















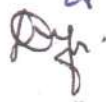
IQAC Action Plan Meeting

Date: 02.06.2019

Time: 2.00 pm

Agenda	Minutes
<ul style="list-style-type: none">To get ready for submission of SSR & NAAC Peer Team Visit	It was decided that the College has to make the final preparations for the NAAC Peer Team Visit. Accordingly the SSR has to be submitted as scheduled and get all the necessary works completed.
<ul style="list-style-type: none">To apply for NIRF Ranking 2020	It was decided that the College has to apply for NIRF ranking 2020 and hence the records must be got ready.
<ul style="list-style-type: none">To speed up the process of permanent affiliation in order to get 2(f) & 12(B) Status	As the College still has not got permanent affiliation, the process to get 2(f) & 12(B) has to be speeded up to facilitate the required status.
<ul style="list-style-type: none">To introduce ERP, in order to integrate all functional areas	The College has decided to introduce ERP. Hence, all functional areas have to be co-ordinated and strengthened and it was resolved that the work has to begin
<ul style="list-style-type: none">To implement CO assessment systematically and gradually	<ul style="list-style-type: none">Myclassroom made a presentation in 2018-19.To checkout with other such service providers and decide.
<ul style="list-style-type: none">To motivate faculty to publish papers in UGC-CARE list of Journals	As it is now required that academicians have to publish only in UGC CARE Journals, the College has decided to encourage the faculty to publish papers only in peer reviewed Journals of high quality that are duly recognized.

Members Present

1. Dr. Hanifa Ghosh, Principal 
2. Dr. Meenakshi, Vice-Principal 
3. Mrs. Mercy Silvester, IQAC Co-ordinator 
4. Mrs. Beena Thomas, Dean of Students 
5. Dr. S. Sridevi, Dean of Research 
6. Mrs. R. Rajalakshmi, Dean of Academics 
7. Mrs. K. Swarna, Head, Dept. of Accounting & Finance 
8. Dr. K. Preetha, Head, Dept. of Languages 
9. Mrs. M. Ramya, Head, Dept. of Mathematics 
10. Mrs. J. Mary Catherine, Head, Dept. of Computer Science 
11. Mrs. N. Anuradha, Head, Dept. of Chemistry 
12. Mrs. K. Jaganeswari, Head, Dept. of Computer Applications 
13. Mrs. Alima Zehra, Head, Dept. of Psychology 
14. Mrs. Y. Kavitha, Head, Dept. of Business Administration 
15. Mrs. A. Mary Dayana, Head, Dept. of Social Work 

IQAC Meeting with Student Council

Date: 18.06.19

Time: 1.30 PM

Minutes of the Meeting

- To Introduce the Council Members to all II & III year students on 19.6.19 at 1.10 pm in JJK Auditorium.
- Council members were advised by the Dean of Students to go around and get them introduced to all faculty members.
- It was decided to have the welcoming of first years in JJK Auditorium and parents meeting in T. Thomas Auditorium.
- Principal briefed the council members about the IQAC Cell and its functioning in the college to ensure quality at all levels. The IQAC coordinator Mrs. Mercy Silvester was introduced.
- The IQAC coordinator asked the students to come with an action plan containing the areas to be focused like discipline, late coming etc.. for this semester
- Principal suggested the students to focus on the below areas:
 - Late coming – all the gates will be closed by 8.40 and students walking in late will be sent back. These students will be marked absent. Attendance can be put up on the notice board.
 - Quality of the Canteen - to take steps to improve the cleanliness and hygiene of the canteen premise and the food served.
 - Language – Monitor and bring a change in the kind of language used among the students.
 - Personal Hygiene – Insist students to leave the rest room clean by disposing sanitary waste properly. Encourage them to use incinerators.
 - Others - to make students understand the ethics in relationship.

The council members can have regular meetings to come out with ways to decentralize and implement the above with the help of class representatives.

