



CHEVALIER T. THOMAS ELIZABETH COLLEGE FOR WOMEN

(No. 16, St. Mary's Road, Maryland, Sembium, Chennai - 600011)

Affiliated to the University of Madras & Re-accredited by NAAC with Grade 'A'

IQAC Working Team Meeting

Date: 08.06.2021

Time: 09.30 am - 10.30 am

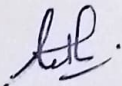
Minutes of the Meeting:

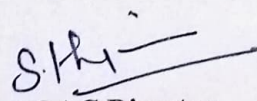
The following points were discussed:

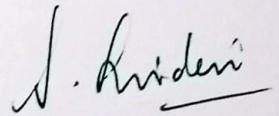
- Format for the reports of the events organized/conducted by the departments /clubs /cells were discussed .
- Various suggestions related to the events like FDP, Outreach, Workshops, Seminars etc. were given by Mrs. J. Mary Catherine, IQAC Coordinator based on the NAAC requirement.
- College social media club members were instructed to record the students activities and achievement regularly.
- Faculty members are asked to update their Participation in events, achievements and publications to IQAC .

Members Present:

1. Mrs. J. Mary Catherine
2. IQAC Working Committee Members


IQAC Coordinator
[J. MARY CATHERINE]


IQAC Director
[HAJEEMA RABIATH BEEVI S.]


PRINCIPAL



CHEVALIER T. THOMAS ELIZABETH COLLEGE FOR WOMEN

(No. 16, St. Mary's Road, Maryland, Sembium, Chennai – 600011)

Affiliated to the University of Madras & Re-accredited by NAAC with Grade 'A'

IQAC Working Team Minutes

Date: 09/06/2021

Meet link:Time: 10:00 – 11:00 am

Google Meet link: <https://meet.google.com/zag-fneu-gva>

Agenda: Guidelines for conducting FDPs and Faculty Participation and Award Reports

Minutes:

Mrs Kulandai Theresa

FDP Guidelines:

1. No of Days: Minimum 7
2. Participants: Within or Outside college
3. No of FDPs: 2
4. Resource Persons: In-house or External

FDP - June 2021/ Timing: 3.00 to 4.00/ Topic: Technical Training/ Duration: 7 days/Participants: IQAC Working Team.

August 2021/ Timing: 2.00 pm to 3.00 pm or 3.00 pm to 4.00 pm/Resource Persons: Mrs. Beena Thomas and Dr. Sumuki Padmanabhan/ Topic: Consult resource person

Send proposal for FDP to principal@ettewc.edu.in with CC to hajeema@ettewc.edu.in, marycatherine@ettewc.edu.in

Invitation to be sent to Principal and website team

Reports to be submitted within three days of the event completion.

Mrs E Yogitha

Collect scanned copies of certificates from faculty monthly along with report

Each month's consolidated report should be submitted for verification to Dr Hajeema within 10 days after last date given to departments

Mrs. E Padmavathy (TETL)

Follow up meeting with the Media and GSuite team to be conducted for further implementation.

Prepare a brief report with the current system (2019-20 & 2020-21) and suggestions for the academic year 2021-22 and send it to marycatherine@ettewc.edu.in.

Mrs Lavanya (PILL)

Prepare a brief report with the current system(2019-20 & 2020-21) and suggestions for the academic year 2021-22 and send it to the Dean of Academics, after corrections.

Report on various criterion to be prepared by Mrs. Mary Catherine, including the below details:

- Criterion summary
- Format of report
- Supporting documents required
- Frequency of data collection (Monthly/ Semester/Annual)
- Faculty Incharge of the component

Members:

1. Dr.S.Hajeema Rabiath Beevi
2. Mrs. J. Mary Catherine
3. Mrs. M. Kulandai Theresa
4. Mrs E. Yoghitha
5. Mrs. Lenora


IQAC Coordinator

[J. MARY CATHERINE]


IQAC Director

[HAJEEMA RABIATH BEEVI]


PRINCIPAL



CHEVALIER T. THOMAS ELIZABETH COLLEGE FOR WOMEN

(No. 16, St. Mary's Road, Maryland, Sembium, Chennai – 600011)

Affiliated to the University of Madras & Re-accredited by NAAC with Grade 'A'

IQAC Meeting with External Members

Time:5.30 p.m.

