Date: 11.06.18   **Time: 12.30 PM**

Curricular Planning

Agenda	Minutes
• Subject allotment & Workload	• Mrs. Rajalakshmi, Dean of Academics, is asked to come up with a common template to document the subject allotment and workload of the teachers and a common framework to monitor the entire system. • Each staff should be alloted at least one subject per year on rotation basis. • The overall time-table should display the Master time-table, Department-wise, Class-wise, and individual faculty-wise time-tables.
• Course Files with individual faculty names	• Course files should be maintained uniformly by all the staff members. • Course file should have the Program Name, Program Objective, Course Name, Course Code, Course Credit, Course Objective, Syllabus, and Course Outcomes. • Maximum two staffs should handle a subject.
• Log Books	• Logbook should contain both the attendance and lesson plan. • Every faculty should get the lesson plan / class summary signed by the class representative every day. • HOD's should conduct Periodic Review Meetings with each faculty, regarding portion completion. • If there is any deviation from the University pattern in the number of hours, the Department concerned should contact the IQAC, get a letter from the Principal, and submit the same to the University. • CIA timetable and portions should be framed in the beginning

	of the academic year. • The log books should be counter-signed by the HOD, in case of any deviation. • Workshops can be converted to teaching hours and accommodated in the logbooks. • Excursions can be renamed as 'Educational Tours'.
• Teaching Methodologies	• Departments should come up with innovative teaching methodologies based on the Course and Graduate Attributes.
• Teaching Materials	• All the teaching materials should be kept in the Course File and updated periodically. • The teaching materials, whether ICT or handouts, should fit into the curriculum. • The handwritten teaching materials should be converted to typed documents.
• Maintenance & Monitoring of Records	• One subject per faculty will be on rotation basis every year, and thereby the teachers handling the subject(s) can add on to the Course Files. • Each Department should have two levels of scrutiny - the HOD and Senior faculty. The Senior faculty should be responsible for the overall monitoring of records and the same should be reported to the HOD. • Each Department should have review meetings with the Principal and the IQAC Coordinator.
• CIA and other evaluation methodologies	• As each Semester starts, all the Departments should submit the question papers (2 sets) with sample answer sheets for all the CIAs in the entire Semester, to the Exam Committee with a covering letter from the HOD. • The HOD's should monitor if all the portions for CIAs are completed by the faculty. • The question papers should be sent to the Question Paper Scrutinising Committee (Dean of Academics, Dean of

	Research, and Vice-Principal) and the corrections in the QP have to be documented. • A proper system for the evaluation and the safety of the QP will be framed by principal.
• Bridge Course with Entry level and Exit level tests	• Bridge courses can be offered to the students who have English and Mathematics as a part of their curriculum. • Feedback for the Bridge courses can be collected in the Computer Science Lab, and the feedback analysis can be done at college level. • BBA Department can offer Remedial classes instead of Bridge courses which the Principal will decide.
• PILL Programme	• Dean of Academics should come up with plans for Advanced Learners and Slow Learners. • Departments should send the list of candidates (present & passed out) who cleared Major papers, but have arrear(s) in General English and Language, to the respective Departments. Remedial classes could be conducted by these Departments to help the candidates clear their arrears.
• Feedback Analysis	• The Principal will decide if the feedback should be taken in general or Department-wise.

• Monitoring Faculty availability	• The HOD should monitor the following aspects:
	     ○ Faculty should be on time for the class.
	     ○ They should discuss the lessons for one hour.
	     ○ In the absence of a faculty, the class should be engaged by another faculty with the HOD's knowledge.
	 • A monthly report on the faculty's late, permission, and leave could be collected from the office.

• FDP / Conference	• Faculty Development Programme (FDP) and Conferences should be planned in advance. • There should be 2 Conferences planned for each year: ○ Arts & Humanities by the Dean of Research and

	students
	o Science by the Vice Principal and students
• Research & Publications	• Each staff should complete 5 publications so that the college will have 450 publications (5 x 90) by the end of this academic year.
	• Dean of Research is asked to come up with the list of Reputed Journals in which the faculty could publish.
	• Any research article should be brought to the notice of the Dean of Research before publishing so that it could be checked for plagiarism.
• Certificate Courses	• I Years - Edge On and Edge On Plus
	• II Years - NPTEL Soft Skills (IQAC should check the effectiveness of these courses with the help of Dr. Sudha Srikanth)
	• III Years - Certificate Courses
• Extension & Outreach Activities	• Extension activities should be planned based on the disciplines. (e.g. English Department students can teach English for school students and Psychology Department teachers / students can counsel the outsiders.)
	• MSW Department can help in finding the locations / places as per the Department's plan.
	• Dean of Academics should come up with a template to document these activities.
• Annual Budget for the Academic Year	

Members Present:

- Dr. Hanifa Ghosh
- Dr. R. Meenakshi
- Mrs. Mercy Silvester
- Dr. S. Sridevi
- Mrs. R. Rajalakshmi
- Mrs. K. Swarna
- Dr. K. Preetha
- Mrs. M. Ramya
- Mrs. J. Mary Catherine
- Mrs. N. Anuradha
- Mrs. K. Jaganeswari
- Mrs. Alima Zehra
- Mrs. Y. Kavitha
- Mrs. A. Mary Dayana
- Dr. Sumuki Padmanabhan

IQAC meeting with EVE

Date: 28.06.18   **Time: 10.00 a.m.**

Minutes of the meeting:

- IQAC coordinator suggested to target the urban Slums for the community programs. The discussed working areas for the EVE Cell will be Ramana Nagar, kollatur, Thiruvika Nagar as part of the community work and suggested few resource persons for the self Defence Program and for programmes related to women rights and policies and she also suggested to change the title as "sponsor a child" instead of "Sponsor a sister", so that this might benefit both genders, which has been modified.

The following are the programmes drafted for this academic year:

Month	Program
July	Inauguration and orientation
	Community survey
	Self Defence
August	Entrepreneurship training
	1.level 1- students
	2.level 2- community women
	Gender sensitization program
	Menstrual hygiene and women health
September	Competition base on Women Rights /Health
	Sponsor a Child
October	International Girl Child Day
January	Premarital Counselling
	Workshop on Expressing emotions and Mental Health
	Inspiring women-Talk
	Orientation on Laws, Schemes and Policies related to women and Child
February	Valedictory

Members Present

1. Dr. Hanifa Ghosh
2. Mrs. Mercy Silvester
3. Dr. Preetha .K
4. Dr. Vimala Rani
5. Ms. Preenu Ashok

IQAC meeting with staff

Date: 06.07.18
Time: 02.00 p.m.

Minutes of the meeting:

- Principal said that all the staff members will have their role in NAAC accreditation. Staff should keep two things in mind.
  - They should feel proud about the responsibility that is allotted to them and put in 100% efficiency.
  - Start working on Research Publications – atleast 2 publications per staff in UGC approved journal.
- Try to contribute books to the Library. To make an appeal to friends and relatives to donate books for our library.
- A detailed explanation of key indicators of criterion I & II was given by the Principal, Chair Person of IQAC.
- In order to utilize the potentials of each and every staff members, responsibilities were fixed for every key indicator.

