RATHINAM COLLEGE OF ARTS AND SCIENCE
(An Autonomous Institution, affiliated to Bharathiar University, Coimbatore, Accredited with A++ Grade by NAAC, NIRF Ranked Institution, Recognized by UGC under Section 2f and 12B and Approved by AICTE)

Criteria – VI – Governance, Leadership and Management

IQAC
Minutes of the Meeting

RATHINAM COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

Rathinam Techzone Campus ,Pollachi Road, Eachanari P.O, Coimbatore – 641 021

Minutes of the Meeting – July and August 2020

Nature of the Meeting: IQAC Regular Meeting   **Venue: Board Room**

Date: 28-09-2020   **Time: 9.30 AM**

Members Present:

Prof. R. Manickam, CEO & Principal – Admin
Mr. R. Sundar, Advisor
Prof. K. Rajagopal, Advisor
Mr. S. Arivazhagan, Local Representative
Dr. R. Muralidharan, Principal – Academic
Dr. S. N. Suresh, Dean – Science, IQAC Coordinator
Dr. T. M. Hemalatha, Dean / Commerce
Dr. S. Subhasini, HoD/MBA
Dr. S. Raja – Coordinator, Computer Technology
Ms. A. Dhanalakshmi HoD (i/c) - Costume Design and Fashion
Mrs. Juliana Gnaselvi, Coordinator, Information Technology
Mrs. K. Renuka, Coordinator, Computer Science
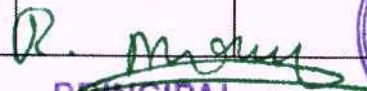Dr. S. Dhinakaran, Controller of Examinations

Mr. A. Uthiramoorthy, Coordinator, Computer Application
Dr. S. Harikaran, Coordinator – Commerce (IT)
Mr. K. Sargurunathan, HoD/Maths
Dr. V.T. Dhanaraj, Coordinator – Commerce (PA)
Dr. C. Kanagaraj, Coordinator, Biotechnology
Dr. P. Srinivasan, Coordinator, Microbiology
Dr. G. Sajeethkumar, HoD – Psychology
Mrs. D. Umamaheswari, HoD – Physics (i/c)
Mr. SathishAnand, HoD - Viscom
Mr. Hariharan, Placement officer – RCAS
Mr. S. Sruthi, Nimble Wireless Ltd (Alumni)
Mr. Prakasan, Sub Inspector, BSF. (Parent)
Ms. S. Vishnu (Student-3rd B. Com CA)

Members Absent:
Dr. Madan A. Sendhil, Chairman
Mr. I. Santhosh, Administrative Officer

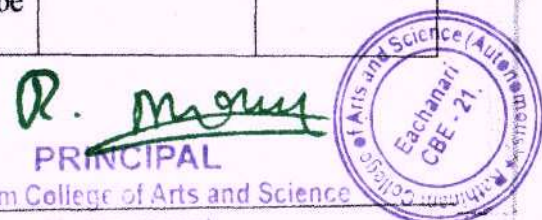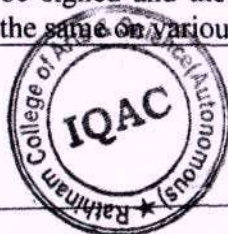| Agenda Details	Details of Discussion & Action points	Responsibility	Target Date
Review of Previous Meeting Minutes	• Action Taken Report for the Feedback need to be maintained. The remedial action completed status to be notified to students. • Result analysis to be done after the CIA examination, remedial classes / special coaching to be provided to the slow learners. Proper analysis & follow up to be done to improve the results.	HoDs	Continuous Process
MPCS Revision	• Class attendance to be taken while the session starts for the first years as on a quick roll call basis and then the faculty has to check for the entry of the student attendance in the RLH attendance activity. • Course contents to be delivered bilingualy with maximum importance to English. • Clubs to be reinstated and the Competitions shall be included as separate weightage and score will be given.		30.10.2020

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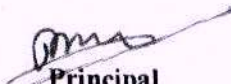|			
	• Since lock down has been partially realease the faculty members shall focus on organizing co-curricular events following the CoViD19 appropriate behavior. Online events to be preferred. • All publications to comply with the UGC-CARE or SCOPUS indexed journals.	HoDs	
Various Committees	• All the non-statutory committees are instructed to update and submit the data pertaining to the committee for review.	Committee Incharges	15.10.2020

Department Presentation	• Mathematics, Physics & Psychology
	   ATR - Analysis of the feedback of the students who underwent Internship during summer submitted.
	
	  1. Students participation in the event to be encouraged.
	  2. Worksheet based assessment may be included in the routine training of the students
	
	• Bioscience (Biotechnology & Microbiology)
	
	ATR – Communication sent to the foreign universities for plausible visiting faculty identification. Gas connection has been shifted to the external spot with a separate connection at Sri CV Raman Block.
	
	Value addition course has to be incorporated via online platform. Swayam courses to be encourage among students for completion
	
	• Computer Science all stream
	ATR - Group discussion conducted during the current semester.Lecture audit was assessed for the current assessment time.
	  1. NRI student's attendance to be focused.
	  2. All the students to be thought on the basis of practical oriented teaching such that they are able to generate out put on the given problem.
	• Viscom
	ATR – Feedback was taken on routine basis in RLH. Peer learning assessment was conducted for the assessment month.
	  1. Students discipline to be take care off
	  2. MoUs to be signed and the students need to be trained in the same on various process.		

