

## **Minutes of Internal Quality Assurance Cell Meeting (2013-2014)**

Name of the Organisation	: Seethalakshmi Ramaswami College Tiruchirappalli-2
Venue	: IQAC Room
Date	: 25.06.2013
Chair	: Principal
Members Present	: Vice-Principal, IQAC Members and Student Representative

### **Quality Initiatives**

A Meeting related to IQAC activities, Academic Audit, Performance Appraisal, Students' Feedback and Faculty Development Programme was held.

### **Action Taken**

- Academic audit meet was systemized and decided to have internal audits every year on 6.09.2013
- IQAC meeting regarding students activities and documentation was held on 10.07.2013 and 20.12.2013
- Feedback collection was completed on 3.10.2013
- A Meeting to standardize Performance Appraisal for teaching and non teaching was held on 20.01.2014
- Internal Academic Audit was conducted on Jan-Feb. 2014
- Feedback review was done on 10.03.2014
- Faculty Development Programmes

### **Professional Development programmes**

Four faculty development programs and one for non-teaching staff were organized.

Sl. no.	Title of the FDP	Resource Person	Date	No. of participants
1	Research Motivation Program for teachers	Dr. Kannan Panchapakesan, Director Academics	5 & 6. 07.2013	180
2	Patenting Rights in India	Dr. S. Santhi, Associate Professor, PG & Research Department of Chemistry, Seethalakshmi Ramaswami College	14.08.2013	178
3	Wither Higher Education?	Dr. Kris Srinivasan, Adjunct Professor and Guest Lecturer, Cornell University	1.10.2013	100
4	Self Development and Realization of Goals	Mr. Sivakumar Dakshina Foundation	7 & 8 .03.2014	30
5	Network Links	Mr. Jayabharath System Admin, Seethalakshmi Ramaswami College	22.08.2013	22

## **Minutes of Internal Quality Assurance Cell Meeting (2013-2014)**

Name of the Organisation	: Seethalakshmi Ramaswami College Tiruchirappalli-2
Venue	: IQAC Room
Date	: 08.07.2013
Chair	: Principal
Members Present	: Vice principal, IQAC Members, Student Representative

### **Quality Assurance Initiatives**

A meeting with micro quality committee, Head of the Departments, faculty, office staff and students' union regarding Annual Quality Assurance Report (AQAR) data collection 2012-2013, research activities, syllabus revision, library committee, Academic planner, Performance Appraisal, Parents teachers meet, Alumnae meet and IQAC newsletter was conducted.

### **Action Taken**

- A Meeting to prepare proposals for major, minor projects and seminars was held on 12.07.2013
- Research committee meet to finalize the proposals to be sent to funding agencies was conducted on 23.08.2013 and 29.08.2013
- Syllabus revision meet was held on 07.10.2013
- Library committee meeting was held on 10.10.2013 to improve the library services
- A Meeting regarding Academic Planning and Performance Appraisal was conducted on 15.10.2013
- Parent-teachers meet was organized on 11.12.2013
- AQAR Report for 2012-2013 was submitted on 03.01.2014
- Alumnae meet was held on 12.02.2014
- IQAC newsletter was published and released in March 2014