

Ethiraj College for Women (Autonomous) Chennai - 600 08

Minutes of the IQAC meeting held on 27th July 2020



Time: 11am

GMeet link: <https://meet.google.com/cdm-rqwi-gss>

Attendees

Dr. Latha Kumari Coordinator, **IQAC**

IQAC Members

Dr.V. Malathi

Dr.Menaka

Mrs. Jayashree

Dr.Veena Murali

The following points were discussed during the meeting:

- First agenda of the meeting was on the designing spreadsheet for a plan of action for the academic year 2020-2021 and an invitation was extended to all the members to contribute their ideas. Dr. Jayashree to prepare the sheet
- Discussion on content to be added on the new website of the IQAC page to be followed with Website incharge - Dr.Menaka to follow.
- Reports of FDP & LMS was checked - Dr.Malathi to take care
- Status of Certificate of FDP & LMS were discussed - Dr.Latha & Dr.Veena to take charge
- Creation of google form for documentation centre was discussed- Dr.Veena
- Thank you letter and Honorarium for the speakers to be clarified will be taken care by Dr.Latha.
- Date for Meeting with the Principal and Vice Principals will be finalised.
- Agenda for the Principal meeting will be prepared.
- Discussion on extended committee meeting will be planned after the Principal meeting
- Arrangements for extended meeting committee meeting to be taken care by Dr.Lavanya & Dr.Gohulavani
- It was decided that hereafter prior proper permission or explanation should be given for absenteeism in meeting.
- The meeting came to end at 12.15pm.

S.No	Name	Signature
1	Dr.Latha Kumar, Coordinator, IQAC	Latha Kumar
2	Dr. Malathi, Member	Malathi
3	Dr.Jayashree, Member	Jayashree
4	Dr.VeenaMurali Member	Veena
5	Dr.Menaka, Member	Menaka



Ethiraj College for Women (Autonomous) Chennai - 600 08

Minutes of the IQAC meeting held on 1st August 2020

Time : 11am

GMeet link: <http://meet.google.com/gmz-vjwp-feo>

Convenor

Dr. S. Kothai, Principal & Secretary

Attendees

Dr. D.B. Usha Rani, Vice Principal (Aided)

Dr.T.Usha Priya, Vice Principal (Self Supporting)

IQAC Members

Dr. M. Latha Kumari, Coordinator

Dr.Lavanya

Dr. Gokhulavani

Dr.V.Malathi

Dr. M.Menaka

Dr. Veena Murali

Mrs. C.Jayashree

The followings are the highlights of the meeting:

- Online orientation for I year & II year students on SWAYAM courses and for the III yr students on Employability skills, NET Exam coaching, Coaching for Competitive Exams was discussed and it was decided that, orientation for Iyr & II yr students would be organised by the Microbiology Department and Student Development Cell and for the III yr Students the Placement cell combined with **Buddha IAS Academy** will conduct the Orientation Programme with IQAC Cell.
- Entry Level Test 2019 for I yr students was conducted already but Exit level Test 2019 for the III yr students was not conducted due to Lockdown for COVID 19 and the same to be conducted for the next academic year by IQAC.
- Health Card Programme for Non Teaching staff and for the I Yr students to be organised for the next academic year. Applying for NIRF, India Today Ranking & Week Report for next academic year was discussed.

- Decision on conducting Academic Audit every year was also discussed and decided to conduct after Government Audit .
- FDP for Teaching staff on Student Mentoring, Curriculum Planning & Development Workshop and Student Development Programme and for the Non Teaching staff Training on Administrative skills, Computer skills, Soft skills & Tally Package was discussed and Principal Ma'am suggested that, the Computer Science Department can organise a workshop for the Non Teaching Staff between 1st to 15th of August 2020 since they are available in those days.
- Conduction of Extended Committee Meeting was discussed and decided to have it in the first week or second week of September 2020.
- Students Satisfaction survey for the year 2019- 2020 was presented for both overall college and for the Department and decided to present the same to the Board in order to prepare Action Taken Report. The report highlights that majority of the students wanted to have Department wise meeting and also expressed that the faculty's preparation for the class could be improved. Mrs. Veena Murali was appreciated for the preparation of Extensive report on Students Satisfaction Survey.
- Regarding the Charter of ECW, it was decided that, the Chairperson and Heads of the Department would discuss and finalize the same.
- IIQA, NAAC - SSR , Documentation Centre & Green Audit was also discussed and it was decided to Outsource for Green Audit .
- Finally Inclusion of one IQAC member, 2 Student members from Union, one Industrialists and one CA person was discussed and decided to have one MCA faculty for IQAC cell, 2 Students from Association or from Student league. Regarding Industrialists and CA Person, the college is already appointed Mr.Siva Ramakrishna Prasad as an industrialist and Mr. Hari as CA person.
- Principal Ma'am, Vice Principal Ma'am (Aided) & Vice Principal Ma'am (Self supporting) was appreciated the entire IQAC Team for their sincere support extended towards College Development Activities.
- The meeting came to end at 12 noon.

