

IQAC Meeting with HODs

Date: 23.11.2020

Time: 11.30 a.m

Agenda:

AQAR Data Collection for the period 2019-2020

Minutes:

AQAR Work Allotment Meeting was convened by the IQAC Coordinator Dr. P. J. Queency Asha Dhas on November 23, 2020, at 11.30 am. The objective of the meeting with the heads of the departments was to deliberate upon the collection of required data to be compiled for the academic year 2019-2020. Annual Quality Assurance Report. Dr. Asha began the meeting with the request to the heads of the departments to stress upon the need to register in the UGC – Vidwan portal before December 10, 2020.

Criterion I

1.1.2 NMEICT and NPTEL courses to be added along with the certificate courses offered by the respective departments. Mrs. Beena Thomas, Head, Department of English suggested to add the Professional English as Add-on course along with the Soft skills from the academic year 2020-21.

1.4.2 Principal suggested to use the Annual feedback format which was used by Mrs. Catherine, the previous year. The feedback form has to be collected by the respective heads of the departments.

At this juncture, Principal remarked that the reason for not scoring enough in NIRF is due to the lack of public perception which is based on placement record. Hence it becomes essential for the HODs to be aware of the issue.

The respective departments should keep track of both the on campus and off campus placement details which would be sent to them by the Placement officer. The heads of the departments would have control over the data. Henceforth Placement Cell should work with the departments and records of Placement arranged by the Placements and by the respective departments should be maintained. Placement Cell was requested to go in for career counselling sessions which were hitherto organised by the respective departments.

Criterion II

While discussing Teaching-Learning Process. Mrs. Beena Thomas, Head, Department of English and Dean of Students brought to light the plight of students who do not have access to Online classes due to lack of smart phone or internet connectivity. Even though the issue

pertained to the present academic year, it was taken up for discussion as it affected the students' academic life. Principal agreed to the suggestion made by Mrs. Beena Thomas to provide access to the systems in the College Laboratories for the needy students. The suggestion to provide them with second hand phones was also considered to be followed up with immediate action. The Programme and Course Outcomes for the revised syllabus given by the University of Madras has to updated in the College website.

Criterion III

Principal announced the appointment of Dr. Meenakshi, Vice Principal as the Dean of Research.

3.1.1 The respective departments should take initiatives for both minor (below one month) and major (above one month) projects. Interdepartmental research to be encouraged and the proposals should be sent to Dean of Research.

3.2.1 Workshops, Seminars with industrialists and those with expertise in Intellectual Property Rights as resource persons to be conducted. Idea Lab and ED Cell can organize such events.

3.3.1 Incentives to be given henceforth for significant contributions in research.

3.3 Only awards from authorized bodies like universities, NPTEL to be recognized. The awards in languages other than English has to be translated into English by IQAC and authorized by the Principal.

She requested Mrs. Mercy Sylvester, former IQAC coordinator to throw further light upon the issue. She requested her to guide the present team with her expertise.

3.3.5 and 3.3.6 are new categories added in the AQAR.

3.3.7 Faculty members to be encourage to participate in National/International Conferences and other such events organised by other institutions

3.4 The departments of MSW and Psychology along with Extension services like NSS and YRC to organize Outreach Programmes. Mrs. Beena Thomas suggested that the department of MSW can take one major outreach activity and divide the activities according to the respective department's expertise. Principal agreed to the suggestion and requested the department to coordinate with the Dean of Research.

3.5.1 Any collaborative Faculty Exchange Programme all the eighty-four linkages and fifty MoUs to be kept functional.

Criterion IV

IQAC is in charge of Criterion IV.

Criterion V

Mrs. Mercy Sylvester, former IQAC coordinator stressed upon the significance of maintaining the record of library usage, as Library is one of the most important learning resources.

Principal insisted on organizing Capability Enhancement Programmes. Leadership training programmes can be organised under Soft skills. Mrs. Beena Thomas said that the Language ADEPT can be used for such Personality training activities.

As PILL and Mentoring are to be shown as the best practices, proper record should be maintained.

Personal Counselling can be given by the respective class tutors and head of the department. Extreme cases to be referred to the College counsellors.

Principal directed the mentoring and counselling activities to be brought under the supervision of the Dean of Students.

As Principal expressed concern over the lack of Career counselling done by the Placement Cell, Mrs. Beena Thomas, Dean of Students suggested that the Placement cell could collaborate with the Students Council organize programme with USAB and thus make it relevant to the students. Principal requested the Dean of Students to take charge of the collaborative effort. As transparency is an important issue, respective heads of the departments were also requested to monitor the Placement Cell activities. Postgraduate departments could take up the research activities.

5.3 Alumni Engagement

Dean of Students requested all the HODs to conduct meeting with the respective coordinators and maintain record for 5.3.2 details.

Principal added that suggestions for Draft Syllabus can be sought from students and recorded. Dean of Students remarked that the present Alumni Meeting day, January 26th is not convenient as it is a Public holiday. She also told that Ms. Sushmita, alumni from Commerce department expressed her willingness to contribute and coordinate. Principal suggested that the departments can have their own Alumni meetings as per their convenience. She further added that all events and Sponsorship matters to be properly monitored and recorded and has to be brought to her notice. All information has to go via Principal. To ensure transparency money has to be transferred to the College account and to be authorized by both the Principal and the Treasurer. Necessary rules and regulations to be drafted. The departments can take their own initiative.