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| General | Class effectiveness to be taken in consideration for the staff performance. Staff members are to conduct the classes routinely on the scheduled time slot. Link for the live session link not to be shared other than the MS teams and/or Rathinam Learning HUB. Based on the class effectiveness metrics and the Key Performance Indicator (KPI) HoD's may approve the scores in the Intranet channel as claimed and required to be completed on the 30th of every month. Placement participation of the students to be followed up by the department placement coordinator and HoD in order to support maximum enrollment and participation of the students in the placement drives. | | |

Prepared by

Principal

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(Affiliated to Bharathiar University, Re-Accredited by NAAC with 'A' Grade,
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RATHINAM Rathinam Techzone Campus, Pollachi Road, Eachanari P.O, Coimbatore – 641 021

Date : 25.10.2020   Time :11.30 a.m

CIRCULAR

Classification	Routine: Immediate
Originator: Principal	Circulated to: IQAC members

Sub: IQAC Meeting – reg.

All the IQAC members are requested to attend the regulate IQAC meeting to be conducted on **30.10.2020 (Friday)** at **9.30 a.m** in Board Room to discuss the following.

Agenda:

1. Review of previous meeting minutes

2. Fixing the parameters for MPCS

3. Members of Various Committees

4. AQAR Preparation

5. Department Presentation

6. Any other

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RATHINAM COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

Rathinam Techzone Campus ,Pollachi Road, Eachanari P.O, Coimbatore – 641 021

Minutes of the Meeting – October 2020

Nature of the Meeting: IQAC Regular Meeting   **Venue: Board Room**

Date: 30-10-2020   **Time: 9.30 AM**

Members Present:

Prof. R. Manickam, CEO & Principal – Admin
Mr. R. Sundar, Advisor
Prof. K. Rajagopal, Advisor
Mr. S. Arivazhagan, Local Representative
Dr. R. Muralidharan, Principal – Academic
Dr. S. N. Suresh, Dean – Science, IQAC Coordinator
Dr. T. M. Hemalatha, Dean / Commerce
Dr. S. Subhasini, HoD/MBA
Dr. S. Raja – Coordinator, Computer Technology
Ms. A. Dhanalakshmi HoD (i/c) - Costume Design
and Fashion
Mrs. Juliana Gnanaselvi, Coordinator, Information
Technology
Mrs. K. Renuka, Coordinator, Computer Science
Dr. S. Dhinakaran, Controller of Examinations

Mr. A. Uthiramoorthy, Coordinator, Computer
Application
Dr. S. Harikaran, Coordinator – Commerce (IT)
Mr. K. Sargurunathan, HoD/Maths
Dr. V.T. Dhanaraj, Coordinator – Commerce (PA)
Dr. C. Kanagaraj, Coordinator, Biotechnology
Dr. P. Srinivasan, Coordinator, Microbiology
Dr. G. Sajeethkumar, HoD – Psychology
Mrs. D. Umamaheswari, HoD – Physics (i/c)
Mr. SathishAnand, HoD - Viscom
Mr. Hariharan, Placement officer – RCAS
Mr. S. Sruthi, Nimble Wireless Ltd (Alumni)
Mr. Prakasan, Sub Inspector, BSF. (Parent)
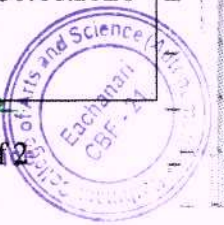Ms. S. Vishnu (Student-3rd B. Com CA)

Members Absent:
Dr. Madan A. Sendhil, Chairman
Mr. I. Santhosh, Administrative Officer

Agenda Details	Details of Discussion & Action points	Responsibility	Target Date
Review of Previous Meeting Minutes	• Class attendance audit was conducted on random basis and the attendance was satisfactory. Still few courses need to follow and comply with the attendance policy. • Remedial activity report by concerned course handling faculty has been audited and instructed to provide additional activities to be provided for enhancing student skill. • Committee meeting minutes were reviewed and suggestion were provided to consolidate the report on timely basis, so as to ensure prompt delivery of redressal.	HoDs	Continuous Process
MPCS Revision	• Students shall be instructed to submit their assignment on the RLH on routine basis for each Unit. • Assignments submitted by students should be reviewed and feedback has to be provided to students for enhancing their performance	HoDs	30.11.2020

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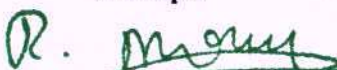Rathinam College of Arts and Science
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1 of 2

	• Staff members have to convene the tutor ward interaction on routine basis to identify the shortcomings among the students, especially the slow learners and facilitate their learning for improvement.		

