



ETHIRAJ COLLEGE FOR WOMEN (Autonomous)

Internal Quality Assurance Cell

Minutes of the Meeting held on 18.06.2019 at 11.30 am

The IQAC team met the Vice Principals, Dean of Academics, Dean of Research and Deans of Students (Aided & SS) to plan the modalities to be adopted to prepare for the NAAC accreditation process.

The IQAC coordinator welcomed the gathering and presented the agenda. Dr. Usha Rani, Vice Principal (Aided), gave valuable suggestion for NAAC preparations. She advised the IQAC members to form teams to work on each criterion. She suggested that each team should collect data and documents from various departments in an organized manner. Sharing her experiences of having worked in the IQAC team for the previous NAAC reaccreditation, she emphasized that working in a systematic way will make this work a pleasurable learning experience. She asked the departments to prepare the OBE syllabi in advance to facilitate its fine tuning with Dr. Sethuraman, who would be on campus to conduct a workshop on OBE in the third week of July 2019. She also requested the Dean of Academics, Dr. Caroling to contact Dr. Jaishankar of the RUSA for inputs on criterion wise file preparation.

Dr. Lavanya & Dr. Gohulavani, IQAC team members, were requested to prepare the template for the OBE syllabi to be shared with all the departments. Dr Lavanya said that all the UG programmes while preparing the Programme Specific Outcomes(PSOs) for their Programmes should have one common PSO for all Language and Foundation Courses.

Dr. Usha Priya suggested that all questions in the NACC questionnaire could be simplified and given in a format to the departments to provide accurate data. Dr. Rennet Samson, Coordinator IQAC, summed up the points discussed and thanked all for their participation during their meeting. The meeting came to an end at 12.40pm

Venue: Staff Lounge, Ethiraj College For Women

Number of Members: 15



ETHIRAJ COLLEGE FOR WOMEN (Autonomous)
Internal Quality Assurance Cell

Members Present

Sl. No	Name	Signature
1	Dr. D.B.Usha Rani (Vice Principal – Aided)	D. B. Usha Rani
2	Dr. Usha Priya (Vice Principal – Self supporting)	Usha Priya
3	Dr. Caroling - Dean of Academics	Caroling
4	Dr. Saranya . A.S – Dean of Research (Aided)	Saranya
5	Dr. Krishna Prema - Dean of Research (Self supporting)	K. Prema
6	Dr. Punitha – Dean of Students (Aided)	Punitha
7	Dr. Jayanthi – Dean of Students (SS)	M. Jayanthi
8	Dr. Rennet Samson – (IQAC Coordinator)	Rennet Samson
9	Dr. Latha	Latha Kumari
10	Dr. Lavanya N	Lavanya N
11	Dr. Gohulavani G	G. Gohulavani
12	Dr. Radika	R. Radika
13	Dr. Menaka	M. Menaka
15	Mrs. Veena Murali	V. Veena Murali



ETHIRAJ COLLEGE FOR WOMEN (Autonomous)
Internal Quality Assurance Cell

Minutes of the meeting held on 18th October, 2019

Time: 1.30pm

Venue: IQAC

The following points were discussed:

- The duration of 5 year academic period to collect data based on NAAC criteria was decided as June 2015-May2016, June 2016-May2017, June 2017- May 2018; June2018-May2019 and June2019-May2020
- The data for the all the criteria to be collected in the MS excel format only.
- Both hard and soft copy of the data to be collected.
- Every document and proof attached to be duly checked and signed by HOD
- Copy of all the documents and proof to be maintained in the department as different files.
- Question number, department and HOD signature to be furnished behind each proof document to have clarity during scanning process.
- Hard copy of the proof documents to be given with
- Separate mail ID's will be created for each criteria and pass word to be shared with criteria in charge also to avoid confusion.
- Technical person will be helping the IQAC links to scan the proof documents.
- Digitalized version of all the proof should be done simultaneously.
- For criteria I, the syllabus copy can be obtained from COE instead of departments, and uploaded in the website.
- Data template to be created only in the format provided in Section B format.
- Sufficient timelines to be drawn for the data collection for all the criteria's, and doable time will be given to all the departments to work on it.
- Deadlines to be strictly followed.
- A meeting to be conducted for all the criteria in charges and members regarding the plan of action and instructions to be followed during collection and documentation data.
- Format for data collection should be finalised and attested by IQAC coordinator, VP and Principal before sending to the departments.
- Much changes in the question format should not be made and template in excel format should be referred from section B and care should be taken to read the SOP for each question.
- The date format for data collection with DD/MM/YYYY



