



Minutes of the IQAC meeting held on 5<sup>th</sup> August 2021

Time :10.30am to 11:00 am

Venue: IQAC Room

**Attendees**

Dr.M.LathaKumari, Coordinator, IQAC

**IQAC Members**

Dr.N. Lavanya Dr.G.Gohulavani Mrs.C.Jayashree Dr.V.Malathi Dr.VeenaMurali  
Mrs. T.S.R. Vijaya Janani

Orientation Programme for UG 1<sup>st</sup> year students to be conducted in association with the Department of Micro Biology through online mode. The Department will organize the speaker , The IQAC members are requested to attend the programme if they are free.

Discussed the status of the SSR report of NAAC. Criterion three should updated.

Criterion 5 30% of data is collected

S.No	Name	Signature
1	Dr.M.LathaKumari, Coordinator, IQAC	
2	Dr.N. Lavanya - Member	
3	Dr.G.Gohulavani Member	
4	Ms.C.Jayashree Member	
5	Dr.V.Malathi Member	
6	Dr.VeenaMurali Member	
7	Mrs. T.S.R.Vijay Janani - Member	

**Ethiraj College for Women (Autonomous) Chennai - 600 08**  
**Minutes of the IQAC meeting held on 10<sup>th</sup> October 2021**



**Time :11.30am to 12:00 am**

**Venue: IQAC Room**

**Attendees**

Dr.M.LathaKumari, Coordinator, IQAC

**IQAC Members**

Dr.N. Lavanya      Dr.G.Gohulavani      Dr.V.Malathi  
Dr.VeenaMurali      Mrs.C.Jayashree      Mrs. T.S.R. Vijaya Janani

Completion status of each criterion was discussed.

The following are the completion status of each criterion:

- Criterion 1 – 90%
- Criterion 2 – 80%
- Criterion 3 – 60%
- Criterion 4 – 80%
- Criterion 5 – 70%
- Criterion 6 – 70%
- Criterion 7 – 50%

It was decided that the pending data has to complete before 1<sup>st</sup> week of December 2022 for IIQA submission.

Conduct of Academic Audit it was decided that the Academic Audit for the Syllabus revision 2021 should be conducted on 27<sup>th</sup> October 2021. The over all in-charge will be IQAC. Dr. Lavanya & Dr. Gohulavani have been requested to frame the questionnaire for the Academic Audit and the same will be circulated to the departments. The COE will share the External Members list of 32 Departments.

S.No	Name	Signature
1	Dr.M.Latha Kumari, Coordinator, IQAC	Latha Kumari
2	Dr.G.Gohulavani Member	G. Gohulavani
3	Dr.V.Malathi Member	V. Malathi
4	Dr.Veena Murali Member	Veena
5	Mrs.C.Jayashree	Jayashree
6	Mrs. T.S.R. Vijaya Janani Member	TSR vijaya Janani

**Ethiraj College for Women (Autonomous) Chennai - 600 08**

**Minutes of the IQAC meeting held on 06<sup>th</sup> Dec 2021**



**Time :12.30 pm to 1:00 pm**

**Venue: Staff Lounge**

**Convenor**

Dr.D.B.Usharani , Principal i/c

**Attendees**

Mrs. Premila Taiman, Chief Librarian

Dr. S. Uma Gowrie , Dean of Research (Aided)

Dr. J. Mangayarkarasi , Dean of Academics (Aided)

Dr.M.Sujatha, Dean of Academics(SS)

Dr. T. Punithavathy , Dean of Students (Aided)

Dr. Anusha Balasingh, Dean of Students(SS)