- On June 20, 2019, college commences for the first year students, the Council members can hold pluck cards to welcome and direct the parents and the students.
- There will be a short induction session for all the first year students. with the below schedule/agenda.
 - A welcome program (Dance & Song- Rules to be strictly adhered to)
 - Principal Address
 - Vice Principal Address
 - Placement Officer
 - Introduction of the Council to the I Year students

- Handing over the I year students to the Council Members
- Council members to decide on the portfolio and inform Principal.
- Introduction of the Council members to all the students will be held on June 19, 2019 in JJK auditorium. All the Council members should be present. Ragging is strictly prohibited during the session.
- To start preparing for the Student Council Inauguration event.
- Make sure to meet for half-an-hour every day after college hours to discuss ideas and ways to improve the Quality factor in all aspects.

Members Present

1. Dr. Hanifa Ghosh, Principal & IQAC Chairperson *Hanifa*
2. Mrs. Mercy Silvester, IQAC Co-ordinator *Mercy*
3. Mrs. Beena Thomas, Dean of Students *Beena*
4. G. Keren Josandra, President *G. Keren Josandra*
5. J. Subhashni, Vice-President *J. Subhashni*
6. B. Bharathi, Vice-President *B. Bharathi*
7. M. Kirubha Priyadarshini, Member *Kirubha*
8. R. Nigila Rajan, Member *R. Nigila Rajan*
9. L. Dhanalakshmi, Member *L. Dhanalakshmi*
10. V. Sweatha Shree, Member *Sweatha Shree*
11. A. Aysha Siddiqua, Member *Aysha*
12. K. Saratha Priya, Member *K. Saratha Priya*
13. B. Shreesha, Member *Shreesha B.*
14. R.K. Saisree, Member *R.K. Saisree*
15. M. Harsha Priya, Member *M. Harsha Priya*
16. S. N. Bismi Parwin, Member *S. N. Bismi Parwin*
17. R. Kowshalya, Member *R. Kowshalya*



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Note: IQAC meeting with Student Council

IQAC Meeting with Administrative Staff

Date: 12.07.19

Time: 1.30 PM

Minutes of the Meeting

- To work with dedication and without flaws. If a person is assigned with more responsibilities take that as reorganization.
- To be more conscious in knowing the ethics and limits in professional relationships. Workplace professionalism should be adhered to.
- The senior staff should be a standing example and teach the juniors.
- Be punctual to work and in your absence make sure to assign your work to your colleague or the next person incharge.
- Mrs Anuradha and Mrs Grace are responsible for taking phone calls in the office and to convey messages to the concerned person.
- To improve the quality in the functioning of office.
- Laptop and ICT tools issuing procedure should be systemized and the respective registers should be maintained properly. Mrs P. Chitra and Mrs. Gracy will be responsible for the ICT tools issuing register.
- Spare parts register to be maintained by Mr. Sutheesh.
- All the administrative staff should be well aware of their duties, responsibilities and accountability.
- Proper entry should be made in the movement register while staff goes out in between work timing.
- A Spare key of all the almirahs and the lockers should be handed over to the Principal.
- Avoid using office phone and do not charge mobile phones in office.
- Male staff should not sit in the watchman room.

Members Present

1. Dr. Hanifa Ghosh, Principal & IQAC Chairperson *Hanifa*
2. Mrs. Mercy Silvester, IQAC Co-ordinator *Mercy*
3. Mrs. V. Punitha *Punitha*
4. Mrs. R. Anuradha *Anuradha*
5. Mrs. Jisha Joy *Jisha*
6. Mrs. P. Mary Diana *P. Mary Diana*
7. Mrs. J. Grace Arokia Mary
8. Mrs. P. Chitra *P. Chitra*
9. Mr. L. Jagadish
10. Mr. Y. Moses *Y. Moses*