ETHIRAJ COLLEGE FOR WOMEN (Autonomous)

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Members Present

Sl. No	Name	Signature
1	Dr. Rennet Samson – (IQAC Coordinator)	<i>Renet Samson</i>
2	Dr. Latha	<i>Latha Kumari</i>
3	Dr. Menaka	<i>Menaka</i>
4	Mrs. Veena Murali	<i>Veena</i>
5	Dr. Malathy	<i>Malathy</i>
6	Ms. Jayashree.C	<i>Jayashree</i>



ETHIRAJ COLLEGE FOR WOMEN (Autonomous)

Internal Quality Assurance Cell

MINUTES OF MEETING HELD ON 04.11.2019

A meeting of IQAC members was held on 04.11.2019 with Dr.A.Nirmala, Vice-Principals – Aided and Self-Supporting stream. The meeting started with Dr.A.Nirmala briefing on the roles and responsibilities of IQAC members. The IQAC team decided to meet more than twice a week for updating the progress on the work undertaken. A suggestion was put forth by Dr.T.UshaPriya, Vice-Principal (SS) to meet the criterion-in charges also to review the work-in-progress.

Criteria I and II were discussed and the highlights were

- The Departments have to be advised on providing information as a bulleted list.
- Percentage of data as asked in the SSR need not be calculated manually.
- All the metrics as asked in the report should be collected and at a later stage can decide on the non-essential metrics that could be omitted.
- The proofs needed may be compiled from the minutes of Council Meetings, Board Meetings, official circulars sent etc.
- The data have to be collected from the period 2014 – 2015 to 2019 – 2020 and the departments have to be duly intimated regarding the same.
- The information need not be restricted to the data provided in the previous years' AQAR. Data that can be substantiated with proof can be included in the SSR.
- Data pertaining to feedback collected from various stakeholders can be sought from the Departments as well. This is in addition to the SWOC analysis conducted by IQAC, feedback collected at the time of admission, orientation, convocation etc.
- Attendance could be maintained for remedial classes organised for slow learners, to be submitted as proof.

- Any staff member handling more than 90% of workload can be considered as a full-time teacher.



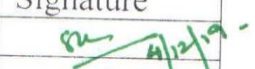
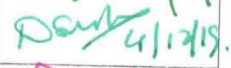

ETHIRAJ COLLEGE FOR WOMEN (Autonomous)

Internal Quality Assurance Cell

- As suggested by Financial Trustee, the prospect of undertaking case studies on community engagement, evaluation of students, higher education, library and information services, student participation in quality enhancement etc. can be explored.
- Dr.Menaka pointed out that any initiative undertaken in line with any Central Government schemes adds value.
- Proposals were made to initiate Ethiraj Innovation Cell, Ethiraj Centre for Intellectual Property Rights and Incubation Centre. The related activities of E-cell, Enactus and Campus Innovation League can be formalised under each of these proposed cells respectively. Policy documents also need to be framed for these cells.
- Dr.Usha Rani, Vice-Principal (Aided) suggested to identify skill development activities listed by National Skill Development Corporation.
- Suggestions were made to facilitate free internet service in the library for the students to pursue MOOC courses.
- Swacch Ethiraj, Astronomy Club, Village Adoption, Outsourcing of the housework with the aim of having cleaner campus were proposed as best practices of the College.
- Ethi shakthi, Distinctiveness