Department Presentation	• **MBA**
	  1. Case study analysis to be extended to all the courses. A minimum of one case study to be included in the routine class
	  2. Industrial visits on virtual mode and cutting edge scenarios to be provided to the students.
	• **Psychology**
	  1. Appreciations to CoViD-19 support via Counselling centre.
	  2. Psychology related value additions courses to be included in the upcoming revisions.
	• **Commerce**
	  1. Battalion process has to be made more interactive and enhance problem solving capacity.
	  2. HoD audit to be conducted for all the staff and ensure proper score is recorded.
	• **CDF**
	  1. Practical to be convened as a recorded session by staff via RLH.
	  2. MoUs to be signed and the students need to be trained in the same on various process.
		HoD's	

General	• Peer learning sessions to be conducted and the same shall be reviewed and scored by the HoD's • For Practical sessions online Virtual lab may be adopted from various institutions. • Gamification may be adopted by staff in any manner to make the classes interesting both online and offline. • Journal publication to be focused on one paper per semester for a faculty in the reputed journal as per the Research policy. • Events to be planned in a manner that it doesn't affect the routine classes.	All staff and HoD's	Routine Process

Prepared by

Principal

R.

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RATHINAM Rathinam Techzone Campus, Pollachi Road, Eachanari P.O, Coimbatore – 641 021

Date : 07.11.2020   **Time :10.30 a.m**

CIRCULAR

Classification	Routine: Immediate
Originator: Principal	**Circulated to:** IQAC members

Sub: IQAC Meeting – reg.

All the IQAC members are requested to attend the regulate IQAC meeting to be conducted on **28.11.2020** at **9.30 a.m** in Board Room to discuss the following.

Agenda:

1. Review of previous meeting minutes

2. Members of Various Committees

4. Department Presentation

5. Any other

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RATHINAM COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

Rathinam Techzone Campus Pollachi Road. Eachanari P.O. Coimbatore – 641 021

Minutes of the Meeting

RATHINAM

Nature of the Meeting: IQAC Regular	**Venue: Board Room**
Meeting te: 28.11.2020	**Time: 9.30 AM**

Members Present:

Dr. Madan A. Sendhil, Chairman
Prof. R. Manickam, CEO & Principal – Admin
Mr. R. Sundar, Advisor
Prof. K. Rajagopal, Advisor
Mr. S. Arivazhagan, Local Representative
Dr. R. Muralidharan, Principal – Academic
Dr. S. N. Suresh, Dean – Science, IQAC Coordinator
Dr. T. M. Hemalatha, Dean / Commerce
Dr. S. Raja – Coordinator, Computer Technology
Ms. A. Dhanalakshmi HoD (i/c) - Costume Design and Fashion
Mrs. Juliana Gnanaselvi, Coordinator, Information Technology
Mrs. K. Renuka, Coordinator, Computer Science
Mr. Prakasan, Sub Inspector, BSF. (Parent)
Ms. S. Vishnu (Student-3ʳᵈ B. Com CA)

Dr. S. Dhinakaran, Controller of Examinations
Mr. A. Uthiramoorthy, Coordinator, Computer Application
Dr. S. Harikaran, Coordinator – Commerce (IT)
Dr. V.T. Dhanaraj, Coordinator – Commerce (PA)
Dr. P. Srinivasan, HoD, Microbiology
Dr. C. Kanagaraj, HoD, Biotechnology
Dr. G. Sajeethkumar, HoD – Psychology
Mrs. D. Umamaheswari, HoD – Physics (i/c)
Mr. SathishAnand, HoD - Viscom
Mr. Hariharan, Placement officer – RCAS
Mr. S. Sruthi, Nimble Wireless Ltd (Alumni)
Mr. D. Boominathan, Administrative Officer

Members Absent:

1. Dr. S. Subhasini, HoD/MBA

Agenda Details	Details of Discussion & Action points	Responsibility	Target Date
view of evious eeting nutes	• Newspapers has been dispatched routinely from library and students were instructed to read from them on routine basis. • Topics on Current happening in various domains have been discussed in the classes by the faculties and the same has been incorporated.	HoDs	Continuous Process
ass activity cess	• Tutor ward meetings to be convened with special care a student and parents wellbeing to be enquired during the meeting. • Teaching methods to be adopted in such way that staff to be trained from FDC on equipping ICT tools such as the Kahoot, Online virtual Labs, Open source programming platform etc. • HoD's are instructed to organize student training program to ensure capacity building, skill		30.01.2021

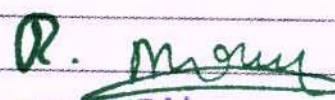PRINCIPAL
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	development and out of box thinking. • Mock interviews to be organized to the students and English and aptitude training.		
Department	• Funding calls for the proposal to be properly understood and all the eligible staff to apply for the same well in advance the dead line date. • PG students to be encouraged to write proposals for the student scheme and apply for the same with the assistance from their staff. • Appreciations to Dr. Sabaresh and team for successfully entering the finals of YUKTI 2.0.	HoD's	Routine process
General	• Covid 19 issues to be addressed and all the students to be instructed to strictly adhere to the preventive protocols and also participate in the CoviD19 vaccine drive. • The campus may be made 100% vaccinated campus as per the instructions of the State Government.	All staff and HoD's	31.01.2021
Department annual report	• Based on the data submitted the following departments are ranked and the best faculty of the department to be announced and rewarded in the upcoming Aasan Utsav 2.0.	All staff and HoD's	Routine Process

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RATHINAM Rathinam Techzone Campus, Pollachi Road, Eachanari P.O, Coimbatore – 641 021

Date : **11.01.2021**   Time :**10.30 a.m**

CIRCULAR

Classification	Routine: Immediate
Originator: Principal	Circulated to: IQAC members

Sub: IQAC Meeting – reg.
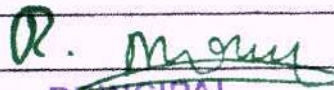
All the IQAC members are requested to attend the regulate IQAC meeting to be conducted on **29.01.2021 (Friday)** at **9.30 a.m** in Board Room to discuss the following.