No	Criterion	In-charge
CRITERION 1 - Curricular Aspects (100)		
1.1 Curricular Planning and Implantation (20)		
1.1.1.	The Institution ensures effective curriculum delivery through a well planned and documented process (10)	Dr. R. Meenakshi & Mrs. M. Priyadarshini
1.1.2.	Number of certificate/diploma program introduced during last five years (5)	Mrs. J. Mary Catherine & Mrs.M.Ramya
1.1.3.	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years (5)	Dr. R.Meenakshi & Mrs. M.Priyadarshini

	1.2 - Academic Flexibility (30)	
1.2.1.	% of new Courses introduced (last 5 years)	Dr. R.Meenakshi & Mrs.M.Ramya
1.2.2.	% of Programmes in which CBCS/elective course has been implemented (current year data)	Dr. R.Meenakshi & Mrs.M.Ramya
1.2.3.	Average % of students enrolled in subject related Certificate course/ Diploma/ Add-on programs (last 5 years)	Mrs. C.Kalaivani & Mrs. K.P. Nalini
	1.3 - Curriculum Enrichment (30)	
1.3.1.	Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	Mrs. F. Beulah & Mrs. K. J. Jayalakshmi
1.3.2.	Number of value added courses imparting transferable and life skills offered during the last five years	Mrs. S. Geetha & Mrs. G. Selva Selin Mary
1.3.3.	% of students undertaking field projects/ internships (last 5 years)	Mrs. Y.Kavitha & Ms. M. Karthiga Priya
	1.4 - Feedback System (20)	
1.4.1.	Structured feedback received from Students, Teachers, Employers, Alumni, Parents	
1.4.2	Feedback process of the Institution	

CRITERION 2 - TEACHING - LEARNING AND EVALUATION (350)

2.1 - Student Enrolment and Profile (30)

2.1.1.	Average % of students from other States and Countries during the last five years	Mrs. R. Anuradha & Mrs. Mary Diana (Office)
2.1.2.	Average Enrolment % (last 5 years)	Mrs V. Punitha & Mrs. Mary Diana (Office)
2.1.3.	Average % of seats filled against seats reserved for various categories as per applicable reservation policy during last 5 years	Mrs. R. Anuradha & Mrs. Mary Diana (Office)

2.2. - Catering to Student Diversity (50)

2.2.1.	Institution assesses the learning levels of the students, after admission and organises special Programmes for advanced learners and slow learners (Descriptive)	Mrs. Beena Thomas, Mrs. P. Gowthami, Mrs.Chris Lorraine Melvina & Mrs. J. Jaya Parveen
2.2.2.	Student- teacher ratio (current year data)	Mrs. Mary Diana (Office)
2.2.3.	% of differently abled students (five years)	Dr.S.Hajeema Rabiath Beevi & Mrs. Alima Zehra

2.3. - Teaching- Learning Process (50)

2.3.1.	Student centric methods, such as experiential learning, participative learning and problem solving methodologies used for enhancing learning experiences	Mrs. Beena Thomas, Mrs. P. Gowthami, Mrs.Chris Lorraine Melvina & Mrs. J. Jaya Parveen
2.3.2.	% of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-Learning resources etc. (current year data)	Mrs. J. Mary Catherine & Mrs. S. Poornima

2.3.3.	Ratio of student to mentor for academic and stress related issues (current year data)	Mrs. R.Rajalakshmi
2.3.4.	Innovation and Creativity in teaching- learning (Descriptive)	Mrs. Beena Thomas, Mrs. P. Gowthami, Mrs.Chris Lorraine Melvina & Mrs. J. Jaya Parveen
2.4. - Teacher Profile and Quality (80)		
2.4.1.	Average % of full time teachers against sanctioned posts (last five years)	IQAC & Ms. A. Shenbagavalli
2.4.2.	Average % of full time teachers with Ph. D. (last five years)	IQAC & Ms. A. Shenbagavalli
2.4.3.	Teaching experience of full time teachers in number of years (current year data)	Mrs. R. Anuradha & Mrs. Mary Diana (Office)
2.4.4.	% of full time teachers who received awards, recognition, fellowship at State, National, International level from government (last five years)	Mrs. J. Kauser & Ms. E. Yoghitha
2.4.5.	Average % of full time teachers from other States (last five years)	IQAC, Ms. A. Shenbagavalli & Mrs. R. Anuradha

2.5. - Evaluation Process and Reforms (50)		
2.5.1.	Reforms in Continuous Internal Evaluation System at the Institutional level (Descriptive)	Dr. S. Sridevi, Dr. T. Ramya & Dr. Saraswathy
2.5.2.	Mechanism of internal assessment is transparent and robust in terms of frequency and variety (Descriptive)	
2.5.3.	Mechanism to deal with examination related grievances is transparent, time- bounded and efficient (Descriptive)	
2.5.4.	The Institution adheres to the academic calendar for the conduct of CIE (Descriptive)	
2.6 - Student Performance and Learning Outcome (40)		
2.6.1.	Programme outcomes, PSO and CO for all Programmes are stated and displayed on website and communicated to teachers and students. (Descriptive)	Mrs. Beena Thomas, Dr. Fahamida Begum, Mrs. P. Gowthami, Mrs.Chris Lorraine Melvina & Mrs. J. Jaya Parveen
2.6.2.	Attainment of PO, PSO,CO are evaluated by the institution. (Descriptive)	
2.6.3.	Average pass % of Students (Current year data)	Mrs. Swarna to choose one staff from each dept.

2.7 - Student Satisfaction Survey (50)		
2.7.1.	Online student satisfaction survey regarding teaching learning process. (all currently enrolled students) Name/ Class/ Gender Student ID No./Adhar ID No. Mobile No. Email ID Degree Programme	Mrs. V. Nandhini & Mrs. S. Geetha Williams