Members Present

Members Present

Sl. No	Name	Signature
1	Dr. S. Kothai (Principal)	
2	Dr. D.B.Usha Rani (Vice Principal – Aided)	
3	Dr. Usha Priya (Vice Principal – Self Supporting)	

4	Dr. Rennet Samson – (IQAC Coordinator)	<i>Rennet Samson</i>
5	Dr. Latha Kumari . M	<i>Latha Kumari</i>
6	Dr. Lavanya . N	<i>Lavanya</i>
7	Dr. Gohulavani . G	<i>G. Gohulavani</i>
8	Dr. Malathy . V	<i>Malathy V</i>
9	Dr. Menaka . M	<i>Menaka</i>
10	Mrs. Veena Murali	<i>Veena Murali</i>



ETHIRAJ COLLEGE FOR WOMEN (Autonomous)
Internal Quality Assurance Cell

Minutes of the meeting held on 12th November 2019 at 10.00am

Venue: IQAC Room

A meeting of IQAC members was held on 12th November 2019 with IQAC Coordinator and Team. The Following points were discussed in the meeting:

- ❖ NIRF- Templates for department to be prepared for data collection.
- ❖ Discussed about the templates, Checklists, Email Ids for each Criterion and scanning of Documents.
- ❖ AQAR website uploads data is ready, only descriptive reports alone has to be get ready.
- ❖ Need for organising a workshop on Google Classroom was discussed and dates were suggested for the same from 27th to 30th of November 2019.
- ❖ Room renovation and arrangement of records was discussed briefly.
- ❖ Teacher Survey Report and Recommendations has to be prepared in the PPT format.
- ❖ Discussed about the previous meetings.
- ❖ Decided to maintain the Log notebook for IQAC Members.

Members Present

Members Present

Sl. No	Name	Signature
1	Dr. Rennet Samson – (IQAC Coordinator)	
2	Dr. Latha Kumari . M	
3	Dr. Lavanya . N	
4	Dr. Gohulavani . G	
5	Dr. Malathy .V	
6	Dr. Menaka . M	
7	Mrs. Jayashree	



ETHIRAJ COLLEGE FOR WOMEN (Autonomous)
Internal Quality Assurance Cell

Minutes of the Meeting held on 22nd November 2019 at 9.00 am

Venue : IQAC Room

Time: 9.00 - 10.00 – Aided
11.30 – 12.30 – (SS)

A meeting was organised by the IQAC to instruct faculty of the all departments on NIRF data collection. IQAC member, Dr. M. Latha Kumari explained the fields in the Google form created for this purpose. IQAC Team members clarified the doubts of faculty during the Q&A Session.

The following were discussed and instructions were given:

1. Departments to send data in Form A and Form B for NIRF. Language departments to submit Form B only.
2. Economically challenged students should not be counted under Socially Challenged field.
3. Student strength is the number of students on roll in each class in the year 2018-19
4. Other state student- Birth certificate, 10th or 12th mark sheet
5. Off campus placement details to be gathered with salary
6. Teacher joined in 2018-19 – PAN is a must.
7. Fee waiver- Total tuition fee waiver only to be considered. All UG students in the aided stream have a fee waiver by the government.
8. Workshop and Conference funding agencies to be provided. All sources of funds

Other Discussions:

- Consent was sought from IQAC link Faculty to create a Whats App group of link members.
- During the meeting a short introduction was given on NAAC data collection and instructions for future meetings .
- SOP in hard copy was distributed and its importance was emphasised.
- Faculty were asked to use the facility of Email accounts on college Domain.



ETHIRAJ COLLEGE FOR WOMEN (Autonomous)
Internal Quality Assurance Cell

Members Present

Members Present

Sl. No	Name	Signature
1	Dr. Rennet Samson – (IQAC Coordinator)	<i>Rennet Samson</i>
2	Dr. Latha Kumari . M	<i>Latha Kumari</i>
3	Dr. Lavanya . N	<i>Lavanya</i>
4	Dr. Gohulavani . G	<i>Gohulavani</i>
5	Dr. Malathy .V	<i>Malathy V</i>
6	Dr. Menaka . M	<i>Menaka</i>
7	Mrs. Jayashree	<i>Jayashree</i>

Ethiraj College for Women (Autonomous)
Meeting with IQAC Link
on 22nd November 2019 Regarding NIRF, NAAC criteria
Aided

venue: IQAC Room

Time : 9.00 am

21/11/19.