Agenda:

1. Review of previous meeting minutes

2. Fixing the parameters for MPCS

3. Members of Various Committees

4. AQAR Preparation

5. Department Presentation

6. Any other

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RATHINAM COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

Rathinam Techzone Campus ,Pollachi Road, Eachanari P.O, Coimbatore – 641 021

Minutes of the Meeting – January 2021

Nature of the Meeting: IQAC Regular Meeting

Venue: Board Room

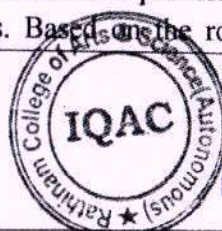**Date: 29-1-2021**

Time: 9.30 AM

Members Present:

Prof. R. Manickam, CEO & Principal – Admin
Mr. R. Sundar, Advisor
Mr. S. Arivazhagan, Local Representative
Dr. R. Muralidharan, Principal – Academic
Dr. S. N. Suresh, Dean – Science, IQAC Coordinator
Dr. T. M. Hemalatha, Dean / Commerce
Dr. S. Subhasini, HoD/MBA
Dr. S. Raja – Coordinator, Computer Technology
Ms. A. Dhanalakshmi HoD (i/c) - Costume Design and Fashion
Mrs. Juliana Gnanaselvi, Coordinator, Information Technology
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Dr. S. Dhinakaran, Controller of Examinations
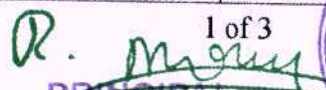Mr. A. Uthiramoorthy, Coordinator, Computer Application

Dr. S. Harikaran, Coordinator – Commerce (IT)
Mr. K. Sargurunathan, HoD/Maths
Dr. V.T. Dhanaraj, Coordinator – Commerce (PA)
Dr. C. Kanagaraj, Coordinator, Biotechnology
Dr. P. Srinivasan, Coordinator, Microbiology
Dr. G. Sajeethkumar, HoD – Psychology
Mrs. D. Umamaheswari, HoD – Physics (i/c)
Mr. SathishAnand, HoD - Viscom
Mr. Hariharan, Placement officer – RCAS
Mr. S. Sruthi, Nimble Wireless Ltd (Alumni)
Mr. Prakasan, Sub Inspector, BSF. (Parent)
Ms. S. Vishnu (Student-3rd B. Com CA)

Members Absent:

Dr. Madan A. Sendhil, Chairman
Prof. K. Rajagopal, Advisor
Mr. I. Santhosh, Administrative Officer

Agenda Details	Details of Discussion & Action points	Responsibility	Target Date
Review of Previous Meeting Minutes	• Assignments submission audit was conducted by the HoD's and the same has reviewed at IQAC. • Remedial class activities have been convened and the student progress status has been reported.	HoDs	Continuous Process
Class activity process	• Student discipline to be maintained while the physical classes are being resumed. • Circular has been drafted on the follow up of the student appropriate behavior by the students within the campus. • Various activities subject to experiential learning, practical learning, participative learning to be convened on routine basis. • Student shall be encouraged to participate in the peer learning activities and mandate battalion process both in online and offline classes. Based on the routine	HoDs	30.11.2020

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Coimbatore - 641 021.

	process a week wise average need to be consolidated per student and the same shall be considered for the internal mark provision.		

Department Presentation	• Commerce
	  1. End semester result discussion was done. Results to be improved in few of the courses.
	  2. Student attendance and discipline to be substantiated in the campus during physical classes
	• Biosciences
	  1. Appreciations to Microbiology for rendering CoViD-19 support via Rathinavani CR90.8.
	  2. Student progression to be focused for the upcoming PG Biotechnology program.
	• Computer Science (all courses)
	  1. AI courses to be convened for the students.
	  2. Department to plan for routine activities in organizing programming workshop for the students.
	• English
	  1. Lecture audit score to be improved. HoD to look after the way in which the courses are being convened in the RLH.
	  2. Club activities to be reinstated for the English club and made active.
		HoD's	

Requirements for the Academic Year 2021-22	• Following are the new Program to be introduced in the year 2021 M.Sc Biotechnology Requirement for the department 1. M.Sc Biotechnology – 1		
General	• Quiz in RLH to be incorporated for each topic and not to be duplicated. • Feedback on routine basis need to be collected in the RLH and the same to be consolidated. • Content audit to be performed and the same shall be updated in the channel with the URL of the respective link. • Next meeting shall be convened two months once to enhance productivity and ranking strategy.	All staff and HoD's	Routine Process

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Best Department	The best faculty per department shall be arrived on the calculations on the basis of lecture audit score, content audit score and student feedback score. Based on the consolidated score the best faculty per department shall be rewarded in the Asan Utsav initiative month wise.	All staff and HoD's	-

Prepared by

IQAC

Principal

R.