S.No	Name	Signature
1	Dr.S.Kothai, Principal & Secretary	S.Kothai
2	Dr.D.B.Usha Rani, Vice-Principal (Aided)	D.B.Usha
3	Dr.T.UshaPriya, Vice-Principal (SS)	T.UshaPriya
4	Dr.M.LathaKumari, Coordinator, IQAC	Latha Kumari
5	Dr. N.Lavanya	N.Lavanya
6	Dr.G.Gohulavani Member	G.Gohulavani
7	Dr.V.Malathi Member	V.Malathi
8	Dr.M.Menaka Member	M.Menaka
9	Dr.VeenaMurali Member	VeenaMurali
10	Ms.C.Jayashree Member	C.Jayashree

Ethiraj College for Women (Autonomous) Chennai - 600 08



Minutes of the IQAC meeting held on 18th August 2020 at 7.45 p.m through Gmeet

Gmeet link: <https://meet.google.com/jpi-amog-btf>

IQAC Members Present

Dr.M.Latha Kumari, Coordinator, IQAC

Dr.N.Lavanya

Dr.V. Malathi

Dr.M.Menaka

Dr.Veena Murali

Mrs.C.Jayashree

Agenda

- 1.NAAC 4th Cycle Accreditation
- 2.Coursera for Campus
- 3.Orientation for First Year students
- 4.Entry-level Test for First Year students

Notes

NAAC 4th Cycle Accreditation

- As instructed by Dr.S.Kothai, Principal, Criterion 1 to 5 to be ready with the data for submission to NAAC by 15 September 2020.
- Criterion incharges to send reminder mails to Departments which are yet to submit the required information.
- Dr.M. Lathakumari to send an official mail to NAAC through HEI portal seeking clarification on NAAC submission and extension of time due to Covid pandemic.

Coursera for Campus

- IQAC has taken initiative in having Coursera for Campus and the College has received official confirmation from Coursera regarding approval of the same.
- Any two IQAC members to volunteer to be in charge for activities related to Coursera for Campus like

- Whitelisting College domain
- Circulation of information among staff and students
- Liaising with Coursera, staff and students Generating timely reports

Orientation for First Year Students




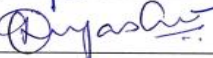

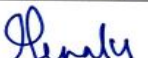
- The Department of Microbiology, Self-Supporting has been entrusted with the responsibility of organising orientation for first year students.
- IQAC to guide the Department in case need arises.
- IQAC after confirming with the Department of Microbiology to reframe feedback on Admission and Orientation.

Entry-level Test for First Year students

- The Departments are to be asked for preparation of subject-related questions in Google form for the entry-level test.
- IQAC to be given permission to access the Google Form as a Collaborator for generating reports.
- IQAC to prepare and share General Knowledge questions with the departments to be included along with the other subject-related questions.

Action Taken

1. Criterion 1 to 5 to be ready with data by 15 September 2020.
2. Two IQAC members to volunteer as Incharge for Coursera for Campus.