AIDED

NAME	DEPARTMENT	MOBILE	SIGNATURE
Dr. M. MADHAVI	ZOOLOGY	9884997032	M. Madhavi
Mrs INDIRA A	HISTORY & TTM	9962186707	Indira
Ms. GRACIE P.J.	PHYSICS	9840156730	Gracie
Mrs. H. SIVASANKARI	Geography	9789077701	H. Sivasankari
Dr. B. Kowsalya	Tamil	9176363139	B. Kowsalya
Mrs. C. Jayashree	Economics	9840888474	C. Jayashree
Stella Sherey	NBID	9861905205	Stella
C. Ambika	Mathematics	9094769685	C. Ambika
Abirami C	French	8056933978	Abirami
Dr. P. Nirmala	Tamil	9566236799	P. Nirmala
MRS. Benu J.S	Corporate Secretary	9444214171	Benu
Gowri. T. Raghavendran	Sanskrit (Aided)	9791067240	Gowri
Dr. G. Gohulavan	Chemistry	9994600712	G. Gohulavan

Ethiraj College for Women (Autonomous)
Meeting with IQAC Link
on 22nd November 2019 Regarding NIRF, NAAC criteria
SELFSUPPORTING

Venue: IQAC Room

Time : 11.30am

S.No	NAME	DEPARTMENT	MOBILE NUMBER	SIGNATURE
1	K.R. BINDHU	MATHEMATICS	9840231809	
2	M.R. RATHIKA	MATHEMATICS WITH COMPUTER APPLICATIONS	9941025735	
3	J. MEENAKSHI	COMPUTER SCIENCE	9941915877	
4	S. VAISHNAVI	B.Com Account & Finance	9789028588	
5	Naveen Pany	Vis com	9962006124	
6	Dr. M. Hima Bindu	Business Economics	9282437239	
7	Dr. M. Kanimozhi	PBPB	9042021385	
8	KOVITHA MANIKANDAN	COMMERCE	8220744901	
9	A.J. JEMIMA MALATHY	B.BM	9677193239	
10	B. Banathi	CND	9940072609 9941909244	
11	R. Arun Janani	English	9962815112	
12	T.S.R. Vijay Janani J. HARIPRIYA	Commerce (Hons) COMMERCE (Hons)	9894176057 9962102663	
13	V. Malathi	Biochemistry	9444012989	
14	S. JAMES PUSHPARAN	B.C.A.	9443412511	
15	V. GEETA MALINI	LANGUAGE	9710691857	
16	Dr. Hema Malini S.	B.Com (CS)	9884197860	
17	Dr. M.B. PAVITHRA	HRDE (CS)	9941085934	
18	N. ZARINA	MBA	9844671010	
19	R. DEVI KALA	MBA	9994135754	
20	Theerka N.	Journalism	9003227933	
21	Keren Fredrick	PSYCHOLOGY	9840078788	
22	C.S. Jayalakshmi	BBA	9840890841	



MINUTES OF THE MEETING HELD ON 26.11.2019

Convenor - Dr.S.Kothai, Principal & Secretary

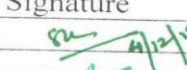
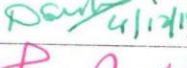

**Co-Convenors – Dr.D.B.Usharani, Vice Principal (Aided)
Dr.T.Ushapriya, Vice Principal (SS)**

The Principal met the Vice – Principal's and the IQAC members on 26.11.2019

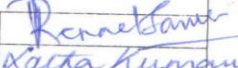

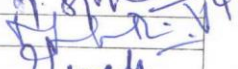
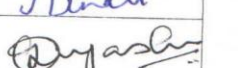