Best Practices: For this academic year, Step up was suspended due to the pandemic. Hence TETL and PILL are to be shown as best practices. For the academic year 2019-20 – STEP UP

and TETL to be shown as best practice. As Documentation is essential, registers should be maintained properly. TETL has to be further enhanced.

6.2.1 FDPs has to be organised.

Postgraduate departments can convert one Continuous Internal Assessment to Research project. Circulars can be shown as record.

Regular meetings are held for Faculty members as well as support staff.

For e-governance, cttewc.edu.in domain should be projected. Mrs. Catherine, Head, Department of Computer Science to provide the write-up on the domain.

6.3.1 Faculty Empowerment: Incentives in the form of Travel Allowance can be given for faculty members. Mrs.Beena Thomas emphasized the need to give appropriate titles to the events being organised.

Internal Auditing: Principal requested Mrs. Swarna, Head, Department of A&F and the Dean of Finance to conduct the internal audit

6.5.1

NAAC Per team visit and Dr.Sethuraman's auditing can be shown for the academic year 2019-20.

Development programmes are being organised for the support staff to train and elevate them professionally. The office attenders Moses and Parthasarathy to be trained in using computers.

For Post accreditation, strengthening of TETL using GSuite can be shown.

Professional Ethics handbook to be circulated to the members of the faculty.

Criterion VII

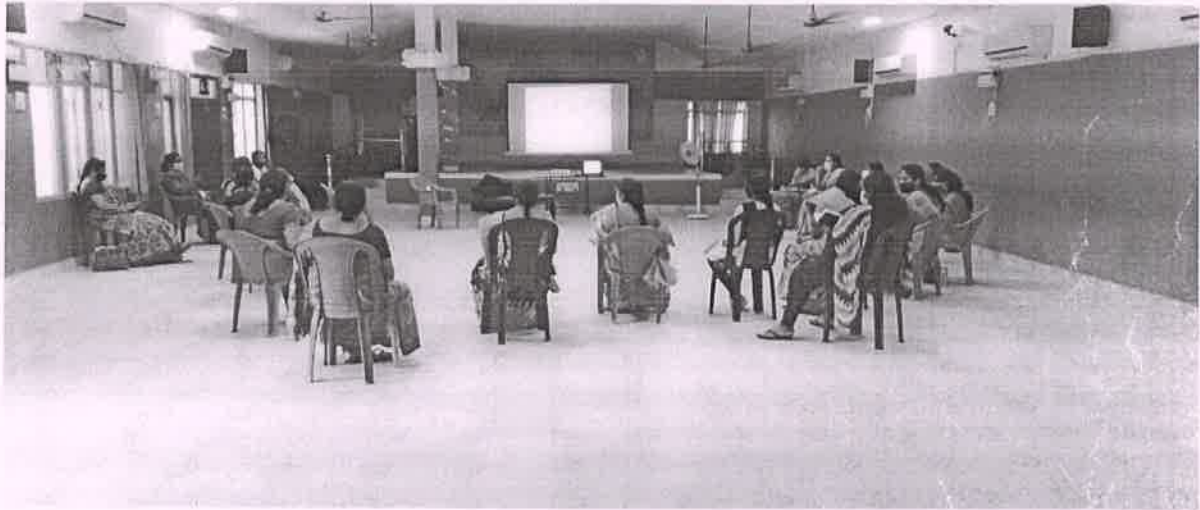
For the Five years Plan, respective departments to be consulted.

The Action Plan for the five years to be based on the discussed aspects and the monthly reports to reflect the respective Criterion.

Members Present

1. Dr.S.Sridevi, Principal & IQAC Chairperson *S. Sridevi*
2. Dr. Meenakshi, Vice-Principal & Dean of Research *R. Meenakshi*
3. Dr. P.J. Queency Asha Dhas, IQAC Co-ordinator
4. Mrs. Beena Thomas, Dean of Students *Beena*
5. Mrs. R. Rajalakshmi, Dean of Academics *R. Rajalakshmi*
6. Mrs. Mercy Silvester, Head, Dept.of B.Com(CS) *Mercy*
7. Mrs. K. Swarna, Head, Dept.of Accounting & Finance *Swarna*
8. Dr. K. Preetha Head, Dept.of Languages *K. Preetha*

9. Mrs. M. Ramya, Head, Dept.of Mathematics *MR*
10. Mrs. J. Mary Catherine Head, Dept.of Computer Science *JMC*
11. Mrs. N. Anuradha, Head, Dept.of Chemistry *AN*
12. Mrs. K. Jaganeswari, Head, Dept.of Computer Applications *KJ*
13. Mrs. Alima Zehra, Head, Dept.of Psychology *AZ*
14. Mrs. Y. Kavitha, Head, Dept.of Business Administration *YK*
15. Mrs. A. Mary Dayana, Head, Dept.of Social Work *AMD*



IQAC Meeting with Club Co-ordinators

Date: 2.12.2020

Time: 1.00 p.m

Agenda:

AQAR Data Collection for the period 2019-2020

The IQAC convened a meeting to commence the data collection process for the submission of AQAR for the year 2019-20

Representatives from all the departments and clubs were present.