Date:18.06.2021

Agenda:

- To sign MoU's
- To give internship training for students

Minutes of the Meeting:

MoU's

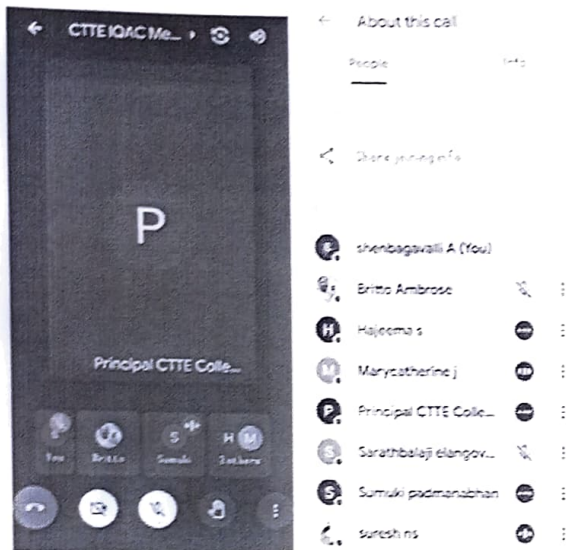
- Principal requested the following members to sign MoU's for 5 years:
 - o Printing - Mr. Suresh
 - o General - Mr. Britto
 - o Knowledge Sharing - Mr.Sarath Balaji
- Planning for the document must be prepared by IQAC - Dr.S.Hajeema Rabiath Beevi
- The proper letter need to be framed for 5 years and it should be sent to Mr.Suresh, Mr.Britto & Mr.Sarath Balaji – Mrs. J.Mary Catherine
- All transaction must be done through IQAC
- The Principal asked Dr.S.Hajeema Rabiath Beevi to check whether can we sign MoU's with Mr.Suresh
- Mr. Britto accepted to do Unnat Bharat Abhiyan, MSW curriculum-based NGOs and Industrial Visit

Internship:

- We have to inform students about the internship from this academic year
- The Principal asked Mr.Suresh to give training for students to design College Magazine
- Mr.Suresh suggested due to pandemic training can be given through online and said will install the software in students laptop
- Mr.Suresh also said that students can be taken from the following basis:
 - o Typing Knowledge
 - o Error Accuracy
 - o Creativity
- Mrs. Mary Catherine said the internship can be started after July 5, 2021, because students have their University Examinations
- The principal asked Dr.S.Hajeema Rabiath Beevi to include Dr.Sumuki Padmanabhan in all upcoming meetings with external members
- The next meeting has to be arranged with Dr. Malarvizhi regarding Graphic Design

Members Present:

1. Dr. S. Sridevi
2. Dr.S.Hajeema Rabiath Beevi
3. Mrs. J.Mary Catherine
4. Dr.Sumuki Padmanabhan
5. Mrs. A.Shenbagavalli
6. Mr. Suresh
7. Mr. Britto
8. Mr.Sarath Balaji





CHEVALIER T. THOMAS ELIZABETH COLLEGE FOR WOMEN

(No. 16, St. Mary's Road, Maryland, Sembium, Chennai – 600011)

Affiliated to the University of Madras & Re-accredited by NAAC with Grade 'A'

IQAC Review meeting with Placement Cell

Date: 17.02.2022

Time: 10.30 am

Agenda:

1. Building good rapport with companies offering placement.
2. Creating a network of alumnae placed in reputed companies.
3. AQAR Data Collection Procedures

Building rapport with the companies offering placement

- The placement officer Dr. Sudha Srikanth has been advised to be in regular contact with the corporate HRs.
- According to Dr Sudha Srikanth, the top companies are expecting the college to have a minimum of 500 computers with the latest configuration.
- One of the major reasons for not bringing pooled drives is that there is no PG available for Science streams.
- Corporate Companies who conduct the drive, are hoping for a considerable number of students to take part.

