



**SEETHALAKSHMI RAMASWAMI COLLEGE**  
**(AUTONOMOUS)**  
**Affiliated to Bharathidasan University**  
**Tiruchirappalli**  
**Accredited with A+ by NAAC (4th cycle)**



**Minutes of Internal Quality Assurance Cell Meetings (2021-2022)**

Name of the organisation	Seethalakshmi Ramaswami College, Tiruchirappalli-2
Venue	IQAC Room
Date	02.08.2021
Chair	Principal
Members Present	Self-financed in charge, IQAC Members

**Quality Assurance Initiatives**

- ✦ Meeting with Management and IQAC micro-committee conducted to plan and execute the quality assurance activities of IQAC

**Agenda**

- ✦ AQAR, NIRF, Internal Academic & Administrative Audit, Academic Council Meet, Feed Back Collection & Review

**Follow up meetings held**

Purpose	Dates	Members Present
AQAR (2018-19, 2019-20 & 2020- 21) data collection, verification & Submission	17.08.2021, 19.08.2021, 24.08.2021, 26.08.2021 02.05.2022	Principal, Self-financed in charge, IQAC team ,Micro-committee members, office superintendent, Heads of the Departments & Students Union
NIRF Data Collection, Consolidation & Verification	02.11.2021, 04/01/2022	Principal, Self-financed in charge, IQAC team, Office Superintendent
Internal Academic & Administrative Audit	07.05.2022	Principal, Self-financed in charge, IQAC team

**Action Taken**

- ✦ Academic Council Meet held on 23.09.2021
- ✦ Internal Academic & Administrative Audit held on 19.05.2022.
- ✦ NIRF Registration on 22/11/21 data submitted on 12.01.2022
- ✦ Submission of AQARs

Year	Date of submission
2018-2019	29.08.2021
2019-2020	31.08.2021
2020-2021	06.05.2022

- ✦ Feed Back Analysis meet held on 30.05.2022.



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Chair	Principal
Members Present	Self-financed in charge, 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
- OBE Syllabus Revision
- Hybrid Class and CIA tests planning
- Learning Enhancement activities planning
- UBA activity planning
- SRC Quest-In House Peer Reviewed Journal Release Planning

**Follow up meetings held**

<b>Purpose</b>	<b>Dates</b>	<b>Members Present</b>
Professional Development Programmes planning	05.08.2021	Principal, Self-financed in charge, IQAC team
OBE Syllabus Revision	04.07.2021	Principal, Self-financed in charge, COE, IQAC team, HOD's
Hybrid Class Planning	04.08.2021	Director-Academics, Principal, Self-financed in charge, COE, IQAC team, HOD's
Learning enhancement activities planning	27.08.2021	Director-Academics, Principal, Self-financed in charge, IQAC team
UBA activity planning	20.10.2021	Principal, Self-financed in charge, IQAC team, UBA coordinators & Heads of the Departments
SRC Quest-In House Peer Reviewed Journal Release Planning	20.09.2021	Principal, Self-financed in charge, IQAC team, SRC Quest-In House Peer Reviewed Journal Coordinators & Members

**Action Taken**

<b>Title of the professional development programme organised for teaching staff</b>	<b>No. of participants</b>	<b>Dates (from-to) (DD-MM-YYYY)</b>
E-content Development	170	31.05.2021 - 02.06.2021
One week Capacity Building Programme on Integration of ICT in Teaching, Learning and Evaluation	130	03.06.2021 - 10.06.2021

Faculty Development Programme on Effective online Teaching	100	07.08.2021
Online Faculty Development Programme on Scholarly Databases	140	30.09.2021
Three day online Faculty Development Programme on Design & Development of MOOC Modules	135	04.10.2021 - 06.10.2021
Hands on workshop on Creation of Google Site	170	04.12.2021
A special meeting on Current Research Scope and Potentials in Life Sciences	60	15.12.2021
A special meeting on the topic – NMR – A tool in characterization and structure elucidation of pharmaceutical degradation products	65	30.12.2021

**Administrative training programme organised for non-teaching staff**

<b>Title of the administrative training programme organised for non-teaching staff</b>	<b>No. of participants</b>	<b>Dates (from-to) (DD-MM-YYYY)</b>
A two day Professional Development Programme on the topic Effective use of digital tools for office work	7	04.02.2022 - 05.02.2022

**Orientation Programmes**

<b>Title of the Programme</b>	<b>Number of Beneficiaries</b>	<b>Dates</b>
<b>Orientation for teachers - Evolving Systems for Effective Management by Director - Academics</b>	<b>120</b>	<b>05.04.2022</b>
<b>Orientation for Junior faculty - Quality work Culture - by Director - Academics</b>	<b>60</b>	<b>06.04.2023</b>

**Online Staff welfare programme**

<b>Title of the programme</b>	<b>Number of Beneficiaries</b>	<b>Dates</b>
<b>Cancer and You – Pink October Celebration</b>	<b>120</b>	<b>28.10.2021</b>

**Extension Activity**

<b>Title of the programme</b>	<b>Number of Beneficiaries</b>	<b>Dates</b>
<b>IQAC in collaboration with Unnath Bharath Abiyan (UBA) a One week - Digital Literacy Programme for Creating Awareness on Digital Media</b>	<b>400 villagers</b>	<b>04/10/2021 to 08/10/2021</b>

- Curriculum Revision

Finalising -- the structure of the programmes , courses to be offered, unit wise curriculum framework, PO,PSO, CO mappings, Model Question papers, etc by Curriculum Committee, IQAC, and departments with COE, Board of Studies and Academic council.

- Hybrid mode plan finalised and implemented
- Lab Manuals preparation by science departments, online Competitions and endowment lectures organised
- Extension activity with UBA conducted in adopted villages
- First Issue of SRC Quest – In-house Peer Reviewed Journal released on 27.09.2021

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### **Minutes of Internal Quality Assurance Cell Meetings (2020-2021)**

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Date	02.08.2021
Chair	Principal
Members Present	Self-financed in charge, 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

#### **Agenda**

Online Annual Alumnae meet, Parent-teachers Meet, IQAC news letter

#### **Action Taken**

- Online Annual Alumnae meet was held on 04.12.2021
- Parent-teachers meet was organized by all the departments on 27.12.2021
- IQAC News Letter for 2020-21 & 2021-22 verified and prepared.

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