

## **Minutes of Internal Quality Assurance Cell Meeting (2015-2016)**

Name of the Organization : Seethalakshmi Ramaswami College  
Tiruchirappalli-2

Venue : IQAC Room

Date : 22.06.2015

Chair : Principal

Members Present : Vice Principal, IQAC Members, Student  
Representative

### **Quality Initiatives**

A Meeting related to Social Outreach Activities, Policy and strategy, Presentation of SWOC analysis, NIRF, Teaching and Learning process and Evaluation Initiative was convened.

### **Action taken**

- Policy and strategy of Social Outreach Activities were regularized on 03.07.2015.
- SWOC analysis from all departments was presented on 05.08.2015
- A Meeting to review teaching and learning process was held on 10.08.2015.
- A Meeting to evolve strategies for teaching and learning was held on 12.08.2015
- An evaluation initiative for NIRF was held on 2.11.2015

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### Quality Assurance Initiatives

A Meeting with micro quality committee, Head of the departments, faculty, office staff and students' Union regarding AQAR data 2014-2015, Internal Academic Audit, Feedback collection and Faculty Development Programme was conducted.

### Action Taken

- AQAR Report for 2015-2016 submitted on 12.10.2015
- Feedback collection was completed on 18.12.2015
- Internal Academic Audit was conducted in January and February 2016
- Four 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	FDP - NAAC Re-accreditation – Road Map to NAAC 2017	Dr. Umesh Samuel, Dean (Research), Bishop Heber College, Trichy	11.07.2015	160
2	Patentable Components- An Overview”	DR. M.V. Alli, Associate Professor, Department of Nutrition & Dietetics Seeethalakshmi Ramaswami College	02.09.2015	176
3	FDP - Access to Web Resources	Dr. M. Surulinathi, Assistant Professor, Department of Library And Information Science from Bharathidasan University, Trichy	05.12.2015	150

4	ICAR, AICRP sponsored Faculty Development programme on Hands on Training on Bee Keeping	Dr. M. R. Srinivasan, Professor of Agricultural Entomology from TNAU, Coimbatore	9.3.2016	50
5	English for Basic Official Communication	Ms. R. Vidhya, Associate Professor of English, Seeethalakshmi Ramaswami College	12.08.2015	22

## **Minutes of Internal Quality Assurance Cell Meeting (2015-2016)**

Name of the Organisation	: Seethalakshmi Ramaswami College Tiruchirappalli-2
Venue	: IQAC Room
Date	: 28.07.2015
Chair	: Principal
Members Present	: Vice Principal, IQAC Members, Student Representative

### **Other meetings**

Discussion to initialize information repository system, consolidate the proposal for seminar & projects, verify Academic planner and collect performance appraisal, Parents teachers meeting, review library facilities and collect feedbacks was arranged.

### **Action Taken**

- Information repository system for AQAR consolidation was initialized on 30.07.2015
- A Meeting to prepare proposals for major, minor projects and seminars was held on 28.08.2015
- Academic planner was verified and performance appraisal was collected on 21.09.2015
- Parent –teachers meet was held on 20.10.2015
- Library facilities were reviewed on 09.12.2015
- Students' feedbacks were reviewed on 28.12.2015
- Department alumnae meet was held on 07.01.2016
- Stakeholder's feedback were reviewed on 09.01.2016