Create a network of alumnae

- A placement team to be created to keep track of the Alumnae
- Departments to be assigned to track alumnae details and the collected data to be institutionalised.
- In view of the above-mentioned point, it is planned to conduct a Department meeting with HODs.
- To record the data of the student progression, the placement cell should be connected with IQAC.

AQAR Data Collection Procedures

- After each placement drive Ms. Anisha has to submit the data to IQAC
- Entire raw data (with overlapping) to be send to the IQAC at the end of Campus drive
- IQAC will sort the data as per the AQAR requirements

Initiatives to be taken


- Google form to be created to collect the post drive feedback from the students on the same day after completing the drive
- Based on the feedback, training has to be given to the students in the area in which they are weak
- Employers feedback form also to be collected


Levels of Placement Training to be offered:

- I Semester - Personality Development
- II Semester – Communicative Skills to be trained
- III Semester – Career Counselling
- IV Semester – Aptitude test training
- V & VI – Semester – Core Placement Training
- Students should be trained to create resume
- Aptitude training should be given to the students
- A minimal contribution is expected from the students to organize sessions on aptitude test training by the experts.
- Students should be given sample/ mock application forms
- The placement officer should meet the first and second year students department wise and give career guidance monthly once.
- Dr. Sudha Srikanth suggested to include Mr. Dinesh (Magic bus) as IQAC representative to connect with the companies
- Student coordinators should be more responsible during the placement drive
- Unemployed passed out students should be encouraged to approach placement officer and class in-charges regarding job opportunities.
- Keeping in track with points mentioned above an initiative has to be taken as part of student progression.
- Monthly once review meeting will be conducted with the Placement cell.
- Ms. C. Hemvathy has been suggested to prepare one or two posters daily of the placed students with their photo, detail of the company, CTC and publish the same in our college website to reach the local students
- Rapport with the companies to be increased by placement officer Dr.Sudha Srikanth
- Ms. Anisha has been assigned to take up the process of filling the registration form from the companies as a trial and record the procedure by taking screenshots and explain the procedure to students.
- Placement cell is now coordinating with the start up companies as they are not getting any response from the top companies.
- A Job fair can be conducted in our college

Members Present in the Meeting

1. Dr. S.Hajeema Rabiath Beevi (IQAC Director)
2. Mrs. J. Mary Catherine (IQAC Coordinator)
3. Dr. Sudha Srikanth (Placement Officer)
4. Ms. Y. Anisha (Clerk)
5. Ms. S. Jeyasri (IQAC Technical Assistant)


IQAC Coordinator
[J. MARY CATHERINE]


IQAC Director
[HAJEEMA RABIATH BEEVI S.]


PRINCIPAL



CHEVALIER T. THOMAS ELIZABETH COLLEGE FOR WOMEN

(No. 16, St. Mary's Road, Maryland, Sembium, Chennai – 600011)

Affiliated to the University of Madras & Re-accredited by NAAC with Grade 'A'

IQAC Review meeting with Sports

Date: 21.02.2022

Time: 01.30 pm

Minutes of the Meeting

The following points were discussed:

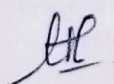
- Rules for each game to be submitted as a Report to IQAC, mentioning that we are following international standard
- Under which criteria or category, the best outgoing students are selected?
 1. Involvement of students participating in several competitions/events in other colleges or in state or district level
- Possibilities of including any other sports apart from already existing sports followed by the college.
- If any additional sport could be added, then proper guidelines should be constructed as per the protocol.
- Few games were included additionally and played internally by slightly changing the rules.
- How practice was given to the students in particular sports? Question was raised
 1. Coach was appointed to conduct practice sessions to the students few years back.
 2. Then students they themselves were going for academies/ clubs for training on their own interest.
 3. Training for few sports like Volleyball, Kho-Kho, Throwball were given in college.
- Based on the performance and skill improvement, students were given the opportunity to attend external matches.
- Individual opinions were collected from the students playing particular sports after practice sessions, but recording feedback has stopped since 2018.
- Planning to organize outdoor camps for the exposure of students.
- Sports events can be divided and conducted on different days (department wise) and not only on sports day.
- Student participation in intercollegiate competitions were reduced
- Students have an expectation from the management to provide stiffened for their achievement in state or national level events.
- Need to seek permission from the principal for the students to practice on a particular sport event between 7.a.m. to 9.a.m.

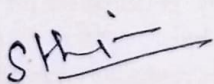
Initiatives to be taken:

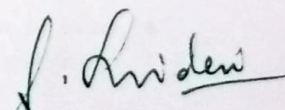
- Guidelines for selection process of best outgoing students to be prepared as a report by Mrs. Sumathy, Physical directress and has to submit it to IQAC
- Action plan has to be submitted in the initial days of the academic year after discussing with the Principal.
- Proper attendance should be maintained for the students who are attending morning sports sessions
- A feedback form will be created by the IQAC team and circulated among students
- Students feedback to be collected for the academic year 2021-2022 and henceforth regularly.
- Events to be organized throughout the year
- Sports Club to be created and active students from each department should be selected as sports club members
- State level participation of students in sports to be shown
- Social media publicity to be given for the students who have participated in state or district level competitions or events.
- Orientations should be conducted to the 1st and 2nd year students.
- With the permission of the principal a circular has to be sent to all the departments stating that students can utilize their leisure periods for sports practice.
- As an initiative and to create interest in sports among students' sports internships can be given to students.
- Based on students' involvement and achievements in sports, students were allotted internal marks.
- Students who excel in sports should be selected in the admission level and can give extra coaching to them.
- Each day any sport related event or fun activity should be conducted and to be recorded for the purpose of uploading in social-media.
- A new initiative can be taken by performing a few yoga asanas or exercises at the morning assembly.
- Students who are good in sports can be taken to schools and used as trainers for the school students.

Members Present:

1. Dr. Hajeema Rabiath Beevi (IQAC Director)
2. Mrs. J. Mary Catherine (IQAC Coordinator)
3. Mrs. Sumathi (Physical Director)
4. S. Jeyasri (IQAC Technical Assistant)


IQAC Coordinator
[J. MARY CATHERINE]


IQAC Director
[HAJEEMA RABIATH BEEVI S.]


PRINCIPAL



CHEVALIER T. THOMAS ELIZABETH COLLEGE FOR WOMEN

(No. 16, St. Mary's Road, Maryland, Sembium, Chennai – 600011)

Affiliated to the University of Madras & Re-accredited by NAAC with Grade 'A

IQAC Review Meeting with ERP, G Suite and CTTE Media

Minutes of the Meeting

Date: 28.02.2022

Time: 11.00 am

ERP

- For effective data entry in the ERP, an overall in-charge to be assigned as an admin for ERP
- Any one of the office staff can be assigned as an ERP Admin.
- Data of all the Students and Faculty members has to be updated in the ERP
- Ms. Y. Sirisha, Programmer, has to update the particulars of all the faculties
- Because of fee defaulters, students have been stopped from viewing the ERP
- Timetable has to be fixed at the earliest of the each semester to make use of the attendance subject/hour wise
- Attendance and CIA Marks to be updated