S.No	Name	Signature
1	Dr.Latha Kumar, Coordinator, IQAC	
2	Dr. Dr. N.Lavan, Member	
3	Dr. Malathi Member	
4	Dr.Jayashree, Member	
5	Dr.VeenaMurali Member	
6	Dr.Menaka, Member	



Ethiraj College for Women (Autonomous) Chennai - 600 08
Minutes of the IQAC meeting held on 11th September 2020
External Peer Committee Meeting

Time: 10.30 am

Gmeet link : <https://meet.google.com/gve-ghho-iwz>

The External Peer Committee Meeting started at 10.30 am with the welcome address by Dr. S. Kothai, Principal & Secretary, Ethiraj College for Women. The Principal welcomed the external members Dr. R.R. Krishnamurthy , Dean of Academics, Professor & Head, Department of Applied Geology, Guindy Campus, University of Madras; Dr. Bharati Harishankar, Director IQAC and Professor & Head, Department of Women's Studies, University of Madras, Chennai; Mr.G.R.Hari Industry Expert, Chief Executive Partner, Manohar Chowdhry; Dr. Chandra Devi Thanikachalam, Chairperson, Ethiraj College for Women, Dr.D.B.Usharani, Vice-Principal (Aided) and Associate Professor & Head, Department of Economics; Dr.T.Usha Priya, Vice-Principal (SS) and Associate Professor & Head, Department of Bank Management, Ethiraj College for Women, Chennai and all the other faculty members.

The virtual meeting started with a presentation by the Principal highlighting the activities of the College for the academic year 2019-2020.

Dr.M. Latha Kumari, IQAC Coordinator, Ethiraj College for Women read the minutes of the previous External Peer Committee Meeting held on 14.02.2019, 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 2019-2020. The Plan of Action of IQAC for the Academic year 2020-2021 was presented.

Mrs. Chandra Devi Thanikachalam, Chairperson Ethiraj College for Women insisted upon the importance of quality in education provided to the students during the pandemic. Principal urged the expert members to give their valuable suggestions to the college. Mr. G.R.Hari, an Industrialist, thanked the College for the opportunity to participate in the meeting and emphasized the need to provide quality online

education during the pandemic. He suggested that the teachers should be trained to handle the online classes effectively and also highlighted the importance of collecting feedback on online teaching and learning to enhance it.

Dr.D.B.Usharani, Vice-Principal (Aided), mentioned that as proactive measure information on the availability of laptops or smartphones for online classes among first-year students was collected in the admission application itself. She shared that the College Management has taken steps towards helping students procure laptops at a concessional rate. She drew attention to the fact that the teacher's responsibility in preparing lessons for online classes has increased tremendously. She also shared that the college has been handling online classes effectively and efficiently from April 2020.

Dr.T.Ushapriya, Vice-Principal (SS) pointed out that in the feedback survey conducted by the Department of Bank Management, the students have raised concerns about a large amount of data consumption during the online classes.

Dr. Bharati Harishankar, Professor & Head, Department of Women Studies and Director IQAC, Chepauk, University of Madras suggested that the IQAC specified the number of new courses introduced and quantum of funds raised through Research. She insisted on maintaining the quality of the online material provided to the students. She also suggested increasing the number of smart classrooms for blended learning after the lockdown. She suggested that the college should attract more overseas students for higher education. Highlighting the fact that Chennai is a preferred destination for higher education by international students and to make Ethiraj College a preferred institution among them, she suggested that the college should offer certificate courses which would add value to the college and create a global presence. To augment the quality of research among the Faculty and Research Scholars, she suggested that those Departments that are already publishing in-house journals should take steps to get them included in the UGC CARE List of Journals.

Dr. Prof.R.R.Krishnamurthy, appreciated the IQAC for initiating various healthy activities at the college level. He also specified that the quantum of funds raised through Research Projects should be highlighted in the presentation of the IQAC. He

suggested that the details of the placement opportunities available in the college, the methodology of Online teaching and steps taken to improve the Online teaching & Learning could also be highlighted.

Dr.D.B.Usharani, Vice Principal (Aided) shared information of the Major & Minor projects applied for which the results are awaited. The Principal informed about Dr.Sudha Parimalam, Department of Chemistry receiving project fund of Rs.4.8 lakhs for 2 Years. She also shared that College Management was providing Seed money to the staff members in order to inculcate research culture in the college.

Mr.G.R. Hari gave inputs on the funds provided by organisations like the Department of Science & Industrial Research. He also explained that the organisation provides funds for Scientific research, Social research and Statistical research. To explain the quantum of funds available through this organisation, he mentioned that funds allocated for the different types of research get a tax exemption of various kinds. Science research gets a tax exemption of 150% while the fund donated for Social research is exempted 100%.

