



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



Minutes of Internal Quality Assurance Cell Meeting (2019-2020)

Name of the organisation	Seethalakshmi Ramaswami College, Tiruchirappalli-2
Venue	IQAC Room
Date	27.06.2019
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

- Peer Team visit, AQAR, NIRF, AISHE, Internal Academic & Administrative Audit, Feed Back Collection & Review

Follow up meetings held

Purpose	Dates	Members Present
Preparation for Peer Team visit	28.06.2019, 09.07.2019, 19.07.2019	Principal, Vice-principal, IQAC team
AQAR data collection	06.08.2019, 26.08.2019, 24.09.2019, 27.09.2019	Principal, Vice-principal, IQAC team, micro-committee members, office superintendent, Heads of the departments
NIRF Data Collection	3.10.2019, 17.10.2019, 28.10.2019	Principal, Vice-principal, IQAC team, office superintendent

Action Taken

- NAAC Peer Team Visit successfully completed on 29.20.07.2019
- NAAC accreditation – A+ grade in 4th cycle received on 09.08.2019
- NIRF data was uploaded on 29.11.2019
- Internal Academic & Administrative Audit held on 19.12. 2019
- Data of AQAR for the year 2018-2019 collected for consolidation
- AISHE data uploaded on 05.02.2020



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



Minutes of Internal Quality Assurance Cell Meeting (2019-2020)

Name of the organisation	Seethalakshmi Ramaswami College, Tiruchirappalli-2
Venue	IQAC Room
Date	01.07.2019
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
- Students' Welfare Initiatives

Follow up meetings held

Purpose	Dates	Members Present
Professional Development Programmes planning	04.07.2019, 23.10.2019	Principal, Vice-principal, IQAC team
IPR cell strengthening	14.08.2019,	Principal, Vice-principal, IQAC team, IPR Cell
ED cell strengthening	04.12.2019	Principal, Vice-principal, IQAC team, ED Cell
Student welfare Initiatives	28.11.2019, 16.12.2019	Principal, Vice-principal, IQAC team, grievance & Redressal Committee
Staff Welfare Initiative	29.08.2019	Principal, Vice-principal, IQAC team, HODs and Staff Club

Action Taken

Sl.no.	Topic of the Programme	Resource Person	Date	No. of Participants
1	FDP on Inter Se Mapping & Outcome Measurement	Dr. M. Selvam, Syndicate- Alagappa University, Karaikudi	06.07.2019	156
2	FDP on IPR basics and Patenting procedure in India	Ms. Divya Sridharan, Patent Consultant, Chennai	26.08.2019	150
3	Intellectual Property issues for Faculty in Teaching and Research	M.S. Mohamed Jabir, Associate Professor, PG Department of Biotechnology, Co-ordinator, UGC's innovative Programme, National College	09.09.2019	156
4	Workshop on Outcome mapping and Attainment - Unified Metrics in Outcome Mapping	Dr. M. Selvam, Professor & Head, International Business & Commerce, Alagappa University, Karaikudi	30.10.2019	160
5	Professional Skill Training	Dr. Kannan Panchapakesan Director – Academics	22.01.2020	159
6	ED programme (in collaboration with Bharathidasan University)	Mr. Raja Maheswari , Entrepreneur, Jayam Group of Fabrication Industries, Thuvakudi, Tiruchirappalli	27.01.2020	140
7	Professional Skill Training	IQAC team	04.02.2020	161
8	Workshop on Outcome Based Education	Dr.E.Ramganesh, Professor, Department of Educational Technology and Director, Institute for Entrepreneurship and Career Development, Bharathidasan University & Dr. S. Amutha, Assistant Professor of Educational Technology, Bharathidasan University, Tiruchirappalli	20.02.2020	159

Professional Training Programme for Non- Teaching Staff

Sl.no.	Topic of the Programme	Resource Person	Date	No. of Participants
1	English for Internet Usage	English Faculty	11-12.09.2019	15

Student welfare initiatives

Sl. No.	Welfare Initiatives	Date
1	Awareness Programme on “Kavalan App” by Trichy City Police	10.12.2019
2	Napkin Vending Machine installation	29.01.2020
3	Mobile ATM for Hostel Students facilitated	from 3.12.2020
4	Know about “Easy Pay” (the methods of registration of students’ details for the easy payment of fees)	12.02.2020
5	Anaemia and obesity detection camp	24.07.2019

Staff welfare programmes

Sl. No.	Topic of the Programme	Resource Person	Date
1	My Heart your Heart	Dr. A. Kader Sahib, Apollo & Ayesha hospital, Tiruchirappalli	18.09.2019
2	FDP on Investment Plans	Mr.T.Manoj, Corporate trainer, Apex Academy, Cochin, Kerela	03.12.2019
3	Anaemia and obesity detection camp	Seeras Diet Clinic	03.09.2019 74 participants



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



Minutes of Internal Quality Assurance Cell Meeting (2019-2020)

Name of the organisation	Seethalakshmi Ramaswami College, Tiruchirappalli-2
Venue	IQAC Room
Date	09 .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

Agenda

Alumnae meet, review of activities of committees and cells, Parent-teachers meet, IQAC news letter

Action Taken

- Alumnae meet was held by all the departments on 13.07.2019
- Review meeting of the activities of committees and cells in the institution on 26.07.2019
- Parent – teachers meet was organized by all the departments on 11.01.2020
- The Annual Alumnae meet was convened by the college on 10.01.2020
- IQAC News Letter meet held on 09.01.2020 and was published on 20.03.2020