The IQAC Coordinator Dr. P.J. Queency Asha Dhas began with a presentation of the questionnaire and explained how the data should be collected and where it should be submitted. The faculty member in charge of each item on the criteria was identified and finalized.

The faculty clarified their doubts and the meeting was adjourned.

Members Present

1. Dr. P.J. Queency Asha Dhas, IQAC Co-ordinator
2. Dr. U. Priya *U.P.*
3. Dr. A. Kasthuri *AK*
4. Dr. J. Gayathiri *JG*
5. Ms. M. Karthiga Priya *MP*
6. Dr.S.Durgadevi *SD*
7. Dr. T.Ramya *TR*
8. Dr. J.Valli *JV*
9. Dr. P. Malarvizhi *PM*
10. Ms. Preenu Ashok
11. Dr. S.Deva Prasanna *SDP*
12. Mrs. S. Sumathy *SS*
13. Mrs. V.E. Rubini *VR*
14. Dr. Sudha Srikanth *SS*
15. Dr. Sumuki Padmanabhan *SP*
16. Mrs. N. Anuradha *NA*
17. Dr. P. Sudha *PS*
18. Mrs. J. Kauser *JK*
19. Ms. Ashwini U.R *AU*
20. Mrs. R.K.Devi *R.K.D*



IQAC Meeting with Working Team

Date: 2.12.2020

Time: 1.30 p.m

Agenda:

AQAR Data Collection for the period 2019-2020









The meeting was held to discuss the duties of allocation of collection of data for the AQAR as well as the NIRF.

The allocation was read out and accepted by all. The list is attached herewith.

The date for submission was fixed as 10/12/2020

It was decided to hold another meeting on 14/12/2020 to consolidate the data before the submission and uploading of details for AQAR and NIRF on 15/12/2020

Members Present

1. Dr. P.J. Queency Asha Dhas, IQAC Co-ordinator 
2. Mrs. M.Priyadarshini, IQAC Member 
3. Mrs. K.J. Jayalakshmi, IQAC Member 
4. Mrs.M.Ramya, IQAC Member 
5. Mrs. K.Jaganeswari, IQAC Member 
6. Dr. P. Sudha, IQAC Member 
7. Dr. B.V. Saraswathy, IQAC Member 
8. Mrs. A. Shenbagavalli, Technical Staff 



IQAC Meeting with Non-Teaching Staff

Date: 17.12.2020

Time: 11.15 a.m

Agenda:

- COVID Precautions
- Interpersonal Relationship
- Duties and Responsibilities
- Maintenance of duty note book
- Visitors book maintenance
- Watering the plants
- Update the register maintained for electronic equipments repair.
- Dress Code

Minutes:

COVID Precautions

The precautions that have to be followed according to the Standard Operating Procedures (SOP) mandated by the government of Tamil Nadu were listed and arrangements made. It was decided to make it compulsory for all the employees of the college to follow the protocols to try to avoid being infected by the COVID virus.

Interpersonal Relationship

The importance of team work was discussed. It was emphasized that the growth of the institution depends on the team work of the employees. Therefore, interpersonal relationships are paramount and must be positive and on a professional level.

Duties and Responsibilities

The various duties and responsibilities were listed out as follows:

Mr. Y. Moses – Attender cum Conductor

Designation – Attender cum Conductor

Reports to

- As attender to Principal
- As conductor to Liaison Officer

Job Description:

- Report to office at 9.00 am.
- Answer Principal's bell.
- Perform the role of a bus conductor in the college bus and assist the driver to pick-up and drop students.

- Incharge to switch on and off CCTV footage viewing television in Principal's room by 9.00 am.
- To be present throughout the day in the place allotted in office and perform office work allotted by the fee counter clerks and college office clerks every day.
- Incharge of principal room entry register for Faculty and get sign from all the faculty who enter Principal's room.
- Sanitise all who enter office & principal's room.
- Part of IDE exam committee and perform tasks assigned by the committee.
- Facilitate week end classes – IAS, Bank coaching, NEET, JEE, etc by helping the tutors in connecting laptops, projectors, etc.
- Purchasing snacks, food and other things on special occasions.
- Submitting letters in the tapal sections at the university as and when required.
- Incharge of co-ordinating with the tour operator in booking and cancelling tickets for student tours/ industrial visits.
- Accompanying staff and students on tours – long tours and one-day tours
- Accompanying staff and students on library visits, EVS trips, Industrial visits etc.
- Submitting letters and documents in the scholarship office as and when required.
- Taking letters to Trust office.
- To be trained on file maintenance, taking print outs, photo copy, scan, take photos, etc.
- Arranging auditoriums for physical meetings.
- Incharge to Courier or post official letters after office hours.
- Help the garden incharge in lawn moving work.
- Perform anyother tasks assigned by principal

Mr. Parthasarathy – Attender cum Conductor cum Garden Incharge

Designation – Attender cum Conductor cum Garden Incharge

Reports to

- As attender to Principal
- As conductor and Garden Incharge to Liaison Officer

Job Description:

- Report to office at 9.00 am.
- Perform the role of a bus conductor in the college bus and assist the driver to pick-up and drop students
- Facilitate week end classes – IAS, Bank coaching, NEET, JEE, etc by helping the tutors in connecting laptops, projectors, etc.
- Sanitise all who enter office & principal's room.