Dr.D.B.Usharani shared with the committee that the institution was receiving funds from external agencies. She quoted an example of the funds received by the Department of Economics from the NABARD & Reserve Bank of India for publication of conference proceedings. Dr.Bharathi Harishankar suggested that these funds received could be documented as Publication Grants.

The Socio-economic Survey conducted by the Department of Economics from the two villages adopted, Nemilicherry & Karunakaracherry in January 2020 funded by the College Trust was appreciated by the experts as a significant step in funding by the Management. The Principal added that the Management has allocated funds for Research through ECRIC, to the tune of Rs.50 lakhs 25 lakhs from the Ethiraj College Trust and 25 lakhs from external sources raised by the Management.

Dr.Bharathi Harishankar empathising with the IQAC stated that to collect and consolidate data is a big challenge and herculean task. She insisted that the institution should implement the planned Centralised Documentation Centre at the earliest to update the activities of the College periodically to make the NAAC process hassle-free and effective.

The meeting closed with the vote of thanks by Dr. Latha Kumari, IQAC Coordinator.

Members Present at the Meeting

Experts:

Dr. R.R. Krishnamurthy , Dean of Academics, Professor & Head, Department of Applied Geology, Guindy Campus, University of Madras

Dr. Bharati Harishankar Professor & Head, Department for Women Studies and Director IQAC, University of Madras, Chepauk, Chennai

Mr.G.R.Hari Industry Expert, Cheif Executive Partner, Manohar Chowdhry

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

Dr. S. Kothai, Principal & Secretary, Ethiraj College for Women.

Dr.D.B.Usharani, Vice-Principal (Aided)

Dr.T.UshaPriya, Vice-Principal (SS)

Dr. R.K.Maya, Controller of Examination,

Dr.M.Jeyanthi Dean of Additional Controller (SS)

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

Dr. Anusha Balasingh, Dean of Students(SS)


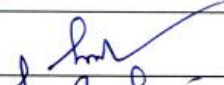

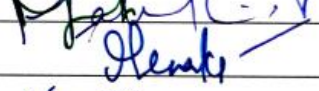

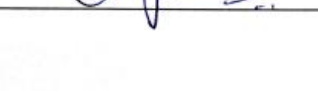

Dr.J.Mangayarkarasi, Dean of Academics (Aided)

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

Dr. Uma Gowri, Dean of Research (Aided),

Dr.K.Krishna Prema, Dean of Research (SS),

IQAC MEMBERS

S.No	Name	Signature
1	Dr.Latha Kumar, Coordinator, IQAC	
2	Dr. N.Lavanya Member	
3	Dr. G. Gohulavani Member	
4	Dr. V. Malathi Member	
5	Dr. M.Menaka Member	
6	Mrs. Veena Murali Member	
7	Mrs. C. Jayashree Member	



Minutes of the IQAC meeting held on 26th October 2020

Time : 11am to 01.00pm

GMeet link: <https://meet.google.com/kkq-huam-tdx>

Convenor

Dr.S.Kothai, Principal & Secretary

Attendees

Dr.D.B.Usha Rani, Vice-Principal (Aided)

Dr.T.Usha Priya, Vice-Principal (Self-Supporting)

Dr.M.Latha Kumari, Coordinator, IQAC

IQAC Members

Dr.G.Gohulavani

Mrs.C.Jayashree

Dr.V.Malathi

Dr.M.Menaka

Dr.Veena Murali

Agenda

1. IQAC Composition - Inclusion of student members
2. Students' Satisfaction Survey Report
3. Documentation Centre
4. Online Class - SurveyCharter, Green Audit
5. NAAC SSR - Status Review
6. NAAC IIQA, SSR - Revision of Timeline and deadlines
7. Mentor-Mentee List for 2020-2021
8. Any other Discussion

Minutes

IQAC Composition - Inclusion of student members

IQAC has been instructed to check the NAAC and UGC website for guidelines on the number of students who can be included in the team.

Students' Satisfaction Survey Report

IQAC has been asked to mail the Department-wise report to the concerned department in the month of November 2020. IQAC also has to prepare and send the format of the Action Taken

Report to the Departments for them to prepare and submit to the IQAC. The overall report for the college has to be mailed to Principal and Vice Principals, to be placed in the Board Meeting.

