





Affilia	(Autonon ated to Bharath Tiruchira	idasan University
Minutes of Inte	ernal Quality (2023-2	Assurance Cell Meetings 2024)
Name of the organization	Seethalakshmi R	amaswami College, Tiruchirappalli-2
Venue	IQAC Room	
Date	19.07.2023 & 20	0.07.2023
Chair	Principal	
Members Present	Dean and IQAC	Members
Audit  → Academic Co	uncil Meet ollection & Reviev	lemic & Administrative
-	oposal preparation	and presentation
DST–FIST proposal preparation and presentation	on 17.08.2023	Principal, Dean, IQAC team, Micro- committee members, office superintendent Heads of the Departments
6.5.3. Quality Assurance Initiativ	es	

DST–FIST proposal	17.08.2023	Principal, Dean, IQAC team, Micro-
preparation and presentation		committee members, office superintendent,
		Heads of the Departments

### 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

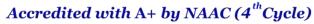
- → Feed Back Analysis meet held on 07.09.2023
- → DST-FIST proposal presentation at DST, New Delhi on 02.09.2023



### SEETHALAKSHMI RAMASWAMI COLLEGE

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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:**

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Purpose	Dates	Members Present
	22.00.2022	D: : 1 D
Planning for organizing Professional	23.09.2023	Principal, Dean - Quality & Research,
Development Programmes for faculty and staff		IQAC team, HOD's, Members of the
		Teaching Faculty
Meeting on Research Publication	30.10.2023	Principal, Dean Quality & Research,
Criteria for NAAC & NIRF		IQAC Team
SRC Quest-In House Peer Reviewed	22.12.2023	Principal, Dean, IQAC team, SRC
Journal Release Planning		Quest-In House Peer Reviewed
		Journal Coordinators & Members
Plan of Action – IPR, N- List Resources, A	20.01.2024	Principal, Dean - Quality & Research,
Repository of Intellects		IQAC team, HOD's, Members of the
		Teaching Faculty
Professional Development Programme on Video	05.06.2023	Principal, Dean - Quality & Research,
Content Creation		IQAC team, HOD's, Members of the
		Teaching Faculty

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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

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

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

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	Numbe Benefici		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 3		02.09.2023
Managing Professional Development Activities for Non – Teaching Staff	10		13.09.2023
E- Documentation	10		11.12023
Staff welfare Programme  Title of the Programme  A Faculty and staff welfare Programme "		umber of neficiaries	Dates
Pollution and its Impact on Women's Health" & "Obesity and its impact on Women's Health"	;	120	07.10.2022
"தான் பெண்"		60	21.12.2023
"Women Empowerment"		50	28.12.2023
Faculty Awareness Programme on Pink October-Cancer	-	165	23.09.2023
	l		

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"தான் பெண்"	60	21.12.2023
"Women Empowerment"	50	28.12.2023
Faculty Awareness Programme on Pink October- Cancer	165	23.09.2023

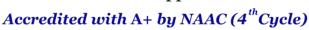
Title of the programme  QAC in collaboration with Seagull Special chool, Trichy – Visit to Butterfly Park  Green Initiatives – Paper Recycling Training to students done eedball preparation and saplings distribution to the adopted villages rofessional Outreach by Faculty Planning – consultancy, corporate aining & e materials by faculty done	Extension Activity		
QAC in collaboration with Seagull Special Special children in the chool, Trichy – Visit to Butterfly Park School  Green Initiatives – Paper Recycling Training to students done eedball preparation and saplings distribution to the adopted villages rofessional Outreach by Faculty Planning – consultancy, corporate	Title of the programme		Dates
eedball preparation and saplings distribution to the adopted villages rofessional Outreach by Faculty Planning – consultancy, corporate	IQAC in collaboration with Seagull Special School, Trichy – Visit to Butterfly Park	Special children in the	01.12.2023
rofessional Outreach by Faculty Planning – consultancy, corporate	2 Green Initiatives – Paper Recycling Train	ing to students done	
	Seedball preparation and saplings distribution	n to the adopted villages	



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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	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

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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.

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- 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