CHEVALIER T.THOMAS ELIZABETH COLEGE FOR WOMEN
SEMBIUM, CHENNAI-11
STAFF LIST 2018-2019

PRINCIPAL	S.NO.	**DEPT. OF PSYCHOLOGY**
Dr.Hanifa Ghosh, M.A, M.Phil, Ph.D.	50	Mrs. Alima Zehra,M.Sc.,M.Phil., P.G.Dip.L.D (Coun.)
DEPARTMENT OF ENGLISH	51	Mrs. Sabhyata Verma, M.A (Counsellor)
Mrs. Beena Thomas, M.A., M.Phil. (Dean)	52	Mrs. R. Lavanya, M.Sc.,M.Phil.,
Dr S.Sridevi M.A,M.Phil,Ph.D	53	Ms. Ashwini U.R, M.B.A.(M.Phil.,)
Mrs. M.Priyadarshini, M.A., M.Phil.,	54	Ms. Kathryn Victoria, M.Sc.,
Dr.K.Fahamida Begum, M.A., M.Phil.,Ph.D		**DEPARTMENT OF COMMERCE (GENERAL)**
5 Mrs. K.J. Jayalakshmi, M.A., M.Phil.	55	Mrs. R.Rajalakshmi, M.Com., M.Phil.,
6 Mrs. P. Gowthami, M.A. M.Phil.	56	Dr.S.Hajeema Rabiath Beevi,M.Com.M.Phil.MBA, Ph.D
7 Mrs.Chris Lorraine Melvina M.A., M.Phil.	57	Dr.S.Shantha Bai., M.Com., M.Phil., Ph.D.
8 Mrs. J. Jaya Parveen, M.A., M.Phil.	58	Dr.S.Durgadevi, M.Com. M.Phil. Ph.D.
9 Mrs. Bonne Peninnah, M.A., M.Phil.	59	Dr.Gethsi Beulah, M.Com., M.Phil., Ph.D.
10 Mrs. K. Rajeswari, M.A.,M.Phil.B.Ed.,	60	Dr. S.Deva Prasanna, M.Com., M.Phil., M.B.A, Ph.D.
11 Dr. B.V. Saraswathy,M.A,M.Phil.	61	Dr. L.Devi Priya, M.Com. M.Phil.
12 Mrs. G. Selva Selin Mary, M.A M.Phil.	62	Dr. P. Malarvizhi,M.Com.,M.B.A., M.Phil.,B.Ed. Ph.D
13 Mrs. M.R. Wajida Begum, M.A	63	Ms. Anubha Jain,M.Com.,
DEPARTMENT OF TAMIL	64	Ms. J. Gayathiri, M.Com.,M.B.A,M.Phil.
14 Dr. K.Preetha, M.A., M.Phil., Ph.D.	65	Mrs. R. Lenora, M.Com. M.Phil.
15 Dr. J.Valli M.A., Ph.D.,		**DEPARTMENT OF COMMERCE (ACCOUNTING & FINANCE)**
16 Mrs.D.Ezhilarasi, M.A. M.Phil	66	Mrs. K. Swarna, M.Com.. M.Phil.,
Dr. P. Anitha M.A. M.Phil.,B.Ed.,Ph.D.	67	Mrs. F.Beulah, M.Com. M.Phil.
Dr. A. Vimala Rani, M.A., M.Phil., Ph.D.	68	Mrs. J. Kauser, M.Com, M.Phil,M.B.A
19 Dr. A. Kasthuri, M.A, M.Phil., Ph.D	69	Ms. E. Yoghitha,M.Com.,M.Phil.
HINDI	70	Ms. Bhagyashree S. Wanle, M.Com.M.Phil.
20 Dr. A. Thasleem Banu, M.A, M.Phil., PGDT.,Ph.D		**ECONOMICS**
FRENCH	71	Mrs.K.Rajalakshmi, M.A., M.Phil.,
21 Mrs. Sandhya Mohanan, M.A.		**DEPARTMENT OF CORP. SEC.SHIP**
DEPARTMENT OF MATHEMATICS	72	Mrs.Mercy Silvester, M.Com., AICWAI
22 Mrs.M.Ramya, M.Sc., M.Phil..	73	Dr. P.J. Queency Asha Dhas, M.Com., M.Phil., B.Ed.Ph.D.
23 Mrs. P. Poorani, M.Sc., M.Phil.,	74	Mrs. R.K.Devi M.Com.,M.Phil.
24 Dr.R.Kavitha, M.Sc. M.Phil.,Ph.D.	75	Dr. K.Kanchana , M.Com.Ph.D.
25 Mrs. P.Kalpana, M.Sc. M.Phil.	76	Mrs. J. Sofia, M.Com,M.Phil.
26 Mrs.E.Padmavathy, M.Sc.,M.Phil	77	Dr. P. Sudha M.Com,M.Phil.Ph.D.
27 Mrs. M. Kulandai Theresa, M.Sc. B.Ed. M.Phil.	78	Dr. U. Priya,M.Com,M.Phil.Ph.D
28 Mrs. D. Ramani Bai, M.Sc., M.Phil.,	79	Ms. M. Karthiga Priya,M.Com, M.Phil.
29 Ms. R. Sathya, M.Sc.M.Phil.		**DEPARTMENT OF BUSINESS ADMINISTRATION**
DEPARTMENT OF PHYSICS	80	Mrs. Y.Kavitha, M.B.A., B.Ed., M.Phil.
30 Dr. R.Meenakshi, M.Sc., M.Phil., Ph.D. (VP)	81	Mrs. P.Princy Susan Selva Kumari, M.B.A. M.Phil.
31 Dr. T.Ramya, M.Sc., M.Phil., Ph.D	82	Mrs. M.Jayashree, M.B.A
Mrs.S.Geetha, M.Sc.,M.Phil.,	83	Ms. E. Ashwini Prabha, M.B.A
Mrs. K.P. Nalini, M.Sc., B.Ed.,		**DEPARTMENT OF SOCIAL WORK**
34 Mrs. C. Ramya, M.Sc.,M.Phil.,	84	Mrs. A. Mary Dayana, M.A. (SW)
DEPT. OF COMPUTER SCIENCE	85	Ms. Preenu Ashok, M.S.W, M.Phil.,
35 Mrs. J.Mary Catherine, M.Sc.,MBA (HRM)	86	Ms. V.E. Rubini, M.S.W., PGDM (HRM)
36 Mrs. V. Nandhini, M.C.A, M.Phil.		**PROGRAMMERS**
37 Mrs. V. Suganthi, M.Sc. (IT), M.Phil.	87	Ms. A. Shenbagavalli, M.C.A
38 Dr. C.Lalitha, M.Sc. M.Phil, Ph.D	88	Ms. T. Jagadeeswari, B.C.A
39 Mrs. G. Chandrika, MCA	89	Ms. Athiya Sulthana, B.Sc.(CS)
40 Mrs. S. Poornima, M.C.A., M.Phil.,	90	Ms. C. Hemavathy, B.Sc.,
DEPARTMENT OF CHEMISTRY		**LIBRARIAN**
41 Mrs. N. Anuradha, M.Sc., M.Phil.,	91	Dr. Sumuki Padmanabhan, B.A., M.LIS., M.Phil.,Ph.D.
42 Mrs. P. Amalthi, M.Sc., M.Phil.,		**ASSISTANT LIBRARIAN**
43 Dr. G. Brindha, M.Sc.,M.Phil.Ph.D	92	Ms. K. Yuvashree, M.LIS.,
44 Ms. P. Mahalakshmi, M.Sc.,		**PLACEMENT OFFICER-CUM-SOFT-SKILL**
DEPT. OF COMPUTER APPLICATIONS	93	Dr. Sudha Srikanth, M.A., M.Phil.,TEFL, Ph.D
45 Mrs. K.Jaganeswari, MCA, M.Phil.		**PHYSICAL EDUCATION**
46 Mrs. C.Kalaivani, M.S.(IT), M.Phil.	94	Mrs. S. Sumathy, M.P.Ed., M.Phil., MBA
47 Mrs. J. Saranya, M.C.A	95	Ms. R. Priya, B.Sc. (CS)
48 Mrs. S. Geetha Williams, M.C.A.		**VEENA & DANCE**
49 Mrs. V.S. Banupriya, M.C.A	96	Mrs. B. Uma Maheswari,B.A,Music,Dip.Veena,Dip.Dance
		YOGA INSTRUCTOR (Part-Time)

IQAC Pre-Action Plan Meeting

Date: 10.07.18

Time: 10.00 a.m.

Minutes of the meeting:

- Periodic Criterion Meeting should be conducted as the college is applying for NAAC accreditation by the end of the year.

- Re-applying for NIRF should be done.

- Applying for ISO certification can be done this year.

- College representation can be done in the Syndicate to get permanent affiliation.

- 2(F) & 12(B) work should speed up.

- Signing for more MOU's and creating more linkages with the industry should be done.

- Academic / Administrative Audit should be conducted soon.

- The following aspects were also discussed during the meeting:

    - More certificate and value added courses should be conducted.

    - Live Life Foundation Certificate Course can be conducted for all the first years.

    - Number of books in the library can be increased through purchase and donation.

    - More number of staff should enroll for NPTEL courses.

    - ICT enabled teaching should be done by all the teachers.

    - All the students should be encouraged to do NPTEL course registration.

    - More number of students should enroll for NMEICT courses.

- Staff who have cleared NET / SET exam should go for University staff approval.

- The staff members can improve their knowledge and teaching skills by involving themselves in research article publication(s).

- The staff members should attend the Orientation / Refresher programme at HRDC, University of Madras.

- Sponsorship can be given to the students who are outstanding performers in sports.

- A campaign on the 'ban of plastics' should be planned on a large scale.

- Proper planning should be done to enhance the visibility and publicity of the college through social networking sites.

- Redesigning of college entrance and landscape can also be done.

Members Present

1. Dr. Hanifa Ghosh
2. Mrs. Mercy Silvester
3. Ms. A. Shenbagavalli
4. Mrs. Mary Diana

IQAC Action Plan Meeting

Date: 18.07.18   Time: 12.30 p.m.

Agenda	Minutes
• To arrange for periodic criterion meetings as we are going for NAAC re-accreditation by the end of the year	• Periodic meetings will be conducted every Friday, on SSR components. • Review meetings will be conducted once in a fortnight.
• To reapply for NIRF	• Departments should submit the respective data and details to Ms. A. Shenbagavalli & Mrs. P. Mary Diana
• To decide on ISO certification for this year	• ISO certification process will begin after completing NAAC re-accreditation.
• To represent issues in the Syndicate to get permanent affiliation	• Principal will do the follow-up for the same.
• To speed up the process for 2 (F) & 12 (B)	• After getting permanent affiliation, 2 (F) & 12 (B) process will be done.
• To sign more number of MoU's and create linkages with the industry	• The difference between MoU's and linkages was explained. • Every Department should sign at least one MOU. (e.g., Tamil Dept. can sign MoU with *Ulaga Tamil Arayichi Niruvanam* & Publishers, Chemistry with any chemical

