

**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 04.04.2017 IN THE IQAC ROOM

**Members Present:**

1. Dr. Rennet Samson – IQAC Coordinator
2. Dr. Malathi V
3. Dr. Saradha
4. Dr. Anusha Balasingh
5. Ms. Preethi Raj

**New Members:**

6. Dr. Gohulavani
7. Dr. Lavanya

Ideas for improvement

Placement register

1. S.no	Name	Nam of the course	Year of study	Higher studies / Placement
2. Salary		Name of the company	Copy of offer letter	

Research:

- Departments affiliation for research
- Departments to be initiated
- More Ph.D holders to apply for guide ship
- Research Scholars. List of full tie / part time in the Department faculty
- No. Ph.D awarded
- Students projects must be published

3. IQAC Newsletter 2 per academic years- 1 per semester.
4. Dr. Gohulavani & Dr. Lavanya to take charge

1. Rennet Samson
2. Malathi V
3. Saradha
4. Preethi Raj

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## MINUTES OF THE MEETING HELD ON 15.05.2017 IN THE IQAC ROOM

### **Members Present**

Dr. Rennet Samson

Dr. Saradha

Dr. Sutha T

Dr. Vaishnavi C

### **Apology for Absence:**

Dr. V. Malathi

Dr. Gohulavani G

Dr. Lavanya N

The discussion resulted in the following resolutions:

1. To request the Principal if MCA Dept could create a software to link all departments to a central data pool
2. To call for a meeting of all the IQAC Links in the month of June
3. Academic Audit to be fixed in the month of June after consultation with Principal regarding the date
4. External Extended Meeting in January 2018 – New member to be added on account of the retirement of Dr. Mercy Pushpalatha. A suggestion was made that the Principal of Ayyanar Nadar college, Sivakasi could be included
5. To implement the suggestions given by the External members
6. To create a Quality Circle group – wise
  - 1) Humanities
  - 2) Business Studies
  - 3) Life Sciences
  - 4) Physical Sciences
7. To ask them draw up a schedule of activities such Research and consultancy etc for the group and to ask them to periodically submit the reports to the IQAC.
8. Quality Circle to work on the Faculty Development Programme
9. More Department to have in house journals
10. Suggest that there should be a recognition of the Best Paper awardees and those who present papers abroad
11. SWOC analysis to be conducted in August
12. A Feedback to be collected from students and parents regarding syllabus and other aspects of college life
13. Examine thoroughly all the criteria for NAAC reaccreditation and send the questions to all the departments at the earliest

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14. Suggest that departments can have certificate programmes through the organizations with which they have signed an MOU – three months course etc. in association with IQAC Quality Circle

15. Keep a watch on the website updating of events

The meeting came to an end at 1.45 pm.

Sl. No	Name	Signature
1	Dr. Rennet Samon	
2	Dr. Saradha	
3	Dr. Sutha T	
4	Dr. Vaishnavi	

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## Minutes of the Meeting Held on 6.07.17

A meeting of the IQAC was held in the Principal's office at 1 pm.

Members Present:

Dr. A. Nirmala, Principal & Secretary – Chairperson IQAC  
Dr. Renet Samson – IQAC Coordinator  
Dr. N. Lavanya  
Dr. G. Gohulavani  
Dr. Saradha  
Ms. Menaka  
Ms. C. Vaishnavi

The meeting was convened to discuss the following :

1. SWOC Analysis
2. Conduction of Academic Audit

It was decided that a SWOC analysis should be conducted on a regular basis.

It was resolved that the Academic Audit of the departments will be held on 20<sup>th</sup> July. The audit committee should comprise of one chair person and two subject expert.

1. A. Nirmala
2. Renet Samson
3. [Signature]
4. Saradha
5. [Signature]
6. [Signature]
7. C. Vaishnavi