Dr. N. Thenmozhi , College Doctor

Dr.M.Latha Kumari, Coordinator, IQAC

**IQAC Members**

Dr.N.Lavanya

Dr. G.Gohulavani

Ms. T.S.R. Vijay Janani

**The Minutes of the Meeting:**


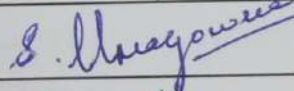

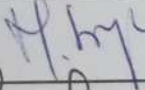
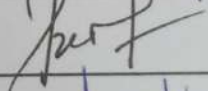
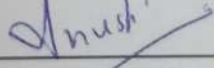
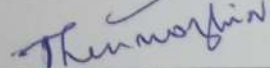
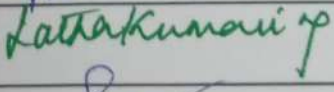
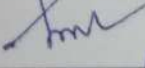
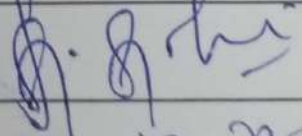
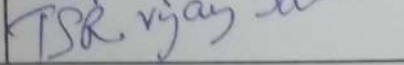
Meeting was held with the Principal i/c, Librarian, Dean of Research, Dean of Students Aided and SS, Dean of Academics –Aided and SS and the College Doctor.

The following were discussed and decisions taken:

1. The Principal i/c thanked the IQAC coordinator for arranging the FDP: Orientation for the newly recruited staff members who have joined the institution from June 2020 onwards.
2. It was discussed that the FDP would be organised in 3 Phases. The 1<sup>st</sup> phase is scheduled for 9<sup>th</sup> Dec. The main objective of the FDP is to introduce the work culture and various activities of the college to the newly recruited faculty members. Phase 2 of FDP will focus on Academic Enrichment while the Phase 3 will be on the interpersonal skills and work life balance.
3. Principal i/c suggested to include the Director of Women Studies for the presentation in the Orientation programme.



4. IQAC coordinator suggested that all programmes conducted in the college should be organised in association with the IQAC. So that it can be justified in the initiatives taken by the college in Criterion 6 of the NAAC.
5. The IQAC Coordinator requested the deans to maintain all data on the college domain drives of their respective mails to facilitate seamless transfer of data to the subsequent office bearers.
6. Principal i/c also requested the College Doctor to introduce and issue Health Cards to all the faculty members along with the practice of maintaining health records of the students.
7. The librarian suggested that the newly joined faculty should introduce themselves in the beginning of the programme.
8. The Principal i/c recommended that information of the newly joined faculty can be collected based on their area of interest, area of specialisation, and experience in various activities through a google form.

S.No	Name	Signature
1	Dr.D.B.Usha Rani, Principal i/c	
2	Dr. S. Uma Gowrie , Dean of Research	
3	Dr. J. Mangayarkarasi , Dean of Academics (Aided)	
4	Dr.M.Sujatha, Dean of Academics(SS)	
5	Dr. T. Punithavathy , Dean of Students(Aided)	
6	Dr. Anusha Balasingh, Dean of Students(SS)	
7	Dr. N. Thenmozhi , College Doctor	
8	Dr.M. LathaKumari, Coordinator, IQAC	
9	Dr. N. Lavanya Member	
10	Dr.G. Gohulavani Member	
11	Ms. T.S.R. Vijay Janani Member	



Time :11.30am to 12:00 pm

Venue: IQAC Room

### Attendees

Dr.M.LathaKumari, Coordinator, IQAC

### IQAC Members

Dr.N. Lavanya

Dr.G.Gohulavani

Mrs.C.Jayashree

Dr.V.Malathi

Dr.VeenaMurali

Mrs. T.S.R. Vijaya Janani

1. MBA Progression on submission of data for NAAC was discussed for each criterion and decided to inform the Head of the Department for submission of data and proofs at the earliest.
2. The completion status of SSR for each criterion was discussed.

S.No	Name	Signature
1	Dr.M.LathaKumari, Coordinator, IQAC	Latha Kumari
2	Dr.N. Lavanya - Member	Dr. N. Lavanya
3	Dr.G.Gohulavani Member	Dr. G. Gohulavani
4	Ms.C.Jayashree Member	Ms. C. Jayashree
5	Dr.V.Malathi Member	Dr. V. Malathi
6	Dr.VeenaMurali Member	Dr. Veena Murali
7	Mrs. T.S.R. Vijaya Janani - Member	Mrs. T.S.R. Vijaya Janani