	industry, etc.)
• To conduct Academic / Administrative Audit	• Academic / Administrative Audit is scheduled to be conducted on August 10 & 11, 2018. • Every Department should be ready with the audit form and the related documents. Along with these, a 15 minute criterion-wise presentation and SWOT analysis report of the Department should be prepared.
• To offer more certificate and value-added courses	• Departments should make certificate and value-added courses mandatory.
• To offer Live Life Foundation Certificate Course to all the first years	• Live Life Foundation Certificate Course should be made compulsory for all the first year students. • ED courses can be made optional. (These are excluded from college fees and held after college hours.)
• To increase the number of books in the library through purchase and donation	• A few Departments and Alumnae Association have contributed books worth Rs. 5000. • The Facebook post by MSW department has fetched 300 books so far.
• To get approval for the staff who have cleared NET / SET examination	• Decided to apply for staff approval for the staff from the Departments of Chemistry, Psychology, B.Com.(A&F), B.Com.(CS) & MSW, who have cleared NET / SET exam recently
• To improve teacher quality, it is decided to make publication mandatory for all	• Irrespective of seniority, all the staff members should have minimum two

the staff.	publications each in UGC recognised journals.
• To encourage staff to go for Orientation / Refresher programmes at HRDC, University of Madras.	• Staff members should attend these programmes conducted by any recognised institution. • One person per department (if the department can manage) can be allowed to attend such programmes during weekdays.
• To encourage staff to enroll in NPTEL courses	• All the staff members should enroll in any subject-related NPTEL course.
• To enhance ICT enabled teaching in the campus	• Students can access Google Classroom in the Computer Science Lab after 1.10 pm.
• To encourage students to take up NPTEL and NME-ICT courses	• All students must enroll in NPTEL and NME-ICT courses.
• To encourage sports students by giving sponsorship	• During admission, 10 National Level players can be allowed to join the college under Sports quota.
• To start the campaign on 'plastic ban' on a large scale	• In this regard, a committee has been formed. The PR committee will be in-charge of the campaign and the follow-up activities.
• To enhance visibility / publicity of the college through social networks and sites	

• Redesigning the college entrance and landscape	
• Other important activities	• Mrs. R. Rajalakshmi and Mrs. Kauser will prepare the Mentor-Mentee lists. • Mentoring activity should be included in step-up hour time table.

Members Present:

- Dr. Hanifa Ghosh
- Dr. R. Meenakshi
- Mrs. Mercy Silvester
- Dr. S. Sridevi
- Mrs. R. Rajalakshmi
- Mrs. K. Swarna
- Dr. K. Preetha
- Mrs. M. Ramya
- Mrs. J. Mary Catherine
- Mrs. N. Anuradha
- Mrs. K. Jaganeswari
- Mrs. Alima Zehra
- Mrs. Y. Kavitha
- Mrs. A. Mary Dayana
- Dr. Sumuki Padmanabhan

IQAC meeting with staff

Date: 20.07.18

Time: 02.00 p.m.

CHEVALIER T.THOMAS ELIZABETH COLEGE FOR WOMEN
SEMBIUM, CHENNAI-11
STAFF LIST 2018-2019

20/07/8

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

QUALITY INDICATOR FRAMEWORK (QIF) & QUANTITATIVE METRICS (REVISED FRAMEWORK)

CRITERION - 1 CURRICULAR ASPECTS (100)

Key Indicator 1.1 - Curricular Planning and Implementation (20)

Metric No.	Type	Metric	Incharge	Signature
1.1.1.	QI M	Institution ensures effective curriculum delivery through a well planned and documented process (Descriptive)	Dr. R.Meenakshi Mrs. M.Priyadarshini	
1.1.2.	QnM	No. of certificate program introduced during last five years	Mrs. J.Mary Catherine Mrs.M.Ramya	
1.1.3.	QnM	% of full time teachers in various bodies (Board of Studies, Academic Council) (last 5 years)	Dr. R.Meenakshi Mrs. M.Priyadarshini	

Key Indicator 1.2 - Academic Flexibility (30)

Metric No.	Type	Metric	Incharge	Signature
1.2.1.	QnM	% of new Courses introduced (last 5 years)	Dr. R.Meenakshi Mrs.M.Ramya	
1.2.2.	QnM	% of Programmes in which CBCS/elective course has been implemented (current year data)		
1.2.3.	QnM	Average % of students enrolled in subject related Certificate course/ Diploma/ Add-on programs (last 5 years)	Mrs. C.Kalaivani Mrs. K.P. Nalini	

Key Indicator 1.3 - Curriculum Enrichment (30)

Metric No.	Type	Metric	Incharge	Signature
1.3.1.	QI M	Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	Mrs. F.Beulah Mrs. K.J. Jayalakshmi Ms. U R Ashwini	
1.3.2.	QnM	Number of value added courses imparting transferable and life skills offered during the last five years	Mrs. Poorani, Mrs. G. Selva Selin Mary Mrs. J. Sofia	
1.3.3.	QnM	% of students undertaking field projects/ internships (last 5 years)	Mrs. Jayashree Ms. M. Karthiga Priya	

Key Indicator 1.4 - Feedback System (20)

1.4.1.	QnM	Structured feedback received from Students, Teachers, Employers, Alumni, Parents		
1.4.2	QnM	Feedback process of the Institution		

CRITERION 2- TEACHING - LEARNING AND EVALUATION (350)

Key Indicator 2.1 - Student Enrolment and Profile (30)

2.1.1.	QnM	Average % of students from other States and Countries during the last five years	Mrs. R. Anuradha Mrs. Mary Diana (Office)	
2.1.2.	QnM	Average Enrolment % (last 5 years)	Mrs V. Punitha Mrs. Mary Diana (Office)	
1.3.	QnM	Average % of seats filled against seats reserved for various categories as per applicable reservation policy during last 5 years	Mrs. R. Anuradha Mrs. Mary Diana (Office)	

Key Indicator 2.2. - Catering to Student Diversity (50)

2.2.1.	QI M	Institution assesses the learning levels of the students, after admission and organises special Programmes for advanced learners and slow learners (Descriptive)	Mrs. Beena Thomas, Mrs. P. Gowthami, Mrs.Chris Lorraine Melvina, Mrs. J. Jaya Parveen	P. Gott 29/7/18 Chm
2.2.2.	QnM	Student- teacher ratio (current year data)	Mrs. Mary Diana (Office)	
2.2.3.	QnM	% of differently abled students (five years)	Dr. P. Anitha Mrs. Alima Zehra	Alima 2

Key Indicator 2.3. - Teaching- Learning Process (50)

2.3.1.	QI M	Student centric methods, such as experiential learning, participative learning and problem solving methodologies used for enhancing learning experiences	Mrs. Beena Thomas, Mrs. P. Gowthami, Mrs.Chris Lorraine Melvina Mrs. J. Jaya Parveen	P. Gott 29/7/18 Chm
2.3.2.	QnM	% of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-Learning resources etc. (current year data)	Mrs. J. Mary Catherine Mrs. S. Poornima	
2.3.3.	QnM	Ratio of student to mentor for academic and stress related issues (current year data)	Mrs. R.Rajalakshmi Mrs. J. Kauser	R. Rajalaksh
2.3.4.	QI M	Innovation and Creativity in teaching- learning (Descriptive)	Mrs. Beena Thomas, Mrs. P. Gowthami, Mrs.Chris Lorraine Melvina Mrs. J. Jaya Parveen	P. Gott 29/7/18 Chm

Key Indicator 2.4. - Teacher Profile and Quality (80)

2.4.1.	QnM	Average % of full time teachers against sanctioned posts (last five years)	Mrs. E. Padmavathy Ms. A. Shenbagavalli	
2.4.2.	QnM	Average % of full time teachers with Ph. D. (last five years)	IQAC Ms. A. Shenbagavalli	
2.4.3.	QnM	Teaching experience of full time teachers in number of years (current year data)	Mrs. R. Anuradha Mrs. Mary Diana (Office)	
2.4.4.	QnM	% of full time teachers who received awards, recognition, fellowship at State, National, International level from government (last five years)	Mrs. J. Kauser Ms. E. Yoghitha	
2.4.5.	QnM	Average % of full time teachers from other States (last five years)	IQAC Ms. A. Shenbagavalli Mrs. R. Anuradha	

Key Indicator 2.5. - Evaluation Process and Reforms (50)