IQAC Meeting with HODs



















Date: 18.09.19

Time: 12.30 PM

Minutes of the Meeting

- Peer Team Visit scheduled on October 24 & October 25, 2019
- Principal and IQAC Coordinator will be visiting all the departments to check if the document for NAAC peer team visit are kept ready.
- Dr. Sethuraman will be visiting the college on September 28, 2019
- Each department is supposed to maintain few files for NAAC peer team visit and the file headings will be circulated shortly
- The cultural visit for the NAAC peer team visit should ensure the performers are ready with the cultural programme by September 23, 2019.
- Faculty in-charge of qualitative metrics should submit their files by next week
- All students must be oriented about course outcome.
- The subject wise categorization of advanced learners & slow learners based on the first CIA marks should be maintained uniformly across all departments along with the outcome which is based on the number students who cleared the University Exam
- Physical Directress to ensure 6 tracks are in place, maintain registers for usage of the indoor sports facility, gym and other fitness equipments
- Each department should inform the alumnae about the dates of NAAC peer team visit and ensure atleast 10 students from their department attend the meeting
- Each department should inform the parents of the present and passed out students about the dates of NAAC peer team visit and ensure a reasonable number of them attend the meeting
- All the departments should orient their students about NAAC peer team visit dates and ensure they come to college on those days
- All the department heads, cultural coordinator, physical director, placement coordinator, NSS, CCC, YRC, ED Cell, EVS, Student Council & Library should get ready with their power point presentation (15 to 20 slides) for NAAC peer team visit.
- Student representatives will present the PPT in the case of clubs.

Members Present

1. Dr. Meenakshi, Vice-Principal 
2. Mrs. Mercy Silvester, IQAC Co-ordinator 
3. Mrs. Beena Thomas, Dean of Students 
4. Dr. S. Sridevi, Dean of Research 
5. Mrs. R. Rajalakshmi, Dean of Academics 
6. Mrs. K. Swarna, Head, Dept.of Accounting & Finance 
7. Dr. K. Preetha Head, Dept.of Languages 
8. Mrs. M. Ramya, Head, Dept.of Mathematics 
9. Mrs. J. Mary Catherine Head, Dept.of Computer Science 
10. Mrs. N. Anuradha, Head, Dept.of Chemistry 
11. Mrs. K. Jaganeswari, Head, Dept.of Computer Applications 
12. Mrs. Alima Zehra, Head, Dept.of Psychology 
13. Mrs. Y. Kavitha, Head, Dept.of Business Administration 
14. Mrs. A. Mary Dayana, Head, Dept.of Social Work 
15. Dr. P.J. Queency Asha Dhas, Cultural Co-ordinator 
16. Dr. Sumuki Padmanabhan, Librarian 
17. Dr. Sudha Srikanth, Placement Officer 
18. Mrs. S. Sumathy, Physical Director 



NAAC Review Meeting

Date: 11.2.2020

Time: 2.00 pm

- Principal Dr. Hanifa Ghosh wished Mrs. Mercy Silvester, former IQAC co-ordinator for the period June 2016 - February 2020 adieu from IQAC Cell and introduced the new IQAC co-ordinator Dr. P.J. Queency Asha Dhas to all the faculty members.
- Mrs Mercy Silvester thanked all the staff members for their co-operation and contribution in achieving 'A' Grade in the NAAC assesment. She congratulated Dr. P.J. Queency Asha Dhas for taking up this responsibility and assured support in her new role.
- Criterion-wise analysis and metric-wise score obtained by the College in the NAAC assessment were reviewed in detail and the areas of development were highlighted in the meeting.
- The recommendations made by the NAAC Peer team and the possible measures that can be taken to improve them were discussed.
- The Principal Dr. Hanifa Ghosh highlighted the changes that have been incorporated in the new RAF (Revised Accreditation Framework).



Mercy

IQAC Co-ordinator

IQAC COORDINATOR

Chevalier T.Thomas Elizabeth College for Women

Sembiam, Chennai - 600 011.

Hanifa

Principal & IQAC Chairperson

PRINCIPAL

Chevalier T.Thomas Elizabeth College for Women

Sembiam, Chennai - 600 011.

