Minutes of Internal Quality Assurance Cell Meetings (2022-2023)

Name of the organisation	Seethalakshmi Ramaswami College, Tiruchirappalli-2
Venue	IQAC Room
Date	16.08.2022
Chair	Principal
Members Present	Self-financed in charge, 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, Feed Back Collection & Review

Follow up meetings held

Purpose	Dates	Members Present
AQAR (2021- 22) data collection, verification & Submission	06.10.2022, 26.10.2022	Principal, Self-financed in charge, IQAC team ,Micro-committee members, office superintendent, Heads of the Departments & Students Union
NIRF Data Collection, Consolidation & Verification	05.11.2022, 15/12/2022	Principal, Self-financed in charge, IQAC team, Office Superintendent
Internal Academic & Administrative Audit	07.05.2022	Principal, Self-financed in charge, IQAC team

Action Taken
✦ Academic Council Meet held on 15.10.2022
✦ Internal Academic & Administrative Audit held during 18.01.2023 – 28.01.2023 and 05.04.2023
✦ NIRF Registration on 03.11.2022 data submitted on 11.01.2023
✦ Submission of AQAR – 2022-23 on 30.05.2023
✦ Feed Back Analysis meet held on 07.04.2023

Minutes of Internal Quality Assurance Cell Meetings (2022-2023)

Name of the organisation	Seethalakshmi Ramaswami College, Tiruchirappalli-2
Venue	IQAC Room
Date	25.08.2022
Chair	Principal
Members Present	Self-financed in charge, 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
- Green Initiatives - Green Audit & Paper Recycling training to students
- Professional Outreach by Faculty
- Appointment of permanent Faculty
- Getting Permanent Affiliations for 3 Self-Financed Programs
- Updating Library Automation
- SRC Quest-In House Peer Reviewed Journal Vol – II Release Planning

Follow up meetings held

Purpose	Dates	Members Present
Professional Development Programmes planning	03.10.2022	Principal, Self-financed in charge, Dean Quality & Research, IQAC team
Green Initiatives Planning	09.12.2022	Principal, Self-financed in charge, , Dean Quality & Research, IQAC team, HOD's
Professional Outreach by Faculty Planning	11.07.2022	Director-Academics, Principal, Self-financed in charge, IQAC team, HOD's
Appointment of permanent Faculty	12.07.2022	Director-Academics, Principal, Self-financed in charge, Dean Quality & Research, IQAC team
Permanent Affiliations for 3 Self-Financed Programs meeting	27.07.2022	Principal, Self-financed in charge, Dean Quality & Research, IQAC team & Heads of the Departments
Library Automation update	10.12.2022	Principal, Self-financed in charge, Dean Quality & Research, IQAC team & Library Committee
SRC Quest-In House Peer Reviewed Journal Release Planning	09.09.2022	Principal, Self-financed in charge, IQAC team, SRC Quest-In House Peer Reviewed Journal Coordinators & Members

Action Taken

Title of the professional development programme organised for teaching staff	No. of participants	Dates (from-to) (DD-MM-YYYY)
Online Lecture Series on "Food Biotechnology" (in collaboration with YARD Education Foundation New Jersey, USA)	165	29.11.2022
Online Lecture Series on "Introduction to CPR" (in collaboration with YARD Education Foundation New Jersey, USA)	170	30.11.2022
Practical Aspects of Intellectual Property Rights	160	16.12.2022
A two day Professional Development Programme on the topic Effective use of Automation	175	27.02.2023 - 28.02.2023

Orientation Programmes

Title of the Programme	Number of Beneficiaries	Dates
Orientation for New Recruits	60	06.04.2023

Staff welfare programme

Title of the programme	Number of Beneficiaries	Dates
A Faculty and staff welfare Programme " Pollution and its Impact on Women's Health"" & "Obesity and its impact on Women's Health"	120	07.10.2022
A Faculty Awareness Programme - Pink October	100	18.10.2022
General Health Check-up for faculty, staff and students	200	20.10.2022
Ayurveda Complimentary consultation	90	11.10.2022

Extension Activity

Title of the programme	Number of Beneficiaries	Dates
IQAC in collaboration with Seagull Special School, Trichy - Inauguration of Sensory Garden and Aquarium	Special children in the school	12.08.2022

- 2 Green Initiatives – Green Audit & Paper Recycling Training to students done

- Professional Outreach by Faculty Planning – consultancy, corporate training & e materials by faculty done

- 26 permanent Faculty Appointed

- Library Automation updated

- Second Issue of SRC Quest – In-house Peer Reviewed Journal released on 28.10.2022

- Extension activity with Seagull Special School, Trichy -   Inauguration of Sensory Garden and Aquarium on 12.08.2022

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

Name of the organisation	Seethalakshmi Ramaswami College, Tiruchirappalli-2
Venue	IQAC Room
Date	02.08.2021
Chair	Principal
Members Present	Self-financed in charge, 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

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

Action Taken

- Online Annual Alumnae meet was held on 10.12.2022
- Parent–teachers meet was organized by all the departments on 21.10.2022
- IQAC News Letter for 2020-21 & 2021-22 released on 28.10.2022.

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