**Ethiraj College for Women (Autonomous) Chennai - 600 08**

**Minutes of the IQAC meeting held on 24<sup>th</sup> Feb 2022**



Time : 12.30 pm to 1:00 pm

Venue: IQAC Room

**Attendees**

Dr.M.LathaKumari, Coordinator, IQAC

**IQAC Members**

Dr.N. Lavanya      Dr.G.Gohulavani      Dr.V.Malathi

Mrs.C.Jayashree      Dr.VeenaMurali      Mrs. T.S.R. Vijay Janani

The following are the discussions made in the meeting:

1. The meeting was started by Welcoming New IQAC Member Mrs. M. Linnett Naveena, Department of Microbiology.
2. Discussion was made regarding the conduction of Extended Meeting.
3. Members for Extended Meeting were discussed.
4. The following names were suggested: Dr.Jagannathan, Department of Geography Madras University and Dr. Joseph IQAC Coordinator, Loyola College
5. To check the availability of Board members for the Extended Meeting.
6. The date for Extended Meeting was tentatively fixed on 14<sup>th</sup> March 2022.
7. Rough draft of IIQA was circulated to the members to have an overview.

S.No	Name	Signature
1	Dr.M.LathaKumari, Coordinator, IQAC	Latha Kumari 7
2	Dr.N. Lavanya - Member	Dr. N. Lavanya
3	Dr.G.Gohulavani Member	Dr. G. Gohulavani
4	Ms.C.Jayashree Member	Ms. C. Jayashree
5	Dr.V.Malathi Member	Dr. V. Malathi
6	Dr.VeenaMurali Member	Dr. Veena Murali
7	Mrs. T.S.R.Vijay Janani - Member	TSR Vijay



**Ethiraj College for Women (Autonomous) Chennai - 600 08**

**Minutes of the IQAC Meeting held on 10<sup>th</sup> March 2022**



Time :12.30 pm to 1:00 pm

Venue: IQAC Room

**Attendees**

Dr.M.LathaKumari, Coordinator, IQAC

**IQAC Members**

Dr.N. Lavanya    Dr.G.Gohulavani    Dr.V.Malathi    Mrs.C.Jayashree    Dr.VeenaMurali  
Mrs. T.S.R. Vijay Janani    Dr.M.Linnett Naveena

**IIQA Submission:**

1. IIQA submission targeted for 24th March 2022.
2. The discussion on the completion of SSR for all Criteria was made and finalised the completion deadline for the same.
3. It is suggested that the college website has to be updated before IIQA submission and its suggestion is largely dependent on the website.
4. Review of SSR by external member is planned in the last week of April 2022.

S.No	Name	Signature
1	Dr.M.LathaKumari, Coordinator, IQAC	
2	Dr.N. Lavanya - Member	
3	Dr.G.Gohulavani Member	
4	Ms.C.Jayashree Member	
5	Dr.V.Malathi Member	
6	Dr.VeenaMurali Member	
7	Mrs. T.S.R.Vijay Janani - Member	
8.	Dr.M.Linnett Naveena - Member	

**Ethiraj College for Women (Autonomous) Chennai - 600 08**



**Minutes of the IQAC meeting held on 7th April 2022**

Date: 07.04.22 Time: 11.30AM

Venue: IQAC ROOM

Members Attended : IQAC Coordinator and Members

1. Action Plan undertaken after NAAC 2013 was discussed- Ecric, LMS and OBE.
2. Review of the SSR submission on April 25<sup>th</sup> was proposed.
3. SSR Criterion to be sent to expert by mail.

Post Accreditation status was discussed and suggested to update the ECRIC Manual, LMS - e-content preparation.

Plan to Dr. Sethuraman , Prof of Chemistry, Gandhi gram Deemed University Dindugal , to mentor for NAAC – IIQA submission & SSR submission.

It was decided that tentatively the date for submission of IIQA will be 19<sup>th</sup> May 2022.

The criterion wise summary will be sent to the VPs for the review.

As suggested by the Principal Dr. Kothai , the senior faculty of the college will review the SSR report and the Tentative Schedule of the review is also fixed.