LIST OF FACULTY MEMBERS 2019-2020

S.NO	PRINCIPAL	S.NO	PSYCHOLOGY
1	Dr. Hanifa Ghosh, M.A., M.Phil., Ph.D.	52	Mrs. Alina Zehra, M.Sc., M.Phil., P.G.Dip.L.D (Coun.)
	FACULTY OF ARTS	53	Mrs. R. Lavanya, M.Sc., M.Phil., P.G.Dip.L.D (NET)
	ENGLISH	54	Ms. Ashwini U.R., M.Sc., M.B.A., M.Phil., (Counsellor)
2	Mrs. Beena Thomas, M.A., M.Phil. (Dean of Students)	55	Ms. P.P. Shantha Kumari, M.Sc.,
3	Dr. S. Sridevi M.A.M.Phil.Ph.D (Dean of Research)		FACULTY OF COMMERCE
4	Mrs. M. Priyadarshini, M.A., M.Phil. (SLET)		COMMERCE (GENERAL)
5	Dr. K. Fahamida Begum, M.A., M.Phil., Ph.D (SET)	56	Mrs. R. Rajalakshmi, M.Com., M.Phil., (Dean of Academics)
6	Mrs. K.J. Jayalakshmi, M.A., M.Phil. (NET)	57	Dr. S. Hajeemz Rabiath Beevi, M.Com., M.Phil., MBA, Ph.D (NET)
7	Mrs. P. Gowhami, M.A., M.Phil. (SET)	58	Dr. S. Shanitha Bai, M.Com., M.Phil., Ph.D. (NET)
8	Mrs. Chris Lorraine Melvina M.A., M.Phil.	59	Dr. S. Durgadevi, M.Com. M.Phil. Ph.D. (SET)
9	Mrs. J. Jaya Parveen, M.A., M.Phil. (NET & SET)	60	Dr. Gethsi Beulah, M.Com., M.Phil., Ph.D.
10	Mrs. Bonnie Peninnah, M.A., M.Phil.	61	Dr. S. Deva Prasanna, M.Com., M.Phil., M.B.A., Ph.D. (NET)
11	Mrs. K. Rajeswari, M.A., M.Phil., B.Ed.,	62	Dr. L. Devi Priya, M.Com. M.Phil. Ph.D. (SET)
12	Dr. B.V. Saraswathy, M.A., M.Phil., Ph.D.	63	Dr. P. Malarvizhi, M.Com., M.B.A., M.Phil., B.Ed., Ph.D. (NET & SET)
13	Mrs. G. Selva Selin Mary, M.A. M.Phil. (SET)	64	Ms. Anubha Jain, M.Com., (SET)
14	Mrs. M.R. Wajida Begum, M.A.	65	Ms. J. Gayathiri, M.Com., M.B.A., M.Phil. (NET & SET)
15	Ms. Haritha Pavithran, M.A., M.Phil., (SET & NET)	66	Mrs. R. Lenora, M.Com. M.Phil. (SET)
	TAMIL	67	Ms. Bhagyashree S. Wanle, M.Com. M.Phil. (SET)
16	Dr. K. Preetha, M.A., M.Phil., Ph.D.		COMMERCE (ACCOUNTING & FINANCE)
17	Dr. J. Valli M.A., Ph.D., (NET)	68	Mrs. K. Swana, M.Com., M.Phil.
18	Dr. D. Ezhilarasi, M.A. M.Phil., Ph.D. (NET)	69	Mrs. F. Beulah, M.Com. M.Phil. (NET)
19	Dr. P. Anitha M.A. M.Phil., B.Ed., Ph.D. (NET)	70	Mrs. J. Kauser, M.Com. M.Phil., M.B.A (NET)
20	Dr. A. Vimala Rani, M.A., M.Phil., Ph.D. (NET)	71	Mrs. E. Yoghitha, M.Com., M.Phil. (NET)
21	Dr. A. Kasthuri, M.A. M.Phil., Ph.D (SET)		ECONOMICS (ALLIED)
	HINDI	72	Dr. K. Rajalakshmi, M.A., M.Phil., Ph.D. (SET)
22	Dr. A. Thasleem Banu, M.A., M.Phil., PGDT., Ph.D.		CORPORATE SECRETARYSHIP
	FRENCH	73	Mrs. Mercy Silvester, M.Com., AICWAI (SLST)
23	Mrs. P. Sandhya Mohanan, M.A.	74	Dr. P. J. Queency Asha Dhas, M.Com., M.Phil., B.Ed. Ph.D. (NET)