- Taking letters to Trust office.
- Take photographs using college camera during events.
- Perform lawn mowing once every month.
- Perform gardening work every day morning.
- To be present throughout the day in the place allotted in office and perform office work allotted by the fee counter clerks and college office clerks every day.
- Incharge of principal room entry register for Faculty and get sign from all the faculty who enter Principal's room.
- Distribute the letters received in the Office and get signature in inward register from the letter recipients.
- To be trained on file maintenance, taking print outs, photo copy, scan, take photos, etc.
- Arranging auditoriums for physical meetings.
- Accompanying staff and students on tours – long tours and one-day tours
- Accompanying staff and students on library visits, EVS trips, Industrial visits etc.
- Perform all other tasks assigned by principal

Maintenance Staff

Designation – Ayahammas (and or) Scavengers

Reports to – Liaison Officer

Job Description:

- Cleaning (sweeping & swabbing) the following rooms on the floor allotted to them every day
 - All the classrooms
 - The Department faculty rooms
 - All the Labs
 - Seminar Halls. Lecture Halls/Auditoriums
 - Corridor/ Staircase
- Keep the classrooms, departments, Labs, etc open every day before the arrival of Faculty & Students and ensure the windows are kept open.
- Wipe workplace, Tables, Desktops, Printers, etc., everyday.
- Assist faculty in taking photo copies from e-resource center and perform any other tasks assigned by the faculty in that floor
- Every week, clear the cobwebs and dust windows.
- Accountable and responsible for the cleanliness of the area (floor/ground/rooms) allotted to them
- Sweep a portion of the ground every day morning
- In case of Scavengers, clean the restrooms on the floor twice a day.
- Responsible and accountable for overall cleanliness of the campus.
- Clean all the chairs in the lounge on a monthly basis.
- Buy refreshment from Canteen for faculty

- Perform the following work allotted by Chief Superintendent during the conduct of University Examinations
 - Cleaning the classrooms, removing charts, clearing the desks and wiping them.
 - Numbering the desks in the class rooms.
 - Writing on the board (Centre Code and Exam Details)
 - Being incharge of a floor – collect extra QPs & answer books, circulating whiteners, red pen, black pens, staplers, etc., and provide drinking water for students.
 - Clean the exam room and exam classrooms everyday – Sweeping & moping.
 - Making tea for the exam committee.

Watchman

Designation – Watchman

Reports to – Liaison Officer

Job Description:

- Work in shifts – Day & Night – at the discretion of Liaison Officer
- Maintain entry and exit registers and ensure all those who enter the campus make an entry in the respective registers and get the registers attested by Liaison Officer/Principal on a daily basis. The registers maintained are
 - Visitors entry & exit Register
 - Students entry & exit Register
 - Students late Register
 - Key Register – College & Schools - – make sure entry of the keys given and taken back are recorded every day.
 - Library Register for students visiting the college to access library (tentative register)
 - Students Entry register – exam purpose only (tentative register)
 - Students Entry register – taking ID card photo only (tentative register)
 - Students Entry register – Sports students entry.
 - Students Entry register – for collecting TC (tentative register)
 - Other Vehicles entry Register
 - NSS Students register for ‘Green Campus’ Project work.
 - K1 Police Patta Register
 - College & Boys School Cricket coaching students entry notebook
 - Boys School Entry for Athletic Practice register
 - Entry register for those who come to pay school fees.
 - Any other tentative registers
- Incharge of the main gates of the college – open and close the gates as and when required.
- Report to the principal any issue created by outsiders promptly.
- Go on rounds after college hours to check if all the rooms and passages are locked.

- Waterthe plants in the campus during public holidays, Sundays and in the absence of the Garden incharge.
- Perform thermal screening at the college entrance on those who enter the Campus and provide them with sanitizer to get their hands sanitized.
- Collect letters, couriers, parcels, etc. when College office is not functioning and responsibly hand over them in the Office the next working day.
- Ensure the water tanks are filled up – Incharge of the water motors.
- During the onset of monsoon rains, take immediate steps to eradicate water logging inside the college campus.
- Direct the Students & Faculty to park their vehicles in the College Campus.

Drivers

Designation – Driver (College Bus)

Reports to – Liaison Officer

Job Description:

- Pick up students from their respective pick-up points and drop them to their destination after college hours.
- Maintain trip sheets
- Ensure to follow safety measures
- In case there is any fault or issue in the vehicle, promptly report to the Liaison officer.
- Ensure the vehicle is serviced at the right time
- Ensure the vehicle is sent for FC and renewal of FC is obtained when it is due.
- In case of absence of other vehicle (College Car) drivers, act as a substitute.

Designation – Driver cum Attender

Reports to – Liaison Officer

Job Description:

- Pick up and drop faculty from schools & College, trust board members and other staff as and when there is a requirement.
- Take the counter assistants of College and schools to bank every day in order to remit the fee collection and drop them back from where they were picked up(College/ School).
- Take the College office assistants to the University, Scholarship office, DPI, Directorate of Collegiate Education office, etc. when needed.
- Maintain trip sheets.
- Fuel the auto periodically and report the bills to the liaison officer.
- Ensure to follow safety measures
- In case there is any fault or issue in the vehicle, promptly report to the Liaison officer.
- Ensure the auto is serviced at the right time
- Ensure the auto is sent for FC and renewal of FC is obtained when it is due.
- Move Almirahs, desks, desktops, tables, etc as and when required.
- Perform duties of an attender when required.

