



SEETHALAKSHMI RAMASWAMI COLLEGE
(AUTONOMOUS)
(Affiliated to Bharathidasan University)
Accredited with A (3rd Cycle) by NAAC



Minutes of Internal Quality Assurance Cell Meeting (2018-2019)

Name of the organisation	Seethalakshmi Ramaswami College, Tiruchirappalli-2
Venue	IQAC Room
Date	25.06.2018
Chair	Principal
Members Present	Vice Principal, IQAC Members, Student Representatives

Quality Assurance Initiatives

- Meeting with Management, IQAC, micro-committee & student representatives conducted to plan and execute the quality assurance activities of IQAC

Agenda

- AQAR, IIQA, SSR, NIRF, AISHE, Internal & External Academic & Administrative Audit, Green Audit, Academic Council Meet, Feed Back Collection & Review

Follow up meetings held

Purpose	Dates	Members Present
Plan Academic council & External Academic Audit	11.07.2018, 19.07.2018	Principal, Vice-principal, IQAC team, Heads of the departments
AQAR data collection, consolidation & presentation	30.07.2018, 09.08.2018, 04.09.2018, 17.09.2018 & 22.09.2018	Principal, Vice-principal, IQAC team, micro-committee members, office superintendent, Heads of the departments
NIRF data collection & presentation	27.11.2018, 30.11.2018 & 04.12.2018	Principal, Vice-principal, IQAC team, micro-committee members, office superintendent, Heads of the departments
IIQA & SSR consolidation Feedback Review	25.06.2018, 09.07.2018, 30.07.2018, 09.08.2018, 18.09.2018, 26.09.2018, 12.10.2018, 26.10.2018, 28.11.2018, 20.12.2018, 10.01.2019, 14.02.2019, 28.02.2019, 15.03.2019	Principal, Vice-principal, IQAC team, micro-committee members, office superintendent, Heads of the departments

Action Taken

- Academic Council Meeting was held on 06.08.2018
- External Academic & Administrative Audit held on 09.08. 2018
- AQAR for the year 2017-2018 was prepared and uploaded on 28.09.2018
- Academic council meetings for 5 B.Voc. courses held on 03.10.2018 & 15.10.2018
- Green Audit conducted by IQAC on 10.11. 2018
- Follow up of Green Audit by peer team 19.11.2018
- NIRF data was uploaded on 06.12.2018
- NAAC Evaluation meeting held on 09.12.2018
- External Green Audit conducted on 22,23 & 24.01.2019. Report received on 20.02 2019
- AISHE data uploaded on 09.02.2019
- Mock peer team visit to scrutinize the preparation of SSR on 06.02.2019
- IIQA submitted on 06.03.2019
- SSR in the revised format submitted on 18.04.2019



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Name of the organisation	Seethalakshmi Ramaswami College, Tiruchirappalli-2
Venue	IQAC Room
Date	23.07.2018
Chair	Principal
Members Present	Vice Principal, IQAC Members

Quality Initiatives

- Meeting with Management & IQAC conducted to plan and execute the quality initiative activities of IQAC

Agenda

- Professional Development Programmes for teaching and non-teaching staff
- Welfare programmes for teaching, non-teaching staff

Follow up meetings held

Purpose	Dates	Members Present
Plan & execute professional development programme to enrich e-content	24.08.2018	Principal, Vice-principal, IQAC team, Heads of the departments
Organise workshops on revised NAAC framework	17.09.2018	Principal, Vice-principal, IQAC team
Plan FDP on OBE	02.01.2019	Principal, Vice-principal, IQAC team

Action Taken

Sl.no.	Topic of the programme	Resource Person	Date	No. of Participants
1	FDP on e-content preparation	Mr. C. Hariharan Co-founder, Edusculp, Chennai	30.08.2018	154
2	Workshop on An Insight into the New NAAC Framework	Dr. V. Pandiarajan Retd. Principal, Ayya Nadar Janaki Ammal College, Sivakasi	22.09.2018	157

3	FDP on NAAC – Revised Accreditation Framework (RAF) of Autonomous Colleges & the role of ICT in NAAC – RAF	Dr. S. Parthasarathy Professor & Head, Department of Bioinformatics, Director i/c, University Informatics Centre, Bharathidasan University, Tiruchirappalli	10.10.2018	158
4	Facets of Scholarly Communication and Quality Assurance	Dr. S. Srinivasaragavan, Professor & Head, Department of Library & Information Science, Bharathidasan University, Tiruchirappalli	31.10.2018	148
5	FDP on Outcome-based Education	Dr. M. G. Sethuraman, Professor, Department of Chemistry, Gandhigram Rural Institute, Dindigul	05.01.2019	160
6	A demonstration programme of intelli space software for effective and innovative teaching	Mr. Sathya, Intelli Space Software, Chennai	22.01.2019	100
7	Faculty Motivational Programme -- Wake up and smell the coffee	Dr. Kannan Pancapakesan, Director Academics, Seethalakshmi Ramaswami College, Tiruchirappalli	28.01.2019	162
8	FDP on Outcome Based Education	Dr. K. Karthikeyan Associate Professor of Commerce, Dean and Controller of Examinations, Vivekananda college, Madurai	16.04.2019	159

Professional Training Programme for Non- Teaching Staff

Sl.no.	Topic of the programme	Resource Person	Date	No. of Participants
1	English for Basic Official Communication	Faculty of English Department	20-21.08.2018 (2 days)	20



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Venue	IQAC Room
Date	10.07.2018
Chair	Principal
Members Present	Vice Principal, IQAC Members, HOD-s & student representatives

Other Meetings oriented towards Quality Sustenance and Development

A meeting with Management and IQAC held to plan the other Meetings oriented towards Quality Sustenance and Development activities of IQAC

Action Taken

- Alumnae meet was held by all the departments on 14.07.2018
- Review meeting of the activities of committees and cells in the institution on 27.07.2018
- Parent – teachers meet was organized by all the departments on 17.10.2018
- The Annual Alumnae meet was convened by the college on 30.01.2019
- IQAC News Letter meeting was held on 08.01.2019 and newsletter was published on 30.03.2019
