

ETHIRAJ COLLEGE FOR WOMEN (Autonomous)
Chennai – 600 008

Affiliated to the University of Madras
College with Potential for Excellence
Reaccredited with A Grade by NAAC



6.5.3. Quality Assurance Initiatives

IQAC Minutes

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MINUTES OF THE MEETING HELD ON 6th June 2016 in the IQAC Room

Members Present:

Dr. Rennet Samson	Coordinator
Dr. Malathi	Member
Dr. Anusha Balasingh	Member
Dr. Saradha	Member
Ms. Preethi Raj	Member

Apology for Absence: Dr. Jhone Verjhula

New Business:

The meeting was convened to discuss the arrangements to be made for the National Symposium to be held on 18th and 19th July 2016.

The following were some of the suggestions made and decisions taken:

1. Dr. Malathi suggested that an invitation could be sent to Ms Smriti Irani, Minister for HRD to be the Chief Guest,
2. It was decided that a separate symposium account would have to be opened at the earliest.
3. A suggestion was made that all principals of various colleges in the country could be informed about the symposium through the Principals ID.
4. Make a list of colleges with Potential for Excellence and Centre of Excellence.
5. As per the Principal's instruction to come up with names for a Panel of Experts for the Panel Discussion, the members of the IQAC came up with the following names: Dr. Mariazeena, Director, Sathyabama University, Mr. Jayaprakash Gandhi, Ms. Kiran Bedi, the Principal of MCC, the Principal of Loyola College, of Francis College, Hyderabad, Fergusson College and Christ University, Bangalore.
6. It was decided that the suggestion made by Dr. Bhoomitra Dev to have a video library would be implemented at the earliest. Recordings of all seminars, conferences, symposiums etc should be sent to the library by Vijaykumar, Mahesh and Ranjit.
7. It was resolved to avail of the autonomy grant from the COE and to confirm whether the amount allotted was Rs. 10000 or Rs. 20000.
8. Registration amount could be sent by NEFT.
9. Possible hotels for accommodation for the dignitaries: Hotel Savera, Radisson Blu and Ambassador Pallava.
10. It was decided that tickets would be booked through Thiru travels and that they could also take care of the dropping and picking up of dignitaries.
11. The pre invite has to be modified to incorporate the changes suggested by the Principal
12. A tentative budget was prepared

The meeting came to an end at 6.30 pm.

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Members Present:

Name	Signature
Dr. Rennet Samson	Rennet Samson
Dr. Malathi	Malathi
Dr. Anusha Balasingh	Anusha Balasingh
Dr. Saradha	Saradha
Ms. Preethi Raj	Preethi Raj

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MEETING OF THE IQAC MEMBERS WITH THE PRINCIPAL ON 16.06.2016 IN THE PRINCIPAL'S OFFICE

Members Present:

Dr. A Nirmala	Principal
Dr. Rennet Samson	Coordinator
Dr. Jhone Verjhula	Member
Dr. Malathi	Member
Dr. Anusha Balasingh	Member
Dr. Saradha	Member
Ms. Preethi Raj	Member

Apology for Absence: Nil

The Principal informed the members of the IQAC that by Friday the panel members should be fixed. She suggested that the panel could comprise of 2 educationists, 2 corporate leaders and one moderator. She suggested looking for members from institutions such as Loyola College and companies such as Deloitte.

The Principal felt that a session on Sharing Best Practices could be had when participants from other colleges could be asked to share their views.

Members Present:

Name	Signature
Dr. A Nirmala (Principal)	
Dr. Rennet Samson (Coordinator)	
Dr. Jhone Verjhula	
Dr. Malathi	
Dr. Anusha Balasingh	
Dr. Saradha	
Ms. Preethi Raj	

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MINUTES OF THE MEETING HELD ON 21st July 2016 in the Principal's Office

Members Present:

Dr. Nirmala	Principal
Dr. Rennet Samson	Coordinator
Dr. Adline G. Albert	
Dr. Jhone Verjhula	Member
Dr. Malathi	Member
Dr. Anusha Balasingh	Member
Dr. Saradha	Member
Ms. Preethi Raj	Member

Apology for Absence: Nil

The Principal reviewed the recently concluded National Symposium on the topic from Potential for Excellence to Excellence in Higher Educational Institutions on 18th & 19th July 2016. While expressing her satisfaction that the programme went off well, she noted that participation from other colleges had been less than expected.