Sl. No	Name	Signature
1	Dr. M. LathaKumari, Coordinator, IQAC	
2	Dr.N.Lavanya Member	
3	Dr.G.Gohulavani Member	
4	Dr.V.Malathi Member	
5	Dr.VeenaMurali Member	
6	Mrs.C.Jayashree Member	
7	T.S.R. Vijay Janani Member	
8	Dr. Linnett Naveena Member	





**Ethiraj College for Women (Autonomous)**  
**Chennai-600008**

**Internal Quality Assurance Cell**

**TEAM MEETING MINUTES**

**EXTERNAL PEER COMMITTEE MEETING**

**Date: 28/04/2022**

**Time : 10.30 AM**

**Mode: Google Meet**

**Link: <https://meet.google.com/gve-ghho-iwz>**

**Experts**

**Dr. R. Jaganathan**, Professor & Head, Department of Geography  
Director, IQAC, University of Madras, Chennai.

**Dr. N. Sujatha**  
Associate Professor & Head, Department of Sanskrit, Coordinator IQAC  
Justice Basheer Ahmed Sayeed College for Women, Chennai.

**Mr. Venkataraman Thyagarajan**  
Leadership and Executive Coach. Chairman ALET (Ashok Leyland Educational Trust),  
Vice President, Coaching Foundation India- Chennai Chapter, India

**Dr. Chandra Devi Thanikachalam**, Chairperson, Ethiraj College for Women, Chennai

**Dr. Divya Sridharan**,  
Visiting Faculty - UPES, Dehradun - IPR VALUATION AND MANAGEMENT

The Internal Quality Assurance Cell (IQAC) of Ethiraj College for Women (Autonomous), Chennai organised the Peer Team Review on 28.04.2020. In the virtual meeting the Principal highlighted the activities of the College for the academic year 2021- 2022. The Performance Report for the Academic Year 2021-2022 was presented by the College.

IQAC Coordinator read the minutes of the previous External Peer Committee Meeting held on 11.09.2019, followed by a presentation on the Action Taken Report of the suggestions given by the experts in the previous meeting. The IQAC Coordinator also presented the activities of the IQAC during the academic year 2021-2022.





**Ethiraj College for Women (Autonomous)**  
**Chennai-600008**

**Internal Quality Assurance Cell**

**TEAM MEETING MINUTES**

The Peer Team appreciates the Management, Principal, Vice Principals, Controller of Examinations, IQAC, Deans and Faculty for the presentation. The Team congratulates the IQAC team of the college for laying the groundwork for this review. The committee has assessed the performance and interacted with the faculty. The institution has done exceptionally well in all of its endeavours, yet there is always room for development in the curriculum design, research, and extension operations. Based on our observations, following are a few suggestions and recommendations for the enhancement of the activities of the institution.

The following suggestions were put forth by the Members of the External Peer Committee Meeting held on 28.04.2022, in the online mode:

**OBSERVATIONS**

- Internship is arranged for Students
- Feedback is collected from students and faculty members, Alumni , Employers, Administrative Staff and
- Mentor patentable projects of the students. 80% reduction in fees are offered for patent application by educational institutions.
- Mentor patentable projects of the students. 80% reduction in fees are offered for patent application by educational institutions.

**SUGGESTIONS AND RECOMMENDATIONS**

- The departments can start certified courses in online mode and such courses can be offered to students from other disciplines also.
- The college should highlight the NEP initiatives of the college and the road ahead.
- Students can be encouraged to undergo online internship programmes.
- AI integrated documentation procedure can be developed.
- A result-based evaluation of plans executed should be made by the college.



**Ethiraj College for Women (Autonomous)**  
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**Internal Quality Assurance Cell**

**TEAM MEETING MINUTES**

- The opportunities available to the students through the 'She Leads' initiative of the Coaching Foundation India can be leveraged.
- NPTEL courses can be offered to the students as Elective Courses.
- The college can apply for funding like DST-FIST and CSR.
- IQAC can initiate CAS for faculty members as an annual activity.
- The students can be encouraged to go for Internships for a period of minimum 1 month.
- Feedback can be collected from Research Scholars
- MSME funding can be sought by the college for IPR activities.