	SOCIAL WORK	75	Mrs. R.K. Devi, M.Com., M.Phil. (SET)
24	Mrs. A. Mary Dayana, M.S.W., M.A. (NET & SET)	76	Dr. K. Kanchana, M.Com. Ph.D. (NET & SET)
25	Ms. Preenu Ashok, M.S.W. M.Phil., (NET)	77	Mrs. J. Sofia, M.Com. M.Phil.
26	Ms. V.E. Rubini, M.S.W., PGDM (HRM) (NET)	78	Dr. P. Sudha M.Com., M.Phil., Ph.D.
	FACULTY OF SCIENCE	79	Dr. U. Priya, M.Com. M.Phil., Ph.D.
	MATHEMATICS	80	Ms. M. Karthiga Priya, M.Com. M.Phil. (SET)
27	Mrs. M. Ramya, M.Sc., M.Phil., (SET)		BUSINESS ADMINISTRATION
28	Mrs. P. Poorani, M.Sc., M.Phil., (SET)	81	Mrs. Y. Kavitha, M.B.A., B.Ed., M.Phil., (NET)
29	Dr. R. Kavitha, M.Sc. M.Phil., Ph.D.	82	Mrs. P. Princy Susan Selva Kumari, M.B.A. M.Phil.
30	Mrs. P. Kalpuna, M.Sc. M.Phil. (SET)	83	Mrs. M. Jayashree, M.B.A (NET)
31	Mrs. E. Padmavathy, M.Sc., M.Phil.	84	Mrs. S. Gayathri, M.A (HRM), M.Phil. (NET)
32	Mrs. M. Kulandai Theresa, M.Sc. B.Ed. M.Phil.		FACULTY FOR SOFTSKILLS & PLACEMENT OFFICER
33	Mrs. D. Ramani Bai, M.Sc., M.Phil., (SET)	85	Dr. Sudha Srikanth, M.A., M.Phil., TEFL, Ph.D.
	PHYSICS		LIBRARIAN
34	Dr. R. Meenakshi, M.Sc., M.Phil., Ph.D. (VP)	86	Dr. Sumuki Padmanabhan, M.LIS., M.Phil., Ph.D.
35	Dr. T. Ramya, M.Sc., M.Phil., Ph.D.		ASSISTANT LIBRARIAN
36	Mrs. S. Geetha, M.Sc., M.Phil.	87	Ms. K. Yuvashree, M.LIS.,
37	Mrs. K.P. Nalini, M.Sc., B.Ed., (SET)		PHYSICAL EDUCATION
	COMPUTER SCIENCE	88	Mrs. S. Sumathy, M.P.Ed., M.Phil., MBA
38	Mrs. J. Mary Catherine, M.Sc., MBA (HRM) (NET & SET)	89	Ms. R. Priya, B.Sc. (CS)
39	Mrs. V. Nandhini, M.C.A., M.Phil. (SET)		PROGRAMMERS
40	Mrs. V. Suganthi, M.Sc. (IT), M.Phil.	90	Ms. A. Shenbagavalli, M.C.A.
41	Dr. C. Lalitha, M.Sc. M.Phil., Ph.D.	91	Ms. T. Jagadeeswari, M.C.A.
42	Mrs. G. Chandrika, MCA	92	Ms. C. Heinavathy, B.Sc.,
	CHEMISTRY	93	Ms. J. Vijayalakshmi, BCA
43	Mrs. N. Anuradha, M.Sc., M.Phil.,		VEENA & DANCE (PART-TIME)
44	Mrs. P. Amalathi, M.Sc., M.Phil., (SET)	94	Mrs. B. Uma Maheswari, B.A., Music, Dip. Veena, Dip. Dance
45	Ms. P. Mahalakshmi, M.Sc., (SET)		YOGA INSTRUCTOR (Part-Time)
46	Ms. L. Dhivya Pirabha, M.Sc., M.Phil.	95	Mrs. K. Selva Rani, B.A. Yoga.,
	COMPUTER APPLICATIONS		MARTIAL ARTS (PART-TIME)
47	Mrs. K. Jaganeswari, MCA, M.Phil.,	96	Ms. B. Jeyasudha, B.P.Ed.,
48	Mrs. C. Kalavani, M.S. (IT), M.Phil. (SET & NET)		
49	Mrs. J. Saranya, M.C.A.		
50	Mrs. S. Geetha Williams, M.C.A.		
51	Mrs. S. Poornima, M.C.A., M.Phil., (SET & NET)		

