.

NIRF 2023 was submitted on 12th January 2024.

AISHE for the year 2021-22 will be submitted on 23rd Feb, 2024.

There being no other matter to discuss, the meeting came to a close with the vote of thanks.

P. R. Jagan

CO-ORDINATOR - IQAC

Co-ordinator

Internal Quality Assurance Cell
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Rajapalayam.

D. Vedicant

PRINCIPAL

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RAJAPALAYAM RAJARAJ COLLEGE, RAJAPALAYAM

Approved by the Government of Tamil Nadu, Rajapalayam
(Affiliated to the Government of Tamil Nadu, Rajapalayam)
Website: www.rajarajcollege.org Email: rajarajcollege@gmail.com



INTERNAL QUALITY ASSURANCE CELL

Date: 08.04.2024

Circular

Since student's feedback is an important component towards improvement in curriculum and infrastructure, an online feedback system has been created to receive feedback from all UG and PG students.

Henceforth, all the Department Heads and faculty members are requested to share the **Student Satisfaction Survey (SNS)-2023-2024** link as well as **Students Feedback on Curriculum (2023-2024)** link and encourage the students to participate in the feedback process.

Student Satisfaction Survey - <https://forms.gle/4CA6AeUcflYP8bSn6>

Students Feedback on Curriculum - <https://forms.gle/RJkmp9BlH4tjWNs5>

Looking towards your cooperation in this regard.

[Signature]
Co-ordinator, IQAC
Co-ordinator

Internal Quality Assurance Cell
Rajapalayam Rajaraj College
Rajapalayam.
Copy to HODs

[Signature]
Chairperson Principal

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1. History - *[Signature]*

2. Commerce - *[Signature]*

3. Physics - *[Signature]*

4. Mathematics - *[Signature]*

5. Chemistry - *[Signature]*

6. Commerce (SF) - *[Signature]*

7. Commerce with Computer Application (SF) - *[Signature]*

8. Computer Science (SF) - *[Signature]*

9. Business Administration - *[Signature]*

10. Tamil (SF) - *[Signature]*

11. English (SF) - *[Signature]*

12. Mathematics (SF) - *[Signature]*

13. Commerce (Professional Accounting) - *[Signature]*