2.5.1.	QI M	Reforms in Continuous Internal Evaluation System at the Institutional level (Descriptive)		
2.5.2.	QI M	Mechanism of internal assessment is transparent and robust in terms of frequency and variety (Descriptive)	Dr S.Sridevi, Dr. T. Ramya Dr. Saraswathy	
2.5.3.	QI M	Mechanism to deal with examination related grievances is transparent, time-bounded and efficient (Descriptive)		
2.5.4.	QI M	The Institution adheres to the academic calendar for the conduct of CIE (Descriptive)		

Key Indicator 2.6 - Student Performance and Learning Outcome (40)

2.6.1.	QI M	Programme outcomes, PSO and CO for all Programmes are stated and displayed on website and communicated to teachers and students. (Descriptive)	Mrs. Beena Thomas Mrs.Chris Lorraine Melvina Mrs. J. Jaya Parveen	
2.6.2.	QI M	Attainment of PO, PSO,CO are evaluated by the institution. (Descriptive)		
2.6.3.	QnM	Average pass % of Students (Current year data)	Dr. Devi Priya . L	

Key Indicator 2.7 - Student Satisfaction Survey (50)

| 2.7.1. | QnM | Online student satisfaction survey regarding teaching learning process. (all currently enrolled students)   Name/
Class/ Gender
Student ID No./Adhar ID No.
Mobile No.
Email ID
Degree Programme | Mrs. V. Nandhini
Mrs. S. Geetha Williams | |

CRITERION - 3 - RESEARCH, INNOVATION AND EXTENSION (120)

Key Indicator 3.1 - Resource Mobilisation for Research (10)

3.1.1.	QnM	Grants received Research Projects sponsored by the govt. (last 5 years)		
3.1.2.	QnM	% of teachers recognized as research guides at present	IQAC	
1.3.	QnM	Number of research projects per teacher funded by government and non government agencies (last five years)		

Key Indicator 3.2 - Innovation Ecosystem (10)

| 3.2.1. | QI M | Institution has created an ecosystem for innovations including Incubation centre and other initiatives for creation and transfer of knowledge (Descriptive) | Mrs. J. Jaya Parveen
Dr. R. Kavitha
Dr. Lalitha
Anubha Jain | |
| 3.2.2. | QnM | No. of Workshops/ seminars conducted on IPR and Industry-Academia Innovative practices (last five years) | IQAC, Dr. Sudha Srikanth
Dr. K.Kanchana
Mrs. Sandhya Mohanan | |

Key Indicator 3.3 - Research Publication and Awards (20)

3.3.1.	QnM	The institution has a stated Code of Ethics to check malpractices and plagiarism in Research	Dr.S.Hajeema Rabiath Beevi Dr. Sumuki Padmanabhan Dr. Thasleem Banu	30/7/18
3.3.2.	QnM	The institution provides incentives to teachers who receive state, national and international recognition/ awards	IQAC	
3.3.3.	QnM	Number of Ph.D's awarded per teacher during the last (five years)	N/A	
3.3.4.	QnM	No. of research papers per teachers in the Journals notified on UGC website during the last (five years)	Dr.S.Hajeema Rabiath Beevi Dr. Thasleem Banu	
3.3.5.	QnM	No. of books and chapters in edited volumes/books published and papers in national/ international conference-proceedings per teacher (five years)		

Key Indicators 3.4 – Extension Activities (60)

3.4.1.	QI M	Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development during the last five years (Descriptive)	Dr.K.Fahamida Begum Dr. J.Valli Ms. J. Gayathiri Ms. Preenu Ashok Ms. V.E. Rubini	
3.4.2.	QnM	No. of awards and recognitions received for extension activities from government/ recognised bodies during the last five years	Dr. J.Valli Ms. J. Gayathiri Ms. Preenu Ashok Ms. V.E. Rubini	
3.4.3.	QnM	No. of extension and outreached Programmes conducted in collaboration with industry, community and NGO through NSS/ NCC/ Red Cross/ YRC etc., during the last five years		
3.4.4.	QnM	Average percentage of students participating in extension activities with Government, NGO and Programmes such as Swachh Bharat, AIDs awareness, Gender issue etc. during last five years		

Key Indicator - 3.5 Collaboration (20)

3.5.1.	QnM	No. of linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the last five years	Dr. Sudha Srikanth Dr. P. Malarvizhi Mrs. R.K.Devi	
3.5.2.	QnM	No. of functional MoUs with institutions of national, international importance, other universities, corporate houses etc. during the last five years	IQAC Dr. Sudha Srikanth Dr. P. Malarvizhi	

CRITERION - 4 - INFRASTRUCTURE AND LEARNING RESOURCES
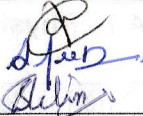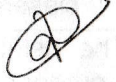
Key Indicator 4.1 - Physical Facilities (30)

4.1.1.	QI M	The Institution has adequate facilities for teaching- learning. viz., classrooms, lab, computing equipment etc. (Descriptive)	IQAC Mrs. J.Mary Catherine	
4.1.2.	QI M	The Institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc. and cultural activities (Descriptive)	Mrs. S. Sumathy Ms. R. Priya Mrs. P. Gowthami	
4.1.3.	QnM	Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (current year data)	IQAC Ms. A. Shenbagavalli	
4.1.4.	QnM	Average percentage of budget allocations, excluding salary for infrastructure augmentation during last five years	Principal, IQAC Co-ordinator Mrs. M. Kulandai Theresa Mrs. D. Ramani Bai Ms. A. Shenbagavalli	
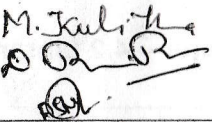
Key Indicator – 4.2 Library as a learning Resource (20)

4.2.1.	QI M	Library is automated using Integrated Library Management System (ILMS) (Descriptive)	Dr. Sumuki Padmanabhan Ms. K. Yuvashree Mrs. Bonne Peninnah Mrs. M. R. Wajida Begum	
4.2.2.	QI M	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment (Descriptive)		
4.2.3.	QnM	Does the institution have the following: e-journals, e-ShodhSindhu, Shodh ganga membership, e-books, databases Options A. Any 4 of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above	Dr. Sumuki Padmanabhan Ms. K. Yuvashree Mrs. M. R. Wajida Begum	
4.2.4	QnM	Average annual expenditure for purchase of books and journals during the last five years		
4.2.5.	QnM	Availability of remote access to e-resources of the library YES/NO		

Key Indicator- 4.3 IT Infrastructure (30)

4.3.1.	QI M	Institution frequently updates its IT facilities including Wi-Fi (Descriptive)	Mrs. K.Jaganeswari Mrs. S. Geetha Williams Mrs. G. Selva Selin Mary	
4.3.2.	QnM	Student – Computer ratio (current year data)		
4.3.3.	QnM	Available bandwidth of internet connection in the Institution Options A. $\geq$ 50 mbps B. 35 to 50 mbps C. 25 to 35 mbps D. 50 to 20 mbps E. < 5 mbps	Mrs. K.Jaganeswari Mrs. S. Geetha Williams	
4.3.4.	QnM	Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)	Mrs. J.Mary Catherine	

Key Indicator – 4.4 Maintenance of Campus Infrastructure (20)

4.4.1	QnM	Average expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years	IQAC Mrs. M. Kulandai Theresa Mrs. D. Ramani Bai Ms. A. Shenbagavalli	
4.4.2.	QI M	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (Descriptive)	Principal, Vice Principal IQAC Co-ordinator	

CRITERION - 5 - STUDENT SUPPORT AND PROGRESSION (130)

Key Indicator- 5.1 Student Support (50)

5.1.1	QnM	Average percentage of students benefited by scholarships and freeships provided by the Government during last five years	Dr.S.Durgadevi Mrs. R. Anuradha & Mrs Ezhil	
5.1.2.	QnM	Average percentage of students benefitted by scholarships, freeships etc. provided by the institution besides government schemes during the last five years	Dr.S.Durgadevi Mrs. R. Anuradha, Mrs Mrs. V. Punitha Ezhil	
5.1.3.	QnM	No. of capability enhancement and development schemes 1. Guidance for competitive examinations 2. Career counselling 3. Soft skill development 4. Remedial coaching 5. Language lab 6. Bridge courses 7. Yoga and meditation 8. Personal Counselling Options A. 7 or more of the above B. Any 6 of the above C. any 5 of the above D. Any 4 of the above. E. Any 3 of the above	Dr. P. Sudha Dr. U. Priya Dr. A. Kasthuri	U. Priya
5.1.4.	QnM	Average percentage of student benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years		
5.1.5.	QnM	Average percentage of students benefitted by Vocational Education and training (VET) during the last five years	Dr. P. Malarvizhi Ms. E. Yoghitha	malarizhi.P E.Yoghitha
5.1.6.	QnM	The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases (YES/NO)	Mrs. Beena Thomas Mrs. R.Rajalakshmi Mrs. P. Mary Diana	