Maintenance of duty note book

It was decided to maintain a Duty note book where all the duties will be recorded.

Visitors' book maintenance

A visitors' book should also be maintained in order to have a record of the people entering and leaving the college.

Watering the plants

It was decided to water the plants periodically overseen by the gardener.

Update the register maintained for electronic equipments repair.

The Register where electronic equipments that require repair have to be recorded has not been updated. It was decided to update the register.

Dress Code

It was made mandatory that the Non-teaching Staff have to wear their respective uniforms everyday within the college campus.

Members Present:

1. Dr.S.Sridevi, Principal & IQAC Chairperson
2. Dr. Queency Asha Dhas, IQAC Co-ordinator
3. Mr. Y. Moses
4. Mr. S. Saravana Kumar
5. Mr. Syed Buhari.M
6. Mr. V. Krishnamoorthy
7. Mr. P. Babu
8. Mrs.K.Shanthi
9. Mrs.P.Pencilamma
10. Mrs. G. Jaya
11. Mrs. H. Ramya
12. Mrs.R. Sunitha
13. Mrs. R. Chithra
14. Mrs. G. Kalaiyarasi
15. Mrs. S. Malarkodi
16. Mrs. A. Adhilakshmi
17. Mrs. R. Roothamma

A. Anandani



IQAC Meeting with Administrative Staff

Date: 18.12.2020

Time: 1.15 p.m

Agenda:

- Duties and Responsibilities
- Professional Relationship
- COVID Precautions
- Interaction with teaching faculty and outsiders
- File Maintenance

Minutes:

Duties and Responsibilities

Mrs. V. Punitha

Designation – Clerk cum Cashier next Friday meeting

Reports to – Principal

Job Description:

- Responsible & Accountable for the overall functioning of the counter.
- Collecting Fees and other payments & Remitting daily collection in Bank or Trust Office
 - Incharge for collecting Semester fees, Bus fees, University Exam fees, Alumnae fees, Record fees & other fines.
 - Remit the fees collection in bank everyday (on turns)
 - Generate Defaulters list and circulate it to the departments and do regular follow-up in collecting fee dues.
 - During I year admissions, allotting programme-wise admission numbers to candidates as they pay fees.
- Co-ordinating with Trust Office in making Online Payments, drawing Demand Drafts & accessing College Bank Account
 - Assist Managing Trustee in making online payments
 - University Exam Fee
 - Revaluation & Re-totalling Fee
 - Condonation fee
 - General Registration Fee for I years
 - Affiliation/ Recognition/ Inspection Fee
- Overall incharge of +2 mark sheet verification Process during september – DPI
- Maintain the following Files
- For other board students collect their originals and make payment
- Co-ordinate TC work and issue them to Students
- Disbursing SC/ST & private Scholarships to beneficiary Students.
- Any financial transaction of the college.
- Department conferences -

Mrs R Anuradha

Designation – Assistant

Reports to – Principal

Job Description:

- **Liaison between Trust Office and College Office**
 - Sending monthly reports to trust office on leave details of teaching and non-teaching staff.
 - All Acquaintances – Receive & distribute PF Slips/ Pay slips/ ESI Communication/ IT forms/ letters addressed to staff, etc from Trust Office.
 - Scrutinizing bills and sending request letters to the managing trustee and correspondent for sanction of funds for various occasions and reasons.
- **Filling Student Online Scholarship Form**
 - Filling online scholarship forms for students, scan & upload required documents (Minority, Central Sector & SC/ST) and collect required photocopies of the documents that has to be submitted in the scholarship office.
- **Incharge of Attendance Registers & Leave Registers**
 - Marking leaves and overall maintenance of the attendance registers of teaching and non-teaching staffs
 - Maintaining leave registers of teaching and non-teaching staff (Casual Leave & Earned Leave)
 - Tracking bio-metric for teaching & non-teaching and submit weekly or monthly report to Principal
 - Print leave letters approved by Vice-principal and file them in respective files.
 - Call the respective HODs to check on uninformed leave taken by their faculty and follow-up with the HODs on getting leave letters from their faculty.
 - Provide a monthly report to the Principal.
- **Incharge of AISHE Survey (Yearly)**
 - Collecting data for AISHE and updating the online forms TIF (Teachers Information Form), DCF (Data Capture Form) & Minority Form in AISHE Portal

Mrs Jisha Joy

Designation – Fee Counter Assistant

Reports to – Principal

Job Description:

- Take Complete charge of the counter in the absence of Mrs. Punitha.
- Collecting Fees and other payments & Remitting daily collection in Bank or Trust Office
 - Incharge for collecting Semester fees, Bus fees, University Exam fees, Alumnae fees, Record fees & other fines.
 - Remit the fee collection in bank everyday (Mrs V Punitha & Mrs Jisha on turns)
 - Generate Defaulters list and circulate it to the departments and perform regular follow-up in collecting fee dues.
 - During I year admissions, allotting programme-wise admission numbers to candidates as they pay fees.
- Maintain the following Files