IQAC Working Committee Meeting






Date: 13.2.2020

Time: 11.00 am

Minutes:

- As a follow-up for the NAAC review meeting conducted by Principal Dr. Hanifa Ghosh and IQAC Co-ordinator Mrs. Mercy Silvester on 11.2.2020, the following issues were discussed:
 - ISO certification should be included in next year action plan.
 - Student enrollment in UG and PG courses should be improved.
 - Orientation on Learning Outcomes Based Curriculum Framework (LOCF) introduced by UGC with an aim to equip the students with knowledge, skills, attitudes, and values should be conducted for the teaching faculty.
 - Workshop on PO-CO mapping in OBE should be conducted for teachers to strengthen curricular planning and implementation in the college.
 - Discussion with Eco-Club Co-ordinator Mrs. Anuradha (Asst. Professor, Chemistry) with regard to improvising Rain Water Harvesting system in the college should be facilitated.
 - Working hours of College Library should be extended.
 - Number of books in the library can be increased.
 - Industrial Visit and Internship should be arranged for all the students.
 - Every Department should have 2 or 3 MOUs.
 - Research Dean needs to frame the research policy.
 - Student progression should be tracked and recorded more cautiously.
 - IQAC should facilitate the conduct of internal audit by the end of academic year.
 - Mrs. Jaya parveen shall come up with the checklist for checking Course Files and logbooks during Internal Audit and report format for G-suite / Google Classroom for teaching and learning.
 - ICT tool usage for teaching and learning could be enhanced.
 - Semester-wise G-suite reports should be submitted by all the faculty in the prescribed format.

Members Present

- Dr. P.J. Queency Asha Dhas, IQAC Co-ordinator 
- Mrs. Jaya Parveen 
- Mrs. Geetha Williams 
- Ms. A. Shenbagavalli 
- Mrs.P. Mary Diana 



IQAC Meeting with Class IV Employees

Date: 14.02.2020

Time: 2.30 PM

Agenda

- To discuss on interchange of floor incharge & their campus duty
- To clean the rest room regularly
- To discuss dress code & work time on Saturdays
- Clean water cooler weekly once
- To clean T. Thomas Auditorium regularly
- Any other matter

Minutes:

- Duty Time for Class IV Employees has been fixed as follows:
 - Reporting Time - 7.40 am
 - Department Cleaning - 7.40 am to 8.10 am
 - Respective Floors - 8.10 am
 - Ground Cleaning - 9.30 am to 10.00 am
 - Break Fast - 10.00 am - 2.30 pm
 - Lunch - 1.00 pm- 1.30 pm
 - Auditorium Cleaning - 2.30 pm - 4.30 pm
- Rest room must be cleaned twice in a day.
- Working time is from 8.30 am to 3.30 pm on Saturdays.
- Class IV Employees need not wear uniform dress on Saturdays.
- Mr. Parthiban should clean water cooler monthly once.
- Mrs. Malarkodi should place all the chairs in JJK Auditorium, and Mrs. Chithra must maintain the log for chair arrangement.
- Floor in-charge duty has been scheduled as follows:

