

Minutes of Internal Quality Assurance Cell Meeting (2017-2018)

Name of the Organisation : Seethalakshmi Ramaswami College
Tiruchirappalli-2

Venue : IQAC Room

Date : 3.07.2017

Chair : Principal

Members Present : Vice Principal, IQAC Members, Student
Representative

Quality Assurance Initiatives

A Meeting with micro quality committee, Head of the Departments, faculty, office staff and students' union regarding Annual Quality Assurance Report (AQAR) data 2016-2017, National Institutional Ranking Framework (NIRF), Internal Academic Audit, Feedback collection was conducted.

Action Taken

- AQAR Report for 2016-2017 submitted on 21.07.2017
- NIRF Registration was done on 23.09.2017
- NIRF was uploaded on 30.11.2017
- Feedback collection was completed in the second and third week of October
- Internal Academic Audit was conducted on Jan-Feb. 2018

Minutes of Internal Quality Assurance Cell Meeting (2017-2018)

Name of the Organisation : Seethalakshmi Ramaswami College
Tiruchirappalli-2
Venue : IQAC Room
Date : 18.08.2017
Chair : IQAC Coordinators
Members Present : IQAC Members, Student Representative

Quality Initiatives

A Meeting convened for IPR Initiative related to teaching, research and Research Publication and Faculty Development Programmes

Action Taken

- IPR Initiative meeting was conducted on 18.09.2017
- Nine 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	Two day Science Academies Lecture Workshop on “Thrust Areas in Biological Sciences”	Dr. Srinivas K Saidapur, Convener, BIOTAB-2017, Director, Higher Education Academy, Former Vice Chancellor, Karnatak University, Dharwad	9 & 10.02.2017	32
2	Research Publications	Dr. Surulinathi, Librarian, Bharathidasan University	27-09-2017	175
3	Robokart Report Internet of Things”	Er. Nitin G Acharya, Department of Electronics and telecommunications, Robokart innovation cell, IIT — Bombay	19.9.2017	50
4	Copy Rights and Issues in Publication	Dr. S. Kala, Associate Professor, Department of Botany, Seethalakshmi Ramaswami College, Tiruchirappalli	23.10.2017	186
5	FDP - Devotional music	Music Department faculty of the institution	13.11.2017 to 18.11.2017	77

6	Global Education	Dr. S. Venkatraman, a consultant of UNESCO	17.01.2018	170
7	Intellectual Property Issues for faculty in Teaching and Research	Dr. M.S. Mohamed Jaabir, Associate Professor, Co-ordinator, UGC's Innovative Programme, PG & Research Department of Biotechnology, National College (Autonomous), Tiruchirappalli	24.01.2018	186
8	New NAAC Accreditation System Dr. Selvam	Dr. Selvam, Consultant – NAAC Accreditation Process & External Academic Auditor	05.04.18	175
9	FDP - classical music & veena class	Music Faculty	06.04.2018	170
10	Office Automation	Ms. Deepthi, Automation Staff, Seethalakshmi Ramaswami College, Tiruchirappalli	11.08.2017	17

Minutes of Internal Quality Assurance Cell Meeting (2017-2018)

Name of the Organisation	: Seethalakshmi Ramaswami College Tiruchirappalli-2
Venue	: IQAC Room
Date	: 06.10.2017
Chair	: Principal
Members Present	: Vice Principal, IQAC Members, Student Representative

Other Meetings

A Meeting with Head of the Departments and faculty members regarding syllabus revision, extension activities plan academic planner, parents-teacher meet, students' feedback, IQAC newsletter and alumnae meet was convened.

Action Taken

- Extension activity plan meet was conducted on 28.06.2017
- Syllabus revision meeting was held on 20.06.2017
- Academic planner meeting was held on 10.08.2017
- Parents teacher meet was organized on 28.09.2017
- Students feedback review was organized on 27.10.2017
- Alumnae meet was conducted on 09.12.2017
- Department alumnae meet was organized on 19.03.2018
- IQAC newsletter was published and released on 24.03.2018