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Rathinam College of Arts and Science
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Coimbatore - 641 021.

RATHINAM COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)
Rathinam Techzone Campus ,Pollachi Road, Eachanari P.O, Coimbatore – 641 021
Minutes of the Meeting – February Month

Nature of the Meeting: IQAC Regular   **Venue: Board Room**

Meeting Date: 25-02-2021   **Time: 9.30 AM**

Members Present:

Prof. R. Manickam, CEO & Secretary
Mr. R. Sundar, Advisor
Prof. K. Rajagopal, Advisor
Dr. R. Muralidharan, Principal
Dr. S. N. Suresh, IQAC Coordinator
Mr. S. Dhinakaran, COE,
Mr. I. Santhosh, Administrative Officer
Dr. Madhan Shankar, Dean – Academic & Research
Dr. K. Kumathadevi, Dean - Commerce
Dr. S. Subhasini, HoD/MBA
Mrs. T. M. Hemalatha, HoD/Commerce-I
Dr. T. Hemalatha, HoD/Management (UG)
Mr. S. Raja, AP/CS – HoD – CT
Mr. A. Uthiramoorthy, HoD – CA

Dr. V. T. Dhanraj, HoD – Commerce – II
Mr. S. Harikaran, HoD – Commerce – III
Dr. Gabriel Prabhu, HoD – Commerce - IV
Dr. A. K. Nalina, HoD – English
Dr. Kanagaraj, AP/ Bio-Science
Mr. SathishAnand, HoD – Viscom
Mr. Hariharan, Placement officer – RCAS
Dr. Juliana Gnaselvi, HoD – IT
Dr. Sajeetkumar, HoD – Psychology
Ms. Dhanalakshmi – AP/CDF
Mr. B. Pitchaikani, Physical Director
Master. Senthil, II B.Sc. CS (altered)
Mr. K. Sargurunathan, HoD/Maths
Dr. P. Srinivasan, AP / Bio Science
Mrs. K. Renuka, HoD – CS

Members Absent:

Dr. Madan A. Sendhil, Chairman
Mr. S. Alagan, ED – RGI
Mr. S. KirubaSrinivasan, Industrial Member

Leave – Informed:

Nil

Agenda Details	Details of Discussion & Action points	Responsibility	Target Date
MPCS	• Results to be analyzed and remedial classes should be conducted before the commencement of Model / End Semester Examinations. • Special Classes should be conducted to complete the portions. • Journal Publication and Guest Lectures to be conducted as per the plan.	HoDs	30-03-2021

Fee Pending & International Students	• Fee pending as on 20-02-2020
	  o UG –45% of total tuition Fee is pending.
	  o PG – 57% of total tuition Fee is pending.
	• HoDs and Mentors should discuss with the students to pay the fee immediately.
		HoDs	04-10-2020

Department Presentation	• **Research Presentation** by Dr. Madhan Shankar, Dean – Academic & Research. o During the month of November 2020 to February		

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- 2 Proposals for College level
- 7 Individual Proposal
- 2 Scheme funding proposal submitted
- 6 more proposals planned to submit in the coming months.

  o HoDs shall also be included in evaluating the business proposal submitted by the students.

  o When presenting the proposals submitted, quantum of fund applied shall be included.

  o Minutes of Meeting of the Research Advisory Committee Meeting was discussed and approved.

  o Members suggested to conduct awareness session and orientation to the faculty members on the usage of Plagiarism software available in the Bharathiar University, Coimbatore and recommended the IQAC and R&D to procure a Plagiarism software for the Institution.

  o Minutes of First Ethics Committee meeting was approved and the members suggested the ethics committee to review the thesis and the Journals of the scholars before submission to University and journal authorities.

- **Computer Science** by Dr. Juliana Gnaselvi, HoD – IT
  o Placement exclusive training need to be provided to the students to get better salary offers.
  o Reason for low feedback should be provided.

- **Viscom** by Mr. Sathishanand, HoD – Viscom
  o Result is very low for II & III year, since more failure in skilled papers.

- **Commerce** by Dr. V. T. Dhanaraj, HoD – CM2
  o Accounting and Commercial law shall be taught practically.

- **Bio-Science** by Dr. C. Kanagaraj, HoD – Biotech
  o Due to fear in appearing exams, students get absent – suitable action should be taken by HoD and Dean.

- **English** by Dr. A. K. Nalina, HoD – English
  o English department should contribute and devise a plan to improve the communication skill of the students and faculty members

- **Management – UG** by Dr. T. Hemalatha, HoD – BBA
  o Limits (lower & higher) should be updated properly.

- **Management – PG** by Dr. S. Subhashini, HoD – MBA
  o Need to focus on Consultancy and Club activity.