Mrs. P. Mary Diana

Designation – Assistant

Reports to – Principal

Job Description:

All these to be done by Dinesh under the supervision of Office Admin Ms. P. Mary Diana

- Liaison with the University – Controller & Registrar
 - Incharge to call the University to get doubts clarified
 - Sending mails to University
 - Typing letters to University
- University Regular Exam & IDE Exam Clerical Work and other University work
 - Filling Online Exam Application for the first year students, validate it and send them with supporting documents to the University.
 - Perform Nominal Roll (Exam Registration) in University online ERS (Exam registration system) for all the students to attend semester exams.
 - Co-ordinate with departments in getting the manual exam application forms for Transfer, Re-do and break of study students each semester.
 - Perform the following clerical work during the conduct of University Exams.
 - Typing Room allotment
 - Printing formats & Circulars
 - Marking attendance
 - Camp Work
 - Any other work allotted by the chief superintendent.
 - Perform online internal mark entry in the University Online Internal Mark Entry System (IMES) for Practical, NME, Softskills & Value education exams.
 - Typing letters to the University – Controller and Registrar to report issues.
 - Collect data from the departments /ERP and fill up the proformas sent by the University like Student Strength, Annual Report, SC/St data, faculty achievements, Annual Staff Return, etc.
 - Condonation– clerical work each semester.
- Typing Letters, drafting Minutes of College Advisory Committee meetings, Job descriptions, and other meeting minutes.
- Checking Mails and forwarding mails to faculty/ HOD, etc
- Distribute mark statements, provisional & degrees to departments and maintain records for the same.
- Perform work allotted by IQAC co-ordinator.
- Respond to communication received from DCE by co-ordinating with ERP team and departments.
- Typing HOD & Faculty circulars and forwarding mails/ communication to student batches.
- Perform any other task allotted by Principal.

Mr. Dinesh Kumar

Designation – Clerk

Reports to – Principal

Job Description:

- University Regular Exam & IDE Exam Clerical Work and other University work
 - Filling Online Exam Application for the first year students, validate it and send them with supporting documents to the University.
 - Collect mark statements, Provisional Certificates & Degree certificates from the University and handover to Mrs. P. Mary Diana for distribution..
 - Take letters to the University and dispatch them in the tapal sections and get acknowledgement in the dispatch book.
 - Get doubts clarified while visiting the University for dispatching letters.
 - Perform the following clerical work during the conduct of University Exams.
 - Printing
 - Time table
 - Abstract
 - Nominal Rolls
 - Hall Tickets
 - Seating Plans
 - Typing Room allotment
 - Issue Duplicate hall tickets & exam bonafides and account the money collected to the Chief Superintendent.
 - Numbering Rooms
 - Help in Camp Work
 - Any other work allotted by the chief superintendent.
 - Perform online internal mark entry in the University Online Internal Mark Entry System (IMES) for Practical, NME, Softskills & Value education exams.
- Collect letters, couriers & parcels addressed to principal & other faculty (official only)of the college and dispatch them through inward register.
- Perform clerical work in assisting the respective incharge for Semester Time-table framing
- Perform clerical work in assisting the incharge for CIA.
- Compile monthly reports sent by each department and soft bind them on a monthly basis.
- Perform the following filing work
 - Registrar – University of Madras
 - Controller of Examinations - University of Madras
 - Monthly Reports
- Check mails everyday
 - cttewc@gmail.com
 - cttewc@yahoo.com
 - office@cttewc.edu.in

- Handle petty cash and produce accounts to the Accounts incharge as and when cash is required.
- Sending Student absentee message and other messages intended for B.Com CS department students.

Professional Relationship

The Administrative Staff have to maintain a professional relationship with each other and the other employees of the college. This was emphasised as an important aspect of their presence in the college office.

COVID Precautions

The precautions that have to be followed according to the Standard Operating Procedures (SOP) mandated by the government of Tamil Nadu were listed and arrangements made. It was decided to make it compulsory for all the employees of the college to follow the protocols to try to avoid being infected by the COVID virus.

Interaction with teaching faculty and outsiders

The Administrative Staff have to maintain a professional relationship with the other employees of the college. This was emphasised as an important aspect of their presence in the college office. Visitors to the college should be made to feel the impact of the scholarly environment inside the campus.

File Maintenance

Records preserve the history of an institution that will be the legacy to the society. Therefore, maintaining the files of the college by the administrative staff is very important. The staff was asked to approach it with utmost seriousness and require it with responsibility.

Members Present

1. Dr.S.Sridevi, Principal & IQAC Chairperson
2. Dr. Queency Asha Dhas, IQAC Co-ordinator
3. Mrs.V.Punitha *[Signature]*
4. Mrs. Jisha Joy *[Signature]*
5. Mrs. P, Mary Diana *[Signature]*
6. Mr. R. Dinesh Kumar *[Signature]*

A. Sridevi



IQAC Meeting with Student Council

Date: 05.01.2021

Time: 10.00 a.m.

