

## **Minutes of Internal Quality Assurance Cell Meeting (2016-2017)**

Name of the Organization : Seethalakshmi Ramaswami College  
Tiruchirappalli-2  
Venue : IQAC Room  
Date : 20.07.2016  
Chair : Principal  
Members Present : Vice Principal, IQAC Members, Student  
Representative

### **Quality Assurance Initiatives**

A Meeting convened with micro quality committee, Head of the Departments, faculty, office staff and students' union regarding AQAR data 2015-2016, External and Internal Academic Audit, Extension activities plan and Feedback collection was held.

### **Action Taken**

- Extension activities plan meet was conducted on 27.06.2016
- AQAR Report for 2015-2016 submitted on 28.09.2016
- Feedback collection was completed in the second and third week of October 2016
- External Academic Audit was held in August 2016
- Internal Academic Audit was conducted on Jan-Feb. 2017

## Minutes of Internal Quality Assurance Cell Meeting (2016-2017)

Name of the Organisation : Seethalakshmi Ramaswami College  
Tiruchirappalli-2

Venue : IQAC Room

Date : 04.08.2016

Chair : Principal

Members Present : Vice Principal, IQAC Members, Student Representative

### Quality Initiatives

A Meeting related to Research initiative – Strategy Development, Research Publication and Faculty Development Programmes was conducted.

### Action Taken

- A Meeting on Research initiative – Strategy Development was held on September 2016
- Research Publication Initiative was conducted on Jan 2017
- Five Faculty Development Programmes were organized.

Sl. no.	Title of the FDP	Resource Person	Date	No. of participants
1	A-Z of Patenting	Dr. J. Gowri, Department of Biotechnology, Seethalakshmi Ramaswami College, Tiruchirappalli	15.9.2016	186
2	FDP - Counselling strategies for teachers	Dr. Sangeetha Makesh, Counseling Psychologist and Relationship Consultant, Chennai	22.12.2016	30
3	FDP - A teacher in grey revolution	Dr. E. Ramganes, Professor and Head, Department of Educational Technology, Director, UGC- Human Resource	04.01.2017	170

		Development Centre, Bharathidasan University Tiruchirappalli – 620 023		
4	An Introduction to IPR	Dr. M.S. Mohamed Jaabir, Associate Professor, Co-ordinator, UGC's Innovative Programme, PG & Research Department of Biotechnology, National College (Autonomous), Tiruchirappalli	08.02.2017	5
5	FDP - Strategies for teaching	Prof. K. N. Sivaraman, Senior Consultant, ELT, Communication & Soft Skill, Former Director (ELT), State Institute of English, Tamilnadu	18.02.2017	165

## Minutes of Internal Quality Assurance Cell Meeting (2016-2017)

Name of the Organisation : Seethalakshmi Ramaswami College  
Tiruchirappalli-2

Venue : IQAC Room

Date : 29.8.2016

Chair : Principal

Members Present : Vice Principal, IQAC Members

### Other Meetings

A Meeting regarding Syllabus Revision, Academic Planner, Parents-Teacher meet, Students Feedback, IQAC Newsletter and Alumnae Meet was convened.

### Action taken

- Syllabus revision meeting was held on 05.10.2016
- Academic planner meeting was held on 22.09.2016
- Parents teacher meet was organized on 07.10.2016
- Students feedback review was organized on 28.12.2016
- Alumnae meet was conducted on 09.1.2017
- IQAC newsletter was published and released on 10.03.2017

### 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
National conference	Strategies for Quality Enhancement in Higher Education	IQAC	Guru Nanak College, Chennai 15&16 .07.2016

National conference	Strategies of Quality Initiative, Enhancement and Sustenance in Higher Education	IQAC	American College, Madurai, 21&22. 2.2017
National seminar	Contemporary Women's Writing : Issues and Challenges	IQAC	SNDT Women's University Mumbai, 17 & 18. 02. 2017