Key Indicator- 5.2 Student Progression (45)

5.2.1	QnM	Average percentage of placement of outgoing students during the last five years	Dr. Sudha Srikanth Mrs. Y.Kavitha, Mrs. Gracy Arokia Mary	
5.2.2.	QnM	Percentage of student progression to higher education (previous graduating batch) (current year data)	Mrs. P.Kalpana Ms. R. Sathya	
5.2.3.	QnM	Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	Mrs. K. Rajeswari Ms. R. Sathya	

Key Indicator- 5.3 Student Participation and Activities (25)

5.3.1	QnM	Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.	Dr. P.J. Queency Asha Dhas Mrs. S. Sumathy	
5.3.2	QI M	Presence of an active Student council & representation of students on academic & administrative bodies/ committees of the Institution (Descriptive)	Mrs. Beena Thomas Mrs. G. Selva Selin Mary	
5.3.3.	QnM	Average number of sports and cultural activities/competitions organised at the institution level per year (data for the last 5 years)	Dr. P.J. Queency Asha Dhas Mrs. S. Sumathy	

Key Indicator- 5.4 Alumni Engagement (10)

5.4.1	QI M	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years (Descriptive)	Dr. T.Ramya	
5.4.2	QnM	Alumni contribution during the last five years Options A. ≥ 5 Lakhs B. 4 Lakhs - 5 Lakhs C. 3 Lakhs - 4 Lakhs Lakhs D. 1 Lakh - 3 Lakhs E. < 1 Lakh		

CRITERION - 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT (100)

Key Indicator- 6.1 Institutional Vision and Leadership (10)

6.1.1	QI M	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution (Descriptive)	Principal, Mrs. R.Rajalakshmi Mrs. P.Princy Susan Selva Kumari	
6.1.2	QI M	The institution practices decentralization and participative management (Descriptive)		

Key Indicator- 6.2 Strategy Development and Deployment (10)

6.2.1	QI M	Perspective/Strategic plan and Deployment documents are available in the institution (Descriptive)		
6.2.2	QI M	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism (Descriptive)	Principal Mrs.Mercy Silvester	
6.2.3.	QnM	Implementation of e-governance in areas of operation 1. Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support Options A. All 5 of the above B. Any 4 of the above C. Any 3 of the above D. Any 2 of the above E. ≤ 1 of the above	Mrs. V. Nandhini Mrs. V. Suganthi Ms. A. Shenbagavalli	
6.2.4	QI M	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions (Descriptive)	Principal IQAC Mrs. P. Mary Diana	

Key Indicator- 6.3 Faculty Empowerment Strategies (30)

6.3.1	Ql M	The institution has effective welfare measures for teaching and non-teaching staff	Ms. A. Shenbagavalli Mrs. R. Anuradha	
6.3.2	QnM	Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years	Principal Mrs.Mercy Silvester	
6.3.3	QnM	Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years	Dr. K.Preetha Dr. S.Deva Prasanna	
6.3.4	QnM	Average percentage of teachers attending professional development Programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the last five years	Dr.S.Shantha Bai Mrs.K.Rajalakshmi	
6.3.5	Ql M	Institution has Performance Appraisal System for teaching and non-teaching staff (Descriptive)	Principal Mrs.Mercy Silvester Ms. A. Shenbagavalli	

Key Indicator- 6.4 Financial Management and Resource Mobilization (20)
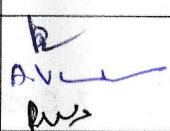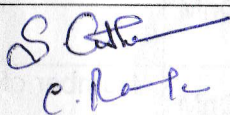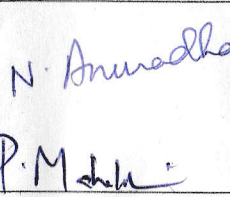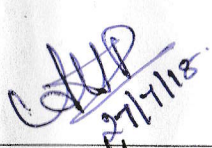
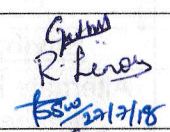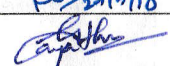|				
6.4.1	Ql M	Institution conducts internal and external financial audits regularly (Descriptive)	Mrs. K. Swarna	
6.4.2	QnM	Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)	Dr.S.Durgadevi Mrs. A. Mary Dayana Mrs. V. Punitha	
6.4.3	Ql M	Institutional strategies for mobilisation of funds and the optimal utilisation of resources (Descriptive)	Dr. P.J. Queency Asha Dhas Dr. Sudha Srikanth Mrs. Lavanya MSW	

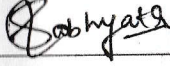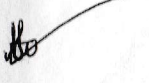## Key Indicator- 6.5 Internal Quality Assurance System (30)

6.5.1	QI M	IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes (Descriptive)	Mrs. Mercy Silvester Dr S.Sridevi ✓	*S. Sridevi*
6.5.2	QI M	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms (Descriptive)	Mrs. Mercy Silvester Mrs. Mary Catherine Mrs. Jaya Parveen	
6.5.3	QnM	Average number of quality initiatives by IQAC for promoting quality culture per year (last 5 years)	Ms. A. Shenbagavalli	
6.5.4	QnM	Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements 2. Academic Administrative Audit (AAA) and initiation of follow up action 3. Participation in NIRF 4. ISO Certification 5. NBA or any other quality audit Options A. Any 4 of the above. B. Any 3 of the above. C. Any 2 of the above D. Any 1 of the above E. None of the above	IQAC	
6.5.5	QI M	Incremental improvements made for the preceding five years post accreditation quality initiatives (Descriptive)	Mrs.Mercy Silvester Dr S.Sridevi ✓	*S. Sridevi*

CRITERION - 7 - INSTITUTION VALUES AND BEST PRACTICES (100)

Key Indicator- 7.1 Institutional Values and Social Responsibilities (50)

Gender Equality (10)				
7.1.1	QnM	Number of gender equity promotion Programmes organized by the institution during the last five years	Dr. K.Preetha Dr. Vimala Rani Ms. Preenu Ashok	
7.1.2	QI M	Institution shows gender sensitivity in providing facilities such as: a) Safety and Security b) Counselling c) Common Room (Descriptive - Gender equity initiatives)	IQAC	
Environmental Consciousness and Sustainability (10)				
7.1.3	QnM	Alternate Energy initiatives such as: Percentage of annual power requirement of the Institution met by the renewable energy sources (current year data)	Mrs. S. Geetha Mrs. C. Ramya Mrs. G. Chandrika	
7.1.4	QnM	Percentage of annual lighting power requirements met through LED bulbs (Current year data)		
7.1.5	QI M	Waste Management steps including: • Solid waste management • Liquid waste management • E-waste management (Descriptive)	Mrs. N. Anuradha Ms. P. Mahalakshmi	
7.1.6.	QI M	Rain water harvesting structures and utilization in the campus (Descriptive)		
7.1.7.	QI M	Green Practices Students, staff using a) Bicycles b) Public Transport c) Pedestrian friendly roads (Descriptive)	Mrs. P. Amalthi Dr. G. Brindha	
7.1.8	QnM	Average percentage expenditure on green initiatives and waste management excluding salary component during the last five		