Agenda:

- Measures taken to liaise between college and peer group
- Suggestion to improve attendance for online classes
- Feedback on online teaching using ICT & online exams
- Precautionary measures against COVID-19
- Ways to gain publicity for college
- Motivate students to access library
- Opinions on Sports during COVID times
- Opinions on Cultural Activities during COVID times
- Opinions on Extension Activities during COVID times
- Overall contribution to college

Minutes:

- It was decided that on a regular basis, the Student Council members will be meeting all the classes, every 2nd & 4th week after class hours.
- Student Council represented the reason for absenteeism, as data exhausting and also gave preferences for seminar/assignment during the last hour.
- Student Council reported satisfaction regarding the usage of ICT Tools in every class. Council also requested for an 'Online Exam Help Desk' as they had difficulty in uploading the answer scripts. Therefore, it was decided to have a 'Workshop' for students in collaboration with IQAC for uploading answer scripts.
- Council suggested the involvement student volunteers for taking precautionary measures against COVID-19.
- To gain publicity, the Council opened an Instagram account and also promised to expand/widen the publicity, through other online platform sources.
- Council has decided to have orientation programme to improve the interest in library usage among students to develop reading habits. It was also decided to identify rare books and report to the library.
- With regard to conduct of Online Kalakiran, it will be decided later.
- Council along with NSS volunteers will take initiative to plant more trees and to remove the garbage near the college surroundings.
- Council members identified enormous level of interest among I year student in sports and it was decided to get letters from those students.
- They also demanded for Badminton court inside the campus.



Members Present:

1. Dr. Queency Asha Dhas, IQAC Co-ordinator
2. Mrs. Beena Thomas, Dean of Students
3. Sruthi.S, President
4. Monika .D, Vice-President
5. Yasmeen .S.K, Member
6. Praganitha.R, Member
7. Muthulakshmi. S, Member
8. Ranjani Shree. N, Member
9. Arthi.S, Member
10. Soundarya.M, Member
11. Anusha .C, Member
12. Virmilion Aglow Mary. V, Member
13. Christina. E.J, Member
14. Anisha.K.K, Member
15. Mohideen Ajeeba.S, Member
16. Mohana Priya.B , Member

Deepa Thomas

Beena

Monika D

Praganthy

Muthulakshmi

Ranjani Shree N

Arthi S

Soundarya M

V.V. Aglow Mary

Christina E.J

Anisha K.K

Mohideen Ajeeba S

Mohana Priya

Arthi S

AQAR 2019-2020 Data Validation Meeting

Date: February 10, 2021

Time: 10.30 am to 11.00 am

Venue: JJK Auditorium

Agenda:

To verify AQAR data





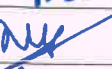



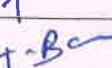
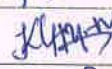
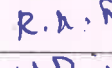
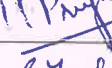
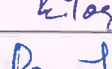
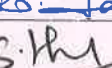
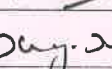
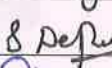
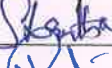

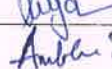

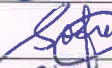







Minutes:

- Whatever data is provided by the departments, committees & clubs have been compiled by IQAC Working Team and this meeting is for the departments, clubs and committee representatives to verify the compiled data. Changes will not be entertained after EOD today.
- The 2019-2020 AQAR will be uploaded on February 15, 2021. IQAC will not be responsible for any data that is left out.
- The last date to submit Soft copies of supporting documents for the data provided for AQAR 2019-2020 is March 19, 2021.
- A Google drive will be created which can be accessed by the HODs, club co-ordinators and committee incharges only to upload the supporting documents for the data provided for AQAR 2019-2020.
- India Today Ranking: Names of 5 students have been given by each department when the survey questionnaire was done by each department. Dr Asha will send a link to all the HODs. Departments should train those students on how to access the link to provide feedback about the College.



AQAR 2019-2020 Data Validation Meeting on 10.02.2021

Members Present

Name of the Faculty	Department / Club Co-ordinators	Signature
Dr. P.J. Queency Asha Dhas	IQAC Co-ordinator	
Mrs. K.Jaganeswari	BCA / IQAC Member	
Mrs. Y.Kavitha	BBA	
Mrs. N. Anuradha	B.Sc Chemistry	
Dr. R.Kavitha	IIC	
Dr. P. Malarvizhi	ED Cell	
Dr. J.Valli	CCC	
Dr. A. Kasthuri	NSS	
Dr. K.Preetha	Tamil	
Mrs. P. Sandhya Mohanan	French	
Dr. A. Thasleem Banu	Hindi	
Ms. M. Karthiga Priya	YRC	
Mrs. R.K.Devi	B.Com(CS)	
Dr. U. Priya	B.Com(CS) / NSS	
Mrs. E. Yoghitha	B.Com(A&F)	
Mrs. R. Lavanya	B.Sc Psychology	
Dr.S.Hajeema Rabiath Beevi	B.Com(G)	
Dr.S.Durgadevi	B.Com(G) / Scholarship	
Dr. S.Deva Prasanna	B.Com(G) / Fine Arts	
Dr.S.Shantha Bai	B.Com(G) / International Certificate Course	
Ms. V.E. Rubini	Swachh Bharat / Unnath Bharat Abhiyan / MSW	
Mrs. M.Priyadarshini	English / IQAC Member	
Ms. Anubha Jain	B.Com(G) / IQAC Member	
Mrs. C.Kalaivani	NMEICT Spoken Tutorials	
Mrs. J. Sofia	Heartfulness	
Dr. P. Sudha	IAS Exam Coaching / IQAC Member	
Mrs.M.Ramya	B.Sc Maths / IQAC Member	
Mrs.J.Mary Catherine	B.Sc Computer Science / IQAC Member	

AQAR 2019-2020 Review Meeting

Date: March 10, 2021

Time: 3.00 pm

Agenda:

- Review of AQAR 2019-2020

Minutes:

The members of IQAC working team suggested the following to enhance the quality of the curricular and extracurricular activities to be organised henceforth.