- **Maths/Physics/Psychology** by Mrs. Umamaheswari, i/c HoD - Physics
  o Feedback lower limit should be 3.5

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	○ Students Attendance of Physics and Psychology is good. **Placement** by Mr. Hariharan, Placement Officier ○ Placement officer has to provide a number, which is the number of students to be placed with higher salary pay like 3.5L to 4L. ○ Students shall be trained in special by department / placement cell.						
General	- Regarding attendance, HoDs must meet the students who are all below 75% to 65%. If the student has below 65%, the parent of the student should be invited along with student. Action must be taken to improve the attendance of their class. - Peer Learning – problem area or critical area of the faculty must be notified and the remedial should be done to improve the teaching methodology. - For repair and Maintenance issues – Root Cause should be identified and resolved for the repeating issues, so that the issue will not happen again. - Disciplinary Committee shall place a process (guide) to handle the issues by the Head of the department.					AO Sir	-

		Student Score	Staff Score	Total Score	Rank
	Bio	75.1	73.4	148.5	1
	CM-I	81.9	65.1	147.0	2
	MBA	58.2	78.9	137.1	3
	CM-II	77.3	57.5	134.9	4
	CM-IV	57.3	75.9	133.1	5
	Maths	80.2	50.6	130.8	6
	Phy	74.7	51.2	125.9	7
	CM-III	53.6	72.1	125.7	8
	CT	48.2	76.1	124.2	9
Best Department	Psy	57.7	64.6	122.3	10
	Viscom	57.8	56.0	113.8	11
	English	62.3	38.8	101.1	12
	CA	44.1	54.1	98.2	13
	IT	50.0	45.0	95.0	14
	BBA	41.3	45.7	87.0	15
	CS	38.7	40.5	79.2	16
	CDF	41.5	20.5	62.0	17

- As per the details submitted for the MPCS, the above is the order of the department.
- Department of Bio-Science had performed well and it is

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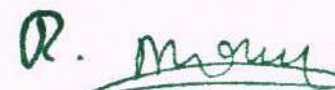| | announced as Best Department for the February Month and they will have cash reward of Rs.800 for HoD & Dean and Rs.600 for staff.
• The Commerce- I department is awarded as Second Best Department for the February Month and they will have cash reward of Rs.600 for HoD & Dean, and Rs.400 for staff.
• Other departments should perform well. | | |

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Approved by AICTE and Recognized by UGC under section 2f & 12B)

RATHINAM Rathinam Techzone Campus, Pollachi Road, Eachanari P.O, Coimbatore – 641 021

Date : 24.03.2021   **Time :10.30 a.m**

CIRCULAR

Classification	Routine: Immediate
Originator: Principal	**Circulated to:** IQAC members

Sub: IQAC Meeting – reg.

All the IQAC members are requested to attend the regulate IQAC meeting to be conducted on **27.03.2021 (Saturday)** at **9.30 a.m** in Board Room to discuss the following.

Agenda:

1. Review of previous meeting minutes

2. Fixing the parameters for MPCS

3. Members of Various Committees

4. AQAR Preparation

5. Department Presentation

6. Any other

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RATHINAM COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

Rathinam Techzone Campus ,Pollachi Road, Eachanari P.O, Coimbatore – 641 021

Minutes of the Meeting – March 2021

Nature of the Meeting: IQAC Regular Meeting

Venue: Board Room

Date: 27-3-2021

Time: 9.30 AM

Members Present:

Prof. R. Manickam, CEO & Principal – Admin
Mr. R. Sundar, Advisor
Mr. S. Arivazhagan, Local Representative
Dr. R. Muralidharan, Principal – Academic
Dr. S. N. Suresh, Dean – Science, IQAC Coordinator
Dr. T. M. Hemalatha, Dean / Commerce
Dr. S. Subhasini, HoD/MBA
Dr. S. Raja – Coordinator, Computer Technology
Ms. A. Dhanalakshmi HoD (i/c) - Costume Design and Fashion
Mrs. Juliana Gnanaselvi, Coordinator, Information Technology
Mrs. K. Renuka, Coordinator, Computer Science
Dr. S. Dhinakaran, Controller of Examinations
Mr. A. Uthiramoorthy, Coordinator, Computer Application

Dr. S. Harikaran, Coordinator – Commerce (IT)
Mr. K. Sargurunathan, HoD/Maths
Dr. V.T. Dhanaraj, Coordinator – Commerce (PA)
Dr. P. Srinivasan, HoD, Microbiology
Dr. C. Kanagaraj, HoD, Biotechnology
Dr. G. Sajeethkumar, HoD – Psychology
Mrs. D. Umamaheswari, HoD – Physics (i/c)
Mr. SathishAnand, HoD - Viscom
Mr. Hariharan, Placement officer – RCAS
Mr. S. Sruthi, Nimble Wireless Ltd (Alumni)
Mr. Prakasan, Sub Inspector, BSF. (Parent)
Ms. S. Vishnu (Student-3rd B. Com CA)
Mr. D. Boominathan, Administrative Officer

Members Absent:

Dr. Madan A. Sendhil, Chairman
Prof. K. Rajagopal, Advisor

Agenda Details	Details of Discussion & Action points	Responsibility	Target Date
Review of Previous Meeting Minutes	• Course audit and content audit was performed by HoD's and the same data has been submitted to the IQAC.	HoDs	Continuous Process
Class activity process	• The student shall be encouraged to login to the e-library systems in order to access the notes. • The login credentials of the kNimbus, Delnet, Inflibnet to be checked for each candidates and enrolled • Staff to engage students by providing assignments and case study topics from the digital library. • HoD's are instructed to frame interesting activities to enhance the reading skills of the candidates through routine follow-ups.	HoDs	30.5.2021
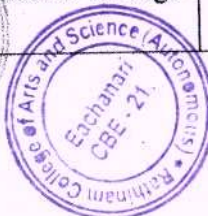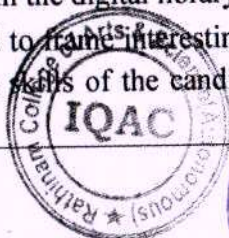
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RCAS - IQAC Minutes – March 2021