7.1.9	QnM	**Differently abled (Divyangjan) friendliness (10)**		
		Resources available in the institution: 1. Physical facilities 2. Provision for lift 3. Ramp / Rails 4. Braille Software/facilities 5. Rest Rooms 6. Scribes for examination 7. Special skill development for differently abled students 8. Any other similar facility Options A. 7 and more of the above. B. Atleast 6 of the above. C. Atleast 4 of the above. D. Atleast 2 of the above. E. None.	IQAC Ms. A. Shenbagavalli Mrs. P. Mary Diana	
		Inclusion and Situatedness (10)		
7.1.10	QnM	Number of Specific initiatives to address locational advantages and disadvantages during the last five years	Dr.Gethsi Beulah Mrs. R. Lenora Ms. Bagyashree Wanle	
7.1.11	QnM	Number of initiatives taken to engage with and contribute to local community during the last five years	Ms. J. Gayathiri Ms. R. Sathya	

			Human Values and Professional Ethics (10)		
7.1.12	QnM		Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff YES/NO	Principal Mrs. Mercy Silvester	
7.1.13	QnM		Display of core values in the institution and on its website YES/NO	IQAC Mrs. K.Jaganeswari	
7.1.14	QnM		The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations YES/NO	Dr. P.J. Queency Asha Dhas	
7.1.15	QnM		The institution offers a course on Human Values and professional ethics YES/NO	Mrs. Sabhyata Verma	
7.1.16	QnM		The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions YES/NO	Principal, IQAC Mrs. R.Rajalakshmi	
7.1.17	QnM		Number of activities conducted for promotion of universal values(Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years YES/NO	IQAC Dr. P.J. Queency Asha Dhas	
7.1.18	QI M		Institution organizes national festivals and birth / death anniversaries of the great Indian personalities (Descriptive)	Dr. P.J. Queency Asha Dhas Ms. Kathryn Victoria	
7.1.19	QI M		The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions (Descriptive)	Principal IQAC	

Key Indicator- 7.2 Best Practices (30)

7.2.1	QI M		Describe at least two institutional best practices (Descriptive)		

Key Indicator- 7.3 Institutional Distinctiveness (20)

7.3.1	QI M		Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust (Descriptive)		

Date: 02.08.18

Time: 11.00 AM.

Minutes of the meeting:

- Issues to be taken care of immediately (Flask of a student left in the shade).
- Floor in-charges should be there in their respective floors.
- Windows in all the classes should be kept open.
- Sanitation should be taken care of in the toilets.
- Bins should be washed regularly and kept clean.
- Water leakage in taps should be sorted out immediately.
- The ayahs should dust the walls regularly.
- They should report to Mrs. Chitra, in case of any difficulty.
- An award will be given to the ayah who does the work perfectly.
- Students should be fined for spoiling the desks.
- Latches should be removed from the doors in all the classrooms.
- The Departments should be informed about the things left by the students under the desks in the classrooms.
- Biodegradable waste items should be put inside the bio-gas plant.
- Papers should be disposed through eco-friendly methods.

Members Present:

- Dr. Hanifa Ghosh
- Mrs. Mercy Silvester
- Mrs. K. Shanthi
- Mrs. P. Pencilamma
- Mrs. G. Jaya
- Mrs. H. Ramya
- Mrs. A. Adhilakshmi
- Mrs. R. Roothamma
- Mrs. R. Sunitha
- Mrs. Chithra
- Mrs. G. Kalaiyarasi
- Mrs. S. Malarkodi

IQAC Meeting with Student Council Members

Date: 10.08.2018

Time: 2.00 p.m. – 03.00 p.m.

Agenda of the Meeting

- To orient about IQAC and its role in ensuring quality among the students – The role of Student Council.
- To reduce the cell phone usage among the students.
- Efforts to be taken to reduce the number of late comers.
- Inter department issues to be sorted out and resolved - Council to handle the issues strategically and create a healthy relationship among students.
- Cleanliness inside the class room & toilet
- Students to be penalized for misuse of infrastructure.
- Dress Code for the students to be insisted.
- Disciplinary issues during Kalakiran and Chainika.
- Any other matter.

Members Present

1. Dr. Hanifa Ghosh
2. Dr. R. Meenakshi
3. Mrs. Mercy Silvester
4. Ms. Beena Thomas
5. Felicia Maria Rodrigues   III B.Com (A&F)
6. Dorcas Keerthana. D   III B.Sc (Physics)
7. Shannia Miriam Christian   III B.B.A
8. Padma Priya. S   III B.Com (General) 'A'
9. Anjali Sheoran   III B.Com (General) 'B'
10. Keerthana. K   III B.Com (CS) 'A'
11. Subhashree. R.S   III B.Com (CS) 'B'
12. Nasreen. S   III B.Sc (Chemistry)
13. Mounika Sri. V. H   III B.A (English)   A
14. Aruna. V   III B.Sc (Mathematics)
15. Aarthy. S   III B.Sc(ComputerScience) 'A'
16. Sherin. S   III B.Sc(ComputerScience) 'B'
17. Thasim Nadhasa. N   III B.C.A
18. Shannon Shruthi Sreeram   III B.Sc (Psychology)
19. Pavithra. G   II MSW   camp.
20. Kousalya M   II M.Com

Date: 22.10.18   Time: 1.15 p.m

Agenda: Half-Yearly Report

Minutes of the Meeting:

Cell phone usage:
- Message should be sent to the parents regarding the ban of cell phones inside the college campus.
- Open Forum on cell phones being banned can be conducted in the J.J.K auditorium for all the students.
- If any student is caught using mobile phone without permission, identity card will be taken away and sent to the Dean of Students.
- If mobile phone is brought for emergency purpose(s), it should be given to the H.O.D.
- There is no exception for giving permission letters to the students.

Scribbling on the benches:
- The benches should be wiped and cleaned with thinner.
- If a bench in a class is seen with scribbling on it, the entire class should pay a fine or paint the bench.

Dirty water coolers:
- Non-teaching staff Mr. Moses is in charge of checking the water coolers.
- The water coolers must be cleaned once in every 2 weeks.

Reduce, Reuse, and Recycle:
- Promotion of the slogan of the year "Reduce, Reuse, and Recycle" should be done.
- Put up a stall of cloths bags to replace the usage of plastic bags.

Vehicle Pass:
- Dr. R. Kavitha should be contacted for keeping track of the progress of the vehicle pass and QR code.
- Information about the vehicles should be collected from the students.

Spreading literacy:
- A day should be organised for the non-teaching staff to make them more literate in a particular area. For example: Spoken English, computer literacy, etc.
- *Teach for India* - Children's Day can be conducted to promote child literacy.

Canteen Inspection:
- Only branded items should be sold in the canteen. For example: chocolates, chips, juices, etc.

National Identities Quiz:

- One slide on National Identity should be included in the everyday news hour PPT. This should be co-ordinated with Ms. Shenbagavalli.

Member Present:

1. Dr. Hanifa Ghosh
2. Dr. R. Meenakshi
3. Mrs. Mercy Silvester
4. Mrs. Beena Thomas
5. Felicia Maria Rodrigues III B.Com (A&F)
6. Dorcas Keerthana: D III B.Sc (Physics)
7. Shannia Miriam Christian III B.B.A
8. Padma Priya. S III B.Com (General) 'A'
9. Anjali Sheoran III B.Com (General) 'B'
10. Keerthana . K III B.Com(CS) 'A'
11. Subhashree R.S III B.Com(CS) 'B'
12. Nasreen. S III B.Sc (Chemistry)
13. Mounika Sri V.H III BA (English)
14. Aruna. V III B.Sc (Mathematics)
15. Aarthy. S III B.Sc(Computer Science) 'A'
16. Sherin. S III B.Sc(Computer Science) 'B'
17. Thasim Nadhasa. N III BCA
18. Shannon Shruthi Screeram III B.Sc (psychology)
19. Pavithra. G II MSW
20. Kousalya M II M.Com

Date: 27.11.18

The following points were discussed:

- Syllabus with course outcome
    - Prescribed text
    - Reference book
    - Important link
- Lesson Plan
    - Level I : General 90 hrs(81 + 9 after model)
    - Level II : CIA Specific - Days specified for each CIA - Verification to be done – To match the portions & Question paper – Days for CIA
- Assignment topics based on course outcome
- Scheduled dates for seminar
- Seminar topics based on course outcome
- Entry level & Exit level test dates & analysis – mark the average marks
- Course material – Lecture notes / videos
- Question bank
- Google classroom – the HODs should check
- Time table from December 10, 2018