She congratulated all those who were part of the arrangements.

She instructed the IQAC members to reviews the suggestions and advice given by the various distinguished speakers on how to move from Potential for Excellence to Excellence.

Members Present:

Dr. Nirmala (Principal)	<i>A. Nirmala</i>
Dr. Rennet Samson (Coordinator)	<i>Rennet Samson</i>
Dr. Adline G. Albert	
Dr. Jhone Verjhula	<i>Jhone</i>
Dr. Malathi	
Dr. Anusha Balasingh	<i>Anusha</i>
Dr. Saradha	<i>Saradha</i>
Ms. Preethi Raj	<i>Preethi</i>

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MINUTES OF THE MEETING HELD ON 1 September 2016 in the IQAC Room at 11.30 am

Members Present:

Dr. Rennet Samson	Coordinator
Dr. Jhone Verjhula	Member
Dr. Malathi	Member
Dr. Anusha Balasingh	Member
Dr. Saradha	Member
Ms. Preethi Raj	Member

Apology for Absence: Nil

New Business:

The members met to discuss the remaining programmes charted out for the academic year.

The following resolutions were made:

1. A one day seminar for the faculty in October.
2. A three day Faculty Development Programme would be conducted in January. Each day would cover one discipline : Humanities, Sciences and Business Studies
3. A student workshop on first aid
4. An IQAC initiated certificate programme such as Yoga
5. A medical camp for the non-teaching staff of the college covering eye, dental and ENT

The meeting came to an end at 12.30 pm

Members Present:

Dr. Rennet Samson (Coordinator)	Rennet Samson
Dr. Jhone Verjhula	Jhone
Dr. Malathi	Malathi
Dr. Anusha Balasingh	Anusha
Dr. Saradha	Saradha
Ms. Preethi Raj	Preethi

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MINUTES OF THE MEETING HELD ON 15th October 2016 in the IQAC Room at 11.30 am

Members Present:

Dr. Rennet Samson	Coordinator
Dr. Jhone Verjhula	Member
Dr. Malathi	Member
Dr. Anusha Balasingh	Member
Dr. Saradha	Member
Ms. Preethi Raj	Member

Apology for Absence: Nil

New Business:

The members met to discuss the upcoming programmes:

1. The Medical Check up for the non-teaching would be on 27th October 2016. The following staff would take up responsibilities to contact hospitals and make arrangements to bring in the doctors and specialists.

Eye: Ms. Preethi Raj

Dental: Dr. Malathi

ENT: Dr. Anusha

2. The check up would begin from 9 am. There would be a lecture at 11.30 am.
3. The FDP programme could be held on 19th, 20th and 21st of December. Staff with less than 5 years of experience could be the participants.

19th – Humanities

20th – Sciences

21st – Business Studies

Session one on the first day could be on the topic – Integrating Research into the curriculum while other sessions could be on innovations in teaching.

Members Present:

Dr. Rennet Samson (Coordinator)	<i>Rennet Samson</i>
Dr. Jhone Verjhula	<i>Jhone Verjhula</i>
Dr. Malathi	<i>Malathi</i>
Dr. Anusha Balasingh	<i>Anusha Balasingh</i>
Dr. Saradha	<i>Saradha</i>
Ms. Preethi Raj	<i>Preethi Raj</i>



**MINUTES OF THE IQAC MEETING HELD ON 17.11.2016 AT 2.20PM IN THE
PRINCIPAL'S OFFICE**

Members Present:

1. Dr. A. Nirmala – Principal
2. Dr. Renet Samson – IQAC Coordinator
3. Dr. Jhone Verjhula
4. Dr. Malathi V
5. Dr. Anusha Balasingh
6. Ms. Preethi Raj

Apology for Absence:

1. Dr. Adeline Albert
2. Dr. Saradha

The Principal informed the Committee that she has strengthened the IQAC team by inducting two staff from the recent appointees who will join the team from the next academic year – Dr. Gohulavani from the Department of Chemistry and Dr. Lavanya from the Department of Hindi. She also said that some more staff from the evening college can be added to the IQAC to further strengthen it as the next academic year will be a crucial year as the LOI has to be prepared and the 14 senior staff who are retiring cannot be involved in the IQAC.