Documentation Centre

IQAC Coordinator informed that IQAC needs to collect details about the programmes organised by the departments in the Academic Year 2020-2021. It was discussed that the academic year 2019-2020 can be considered to be from June 2019 to May 2020 as per the academic calendar year specified by the UGC. Dr.D.B.Usha Rani, Vice-Principal (Aided) suggested that IQAC shall seek confirmation regarding the same from UGC since examinations for the A.Y 2019-2020 were conducted at a later date due to the ongoing pandemic.

Online Class - Survey

Principal and Vice Principals insisted that IQAC has to organise two quality-based surveys on Online Teaching-Learning

- Feedback from Students on Effectiveness of online modes of teaching, Data usage, Online examination, Syllabus coverage etc.
- Feedback from Teachers on online teaching-learning

A pilot study can be conducted to identify the probable questions that can be included in the survey. The questions can be shared with the Vice Principals for their suggestions.

Charter

Principal and Vice-Principals informed that a series of discussions are being conducted at various levels and seven more teams are to be formed on the basis of the charter. The Principal also informed that the charter will be made available for use by November 14, 2020.

Green Audit

IQAC Coordinator suggested conducting the Green Audit for the college. The Principal instructed IQAC to identify three organizations that perform a Green Audit. She also insisted on conducting Green Audit at the earliest.

NAAC SSR Review

IQAC Coordinator briefed the status of SSR for each criterion. The Principal informed that Ms.Priyadarshini, Office Assistant has been directed to help with the financial data required.

Help can also be sought from the Auditors of the college for identifying and bifurcating financial data as required by NAAC. It was also suggested that the bills for the purchase of computers can be collected from the Financial Officer and UGC.

Dr.T.Usha Priya, Vice-Principal (SS) suggested that the Stock Register can be updated based on the bills. She also suggested that Fine Cons representative Mr.Ganesh can be asked to prepare details on the date and nature of upgrading of IT facilities.

IQAC Coordinator and members stressed the non-cooperation of the Department of MBA in providing data asked by IQAC. It was brought to the notice of Principal and Vice Principals that the Department of MBA refrained from participating in the Students' Satisfaction Survey. The Principal and Vice Principals expressed their displeasure on the same and consider it as a serious matter to be addressed. The Principal assured that she will instruct the Head of the Department of MBA to ensure that the data for NAAC SSR is made available at the earliest. She instructed that the MBA MCA library details could be collected from Ms.Prema, MBA-MCA Librarian.

NAAC IIQA, SSR - Revision of Timeline and Deadlines

Dr.D.B.Usha Rani, Vice Principal insisted that IQAC has to frame a revised timeline and deadline for the early completion of NAAC 4th cycle Accreditation. The data to be submitted are to be made ready preferably before the end of December 2020. Criterion in-charge members were also directed to identify the pending details and send to Vice Principals for further action.

Mentor-Mentee List

Dr.G.Gohulavani pointed out that there is a gap between the Mentor-Mentee ratio and Student-Teacher ratio as per the details provided by the departments. She also suggested that henceforth a structured format has to be forwarded from the Principal's mail on the format and date of mentor-mentee meeting. Also, the mentor-mentee list should be endorsed by the Principal every academic year.

Annual Gender Sensitization Action Plan

The details of gender sensitization meetings organised for the A.Y 2019-2020 should be collected from Former Director for Women Studies, Dr.Mallika. The action plan for the same also needs to be collected from the Director of Women Studies for the academic year 2020-2021.

S.No	Name	Signature
1	Dr.S.Kothai, Principal & Secretary	S. Uthai
2	Dr.D.B. Usha Rani Vice –Principal (Aided)	D. B. Usha Rani
3	Dr. T.Usha Priya Vice – Principal (SS)	T. Usha Priya
4	Dr.Latha Kumar, Coordinator, IQAC	Latha Kumar
5	Dr. G.Gohulavani Member	G. Gohulavani
6	Dr. V. Malathi, Member	V. Malathi
7	Dr.Jayashree, Member	Jayashree
8	Dr.VeenaMurali Member	V. Veena Murali
9	Dr.M.Menaka, Member	M. Menaka

Ethiraj College for Women (Autonomous) Chennai - 600 08



Minutes of the IQAC meeting held on 16th November 2020

Time : 2 to 4 pm

Venue : Library Conference Hall

IQAC Members Present :