Members:

Dr. R. Jaganathan

Professor & Head, Department of Geography

Director, IQAC, University of Madras, Chennai

**Dr. N. Sujatha**

Associate Professor & Head Department of  
Sanskrit

Coordinator - IQAC

Justice Basheer Ahmed Sayeed College for  
Women,

Chennai – 600 018

*N. Sujatha*

**Dr. Divya Sridharan,**

Patent Consultant

Patent Agent IN/PA3292

9789012892

*Divya S.*





Ethiraj College For Women (Autonomous)

Chennai-600008

Internal Quality Assurance Cell  
**TEAM MEETING MINUTES**

Date: 15.07.22

Time: 12.30PM

Venue: IQAC ROOM

**Members Attended:**

IQAC Coordinator and Members

**Agenda: Review of SSR**

- Criterion wise suggestion has been given to improve the SSR.
- In criterion 1 new courses should be added based on the information given in the BOS.
- In criterion 3 more no of Extension activities to be added.
- In criterion 5 scholarships should be divided based on Public NGO & Government NGOs
- In Criterion 6 & 7 more photographs were added for green initiatives
- It also decided that the completion of SSR report should be before the last week of July 2022

Sl. No	Name	Signature
1	Dr. M. Latha Kumari, Coordinator, IQAC	
2	Dr. N. Lavanya Member	
3	Dr. G. Gohulavani Member	
4	Dr. V. Malathi Member	
5	Dr. Veena Murali Member	
6	Mrs. C. Jayashree Member	
7	T.S.R. Vijay Janani Member	
8	Dr. Linnett Naveena Member	





Ethiraj College for Women( Autonomous)

Chennai-600008

Internal Quality Assurance Cell  
**TEAM MEETING MINUTES**

Date: 27.10.22

Time: 1.30PM

Venue: IQACROOM

Members Attended: IQAC Coordinator and Members

Agenda: Extended Meeting

Extended Meeting Tentatively fixed on 15.11.22 for the Academic year 2021-2022 .  
Action Taken Report for the previous Extended Meeting was finalized. It was decided to invite Two Professors , One Industrial Experts and Students Representatives . Prof. Dr. Pandiyarajan Dean of Academics Affairs, Kalasalingam University, Siviiliputhur and Dr. Sujatha, Associate Professor & Head of Sanskrit, IQAC coordinator JBAS College, Chennai.

Sl. No	Name	Signature
1	Dr. M. LathaKumari, Coordinator, IQAC	
2	Dr.N.Lavanya Member	
3	Dr.G.Gohulavani Member	
4	Dr.V.Malathi Member	
5	Dr.VeenaMurali Member	
6	Mrs.C.Jayashree Member	
7	T.S.R. Vijay Janani Member	
8	Dr. Linnett Naveena Member	



**Ethiraj College for Women (Autonomous)**  
**Chennai-600008**

**Internal Quality Assurance Cell**

**EXTERNAL PEER REVIEW MEETING**

**15.11.2022**

**MINUTES EXTERNAL PEER COMMITTEE MEETING**

**Date: 15/11/2022**

**Time : 10.00 AM**

**Mode: Off Line**

**Venue : Library Conference Hall**

**Experts**

**Prof. V. Pandiyarajan**

School of Liberal Education ,  
& Science,  
Kalasalingam Academy of  
Research & Education,  
Krishnankoil.

**Dr. N. Sujatha**

Associate Professor & Head  
Department of Sanskrit  
Coordinator - IQAC  
Justice Basheer Ahmed  
Sayeed College for Women,  
Chennai – 600 018

**Dr. Divya Sridharan,**

Patent Consultant  
Patent Agent IN/PA3292  
9789012892



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**Internal Quality Assurance Cell**  
**EXTERNAL PEER REVIEW MEETING**

**15.11.2022**

**Suggestions of Dr. Pandiyarajan , Former Principal , Ayya Nadar Janaki**

**Ammal College, Sivakasi regarding preparations for NAAC visit**

**The following are the suggestions of the resource person**

- Departments to maintain files – Criterion metric wise
- Index page to be kept in each file
- HODs PPT and all documents related to be kept ready
- Criterion wise stalls to be put with highlighting the best features mentioned in the metric
- Stalls exclusively for Extension activities highlighting important activities
- Students achievements/ Awards received to be displayed , even flex banners can be used
- 100% usage of ICT facility by faculty –proofs,photographs , videos ...
- Bandwidth of wifi , Service provider details to be kept ready
- Academic calendar very important – to be collected and kept for the assessment period
- Department Teaching plans to be kept ready , work diary also ok
- PO/ COs –attainment
- Program Brochures
- Value added courses brochure

