



SEETHALAKSHMI RAMASWAMI COLLEGE

(Autonomous)

**Affiliated to Bharathidasan University
Tiruchirappalli**

Accredited with A+ by NAAC (4th Cycle)



IQAC MINUTES

2023 - 2024



6.5.3. Quality Assurance Initiatives



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Minutes of Internal Quality Assurance Cell Meetings (2023-2024)

Name of the organization	Seethalakshmi Ramaswami College, Tiruchirappalli-2
Venue	IQAC Room
Date	19.07.2023 & 20.07.2023
Chair	Principal
Members Present	Dean and 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

Quality Sustenance Initiative

DST-FIST proposal preparation and presentation

DST-FIST proposal preparation and presentation	17.08.2023	Principal, Dean, IQAC team, Micro-committee members, office superintendent, Heads of the Departments
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6.5.3. Quality Assurance Initiatives

Follow up meetings held

Purpose	Dates	Members Present
Feedback Forms - collection from various stakeholders	07.09.2023	Principal, Dean, IQAC team, Micro-committee members, office superintendent, Heads of the Departments
AQAR (2022- 23) Data collection, verification & Submission	14.09.2023, 18.10.2023, 05.12.2023 & 26.02.2024	Principal, Dean, IQAC team, Micro-committee members, office superintendent, Heads of the Departments & Students Union
NIRF Data Collection, Consolidation & Verification	05.10.2023	Principal, Dean, IQAC team, Micro-committee members & Office Superintendent
Internal Academic & Administrative Audit	10.08.2023	Principal, Dean, & IQAC team, Heads of the Departments

Action Taken

- ✦ Academic Council Meet held on 26.09.2023
- ✦ Internal Academic & Administrative Audit held on 23.02.2024
- ✦ NIRF Registration on 05.10.2023 data submitted on 02.01.2024
- ✦ Submission of AQAR – 2022-23 on 27.04.2024
- ✦ Feed Back Analysis meet held on 07.09.2023
- ✦ DST–FIST proposal presentation at DST, New Delhi on 02.09.2023



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Minutes of Internal Quality Assurance Cell Meetings

Name of the organization	Seethalakshmi Ramaswami College, Tiruchirappalli-2
Venue	IQAC Room
Date	16.08.2023 & 17.08.2023
Chair	Principal
Members Present	Dean, IQAC Members and Office Superintendent

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
- SRC Quest-In House Peer Reviewed Journal Release Planning
- Skill Sharing Initiative to the teachers of Kamakoti Vidyalaya and Savitri Vidyasala Hindu Girls' Higher Secondary School.

Meetings:

Purpose	Dates	Members Present
Planning for organizing Professional Development Programmes for faculty and staff	23.09.2023	Principal, Dean - Quality & Research, IQAC team, HOD's, Members of the Teaching Faculty
Meeting on Research Publication Criteria for NAAC & NIRF	30.10.2023	Principal, Dean Quality & Research, IQAC Team
SRC Quest-In House Peer Reviewed Journal Release Planning	22.12.2023	Principal, Dean, IQAC team, SRC Quest-In House Peer Reviewed Journal Coordinators & Members
Plan of Action – IPR, N- List Resources, A Repository of Intellects	20.01.2024	Principal, Dean - Quality & Research, IQAC team, HOD's, Members of the Teaching Faculty
Professional Development Programme on Video Content Creation	05.06.2023	Principal, Dean - Quality & Research, IQAC team, HOD's, Members of the Teaching Faculty

6.5.3. Quality Assurance Initiatives

Capacity Building Programme on NIRF Ranking System & Its Implications	20.10.2023	Principal, Dean - Quality & Research, IQAC team, HOD's, Members of the Teaching Faculty
Orientation programme on Various Competitive Examinations Coaching	15.11.2023	Principal, Dean - Quality & Research, IQAC team, HOD's, Members of the Teaching Faculty
Action Taken:		
Title of the professional development programme organised for teaching staff	No. of Participants	Dates (from-to) (DD-MM- YYYY)
Faculty development programme on ethics and literature	175	25.09.2023 to 29.09.2023
Faculty Development programme on "Research Indicator: Strategy for Selecting Journals, Plagiarism and Publication Criteria for NAAC & NIRF"	160	2.11.2023
SRC Quest-In House Peer Reviewed Journal Release Planning	70	22.12.2023
Faculty Development Programme on "Research Tools for Quality Research"	170	11.01.2024
Special lecture on the topic "Entrepreneur: To be or not to be"	125	19.01.2024
Special meeting on "A Repository of Intellects"	129	30.01.2024
Seminar on "Strategies for Academic Empowerment: Unlocking the Potential of N-List Resources"	130	02.02.2024
Special meeting on "Exploring Intellectual Property Rights (IPR)-A Road map to Innovation and Opportunities"	135	16.02.2024
Special lecture on the "Importance of IPR-Technology Transfer for Academic Institutions".	124	05.03.2024
Professional Development Programme on Video Content Creation	75	12.06.2023

6.5.3. Quality Assurance Initiatives

Capacity Building Programme on “NIRF Ranking System & Its Implications in Academic and Research Platforms”	140	02.11.2023
Orientation programme on UGC NET EXAM COACHING	25	28.11.2023 to 02.12.2023

Orientation Programmes

Title of the Programme	Number of Beneficiaries	Dates
Faculty Orientation Programme	175	23.01.2024
Administrative Skill development program on “New Features and Updates in MS word”	15	22.08.2023
Faculty Professional development Programme-23	3	02.09.2023
Managing Professional Development Activities for Non – Teaching Staff	10	13.09.2023
E- Documentation	10	11.1-.2023

Staff welfare Programmes

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
“தூள் பெண்”	60	21.12.2023
“Women Empowerment”	50	28.12.2023
Faculty Awareness Programme on Pink October- Cancer	165	23.09.2023

6.5.3. Quality Assurance Initiatives

Extension Activity

Title of the programme	Number of Beneficiaries	Dates
IQAC in collaboration with Seagull Special School, Trichy – Visit to Butterfly Park	Special children in the school	01.12.2023

2 Green Initiatives – Paper Recycling Training to students done

Seedball preparation and saplings distribution to the adopted villages

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



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Venue	IQAC Room
Date	07.09.2023, 19.10.2023
Chair	Principal
Members Present	Dean, 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

NIRF Ranking System, Online Annual Alumnae meet, Parent-teachers Meet, IQAC News letter

Action Taken

- A special Capacity Building Programme was organised with Dr. Qurshid Begum – IQAC Coordinator, St. Joseph's College, Trichy to deliver a talk on NIRF Ranking System & Its implications in Academic and Research Platforms on 02.11.2023.
- Online Annual Alumnae meet was held on 16.12.2023
- Parent-teachers meet was organized by all the departments on 16.09.2023
- IQAC News Letter for 2023-24 released on 05.07.2024

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