Dr.Latha Kumari, Coordinator, **IQAC**

Dr.N.Lavanya

Dr.Gohulavani

Dr.Menaka

Agenda :

- **SSR status review and strategies towards completing the same**
- **NIRF ranking**

The Minutes of the Meeting

- IQAC meeting with Principal, Vice-Principal (Aided & Self Supporting), Deans, Criteria members was held on 16 November 2020.
- The status of the Self Study Report preparation was discussed. The IQAC, members and Criteria lead members presented a detailed report of tasks completed and tasks pending. The reason for the delay in completion was also discussed.
- It was brought to the notice of the members that some of the departments were very prompt in the submission of the data while a few departments did not respond. This include department of MBA, MCA, HRDE, English Aided.
- The Principal insisted to put in maximum effort to complete the work as soon as possible. She also said that SSR to be made ready by 12 Jan 2021. She also requested the IQAC to submit the list of Departments from whom data was pending.
- The Vice Principals thanked the IQAC coordinator for conducting the meeting to discuss the progress of the work and informed that the Management too insisted on the same. The Vice-Principal (Aided) also expressed that decline in the NIRF ranking should be viewed seriously, areas of weakness to be identified and adequate strategies have to be adopted especially to augment research activities and the perception of the College. The Vice Principals thanked the IQAC team and Criteria members for progress in the preparation of the SSR.

- Members of each Criterion presented their status regarding the work.
- The details regarding Criterion I was presented by Dr. Lavanya, IQAC Member, It was brought to the notice of the members that the work is 70% complete and 30% was pending due to the delay in the data submission by Department of English Aided, History, TTM, PBPB, Computer Science, MBA, MCA, and HRDE. Dr. Lavanya gave an in-depth explanation of the data, templates and the report. Suggestions were given by the Vice Principal to include the Academic Audits too in Curriculum Development Feedback. The Vice Principals also emphasized that the Autonomy review status of the College to be followed up as the SSR submission necessitates the Grant of Autonomy status to the College.
- It was also suggested by her that in the future, the criteria members of the Departments along with the Head need to attend the review meetings of the SSR preparation and reviews. It was also suggested that a uniform format for the Board of Studies be followed by the departments.
- Dr. Gokulavani , IQAC Member presented the status regarding Criterion II. She brought to the notice of the members the areas that remain incomplete and the reason for the same. She also insisted that uniformity be maintained henceforth in the Agenda for Mentor meetings. Dr.Gokulavani informed that the Data submission from MBA, MCA PBPB, AZB departments were pending.
- The Criterion III details were presented by Dr.Menaka. She also stressed the necessity for the establishment of the Institutional Ethical Committee. She brought to the notice of the members that the data from NSS and Leagues were pending.
- It was suggested by the Principal that the College can look for collaboration with other Institutes towards the establishment of the Ethical Committee. The Principal also insisted that the members of the criterion meet, discuss and validate the details of the report.
- The status of Criterion IV was presented by the Criterion Head, Dr.Vijaya. It was informed that the criterion is mostly complete, except for the details of audited statements, bills regarding computer purchase, Internet Bandwidth details, e-Content module development., Link to media of video recording, few details from Library and data from MBA & MCA.
- The status regarding Criterion V was presented by Dr.Anusha , Dean of Students(S.S). It was informed that the Criterion details are pending in terms of proofs for freeship schemes, proofs for students clearing competitive exams and data of the English

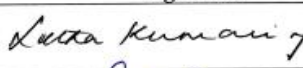


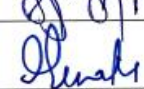
Department (Aided). It was also informed that the percentage of student progression to higher education is very low.

- The Principal suggested that the data regarding proofs for students clearing competitive exams can be collected from the UGC office. She also informed Dr.Punithavathy, Dean of Students (Aided) to take charge of getting the data from the English Department(Aided).
- The IQACCoordinatorr presented the details that remain pending with regard to Criteria VI & VII which are :

1. Organogram of the Institution
2. E-governance in areas of Operation
3. Details of Internal & External Financial Audits
4. Funds/Grants received from Non-Governmental bodies, Philanthropists
5. Strategies for mobilisation of Funds and optimal utilisation of resources
6. Annual gender sensitization Action plan
7. Details regarding Solar energy, Biogas, wheeling to the grid, Use of LED, Waste management, wastewater recycling
8. Green Campus Initiatives
9. Environmental and Energy Audits
10. Code of Conduct for students, teachers, administrators and other Staff to be displayed on the website

The discussions came to a close with the IQAC Coordinator, Dr. Latha Kumari thanking the members of all the Criteria, with special reference to Criteria IV & V for their significant participation in the work. She further acknowledged the IQAC members Dr. Lavanya, Dr. Gokulavani, and Dr. Menaka for the quantum of work done almost solely towards the report preparation.