Criterion I

- 1.1.2 The number of certificate courses offered by departments to be increased
- 1.1.2 Steps to be taken to introduce diploma courses
- 1.3.1 New value added courses can be implemented
- 13.2 Departments to arrange for industrial visit and motivate students to take up internship programme

Criterion II

- 2.1. 1 Departments to take necessary steps to fill sanctioned seats
- 2.3.1 Members of Faculty should upgrade themselves technologically and use the latest technology available in their field
- 2.3.2 Documents for mentoring has to be prepared
- 2.4.2 Members of Faculty are advised to send nomination for awards and recognitions
- 2.6.2 Steps to be taken to increase the pass percentage

Criterion III

- 3.2.1 IIC & ED cell to arrange workshops / seminars on IPR with industry experts
- 3.2.2 IIC to take initiative to apply for innovation awards
- 3.2.3 IIC to take initiative to introduce incubation centre
- 3.3.1 Steps to be taken to provide incentive to teachers receiving awards
- 3.3.3 Need to drastically increase Research Publications in the Journals notified on UGC website
- 3.3.4 Need to publish Books and Chapters in edited Volumes / Books, and papers in National/International Conference Proceedings

- 3.3.5 Need to publish in Scopus/ Web of Science or Pub Med/ Indian Citation Index to improve bibliometrics of the publications
- 3.4.1 NSS and YRC to increase the number of extension programmes organized in collaboration with industry, community and non-Government organization
- 3.4.2 Need to work for awards and recognition for extension activities
- 3.5.1 Number of collaborative activities for research, faculty exchange, student exchange to be increased.
- 3.5.3 New MoUs to be signed and kept functional
- 3.3.7 Need to increase the number of faculty invited as resource person

Criterion IV

- 4.2.2 Number of books and journals to be increased in the library
- 4.2.3 Number of e-contents to be increased

Criterion V

- 5.1.1 Scholarships and Financial Support to be improved
- 5.1.3 Coaching provided for competitive examinations to be continued
- 5.2.1 The total number of students placed by campus placement to be increased
- 5.2.2 Proper documentation for student progression to higher education
- 5.2.3 Students to be motivated to take up competitive examinations
- 5.3.1 Students to be motivated to participate in national and international competitions
- 5.3.2 Need to increase the representation of students on academic & administrative bodies/committees of the institution
- 5.4. Increase interaction with alumnae

Criterion VI

- 6.3.1 Financial support to be provided to attend conference and workshop
- 6.3.2 Increase the number of professional development programmes
- 6.3.3 Members of faculty are advised to attend more number of FDPs
- 6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies to be improved
- 6.5.6. Number of quality initiatives under taken by the IQAC to be increased

Criterion VII


- 7.1.1 Departments / Clubs can conduct programmes on gender sensitization
- 7.1.5 Hand book to be published

Members Present:

1. Dr. S. Sridevi, Principal & IQAC Chairperson *S. Sridevi*
2. Dr. P.J. Queency Asha Dhas, IQAC Co-ordinator *P.J. Queency Asha Dhas*
3. Mrs. M.Priyadarshini, IQAC Member *M.Priyadarshini*
4. Mrs. M. Ramya, IQAC Member *M. Ramya*
5. Mrs. J. Mary Catherine, IQAC Member *J. Mary Catherine*
6. Mrs.K.Jaganeswari, IQAC Member *K.Jaganeswari*
7. Ms. Anubha Jain, IQAC Member *Anubha Jain*
8. Dr. P. Sudha, IQAC Member *P. Sudha*
9. Mrs. A. Shenbagavalli, Technical Staff *A. Shenbagavalli*



IQAC ACTION TAKEN REPORT 2020-21	
Action Plan	Action Taken
To enhance the quality of Online Teaching	Executive Training Programme to ensure quality in Online Teaching was organised on ICT Online Teaching Tools by Mr. Sarath Balaji, Co-Founder, Techevo from December 28 to December 30, 2020.
To follow the process of Permanent Affiliation	Under process.
To motivate the members of faculty to publish research papers in recognized International Journals	Faculty have published 35 research papers in Journals, 19 Books/Chapters in Books/Conference Proceedings.
To initiate the process of research journal publication	Under process.
To organize FDP to improve the technical and communicative skills of the administrative Staff	Workshops were conducted for Administrative and Technical staff.
To organize programmes using social media platforms to create awareness on various issues related to students community.	17 Facebook Live Series were conducted on various topics.


PRINCIPAL
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 Sembiam, Chennai - 600 011.

