



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'

Date: 14.06.2022

Time: 12 noon

Agenda:

- Review of Action plan for the academic year 2021-22
- Discussion on Academic Review of Course files conducted on 31.05.2022
- Finalizing of Action plan for the academic year 2022-23
- Internal Audit for 2021-22
- Free Crash Courses for Plus Two passed out students - Outreach

Minutes of the Meeting:

- The action plan for academic year 2021-22 was reviewed and gaps were identified
- The action plan for the academic year 2022-23 was discussed.
- Template for course files to be given by IQAc after consulting DOA
- Outreach Activities to be given more thrust
- Women Empowerment activities to be conducted
- Clubs should focus on field activities rather than talks and lectures

Internal Audit:


- The internal audit to be conducted before July 31, 2022
- Tentative dates - 30.6.2022 to 05.07.2022
- Departments are requested to keep the supporting documents as hard / soft copy which will be collected by the IQAC team on the same day.

Crash Course:

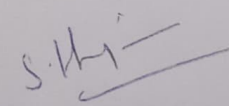
- Free crash courses to be conducted for plus two passed out students in the neighborhood.
- Dr. Sumuki Padmanabhan, Librarian will be overall incharge.
- Courses to be conducted in batches
- Topics: English for Careers, Logical Reasoning & 2 Aptitude Training, Tally, IOT, Personal Grooming
- Duties to be allotted for the same

Members Present:

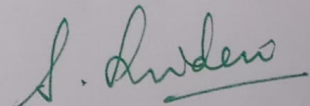
1. Dr. S. Sridevi
2. Dr.S.Hajeema Rabiath Beevi
3. Mrs. J.Mary Catherine
4. Dr. Sumuki Padmanabhan


IQAC Coordinator

[J-MARY CATHERINE]


IQAC Director

(HAJEEMA RABIATH BEEVI S)


Principal

PRINCIPAL

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





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Date: 04.07.2022

Time: 12 noon

Agenda:

- Conduct of Crash Courses

Minutes of the Meeting:

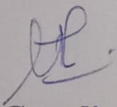
- Crash courses to be conducted as a part of
- The action plan for the academic year 2022-23 was discussed
- Outreach Activities to be given more thrust
- Women Empowerment activities to be conducted
- Clubs should focus on field activities rather than talks and lectures

Internal Audit:

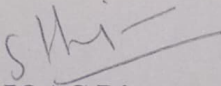
- The internal audit to be conducted before July 31, 2022
- Tentative dates - 30.6.2022 to 05.07.2022
- All details can be presented as hard/soft copy.
- Departments are requested to keep the supporting documents as hard / soft copy which will be collected by the IQAC team on the same day.

Members Present:

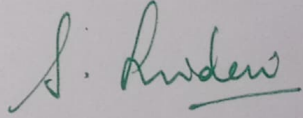
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2. Dr.S.Hajeema Rabiath Beevi
3. Mrs. J.Mary Catherine


IQAC Coordinator

[J. MARY CATHERINE]


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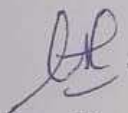
Minutes of the Annual review meeting for the various portfolios

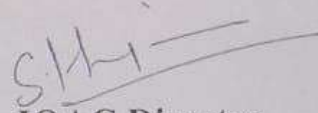
The annual review meeting for the various portfolios (2021-22) was conducted on 15.07.2022 & 16.07.2022. The faculty incharges presented the work done and progress of the respective portfolios. The review committee members were:

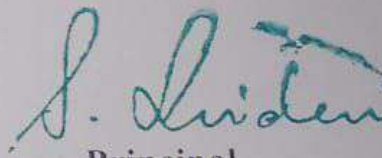
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2. Dr.S.Hajeema Rabiath Beevi
3. Mrs. J.Mary Catherine

The review committee members analysed the performance and the qualities of the activities organised. Suggestions were given to enhance the quality and also to align these events in line with the NEP 2020.

The schedule of the presentation is enclosed.


IQAC Coordinator
J. MARY CATHERINE


IQAC Director
(HAJEEMA RABIATH BEEVI S)


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Date: 04.08.2022

Time: 12 noon

Agenda:

- Presenting of AQAR to the CTTE Trust Board
- Analysis of the Internal Audit of the Non- Academic Clubs and Portfolios
- Finalization of Audit report

Minutes of the Meeting:

- The data for the AQAR 2021-22 to be presented on 29/08/2022 to the CTTE Trust Board
- The draft of the audit report was place before the Principal
- The performance of various clubs were discussed
- Suggestion for improving the quality of club activities were discussed

Members Present:

1. Dr. S. Sridevi
2. Dr.S.Hajeema Rabiath Beevi
3. Mrs. J.Mary Catherine

IQAC Coordinator

[J.MARY CATHERINE]

IQAC Director

(HAJEEMA RABIATH BEEVI S.)

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Date: 31.08.2022

Time: 12 noon

Agenda:

- Review of the suggestions of the CTTE Trust Board on AQAR 2021-22

Minutes of the Meeting:

- The suggestions of the CTTE Trust Board was presented to IQAC by the Principal
- The measures for implementation of the suggestions were discussed

Members Present:

1. Dr. S. Sridevi
2. Dr. S. Hajeema Rabiath Beevi
3. Mrs. J. Mary Catherine

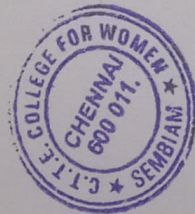
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Date: 12.10.2022

Time: 12 noon

Agenda:

- Analysis of the report Internal Audit of the Departments

Minutes of the Meeting:

- The audit report was place before the Principal
- The performance of various clubs were discussed
- Suggestion for improving the quality teaching learning and conduct of events were discussed

Members Present:

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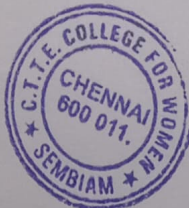
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Date: 05.01.2023

Time: 12 noon

Agenda:

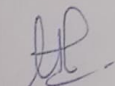
- Compilation of Data for AISHE, NIRF and India Today Ranking

Minutes of the Meeting:

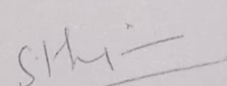
- Dr. C. Lalitha will be the SPOC for the India Today Rankings 2023
- IQAC will take up the task of filling NIRF and AISHE details
- Data collection procedures and sources were discussed.

Members Present:

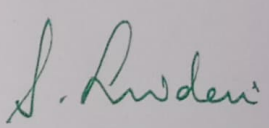
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IQAC Action Taken Report 2022-23

Action Plan	Action Taken
<ul style="list-style-type: none">To increase the community welfare activities in the neighbourhood of the college through MoU's with NGOs and other educational institutions.	<ul style="list-style-type: none">A number of outreach activities were organised under the guidance of IQAC for community welfare.
<ul style="list-style-type: none">To realign the policies of the college in line with National Education Policy 2020.	<ul style="list-style-type: none">New in house internships and certificate courses were introduced to provide experiential learning and skills development.
<ul style="list-style-type: none">To initiate CTTE brand building activities - online & offline	<ul style="list-style-type: none">Regular posts on Instagram, LinkedIn and leading newspapers done.
<ul style="list-style-type: none">To increase the number of women empowerment activities in neighbourhood schools and communities.	<ul style="list-style-type: none">Women empowerment programmes were organised throughout the year. Women Acheivers and mothers of outstanding and dyslexia students were honoured on Women's day.
<ul style="list-style-type: none">To organise more events on Gender Equity	<ul style="list-style-type: none">Several awareness programmes on Women health issues, sanitation and social issues were organised.



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