With this, the meeting came to a close at 4:00 pm.

S.No	Name	Signature
1	Dr.Latha Kumar, Coordinator, IQAC	
2	Dr.N.Lavanya, Member	
3	Dr.G. Gohulavani Member	
4	Dr. M.Menaka Member	

Ethiraj College for Women (Autonomous)
NAAC Link Meeting
on 16th November 2020, Organised by IQAC

S.No	Name	Department	Signature
1	Dr. Mrs. S. KOTHAI	PRINCIPAL (chemistry)	S. Kothai 16/11/20
2	Dr. D.B. Usharani	Economics	D. Usharani 16/11/20
3	Dr. T. Visha Prage	Bcom BM	T. Visha Prage 16/11/20
4	Dr. H. Sripithi	Biochemistry	H. Sripithi 16/11/2020
5	K.R. BINDHU	Mathematics (SS)	K. Bindhu 16/11/2020
6	K. Indumathi	Mathematics (SS)	K. Indumathi 16/11/2020
7	M. RAJARAJESWARI	Mathematics (SS)	M. Rajarajeswari 16/11/20
8	Mrs. C. JAYASHREE	Economics	C. Jayashree 16/11/20
9	Dr. R. K. MAYA	Controller of Examinations	R. K. Maya 16/11/20
10	Barani Payyannur	ND (Aided)	Barani Payyannur 16/11/20
11	MRS. Bendi S	Language (Aided)	B. S. Bendi 16/11/20
12	Dr. Mrs. S. UMAGANESHI	PBPB (Aided)	S. Umaganeshi 16/11/2020
13	Mrs. M. VIJAYA	CHEMISTRY (AIDED)	M. Vijaya 16/11/2020
14	V.K. Narayanaswamy	B. Com (Aided)	V. K. Narayanaswamy 16/11/20
15	G. Neelavathy	Economics (Aided)	G. Neelavathy 16/11/20
16	ANUSHA Balamani	Microbiology	A. Anusha 16/11/20
17	T. S. R. Vijay Sarani	Commerce (Aided)	T. S. R. Vijay Sarani 16/11/20
18	Dr. T. J. LUNITHAVATHY	English (Aided)	T. J. Lunithavathy 16/11/2020
19	A.S. Gayathri	Commerce (Aided)	A. S. Gayathri 16/11/2020
20	Dr. V. Gayathri	MICROBIOLOGY (SS)	V. Gayathri 16/11/20
21	Dr. M. Challa	CND	M. Challa 16/11/20

S.No	Name	Department	Signature
22	Hilda Stanley	Mathematics	Hilda Stanley 16/11/2020
23	Dr. V. Mahesh	Biochemistry	V. Mahesh 16/11/2020
24	Dr. M. Latha Kumari	English	M. Latha Kumari 16/11/2020
25	Dr. G. Gokularam	Chemistry	G. Gokularam 16/11/2020
26	G. Jamuna Rao	Eco	G. Jamuna Rao 16/11/2020
27	Dr. Saradha A	Eco	Saradha A 16/11/2020

Ethiraj College for Women (Autonomous) Chennai - 600 08

Minutes of the IQAC meeting held on 06th Dec 2020



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.LathaKumari, 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 1st phase is scheduled for 9th 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	D.B.Usharani 6/12/21
2	Dr. S. Uma Gowrie , Dean of Research	S. Uma Gowrie
3	Dr. J. Mangayarkarasi , Dean of Academics (Aided)	J. Mangayarkarasi 18/12/21
4	Dr.M.Sujatha, Dean of Academics(SS)	M. Sujatha 7/1/22
5	Dr. T. Punithavathy , Dean of Students(Aided)	T. Punithavathy
6	Dr. Anusha Balasingh, Dean of Students(SS)	Anusha B.
7	Dr. N. Thenmozhi , College Doctor	Thenmozhi
8	Dr.M.LathaKumari, Coordinator, IQAC	Latha Kumari 6/12/21
9	Dr. N.Lavanya Member	N. Lavanya 6/12/21
10	Dr.G.Gohulavani Member	G. Gohulavani 8/12/21
11	Ms. T.S.R. Vijay Janani Member	T.S.R. Vijay Janani