T. Thomas Block

- Ground Floor - Mrs. Pencilamma
- First Floor - Mrs. Roothamma
- Second Floor - Mrs. Shanthi
- Third Floor - Mrs. Aadhilakshmi

Dr. Elizabeth Block

- Ground Floor - Mrs. R. Chithra
- First Floor - Mrs. Malarkodi
- Second Floor - Mrs. Kalaiyarasi
- Third Floor - Mrs. Ramya

Auxiliary Building, Fine Arts Room & Sports Room

- Mrs. Sunitha

Micro Processor Lab

- Mrs. Pencilamma

Rear Building

- Mrs. Jaya

Lecture Halls

- LH1 - Mrs. Roothamma
- LH2 - Mrs. Shanthi
- LH3 & LH4 - Mrs. Aadhilakshmi

Members Present

- Dr. Hanifa Ghosh, *Hanifa*
Principal & IQAC Chairperson
- Dr. P.J. Queency Asha Dhas, *PJ*
IQAC Co-ordinator
- Mrs. Shanthi *Shanthi*
- Mrs. Pencilamma *Pencilamma*
- Mrs. Jaya *R Jaya*
- Mrs. Ramya *H. Ramya*
- Mrs. Aadhilakshmi *Aadhilakshmi*
- Mrs. Roothamma *Roothamma*
- Mrs. Sunitha *R. Sunitha*
- Mrs. R. Chithra *R. Chithra*
- Mrs. Kalaiyarasi *M. Kalaiyarasi*
- Mrs. Malarkodi *S. Malarkodi*



IQAC Meeting with Supporting Staff
Watchmen / Gardener/ Electrician

Date: 19.02.2020

Time: 11.00 PM

Agenda

- Visitors' book maintenance
- Watering the plants
- Cleaning the leaves on the ground
- Register for the repair work to be done for electronic equipments
- Any other matters

Minutes:

- The watchmen must maintain visitors' book properly.
- They should talk politely to parents and outsiders.
- If they need leave, they should inform early in the office.
- They should guide people who come for admission enquiries in a proper manner.
- Mrs. Chithra should inform about special classes to watchmen.
- Mike and projectors must be ready at 8 am.
- Mike and projectors should be arranged on priority.
- Mrs. Diana (Office) to get traffic jacket and traffic STOP signboard for watchmen.

Members Present

- Dr. Hanifa Ghosh, *Hanifa*
Principal & IQAC Chairperson
- Dr. P.J. Queency Asha Dhas, *P.J. Queency*
IQAC Co-ordinator
- Mr.V. Krishnamoorthy *V. Krishnamoorthy*
- Mrs. S. Anandan *S. Anandan*
- Mr. V. Kirunbanandan *V. Kirunbanandan*
- Mr. E. Shanmugam *E. Shanmugam*
- Mr. K. Babu *K. Babu*



IQAC
Review Meeting with Student Council

Time: 1:30 - 3:00 PM

Date: 10.3.2020

Venue: Student Council Room

Agenda:

- Student Council's contribution to the college
- Discussion on boosting up new admission
- Miscellaneous issues

Members Present:

- IQAC Coordinators
- Dean of Students
- Student Council Members

Minutes of the Meeting:

- Suggestions and feedback were given to the Council Members on the following areas:

Canteen:

- Both the canteens must report to the office on a regular basis.
- Student Council should ensure the availability of different menus in both the canteens.

College Time:

- Students will be oriented about class attendance in the beginning of the year.
- Penalty for late comers should be informed.

Step-up Hour:

- PILL Program will be mandatory for all the students.
- Though PILL program is useful, a few students show disinterest towards the program. Remedial measures have to be take care of.

Inter-Collegiate Competitions:

- Participants with good attendance percent can attend the practice sessions for inter-collegiate competitions.