The following are some of the suggestions that she gave:

- Maximum preparation to be done by May 2018
- Presentation can be creative with adequate facts
- A small increase in the research
- Organizational structure where we scored low should be looked into
- Everything should reflect the thought that has gone into it.
- Work on the guidelines (in the last NAAC we were the first to follow the new guidelines)
- LOI has to be sent by 4 ½ years (Six months before the visit)
- The expectation from NAAC is different with regard to Ethiraj College as it is a College with Potential for Excellence.
- What are the students doing with access to WiFi
- Encourage teaching learning innovations
- Conduct a workshop on teaching methodology – Submit their teaching modules
- Innovations and best practices to be checked
- Administration – Student League – can be included in the Best Practices
- IQAC to look into the NAAC guidelines
- Conduct an Academic Audit in the month of February

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- Explore integrating research into the curriculum
- One day Orientation for all new faculty may be on Emotional Intelligence – the 22 Aided and Trust appointed and those with less than five years. Seniors from our own college can also be encouraged to attend
- Morning session – General Talk – afternoon session subject related
- IQAC to create benchmarks for college with inputs from the workshops
- Preparation of study material
- Scope international
- Can regular students join an Open University – IQAC to clarify with universities – can they do two regular full time courses?
- English Department to conduct a bridge course
- Create a book bank
- More involvement of staff in research
- Staff diary must be revamped
- Collaborations with DST
- Science depts such as Botany dept can be involved in consultancy
- Conduct of Audit by NPTEL – Srinivas
- The flowing MOUs have been signed so far
 - International
 - 1. Concordia – MOU
 - 2. ACCA – Course – International Collaboration
 - 3. CMA (IMA) – Course International Collaboration (CMA Certification Programme in collaboration with IMA, New Jersey, USA ACCA Professional Programme, ACCA Parallel Programme, ACCA Certified Programme)
- To be included - Voter's registration – Students in electoral roles – Human Rights Department

The meeting came to an end at 4.55 pm.

Sl. No	Name	Signature
1	Dr. A. Nirmala	A. Nirmala
2	Dr. Rennet Samson	Rennet Samson
3	Dr. Jhone Verjula	Jhone
4	Dr. V. Malathi	V. Malathi
5	Dr. Anusha Balasingh	Anusha Balasingh
6	Ms. Preethi Raj	Preethi Raj

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MINUTES OF THE MEETING HELD IN THE PRINCIPAL'S OFFICE 17th NOVEMBER 2016

Time: 3.30 pm

Members Present

1. Dr. A. Nirmala – Principal
2. Dr. Rennet Samson – Coordinator
3. Dr. Jhone Verjhula – Member
4. Dr. Malathi – Member
5. Dr. Anusha Balasingh - Member
6. Ms. Preethi Raj – Member

Apology for Absence: Dr. Adeline Albert, Dr. Saradha

The Principal informed the IQAC that she would strengthen the team with two new members who would be inducted next academic year – Dr. Gokulavani (Chemistry) and Dr. Lavani (Hindi).

The meeting came to an end at 3.00pm.

Sl. No	Name	Signature
1	Dr. A. Nirmala	
2	Dr. Rennet Samson	
3	Dr. Jhone Verjula	
4	Dr. V. Malathi	
5	Dr. Anusha Balasingh	
6	Ms. Preethi Raj	

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MINUTES OF THE MEETING HELD ON 10.02.2017 IN THE IQAC ROOM

Members Present

Dr. Rennet Samson

Dr. V. Malathi

The members met to discuss the guidelines for financial support for Management sponsored projects

The following inputs and needs were received from the science departments for Research purposes:

1. Representation was made by staff members regarding money reimbursement for paper publication
2. LCD provisions in departments can be increased
3. MOU signed with TRC has provision only for students. It can be extended to staff members also
4. New MOUs can be made with research institutes and industries and institutes with animal houses
5. OD provision can be provided (2 – 3 hrs) to attend viva voce and for research purposes twice a month
6. Travel expenses for attending and presenting at conferences and seminars can be reimbursed.
7. More flexibility in the permission for research activities
8. Number of ODs that can be availed to be mentioned
9. Institution Ethical Committee has to be constituted
10. One more lab assistant for the instrumentation centre to cover both the Aided and Self-Supporting streams.

Sl. No	Name	Signature
1	Dr. Rennet Samon	
2	Dr. V. Malathi	