Department Presentation	1. In the class effectiveness metrics presentation, it was suggested that the HoD's of the respective departments to provide proper input to the staff members such that their teaching skills and the knowledge transfer would be extensively rendered. 2. All departments to adopt Entrepreneurship based courses in their curriculum. 3. The Department shall organize capacity building programs for the students to improve their overall performance in the academic and placement part.	HoD's	
General	• Quiz need to be framed in such a way that higher order thinking questions to be included in the profile. • Discussion forums to be created after every unit and the students shall contribute for the discussion part on the topic that is being provided for the student to discuss. • Recorded session of the routine classes to be included in the program so that it would enable the slow learner to consistently review the video and update their special assignments.	All staff and HoD's	Routine Process
Ticketing system	• Any queries related to the services in infrastructure, lab equipment, leave, OD and permission shall be dealt with the ticketing system at the Student Buddy ticketing system.	All staff and HoD's	Routine Process

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RATHINAM Rathinam Techzone Campus, Pollachi Road, Eachanari P.O, Coimbatore – 641 021

Date : 21.05.2021   **Time :10.30 a.m**

CIRCULAR

Classification	Routine: Immediate
Originator: Principal	Circulated to: IQAC members

Sub: IQAC Meeting – reg.

All the IQAC members are requested to attend the regulate IQAC meeting to be conducted on **28.05.2021 (Friday)** at **9.30 a.m** in Board Room to discuss the following.

Agenda:

1. Review of previous meeting minutes

2. Fixing the parameters for MPCS

3. Members of Various Committees

4. AQAR Preparation

5. Department Presentation

6. Any other

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RATHINAM COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

Rathinam Techzone Campus ,Pollachi Road, Eachanari P.O, Coimbatore – 641 021

Minutes of the Meeting – May 2021

Nature of the Meeting: IQAC Regular Meeting

Venue: Board Room

Date: 28-5-2021

Time: 9.30 AM

Members Present:

Prof. R. Manickam, CEO & Principal – Admin
Mr. R. Sundar, Advisor
Prof. K. Rajagopal, Advisor
Mr. S. Arivazhagan, Local Representative
Dr. R. Muralidharan, Principal – Academic
Dr. S. N. Suresh, Dean – Science, IQAC Coordinator
Dr. T. M. Hemalatha, Dean / Commerce
Dr. S. Subhasini, HoD/MBA
Dr. S. Raja – Coordinator, Computer Technology
Ms. A. Dhanalakshmi HoD (i/c) - Costume Design and Fashion
Mrs. Juliana Gnanaselvi, Coordinator, Information Technology
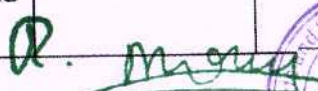Mrs. K. Renuka, Coordinator, Computer Science

Dr. S. Dhinakaran, Controller of Examinations
Mr. A. Uthiramoorthy, Coordinator, Computer Application
Dr. S. Harikaran, Coordinator – Commerce (IT)
Mr. K. Sargurunathan, HoD/Maths
Dr. V.T. Dhanaraj, Coordinator – Commerce (PA)
Dr. P. Srinivasan, HoD, Microbiology
Dr. C. Kanagaraj, HoD, Biotechnology
Dr. G. Sajeethkumar, HoD – Psychology
Mrs. D. Umamaheswari, HoD – Physics (i/c)
Mr. SathishAnand, HoD - Viscom
Mr. Hariharan, Placement officer – RCAS
Mr. S. Sruthi, Nimble Wireless Ltd (Alumni)
Mr. D. Boominathan, Administrative Officer

Members Absent:
1. Dr. Madan A. Sendhil, Chairman
2. Mr. Prakasan, Sub Inspector, BSF. (Parent)
3. Ms. S. Vishnu (Student-3rd B. Com CA)

Agenda Details	Details of Discussion & Action points	Responsibility	Target Date
Review of Previous Meeting Minutes	• Course audit and content audit was performed by HoD's for the 5 Units and the same data has been submitted to the IQAC.	HoDs	Continuous Process
Class activity process	• The student shall be encouraged to login to the e-library systems in order to access the notes. • The login credentials of the kNimbus, Delnet, Inflibnet to be checked for each candidates and enrolled • Staff to engage students by providing assignments and case study topics from the digital library.	HoDs	30.5.2(

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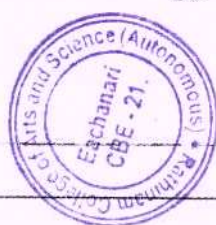(Autonomous)
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RCAS - IQAC Minutes – May 2021