Outreach Activities:

- Involvement in outreach activities and routine visits to neighbourhood areas are expected from all the Departments.

Public Address System:

- Arranging mike and speaker for morning assembly should be taken care of.

Room for House Keeping Staff:

- It is being noted that house-keeping staff do not have a proper place to keep their belongings and to have breakfast or lunch which needs to be addressed.

Admission:

To improve new admission, the following suggestions are given during the meeting.

- More number of banners can be displayed in public areas.
- Admission-oriented activities and programmes could be organised.

PG Course:

- Master Degree Programmes namely M.Sc. and MCA are to be introduced.

Water Coolers:

- Water coolers can be installed in every floor for the convenience of students.

e-resource centre:

- Separate e-resource centre and stationery shops can be opened for students.

College Bus:

- It is noted that there is a need for a new college bus to cover certain areas around the college.

Parking Area for Bikes:

- Parking area slots should be allotted only for registered bikes, and there is a need for another entry gate for the bikers.

Study Halls for Underprivileged Students:

- For the wellness of underprivileged students, one or two rooms in the Annexe building can be converted into study halls.

Computer in Student Council Room:

- It would be better if there is a separate computer in the Student Council room.

The Student Council placed on record its sincere thanks to Principal, IQAC Coordinator, and Dean of Students for their constant guidance for the betterment of the college.

Members Present

1. Dr. Hanifa Ghosh, Principal & IQAC Chairperson *Hanifa*
2. Dr. P.J. Queency Asha Dhas, IQAC Co-ordinator *Queency*
3. Mrs. Beena Thomas, Dean of Students *Beena Thomas*
4. G. Keren Josandra, President *G. Keren Josandra*
5. J.Subhashni, Vice-President *J. Subhashni*
6. B. Bharathi, Vice-President *B. Bharathi*
7. M. Kirubha Priyadharshini, Member *Kirubha*
8. R. Nigila Rajan, Member *R. Nigila Rajan*
9. L. Dhanalakshmi, Member *L. Dhanalakshmi*
10. V. Sweatha Shree, Member *Sweatha Shree V.*
11. A. Aysha Siddiqua, Member *Aysha Siddiqua*
12. K. Saratha Priya, Member *K. Saratha Priya*
13. B. Shreesha, Member *Shreesha B.*
14. R.K. Saisree, Member *R.K. Saisree*
15. M. Harsha Priya, Member *Harsha Priya*
16. S. N. Bismi Parwin, Member *S. N. Bismi Parwin*
17. R. Kowshalya, Member *R. Kowshalya*



IQAC Action Taken Report

Action Plan	Action Taken
<ul style="list-style-type: none">To get ready for submission of SSR & NAAC Peer Team Visit	<ul style="list-style-type: none">Submitted SSR successfully on July 31, 2019 and re-accredited with Grade 'A' on November 15, 2019.
<ul style="list-style-type: none">To apply for NIRF Ranking 2020	<ul style="list-style-type: none">NIRF data submitted on September 29, 2019 and ranked above 200
<ul style="list-style-type: none">To speed up the process of permanent affiliation in order to get 2(F) & 12(B) Status	<ul style="list-style-type: none">Under process
<ul style="list-style-type: none">To introduce ERP, in order to integrate all functional areas	<ul style="list-style-type: none">Work in process by Techevo
<ul style="list-style-type: none">To implement CO assessment systematically and gradually	<ul style="list-style-type: none">CO attainment was measured using Pass Percentage of each course offered by the Departments. PO and PSO attainment was measured using student Exit Surveys.
<ul style="list-style-type: none">To motivate faculty to publish papers in UGC-CARE list of Journals	<ul style="list-style-type: none">Research Cell conducted a Faculty Development Programme on Contemporary Process of Academic Research & Research Methodology on February 22, 2020.Faculty have published 25 papers in Journals and 15 Chapters in Books / Conference Proceedings



IQAC COORDINATOR
Chevalier T. Thomas Elizabeth College for Women
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PRINCIPAL

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