IQAC Suggestions

- I Year Class In-charges have to check the particulars of all their students and have to report the corrections to the ERP admin
- Subsequently the Fee counter has to update the data of students who have left the institution, expired, transferred to other departments, etc.,
- E-mail ID and Contact details has to be updated
- Once the data is up to date in the ERP, TC checking can be done by viewing the ERP itself
- Mrs. Nandhini, Assistant Professor and ERP incharge has been suggested to review fee module every month

G Suite:

- Google Meet Recordings to be generated

CTTE Media


- A special team to be formed to support live streaming
- A appropriate procedure has to be followed in advance for booking live streams
- Once the booking process has been confirmed, the status has to be updated to the respective faculty/ department

- Media team technician has to be relieved completely from the lab to take over the CTTE Media works

Members Present:

1. Dr. Hajeema Rabiath Beevi - IQAC Director
2. Mrs. Mary Catherine. J - IQAC Coordinator
3. Mrs. Nandhini. V, Assistant Professor, ERP Incharge
4. Mrs. Poornima. S, Assistant Professor, G Suite Incharge
5. Mrs. Suganthi. V, Assistant Professor, CTTE Media Incharge


IQAC Coordinator
[J. MARY CATHERINE]


IQAC Director
[HAJEEMA RABIATH BEEVI S]


PRINCIPAL



CHEVALIER T. THOMAS ELIZABETH COLLEGE FOR WOMEN

(No. 16, St. Mary's Road, Maryland, Semburam, Chennai - 600011)

Affiliated to the University of Madras & Re-accredited by NAAC with Grade 'A'

General Code of Ethics for Administrative and Supporting Staff Minutes

Date: 30.05.2022


Time: 01.45 pm

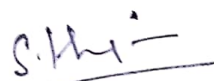
The following code of professional ethics as per UGC norms was read and explained by the IQAC coordinator Mrs. Mary Catherine to the administrative and supporting staff of the college

- Adhere to a responsible pattern of conduct and demeanour expected by the community
- Co-operate and assist in carrying out functions relating to the responsibilities of the college
- Respect the right and dignity of students in expressing his/her opinion
- Maintain Discipline and Dignity in the campus: Polite behaviour, Formal dress code and formal language
- Avoid misuse of cell phones in the college campus
- All vehicles to be parked in an ordered and neat manner
- No one can leave the campus without getting prior permission from the top management of the College
- All should record their movements in the college movement register
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand
- Cooperate with the authorities for the betterment of the institution
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation
- Refrain from assisting in any activity which tend to promote feeling of hatred among different communities

Members Present:

1. Dr. Hajeema Rabiath Beevi - IQAC Director
2. Mrs. Mary Catherine. J - IQAC Coordinator
3. Administrative Staff
4. Supporting Staff


IQAC Coordinator
(S MARY CATHERINE)


IQAC Director
(HAJEEMA RABIATH BEEVI S.)


PRINCIPAL



CHEVALIER T. THOMAS ELIZABETH COLLEGE FOR WOMEN

(No. 16, St. Mary's Road, Maryland, Sembium, Chennai - 600011)

Affiliated to the University of Madras & Re-accredited by NAAC with Grade 'A'

General Code of Ethics for Teachers

Minutes

Date: 31.05.2022

Time: 09.00 am

The following code of professional ethics as per UGC norms was read and explained by the IQAC director, Dr. Hajeema Rabiath Beevi to all the faculty members.

General code for all

- Adhere to a responsible pattern of conduct and demeanour expected by the community
- Co-operate and assist in carrying out functions relating to the responsibilities of the college
- Respect the right and dignity of students in expressing his/her opinion
- Maintain Discipline and Dignity in the campus: Polite behaviour, Formal dress code and formal language
- Avoid misusing the cell phones in the college campus
- All vehicles to be parked in an ordered and neat manner
- No one can leave the campus without getting prior permission from the top management of the College
- All should record their movements in the college movement register
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand
- Cooperate with the authorities for the betterment of the institution
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation
- Refrain from assisting in any activity which tend to promote feeling of hatred among different communities.

