



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



Minutes of Internal Quality Assurance Cell Meeting (2020-2021)

Name of the organisation	Seethalakshmi Ramaswami College, Tiruchirappalli-2
Venue	IQAC Room
Date	16.10.2020
Chair	Principal
Members Present	Vice Principal, 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, Advisory Committee Meet for B.Voc, Feed Back Collection & Review

Follow up meetings held

Purpose	Dates	Members Present
AQAR (2018-19 & 2019-20) data collection and verification	7.10.2020, 18.11.2020, 7.12.2021, 29.1.2021	Principal, Vice-principal, IQAC team, Micro-committee members, office superintendent, Heads of the Departments & Students Union
NIRF Data Collection	2/1/2021	Principal, Vice-principal, IQAC team, Office Superintendent

Action Taken

- Internal Academic & Administrative Audit held on 21.10.2020.
- Academic Council Meet held on 02.01.2021
- Advisory Committee Meet for B.Voc Programme 2021 held on 30.03.2021.
- NIRF Registration on 01/02/21 data uploaded on 03/02/21
- Verification of the Data of AQAR for the year 2018 and data collection for the year 2019-20.
- Feed Back Analysis meet held on 29.10.2020.



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Minutes of Internal Quality Assurance Cell Meeting (2020-2021)

Name of the organisation	Seethalakshmi Ramaswami College, Tiruchirappalli-2
Mode	Online Meet
Date	30.05.2020
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
- Syllabus Revision planning for the next academic year.
- Online Class Planning
- IPR Cell activity planning
- UBA activity planning
- SRC Quest-In House Peer Reviewed Journal Planning
- ED Cell activity planning

Follow up meetings held

Purpose	Dates	Members Present
Professional Development Programmes planning	31.05.2020	Principal, Vice-principal, IQAC team
Syllabus Revision planning for the next academic year	28.08.2020,24.10.2020,09.01.2020 (Online Mode), 20.04 2021 (Off line mode)	Director-Academics, Principal, Vice-principal, COE,IQAC team, HOD's
Online Class Planning	06.06.2020,28.06.2020, 24.10.2020, 09.01.2021, 24.04.2021	Director-Academics, Principal, Vice-principal, COE,IQAC team, HOD's
IPR cell activity planning	07.07.2020	Principal, Vice-principal, IQAC team, IPR Cell
UBA activity planning	17.08.2020	Principal, Vice-principal, IQAC team, UBA coordinators & Heads of the Departments
SRC Quest-In House Peer Reviewed Journal Planning	08.12.2020	Principal, Vice-principal, IQAC team, SRC Quest-In House Peer Reviewed Journal Coordinators & Members

ED Cell activity planning	12.2.2021	Principal, Vice-principal, IQAC team, ED Cell Coordinators & Members
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Action Taken

Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	No. of participants	Dates (from-to) (DD-MM-YYYY)
An Overview of e- Learning Pedagogies		160	01.06.2020
Faculty Development Programme on “Video Content Creation”		63	18.06.2020
Professional Skill training to the faculty of Savitri Vidhyasala Hindu Girls Higher Secondary School, Tiruchirappalli		32	01.07.2020
An Introduction to Patent and Career Opportunities in Intellectual Property Rights		98	09.07.2020
Research gaps - Innovation and Copyrights & Trademarks		99	15.07.2020
One week Faculty Development Programme on “Outcome Based Education”		56	Batch I: 16.07.2020 – 22.07.2020 Batch II: 17.05.2021 – 22.05.2021

Professional Training Programme for Non- Teaching Staff

Sl.no.	Topic of the Programme	Resource Person	Date	No. of Participants
1	Documentation --The Right Way to Do !!!	Mr. R.Viswanathan Office Superintendent	12	10.12.2020

- Curriculum Revision

Structure of the programmes , courses to be offered unit wise curriculum framework, PO,PSO, CO instructions, PO Structures, Model Question papers etc involved by the Departments , Planning for the Board of Studies.

- IPR Cell

Two activities conducted.

- UBA Activity

Department extension activities and two webinars organised.

- SRC Quest-In House Peer Reviewed Journal Planning

Journal Manual prepared and Call for papers sent to the Departments

- ED Cell activity planning

One day webinar with four sessions organised.



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Minutes of Internal Quality Assurance Cell Meeting (2020-2021)

Name of the organisation	Seethalakshmi Ramaswami College, Tiruchirappalli-2
Venue	IQAC Room
Date	06.06.2020
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

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

Action Taken

COVID Awareness & Other Outreach Activitiess			
Title of the Activity	Organisor/ Resource Persons	No. of Participants	Date
COVID Awareness Quiz	IQAC, SRC	5000	12.06.2020
Covid-19 pandemic and Immunity jointly with the Departments of Botany, Nutrition & Dietetics and Research Department of Zoology	Dr. M.P.K. Ravichandra, Department of Internal Medicine, Pulmonology and Sleep Medicine, Narayana Hrudayalaya Institute of Health Sciences, Bangalore, Karnataka. Dr. A.S. Maheswari, Head & Assistant Professor of Zoology, Seethalakshmi Ramaswami College Dr. S. Kala, Associate Professor of Botany, Seethalakshmi Ramaswami College Dr. M.V. Alli, Associate Professor of Nutrition & Dietetics, Seethalakshmi Ramaswami College Dr. Alka Parashar, Professor & Head Department of Zoology, Government Sarojini Naidu PG Autonomous College, Bhopal, Madhya Pradesh	182	17.06.2020

Dissemination of Information on New Education Policy Jointly with Unnat Bharat Abhiyan, NSS, NCC, YRC & RRC	Dr. R. Padmavathy – Principal Dr.M.Vasuki - Vice Principal Dr. S.Kala – Dean Quality & Research, Coordinator, Unnat Bharat Abhiyan Mrs. R. Ragini - NSS Programme Officer (Unit – IV) Lt. Mrs. A.Shakila - Associate NCC Officer Dr. S. Vijayarani - Coordinator, YRC Dr. M. Nageswari - NSS Programme Officer (Unit –V) Lt. Dr. S. Ithayamalar - Associate NCC Officer		22.09.2020 – 23.09.2020
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- Covid-19 Quiz and webinars on Covid-19 Pandemic were conducted by IQAC and Extension activities by Departments.
- Online Annual Alumnae meet was held on 30.01.2021
- Parent–teachers meet was organized by all the departments on 29.03.2021
- IQAC News Letter published on 31.03.2021
