

Minutes of Internal Quality Assurance Cell Meeting (2014-2015)

Name of the Organisation	: Seethalakshmi Ramaswami College Tiruchirappalli-2
Venue	: IQAC Room
Date	: 02.06.2014
Chair	: Principal
Members present	: Vice – Principal, IQAC members

Quality Assurance Initiatives

A Meeting with micro quality committee, Head of the Departments, faculty, office staff, Library committee regarding Internal Academic Audit, Feedback collection, Syllabus revision, extension activities plan, Research activities, Academic Planner, parent - teacher meet, students' feedback and alumnae meet were conducted.

Action Taken

- Syllabus revision meeting was held on 20.06.2014
- A meeting to plan research activities was held on 12.07.2014
- A Meeting to prepare proposals for major, minor projects and seminars was held on 23.08.2014
- Feedback collection was completed on 28.08.2014
- Research committee meet to finalize the proposals to be sent to funding agencies was conducted on 29.08.2014
- Students' feedback review was held on 12.09.2014
- Academic planner was verified on 29.09.2014
- A meeting was conducted to review library facilities on 10.10.2014
- A Meeting to motivate research activities to meet Institutional Social Responsibility with Dr. Kannan Panchapakesan, Director Academics was held on 28 & 29.11.2014

- A meeting for achievers' drive student activity – PPT, Quiz, Essay competition was held on 10.12.2014
- Parents–teacher meeting was conducted on 13.01.2015
- Counseling Cell was inaugurated on 28.01.2015
- Alumnae meet was held in departments and feedbacks were collected
- Internal Academic Audit was conducted in January and February 2015
- AQAR Report for 2013-2014 submitted on 14.02.2015

Minutes of Internal Quality Assurance Cell Meeting (2014-2015)

Name of the Organisation : Seethalakshmi Ramaswami College
Tiruchirappalli-2
Venue : IQAC Room
Date : 18.08.2014
Chair : Principal
Members present : Vice – Principal, IQAC members, Student representative

Quality Initiatives

A Meeting related to Research initiative –Research Publication, IPR issues and Faculty Development Programmes was held.

Action Taken

- Research Initiative meeting was conducted in October 2014
- IQAC Newsletter was published and released on 19th March 2015
- Two professional development programmes for faculty and one for non-teaching were organized.

Sl. No	Title of the FDP	Resource Person	Date	No. of participants
1	Entry of synthesized novel molecules from the chemistry laboratories of the Seethalakshmi Ramaswami College, into the Indian patent office registered 2014 - an overview	Dr. Kalaivani, Associate Professor & Head, PG & Research Department of Chemistry, Seethalakshmi Ramaswami College	27.08.2014	12
2	Inter-disciplinary Research areas involving History and other subjects	Prof. Y. Sudershan Rao, Chairman, Indian Council of Historical Research, Ministry of Human Resource Development, Government of India, New Delhi	22.01.2015	160
3	Office Automation	Dr. R. Jamuna, Associate Professor of Computer Science, Seethalakshmi Ramaswami College	22.08.2013	22

Programmes attended by IQAC members

Seminar/Orientation programme	Title of The Programme	Organized by	Venue and Date
Orientation programme	Quality issues in HE and challenges of NAAC Assessment	IQAC	Cauvery College, Trichy 20.09.2014
Seminar	Enhancing Research, Consultancy and Extension Activities – Roles and Responsibilities of IQAC	IQAC	Srimad Andavan Arts and Science College, Trichy 27.09.2014