Codes for Teachers

- Lesson plans have to recognize the differences in aptitude and capabilities among students and strive to meet their individual needs; they should integrate teaching, research, extension and other student's activities; outcome must be analysed and recorded
- Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to societal needs.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
- Work to improve education in the community and strengthen the community's moral and intellectual life.

Members Present:

1. Dr. Hajeema Rabiath Beevi, IQAC Director
2. Mrs. J. Mary Catherine, IQAC Coordinator
3. All the Faculty Members
4. Ms. S. Jeyasri, IQAC Technical Assistant


IQAC Coordinator

[J. MARY CATHERINE]


IQAC Director

(HAJEEMA RABIATH BEEVI S.)



PRINCIPAL



CHEVALIER T. THOMAS ELIZABETH COLLEGE FOR WOMEN

(No. 16, St. Mary's Road, Maryland, Sembium, Chennai – 600011)

Affiliated to the University of Madras & Re-accredited by NAAC with Grade 'A'

ACADEMIC REVIEW - COURSE FILE CHECKING

Minutes

Date: 31.05.2022

The IQAC Director Dr. Hajeema Rabiath Beevi and IQAC Coordinator Mrs. J. Mary Catherine visited each department and checked the course files.

Suggestions are as follows:

1. Cross Cutting issues such professional ethics, gender equity, human values, environment and sustainability into the curriculum, fundamental rights and indian constitution to be incorporate in the lesson plan
2. Each faculty has to prepare the unique lesson plan based on different methodologies
3. More number of MOU's to be signed with the respective firms (department subject related companies) and training/ workshops can be conducted to the students by those firms.
4. Current affairs in the newspapers can be discussed in the classrooms and that can be mentioned in the lesson plan
5. One hour in a week can be allotted for visiting library in the timetable
6. All the department lesson plan should contain the PAL and PSL based reports
7. Vision of our college should be included in the lesson plan
8. IQ based and basics of subject related questions should be given in the entry level assessment.
9. Based on the entry level assessment students can be divided and given projects, research papers and assignments as activity.
10. Bridge course must be conducted at the departments
11. Cell phones can be used in the classrooms for academic purpose
12. Lesson plan should be modified based on the learning level of the students
13. Online activities conducted can be shown at the end of the lesson plan as a brief report along with the source link and that link can be saved in the respective teachers drive for future reference.
14. Regional language teaching can be taken for PSL.
15. Total autonomy is given to the teachers to decide the lesson plan
16. Based on the above points first draft of lesson plan will be checked by the Principal at the end of june month
17. Second level lesson plan will be checked at the end of July month and the final lesson plan will be freezed at the end of the semester

Members Present

1. Dr. Hajema Rabiath Beevi - IQAC Director
2. Mrs. J. Mary Catherine - IQAC Coordinator
3. Faculty Members of the respective Department
4. Ms. S. Jeyasri - IQAC Technical Assistant



IQAC Coordinator

(J. MARY CATHERINE)



IQAC Director

(HAJEMA RABIATH BEEVI S.)



PRINCIPAL

Chevalier T. Thomas Elizabeth College for Women
IQAC Action Taken Report 2021-22

Action Plan	Action Taken
To initiate community welfare activities in the neighbourhood of the college through MoU's with NGOs and other educational institutions.	Awareness and flood relief programmes were organized. CTTE Cares initiative provided COVID relief for non teaching faculty of the college.
To launch skill based courses for students.	Skill based programmes were offered in through ED Cell and TETL
To initiate CTTE brand building activities - online & offline.	Facilitation of MoU's with institutions of national importance like CSIR and organisation of programmes with them.
To launch women empowerment activities in neighbourhood schools and communities.	Mahila Arivu Chudar scheme was designed and launched.
To initiate career guidance programme for school students.	Career guidance programmes were conducted for school students.