    8.30 am - 9.20 am

    9.20 am - 10. 10 am

    10.10 am - 11.00 am

    11.00 am - 11.30 am (Lunch)

    11.30 am - 12.20 pm

    12.20 pm - 1.10 pm

    1.10 pm - 2.00 pm

    2.00 pm - 2.30 pm (Step up hour)

Members Present:

- Dr. Hanifa Ghosh
- Dr. R .Meenakshi
- Mrs. Mercy Silvester
- Dr S.Sridevi
- Mrs. R. Rajalakshmi
- Mrs. K. Swarna
- Dr. K.Preetha
- Mrs.M.Ramya
- Mrs. J. Mary Catherine
- Mrs. N. Anuradha
- Mrs. K .Jaganeswari
- Mrs. Alima Zehra
- Mrs. Y.Kavitha
- Mrs. A. Mary Dayana

IQAC meeting with Ayahs

Date: 07.12.18   **Time: 11.15 a.m.**

Minutes:

- Everyone should maintain their duty note book properly
- Morning everyone should be punctual
- Everyone must wear their ID cards at all times
- No one should seated under the tree and near water cooler
- Mrs. A. Adhilakshmi should clean OAT stage
- Mrs. S. Malarkodi complied about care taker, Mrs. Beena Thomas asked her to write a letter about that incident

7/12/2012

Members Present	Signature
Dr. R. Meenakshi	R. Meenakshi
Mrs. Mercy Silvester	Mercy
Mrs. Beena Thomas	Beena
Mrs.K.Shanthi	Shanthi
Mrs.P.Pencilamma	P Chilamma
Mrs. G. Jaya	G. Jaya
Mrs. H. Ramya	H. Ramya
Mrs. A. Adhilakshmi	அதிலட்சுமி
Mrs. R. Roothamma	
Mrs.R. Sunitha	R. Sunitha
Mrs. R. Chithra	R. Chithra
Mrs. G. Kalaiyarasi	G. Kalaiyarasi
Mrs. S. Malarkodi	S. Malarkodi

Date: 10.12.18   Time: 02.30 p.m.

Minutes:

- Alumnae, Parents, Student, Employers and Staff feedback should be done as earlier as possible
- Usage of stationary in library must be limited – not for personal use
- Staff must get signature from Vice Principal for using stationary pertaining to NAAC work in library
- Internship can be shown as one way of teaching methodology if necessary
- For all teaching methodologies one document should be uploaded and rest of the documents along with a report must be filed for verification
- Log book and G-Suite virtual classroom should go hand in hand – there should be perfect synchronization
- Avoid giving due dates for assignment submission in G-Suite virtual classroom for most of the students do late submission
- Make all students to log in to G-Suite virtual classroom
- Faculty must add HODs in their G-Suite virtual classroom so that HODs shall monitor the faculty
- Cannot show G-Suite as a best practice if there are any deviations
- G-Suite orientation for students must be completed soon
- Course File cannot be a brand new File. It should contain old, tattered, hand written, newspaper clipping etc.
- Course File can be kept on improving
- Extra classes other than curriculum can be marked as special classes in log book
- HODs must take care that faculty must inform office well in advance if they go on leave, OD etc
- Classes must not be let free. HODs must take care that classes are engaged.
- HODs must get sign from Ayahs after completing their duty

Members Present:

- Dr. R .Meenakshi
- Mrs. Mercy Silvester
- Mrs. Beena Thomas
- Mrs. K. Swarna
- Dr. Hajeema Rabiath Beevi
- Dr. K.Preetha
- Mrs.P.Poorani
- Mrs. J. Mary Catherine
- Mrs. N. Anuradha
- Mrs. K .Jaganeswari
- Mrs. Alima Zehra
- Mrs. Y.Kavitha
- Mrs. A. Mary Dayana

IQAC Meeting with Student Council

Date: 20/03/2019   **Time:** 1:00 pm

Venue: Student Council Room

This was the last IQAC meeting scheduled in which the Student Council gave their feedback and also discussed the hurdles that were encountered during this academic year. The Student Council put forth from the various concerns viewed how the main challenge was the canteen. The IQAC coordinator lauded the efforts of the Student Council and pointed out areas where the council could have done better.

Aim: To provide essential feedback.

Agenda of the meeting:

- Requirements of mugs and proper buckets in the toilets.
- To promote toilet cleanliness, stickers can be pasted.
- Coordinate with the departments, and make use of the paper bags to dispose of sanitary napkins.
- To educate the canteen staff regarding the importance of the quality and cleanliness. Schedule a meeting with them.
- Feedback :
     The council placed on record its sincere thanks to the principal and the IQAC for their constant guidance. A special mention with thanks for suggesting to print the college logo on the bags.

Member Present:

1. Dr. Hanifa Ghosh
2. Dr. R. Meenakshi
3. Mrs. Mercy Silvester
4. Mrs. Beena Thomas
5. Felicia Maria Rodrigues   III B.Com (A&F)
6. Dorcas Keerthana. D   III B.Sc (Physics)
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17. Thasim Nadhasa. N   III BCA

18. Shannon Shruthi Screeram   III B.Sc (psychology)

19. Pavithra. G   II MSW

20. Kousalya M   II M.Com

IQAC Action Taken Report
2018-19

Action Plan	Action Taken
To arrange for periodic criterion meetings as we are going for NAAC re-accreditation by the end of the year	• Meetings were conducted on every Friday with the faculty in charge of each key indicator from August 2018 till February 2019 by the IQAC in order to make them familiar with the components and collect the required data
To reapply for NIRF	• Applied for NIRF on September 12, 2018
To decide on ISO certification for this year	• Decided to apply for the ISO Certificate in the next Academic Year
To represent issues in the Syndicate to get permanent affiliation	• Principal represented the matter on permanent affiliation in the syndicate to the Vice Chancellor
To speed up the process for 2 (F) & 12 (B)	• Representation were made at the Senate Meeting by the Principal but the matter is still pending
To sign more number of MoU's and create linkages with the industry	• 11 functional MOUs and 84 Linkages were created during the Academic Year
To conduct Academic / Administrative Audit	• Academic and Administrative Audit conducted on 31st August & 1^{stl} September, 2018 by a team of three experts. Dr.M.G. Sethuraman a senior

	academician was the Chair Person of the team
To offer more certificate and value-added courses	• 12 certificate courses were offered across various programmes
To offer Live Life Foundation Certificate Course to all the first years	• Live Life Foundation Certificate Course was made compulsory for all the I year students
To increase the number of books in the library through purchase and donation	• A total of 2034 books were added to the existing library
To get approval for the staff who have cleared NET / SET examination	• 14 qualified faculty who cleared NET/SET/Ph.D attended Staff Approval interview in the University of Madras in December 2018 and got the Approval
To improve teacher quality, it is decided to make publication mandatory for all the staff.	• 81publication were made by the faculty in the UGC approved journal during 2018-19
To encourage staff to go for Orientation / Refresher programmes at HRDC, University of Madras.	• 5 Faculty members attended Orientation programme • 3 Faculty members attended Refresher course • 4 Faculty members attended Short Term Course
To encourage staff to enroll in NPTEL courses	• 16 Faculty enrolled for subject related NPTEL course
To enhance ICT enabled teaching in the campus	• Every student is a part of the Google Classroom as a part of LMS

To encourage students to take up NPTEL and NME-ICT courses	• 958 students enrolled for NPTEL courses out of which 33 cleared with Elite, 13 with Elite + Silver medal, 2 with Elite + Gold
To encourage sports students by giving sponsorship	• To encourage sports 1 National level player was given admission under Sports quota
To start the campaign on 'plastic ban' on a large scale	• Each Department came out with an Action plan to reduce the use of plastic and follow 3 R (Reduce, Reuse & Recycle) practice
To enhance visibility / publicity of the college through social networks and sites	• To increase the visibility of the college pamphlets were issued and public initiative advertisements were made in Theatres
Redesigning the college entrance and landscape	• College entrance was redesigned and Landscape work done in the college premises

Merey

IQAC Coordinator

Principal 27/5/19

PRINCIPAL

Chevalier T. Thomas Elizabeth College for Women
Sembiam, Chennai - 600 011.