**Suggestions for COE office (important)**

- Evidence of examination reforms
- Hall ticket copy
- Mark sheets , highlighting the salient features
- Security features in hall ticket, mark sheets
- Stock rooms (very important)

**Suggestions regarding Research activities**

- Research policies ,manual to be kept ready
- Details regarding updation of research facilities
- Instruments/ Equipments purchased ( During assessment period) ( Department & Common labs)





**Ethiraj College for Women (Autonomous)**  
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**Internal Quality Assurance Cell**

**EXTERNAL PEER REVIEW MEETING**

**15.11.2022**

- Research promotion policy to updated regularly ( old and revised to be produced when asked )
- Ecosystem of innovation
- Publication, patent details
- Incubation center – Tie up with outside companies
- Start ups, student stalls
- Alumni entrepreneurs

**Suggestions regarding Infrastructure**

- DVV details – documents to be kept ready
- No of classrooms, computers ....
- Facilities for cultural activities , coaches , trainers list
- Sports facilities – Yoga,games indoor, outdoor facilities , coaches list
- IT policy
- Maintenance policy
- Allocated budget for IT facility ( 3- 5% of the total expenditure)
- Security features/ Anti -virus/ firewalls etc.,
- AMC list
- Facilities outsourced- List – lab. Lib etc.,
- Wifi details – band width, service provider
- Lounge facilities in each block for students
- Sanitary pad vending machines in each block
- Incinerators , Incinerators capacity/hour

**Suggestions for Library**

- Library automation- Software name, version
- Integrated Library management (ILM) facility
- Library working hours even during holidays / beyond college hours
- Accession register ( very important)
- Library allocated budget ( very important , 15% of the total budget should be allocated for theLibrary)
- Bills
- Mode of payment
- Issuing system



Ethiraj College for Women (Autonomous)  
Chennai-600008

Internal Quality Assurance Cell  
**EXTERNAL PEER REVIEW MEETING**

15.11.2022

- Barcoding/ e code entry
- Per day usage
- Ways of automation
- E resources – Remote access- Login details ( will be verified)
- No of students accessing remotely
- PPT

**Suggestions regarding student council**

- Students union – composition
- Method of selection
- Election process
- Minutes of the student council meeting
- Activities
- Student representation in –BOS, IQAC, Academic council- Highlight student nominees
- Hostel –student incharges-roles
- Extension club members –minutes

**Suggestions regarding Alumni**

- OSA registration ( 2 marks)
- Composition
- Minutes
- Details of general body meeting
- Felicitation of prominent alumni
- Alumni directory
- Career guidance program by alumni ( very important )
- OSA scholarships
- Alumni contributions- Scholarships, endowment, building funds , funds for facilities
- Alumni interaction with NAAC ( Very important) – Get testimonials /videos from prominent alumni



Ethiraj College for Women (Autonomous)

Chennai-600008

Internal Quality Assurance Cell

EXTERNAL PEER REVIEW MEETING

15.11.2022

**Suggestions regarding Governance / Leadership**

- Governing body, statutory ,non statutory bodies
- Organogram
- Strategic plan – Long term. Short term
- Avenues for career development – Teaching, Non teaching
- Welfare schemes
- Audited statements, recommendations, rectifications
- Strategy /policy for mobilisation of funds
- Participatory approach
- Seed money ,
- Accreditations, affiliation details , Rankings
- IQAC initiatives

**Suggestions for Criterion 7**

- Waste management
- Vermi composting
- Mushroom cultivation
- Biogas unit
- Ro plant –recycling
- Rain water harvesting
- Institutional Social responsibility (ISR)
- Important national and international day observed
- Women empowerment – Skill development programmes , Self employability courses , hands on training
- E cell
- Suggested courses on Seri culture / aquaculture
- National, International recognitions – Institution, Faculty, Students
- Suggested NBA accreditation for MBA/MCA