- The Convenor insisted on the submission of NIRF and AQAR before December 2019.
- The date for NIRF submission was fixed as 28th November 2019 and for AQAR as 6th December 2019, as suggested by all participants of the meeting.
- Regarding Criterion II (2.7.1 (50 marks) - The Convenor and Co-Convenors decided to conduct a mock **online SSS** before February 2020.
- Discussions for the mode of conducting the mock survey (**online SSS**) was done (Dr. Latha Kumari.)
- Suggestions were given to make the survey effective by addressing the students about the significance of accreditation process through meetings before conducting the same.
- Convenor asked about the up gradation of the College website especially pertaining to IQAC, for submission of data and she also suggested to take help from Computer Science HOD and System Admin. (IQAC Coordinator Dr. Rennet Samson)
- Convenor also clarified the facilitation of increase in storage and the speed of our website.
- Regarding Criteria VII- Institutional Best Practice, Institutional values of our college like Noon meal, Free Health Check up for Non-Teaching staff etc., were discussed.
- Discussed organizing a Workshop for preparing files towards organizing files for NAAC for all faculty.

faculty.

Members Present

Sl. No	Name	Signature
1	Dr. S. Kothai (Principal)	
2	Dr. D.B.Usha Rani (Vice Principal – Aided)	
3	Dr. Usha Priya (Vice Principal – Self Supporting)	

IQAC Members

4	Dr. Rennet Samson – (IQAC Coordinator)	
5	Dr. Latha Kumari . M	
6	Dr. Lavanya . N	
7	Dr. Gohulavani . G	
8	Dr. Malathy . V	
9	Dr. Menaka . M	
10	Mrs. Jayashree . C	



ETHIRAJ COLLEGE FOR WOMEN (Autonomous)
Internal Quality Assurance Cell

MINUTES OF THE MEETING HELD ON: 4TH DECEMBER, 2019

Convenor: Dr.Kothai, Principal

Co-convenor: Dr.Usha Rani, VP (aided)

Dr.Usha Priya, VP (SS)

- Meeting started with the minutes of previous meeting held on 26/11/19
- Principal checked the position of submitting AQAR and NIRF
- A note on best practices to be finalized
- Principal addressed regarding the NAAC review meeting with the board members by the criteria heads and IQAC members on
Slot 1: Criteria I, II and III (11.30-4.30)
Slot 2 : Criteria IV – VII(1-4.30)
- Brief description about the presentation to be made to the board members in the form of PPT with three colour codes as : Green (comfortable), yellow (In progress) and Red (Not yet started)
- A discussion on collecting proof either in the soft/ hard copy and the format to be collected was done
- Principal addressed that the work in adopted villagers should speed up.
- The need for scanner was addressed by the IQAC members
- Dr.Rennett shared about the setting of separate computers for each criteria and its necessity.
- Dr.Latha said the quote for 9th generation computers were already in the extension facilities in IQAC.
- The information regarding NAAC review meeting to be shared to all the criteria heads
- Dr.Usha Rani asked Dr. Rennett to check with WCC for the issued related to documentation of data.
- Principal also said about the Physical visit of India today team.

Members Present

Sl. No	Name	Signature
1	Dr. S. Kothai (Principal)	<i>S. Kothai</i>
2	Dr. D.B.Usha Rani (Vice Principal – Aided)	<i>D. B. Usha Rani</i>
3	Dr. Usha Priya (Vice Principal – Self Supporting)	<i>Usha Priya</i>
IQAC Members		
4	Dr. Rennet Samson – (IQAC Coordinator)	<i>Renet Samson</i>
5	Dr. Latha Kumari . M	<i>Latha Kumari . M</i>
6	Dr. Lavanya . N	<i>Lavanya . N</i>
7	Dr. Gohulavani . G	<i>G. Gohulavani</i>
8	Dr. Malathy . V	<i>Malathy . V</i>
9	Dr. Menaka . M	<i>Menaka . M</i>
10	Mrs. Jayashree . C	<i>Jayashree . C</i>