Ethiraj College For Women (Autonomous)

Chennai-600008

Internal Quality Assurance Cell

TEAM MEETING MINUTES

Date: 07-1-2021

Time: 12.00 Noon to 1.30 PM

IQAC ROOM

Members Attended:

IQAC Members

Dr.M.Latha Kumari, Coordinator, IQAC

Dr N. Lavanya

Dr.G.Gohulavani

Ms.C.Jayashree

Dr.V.Malathi

Dr.M.Menaka

Dr.Veena Murali

Ms. T.S.R. Vijaya Janani

IQAC has initiated a review of criteria within the team and has completed Criterion I and Criterion IV and targets to finish other criteria by 25 January 2021.

1. Technical help is required for framing common templates for SSR proofs and links.
2. List of Value Added Courses to be validated by Certificate Courses'-in charge, Vice-Principals and Principal for SSR proof.
3. Online FDP on National Education Policy to be organised by IQAC and to be funded by the Management. This will augment and fulfil the needs of SSR Criterion 6.3 -Faculty empowerment Strategies adopted by the institution.
4. It was suggested that
 - a. The Dean of Academics and Academic Excellence Team was formed under the 10-point Charter to initiate the curriculum restructuring process.
 - b. Optional papers to be offered to the students.



Ethiraj College For Women (Autonomous)

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Time: 12.00 Noon to 1.30 PM

IQAC ROOM

- c. Common classes can be arranged for the courses offered in the same discipline. It will ensure vertical mobility. Innovative papers applicable to all common departments can be identified for this purpose.
- d. The Dean of Academic and Academic Council Secretary to organise an Academic Audit during the last week of February.
- e. The proforma and guidelines of Academic Audit are to be aligned with NAAC Manual by the Academic Deans and Academic council Secretary and circulated to the departments on or before the 5th of February.
5. Use of college domain mail ids for all official communication. All office-bearers and departments to use the college email id and its usage is to be ensured. No mails to be sent from personal Gmail accounts for official communication. The email ids should be handed over to the next office-bearer while laying down the office.
6. It was recommended to increase the tenure of the Deans and Directors to three years and separate office rooms to be allotted for smooth functioning.
7. Mentor-Mentee Guidelines to be framed by the Dean of Students by January 30, 2021, and the Dean of Students to act as the nodal officer for the entire college. The Dean of Students to maintain the Mentor-Mentee records.
8. Plagiarism Software to be installed in the library to enhance research ethics. It is a requisite in SSR (3.4.1).
9. Knowledge-based Evaluation Pattern to be adopted. The COE office to initiate the installation of additional software for the same. The front page of the answer sheets is to be modified accordingly.
10. IQAC to share SSR with the Heads of Departments to enable the preparation of Evaluative Reports by the Departments.



Ethiraj College For Women (Autonomous)

Chennai-600008

Internal Quality Assurance Cell

TEAM MEETING MINUTES

Date: 07-1-2021

Time: 12.00 Noon to 1.30 PM

IQAC ROOM

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



Ethiraj College for Women (Autonomous)
Chennai - 600 008

MINUTES OF IQAC MEETING WITH THE AUDITOR

Date: 16.02.2021

Time: 10.30am – 12 noon

The IQAC coordinator also requested the team to assist in supplying data for NAAC SSR from 2015- 2020. The auditor said that the statements from 2017 onwards could be easily sourced from their database. However, information for 2015-2016, and 2016-2017 has to be taken from the audited statements in print. The auditor deputed his team member to complete the task for NIRF ranking by the end of day to facilitate the submission of NIRF 2020 before the due date. The meeting came to a close at 12 Noon.

Members Attended

S.No.	Name	Signature
1.	Mr. Gopal & Murthi Chartered Accountants	
2	Dr. M. Latha, Coordinator, IQAC	
3	Dr. Veena Murali Member	