	• HoD's are instructed to frame interesting activities to enhance the reading skills of the candidates through routine follow-ups.		
Department Presentation	1. English and Computer Science Department to look upon 100% student attendance in online class. 2. Focus has to been given on activity based learning in the Dept. of Commerce and Mathematics to enhance their participatory learning.	HoD's	Routine process
General	• Routine audit on the content of the course file to be planned. The committee list shall be despatcher in the future date. • Rubrics method of assessment to be included in the course for grading assignment. • ICT tools like Kahoot may be incorporated to make the classes more interesting. • NRI students who are held up due to the pandemic shall be instructed to resume their courses online and submit all required documents for the successful valuation. They shall be instructed to comply with the institutional policies and ensure timely completion of their course objectives to make them eli	All staff and HoD's	Routine Process
Floor in charges	• Floor in charges to be assigned and the same has to focus on the infrastructure maintenance of the floor. Any lacunas to be reported to the admin via the ticketing system.	All staff and HoD's	Routine Process

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RATHINAM Rathinam Techzone Campus, Pollachi Road, Eachanari P.O, Coimbatore – 641 021

Date : 10.08.2021   **Time :10.30 a.m**

CIRCULAR

Classification	Routine: Immediate
Originator: Principal	Circulated to: IQAC members

Sub: IQAC Meeting – reg.

     All the IQAC members are requested to attend the regulate IQAC meeting to be conducted on **24.08.2021 (Tuesday)** at **9.30 a.m** in Board Room to discuss the following.

Agenda:

1. Review of previous meeting minutes

2. Fixing the parameters for MPCS

3. Members of Various Committees

4. AQAR Preparation

5. Department Presentation

6. Any other

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RATHINAM COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

Rathinam Techzone Campus ,Pollachi Road, Eachanari P.O, Coimbatore – 641 021

Minutes of the Meeting – August 2021

Nature of the Meeting: IQAC Regular Meeting   **Venue: Board Room**

Date: 24.08.2021   **Time: 9.30 AM**

Members Present:

Prof. R. Manickam, CEO & Principal – Admin
Mr. R. Sundar, Advisor
Prof. K. Rajagopal, Advisor
Mr. S. Arivazhagan, Local Representative
Dr. R. Muralidharan, Principal – Academic
Dr. S. N. Suresh, Dean – Science, IQAC Coordinator
Dr. T. M. Hemalatha, Dean / Commerce
Dr. S. Subhasini, HoD/MBA
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Ms. A. Dhanalakshmi HoD (i/c) - Costume Design and Fashion
Mrs. Juliana Gnanaselvi, Coordinator, Information Technology
Mrs. K. Renuka, Coordinator, Computer Science
Mr. Prakasan, Sub Inspector, BSF. (Parent)
Ms. S. Vishnu (Student-3rd B. Com CA)

Dr. S. Dhinakaran, Controller of Examinations
Mr. A. Uthiramoorthy, Coordinator, Computer Application
Dr. S. Harikaran, Coordinator – Commerce (IT)
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Mr. SathishAnand, HoD - Viscom
Mr. Hariharan, Placement officer – RCAS
Mr. S. Sruthi, Nimble Wireless Ltd (Alumni)
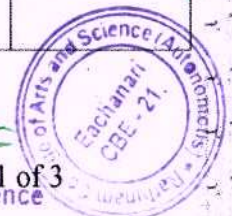Mr. D. Boominathan, Administrative Officer –

Members Absent:

1. Dr. Madan A. Sendhil, Chairman

Agenda Details	Details of Discussion & Action points	Responsibility	Target Date
Review of Previous Meeting Minutes	• Library login for the students has been audited and the HoD's were instructed to provide clarifications to the students so as to deliberate login of the digital libraries. • Assignment uploaded by the students were audited by the HoD's and reports made ready.	HoDs	Continuous Process
Class activity process	• News papers to be read on daily basis in the class rooms and the students to be made aware of the current issues. Details regarding the recent books to be shared by the concerned faculties so that it would inculcate the reading practices.	HoDs	30.5.2021

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	• First year students need to be dealt with current topics during each class and motivated to present on routine basis • HoD's are instructed to frame interesting activities to enhance the reading skills of the candidates through routine follow-ups.		
Department Presentation	1. Green plantation drive to be initiated in the campus and plastic free campus to be created. 2. The staff members are instructed to inculcate design thinking attitude among students to ensure product development. The students may be motivated to focus on the participation in the Hackathons and ideations put forth by the Ministry of Education on routine basis.	HoD's	Routine process
General	• Departments to frame the budget and procure the items (recurring and non-recurring) before the start of the semester. • Surprise quiz to be organized and conducted to enhance cognizance among the students. • Best practices to be addressed to the students now and then. • Disciplinary actions to be made on students not abiding with the institution regulations.	All staff and HoD's	Routine Process
Department annual report	• Based on the data submitted the following departments are ranked as best departments Commerce – 1 Computer Science – 2 Bioscience – 3 Other departments were encouraged to perform well in the upcoming months.	All staff and HoD's	Routine Process

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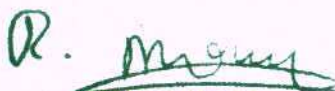Coimbatore - 641 021.

RCAS - IQAC Minutes – August 2021

Audit	• The audit for routine class lectures (online class) shall be conducted by HoD's and the same shall be entered in the MS forms. Staff members securing less scores shall be motivated to perform well in the upcoming month and tips to be improved shall be shared	HoD's	Routine process

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